



CITY OF CALLAWAY BOARD OF COMMISSIONERS

TUESDAY, APRIL 22, 2025 – 6:00 P.M.
CALLAWAY ARTS & CONFERENCE CENTER
500 CALLAWAY PARK WAY
CALLAWAY, FL 32404

MAYOR

PAMN HENDERSON

COMMISSIONERS

SCOTT DAVIS
DAVID GRIGGS
BOB PELLETIER
KENNETH AYERS, JR.

KEVIN OBOS, CITY ATTORNEY

KEITH "EDDIE" COOK, CITY MANAGER

ASHLEY ROBYCK, CITY CLERK

REGULAR MEETING AGENDA

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION

MAYOR'S INSTRUCTIONS - Call for Additions/Deletions to the Agenda.

PUBLIC PARTICIPATION

- Speakers must come to the podium to be heard.
- Public Participation will be heard at the end of Commission discussion.
for each item and at the end of the meeting for non-agenda items.
- Comments are limited to three (3) minutes.

APPROVAL OF MINUTES

- | | |
|-------------------------------|---------------------|
| • April 3, 2025 | Commission Workshop |
| • April 8, 2025 | Regular Meeting |
| • Financial Statements | March 2025 |

PUBLIC HEARING

- | | |
|--------------------------|--|
| 1. Ordinance 1120 | Rezoning Parcels- 24379-000-000, 24380-000-000 |
| 2. Ordinance 1121 | Rezoning- 325 Camellia Ave |

REGULAR AGENDA

- | | |
|-----------------------------|--|
| 3. Resolution 25-04 | Recreational Facility Fee Changes |
| 4. Resolution 25-05 | CDBG- Small Cities Program Application |
| 5. Bid Award | CM2025-03 Beacon Point Plaza- N. Outparcel |
| 6. Surplus Equipment | Leisure Services |

COMMISSION/STAFF COMMENTS

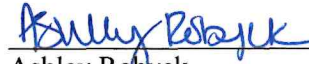
ANNOUNCEMENTS

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

- | | | |
|-----------------------|---|------------------|
| • May 6, 2025 | Planning Board Meeting (Potential) | 6:00 p.m. |
| • May 13, 2025 | Commission Meeting | 6:00 p.m. |

PUBLIC PARTICIPATION

ADJOURNMENT



Ashley Robyck
City Clerk

PURSUANT TO FLORIDA STATUTE 286.0105: Any person who decides to appeal any decision made at a meeting(s) announced in this notice with respect to any matter considered at such meeting(s) will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact Callaway's City Clerk, at 6601 E. Highway 22, Callaway, FL 32404; or by phone at (850) 871-6000 at least five calendar days prior to the meeting.

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

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
COMMISSION WORKSHOP MINUTES
APRIL 3, 2025 – 10:00 A.M.**

The Callaway Commission met in workshop session with Pam Henderson, Mayor, David Griggs, Mayor Pro tem, and Commissioners Bob Pelletier and Kenneth Ayers in attendance. Scott Davis was in attendance by phone. Also present were Eddie Cook, City Manager; and Ashley Robyck, City Clerk.

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

REGULAR AGENDA

**Item #1- Ordinance 1114- LDR Amendment- Recreational Equipment Storage-
Discussion only**

City Manager Cook advised that staff met with concerns. Points of discussion were:

1. The term “lot” should be changed to “Parcel” – Parcels can contain multiple lots and part of lots. Addresses are given to parcels and not lots. Lots are used in the legal descriptions.
2. Recreational vehicles should not be stored on vacant separate parcels.
3. Property Appraiser can combine or split lots with approval from city staff.
4. Addresses are not to be considered for this ordinance. Just because someone has more land, they do not get to store more recreational vehicles.
5. This ordinance does regulate the back yard behind a fence. You can NOT put a fence or storage building on a vacant parcel without a main structure. Parcels should be combined, and a fence can be put up for storage behind it. Fence installation shall follow all city regulations.
6. Sheriff’s office concerns.
7. If the vehicle is behind a fence, it is considered out of sight.

Commissioner Pelletier asked to discuss sizes of the motorhomes and whether or not that should be regulated or restricted. City Manager Cook addressed. He also agrees with the way the ordinance is worded now.

Mayor Henderson also advised she agrees with the changes to the wording. She also asked about trailers attached to a truck in a driveway that also has a boat. City Manager Cook and City Attorney Obos advised.

Commissioner Ayers asked for clarification on Section B #6. City Manager Cook addressed.

Commissioner Griggs spoke on sizes of the vehicles and not allowing in the right of way.

Discussion ensued regarding a property on Singleton Circle and owner who sometimes works on the property and stays in a recreational vehicle.

Commissioner Ayers advised that he is also happy with the way the ordinance is reworded.

PUBLIC PARTICIPATION

Mayor Henderson called for Public Participation;

Anonymous, commented on the vision triangle and whether it is new and where the illustration in the ordinance came from and clarification on Code Enforcement's discretion. Commissioner Griggs Mayor Henderson, and City Attorney Obos addressed the vision triangle and City Manager Cook addressed code enforcement discretion.

Billy Hall, 504 Camellia Ave, asked if there is a way to help when someone has an issue and stated that City Manager Cook answered in his previous statements.

Jeffery Carnahan, 7752 Shadow Bay Drive, asked about splitting parcels after combining and being given wrong information previously. He also asked about clarifying having a trailer hooked up to the truck and enforcing ordinances regarding blocking the right of way. City Manager Cook advised.

Discussion ensued regarding having a boat or trailer hooked up to a vehicle and whether that is considered storage.

ADJOURNMENT

There being no further discussion, the workshop adjourned at 11:08 a.m.

Pamn Henderson, Mayor

Attest: _____
Ashley Robyck, City Clerk

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
APRIL 8, 2025– 6:00 P.M.**

The City of Callaway Commission met in a Regular Session on March 11, 2025. In attendance were Pam Henderson, Mayor, David Griggs, Mayor Pro tem, and Commissioners, Scott Davis, Bob Pelletier, and Kenneth Ayers. Also in attendance were Eddie Cook, City Manager, Kevin Obos, City Attorney; Ashley Robyck, City Clerk; David Schultz, Director of Finance; and David Joyner, Fire Chief.

The meeting was called to order by Mayor Henderson, followed by Invocation, the Pledge of Allegiance and roll call.

PRESENTATION

Wade Sansbury, with Mauldin & Jenkins reviewed the financial audit for FY2024.

Deputy Kip McKenzie reviewed the BCSO statistics for the month of March.

MAYOR'S INSTRUCTIONS - Call for Additions/Deletions to the Agenda.

City Manager Cook asked to add agenda item #11- Bid Award- CM2024-09 Hugh Thomas N. Extension.

Motion:

Motion made by Commissioner Pelletier and seconded by Commissioner Griggs to add agenda item #11- Bid Award- CM2024-09 Hugh Thomas N. Extension. Motion carried unanimously.

APPROVAL OF MINUTES

March 25, 2025 Regular Meeting

Motion:

Motion made by Commissioner Davis and seconded by Commissioner Griggs to approve the minutes of March 25, 2025. Motion carried unanimously.

PUBLIC HEARING

Ordinance 1114- Land Development Regulation (LDR) Amendment- Recreational Equipment Storage

City Attorney Obos read Ordinance 1114 as follows:

**AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA,
AMENDING CITY'S LAND DEVELOPMENT REGULATIONS TO
MODIFY THE PARKING STANDARDS FOR MAJOR RECREATIONAL
EQUIPMENT ON RESIDENTIAL PROPERTY; DEFINING MAJOR
RECREATIONAL EQUIPMENT; REPEALING ALL ORDINANCES IN
CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY;
PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN
EFFECTIVE DATE.**

City Manager Cook advised that the changes requested in the Special Workshop were added and that a trailer connected to a truck is still considered storage and included in the one vehicle allowed.

Mayor Henderson called for Public Participation,

Ron Shaner, 5711 Kevin Circle, advised that he is not in agreeance and does not believe that the majority of citizens would like this change.

Dave Raggio 6939 Hugh Drive, requests that there is a change in the number of vehicles allowed and what defines the back yard and side yard and asked about being on a private road. Mayor Henderson and City Manager Cook addressed.

Anonymous, advised that he understands some people's concerns about being in the front yard but not everyone has the ability to put their equipment in the back yard.

Jeff Carnahan, 7724 Shadow Bay Drive, advised that he does not agree with Mr. Shaner's comment and that he has spoken with his neighbors who are okay with his motorhome in the front.

Paul Bohac, 7010 Mike Lane, stated he is in a quandary regarding the number of recreational vehicles allowed due to what he has. Mayor Henderson addressed.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier to approve the final reading of Ordinance 1114. The motion carried unanimously upon roll-call vote.

Ordinance 1115- City Election Dates

City Attorney Obos read Ordinance 1115 as follows:

AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA, AMENDING SECTION 4.02 OF THE CITY'S CHARTER RELATED TO THE CONDUCT OF MUNICIPAL ELECTIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; SCRIVENER'S ERRORS; LIBERAL INTERPRETATION; MODIFICATIONS; CODIFICATION; EFFECT ON EXISTING TERMS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Henderson advised that this will change our elections to November.

Commissioner Pelletier asked if we would need to do an administrative change to the charter. City Attorney Obos advised that this is a change to the charter and that election dates are exempt from the referendum requirement.

Mayor Henderson called for Public Participation, there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier/Davis to approve the final reading of Ordinance 1115. The motion carried unanimously upon roll-call vote.

Ordinance 1116- Voluntary Annexation- 760 North Fox Avenue

City Attorney Obos read Ordinance 1116 as follows:

AN ORDINANCE ANNEXING THE FOLLOWING UNINCORPORATED AREA OF BAY COUNTY, WHICH IS CONTIGUOUS TO THE CITY OF CALLAWAY, FLORIDA UPON PETITION OF THE OWNER OF SAID PROPERTY: PROPERTY CONTAINING APPROXIMATELY 8.47 ACRES AND LOCATED AT 760 NORTH FOX AVENUE, PROPERTY ID 06006-030-000, AS MORE PARTICULARLY DESCRIBED IN THE ORDINANCE; REDEFINING THE BOUNDARY LINES OF THE CITY; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON PASSAGE.

Commissioner Griggs asked if they are still committed to a recreational area. City Manager Cook addressed.

Mayor Henderson called for Public Participation, there was none.

Motion:

Motion made by Commissioner Davis and seconded by Commissioner Griggs to approve the final reading of Ordinance 1116. The motion carried unanimously upon roll call vote.

Ordinance 1117- Small Scale Comprehensive Plan Update- 760 N. Fox Ave

City Attorney Obos read the ordinance as follows:

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF CALLAWAY, ACTING UPON THE APPLICATION OF INSITE LAND DEVELOPMENT FGI INC, DESIGNATING FOR HIGH DENSITY RESIDENTIAL FUTURE LAND USE A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 8.47 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT 760 NORTH FOX AVE, CALLAWAY, FLORIDA, PARCEL ID 06006-030-000, AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; AMENDING THE CITY'S FUTURE LAND USE MAP FOR HIGH DENSITY RESIDENTIAL DESIGNATION FOR THE PARCEL; REPEALING ORDINANCES OR PARTS OF ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.

Mayor Henderson called for Public Participation, there was none.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Davis to approve the final reading of Ordinance 1117. The motion carried unanimously upon roll call vote.

Ordinance 1118- Rezoning- 760 N. Fox Ave

City Attorney Obos read the ordinance as follows:

AN ORDINANCE REZONING FROM BAY COUNTY R-2 DEPLEX/ MANUFACTURED HOUSING TO PLANNED DEVELOPMENT A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 8.47 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT 760 NORTH FOX AVENUE, CALLAWAY, FLORIDA, PARCEL ID 06006-030-000; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.

Mayor Henderson called for Public Participation, there was none.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Davis to approve the final reading of Ordinance 1118. The motion carried unanimously upon roll call vote.

REGULAR AGENDA

Ordinance 1120- Rezoning Parcel ID's 24379-000-000 & 24380-000-000

City Attorney Obos read the ordinance as follows:

AN ORDINANCE REZONING FROM R-8 RESIDENTIAL SINGLE FAMILY AND R-6M RESIDENTIAL SINGLE FAMILY MOBILE HOMES ALLOWED, TO R-6 RESIDENTIAL SINGLE FAMILY CERTAIN PARCELS OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 7.213 MORE OR LESS ACRES; SAID PARCELS ARE LOCATED ON SENECA AVENUE, CALLAWAY, FLORIDA, PARCEL IDS 24379-000-000 & 24380-000-000; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.

City Manager Cook advised that this is across from Brittany Woods and they are currently two different zonings. One is R-8 and one is R-6m and they are trying to rezone both to R-6.

Commissioner Pelletier advised that the original ordinance stated to change to R-6M. City Attorney Obos addressed, and this has been corrected.

Mayor Henderson called for Public Participation,

Sean McNeil with McNeil & Carrol Engineering, clarified the requested change is to go from R-8 to R-6 and R-6M to R-6 to be consistent with the neighborhood.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier to approve the first reading of Ordinance 1120. The motion carried unanimously upon roll call vote.

Ordinance 1121- Rezoning property behind on Camellia Ave, Parcel ID 24418-050-010

City Attorney Obos read the Ordinance as follows:

AN ORDINANCE REZONING FROM R-6M RESIDENTIAL SINGLE FAMILY, MOBILE HOMES ALLOWED, TO RESIDENTIAL MULTI FAMILY MEDIUM DENSITY, A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 0.33 MORE OR LESS ACRES; SAID PARCEL IS LOCATED ON CAMELLIA AVENUE, CALLAWAY, FLORIDA, PARCEL ID 24418-050-010; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.

City Manager Cook advised that the property owner has submitted a rezoning request and that Planning staff, and the Planning Board have recommended approval. He also advised that there have been questions regarding how many houses they plan to build but until a development order is submitted, we do not know.

Mayor Henderson advised that the application states to build three houses. City Manager Cook agreed but advised that does not fit into the Medium Density zoning.

Commissioner Griggs reviewed the LDR regulations and requirements under this zoning and difficulties the property owner may face.

Commissioner Pelletier advised that we have discussed this property before and it is up to the owner to abide by the land development regulations.

Mayor Henderson called for Public Participation, there was none.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Ayers to approve the first reading of Ordinance 1121. The motion carried unanimously upon roll call vote.

Discussion- Fluoride

Mayor Henderson advised that in Tallahassee, a County Commissioner asked about this. She read a draft of a letter to send to the County Commission.

Commissioner Ayers advised that he is satisfied with the letter and spoke with other cities that advised that they are waiting on Callaway to take the lead. Discussion ensued.

Commissioner Pelletier advised that he does not understand why the other cities would be waiting on Callaway to lead and believes we should also get feedback from the citizens.

Commissioner Griggs advised that he would be in support of a letter advising the County that we support whatever decision they make but would not support one just asking them to remove fluoride. Discussion ensued.

Mayor Henderson called for Public Participation,

Anna Pelletier, 7724 Shadow Bay Drive, asked why Callaway should take the lead on this and why this is on the agenda for the 3rd time and citizens are entitled to their own opinions. She also spoke on RFK Jr's opinion on this topic.

Anonymous, asked everyone to be respectful of everyone's opinion, advised he is against having fluoride in the water.

Theresa Langston 6031 Lance Street, advised does not have an opinion either way and everyone has their own opinion, and everyone should be treated respectfully.

Don Hennings, 431 Tanya Pass, stated that this shouldn't be brought up as we do not control the water.

Advisory Board Appointment- Planning Board

City Clerk Robyck advised that the Planning Board has one vacancy due to a resignation for the balance of an unexpired term ending December 31, 2026. She advised that there were four applications received as noted in the summary.

Commissioner Ayers asked if the applicants were aware of tonight's meeting. City Clerk Robyck advised they were all told they were welcome to attend, and the decision would be made tonight.

Commissioner Griggs advised not a lot of people understand as a commissioner how much personal opinion can be brought forward and the same applies for the Planning Board. The goal is to meet the demand for growth. He spoke on prior encounters with Mrs. Langston and her willingness to take his advice to attend meetings and be involved.

Commissioner Pelletier agreed and stated that it is important to attend meetings.

Commissioner Ayers asked if it was too late to table this item. City Attorney Obos addressed.

Mayor Henderson called for Public Participation,

Theresa Langston 6031 Lance Street stated that she does not recall seeing the other applicants at meetings and if applying for a position, you should not have to be told to attend meetings.

Deputy McKenzie advised that it speaks loudly when applicants show up to speak for themselves.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Pelletier to appoint Theresa Hyatt-Langston to the Planning Board for the remainder of the unexpired term. The motion carried 4-1 with Commissioner Ayers voting in opp.

Bid Award- PW2024-16 Lift Station Rehabilitation- Phase 1

City Clerk Robyck advised staff issued an Invitation to Bid on Wednesday, February 12, 2025 with a closing date of Friday, March 21, 2025. Four bids were received and Staff recommendation is to approve award to Mainline Construction, LLC in the not-to-exceed amount of \$2,174,001.55 contingent on state approval.

Commissioner Davis asked if they have done state work before. City Manager Cook addressed. Discussion ensued.

City Manager Cook reviewed the plan for the rehabilitation of the remainder of the lift stations. Discussion ensued regarding the time frame for the grant.

Mayor Henderson for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve the award to Mainline Construction in the not-to-exceed amount of \$2,174,001.55 contingent on state approval. The motion carried unanimously.

Bid Award- CM2024-09 Hugh Thomas N. Extension

City Clerk Robyck advised Staff issued an Invitation to Bid on Wednesday, February 26, 2025, with a closing date of Friday, March 28, 2025. Seven bids were received, and staff recommendation is to approve award to Roberts & Roberts in the not-to-exceed amount of \$2,131,420.70 contingent on state approval.

City Manager Cook advised of the process with state approvals.

Mayor Henderson for public participation; there was none.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Pelletier to approve the award to Roberts & Roberts Inc in the not-to-exceed amount of \$2,131,420.70 contingent on state approval. The motion carried unanimously.

COMMISSION/STAFF COMMENTS – The following were points of discussion:

Pamn Henderson, Mayor

- Events attended
- Callaway Elementary STEAM Grant
- Election to the NWFL League of Cities board
- April 17 FDOT Meeting regarding the Dupont Bridge replacement

David Griggs, Commissioner, Ward II

- Dupont Bridge project meeting

Bob Pelletier, Commissioner, Ward III

- Update on Water Sewer Study.
- Update on New meters and tower

Kenneth Ayers, Commissioner, Ward IV

- Would like to speak with City Attorney regarding term limits
- Events attended
- Meeting with City Manager

Eddie Cook, City Manager

- Street department commendation
- Berthe Bridge update
- Boat Race Road project update
- Roundabout project update
- Cemetery fence bid update
- Gore Park Community Center update
- Hugh Thomas N. Extension
- LAP projects updates
- Lift Station rehabilitation
- Tyndall Median project
- Veterans Park fence update
- Cherry Street update
- Berthe Spillway update

Ashley Robyck, City Clerk

- Beacon Point project update

ANNOUNCEMENTS

Mayor Henderson read the announcements as follows:

- | | | |
|------------------|------------------------|------------|
| • April 12, 2025 | BCSO Kite Day | 10:00 a.m. |
| • April 15, 2025 | Planning Board Meeting | 6:00 p.m. |
| • April 22, 2025 | Commission Meeting | 6:00 p.m. |

PUBLIC PARTICIPATION

Anna Pelletier, 7724 Shadow Bay Drive, agrees with moving the elections to November and asked commission about whether or not they have been in jail.

Ron Shaner 5711 Kevin Cir, asked about franchise fees from garbage haulers, stated that RV storage lots will be going out of business, and commented on fluoride.

Anonymous, commented on the RV storage, his criminal history and background checks.

Theresa Langston, 6031 Lance Street, asked if the TECO contract includes anything about holding up progress, demand letter, red light at Bob Little and Cherry Street, and disagrees with inspecting garbage haulers vehicles.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:20 p.m.

Attest: _____
Ashley Robyck, City Clerk

Pamn Henderson, Mayor



**Financial Statements
Unaudited
For Period Ended

March 31, 2025**



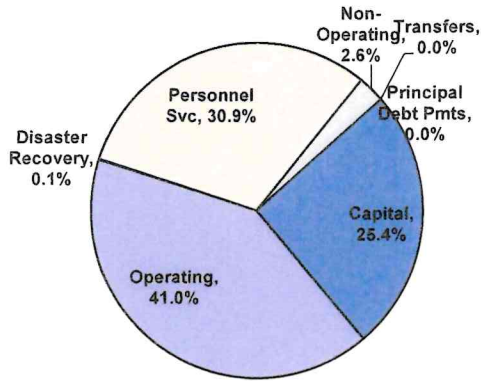
CITY OF CALLAWAY

Fiscal Year 2025

BUDGET-IN-BRIEF as of March 31, 2025

50.0 % of Year Elapsed

YTD-Citywide Expense Allocation



General Fund Revenues

Revenues	Budget	Year-to-Date	%
Ad valorem Taxes	2,414,572	1,886,352	78.1%
Other Taxes	2,230,749	1,196,203	53.6%
Permits, Fees, & Licenses	1,482,474	787,319	53.1%
Grants & Shared Revenue**	5,650,737	1,129,135	20.0%
FEMA Public Assistance	32,561	-	0.0%
Financing Proceeds	-	-	0.0%
Service Charges	262,602	123,500	47.0%
Judgements, Fines, & Forfeits	51,500	33,282	64.6%
Interest & Other Earnings	496,700	215,369	43.4%
Rents & Royalties	79,796	34,705	43.5%
Sales of Fixed Assets	2,795	2,796	0.0%
Contributions & Donations	900	317	0.0%
Miscellaneous Revenue	114,504	31,374	27.4%
Transfers In	1,245,899	-	0.0%
Total Revenues	\$ 14,065,789	\$ 5,440,350	38.7%

General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
Executive (Commission)	56,550	27,926	49.4%
City Manager	251,630	123,097	48.9%
Finance	447,380	249,445	55.8%
Legal	58,500	28,235	48.3%
Code Enforcement	426,391	184,614	43.3%
Information Technology	95,907	46,621	48.6%
City Clerk	158,688	71,107	44.8%
Elections	-	-	0.0%
General Government	3,396,623	407,203	12.0%
Human Resources	96,311	44,334	46.0%
Law Enforcement	2,656,718	1,328,359	50.0%
Fire Department	2,415,666	1,191,652	49.3%
Emergency & Disaster Relief	148,606	9,374	6.3%
Utility Billing	-	9	0.0%
Streets	1,338,897	622,178	46.5%
Maintenance Shop	295,145	141,994	48.1%
Leisure Services	2,177,690	1,040,334	47.8%
Cost Allocation Transfers	(862,966)	(431,484)	50.0%
Interest Expense	-	-	0.0%
Transfers/Payments	896,859	-	0.0%
Total Expenditures	\$ 14,054,595	\$ 5,084,996	36.2%

General Fund Increase/Decrease to Fund Balance

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance	11,194	355,354

Community Redevelopment Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	2,565,711	1,143,791	0.0%
Expenditures	3,184,707	168,712	5.3%
Incr / (Decr) to Fund Balance	(618,996)	975,079	

Debt Service Fund

	Budget	Year-to-Date	%
Transfers In	-	-	0.0%
Debt Service Pmts.	-	-	0.0%
Incr / (Decr) to Fund Balance	-	-	

Capital Projects Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	20,582,973	1,150,142	5.6%
1/2 Cent Infrastructure Tax	2,044,744	943,833	46.2%
Total Revenues and Trans In	22,627,717	2,093,976	9.3%
Expenditures	26,721,570	2,076,467	7.8%
Incr / (Decr) to Fund Balance	(4,093,853)	17,509	

Water Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	4,350,859	1,964,572	45.2%
Expenses & Trfrs Out	4,054,455	1,615,639	39.8%
Incr / (Decr) to Net Assets	296,404	348,933	

Sewer Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	6,935,644	2,927,255	42.2%
Expenses & Trfrs Out	6,855,169	1,980,752	28.9%
Incr / (Decr) to Net Assets	80,475	946,503	

Solid Waste Fund

	Budget	Year-to-Date	%
Revenues	1,118,968	578,864	51.7%
Expenses & Trfrs Out	833,599	260,008	31.2%
Incr / (Decr) to Net Assets	285,369	318,856	

Citywide Increase/Decrease to Fund Balance / Net Assets

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance/Net Assets	(4,039,407)	2,962,235



CITY OF CALLAWAY

Fiscal Year 2025

BUDGET-IN-BRIEF Quarterly Summary as of February 28, 2025

50.6 % of the Year Elapsed

General Fund Revenues									
Revenues	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%	
Ad valorem Taxes	\$ 2,414,572	\$ 1,725,548	\$ 160,804	\$ -	\$ -	\$ 1,886,352	\$ 528,220	78.1%	
Other Taxes	2,230,749	624,330	571,873	-	-	1,196,203	1,034,546	53.6%	
Permits, Fees, & Licenses	1,482,474	387,077	400,241	-	-	787,319	695,155	53.1%	
Grants & Shared Revenue**	5,650,737	607,045	522,090	-	-	1,129,135	4,521,602	20.0%	
FEMA Public Assistance	32,561	-	-	-	-	-	32,561	0.0%	
Financing Proceeds	-	-	-	-	-	-	-	0.0%	
Service Charges	262,602	68,432	55,067	-	-	123,500	139,102	47.0%	
Judgements, Fines, & Forfeits	51,500	22,683	10,598	-	-	33,282	18,218	64.6%	
Interest & Other Earnings	496,700	109,099	106,270	-	-	215,369	281,331	43.4%	
Rents & Royalties	79,796	13,941	20,764	-	-	34,705	45,091	43.5%	
Sales of Fixed Assets	-	-	-	-	-	-	-	0.0%	
Sales of Scrap	2,795	2,796	-	-	-	2,796	(1)	100.0%	
Contributions & Donations	900	316	0	-	-	317	583	0.0%	
Miscellaneous Revenue	114,504	9,117	22,257	-	-	31,374	83,130	27.4%	
Transfers In	1,245,899	-	-	-	-	-	1,245,899	0.0%	
Total Revenues	\$ 14,065,789	\$ 3,570,386	\$ 1,869,964	\$ -	\$ -	\$ 5,440,350	\$ 8,625,439	38.7%	

General Fund Expenditures									
Expenditures	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%	
Executive (Commission)	\$ 56,550	\$ 14,344	\$ 13,582	\$ -	\$ -	\$ 27,926	\$ 28,624	49.4%	
City Manager	251,630	57,785	65,312	-	-	123,097	128,533	48.9%	
Finance	447,380	80,805	168,640	-	-	249,445	197,935	55.8%	
Legal	58,500	13,100	15,135	-	-	28,235	30,265	48.3%	
Code Enforcement	426,391	89,304	95,310	-	-	184,614	241,777	43.3%	
Information Technology	95,907	25,377	21,244	-	-	46,621	49,286	48.6%	
City Clerk	158,688	33,507	37,600	-	-	71,107	87,581	44.8%	
Elections	-	-	-	-	-	-	-	0.0%	
General Government	3,396,623	221,879	185,324	-	-	407,203	2,989,420	12.0%	
Human Resources	96,311	20,671	23,663	-	-	44,334	51,977	46.0%	
Law Enforcement	2,656,718	664,180	664,180	-	-	1,328,359	1,328,359	50.0%	
Fire Department	2,415,666	553,779	637,873	-	-	1,191,652	1,224,014	49.3%	
Emergency & Disaster Relief	148,606	4,214	5,160	-	-	9,374	139,232	0.0%	
Utility Billing	-	-	9	-	-	9	(9)	0.0%	
Streets	1,338,897	321,043	301,135	-	-	622,178	716,719	46.5%	
Maintenance Shop	295,145	66,685	75,309	-	-	141,994	153,151	48.1%	
Leisure Services	2,177,690	403,116	637,218	-	-	1,040,334	1,137,356	47.8%	
Cost Allocation Transfers	(862,966)	(215,742)	(215,742)	-	-	(431,484)	(431,482)	50.0%	
Interest Expense	-	-	-	-	-	-	-	0.0%	
Transfers & Loan Payments	896,859	-	-	-	-	-	896,859	0.0%	
Total Expenditures	\$ 14,054,595	\$ 2,354,047	\$ 2,730,950	\$ -	\$ -	\$ 5,084,996	\$ 8,969,599	36.2%	

General Fund Increase/Decrease to Fund Balance									
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance		
Incr / (Decr) to Fund Balance	\$ 11,194	\$ 1,216,340	\$ (860,986)	\$ -	\$ -	\$ 355,354	\$ (344,160)		

Community Redevelopment Fund									
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%	
Revenues & Trfrs In	2,565,711	1,143,791	-	-	-	1,143,791	1,421,920	0.0%	
Expenditures	3,184,707	86,375	82,337	-	-	168,712	3,015,995	5.3%	
Incr / (Decr) to Fund Balance	\$ (618,996)	\$ 1,057,416	\$ (82,337)	\$ -	\$ -	\$ 975,079	\$ (1,594,075)		



CITY OF CALLAWAY

Fiscal Year 2025

BUDGET-IN-BRIEF Quarterly Summary as of February 28, 2025

50.0 % of the Year Elapsed

Capital Projects Fund								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Revenues & Trfrs In	20,582,973	-	1,150,142	-	-	1,150,142	19,432,831	5.6%
1/2 Cent Infrastructure Tax	2,044,744	502,804	441,029	-	-	943,833	1,100,911	46.2%
Total Revenues and Trans In	22,627,717	502,804	1,591,172	-	-	2,093,976	20,533,741	9.3%
Expenditures	26,721,570	87,168	1,989,298	-	-	2,076,467	24,645,103	7.8%
Incr / (Decr) to Fund Balance	\$ (4,093,853)	\$ 415,636	\$ (398,127)	\$ -	\$ -	\$ 17,509	\$ (4,111,362)	
Water Fund								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Revenues								
Charges for Services	3,826,885	978,471	833,150	-	-	1,811,621	2,015,264	47.3%
Other Income	523,974	76,993	75,958	-	-	152,952	371,022	29.2%
Total Revenues	4,350,859	1,055,464	909,108	-	-	1,964,572	2,386,287	45.2%
Expenditures								
Salaries & Benefits	684,438	156,562	155,498	-	-	312,060	372,378	45.6%
Contratual Services	38,800	8,557	8,085	-	-	16,642	22,158	42.9%
Cost of Water	1,180,314	286,861	280,026	-	-	566,887	613,427	48.0%
Other Expenditures	2,150,903	356,939	363,111	-	-	720,051	1,430,852	33.5%
Total Expenditures	4,054,455	808,919	806,720	-	-	1,615,639	2,438,816	39.8%
Incr / (Decr) to Net Assets	\$ 296,404	\$ 246,545	\$ 102,388	\$ -	\$ -	\$ 348,933	\$ (52,529)	
Sewer Fund								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Revenues								
Charges for Services	5,389,670	1,294,036	1,268,667	-	-	2,562,703	2,826,967	47.5%
Other Income	1,545,974	200,117	164,435	-	-	364,552	1,181,422	23.6%
Total Revenues	6,935,644	1,494,153	1,433,102	-	-	2,927,255	4,008,389	42.2%
Expenditures								
Salaries & Benefits	601,633	115,519	145,169	-	-	260,688	340,945	43.3%
Contratual Services	15,000	1,825	1,489	-	-	3,314	11,686	22.1%
Cost of Treatment	2,331,955	493,181	459,576	-	-	952,757	1,379,198	40.9%
Other Expenditures	3,906,581	380,273	383,720	-	-	763,993	3,142,588	19.6%
Total Expenditures	6,855,169	990,798	989,954	-	-	1,980,752	4,874,417	28.9%
Incr / (Decr) to Net Assets	\$ 80,475	\$ 503,354	\$ 443,149	\$ -	\$ -	\$ 946,503	\$ (866,028)	
Solid Waste Fund								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Revenues								
Charges for Services	1,065,895	267,814	267,128	-	-	534,942	530,953	50.2%
Other Income	53,073	21,873	22,049	-	-	43,922	9,151	82.8%
Total Revenues	1,118,968	289,687	289,177	-	-	578,864	540,104	51.7%
Expenditures								
Salaries & Benefits	261,690	53,132	66,071	-	-	119,203	142,487	45.6%
Contratual Services	128,211	740	1,166	-	-	1,906	126,305	1.5%
Other Expenditures	443,698	66,715	72,184	-	-	138,899	304,799	31.3%
Total Expenditures	833,599	120,587	139,421	-	-	260,008	858,960	31.2%
Incr / (Decr) to Net Assets	\$ 285,369	\$ 169,100	\$ 149,756	\$ -	\$ -	\$ 318,856	\$ (33,487)	
Citywide Increase/Decrease to Fund Balance / Net Assets								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	
Incr / (Decr) to Fund Balance/Net Assets	\$ (4,039,407)	\$ 3,608,391	\$ (646,156)	\$ -	\$ -	\$ 2,962,235	\$ 7,001,642	

City of Callaway
Balance Sheet
For Period Ended March 31, 2025



	General	CRA	CIP	Water	Sewer	Solid Waste	Total
Current Assets							
Cash & Cash Equivalents	\$ 7,035,293	\$ 2,455,917	\$ (1,179,580)	\$ 2,980,637	\$ 10,890,622	\$ 2,173,747	\$ 24,356,635
Cash - Restricted	3,072,201	-	6,956	2,582,204	1,391,179	-	7,052,540
Cash - Infrastructure Tax	-	-	8,901,187	-	-	-	8,901,187
Cash - ARPA Restricted	-	-	-	-	-	-	-
Investments	12,337	-	-	-	-	-	12,337
Investments - Restricted	170,154	-	-	655,985	2,563,603	-	3,389,742
Receivables	5,933,497	-	1,875,851	469,129	1,783,112	89,639	10,151,229
Inventory	34,499	-	-	-	-	9,509	44,008
Prepaid Items	196,656	-	-	2,991	-	-	199,647
Other Current Assets	-	-	-	-	997,000	-	997,000
Total Current Assets:	\$ 16,454,637	\$ 2,455,917	\$ 9,604,415	\$ 6,690,945	\$ 17,625,517	\$ 2,272,895	\$ 55,104,325
Non Current Assets							
Capital Assets	\$ -	\$ -	\$ -	\$ 8,830,252	\$ 9,232,777	\$ 243,003	\$ 18,306,032
Other Noncurrent Assets	-	-	-	3,110,430	9,958,394	-	13,068,824
Deferred Outflow	-	-	-	121,821	87,015	52,209	261,045
Total Non Current Assets:	\$ -	\$ -	\$ -	\$ 12,062,502	\$ 19,278,186	\$ 295,212	\$ 31,635,901
Total Assets:	\$ 16,454,637	\$ 2,455,917	\$ 9,604,415	\$ 18,753,448	\$ 36,903,703	\$ 2,568,107	\$ 86,740,226
Current Liabilities							
Payable	\$ 498,255	\$ 50,180	\$ 1,147,462	\$ 75,841	\$ 252,038	\$ 12,415	\$ 2,036,192
Unearned Revenue	5,478,646	-	2,156,866	-	-	-	7,635,512
Other Current Liability	13,720	-	-	1,645,819	890,500	-	2,550,039
Total Current Liabilities:	\$ 5,990,621	\$ 50,180	\$ 3,304,328	\$ 1,721,661	\$ 1,142,538	\$ 12,415	\$ 12,221,743
Non Current Liabilities							
Non-Current Liability	\$ -	\$ -	\$ -	\$ 6,773,274	\$ 7,164,986	\$ 172,182	\$ 14,110,441
Deferred Inflow	-	-	-	36,956	26,397	15,839	79,192
Total Non Current Liabilities:	\$ -	\$ -	\$ -	\$ 6,810,230	\$ 7,191,383	\$ 188,021	\$ 14,189,633
Total Liabilities:	\$ 5,990,621	\$ 50,180	\$ 3,304,328	\$ 8,531,890	\$ 8,333,921	\$ 200,436	\$ 26,411,376
Fund Balance							
Fund Balance Unrestricted	\$ 6,891,331	\$ -	\$ -	\$ 5,641,526	\$ 20,998,866	\$ 1,805,812	\$ 35,337,534
Fund Balance Restricted	3,217,332	1,430,658	6,282,577	4,136,598	6,464,913	243,003	21,775,081
Total Liabilities and Fund	\$ 16,099,283	\$ 1,480,838	\$ 9,586,905	\$ 18,310,014	\$ 35,797,700	\$ 2,249,251	\$ 83,523,992
Retained Earnings:	\$ 355,354	\$ 975,079	\$ 17,509	\$ 443,433	\$ 1,106,003	\$ 318,856	\$ 3,216,235
Total Liabilities, Fund	\$ 16,454,637	\$ 2,455,917	\$ 9,604,415	\$ 18,753,448	\$ 36,903,703	\$ 2,568,107	\$ 86,740,226

Cash and Investments

	Government Funds		Enterprise Funds		Total Funds	
Unrestricted	\$ 8,323,967	40.7%	\$ 16,045,006	69.0%	\$ 24,368,973	55.7%
Restricted	\$ 12,150,498	59.3%	\$ 7,192,971	31.0%	\$ 19,343,470	44.3%
Total	\$ 20,474,465	100.0%	\$ 23,237,977	100.0%	\$ 43,712,442	100.0%
Unrestricted	\$ 8,323,967		\$ 16,045,006		\$ 24,368,973	
17% Reservers	\$ 4,103,743		\$ 1,996,348		\$ 6,100,091	
Net Available for Operations	\$ 4,220,224		\$ 14,048,658		\$ 18,268,882	

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025</u> <u>Budget</u>	<u>Current</u> <u>Month</u>	<u>Year to</u> <u>Date</u>	<u>YTD Var</u>	<u>Encumbered</u> <u>Amount</u>	<u>Budget</u> <u>Available</u>	<u>% of</u> <u>Bud. Used</u>
<u>Revenues and Sources of Funds</u>							
Property and Other Taxes							
Ad Valorem Taxes	\$ 2,414,572	\$ 36,783	\$ 1,886,352	\$ 528,220	\$ -	\$ 528,220	78.12%
Local Option Fuel Tax	307,602	15,380	126,505	181,097	-	181,097	41.13%
Pub Svc Utility Tx-Electricity	1,196,059	128,589	687,167	508,892	-	508,892	57.45%
Pub Svc Utility Tax - Water	310,877	22,341	150,365	160,512	-	160,512	48.37%
Pub Svc Utility Tax - Nat. Gas	65,063	7,141	35,248	29,815	-	29,815	54.18%
Pub Svc Utility Tx-Bottled Gas	9,252	579	4,836	4,416	-	4,416	52.27%
Communications Services Tax	322,624	30,065	176,732	145,892	-	145,892	54.78%
Local Business License Tax	19,272	130	15,350	3,922	-	3,922	79.65%
Subtotal	\$ 4,645,321	\$ 241,007	\$ 3,082,555	\$ 1,562,766	\$ -	\$ 1,562,766	66.36%
Permits, Fees and Licenses							
Building Permits	\$ 35,000	\$ 2,374	\$ 12,830	\$ 22,170	\$ -	\$ 22,170	36.66%
Electric Franchise Fees	838,541	89,168	466,654	371,887	-	371,887	55.65%
Gas Franchise Fees	62,697	7,672	33,907	28,790	-	28,790	54.08%
Refuse Collection Permits	103,387	7,274	55,393	47,994	-	47,994	53.58%
Stormwater Fees	106,766	8,936	53,442	53,324	-	53,324	50.06%
Other Licenses & Permits	3,239	50	3,025	214	-	214	93.39%
Comp Plan & LDR Permits	7,844	2,900	7,800	44	-	44	99.44%
Impact Fees - Transportation Res.	275,000	49,861	154,268	120,732	-	120,732	56.10%
Impact Fees - Transportation Comm.	50,000	-	-	50,000	-	50,000	0.00%
Subtotal	\$ 1,482,474	\$ 168,236	\$ 787,319	\$ 695,155	\$ -	\$ 695,155	53.11%
Grants & Shared Revenues							
State and Federal Grants	\$ 3,000,053	\$ -	\$ -	\$ 3,000,053	\$ -	\$ 3,000,053	0.00%
FEMA Reimbursement - PA	32,561	-	-	32,561	-	32,561	0.00%
Triumph Grant	-	-	-	-	-	-	0.00%
Loan Proceeds	-	-	-	-	-	-	0.00%
MRS - Sales Tax Portion	697,788	50,756	314,608	383,180	-	383,180	45.09%
MRS - Motor Fuel Tax	152,136	11,092	68,619	83,517	-	83,517	45.10%
Mobile Home License Tax	1,200	135	846	354	-	354	70.48%
Alcoholic Beverage Lic. Tax	4,500	-	4,496	4	-	4	99.91%
Local Gov't Half Cent Sales Tx	1,781,340	103,041	736,099	1,045,241	-	1,045,241	41.32%
Firefighter Supplemental Comp	2,970	-	780	2,190	-	2,190	26.26%
Motor Fuel Tax Refund	10,750	-	3,688	7,062	-	7,062	34.31%
Subtotal	\$ 5,683,298	\$ 165,025	\$ 1,129,135	\$ 4,554,163	\$ -	\$ 4,554,163	19.87%

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
Charges for Services							
Certify, Copy, Research	\$ 50	\$ -	\$ -	\$ 50	\$ -	\$ 50	0.00%
Return Check Service Fees	6,100	480	2,420	3,680	-	3,680	39.67%
Lien Search Fees	23,000	2,050	8,800	14,200	-	14,200	38.26%
Fire Protection Services (Co.)	208,142	15,611	109,275	98,867	-	98,867	52.50%
Collection of Bad Debt	-	-	8	(8)	-	(8)	0.00%
Penalties	2,500	190	1,345	1,155	-	1,155	53.81%
Other Charges for Services	20,660	103	852	19,808	-	19,808	4.12%
Foreclosure Registrations	2,150	100	800	1,350	-	1,350	37.21%
Subtotal	\$ 262,602	\$ 18,534	\$ 123,500	\$ 139,102	\$ -	\$ 139,102	47.03%
Other Revenues							
Judgements, Fines, & Forfeits	\$ 51,500	\$ 1,140	\$ 33,282	\$ 18,218	\$ -	\$ 18,218	64.62%
Interest & Dividends	496,700	32,994	215,369	281,331	-	281,331	43.36%
Concession Stand Rent	3,600	-	-	3,600	-	3,600	0.00%
A&CC Rental Fees	47,500	5,630	22,998	24,502	-	24,502	48.42%
Sports Field Rental Fees	5,000	860	10,705	(5,705)	-	(5,705)	214.10%
Rec Complex Facility Rentals	1,000	210	540	460	-	460	54.00%
Rents - Other	22,696	-	462	22,234	-	22,234	2.04%
Disposition of Fixed Assets	-	-	-	-	-	-	0.00%
Sale of Scrap	2,795	-	2,796	(1)	-	(1)	100.03%
Donations - Private Sources	400	-	-	400	-	400	0.00%
Donations - Veteran's Memorial Wall	-	-	-	-	-	-	0.00%
Voluntary Park Fees Collected	500	0	317	183	-	183	63.34%
Insurance Proceeds	-	-	-	-	-	-	0.00%
Non-Res. Rec League Fee	940	-	3,005	(2,065)	-	(2,065)	319.68%
Other Misc. Revenue	113,564	4	28,369	85,195	-	85,195	24.98%
Other Misc. Revenue - Mowing	-	-	-	-	-	-	0.00%
Gen Fund Over/Short	-	-	-	-	-	-	0.00%
Subtotal	\$ 746,195	\$ 40,839	\$ 317,842	\$ 428,353	\$ -	\$ 428,353	42.60%
Total Taxes and Revenues	\$ 12,819,890	\$ 633,640	\$ 5,440,350	\$ 7,379,540	\$ -	\$ 7,379,540	42.44%
Use of Reserves							
Transfer from Sewer Un Rest.	-	-	-	-	-	-	0.00%
Budgeted Use of Reserves (UN)	349,040	-	-	349,040	-	349,040	0.00%
Budgeted Use of Reserves (RES)	896,859	-	-	896,859	-	896,859	0.00%
Subtotal	\$ 1,245,899	\$ -	\$ -	\$ 1,245,899	\$ -	\$ 1,245,899	0.00%
Total Revenues and Sources of Funds	\$ 14,065,789	\$ 633,640	\$ 5,440,350	\$ 8,625,439	\$ -	\$ 8,625,439	38.68%

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Expenditures and Uses of Funds</u>							
Executive (Commission)							
Executive Salaries	\$ 50,000	\$ 4,167	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	50.00%
Benefits	3,950	327	1,960	1,990	-	1,990	49.62%
Other Expenses	2,600	-	966	1,634	-	1,634	37.15%
Subtotal Commission	\$ 56,550	\$ 4,493	\$ 27,926	\$ 28,624	\$ -	\$ 28,624	49.38%
City Manager							
Salaries and Wages	\$ 164,965	\$ 12,680	\$ 82,768	\$ 82,197	\$ -	\$ 82,197	50.17%
Benefits	77,865	5,818	37,540	40,325	-	40,325	48.21%
Other Expenses	8,800	558	2,789	6,011	-	6,011	31.70%
Subtotal City Manager	251,630	19,056	123,097	128,533	-	128,533	48.92%
Finance Dept.							
Salaries and Wages	\$ 227,884	\$ 17,138	\$ 113,345	\$ 114,539	\$ -	\$ 114,539	49.74%
Benefits	106,246	8,263	51,757	54,489	-	54,489	48.71%
Audit / Accounting	59,700	19,700	44,700	15,000	-	15,000	74.87%
Other Contractual Service	34,575	194	33,231	1,344	-	1,344	96.11%
Other Expenses	18,975	1,452	6,412	12,563	-	12,563	33.79%
Subtotal Finance	\$ 447,380	\$ 46,747	\$ 249,445	\$ 197,935	\$ -	\$ 197,935	55.76%
Legal							
City Attorney Fees	\$ 56,000	\$ 4,201	\$ 27,785	\$ 28,215	\$ -	\$ 28,215	49.62%
Other Expenses	2,500	450	450	2,050	-	2,050	18.00%
Subtotal Legal	\$ 58,500	\$ 4,651	\$ 28,235	\$ 30,265	\$ -	\$ 30,265	48.26%
Code Enforcement							
Salaries and Wages	\$ 163,881	\$ 12,319	\$ 81,691	\$ 82,190	\$ -	\$ 82,190	49.85%
Benefits	70,820	5,395	33,894	36,926	-	36,926	47.86%
Other Contractual Services	38,500	494	9,212	29,288	-	29,288	23.93%
Animal Control	130,000	29,923	56,173	73,827	-	73,827	43.21%
Other Expenses	23,190	675	3,645	19,545	150	19,395	15.72%
Capital Outlay - Fixed Assets	-	-	-	-	-	-	0.00%
Subtotal Planning / Code	\$ 426,391	\$ 48,805	\$ 184,614	\$ 241,777	\$ 150	\$ 241,627	43.30%
Information Technology							
IT - Contracted Services	\$ 70,907	\$ 5,935	\$ 35,354	\$ 35,553	\$ -	\$ 35,553	49.86%
Other Contractual Services	-	-	-	-	-	-	0.00%
IT - Equipment < \$1,000	25,000	440	11,267	13,733	-	13,733	45.07%
Subtotal Information Tech.	\$ 95,907	\$ 6,375	\$ 46,621	\$ 49,286	\$ -	\$ 49,286	48.61%
City Clerk							
Salaries & Wages	102,091	7,761	51,909	50,182	-	50,182	50.85%
Benefits	45,177	3,004	18,955	26,222	-	26,222	41.96%
Other Expenses	11,420	9	243	11,177	-	11,177	2.13%
Subtotal City Clerk	\$ 158,688	\$ 10,774	\$ 71,107	\$ 87,581	\$ -	\$ 87,581	44.81%

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
Elections							
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other Expenses	-	-	-	-	-	-	0.00%
Subtotal Elections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Gen Govt/Administration							
Salaries and Wages	\$ 59,081	\$ 3,973	\$ 26,431	\$ 32,650	\$ -	\$ 32,650	44.74%
Benefits	29,461	1,971	12,371	17,090	-	17,090	41.99%
Other Contractual Services	157,500	1,597	14,366	143,134	578	142,556	9.12%
Communications/Telephone	25,000	1,067	7,222	17,778	-	17,778	28.89%
Utilities	15,600	85	5,594	10,006	-	10,006	35.86%
Repair and Maintenance	2,500	-	-	2,500	-	2,500	0.00%
Other Expenses	718,844	51,292	341,218	377,626	141	377,485	47.47%
Capital Outlay - Fixed Assets	2,388,637	-	-	2,388,637	-	2,388,637	0.00%
Subtotal Gen Govt / Admin	\$ 3,396,623	\$ 59,984	\$ 407,203	\$ 2,989,420	\$ 719	\$ 2,988,702	11.99%
Human Resources							
Salaries & Wages	70,033	5,346	35,282	34,751	-	34,751	50.38%
Benefits	17,928	1,258	8,160	9,768	-	9,768	45.52%
Other Expenses	8,350	13	892	7,458	-	7,458	10.68%
Subtotal Human Resources	\$ 96,311	\$ 6,617	\$ 44,334	\$ 51,977	\$ -	\$ 51,977	46.03%
Law Enforcement							
Other Contractual Services	\$ 2,656,718	\$ 221,393	\$ 1,328,359	\$ 1,328,359	\$ -	\$ 1,328,359	50.00%
Utilities	-	-	-	-	-	-	0.00%
Subtotal Law Enforcement	\$ 2,656,718	\$ 221,393	\$ 1,328,359	\$ 1,328,359	\$ -	\$ 1,328,359	50.00%
Fire Department							
Salaries and Wages	\$ 1,237,269	\$ 93,056	\$ 612,316	\$ 624,953	\$ -	\$ 624,953	49.49%
Benefits	799,704	67,439	392,069	407,635	-	407,635	49.03%
Communications/Telephone	12,000	894	5,321	6,679	-	6,679	44.34%
Utilities	27,000	1,604	10,823	16,177	-	16,177	40.09%
Insurance	-	-	-	-	-	-	0.00%
Repair and Maintenance	94,160	1,581	15,999	78,161	6,614	71,548	16.99%
Other Expenses	122,600	6,837	49,520	73,080	19,112	53,968	40.39%
Capital Outlay - Fixed Assets	122,933	259	105,604	17,329	14,891	2,437	85.90%
Subtotal Fire Dept.	\$ 2,415,666	\$ 171,669	\$ 1,191,652	\$ 1,224,014	\$ 40,617	\$ 1,183,397	49.33%

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025</u> <u>Budget</u>	<u>Current</u> <u>Month</u>	<u>Year to</u> <u>Date</u>	<u>YTD Var</u>	<u>Encumbered</u> <u>Amount</u>	<u>Budget</u> <u>Available</u>	<u>% of</u> <u>Bud. Used</u>
Emergency & Disaster Relief							
Professional Services	55,032	675	9,374	45,658	-	45,658	17.03%
Legal Fees (City Atty)	-	-	-	-	-	-	0.00%
Contracted Services Debris Monitoring	-	-	-	-	-	-	0.00%
Debris Removal - Vegetative	-	-	-	-	-	-	0.00%
Debris - Operat & Grinding	-	-	-	-	-	-	0.00%
Debris Removal - Construction	-	-	-	-	-	-	0.00%
Debris - Hazardous Trees	-	-	-	-	-	-	0.00%
Buildings	-	-	-	-	-	-	0.00%
Improvements O/T Buildings	-	-	-	-	-	-	0.00%
Machinery & Equipment	-	-	-	-	-	-	0.00%
Drainage Projects	93,574	-	-	93,574	-	93,574	0.00%
Subtotal E & D Relief	\$ 148,606	\$ 675	\$ 9,374	\$ 139,232	\$ -	\$ 139,232	6.31%
Utility Billing							
Salaries & Wages	\$ 317,445	\$ 20,506	\$ 130,971	\$ 186,474	\$ -	\$ 186,474	41.26%
Benefits	146,351	7,699	51,540	94,811	-	94,811	35.22%
Contractual Services UB	69,467	3,047	36,934	32,533	-	32,533	53.17%
Transportation & Postage	39,960	3,207	19,204	20,756	-	20,756	48.06%
Other Expenses	156,770	11,940	74,070	82,700	1,419	81,281	47.25%
CA - UB - Operating Exp	(729,993)	(46,390)	(312,711)	(417,282)	-	(417,282)	42.84%
Subtotal Utility Billing	\$ -	\$ 9	\$ 9	\$ (9)	\$ 1,419	\$ (1,427)	0.00%

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
Planning / Street Department							
Salaries and Wages	\$ 556,700	\$ 38,880	\$ 246,464	\$ 310,236	\$ -	\$ 310,236	44.27%
Benefits	226,478	14,973	95,506	130,972	-	130,972	42.17%
Contractual Services	28,350	745	14,544	13,806	1,595	12,211	51.30%
Stormwater Services	25,000	2,064	8,648	16,352	-	16,352	34.59%
Street Lighting	185,400	14,790	86,959	98,441	-	98,441	46.90%
Repair and Maintenance	74,500	1,528	30,063	44,437	13,059	31,378	40.35%
Fuel & Lubricants	60,000	2,638	18,998	41,002	-	41,002	31.66%
Road Materials & Supplies	40,000	404	5,574	34,426	692	33,733	13.94%
Sidewalk Repairs	20,000	4,425	9,957	10,043	-	10,043	49.78%
Other Expenses	26,875	1,424	15,241	11,634	639	10,995	56.71%
Capital Outlay - Fixed Assets	95,594	-	90,223	5,371	-	5,371	94.38%
Paving	-	-	-	-	-	-	0.00%
Subtotal Street Dept.	\$ 1,338,897	\$ 81,869	\$ 622,178	\$ 716,719	\$ 15,985	\$ 700,734	46.47%
Maintenance Shop							
Salaries and Wages	\$ 163,113	\$ 12,412	\$ 82,197	\$ 80,916	\$ -	\$ 80,916	50.39%
Benefits	63,062	4,821	30,540	32,522	-	32,522	48.43%
Contracted Services	16,600	1,111	8,500	8,101	-	8,101	51.20%
Utilities	8,880	35	2,033	6,847	-	6,847	22.90%
Repair and Maintenance	10,400	3,664	4,182	6,218	2,380	3,838	40.21%
Operating Supplies	10,000	1,162	3,971	6,029	1,246	4,783	39.71%
Other Expenses	23,090	1,281	10,571	12,519	1,177	11,342	45.78%
Capital Outlay - Fixed Assets	-	-	-	-	-	-	0.00%
Subtotal Maintenance Shop	\$ 295,145	\$ 24,486	\$ 141,994	\$ 153,151	\$ 4,804	\$ 148,347	48.11%
Leisure Services							
Salaries and Wages	\$ 855,140	\$ 56,692	\$ 380,702	\$ 474,438	\$ -	\$ 474,438	44.52%
Benefits	390,723	24,211	156,628	234,095	-	234,095	40.09%
Contracted Services	29,750	1,235	18,293	11,457	1,630	9,827	61.49%
Utilities	103,000	8,866	47,652	55,348	-	55,348	46.26%
Repair and Maintenance	180,000	31,897	109,205	70,795	12,796	57,999	60.67%
Operating Supplies	35,000	4,373	23,741	11,259	512	10,747	67.83%
Other Expenses	83,900	6,273	33,272	50,628	1,904	48,723	39.66%
Capital Outlay - Fixed Assets	500,177	54,451	270,839	229,338	133,201	96,137	54.15%
Subtotal Leisure Services	\$ 2,177,690	\$ 187,998	\$ 1,040,334	\$ 1,137,356	\$ 150,043	\$ 987,313	47.77%
Operating Expenses							
Cost Allocation Transfers	\$ (862,966)	\$ (71,914)	\$ (431,484)	\$ (431,482)	\$ -	\$ (431,482)	50.00%
Transfers Out	896,859	-	-	896,859	-	896,859	0.00%
Increase to Reserves	11,194	-	-	11,194	-	11,194	0.00%
Unrealized Gain/Loss on Invest	-	-	-	-	-	-	0.00%
Interest Expense	-	-	-	-	-	-	0.00%
Sutotal Other Operating Expenses	\$ 45,087	\$ (71,914)	\$ (431,484)	\$ 476,571	\$ -	\$ 476,571	-957.00%
Total Expenditures	\$ 14,065,789	\$ 823,687	\$ 5,084,996	\$ 8,980,793	\$ 213,736	\$ 8,767,056	36.15%
Net Fund Revenues & Expenditures	\$ -	\$ (190,047)	\$ 355,354	\$ (355,354)	\$ (213,736)	\$ (141,618)	

City of Callaway
CRA Fund Revenues & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Revenues and Other Sources of Funds</u>							
Property Taxes, Revenue Sharing and Grants							
Ad Valorem Tax (from City)	376,692	-	376,692	-	-	-	100.00%
Stormwater Grants	1,412,719	-	-	1,412,719	-	1,412,719	0.00%
Intergov't Revenue from Bay Co	776,300	-	767,099	9,201	-	9,201	98.81%
Subtotal	2,565,711	-	1,143,791	1,421,920	-	1,421,920	44.58%
Other Revenues Sources & Reserves							
Interest Earned	-	-	-	-	-	-	0.00%
Transfers from General Fund	-	-	-	-	-	-	0.00%
Budgeted Use of Reserves	618,996	-	-	618,996	-	618,996	0.00%
Subtotal	618,996	-	-	618,996	-	618,996	0.00%
Total Revenues and Sources of Funds	3,184,707	-	1,143,791	2,040,916	-	2,040,916	35.92%
<u>Expenditures and Uses of Funds</u>							
Engineering Services	-	-	-	-	-	-	0.00%
Legal Fees - City Attorney	500	-	-	500	-	500	0.00%
Audit/Accounting	6,200	6,200	6,200	-	-	-	100.00%
Other Contractual Services	-	-	-	-	-	-	0.00%
Transportation/Postage	-	-	-	-	-	-	0.00%
Printing & Binding	-	-	-	-	-	-	0.00%
Other Current Charges	250	-	-	250	-	250	0.00%
Office Supplies & Small Equip	-	-	-	-	-	-	0.00%
Books, Publications, & Dues	1,000	-	695	305	-	305	69.50%
Education	-	-	-	-	-	-	0.00%
Land	25,000	-	-	25,000	-	25,000	0.00%
Buildings	-	-	-	-	-	-	0.00%
Improvements O/T Buildings	91,450	5,495	61,915	29,535	-	29,535	67.70%
Stormwater Projects - Cemetary Drainage	300,000	1,894	8,968	291,032	525	290,507	2.99%
Stormwater Projects - Berthe Spillway	2,727,807	38,485	90,934	2,636,873	108,624	2,528,249	3.33%
Redevelopment Grants	5,000	-	-	5,000	-	5,000	0.00%
Residential Grants	7,500	-	-	7,500	-	7,500	0.00%
Commercial Demolition Grants	20,000	-	-	20,000	-	20,000	0.00%
Budgeted Increase to Reserves	-	-	-	-	-	-	0.00%
Total Expenditures	3,184,707	52,074	168,712	3,015,995	109,149	2,906,846	5.30%
Net Fund Revenues & Expenditures	-	(52,074)	975,079	(975,079)	(109,149)	(865,930)	

City of Callaway
Capital Projects Fund Revenues & Expenditures
For YTD Period Ended March 31, 2025



	2025	Current	Year to		Encumbered	Budget	% of
Description	Budget	Month	Date	YTD Var	Amount	Available	Bud. Used
<u>Revenues and Other Sources of Funds</u>							
Grants & Shared Revenues							
Federal Grants - 428	\$ 2,305,673	\$ -	\$ 380,654	\$ 1,925,019	\$ -	\$ 1,925,019	16.51%
Infrastructure Half Cent Tax	1,775,763	91,385	764,471	1,011,292	-	1,011,292	43.05%
Berthe Ave Bridge 80/20 FEMA	1,312,265	-	-	1,312,265	-	1,312,265	0.00%
CDBG - Sandy Creek Rehab	5,470,200	580,166	580,166	4,890,034	-	4,890,034	10.61%
CDBG - Spine Road Hugh Thomas	2,650,000	189,322	189,322	2,460,678	-	2,460,678	7.14%
FDOT - Beautify Grant Tyndal	400,000	-	-	400,000	-	400,000	0.00%
FDOT Grant - Cherry Street Sidewalk	2,553,262	-	-	2,553,262	-	2,553,262	0.00%
FDOT Grant - West Cherry Street	528,511	-	-	528,511	-	528,511	0.00%
Paving Grant - State	2,000,000	-	-	2,000,000	-	2,000,000	0.00%
CDBG Grant - Lift Station Rehab	2,466,203	-	-	2,466,203	-	2,466,203	0.00%
Subtotal	21,461,877	860,873	1,914,613	19,547,264	-	19,547,264	8.92%
Other Sources							
Interest - Infrastructure	\$ 268,981	\$ 28,162	\$ 179,363	\$ 89,618	\$ -	\$ 89,618	66.68%
Insurance Proceeds	-	-	-	-	-	-	0.00%
Transfers from General Fund	896,859	-	-	896,859	-	896,859	0.00%
Budget Use of Reserves	4,093,853	-	-	4,093,853	-	4,093,853	0.00%
Total Revenues and Sources of Funds	\$ 26,721,570	\$ 889,035	\$ 2,093,976	\$ 24,627,594	\$ -	\$ 24,627,594	7.84%
<u>Expenditures and Uses of Funds</u>							
Street Department							
Stormwater Improvements	\$ 150,800	\$ -	\$ -	\$ 150,800	\$ -	\$ 150,800	0.00%
Sidewalk Repairs	-	-	-	-	-	-	0.00%
Sidewalk Projects - Various Repairs	50,000	-	-	50,000	-	50,000	0.00%
Engineering Various - ADA/Grants	25,000	-	14,743	10,257	-	10,257	58.97%
Fox & Lannie Row Pond Clean-UP	141,500	-	-	141,500	-	141,500	0.00%
Berthe Ave Spillway Bridge	978,963	445,629	1,040,153	(61,190)	236,046	(297,236)	106.25%
FDOT Tyndall Median Beautification	400,000	103,311	207,870	192,130	199,174	(7,044)	51.97%
Cherry Street Drainage	4,448,524	-	-	4,448,524	-	4,448,524	0.00%
FlexNet Meter Reading	250,480	-	11,850	238,630	225,270	13,360	4.73%
CDBG - Spine Road Hugh Thomas Paving	2,315,010	3,378	16,628	2,298,382	106,028	2,192,354	0.72%
FDOT Grant - Cherry Street Sidewalk	2,540,989	-	1,824	2,539,165	460,806	2,078,359	0.07%
Road Paving	-	-	-	-	-	-	0.00%
State Grant - Road Paving	1,180,134	592,272	694,425	485,709	249,402	236,307	58.84%
Cherry St Paving & 2nd Sidewalk	5,181,853	-	41,240	5,140,613	688,292	4,452,321	0.80%
Boat Race Round About - Impact Fees	746,059	-	1,244	744,815	765,140	(20,325)	0.17%
FDOT Grant - Yellow Bluff Side	65,000	-	-	65,000	-	65,000	0.00%
FDOT Grant Hickory St Sidewalk	-	-	-	-	-	-	0.00%
FDOT Grant S Berthe Sidewalk	64,000	-	-	64,000	-	64,000	0.00%
FDOT Grant West Cherry Sidewalk	528,511	-	-	528,511	-	528,511	0.00%
Subtotal	\$ 19,066,823	\$ 1,144,590	\$ 2,029,977	\$ 17,036,846	\$ 2,930,157	\$ 14,106,689	10.65%
Lift Station Rehab - CDBG	2,516,203	-	16,100	2,500,103	128,800	2,371,303	0.64%
Sandy Creek Rehab CDBG	5,138,544	-	30,390	5,108,154	205,212	4,902,942	0.59%
Subtotal	\$ 7,654,747	\$ -	\$ 46,490	\$ 7,608,257	\$ 334,012	\$ 7,274,245	0.61%
Total Expenditures and Uses of Funds	\$ 26,721,570	\$ 1,144,590	\$ 2,076,467	\$ 24,645,103	\$ 3,264,169	\$ 21,380,934	7.77%
Net Fund Revenues & Expenditures	\$ -	\$ (255,555)	\$ 17,509	\$ (17,509)	\$ (3,264,169)	\$ 3,246,660	

City of Callaway
Water Fund Revenues & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Revenues and Other Sources of Funds</u>							
Permits, Fees. & Licenses							
Special Capital Ext Fee	\$ 5,000	\$ 201	\$ 2,185	\$ 2,815	\$ -	\$ 2,815	43.71%
Impact Fees - Water Res.	115,000	15,233	50,455	64,545	-	64,545	43.87%
Impact Fees - Water Comm.	10,000	-	990	9,010	-	9,010	9.90%
State Grants - Storms & Floods	-	-	-	-	-	-	0.00%
Subtotal	\$ 130,000	\$ 15,434	\$ 53,631	\$ 76,369	\$ -	\$ 76,369	41.25%
Charges for Services							
Water Charges	\$ 3,402,940	\$ 241,017	\$ 1,617,411	\$ 1,785,529	\$ -	\$ 1,785,529	47.53%
Collection of Bad Debt	-	1	83	(83)	-	(83)	0.00%
Reconnect Fees	129,819	10,764	61,214	68,605	-	68,605	47.15%
Penalties	77,327	4,293	37,498	39,829	-	39,829	48.49%
System Taps	11,486	660	3,660	7,826	-	7,826	31.86%
Other Utility Income	205,313	22,976	91,754	113,559	-	113,559	44.69%
Utilities Over/Short	-	-	-	-	-	-	0.00%
Service Work Charges	-	-	-	-	-	-	0.00%
Subtotal	\$ 3,826,885	\$ 279,711	\$ 1,811,621	\$ 2,015,264	\$ -	\$ 2,015,264	47.34%
Interest & Other Earnings							
Interest	\$ 120,000	\$ 9,581	\$ 57,581	\$ 62,419	\$ -	\$ 62,419	47.98%
Interest - Impact Fees	55,000	4,706	30,426	24,574	-	24,574	55.32%
Interest - Spec Cap Ext Fees	-	-	-	-	-	-	0.00%
Disposition of Fixed Assets	-	-	62	(62)	-	(62)	0.00%
Insurance Proceeds	-	-	1,765	(1,765)	-	(1,765)	0.00%
Subtotal	\$ 175,000	\$ 14,287	\$ 89,835	\$ 85,165	\$ -	\$ 85,165	51.33%
Use of Reserves							
Budgeted Use of Reserves (UN)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Budgeted Use of Reserves (RES)	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	0.00%
Subtotal	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	0.00%
Total Revenues & Sources of Funds	\$ 4,350,859	\$ 311,014	\$ 1,964,572	\$ 2,386,287	\$ -	\$ 2,386,287	45.15%

City of Callaway
Water Fund Revenues & Expenditures
For YTD Period Ended March 31, 2025



	2025	Current	Year to		Encumbered	Budget	% of
<u>Description</u>	<u>Budget</u>	<u>Month</u>	<u>Date</u>	<u>YTD Var</u>	<u>Amount</u>	<u>Available</u>	<u>Bud. Used</u>
Expenditures and Uses of Funds							
Salaries and Wages	\$ 474,393	\$ 30,749	\$ 224,239	\$ 250,154	\$ -	\$ 250,154	47.27%
Benefits	210,045	12,176	87,821	122,224	-	122,224	41.81%
Engineering Services	-	-	-	-	-	-	0.00%
Contractual Services	38,800	3,687	16,642	22,158	2,855	19,303	42.89%
Cost of Water	1,180,314	94,500	566,887	613,427	-	613,427	48.03%
Communications/Telephone	5,500	451	2,296	3,204	-	3,204	41.75%
Transportation/Postage	2,500	24	424	2,076	-	2,076	16.94%
Utilities	18,000	107	3,135	14,865	-	14,865	17.42%
Insurance	-	-	-	-	-	-	0.00%
Repair and Manitenance	162,000	9,965	81,687	80,313	6,377	73,935	50.42%
Fuel & Lubricants	40,000	2,304	14,637	25,363	-	25,363	36.59%
Operating Supplies	20,000	1,226	13,806	6,194	846	5,348	69.03%
Other Expenses	131,500	2,803	40,376	91,124	21,056	70,068	30.70%
Capital Outlay - Fixed Assets	331,250	26,497	71,739	259,511	72,908	186,603	21.66%
Interest Pmt	256,416	21,010	126,226	130,190	-	130,190	49.23%
Amortization - Loss on AdvRef	38,143	3,179	19,074	19,069	-	19,069	50.01%
UB Cost Allocation	364,996	23,195	156,355	208,641	-	208,641	42.84%
Cost Allocation Transfer	380,598	31,716	190,296	190,302	-	190,302	50.00%
Budgeted Incr to Reserves (UN)	296,404	-	-	296,404	-	296,404	0.00%
Budgeted Incr to Reserves (RES)	-	-	-	-	-	-	0.00%
Transfer to CIP	-	-	-	-	-	-	0.00%
Total Expenditures	\$ 4,350,859	\$ 263,589	\$ 1,615,639	\$ 2,735,220	\$ 104,042	\$ 2,631,177	37.13%
Net Fund Revenues & Expenditures	\$ -	\$ 47,425	\$ 348,933	\$ (348,933)	\$ (104,042)	\$ (244,891)	

City of Callaway
Sewer Fund Revenues & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Revenues and Other Sources of Funds</u>							
Permits, Fees, & Licenses							
Special Capital Ext Fee	\$ 2,500	\$ -	\$ 2,526	\$ (26)	\$ -	\$ (26)	101.02%
Impact Fees - Sewer Res.	120,000	13,557	58,559	61,441	-	61,441	48.80%
Impact Fees - Sewer Comm.	10,000	-	675	9,325	-	9,325	6.75%
State Grants - Storms & Floods	897,000	-	-	897,000	-	897,000	0.00%
Subtotal	\$ 1,029,500	\$ 13,557	\$ 61,759	\$ 967,741	\$ -	\$ 967,741	6.00%
Charges for Services							
Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Collection of Bad Debt	-	-	128	(128)	-	(128)	0.00%
Account Fees	16,739	1,620	8,130	8,609	-	8,609	48.57%
Reconnect Fees	-	-	-	-	-	-	0.00%
Penalties	130,284	8,870	64,558	65,726	-	65,726	49.55%
System Taps	11,594	810	3,270	8,324	-	8,324	28.20%
Other Utility Income	500	-	-	500	-	500	0.00%
Sewer / Wastewater Charges	5,230,553	389,984	2,486,617	2,743,936	-	2,743,936	47.54%
Subtotal	\$ 5,389,670	\$ 401,285	\$ 2,562,703	\$ 2,826,967	\$ -	\$ 2,826,967	47.55%
Interest & Other Earnings							
Dividends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Interest Earned	400,000	34,647	225,962	174,038	-	174,038	56.49%
Interest - Impact Fees	97,500	8,838	55,154	42,346	-	42,346	56.57%
Interest - Spec Cap Ext Fees	-	-	-	-	-	-	0.00%
Interest - Sandy Creek Assmts	-	-	-	-	-	-	0.00%
Interest - Bond Proceeds	-	-	-	-	-	-	0.00%
Disposition of Fixed Assets	-	-	4,940	(4,940)	-	(4,940)	0.00%
Subtotal	\$ 497,500	\$ 43,485	\$ 293,307	\$ 204,193	\$ -	\$ 204,193	58.96%
Other Sources							
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Amort-Premium 2015 Refunding	18,974	1,581	9,486	9,488	-	9,488	49.99%
Subtotal	\$ 18,974	\$ 1,581	\$ 9,486	\$ 9,488	\$ -	\$ 9,488	49.99%
Use of Reserves							
Transfer to General Fund							
Budgeted Use of Reserves (UN)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Budgeted Use of Reserves (RES)	-	-	-	-	-	-	0.00%
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues & Sources of Funds	\$ 6,935,644	\$ 459,908	\$ 2,927,255	\$ 4,008,389	\$ -	\$ 4,008,389	42.21%

City of Callaway
Sewer Fund Revenues & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025</u> <u>Budget</u>	<u>Current</u> <u>Month</u>	<u>Year to</u> <u>Date</u>	<u>YTD Var</u>	<u>Encumbered</u> <u>Amount</u>	<u>Budget</u> <u>Available</u>	<u>% of</u> <u>Bud. Used</u>
<u>Expenditures and Uses of Funds</u>							
Salaries and Wages	\$ 409,886	\$ 28,580	\$ 178,372	\$ 231,514	\$ -	\$ 231,514	43.52%
Benefits	191,747	13,549	82,316	109,431	-	109,431	42.93%
Engineering Services	-	-	-	-	-	-	0.00%
Contractual Services	15,000	306	3,314	11,686	1,582	10,103	22.10%
Cost of Treatment	2,331,955	159,500	952,757	1,379,198	-	1,379,198	40.86%
Communications/Telephone	5,300	515	2,610	2,690	-	2,690	49.24%
Transportation/Postage	2,640	-	400	2,240	-	2,240	15.15%
Utilities	91,000	8,265	47,511	43,489	-	43,489	52.21%
Insurance	-	-	-	-	-	-	0.00%
Repair and Maintenance	188,500	30,467	90,760	97,740	19,160	78,580	48.15%
Fuel & Lubricants	74,500	6,582	34,953	39,547	-	39,547	46.92%
Operating Supplies	16,500	710	9,370	7,130	22	7,108	56.79%
Other Expenses	54,200	4,464	19,665	34,535	1,122	33,413	36.28%
Capital Outlay - Fixed Assets	2,058,046	-	77,396	1,980,650	127,419	1,853,231	3.76%
Principal Pmt	400,000	-	-	400,000	-	400,000	0.00%
Amortization of Bond Costs	-	-	-	-	-	-	0.00%
Interest Pmt	256,416	21,010	126,226	130,190	-	130,190	49.23%
Interest Pmt / Sandy Creek	-	-	-	-	-	-	0.00%
Amort. of Deferred Loss on Ref	38,143	3,179	19,074	19,069	-	19,069	50.01%
Bond Issuance Cost	5,500	-	4,250	1,250	-	1,250	77.27%
UB Cost Allocation	364,996	23,195	156,355	208,641	-	208,641	42.84%
Cost Allocation Transfers	350,840	29,237	175,422	175,418	-	175,418	50.00%
Budgeted Incr to Reserve (UN)	80,475	-	-	80,475	-	80,475	0.00%
Budgeted Incr to Reserves (RES)	-	-	-	-	-	-	0.00%
Total Expenditures	\$ 6,935,644	\$ 329,560	\$ 1,980,752	\$ 4,954,892	\$ 149,305	\$ 4,805,587	28.56%
Net Fund Revenues & Expenditure:	\$ -	\$ 130,348	\$ 946,503	\$ (946,503)	\$ (149,305)	\$ (797,198)	

City of Callaway
Solid Waste Fund Revenues & Expenditures
For YTD Period Ended March 31, 2025



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Revenues and Other Sources of Funds</u>							
Charges for Services							
Collection of Bad Debt	\$ -	\$ -	\$ 21	\$ (21)	\$ -	\$ (21)	0.00%
Penalties	27,586	1,921	13,479	14,107	-	14,107	48.86%
Other Utility Income	-	-	-	-	-	-	0.00%
State Grants - Storms & Floods	-	-	-	-	-	-	0.00%
Solid Waste Service Fees	1,038,309	87,037	521,441	516,868	-	516,868	50.22%
Subtotal	\$ 1,065,895	\$ 88,958	\$ 534,942	\$ 530,953	\$ -	\$ 530,953	50.19%
Interest & Other Earnings							
Interest	\$ 51,073	\$ 6,810	\$ 42,783	\$ 8,290	\$ -	\$ 8,290	83.77%
Disposition of Fixed Assets	-	-	-	-	-	-	0.00%
Sales of Surplus or Scrap	2,000	49	1,140	860	-	860	56.98%
Transfer From General Fund	-	-	-	-	-	-	0.00%
Subtotal	\$ 53,073	\$ 6,858	\$ 43,922	\$ 9,151	\$ -	\$ 9,151	82.76%
Use of Reserves							
Budgeted Use of Reserves (UN)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues & Sources of Funds	\$ 1,118,968	\$ 95,817	\$ 578,864	\$ 540,104	\$ -	\$ 540,104	51.73%
<u>Expenditures and Uses of Funds</u>							
Salaries and Wages	\$ 185,307	\$ 13,765	\$ 89,921	\$ 95,386	\$ -	\$ 95,386	48.53%
Benefits	76,383	5,207	29,282	47,101	-	47,101	38.34%
Contracted Services	128,211	684	1,906	126,305	-	126,305	1.49%
Repair and Maintenance	47,000	608	11,696	35,304	8,236	27,068	24.88%
Tipping Fees	150,000	7,906	49,133	100,867	4,000	96,867	32.76%
Fuel & Lubricants	40,000	2,363	11,463	28,537	-	28,537	28.66%
Other Expenses	7,670	294	840	6,830	-	6,830	10.96%
Capital Outlay - Fixed Assets	-	-	-	-	-	-	0.00%
Cost Allocation Transfer	131,528	10,961	65,766	65,762	-	65,762	50.00%
Budgeted Increase to Reserves	285,369	-	-	285,369	-	285,369	0.00%
Total Expenditures	\$ 1,118,968	\$ 41,789	\$ 260,008	\$ 858,960	\$ 12,236	\$ 846,724	23.24%
Net Fund Revenues & Expenditures	\$ -	\$ 54,028	\$ 318,856	\$ (318,856)	\$ (12,236)	\$ (306,620)	

CITY OF CALLAWAY

BOARD OF COMMISSIONERS

AGENDA ITEM SUMMARY

DATE: APRIL 22, 2025

ITEM: **ORDINANCE No. 1120** – REZONING OF TWO PARCELS, PARCEL IDS 24379-000-000 & 24380-000-000 (*FINAL READING*)

1. PLACED ON AGENDA BY:

EDDIE COOK, CITY MANAGER

&

BILL FRYE, PLANNING/PUBLIC WORKS DIRECTOR

2. AGENDA:

PRESENTATION	☐
PUBLIC HEARING	☒
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)

Thomas Steele, Panhandle Construction Services Group LLC, has submitted to the City of Callaway a Rezoning Application for property located at a Senece Avenue from 7th Street through to Hagin Drive, Parcel IDs 24379-000-000 & 24380-000-000. The property is approximately 7.213 acres in total.

Planning staff has analyzed the proposed rezoning and finds that all of the information given is true and accurate to the best of its knowledge.

The Planning Board met on April 1, 2025 and recommended that the City Commission approve the rezoning.

ATTACHMENTS:

- Ordinance No. 1120
- Application for Rezoning
- Zoning Map
- Deed

REQUESTED MOTION/ACTION: Approval of the final reading of Ordinance No. 1120 for Rezoning, upon roll-call vote.

ORDINANCE NO. 1120

AN ORDINANCE REZONING FROM R-8 AND R-6M RESIDENTIAL SINGLE FAMILY, MOBILE HOMES ALLOWED TO R-6 RESIDENTIAL SINGLE FAMILY, CERTAIN PARCELS OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 7.213 MORE OR LESS ACRES; SAID PARCELS ARE LOCATED ON SENECA AVENUE, CALLAWAY, FLORIDA, PARCEL IDS 24379-000-000 & 24380-000-000; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.

WHEREAS, Charles Terry & Gregory Terry, the owners of the real property designated herein, has initiated this ordinance by filing a petition with the City praying that said real property, being more particularly described below, be rezoned from R-8 Residential Single Family and R-6M, Residential Single Family, Mobile Homes Allowed, to R-6 Residential Single Family as shown below; and

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

WHEREAS, the City of Callaway Planning Board reviewed the proposed zoning change, conducted a public hearing on April 1, 2025 and recommended approval; and

WHEREAS, based upon competent substantial evidence adduced in a properly advertised public hearing conducted on April 22, 2025, the City found the requested change to be consistent with the currently applicable Comprehensive Growth Development Plan and to reasonably accomplish a legitimate public purpose.

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

SECTION 1. The following described parcel of real property situated within the municipal limits of the City of Callaway, Florida, is rezoned from R-8 Residential Single Family to R-6M Residential Single Family to wit,

12 4S 14W -68- 118D1 ST ANDREWS BAY DEV CO PLAT LOT 14 LESS PCLS- 68.1-, -68.2 -68.3, - 68.5-& -68.6- ORB 13 P 687

AND

LOT 3 OF ST. ANDREWS BAY DEVELOPMENT COMPANY'S SUBDIVISION OF SEC. 12M T-4-S, R-14-W, AS PER PLAT RECORDED IN PLAT BOOK 6, PAGE 24 OF THE PUBLIC RECORDS OF BAY COUNTY FLORIDA;

PARCEL NUMBERS: 24380-000-000 AND 24379-000-000

and the City's zoning map is amended accordingly.

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

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Callaway, Florida, 22ND day of April, 2025.

CITY OF CALLAWAY, FLORIDA

ATTEST: _____
Ashley Robyck, City Clerk

By: _____
Pamn Henderson, Mayor

PASSED ON FIRST READING: APRIL 8, 2025
NOTICE PUBLISHED ON: APRIL 10, 2025
PASSED ON SECOND READING: APRIL 22, 2025

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

City Attorney

VOTE OF COMMISSION:

Ayers	_____
Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____



Public Works Department
324 S Berthe Avenue, Callaway, FL 32404
Phone (850) 871-1033
www.cityofcallaway.com

APPLICATION FOR REZONING

1. Applicant(s) name: Thomas Steele; Panhandle Construction Service Group, LLC
Applicant(s) address: P.O. Box 611413, Rosemary Beach, FL 32461
Applicant(s) phone: 850-348-8401 Email: panahandlecsgllc@gmail.com
Date of application: 3/12/2025
2. Rezone from: R-8 and R-6M to: R-6
3. Parcel ID #: 24380-000-000 & 24379-000-000
4. Legal Description of site to be rezoned: Please see attached legal descriptions for both parcels.
5. Driving directions to site: Approximately 0.25 miles west of the Hwy 98 & E 7th Street intersection
located between Seneca Avenue, Hagin Drive, and E 7th Street.
6. Name and address of property owner(s) according to most recent ad valorem tax records:
(Year 2025) Charles E. Terry
5242 Melissa Drive, Panama City, FL 32404
7. If applicant does not own the property, give name(s), address(s) and telephone number(s) of the owner(s). (Must attach statement of consent form):
Please see attached consent form.

8. Property address to be rezoned:
615 Seneca Avenue, Panama City, FL 32404
 (Address must be obtained from County prior to Planning Board Meeting)
9. Present Property Tax Classification: Single Family and Vacant
10. Proposed Property Tax Classification: Single Family
11. Purpose of rezoning: To develop a single family residential subdivision. And,
to ensure the zoning, R-6, is consistent between the two parcels.
12. Additional pertinent information: _____
Attached warranty deeds and conceptual site plan.

Signature of applicant(s): _____ Date: _____
 _____ Date: _____

To be submitted with application:
Incomplete submittals will not be reviewed

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

(Do Not Write Below This Line)

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

STATEMENT OF CONSENT

Owners Charles and Gregory Terry hereby provide consent for the application for rezoning as attached below:

In agreement are:

Owner: Charles E. Terry
5242 Melissa Dr., Panama City, FL 32404
Phone: (850) 258-7678

<i>Charles Terry</i>	dotloop verified 03/14/25 5:57 PM CDT F0NN-FR9G-ZANE-PXJB
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Owner: Gregory Brian Terry
557 Terry Circle, Satellite Beach, FL 32937
Phone: (321) 652-5620

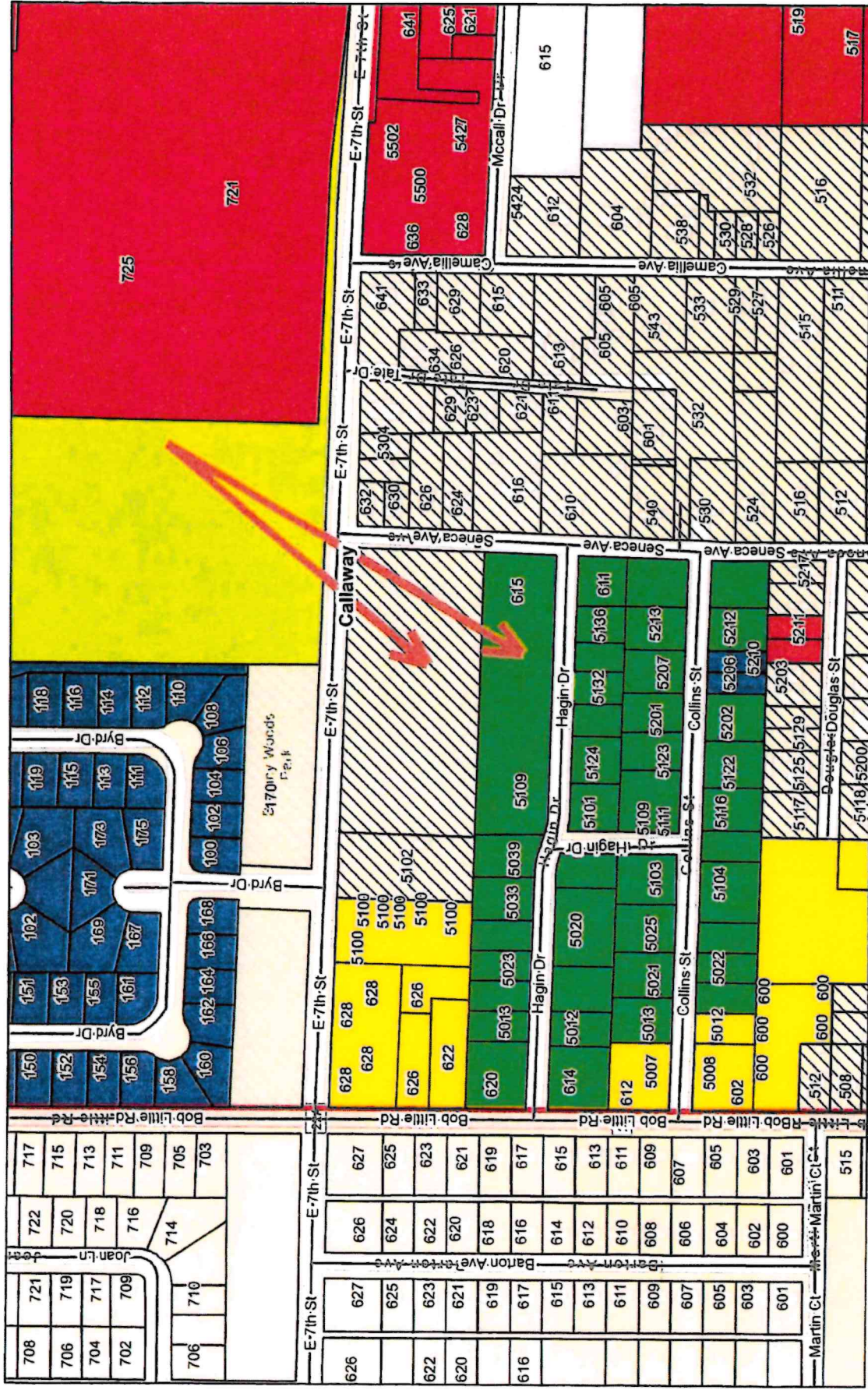
<i>Gregory B. Terry</i>	dotloop verified 03/15/25 3:50 PM EDT 9QCZ-KHT1-ABKX-AYSQ
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Public Works Department
324 S Berthe Avenue, Callaway, FL 32404
Phone (850) 871-1033
www.cityofcallaway.com

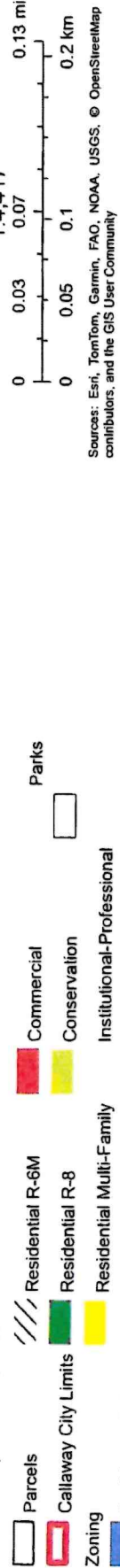
APPLICATION FOR REZONING

1. Applicant(s) name: Thomas Steele; Panhandle Construction Service Group, LLC
Applicant(s) address: P.O. Box 611413, Rosemary Beach, FL 32461
Applicant(s) phone: 850-348-8401 Email: panhandlecsgllc@gmail.com
Date of application: 3/12/2025
2. Rezone from: R-8 and R-6M to: R-6
3. Parcel ID #: 24380-000-000 & 24379-000-000

Zoning Map



3/14/2025, 12:31:10 PM



Prepared by:
Adam L. Hood
626 Magnolia Avenue
Panama City, Florida 32401

(Space above this line reserved for recording office use only)

PERSONAL REPRESENTATIVE'S DEED

STATEMENT OF FACTS:

A. Frances A. Terry ("Decedent"), a resident of Panama City, Florida, died on 12/29/2020.

B. At the time of Decedent's death, Decedent was the owner of the Real Property described below.

C. Grantor is the Personal Representative of the Estate of the Decedent pursuant to proceedings filed in the Circuit Court for Bay County, Florida in Case No. 21000329CP.

CONVEYANCE:

1. IDENTIFICATION OF GRANTOR

Name and address of Grantor: Charles E. Terry
as Personal Representative of the Estate of Frances
A. Terry, Deceased
5242 Melissa Drive
Panama City, FL 32404

The word "I" or "me" as hereafter used means the Grantor.

2. IDENTIFICATION OF GRANTEE

Names and addresses of Grantees: Charles E. Terry
5242 Melissa Drive
Panama City, Florida 32404

Gregory B. Terry
557 Carriage Circle
Satellite Beach, Florida 32937

The word "you" as hereafter used means the Grantees.

3. MEANINGS OF TERMS

The terms "I," "me," "you," "grantor," and "grantee," shall be non-gender specific ((i) masculine, (ii) feminine, or (iii) neuter, such as corporations, partnerships or trusts), singular or plural, as the context permits or requires, and include heirs, personal representatives, successors or assigns where applicable and permitted.

4. DESCRIPTION OF REAL PROPERTY CONVEYED

The property hereby conveyed (the "Real Property") is located in Bay County, Florida and described as follows:

12 4S 14W -68- 118D1 ST ANDREWS BAY DEV CO PLAT LOT 14 LESS PCLS -
68.1-, -68.2 -68.3-, -68.4-, -68.5-& -68.6- ORB 13 P 687

AND

Lot 3 of St. Andrews Bay Development Company's
Subdivison of Sec. 12, T-4-S, R-14-W, as per
plat recorded in Plat Book 6, Page 24 of the
Public Records of Bay County, Florida;

LESS STATE ROAD R/WS ORB 533 P 638

Parcel Numbers: 24380-000-000 and 24379-000-000.

5. CONSIDERATION

Good and valuable consideration plus Ten dollars (\$10.00) paid by you to me.

6. CONVEYANCE OF REAL PROPERTY

For the consideration described in Paragraph 5 which I have received, I have granted, bargained and sold to you the Real Property to have and to hold in fee simple (estate in property unlimited as to duration, disposition and descendability) forever.

7. REPRESENTATION OF PERSONAL REPRESENTATIVE

I represent to you that:

(a) I am duly appointed and qualified to act as Personal Representative of the Estate of the Decedent as identified in the Statement of Facts; and

(b) I have the power and authority to execute this Deed. Note: if the Property was the constitutional homestead of Decedent, and descended to heirs at law, such heirs at law

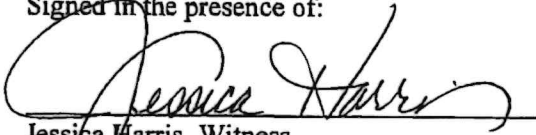
must execute deeds conveying their interests in the subject property.

Executed on January 29, 2025.



Charles E. Terry
5242 Melissa Drive
Panama City, FL 32404
as Personal Representative of the Estate of
Frances A. Terry, Deceased, Grantor

Signed in the presence of:



Jessica Harris, Witness
626 Magnolia Avenue
Panama City, FL 32401



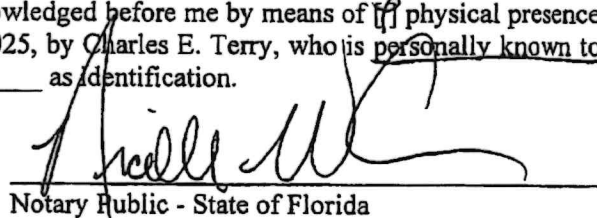
Adam L. Hood, Witness
626 Magnolia Avenue
Panama City, FL 32401

STATE OF FLORIDA
COUNTY OF BAY

The foregoing instrument was acknowledged before me by means of ☒ physical presence
or ☐ online notarization, on January 29, 2025, by Charles E. Terry, who is personally known to
me or has produced _____ as identification.



NICOLE W. CONRAD
Commission # HH 431938
Expires August 10, 2027


Notary Public - State of Florida

CITY OF CALLAWAY

BOARD OF COMMISSIONERS

AGENDA ITEM SUMMARY

DATE: APRIL 22, 2025

ITEM: **ORDINANCE NO. 1121** – REZONING OF 325 CAMELLIA AVE, PARCEL ID 24418-050-010 (*FINAL READING*)

1. PLACED ON AGENDA BY:

EDDIE COOK, CITY MANAGER

&

BILL FRYE, PLANNING/PUBLIC WORKS DIRECTOR

2. AGENDA:

PRESENTATION	☐
PUBLIC HEARING	☒
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)

Jackee Panyasang, property owner, has submitted to the City of Callaway a Rezoning Application for property located behind 325 Camellia Ave, Parcel ID 24418-050-010. The property is approximately 0.33 acres in total.

Planning staff has analyzed the proposed rezoning and finds that all of the information given is true and accurate to the best of its knowledge.

The Planning Board met on April 1, 2025 and recommended that the City Commission approve the rezoning.

ATTACHMENTS:

- Ordinance No. 1121
- Application for Rezoning
- Zoning Map
- Deed

REQUESTED MOTION/ACTION: Approval of the final reading of Ordinance No. 1121 for Rezoning, upon roll-call vote.

ORDINANCE NO. 1121

AN ORDINANCE REZONING FROM R-6M RESIDENTIAL SINGLE FAMILY, MOBILE HOMES ALLOWED, TO RESIDENTIAL MULTI FAMILY MEDIUM DENSITY, A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 0.33 MORE OR LESS ACRES; SAID PARCEL IS LOCATED ON CAMELLIA AVENUE, CALLAWAY, FLORIDA, PARCEL ID 24418-050-010; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.

WHEREAS, Jackee Panyasang, the owner of the real property designated herein, has initiated this ordinance by filing a petition with the City praying that said real property, being more particularly described below, be rezoned from R-6M Residential Single Family to Residential Multi Family Medium Density as shown below; and

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

WHEREAS, the City of Callaway Planning Board reviewed the proposed zoning change, conducted a public hearing on April 1, 2025 and recommended approval; and

WHEREAS, based upon competent substantial evidence adduced in a properly advertised public hearing conducted on April 22, 2025, the City found the requested change to be consistent with the currently applicable Comprehensive Growth Development Plan and to reasonably accomplish a legitimate public purpose.

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

SECTION 1. The following described parcel of real property situated within the municipal limits of the City of Callaway, Florida, is rezoned from R-8 Residential Single Family to R-6M Residential Single family to wit,

THE WEST 130 FEET OF THE FOLLOWING PARCEL:
COMMENCE AT THE NORTHEAST CORNER OF SECTION 12, TOWNSHIP 4 SOUTH, RANGE 14 WEST, BAY COUNTY, FLORIDA; THENCE N 88 DEGREES 00'43"W ALONG THE NORTH LINE OF SAID SECTION 12 FOR 665.68 FEET; THENCE S 00 DEGREES 47'02"W FOR 2181.13 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S 00 DEGREES 47'02"W ALONG THE WEST R/W LINE OF CAMELLIA AVENUE (AS PER MAINTENANCE CLAIM) FOR 80.00 FEET; THENCE LEAVING SAID WEST R/W LINE N 89°42'08"W FOR 309.10 FEET; THENCE N 00°07'38" FOR 80 FEET; THENCE S 89 DEGREES 42'08"E FOR 310.02 FEET TO THE POINT OF BEGINNING.

PARCEL NUMBER: 24418-050-010

and the City's zoning map is amended accordingly.

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

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Callaway, Florida, 22nd day of April, 2025.

CITY OF CALLAWAY, FLORIDA

ATTEST: _____
Ashley Robyck, City Clerk

By: _____
Pamn Henderson, Mayor

PASSED ON FIRST READING: APRIL 8, 2025
NOTICE PUBLISHED ON: APRIL 10, 2025
PASSED ON SECOND READING: APRIL 22, 2025

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

City Attorney

VOTE OF COMMISSION:

Ayers	_____
Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____



Public Works Department
324 S Berthe Avenue, Callaway, FL 32404
Phone (850) 871-1033
www.cityofcallaway.com

APPLICATION FOR REZONING

1. Applicant(s) name: Panyasani Sackee
Applicant(s) address: 377 Camille ave
Applicant(s) phone: 850 851 5257 Email: _____
Date of application: R 6 M M.F.M.R.
2. Rezone from: Multi Family Medium to: Commercial
3. Parcel ID #: 24418-050-010
4. Legal Description of site to be rezoned: 325
5. Driving directions to site: Take Berthe to Hwy 22
take left on 22 STAY 22 until you hit Camille. Turn Right
Be on Left
6. Name and address of property owner(s) according to most recent ad valorem tax records:
(Year 2024) Panya Sang Sackee
7. If applicant does not own the property, give name(s), address(s) and telephone number(s) of the owner(s). (Must attach statement of consent form): _____

8. Property address to be rezoned:

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

9. Present Property Tax Classification: _____

10. Proposed Property Tax Classification: _____

11. Purpose of rezoning: So we can Build 3
Houses on IT.

12. Additional pertinent information: We are putting 325
and The Back half of 327 as one
property

Signature of applicant(s):

[Signature]

Date: 03/14/25

PARGASAD JAKREB

Date: _____

To be submitted with application:

Incomplete submittals will not be reviewed

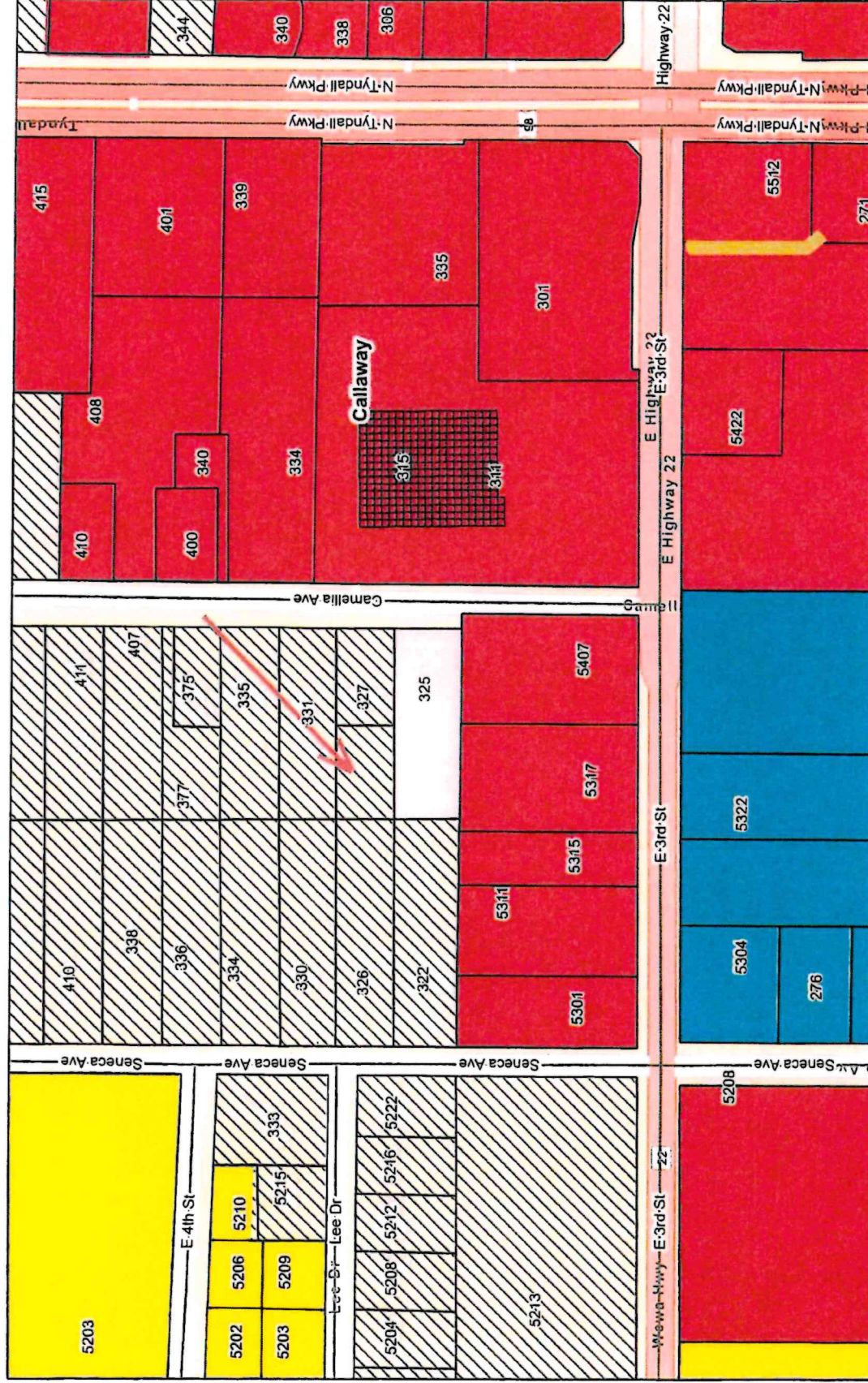
JAKREB.P.@yahoo.com

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

(Do Not Write Below This Line)

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

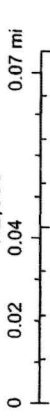
Zoning Map



3/17/2025, 9:46:33 AM

- Parcels
- Callaway City Limits
- C-3 General Commercial
- Residential R-6M
- Residential Multi-Family
- Multi-Family Medium Density
- Multi-Family High Density
- Commercial

1:2,650



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Prepared By:

PANYASANG JAKREE

377 CAMELLIA AVE

PANAMA CITY FL 32404

After Recording Return To:

PANYASANG JAKREE

377 CAMELLIA AVE

PANAMA CITY FL 32404

Tax Parcel ID Number:

24418-050-010

This space for Recorder's use only

FLORIDA QUIT CLAIM DEED

STATE OF FLORIDA

BAY COUNTY

THIS DEED, executed this OCTOBER day of 8, 20 24,
between first party, as Grantor,

PANYASANG JAKREE a married man,

377 CAMELLIA AVE, PANAMA CITY FL whose mailing address is

and second party, as Grantee,

PANYASANG JAKREE & SURACHA MAHAWONGSANUN,

377 CAMELLIA AVE, PANAMA CITY FL whose mailing address is

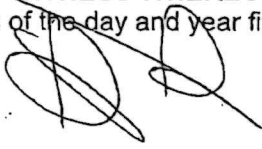
As joint tenants with rights of survivorship.

WITNESSETH, that Grantor, and in consideration of (\$ 0.00), and
other good and valuable consideration paid by the Grantee, the receipt of which is
hereby acknowledged, does hereby remise, release and forever quitclaim unto the
Grantee, all the rights, title, interest, and claim in or to the following described parcel of land,
and improvements and appurtenances thereto, in BAY County,
Florida, to-wit:

**A complete legal description of the real property being conveyed by this
instrument is attached hereto on page 4 as EXHIBIT A.**

TO HAVE AND TO HOLD, the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever for the said first party, either in law or equity, to the only proper use, benefit and behoof of the said second party forever.

IN WITNESS WHEREOF, Grantor has executed and delivered this Quit Claim Deed under seal as of the day and year first above written.



Grantor's Signature

PANYASANG JAKREE

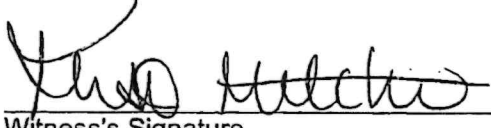
Grantor's Name

377 CAMELLIA AVE

Address

PANAMA CITY FLORIDA 32404

City, State, and Zip



Witness's Signature

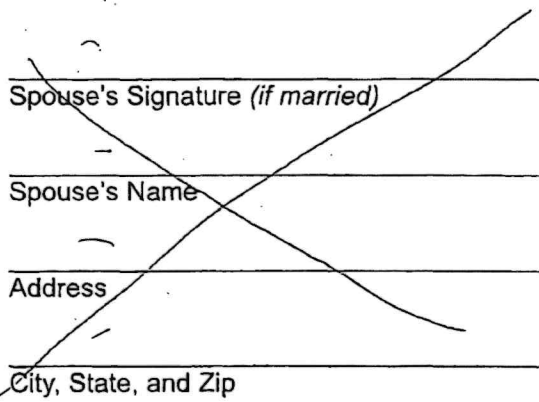
Kristi Mitchell

Witness's Name

300 E. 4th St

Panama City, FL 32401

Witness's Address



Spouse's Signature (if married)

Spouse's Name

Address

City, State, and Zip



Witness's Signature

Becky Ribbing

Witness's Name

300 E 4th St

Panama City, FL 32401

Witness's Address

STATE OF FLORIDA)

COUNTY OF Bay)

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8 day of October, 2024, by Panyasong Sakree who is personally known to me or who has produced FLDL as identification.

Tricia McGonagill
Notary Public

(SEAL)

My Commission Expires: 11/15/2027



Tricia McGonagill
Notary Public
State of Florida
Comm# HH464793
Expires 11/15/2027

EXHIBIT A

Legal description of the real property being conveyed by this instrument.

THE WEST 130 FEET OF THE FOLLOWING PARCEL:

COMMENCE AT THE NORTHEAST CORNER OF SECTION 12, TOWNSHIP 4 SOUTH, RANGE 14 WEST, BAY COUNTY, FLORIDA; THENCE N 88 DEGREES 00'43"W ALONG THE NORTH LINE OF SAID SECTION 12 FOR 665.88 FEET; THENCE S 00 DEGREES 47'02"W FOR 2151.13 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S 00 DEGREES 47'02"W ALONG THE WEST R/W LINE OF CAMELLIA AVENUE (AS PER MAINTENANCE CLAIM) FOR 80.00 FEET; THENCE LEAVING SAID WEST R/W LINE N89°42'08"W FOR 309.10 FEET; THENCE N00°07'38" FOR 80 FEET; THENCE S 89 DEGREES 42'08"E FOR 310.02 FEET TO THE POINT OF BEGINNING.

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

DATE: 04/22/2025

ITEM: RESOLUTION 25-04: LEISURE SERVICES FIELD & FACILITY FEE CHANGES

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager
&
Tim Legare, Director of Leisure Services

2. AGENDA:

PRESENTATION ☐
PUBLIC HEARING ☐
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)

ATTACHED ARE RECOMMENDED CHANGES TO OUR FIELD AND FACILITY USE FEES FOR SPORTS FIELDS, BUILDINGS, PAVILIONS AND EVENT FIELD. OUR FEES WERE LAST UPDATED IN JUNE OF 2022.THERE ARE SOME INCREASES TO BRING US IN LINE WITH THE SURROUNDING CITIES. THERE ARE ALSO NEW FEES FOR NEWLY RENOVATED FIELDS AND FACILITIES. THIS IS NECESSARY IN ORDER TO RECOUP MORE OF OUR OPERATING EXPENSES DIRECTLY RELATED TO FIELD AND FACILITY RENTALS FOR EVENTS AND TOURNAMENTS.

ATTACHMENT:

- RESOLUTION 25-04

5. REQUESTED MOTION/ACTION: Approval of Resolution No. 25-04 changing the Fee Schedule for the use of Recreational Facilities

RESOLUTION 25-04

A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, ADOPTING A REVISED SCHEDULE FOR RECREATIONAL FEES FOR RESIDENTS AND NON-RESIDENTS; REPEALING PARTS OF RESOLUTION 22-09; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Callaway, Florida established a revised fee schedule for the recreational facilities in the city by Resolution No. 16-31, subsequently amended by Resolutions 17-03, 16-31 and 22-09; and,

WHEREAS, the City Commission desires to revise the entire fee schedule for the Callaway Arts and Conference Center and Callaway Community Center for the rental of the facilities by residents and non-residents.

NOW THEREFORE, be it resolved by the City Commission of the City of Callaway, Florida that:

1. AUTHORITY. This Resolution is being adopted pursuant to the provisions of Chapter 10.5-2 of the Callaway Code, the Florida Constitution, Chapter 166, Florida Statutes, and other applicable laws.

2. REVISED FEE SCHEDULE. The fee schedules attached hereto as Exhibit "A" is hereby adopted for rental use by residents and non-residents of the city.

3. SEVERABILITY. This Resolution and its various parts, sections, subsections and clauses are severable. If any part, sentence, paragraph, subsection, section or clause is adjudged unconstitutional or invalid, the remainder of the ordinance shall not be affected. If any part, sentence, paragraph, subsection or clause be adjudged unconstitutional or invalid as applied to a particular property, building, or other structure, the application of such portion of the ordinance to other property, buildings, or structures shall not be affected.

4. REPEALER. Resolutions and parts of resolutions in conflict herewith are hereby repealed.

5. EFFECTIVE DATE. This Resolution shall take effect upon its passage.

DULY PASSED AND ADOPTED by the City Commission of the City of Callaway, Florida, meeting in regular session this 22nd day of April, 2025.

CITY OF CALLAWAY, FLORIDA

ATTEST: _____
Ashley Robyck, City Clerk

By: _____
Pamn Henderson, Mayor

Approved as to form and legal sufficiency
for the city of Callaway only:

Kevin Obos, City Attorney

VOTE OF COMMISSION:

Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____
Ayers	_____

RESOLUTION NO. 24-04
EXHIBIT A

1. Callaway Facilities Rental Fees
2. Callaway Field Rental Fees

Proposed Charges, April, 2025



CALLAWAY FACILITY RENTALS

500 CALLAWAY PARK WAY
CALLAWAY, FL 32404
OFFICE: (850) 874-0035

Callaway Arts and Conference Center: 7AM to 12AM, pricing includes 6 consecutive hours.
Additional hours may be purchased by the renter.

Callaway Community Center: 8AM to 11PM, full-day rental.

Details	Mon-Sun Current	Mon-Sun <i>Proposed</i>	Security Deposit
Callaway Room	\$600.00	N/A	\$300.00
Callaway Room Additional Hours	\$100.00	N/A	
Florida Room	\$200.00	N/A	\$100.00
Florida Room Additional Hours	\$40.00	N/A	
Callaway Room W/ Florida Room	\$600.00 + \$150.00= \$750	N/A	
Security Fee with Alcohol Consumption	\$55 per hr. (min of four hours)	\$60 per hr. (min of four hours)	
Cleaning Fee Per Hour (if applicable)	\$40.00 per hour	N/A	
Tablecloths	\$8.00	\$10.00	
Table Runners	N/A	\$3.00	
Cloth Napkins	.50	\$.75	
Chair Sashes	.50	\$1.00	
Chair Covers	\$2.00	N/A	
Chafing Dishes	\$8.00	\$10.00	
Beverage Dispensers	\$6.00	\$8.00	

Table Skirts	\$8.00	N/A	
Sterno Fuel (2 per chafer)	\$2.00	N/A	
Coffee Maker 30/40 Cup	\$10.00	N/A	
Community Center	\$90.00	\$200.00	\$100.00
Veteran's Park Pavilion	\$30.00	\$40.00	
Veteran's Park Special Event Fee	\$125.00	\$150.00	
Callaway Recreational Complex Pavilion	\$30.00 per use	\$40.00 up to 3 hours	
John B. Gore Park Pavilion	\$30.00 per use	\$40.00 up to 3 hours	

In addition, a 3% Sales Tax will be added to the total unless proof of tax exception form is provided.

Cancellation Policy:

Callaway Arts and Conference Center:

- Cancellations made in writing 30 days or more in advance from the reserved date will receive a refund. An Administrative Fee will be deducted from the rental fee of \$50.00.
- Cancellations made in writing less than 30 days in advance from the reserved date will forfeit the amount of the Security Deposit.

Callaway Community Center:

- Cancellations made in writing 30 days or more in advance of the reserved date will receive a refund. An Administrative Fee will be deducted from the rental fee of \$25.00.
- Cancellations made in writing less than 30 days in advance of the reserved date will receive a refund equal to half of the rental fee.

Proposed Charges, April 2025



CALLAWAY FIELD RENTALS

504 CALLAWAY PARK WAY
CALLAWAY, FL 32404
OFFICE: (850) 874-0031

Details	Current Per Field, Per Day	Proposed Rates/Changes	Proposed Per Hour/Per Field
Gore Park Baseball/Softball Practice	\$70.00	Change to: PER HOUR	\$40.00
Gore Park Baseball/Softball Tournament Play	\$125.00	\$200 8AM-Dusk	N/A
Gore Park Additional Lighting	\$30.00	(After Sunset- 10 PM)	\$40.00
Gore Park Additional Grooming & Lining	\$45.00	N/A	N/A
Gore Park Soccer Pavilion	\$30.00	\$40.00	N/A
Gore Park Special Event Fee-less than 100 (in addition to pavilion rental)	\$125.00	\$150.00 8AM-Dusk	N/A
Gore Park Special Event Fee-more than 100 (in addition to pavilion rental)	\$250.00	8AM-Dusk	N/A
CRC Baseball/Softball Practice	\$70.00	Change to: PER HOUR	\$40.00
CRC Baseball/Softball Tournament Play	\$125.00	\$200 8AM-Dusk	N/A
CRC Park Additional Lighting	\$30.00	Change to: PER HOUR	\$40.00
CRC Additional Grooming & Lining	\$45.00	N/A	N/A
CRC Soccer Pavilion	\$30.00	\$40.00	N/A
CRC Special Event Fee-less than 100 (in addition to pavilion rental)	\$125.00	\$150.00 8AM-Dusk	N/A
CRC Special Event Fee-more than 100 (in addition to pavilion rental)	\$250.00	8AM-Dusk	N/A

In addition, a 3% Sales Tax will be added to the total unless proof of tax exception form is provided.

Cancellation Policy:

- Cancellations due to weather within the first two hours will receive another available date without charge.
- Cancellations made in writing 30 days or more in advance of the reserved date will receive a full refund less an administrative fee of \$25.00.
- Cancellations made in writing less than 30 days in advance of the reserved date will receive a refund equal to half of the rental fee.

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

DATE: APRIL 22, 2025

ITEM: RESOLUTION No. 25-05 – CDBG- SMALL CITIES PROGRAM APPLICATION

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager

2. AGENDA:

PRESENTATION ☐
PUBLIC HEARING ☐
OLD BUSINESS ☐
REGULAR ☒

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

N/A

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

This Resolution includes approval to Apply for the Community Development Block Grant Small Cities Application, with \$50,000 matching funds and designating the City Manager to sign documents pertinent to the grant on behalf of the City.

This grant will be used to continue the Lift Station Rehabilitation Project.

ATTACHMENT:

- Resolution No. 25-05

5. REQUESTED MOTION/ACTION: Approval of Resolution No. 25-05 upon roll-call vote.

RESOLUTION NO. 25-05

RESOLUTION OF THE CITY OF CALLAWAY CITY COMMISSION AUTHORIZING APPLICATION TO THE COMMUNITY DEVELOPMENT BLOCK GRANT SMALL CITIES APPLICATION AND MATCHING FUNDS

WHEREAS, FloridaCommerce is the designated authority in the State of Florida (the “State”) responsible for administering all U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant-Small Cities (“CDBG-SC”) funds awarded to the State; and

WHEREAS, in Federal Fiscal Year (“FFY”) 2023 and 2024, the State received \$38 million in CDBG-SC funds for eligible activities including Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization, and Economic Development; and

WHEREAS, under the CDBG-SC Program, funds will be made available to cities and counties on a competitive basis to undertake eligible activities; and

WHEREAS, the City Commission (the “Governing Body”) of the City of Callaway (the “City”) will submit applications to FloridaCommerce for CDBG-SC funds to assist in Neighborhood Revitalization efforts and to improve the quality of life of the citizens of the City and the State; and

WHEREAS, regulations governing the CDBG-SC program allow the utilization of said funds to repair water and sewer facilities, rehabilitation of publicly or privately owned commercial or industrial buildings, and economic revitalization, including any CDBG-SC eligible activity that demonstrably restores and improves some aspect of the local economy; and

WHEREAS, the City is considering applying for CDBG-SC funds; and

WHEREAS, under the requirements of CDBG-SC, from time to time the City must publish notices to the public regarding any proposed project and providing the public with information on how to provide input about the proposed project and make public comments regarding same;

WHEREAS, on April 15, 2025, the City published an initial notice on the Bay County website describing the CDBG-SC program and the City’s interest in applying for funds, followed by a second notice in April of 2025 on the Bay County website describing the project and the scope of work; and

WHEREAS, after considering any and all public comments, concerns and input, it is in the best interest of the City to apply for CDBG-SC funds to accomplish the following projects and to provide local matching funds to augment each project’s budget in the following amounts:

1. Lift Station Rehabilitation project: local match \$50,000

WHEREAS, HUD regulations prohibit the duplication of benefits (“DOB”), which occurs if FloridaCommerce provides assistance to a participant for the same purpose as any previous financial or in-kind assistance provided to that participant for the same purpose, and the State, the City and

FloridaCommerce CDBG-SC program are each prohibited from creating a DOB; and

WHEREAS, as part of the application process and to facilitate the City's receipt and use of funds from the Small Cities program it will be necessary for the City Manager, acting as the Executive Officer for the Governing Body, to execute various documents and make certifications as required by HUD and FloridaCommerce for the CDBG-SC Program, and it is in the best interest of the citizens of the City and the best interest of the City to designate the City Manager as the Executive Officer of the Governing Body to make such certifications and execute such documents which may include (but are not limited to) subrecipient agreements, all documents required as part of any environmental review process, Request(s) for the Release of Funds, requests for cash/funding, and any other documents and certifications necessary to accomplish the objectives contemplated hereby.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF CALLAWAY OF BAY COUNTY, FLORIDA:

SECTION 1: The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are incorporated here by this reference.

SECTION 2: The City authorizes the City Manager, acting as the Executive Officer for the City to execute various documents and make certifications to facilitate the City's application to the State and compliance with State and HUD regulations, including, but not limited to: certifying that that staff, contractors, vendors and community partners of the City's initiative will comply with all HUD and State requirements in the administration of the proposed CDBG-SC funded activities; will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-SC program(s) and/or project(s); and that all information submitted in the applications is true and accurate.

PASSED, APPROVED, AND ADOPTED by the City of Callaway, Bay County, Florida, this the ____ day of April, 2025.

CITY OF CALLAWAY, FLORIDA

ATTEST: _____
Ashley Robyck, City Clerk

By: _____
Pamn Henderson, Mayor

Approved as to form and legal sufficiency
for the city of Callaway only:

Kevin Obos, City Attorney

VOTE OF COMMISSION:

Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____
Ayers	_____

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

DATE: APRIL 22, 2025

ITEM: BID AWARD – CM2025-03 BEACON POINT PLAZA REHABILITATION- NORTH OUTPARCEL

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager
&
Ashley Robyck, City Clerk

2. AGENDA:

PRESENTATION ☐
PUBLIC HEARING ☐
OLD BUSINESS ☐
REGULAR ☒

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

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

Staff issued an Invitation to Bid on Wednesday, February 26, 2025 with a closing date of Friday, April 4, 2025. Four bids were received as follows:

- WFO Construction \$1,479,822.88
- JNB Contracting \$1,501,207.00
- Anderson Construction \$1,522,842.50
- Holley Development Corp \$1,237,500.00

Staff recommendation is to approve award to Holley Development Corp in the not-to-exceed amount of \$1,237,500.00 contingent on state approval.

ATTACHMENTS:

- BID TABULATION
- BID CERTIFICATION FORM
- AGREEMENT

5. REQUESTED MOTION/ACTION: Award of Agreement for Bid No. CM2025-03 to Holley Development Corp in the not-to-exceed amount of \$1,237,500.00 contingent on state approval.



CITY OF CALLAWAY
BID TABULATION CHECKLIST
BID NO. CM2025-03 BEACON POINT REHABILITATION- NORTH OUTPARCEL
FRIDAY, APRIL 4, 2025
10:15 A.M.

REQUIRED FORMS	WFO CONSTRUCTION	JNB CONTRACTING	ANDERSON CONSTRUCTION	HOLLEY DEVELOPMENT
BID CERTIFICATION FORM	✓	✓	✓	✓
ADDENDA ACKNOWLEDGED	✓	✓	✓	✓
ANTI-COLLUSION STATEMENT	✓	✓	✓	✓
BID BOND	✓	✓	✓	✓
CERTIFICATE OF INSURANCE	✓	✓	✓	✓
DRUG-FREE WORKPLACE CERTIFICATION	✓	✓	✓	✓
LICENSURE DOCUMENTAION	✓	✓	✓	✓
PROPRIETARY/CONFIDENTIAL INFORMATION	✓	✓	✓	✓
PUBLIC ENTITY CRIMES STATEMENT	✓	✓	✓	✓
SECTION 3 FORMS	✓	✓	✓	✓
REFERENCES	✓	✓	✓	✓
TOTAL BID AMOUNT	\$1,479,822.88	\$1,501,207.00	\$1,522,842.50	\$1,237,500.00

BID/RFP CERTIFICATION FORM
CITY OF CALLAWAY
BEACON POINTE PLAZA REHABILITATION
PROJECT BID NO.: CM2025-03

PROPOSERS CERTIFICATION TO THE CITY OF CALLAWAY:

1. The undersigned warrants that: (A) This Proposal is submitted in response to, and is in compliance with, all terms and conditions applicable thereto as set forth in the Advertisement, Instructions to Proposers, General Instructions and Conditions, Special Instructions and Conditions, Bid/RFP Certification Forms, the Minimum Technical Specifications, Addendum, Exhibits, Agreement, Bonds, and Insurance Requirements, each of which has been carefully examined, (B) Proposer or Proposer's representative has made such investigation as is necessary to determine the character and extent of the work and their capability to perform the work, and (C) agrees that if the Proposal is accepted by the City, Proposer will provide the necessary labor, materials, machinery, equipment, tools or apparatus, and perform all the work or services required to complete the assignment and/or contract within the time specified according to the requirements of the City as herein and hereinafter set forth, and (D) he/she is authorized to legally execute binding contracts for and on behalf of the Proposer.
2. Please check one:
☒ Proposer declares that the only person, persons, company, or parties interested in this Proposal are named in the Proposal.

☐ Proposer, or one or more of Proposer's officers, principals, or any owner of more than 5% in or of proposer, or members of their immediate families: (A) have a financial interest in another company, project, or property that could benefit financially from this proposed project; and/or (B) another individual or business will be compensated by (or on behalf of proposer) if Proposer is selected by the City for the requested services. (Attach a detailed explanation for either.)
3. Bid Bond - If the Proposal is accepted by the City, it will become a binding contract on both parties. If a Bid Bond or Cashier's Check/Certified Check is required, it shall be submitted with the Proposal. If the undersigned shall fail to deliver or perform, or if applicable, execute a Contract as stated herein, then the City may, at its option, determine that the undersigned has abandoned the Award/Contract, and thereupon such Bid and/or Award shall be null and void, and any Cashier's Check/Certified Check or Bond accompanying this Bid shall be forfeited to and become the property of the City, and the full amount of said check, or if a Bid Bond, the full amount of such bond, shall be paid to the City as partial liquidated damages; otherwise, any Bond or Cashier's Check/Certified Check accompanying this Bid shall be returned to the undersigned within 30 calendar days from the date of Award, or if provisions for a Notice to Proceed are included, from the date of the Notice to Proceed.
4. Vendor proposes and agrees to provide all materials, services or equipment required for the City of Callaway **BEACON POINTE PLAZA REHABILITATION PROJECT – NORTH OUTPARCEL** **BID NO.: CM2025-03**, for the Total Sum(s) as follows (*totals must match attached breakdown of costs for each Part*): One Million two hundred thirty seven thousand five hundred Dollars (\$ 1,237,500.00).
5. Number of days from date of the Notice to Proceed that will be required for the final completion of all work as described herein.

270
(Maximum 270 Calendar Days)
6. The City reserves the right to accept any or all prices itemized in any combination that best serves the interests of the City. The City further reserves the right to accept or reject any of the components of this Proposal, including alternates.
7. BIDDER HEREBY ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUMS: 1-7

BEACON POINTE PLAZA REHABILITATION PROJECT – NORTH OUTPARCEL
Bid No.: CM2025-03

Proposed and rehabilitation activities will not change the size or capacity of existing structures by more than 20 percent and the activities do not involve a change in land use.

ITEM	DESCRIPTION	QTY	UNIT	AMOUNT
A.	REHABILITATION OF A 5,000 SF OUTPARCEL - Reconstruction +/- 5,000 sf of outparcel building into 3 suites of approximately 1,667 sf each with drive-thru located on the south side of the building - Reconstruction of the existing pylon sign	1	EA	\$ 920,700
	- Alternate Not included in Totals: 1) Add to Supply and Install Canopy Structure over dumpster enclosure \$ 23,061.25 1a) Extend Grease Sewer to Dumpster Enclosure \$ 9538.46 2) Deduct/Omit Tie-beam indicated on sheet S1.1, detail 9/SO.2 \$ (5000) 3) Cost of Building Permit By GC Included in base bid 4) Cost of Supervision and Builder's Risk Included in base bid			
	•			
SUBTOTAL				920,700
BONDS AND INSURANCE (2%)				19,800
MOBILIZATION AND GENERAL CONDITIONS (MAXIMUM 5%)				49,500
GRAND SUBTOTALS				990,000
CONTINGENCY @ 25%				247,500
TOTAL BIDDING AMOUNT				\$ 1,237,500

Name of Bidder: Holley Development Corporation

Business structure: (X) Corporation, () Partnership, () Individual, () Other: _____

If a Partnership: _____

Name(s) of Partner(s): _____

If a Corporation: _____

Incorporated in State of: Florida Date of Incorporation: 1/2006

Unique Entity Identifier Number: 20-4040794

Business Address: 406 S Waukesha St.

City: Bonifay State Florida Zip 32425

Telephone Number: (850) 768-4477 Fax () N/A

Submitted By: Elizabeth Holley

Affix Corporate Seal
(If Corporation)

(Print)
Title: President

Signature: Elizabeth Holley

ATTEST: Jason Holley
Secretary

By: Jason Holley
Print Name

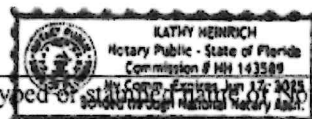
State of Florida
County of Holmes

The foregoing instrument was acknowledged before
me by means of ☒ Physical Presence or
☐ Online Notarization

The foregoing instrument was acknowledged before me this 3 day of April, 2015 by Elizabeth Holley
who is personally known to me or who presented _____ as identification, and who (did) (did not) take
an oath.

Kathy Heinrich
[Signature of Notary Public]

[Printed, typed or stamped name of Notary Public]



Contractor MBE/WBE Status (Check all that apply):

- ☐ Minority Business Enterprise
☒ Women's Business Enterprise
☐ Not a Minority Business Enterprise or Women's Business Enterprise

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

*****PLEASE NOTE THAT SECTION 3 FORMS MUST BE SUBMITTED WITH THE BID PACKAGE*****

CITY OF CALLAWAY
BEACON POINTE PLAZA REHABILITATION PROJECT – NORTH OUTPARCEL
BID NO.: CM2025-03

This Agreement made as of this 8th day of, **April 2025**, by and between the **City of Callaway**, Florida - (the “CITY”), and **Holley Development Corporation** authorized to do business in the State of Florida (the “CONTRACTOR”), and whose address is **406 S. Waukesha Street, Bonifay Florida, 32425** Phone: **850-768-4477**

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

ARTICLE 1 - SERVICES

The CONTRACTOR’S responsibility under this Agreement is to construction of the Beacon Pointe Plaza, which is supported by U.S Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) for **BID NO. CM2024-22 – BEACON POINTE PLAZA REHABILITATION PROJECT – NORTH OUTPARCEL**.

CONTRACTOR shall comply with, and shall ensure that all subcontractors comply with, all applicable procedures, guidelines, manuals, standards, and directives as described in EXHIBIT A: Required Contract Terms & Conditions – Hometown Revitalization Subrecipient Agreement M0038; EXHIBIT B: HUD-4010 – Federal Labor Standards Provisions and Davis Bacon Wage Decision; EXHIBIT C: Minority Business Enterprises and Women’s Business Enterprises; EXHIBIT D: Environmental Review Record Required Mitigation Measures and Conditions; and EXHIBIT E: Section 3 Clause and Section 3 Required Forms.

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

ARTICLE 2 - SCHEDULE

The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will substantially complete the project within 270 consecutive calendar days, unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

ARTICLE 3 - PAYMENTS TO CONTRACTOR

- A. The CITY shall pay to the CONTRACTOR for services satisfactorily performed **\$1,237,500.00**, which includes all direct charges, indirect charges, and reimbursable expenses, if any. The CONTRACTOR will bill the CITY monthly.
- B. The invoices received from the CONTRACTOR pursuant to this Agreement will be reviewed and approved by the City Manager’s office, indicating that services have been rendered in conformity with the Agreement, and then will be sent to the Finance Department for payment. The invoice must specify the work performed. Five percent (5%) of each invoiced amount will be withheld and retained by the CITY until completion of the work to the satisfaction of the CITY.
- C. In order for both parties herein to close their books and records, the CONTRACTOR will clearly

state “final invoice” on the CONTRACTOR’S final/last billing to the CITY. This indicates that all services have been performed and all charges and costs have been invoiced to the CITY. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice shall be waived by the CONTRACTOR.

- D. CONTRACTOR acknowledges that it has reviewed the scope of work and inspected the work site and does not anticipate having any CONTRACTOR requested change orders.
- E. PROHIBITION OF CONTINGENCY FEES – Pursuant to Florida Statutes, no person may, in whole or in part, pay, give, or receive, or agree to pay, give, or receive, a contingency fee. However, this subsection does not apply to claims bills. Any person who violates this section commits a misdemeanor of the first degree, punishable as provided in fs. 775.082 or 775.083.

ARTICLE 4 - TERMINATION

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

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

ARTICLE 5 - PERSONNEL

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

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

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

ARTICLE 6 - SUBCONTRACTING

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

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

ARTICLE 7 - FEDERAL AND STATE TAX

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

ARTICLE 8 – INSURANCE & BONDS

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

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

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

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

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

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

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

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

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

ARTICLE 9 - EXCUSABLE DELAYS

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

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

ARTICLE 10 - LIQUIDATED DAMAGES

Liquidated damages shall be paid to the CITY at the rate of \$500 per day for all work awarded under the contract until the work has been satisfactorily completed as provided by the Contract Documents. Sundays and Legal Holidays shall be excluded in determining days in default.

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

ARTICLE 11 - ARREARS

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

ARTICLE 12 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

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

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

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

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

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

If the CONTRACTOR has questions regarding the application of Chapter 119, Florida Statutes, to the CONTRACTOR'S duty to provide public records relating to this contract, contact the custodian of public records, Audra Boswell, City Clerk, at 850-215-6694, email at arobyck@cityofcallaway.com, or via mail, at 6601 E. Hwy. 22, Callaway, FL 32404.

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

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

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

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

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

- E. If a contractor does not comply with a public records request, the public agency shall enforce the contract provision in accordance with the contract.

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

ARTICLE 13 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CONTRACTOR is, and shall be, in the performance of all work services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of the CITY. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the CONTRACTOR'S sole direction, supervision, and control. The CONTRACTOR shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONTRACTOR'S relationship and the relationship of its employees to the CITY shall be that of an independent contractor and not as employees or agents of the CITY.

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

The CONTRACTOR shall hold the CITY, its officers, agents and employees harmless and free from any loss, damage or expense arising out of any occurrence relating to this Agreement or its performance and shall indemnify the CITY, its officers, agents and employees, customers, and successors against any damage or claim of any type arising from the negligent or intentional acts or omission of the CONTRACTOR.

ARTICLE 14 - CONTRACT ASSIGNMENT

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

ARTICLE 15 - AMENDMENT

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

ARTICLE 16 - ENFORCEMENT COSTS

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

ARTICLE 17 - AUTHORITY TO PRACTICE

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

ARTICLE 18 - SEVERABILITY

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

ARTICLE 19 - CITY'S REPRESENTATIVE AND AUTHORITY

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

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

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

ARTICLE 20 - MODIFICATION

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

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

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

ARTICLE 21 - CONTRACT DOCUMENTS

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

- A. Advertisement for Qualifications,
- B. Special Instructions and Conditions,

- C. General Instructions and Conditions,
- D. Minimum Technical Specifications,
- E. Bid Forms
 - RFQ Affidavit
 - Conflict of Interest Disclosure Form
 - Equal Opportunity Report Statement
 - Certification Regarding Lobbying
 - Non-Collusion Certification
 - Public Entity Crimes Statement,
- F. Addenda (if any),
- G. Change Orders (if any),
- H. Notice of Award
- I. Notice to Proceed
- J. EXHIBIT A: Required Contract Terms & Conditions – Hometown Revitalization Subrecipient Agreement M0038
- K. EXHIBIT B: HUD-4010 – Federal Labor Standard Provisions and Davis Bacon Wage Decision
- L. EXHIBIT C: Minority Business Enterprises and Women’s Business Enterprises
- M. EXHIBIT D: Environmental Review Record Required Mitigation Measures and Conditions
- N. EXHIBIT E: Section 3 Clause and Section 3 Required Forms

- RFQ Affidavit of Solvency
- Claims/Liens/Litigation History
- Certification Regarding Debarment
- Certification of Non-Segregated Facilities
- Drug-Free Workplace Certification
- Truth in Negotiation Certification

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

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

ARTICLE 22 - VENUE

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

ARTICLE 23 - NOTICE

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

City of Callaway
 6601 East Hwy. 22
 Callaway, Florida 32404
 Attention: Ashley Robyck, City Clerk
 Phone: (850) 215-6694
 Email: arobbyck@cityofcallaway.com

With a copy to: Kevin D. Obos, Esq. City Attorney
 Hand Arendall Harrison Sale, LLC

304 Magnolia Avenue
Panama City, FL 32401
Phone: (850) 769-3434
Fax: (850) 769-6121

and if sent to the CONTRACTOR shall be mailed to:

Contractor: _____
Attn: _____
Address: _____

Phone: _____
E-Mail: _____

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

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

CITY CLERK

CITY OF CALLAWAY, FLORIDA

Attest: _____
Ashley Robyck
City Clerk

By: _____
Pamn Henderson, Mayor

Contractor Witnesses:

Contractor:

Witness: _____
Name

Signature

Business Name

By: _____
Signature

Print Name and Title

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

KEVIN D. OBOS, HAND ARENDALL HARRISON SALE
CITY ATTORNEY

CITY OF CALLAWAY

BOARD OF COMMISSIONERS

AGENDA ITEM SUMMARY

DATE: 04/22/2025

ITEM: LEISURE SERVICES SURPLUS EQUIPMENT

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager

&

Tim Legare, Director of Leisure Services

2. AGENDA:

PRESENTATION ☐

PUBLIC HEARING ☐

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)

We are requesting approval to sell as surplus the following equipment:

- 1- 2000 John Deere 4200 Tractor Equip #114
- 1- 2010 Toro Workman MD Equip # 162
- 1- 2010 Toro Workman MD Equip # 166
- 1- 2014 Toro Z Master Equip # 164
- 1- 2015 Toro Z Master Equip # 168
- 1- 2007 Trench N Edge Trencher # 155

All of this equipment has either been replaced or is no longer in service.

ATTACHMENT:

CAPITAL ASSET ACTIVITY FORMS AND EQUIPMENT UNIT INFORMATION FORMS

5. REQUESTED MOTION/ACTION:

Approval to sell listed equipment as surplus.



CAPITAL ASSET ACTIVITY FORM

Inventory ID#	Equip. ID#	Dept #	Asset Description (incl. Year)
	114	572	2000 John Deere 4200 Tractor

* City Vehicles are required to be inspected by Fleet Maintenance.

// TRANSFER - New Department _____

// CHANGE LOCATION - New Location _____

☒ SALE - Buyer _____

// TRADE-IN - Vendor _____

// DONATION - Nonprofit Organization _____

// DISPOSAL - Other: _____

Approval Date
4-16-25

Fleet Maintenance Signature
x <u>Wear</u>

(Please provide Fleet Maintenance recommendation for vehicles on separate sheet)

Activity Date
4-15-25

Department Head Signature:
x <u>De Regt</u>

Approval Date
4-16-25

City Manager Approval
x <u>Kislock</u> on 4/16/25

Finance Department - Section

Board Approval Date: _____

Original Cost of Asset _____ Current Book Value _____

Asset Record Updated: _____ initial: _____

City of Callaway
6623 Omoko St
Callaway , FL 32404 USA
Phone: 850-871-1780 Fax: 850-871-2416

Unit Information

Equip Num 114

Date 6/26/2024

Equip Desc '00 J. D. 4200

General Information

Location	Sports Complex	Date Activated	Purchase Date
Department Or Area	572 Leisure Services	Date Inactivated	Purchase Price \$0.00
Type	Tractor	Fuel Type Diesel	PM Based On Hours AND Days
Make	John Deere	Default MPG	Number Of Axles 0
Model	4200	Capital Equip # 001036	Number Seats 0
Year	2000	Purchase Order#	Fuel/Gas Card #
Vin#	LV4200H321659	Lease Or Own	Tire Size(s) 14x17.5
Engine Type		Owner 0	23x8.50-12 NHS
Condition	Fair		

License Information

License Number N/A
Base State/Province
Renewal Date
MVT Renewal Date
HUT Renewal Date

Odometer/ Hours Information

Beginning Odometer
Current Odometer
Current Odometer Date 5/7/2009
Beginning Hours 896
Current Hours 1615
Current Hours Date 8/17/2021

Fixed Yearly Costs

Depreciation \$0.00
License Fees \$0.00
Insurance Amt \$0.00
Other Fixed Cost \$0.00

Equipped With

☐ Lift Axle Equipped
☐ 2 Axle Truck Pulls Trailer
☐ 2 Axle Truck Pulls 5th Wheel

☐ Intra State Unit
☐ Reefer/ PTO Equipped:
☐ Unit Hauli

Weights

Combined Gross Weight 0
Licensed/Gross Weight 0
Unladen Weight 0

114



114





CAPITAL ASSET ACTIVITY FORM

Inventory ID#	Equip. ID#	Dept #	Asset Description (incl. Year)
12152	162	572	2010 Toro Workman MD

* City Vehicles are required to be inspected by Fleet Maintenance.

// TRANSFER - New Department _____

// CHANGE LOCATION - New Location _____

☒ SALE - Buyer _____

// TRADE-IN - Vendor _____

// DONATION - Nonprofit Organization _____

// DISPOSAL - Other: _____

Approval Date
4-16-25

Fleet Maintenance Signature
x

(Please provide Fleet Maintenance recommendation for vehicles on separate sheet)

Activity Date
4-15-25

Department Head Signature:
x

Approval Date
4-14-25

City Manager Approval
x 4/16/25

Finance Department - Section

Board Approval Date: _____

Original Cost of Asset _____ Current Book Value _____

Asset Record Updated: _____ initial: _____

City of Callaway
6623 Omoko St
Callaway, FL 32404 USA
Phone: 850-871-1780 Fax: 850-871-2416

Unit Information

Equip Num 162

Date 9/6/2017

Equip Desc '10 Toro Workman MD

General Information

Location	Sports Complex	Date Activated	Purchase Date
Department Or Area	572 Leisure Services	Date Inactivated	Purchase Price \$0.00
Type	Misc. Equipment	Fuel Type Gas	PM Based On Hours AND Days
Make	Toro	Default MPG	Number Of Axles 0
Model	Workman, 07279	Capital Equip #	Number Seats 0
Year	2010	Purchase Order#	Fuel/Gas Card #
Vin#	310000447	Lease Or Own	Tire Size(s) 22 x 9.50-10
Engine Type	Kohler 357cc	Owner 0	
Condition	Good		

License Information

License Number N/A
Base State/Province
Renewal Date
MVT Renewal Date
HUT Renewal Date

Odometer/ Hours Information

Beginning Odometer
Current Odometer
Current Odometer Date
Beginning Hours 0
Current Hours 657
Current Hours Date 2/8/2016

Fixed Yearly Costs

Depreciation \$0.00
License Fees \$0.00
Insurance Amt \$0.00
Other Fixed Cost \$0.00

Equipped With

- | | |
|---|--|
| ☐ Lift Axle Equipped | ☐ Intra State Unit |
| ☐ 2 Axle Truck Pulls Trailer | ☐ Reefer/ PTO Equipped: |
| ☐ 2 Axle Truck Pulls 5th Wheel | ☐ Unit Haul |

Weights

Combined Gross Weigh 0
Licensed/Gross Weight 0
Unladen Weight 0

162



162





CAPITAL ASSET ACTIVITY FORM

Inventory ID#	Equip. ID#	Dept #	Asset Description (incl. Year)
12290	166	572	2010 Toro Workman MD

* City Vehicles are required to be inspected by Fleet Maintenance.

// TRANSFER - New Department _____

// CHANGE LOCATION - New Location _____

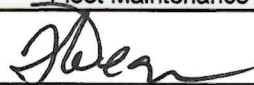
☒ SALE - Buyer _____

// TRADE-IN - Vendor _____

// DONATION - Nonprofit Organization _____

// DISPOSAL - Other: _____

Approval Date
4-16-25

Fleet Maintenance Signature
x 

(Please provide Fleet Maintenance recommendation for vehicles on separate sheet)

Activity Date
4-15-25

Department Head Signature:
x 

Approval Date
4-16-25

City Manager Approval
x  on 4/16/25

Finance Department - Section

Board Approval Date: _____

Original Cost of Asset _____ Current Book Value _____

Asset Record Updated: _____ initial: _____

City of Callaway
6623 Omoko St
Callaway , FL 32404 USA
Phone: 850-871-1780 Fax: 850-871-2416

Unit Information

Equip Num 166

Date 9/5/2017

Equip Desc '10 Workman MD Preowned

General Information

Location	Sports Complex	Date Activated	Purchase Date
Department Or Area	572 Leisure Services	Date Inactivated	Purchase Price \$4,250.00
Type	Misc. Equipment	Fuel Type Gas	PM Based On Hours AND Days
Make	Toro	Default MPG	Number Of Axles 0
Model	07279	Capital Equip #	Number Seats 0
Year	2010	Purchase Order#	Fuel/Gas Card #
Vin#	310000404	Lease Or Own Own	Tire Size(s) 22x9.50-10
Engine Type	Kohler CS12S	Owner 0	
Condition	Good		

License Information

License Number
Base State/Province
Renewal Date
MVT Renewal Date
HUT Renewal Date

Odometer/ Hours Information

Beginning Odometer 1545
Current Odometer 1545
Current Odometer Date 11/10/2016
Beginning Hours 1264
Current Hours 1540
Current Hours Date 10/10/2016

Fixed Yearly Costs

Depreciation \$0.00
License Fees \$0.00
Insurance Amt \$0.00
Other Fixed Cost \$75.00

Equipped With

☐ Lift Axle Equipped
☐ 2 Axle Truck Pulls Trailer
☐ 2 Axle Truck Pulls 5th Wheel

☐ Intra State Unit
☐ Reefer/ PTO Equipped:
☐ Unit Haul

Weights

Combined Gross Weigh 0
Licensed/Gross Weight 0
Unladen Weight 0

166



166





CAPITAL ASSET ACTIVITY FORM

Inventory ID#	Equip. ID#	Dept #	Asset Description (incl. Year)
	164	572	2014 Toro Z-Master Pro 6000

* City Vehicles are required to be inspected by Fleet Maintenance.

// TRANSFER - New Department _____

// CHANGE LOCATION - New Location _____

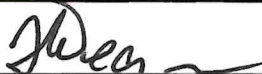
☒ SALE - Buyer _____

// TRADE-IN - Vendor _____

// DONATION - Nonprofit Organization _____

// DISPOSAL - Other: _____

Approval Date
4-16-25

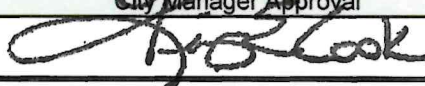
Fleet Maintenance Signature
x 

(Please provide Fleet Maintenance recommendation for vehicles on separate sheet)

Activity Date
4-15-25

Department Head Signature:
x 

Approval Date
4-16-25

City Manager Approval
x  4/16/25

Finance Department - Section

Board Approval Date: _____

Original Cost of Asset _____ Current Book Value _____

Asset Record Updated: _____ initial: _____

City of Callaway
6623 Omoko St
Callaway, FL 32404 USA
Phone: 850-871-1780 Fax: 850-871-2416

Unit Information

Equip Num 164

Date 4/15/2025

Equip Desc '14 Z-Master Pro 6000

General Information

Location	Sports Complex	Date Activated	Purchase Date
Department Or Area	572 Leisure Services	Date Inactivated	Purchase Price \$0.00
Type	Mower / Attachment	Fuel Type Gas	PM Based On Hours AND Days
Make	Toro	Default MPG	Number Of Axes 0
Model	74925	Capital Equip #	Number Seats 0
Year	2014	Purchase Order#	Fuel/Gas Card #
Vin#	314000702	Lease Or Own	Tire Size(s) 24x12.00-12NHS
Engine Type	Kaw FX801V-FS04-R	Owner 0	
Condition	Good		

License Information

License Number
Base State/Province
Renewal Date
MVT Renewal Date
HUT Renewal Date

Odometer/ Hours Information

Beginning Odometer
Current Odometer
Current Odometer Date
Beginning Hours 0
Current Hours 1586
Current Hours Date 11/19/2024

Fixed Yearly Costs

Depreciation \$0.00
LicenseFees \$0.00
InsuranceAmt \$0.00
Other Fixed Cost \$0.00

Equipped With

☐ Lift Axle Equipped
☐ 2 Axle Truck Pulls Trailer
☐ 2 Axle Truck Pulls 5th Wheel

Weights

☐ Intra State Unit
☐ Reefer/ PTO Equipped
☐ Unit Haul

Combined Gross Weight 0
Licensed/Gross Weight 0
Unladen Weight 0

164



164





CAPITAL ASSET ACTIVITY FORM

Inventory ID#	Equip. ID#	Dept #	Asset Description (incl. Year)
	168	572	2014 Toro Z-Master Pro 6000

* City Vehicles are required to be inspected by Fleet Maintenance.

// TRANSFER - New Department _____

// CHANGE LOCATION - New Location _____

☒ SALE - Buyer _____

// TRADE-IN - Vendor _____

// DONATION - Nonprofit Organization _____

// DISPOSAL - Other: _____

Approval Date
4-16-25

Fleet Maintenance Signature
x <u>Dean</u>

(Please provide Fleet Maintenance recommendation for vehicles on separate sheet)

Activity Date
4-15-25

Department Head Signature:
x <u>Don Regue</u>

Approval Date
4-14-25

City Manager Approval
x <u>Joe Look</u> 4/16/25

****Finance Department - Section****

Board Approval Date: _____

Original Cost of Asset _____ Current Book Value _____

Asset Record Updated: _____ initial: _____

City of Callaway
6623 Omoko St
Callaway, FL 32404 USA
Phone: 850-871-1780 Fax: 850-871-2416

Unit Information

Equip Num 168

Date 4/15/2025

Equip Desc '15 Toro Z-Master Pro 6000

General Information

Location	Sports Complex	Date Activated	Purchase Date	10/21/2015	
Department Or Area	572 Leisure Services	Date Inactivated	Purchase Price	\$8,969.31	
Type	Mower	Fuel Type	Gas	PM Based On	Hours AND Days
Make	Toro	Default MPG	Number Of Axles	0	
Model	Z-Master 74925	Capital Equip #	Number Seats	0	
Year	2015	Purchase Order#	Fuel/Gas Card #	N/A	
Vin#	315000638	Lease Or Own	Own	Tire Size(s)	13x6.50-6
Engine Type	Kawasaki FX801V	Owner	City of Callaway, Leisure Services		24x12.00-12
Condition	New				

License Information

License Number N/A
Base State/Province
Renewal Date
MVT Renewal Date
HUT Renewal Date

Odometer/ Hours Information

Beginning Odometer
Current Odometer
Current Odometer Date
Beginning Hours 0
Current Hours 1457
Current Hours Date 5/8/2023

Fixed Yearly Costs

Depreciation \$0.00
License Fees \$0.00
Insurance Amt \$0.00
Other Fixed Cost \$0.00

Equipped With

☐ Lift Axle Equipped
☐ 2 Axle Truck Pulls Trailer
☐ 2 Axle Truck Pulls 5th Wheel

☐ Intra State Unit
☐ Reefer/ PTO Equipped:
☐ Unit Haul

Weights

Combined Gross Weigh 0
Licensed/Gross Weight 0
Unladen Weight 0

168



168





CAPITAL ASSET ACTIVITY FORM

Inventory ID#	Equip. ID#	Dept #	Asset Description (incl. Year)
	155	572	2007 Trench N Edge Rotary Trencher

* City Vehicles are required to be inspected by Fleet Maintenance.

// TRANSFER - New Department _____

// CHANGE LOCATION - New Location _____

☒ SALE - Buyer _____

// TRADE-IN - Vendor _____

// DONATION - Nonprofit Organization _____

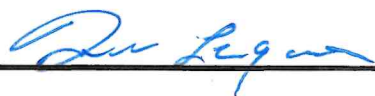
// DISPOSAL - Other: _____

Approval Date
4-16-25

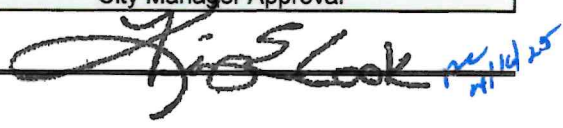
Fleet Maintenance Signature
x 

(Please provide Fleet Maintenance recommendation for vehicles on separate sheet)

Activity Date

Department Head Signature:
x 

Approval Date
4-16-25

City Manager Approval
x  4/16/25

Finance Department - Section

Board Approval Date: _____

Original Cost of Asset _____ Current Book Value _____

Asset Record Updated: _____ initial: _____

City of Callaway
6623 Omoko St
Callaway, FL 32404 USA
Phone: 850-871-1780 Fax: 850-871-2416

Unit Information

Equip Num 155

Date 4/15/2025

Equip Desc Trench 'n edge rotary trencher

General Information

Location	Sports Complex	Date Activated	Purchase Date
Department Or Area	572 Leisure Services	Date Inactivated	Purchase Price \$3,540.00
Type	Misc. Equipment	Fuel Type Gas	PM Based On Hours AND Days
Make	For The Edge Inc	Default MPG	Number Of Axles 0
Model	Trench'N edge	Capital Equip #	Number Seats 0
Year	2007	Purchase Order#	Fuel/Gas Card # N/A
Vin#	250067	Lease Or Own	Tire Size(s)
Engine Type	Honda GX390. 13 hp	Owner 0	
Condition	Good		

License Information

License Number N/A
Base State/Province
Renewal Date
MVT Renewal Date
HUT Renewal Date

Odometer/ Hours Information

Beginning Odometer
Current Odometer
Current Odometer Date
Beginning Hours 0
Current Hours 0
Current Hours Date 5/3/2007

Fixed Yearly Costs

Depreciation \$0.00
License Fees \$0.00
Insurance Amt \$0.00
Other Fixed Cost \$0.00

Equipped With

☐ Lift Axle Equipped
☐ 2 Axle Truck Pulls Trailer
☐ 2 Axle Truck Pulls 5th Wheel

☐ Intra State Unit
☐ Reefer/ PTO Equipped:
☐ Unit Haul:

Weights

Combined Gross Weight 0
Licensed/Gross Weight 0
Unladen Weight 0





