



CITY OF CALLAWAY BOARD OF COMMISSIONERS

TUESDAY, JUNE 24, 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

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

- | | |
|-------------------------------|-----------------|
| • June 10, 2025 | Regular Meeting |
| • Financial Statements | May 2025 |

REGULAR AGENDA

- | | |
|----------------------------|---|
| 1. Resolution 25-10 | Nuisance Abatement Lien |
| 2. Resolution 25-11 | Personnel Manual Update- Drug Free Workplace Policy |
| 3. Change Order | Legislative Paving Construction- Roberts & Roberts |
| 4. Change Order | Legislative Paving CEI- DRMP |

COMMISSION/STAFF COMMENTS

ANNOUNCEMENTS

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

- | | | |
|-----------------------|---|-------------------|
| • July 1, 2025 | Planning Board Meeting | 6:00 p.m. |
| • July 4, 2025 | 4th of July Celebration | 10:00 a.m. |
| • July 8, 2025 | Commission Meeting | 6:00 p.m. |

PUBLIC PARTICIPATION

ADJOURNMENT

A handwritten signature in blue ink that reads "Ashley Robyck".

Ashley Robyck
City Clerk

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JUNE 10, 2025– 6:00 P.M.**

The City of Callaway Commission met in a Regular Session on June 10, 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 Kevin Obos, City Attorney; Ashley Robyck, City Clerk; David Schultz, Director of Finance; Brent Clayton, Leisure Services Foreman; and David Joyner, Fire Chief.

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

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

Mayor Henderson presented the Yard of the Month to Jerry & Linda Weeks of 314 Cardiff Court.

Mayor Henderson called for any additions or deletions to the agenda.

City Manager Cook asked to add item #7, SBA Tower Agreement for the FlexNet System.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to add Item #7-SBA Tower Agreement. Motion carried unanimously.

APPROVAL OF MINUTES

May 27, 2025 Regular Meeting

Motion:

Motion made by Commissioner Davis and seconded by Commissioner Griggs to approve the minutes of May 27, 2025 as amended. Motion carried unanimously.

REGULAR AGENDA

Resolution 25-09 FDOT LAP Agreement- Lake Drive Sidewalk Project:

City Attorney Obos read the resolution as follows:

RESOLUTION 25-09

A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, APPROVING A LOCAL AGENCY PROGRAM AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR SIDEWALK IMPROVEMENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

City Manager Cook advised that FDOT through it's LAP program, has awarded the City \$173,000 in Federal Grants for sidewalks. The City intends to apply these funds to the design of Lake Drive Sidewalks. He also advised that this will be 100% funded grant and will not cost the city anything.

Commissioner Davis asked where this sidewalk is going. City Manager Cook advised that it will go from Tyndall Parkway to Berthe Avenue.

Commissioner Griggs asked if this would be on the south side. City Manager Cook and City Clerk Robyck confirmed.

Mayor Henderson for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve Resolution 25-09- LAP Agreement- Lake Drive Sidewalk Project. The motion carried unanimously upon roll-call vote.

Development Order Extension- Carlisle Baptist Church

City Manager Cook advised that the development order will expire on July 14, 2025 and the developer is requesting a two-year extension. He also advised that staff has reviewed and recommends approval.

Mayor Henderson for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve the Development Order Extension for Carlisle Baptist Church. The motion carried unanimously.

Budget Transfer – Fire Department AC Evaporation Coils

City Manager Cook advised that a quote is attached for replacement of two air conditioning evaporation coils on the fire side of the Public Safety Building in the amount of \$17,744.30. He advised that we would transfer unused budget funds from the Community Center budget to cover the cost.

Commissioner Pelletier asked about the warranty. Chief Joyner advised that it is a 1 year bumper to bumper/10 year parts warranty. Commissioner Pelletier advised that should be included in the contract. Discussion ensued.

Chief Joyner advised that this is not just to do the evap coils, this is for the whole unit and gave information regarding the issues currently with the AC units.

Commissioner Davis commented that he believes as a city we should prepare over the next few years and asked if the units could be relocated. City Manager Cook addressed.

Commissioner Griggs advised he had concerns about the cost and if we are getting a better cost doing two. City Manager Cook addressed.

Mayor Henderson for public participation; there was none.

Motion:

Motion made by Commissioner Pelletier and seconded by Commissioner Ayers to approve the Budget Transfer for the Fire Department Evaporation Coils contingent on warranty information being included. The motion carried unanimously.

Task Order Change Order #1- Sandy Creek Sewer

City Manager Cook advised that due to several redraws of the project due to property owner conflicts, the engineering portion of the project has maxed out. This will shift additional money from construction to engineering.

Mayor Henderson advised that this is completely grant funded. City Manager Cook confirmed.

Commissioner Pelletier asked about the size of the easements in this area and will this happen again. City Attorney Obos addressed. Discussion ensued.

Commissioner Griggs asked if we would be cutting up the roads due to this. City Manager Cook addressed.

Mayor Henderson for public participation; there was none.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Pelletier to approve the Task Order Change Order for Sandy Creek engineering contingent on state approval. The motion carried unanimously.

Change Order- Cherry Street Engineering

City Manager Cook advised that due to the number of revisions and changes from utilities on the project, the engineer has run out of contract funds. The additional funds will be time and materials only to be paid from the ½ Cent Infrastructure fund and the engineer has been working without reimbursement for several months now. An update to the Cherry Street project was also given.

Mayor Henderson asked if TECO and AT&T are the only utilities left to do anything. City Manager Cook confirmed.

Commissioner Pelletier asked if this will be the end of it concerning engineering and what about CEI. City Manager Cook addressed.

Commissioner Davis asked about the B.E. options and have the engineers proposed any yet. City Manager Cook advised that is what they are working on this week.

Mayor Henderson asked for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve the Change Order for Cherry Street Engineering. The motion carried 4-1 with Commissioner Pelletier voting in opposition.

SBA Tower Agreement – FlexNet System

City Manager Cook advised that this is the contract to install the FlexNet system on the SBA tower at the Callaway Transfer Station. This has been reviewed by the City Attorney and installation is expected at the end of June. He also advised that there will be a monopole in the Sandy Creek area.

Commissioner Ayers asked which tower this is going on. City Manager Cook addressed.

Mayor Henderson asked how long it will take to install and how long until we will be able to use the system. City Manager Cook addressed.

Commissioner Pelletier asked about the implementation and training staff as well as if there will be staff eliminations. City Manager Cook addressed. Discussion ensued.

Commissioner Griggs commented on the ability to have a shorter time between getting reads and billing. Discussion ensued.

Mayor Henderson asked for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Pelletier to approve the agreement with SBA Towers for the FlexNet System The motion carried unanimously.

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

Pamn Henderson, Mayor

- TPO Meeting and Project Priorities
- Progress at Tyndall AFB
- First Friday
- League of Cities meeting

Scott Davis, Commissioner, Ward I

- Beacon Point project update
- Fence along Callaway Park Way

David Griggs, Commissioner, Ward II

- Solid waste bid

Kenneth Ayers Jr, Commissioner Ward IV

- Events attended
- Governor's visit

Kevin Obos, City Attorney

- Continuous Contracts for small paving projects

Eddie Cook, City Manager

- Boat Race Road update
- Roundabout project update
- Beacon Point update
- Hugh Thomas Drive update
- Lift Stations project update
- Cemetery Fencing project update

ANNOUNCEMENTS

Mayor Henderson read the announcements as follows:

- | | | |
|-----------------|------------------------------------|-----------|
| • June 17, 2025 | Planning Board Meeting (Potential) | 6:00 p.m. |
| • June 19, 2025 | Historical Society Meeting | 5:30 p.m. |
| • June 24, 2025 | Commission Meeting | 6:00 p.m. |

PUBLIC PARTICIPATION

Anna Pelletier, 7724 Shadow Bay Drive, thanked the Mayor and Commissioners that keep their comments local to Callaway and keep their seats politically neutral.

Anonymous, commented on issues with solicitors in the area lately, specifically the company Ridd, and whether permits can be blocked or revoked, also commented on the issue with Lionfish in our waters.

Ron Shaner 5711 Kevin Cir commented on the solid waste issue and is concerned about the trash left over.

Jeffery Carnahan, 7752 Shadow Bay Drive, commented on an issue with the sprinklers on Tyndall Parkway where the rehabilitation was just done, and the construction area in the Beacon Point Plaza next to Subway.

Teresa Langston, 6031 Lance Street, commented on the solid waste bid, and addressed a previous comment about Commissioner Pelletier and his wife rallying citizens against Commission Ayers and advised that she is the one who called the meeting, gave information about her intent with her group and reasons why citizens do not attend meetings.

Anna Pelletier also asked if the City is prepared for Hurricane Season. City Manager Cook addressed.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:47 p.m.

Attest: _____
Ashley Robyck, City Clerk

Pamn Henderson, Mayor



**Financial Statements
Unaudited
For Period Ended

May 31, 2025**



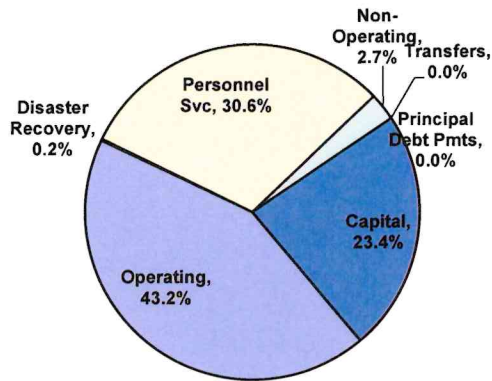
CITY OF CALLAWAY

Fiscal Year 2025

BUDGET-IN-BRIEF as of May 31, 2025

66.7 % of Year Elapsed

YTD-Citywide Expense Allocation



General Fund Revenues

Revenues	Budget	Year-to-Date	%
Ad valorem Taxes	2,414,572	2,073,119	85.9%
Other Taxes	2,243,749	1,558,596	69.5%
Permits, Fees, & Licenses	1,482,474	1,068,358	72.1%
Grants & Shared Revenue**	5,650,737	1,534,131	27.1%
FEMA Public Assistance	32,561	-	0.0%
Financing Proceeds	-	-	0.0%
Service Charges	262,602	161,188	61.4%
Judgements, Fines, & Forfeits	51,500	48,253	93.7%
Interest & Other Earnings	496,700	286,110	57.6%
Rents & Royalties	79,796	49,511	62.0%
Sales of Fixed Assets	2,795	12,894	0.0%
Contributions & Donations	900	320	0.0%
Miscellaneous Revenue	114,504	34,171	29.8%
Transfers In	1,266,224	-	0.0%
Total Revenues	\$ 14,099,114	\$ 6,826,650	48.4%

General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
Executive (Commission)	56,550	37,010	65.4%
City Manager	251,630	160,170	63.7%
Finance	447,380	303,497	67.8%
Legal	58,500	38,028	65.0%
Code Enforcement	426,391	222,654	52.2%
Information Technology	108,907	85,540	78.5%
City Clerk	158,688	93,165	58.7%
Elections	-	-	0.0%
General Government	3,396,623	538,520	15.9%
Human Resources	96,311	57,710	59.9%
Law Enforcement	2,656,718	1,771,146	66.7%
Fire Department	2,433,411	1,561,419	64.2%
Emergency & Disaster Relief	148,606	24,492	16.5%
Utility Billing	-	-	0.0%
Streets	1,338,897	793,257	59.2%
Maintenance Shop	295,145	183,592	62.2%
Leisure Services	2,159,945	1,332,817	61.7%
Cost Allocation Transfers	(862,966)	(575,312)	66.7%
Interest Expense	-	-	0.0%
Transfers/Payments	917,184	-	0.0%
Total Expenditures	\$ 14,087,920	\$ 6,627,704	47.0%

General Fund Increase/Decrease to Fund Balance

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance	11,194	198,947

Community Redevelopment Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	2,565,711	1,143,791	0.0%
Expenditures	3,184,707	224,126	7.0%
Incr / (Decr) to Fund Balance	(618,996)	919,665	

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	20,603,298	3,236,026	15.7%
1/2 Cent Infrastructure Tax	2,044,744	1,316,074	64.4%
Total Revenues and Trans In	22,648,042	4,552,099	20.1%
Expenditures	26,741,895	2,478,097	9.3%
Incr / (Decr) to Fund Balance	(4,093,853)	2,074,002	

Water Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	4,350,859	2,710,742	62.3%
Expenses & Trfrs Out	4,054,455	2,223,384	54.8%
Incr / (Decr) to Net Assets	296,404	487,358	

Sewer Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	6,935,644	3,935,733	56.7%
Expenses & Trfrs Out	6,855,169	2,736,476	39.9%
Incr / (Decr) to Net Assets	80,475	1,199,258	

Solid Waste Fund

	Budget	Year-to-Date	%
Revenues	1,118,968	773,958	69.2%
Expenses & Trfrs Out	833,599	399,291	47.9%
Incr / (Decr) to Net Assets	285,369	374,666	

Citywide Increase/Decrease to Fund Balance / Net Assets

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance/Net Assets	(4,039,407)	5,253,895



CITY OF CALLAWAY

Fiscal Year 2025

BUDGET-IN-BRIEF Quarterly Summary as of May 31, 2025

66.7 % 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	\$ 186,767	\$ -	\$ 2,073,119	\$ 341,453	85.9%	
Other Taxes	2,243,749	624,330	571,873	362,393	-	1,558,596	685,153	69.5%	
Permits, Fees, & Licenses	1,482,474	387,077	400,241	281,039	-	1,068,358	414,116	72.1%	
Grants & Shared Revenue**	5,650,737	607,045	522,090	404,995	-	1,534,131	4,116,606	27.1%	
FEMA Public Assistance	32,561	-	-	-	-	-	32,561	0.0%	
Financing Proceeds	-	-	-	-	-	-	-	0.0%	
Service Charges	262,602	68,432	55,067	37,689	-	161,188	101,414	61.4%	
Judgements, Fines, & Forfeits	51,500	22,683	10,598	14,971	-	48,253	3,247	93.7%	
Interest & Other Earnings	496,700	109,099	106,270	70,741	-	286,110	210,590	57.6%	
Rents & Royalties	79,796	13,941	20,764	14,806	-	49,511	30,285	62.0%	
Sales of Fixed Assets	-	-	-	10,099	-	10,099	(10,099)	0.0%	
Sales of Scrap	2,795	2,796	-	-	-	2,796	(1)	100.0%	
Contributions & Donations	900	316	0	3	-	320	580	0.0%	
Miscellaneous Revenue	114,504	9,117	22,257	2,797	-	34,171	80,333	29.8%	
Transfers In	1,266,224	-	-	-	-	-	1,266,224	0.0%	
Total Revenues	\$ 14,099,114	\$ 3,570,386	\$ 1,869,964	\$ 1,386,300	\$ -	\$ 6,826,650	\$ 7,272,464	48.4%	

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	\$ 9,084	\$ -	\$ 37,010	\$ 19,540	65.4%	
City Manager	251,630	57,785	65,312	37,072	-	160,170	91,460	63.7%	
Finance	447,380	80,805	168,640	54,052	-	303,497	143,883	67.8%	
Legal	58,500	13,100	15,135	9,793	-	38,028	20,473	65.0%	
Code Enforcement	426,391	89,304	95,310	38,040	-	222,654	203,737	52.2%	
Information Technology	108,907	25,377	21,244	38,919	-	85,540	23,367	78.5%	
City Clerk	158,688	33,507	37,600	22,058	-	93,165	65,523	58.7%	
Elections	-	-	-	-	-	-	-	0.0%	
General Government	3,396,623	221,879	185,324	131,318	-	538,520	2,858,103	15.9%	
Human Resources	96,311	20,671	23,663	13,377	-	57,710	38,601	59.9%	
Law Enforcement	2,656,718	664,180	664,180	442,786	-	1,771,146	885,572	66.7%	
Fire Department	2,433,411	553,779	637,873	369,767	-	1,561,419	871,992	64.2%	
Emergency & Disaster Relief	148,606	4,214	5,160	15,118	-	24,492	124,114	0.0%	
Utility Billing	-	-	9	(9)	-	-	-	0.0%	
Streets	1,338,897	321,043	301,135	171,079	-	793,257	545,640	59.2%	
Maintenance Shop	295,145	66,685	75,309	41,598	-	183,592	111,553	62.2%	
Leisure Services	2,159,945	403,116	637,218	292,483	-	1,332,817	827,128	61.7%	
Cost Allocation Transfers	(862,966)	(215,742)	(215,742)	(143,828)	-	(575,312)	(287,654)	66.7%	
Interest Expense	-	-	-	-	-	-	-	0.0%	
Transfers & Loan Payments	917,184	-	-	-	-	-	917,184	0.0%	
Total Expenditures	\$ 14,087,920	\$ 2,354,047	\$ 2,730,950	\$ 1,542,707	\$ -	\$ 6,627,704	\$ 7,460,216	47.0%	

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)	\$ (156,407)	\$ -	\$ 198,947	\$ (187,753)		

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	55,414	-	224,126	2,960,581	7.0%	
Incr / (Decr) to Fund Balance	\$ (618,996)	\$ 1,057,416	\$ (82,337)	\$ (55,414)	\$ -	\$ 919,665	\$ (1,538,661)		



CITY OF CALLAWAY

Fiscal Year 2025

BUDGET-IN-BRIEF Quarterly Summary as of May 31, 2025

64.7 % of the Year Elapsed

Capital Projects Fund								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Revenues & Trfrs In	20,603,298	-	1,150,142	2,085,883	-	3,236,026	17,367,273	15.7%
1/2 Cent Infrastructure Tax	2,044,744	502,804	441,029	372,240	-	1,316,074	728,670	64.4%
Total Revenues and Trans In	22,648,042	502,804	1,591,172	2,458,123	-	4,552,099	18,095,943	20.1%
Expenditures	26,741,895	87,168	1,989,298	401,630	-	2,478,097	24,263,798	9.3%
Incr / (Decr) to Fund Balance	\$ (4,093,853)	\$ 415,636	\$ (398,127)	\$ 2,056,493	\$ -	\$ 2,074,002	\$ (6,167,855)	
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	680,490	-	2,492,110	1,334,775	65.1%
Other Income	523,974	76,993	75,958	65,680	-	218,632	305,343	41.7%
Total Revenues	4,350,859	1,055,464	909,108	746,169	-	2,710,742	1,640,117	62.3%
Expenditures								
Salaries & Benefits	679,438	156,562	155,498	98,397	-	410,457	268,982	60.4%
Contratual Services	38,800	8,557	8,085	3,081	-	19,723	19,077	50.8%
Cost of Water	1,180,314	286,861	280,026	248,110	-	814,997	365,317	69.0%
Other Expenditures	2,155,903	356,939	363,111	258,157	-	978,208	1,177,695	45.4%
Total Expenditures	4,054,455	808,919	806,720	607,745	-	2,223,384	1,831,071	54.8%
Incr / (Decr) to Net Assets	\$ 296,404	\$ 246,545	\$ 102,388	\$ 138,425	\$ -	\$ 487,358	\$ (190,954)	
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	880,118	-	3,442,821	1,946,849	63.9%
Other Income	1,545,974	200,117	164,435	128,360	-	492,912	1,053,062	31.9%
Total Revenues	6,935,644	1,494,153	1,433,102	1,008,478	-	3,935,733	2,999,911	56.7%
Expenditures								
Salaries & Benefits	584,133	115,519	145,169	81,125	-	341,813	242,320	58.5%
Contratual Services	15,000	1,825	1,489	2,578	-	5,892	9,108	39.3%
Cost of Treatment	2,331,955	493,181	459,576	437,942	-	1,390,699	941,256	59.6%
Other Expenditures	3,924,081	380,273	383,720	234,079	-	998,072	2,926,009	25.4%
Total Expenditures	6,855,169	990,798	989,954	755,724	-	2,736,476	4,118,693	39.9%
Incr / (Decr) to Net Assets	\$ 80,475	\$ 503,354	\$ 443,149	\$ 252,755	\$ -	\$ 1,199,258	\$ (1,118,783)	
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	179,266	-	714,208	351,687	67.0%
Other Income	53,073	21,873	22,049	15,827	-	59,750	(6,677)	112.6%
Total Revenues	1,118,968	289,687	289,177	195,094	-	773,958	345,010	69.2%
Expenditures								
Salaries & Benefits	261,690	53,132	66,071	36,265	-	155,468	106,222	59.4%
Contratual Services	128,211	740	1,166	50,479	-	52,384	75,827	40.9%
Other Expenditures	443,698	66,715	72,184	52,540	-	191,439	252,259	43.1%
Total Expenditures	833,599	120,587	139,421	139,284	-	399,291	719,677	47.9%
Incr / (Decr) to Net Assets	\$ 285,369	\$ 169,100	\$ 149,756	\$ 55,810	\$ -	\$ 374,666	\$ (89,297)	
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)	\$ 2,291,661	\$ -	\$ 5,253,895	\$ 9,293,302	

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



	General	CRA	CIP	Water	Sewer	Solid Waste	Total
Current Assets							
Cash & Cash Equivalents	\$ 6,558,882	\$ 2,358,304	\$ (219,162)	\$ 2,972,056	\$ 11,069,934	\$ 2,230,319	\$ 24,970,334
Cash - Restricted	3,215,132	-	6,956	2,622,510	1,431,704	-	7,276,302
Cash - Infrastructure Tax	-	-	8,973,428	-	-	-	8,973,428
Cash - ARPA Restricted	-	-	-	-	-	-	-
Investments	12,428	-	-	-	-	-	12,428
Investments - Restricted	170,827	-	-	722,128	2,637,292	-	3,530,247
Receivables	5,942,220	-	1,875,851	557,792	1,836,341	90,973	10,303,177
Inventory	32,959	-	-	-	-	9,509	42,468
Prepaid Items	78,305	-	-	2,991	-	-	81,296
Other Current Assets	-	-	-	-	997,000	-	997,000
Total Current Assets:	\$ 16,010,754	\$ 2,358,304	\$ 10,637,073	\$ 6,877,477	\$ 17,972,271	\$ 2,330,801	\$ 56,186,680
Non Current Assets							
Capital Assets	\$ -	\$ -	\$ -	\$ 8,830,252	\$ 9,232,777	\$ 243,003	\$ 18,306,032
Other Noncurrent Assets	-	-	-	3,104,072	9,952,036	-	13,056,108
Deferred Outflow	-	-	-	121,821	87,015	52,209	261,045
Total Non Current Assets:	\$ -	\$ -	\$ -	\$ 12,056,144	\$ 19,271,828	\$ 295,212	\$ 31,623,185
Total Assets:	\$ 16,010,754	\$ 2,358,304	\$ 10,637,073	\$ 18,933,621	\$ 37,244,100	\$ 2,626,014	\$ 87,809,865
Current Liabilities							
Payable	\$ 208,957	\$ 7,982	\$ 123,628	\$ 195,072	\$ 502,342	\$ 14,511	\$ 1,052,492
Unearned Revenue	5,478,667	-	2,156,866	-	-	-	7,635,533
Other Current Liability	15,520	-	-	1,665,999	890,500	-	2,572,019
Total Current Liabilities:	\$ 5,703,144	\$ 7,982	\$ 2,280,494	\$ 1,861,072	\$ 1,392,842	\$ 14,511	\$ 11,260,045
Non Current Liabilities							
Non-Current Liability	\$ -	\$ -	\$ -	\$ 6,770,112	\$ 7,161,824	\$ 172,182	\$ 14,104,117
Deferred Inflow	-	-	-	36,956	26,397	15,839	79,192
Total Non Current Liabilities:	\$ -	\$ -	\$ -	\$ 6,807,068	\$ 7,188,221	\$ 188,021	\$ 14,183,309
Total Liabilities:	\$ 5,703,144	\$ 7,982	\$ 2,280,494	\$ 8,668,139	\$ 8,581,063	\$ 202,532	\$ 25,443,354
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	\$ 15,811,807	\$ 1,438,639	\$ 8,563,071	\$ 18,446,263	\$ 36,044,842	\$ 2,251,347	\$ 82,555,970
Retained Earnings:	\$ 198,947	\$ 919,665	\$ 2,074,002	\$ 487,358	\$ 1,199,258	\$ 374,666	\$ 5,253,895
Total Liabilities, Fund	\$ 16,010,754	\$ 2,358,304	\$ 10,637,073	\$ 18,933,621	\$ 37,244,100	\$ 2,626,014	\$ 87,809,865

Cash and Investments

	Government Funds		Enterprise Funds		Total Funds	
Unrestricted	\$ 8,710,453	41.3%	\$ 16,272,310	68.7%	\$ 24,982,762	55.8%
Restricted	\$ 12,366,343	58.7%	\$ 7,413,634	31.3%	\$ 19,779,977	44.2%
Total	\$ 21,076,795	100.0%	\$ 23,685,944	100.0%	\$ 44,762,739	100.0%
Unrestricted	\$ 8,710,453		\$ 16,272,310		\$ 24,982,762	
17% Reservers	\$ 4,112,864		\$ 1,996,348		\$ 6,109,211	
Net Available for Operations	\$ 4,597,589		\$ 14,275,962		\$ 18,873,551	

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended May 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 Sources of Funds</u>							
Property and Other Taxes							
Ad Valorem Taxes	\$ 2,414,572	\$ 32,618	\$ 2,073,119	\$ 341,453	\$ -	\$ 341,453	85.86%
Local Option Fuel Tax	307,602	21,771	167,273	140,329	-	140,329	54.38%
Pub Svc Utility Tx-Electricity	1,209,059	89,804	871,381	337,678	-	337,678	72.07%
Pub Svc Utility Tax - Water	310,877	30,409	205,072	105,805	-	105,805	65.97%
Pub Svc Utility Tax - Nat. Gas	65,063	5,459	46,929	18,134	-	18,134	72.13%
Pub Svc Utility Tx-Bottled Gas	9,252	676	6,594	2,658	-	2,658	71.27%
Communications Services Tax	322,624	36,500	245,239	77,385	-	77,385	76.01%
Local Business License Tax	19,272	758	16,108	3,165	-	3,165	83.58%
Subtotal	\$ 4,658,321	\$ 217,994	\$ 3,631,715	\$ 1,026,606	\$ -	\$ 1,026,606	77.96%
Permits, Fees and Licenses							
Building Permits	\$ 35,000	\$ 2,678	\$ 19,336	\$ 15,664	\$ -	\$ 15,664	55.25%
Electric Franchise Fees	838,541	58,740	585,590	252,951	-	252,951	69.83%
Gas Franchise Fees	62,697	5,277	45,514	17,183	-	17,183	72.59%
Refuse Collection Permits	103,387	12,595	76,215	27,172	-	27,172	73.72%
Stormwater Fees	106,766	8,951	71,303	35,463	-	35,463	66.78%
Other Licenses & Permits	3,239	165	3,355	(116)	-	(116)	103.58%
Comp Plan & LDR Permits	7,844	1,530	9,330	(1,486)	-	(1,486)	118.94%
Impact Fees - Transportation Res.	275,000	85,126	254,059	20,941	-	20,941	92.39%
Impact Fees - Transportation Comm.	50,000	3,656	3,656	46,344	-	46,344	7.31%
Subtotal	\$ 1,482,474	\$ 178,718	\$ 1,068,358	\$ 414,116	\$ -	\$ 414,116	72.07%
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	50,876	416,360	281,428	-	281,428	59.67%
MRS - Motor Fuel Tax	152,136	11,092	90,804	61,332	-	61,332	59.69%
Mobile Home License Tax	1,200	51	908	292	-	292	75.71%
Alcoholic Beverage Lic. Tax	4,500	-	4,496	4	-	4	99.91%
Local Gov't Half Cent Sales Tx	1,781,340	153,910	1,012,790	768,550	-	768,550	56.86%
Firefighter Supplemental Comp	2,970	-	1,560	1,410	-	1,410	52.53%
Motor Fuel Tax Refund	10,750	-	7,213	3,537	-	3,537	67.10%
Subtotal	\$ 5,683,298	\$ 215,930	\$ 1,534,131	\$ 4,149,167	\$ -	\$ 4,149,167	26.99%

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended May 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	600	3,150	2,950	-	2,950	51.64%
Lien Search Fees	23,000	1,655	12,705	10,295	-	10,295	55.24%
Fire Protection Services (Co.)	208,142	15,611	140,496	67,646	-	67,646	67.50%
Collection of Bad Debt	-	1	9	(9)	-	(9)	0.00%
Penalties	2,500	243	1,817	683	-	683	72.69%
Other Charges for Services	20,660	553	1,811	18,849	-	18,849	8.77%
Foreclosure Registrations	2,150	50	1,200	950	-	950	55.81%
Subtotal	\$ 262,602	\$ 18,713	\$ 161,188	\$ 101,414	\$ -	\$ 101,414	61.38%
Other Revenues							
Judgements, Fines, & Forfeits	\$ 51,500	\$ 8,119	\$ 48,253	\$ 3,247	\$ -	\$ 3,247	93.69%
Interest & Dividends	496,700	34,083	286,110	210,590	-	210,590	57.60%
Concession Stand Rent	3,600	-	-	3,600	-	3,600	0.00%
A&CC Rental Fees	47,500	1,680	30,524	16,976	-	16,976	64.26%
Sports Field Rental Fees	5,000	2,295	14,255	(9,255)	-	(9,255)	285.10%
Rec Complex Facility Rentals	1,000	400	1,070	(70)	-	(70)	107.00%
Rents - Other	22,696	3,200	3,662	19,034	-	19,034	16.14%
Disposition of Fixed Assets	-	10,099	10,099	(10,099)	-	(10,099)	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	320	180	-	180	63.95%
Insurance Proceeds	-	-	-	-	-	-	0.00%
Non-Res. Rec League Fee	940	1,160	4,165	(3,225)	-	(3,225)	443.09%
Other Misc. Revenue	113,564	4	30,006	83,558	-	83,558	26.42%
Other Misc. Revenue - Mowing	-	-	-	-	-	-	0.00%
Gen Fund Over/Short	-	-	-	-	-	-	0.00%
Subtotal	\$ 746,195	\$ 61,040	\$ 431,259	\$ 314,936	\$ -	\$ 314,936	57.79%
Total Taxes and Revenues	\$ 12,832,890	\$ 692,395	\$ 6,826,650	\$ 6,006,240	\$ -	\$ 6,006,240	53.20%
Use of Reserves							
Trasfer from Sewer Un Rest.	-	-	-	-	-	-	0.00%
Budgeted Use of Reserves (UN)	349,040	-	-	349,040	-	349,040	0.00%
Budgeted Use of Reserves (RES)	917,184	-	-	917,184	-	917,184	0.00%
Subtotal	\$ 1,266,224	\$ -	\$ -	\$ 1,266,224	\$ -	\$ 1,266,224	0.00%
Total Revenues and Sources of Funds	\$ 14,099,114	\$ 692,395	\$ 6,826,650	\$ 7,272,464	\$ -	\$ 7,272,464	48.42%

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended May 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	\$ 33,334	\$ 16,666	\$ -	\$ 16,666	66.67%
Benefits	3,950	327	2,613	1,337	-	1,337	66.16%
Other Expenses	2,600	50	1,063	1,537	-	1,537	40.90%
Subtotal Commission	\$ 56,550	\$ 4,543	\$ 37,010	\$ 19,540	\$ -	\$ 19,540	65.45%
City Manager							
Salaries and Wages	\$ 164,965	\$ 12,680	\$ 108,128	\$ 56,837	\$ -	\$ 56,837	65.55%
Benefits	77,865	5,818	49,176	28,689	-	28,689	63.15%
Other Expenses	8,800	75	2,866	5,934	-	5,934	32.56%
Subtotal City Manager	251,630	18,573	160,170	91,460	-	91,460	63.65%
Finance Dept.							
Salaries and Wages	\$ 227,884	\$ 17,138	\$ 147,621	\$ 80,263	\$ -	\$ 80,263	64.78%
Benefits	106,246	8,263	68,282	37,964	-	37,964	64.27%
Audit / Accounting	59,700	-	44,700	15,000	-	15,000	74.87%
Other Contractual Service	34,575	244	33,565	1,010	-	1,010	97.08%
Other Expenses	18,975	1,984	9,329	9,646	-	9,646	49.16%
Subtotal Finance	\$ 447,380	\$ 27,629	\$ 303,497	\$ 143,883	\$ -	\$ 143,883	67.84%
Legal							
City Attorney Fees	\$ 56,000	\$ 4,107	\$ 37,420	\$ 18,580	\$ -	\$ 18,580	66.82%
Other Expenses	2,500	-	608	1,893	-	1,893	24.30%
Subtotal Legal	\$ 58,500	\$ 4,107	\$ 38,028	\$ 20,473	\$ -	\$ 20,473	65.00%
Code Enforcement							
Salaries and Wages	\$ 163,881	\$ 12,319	\$ 106,328	\$ 57,553	\$ -	\$ 57,553	64.88%
Benefits	70,820	5,395	44,683	26,137	-	26,137	63.09%
Other Contractual Services	38,500	551	10,134	28,366	-	28,366	26.32%
Animal Control	130,000	-	56,173	73,827	-	73,827	43.21%
Other Expenses	23,190	1,156	5,337	17,853	741	17,113	23.01%
Capital Outlay - Fixed Assets	-	-	-	-	-	-	0.00%
Subtotal Planning / Code	\$ 426,391	\$ 19,420	\$ 222,654	\$ 203,737	\$ 741	\$ 202,996	52.22%
Information Technology							
IT - Contracted Services	\$ 70,907	\$ 6,145	\$ 47,623	\$ 23,284	\$ -	\$ 23,284	67.16%
Other Contractual Services	-	-	-	-	-	-	0.00%
IT - Equipment < \$1,000	38,000	21,680	37,917	83	-	83	99.78%
Subtotal Information Tech.	\$ 108,907	\$ 27,825	\$ 85,540	\$ 23,367	\$ -	\$ 23,367	78.54%
City Clerk							
Salaries & Wages	102,091	7,754	67,417	34,674	-	34,674	66.04%
Benefits	45,177	3,003	24,961	20,216	-	20,216	55.25%
Other Expenses	11,420	405	788	10,632	-	10,632	6.90%
Subtotal City Clerk	\$ 158,688	\$ 11,161	\$ 93,165	\$ 65,523	\$ -	\$ 65,523	58.71%

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended May 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	\$ 60,081	\$ 3,852	\$ 34,155	\$ 25,926	\$ -	\$ 25,926	56.85%
Benefits	29,461	1,941	16,259	13,202	-	13,202	55.19%
Other Contractual Services	156,500	11,941	28,391	128,109	16,749	111,359	18.14%
Communications/Telephone	25,000	1,062	9,350	15,650	-	15,650	37.40%
Utilities	15,600	1,059	8,304	7,296	-	7,296	53.23%
Repair and Maintenance	2,500	-	-	2,500	-	2,500	0.00%
Other Expenses	718,844	51,115	442,061	276,783	1,613	275,169	61.50%
Capital Outlay - Fixed Assets	2,388,637	-	-	2,388,637	-	2,388,637	0.00%
Subtotal Gen Govt / Admin	\$ 3,396,623	\$ 70,970	\$ 538,520	\$ 2,858,103	\$ 18,363	\$ 2,839,740	15.85%
Human Resources							
Salaries & Wages	70,033	5,346	45,974	24,059	-	24,059	65.65%
Benefits	17,928	1,258	10,675	7,253	-	7,253	59.55%
Other Expenses	8,350	143	1,061	7,289	-	7,289	12.70%
Subtotal Human Resources	\$ 96,311	\$ 6,747	\$ 57,710	\$ 38,601	\$ -	\$ 38,601	59.92%
Law Enforcement							
Other Contractual Services	\$ 2,656,718	\$ 221,393	\$ 1,771,146	\$ 885,572	\$ -	\$ 885,572	66.67%
Utilities	-	-	-	-	-	-	0.00%
Subtotal Law Enforcement	\$ 2,656,718	\$ 221,393	\$ 1,771,146	\$ 885,572	\$ -	\$ 885,572	66.67%
Fire Department							
Salaries and Wages	\$ 1,237,269	\$ 89,713	\$ 797,021	\$ 440,248	\$ -	\$ 440,248	64.42%
Benefits	799,704	58,510	511,406	288,298	-	288,298	63.95%
Communications/Telephone	12,000	884	7,088	4,912	-	4,912	59.07%
Utilities	27,000	755	13,202	13,798	-	13,798	48.90%
Insurance	-	-	-	-	-	-	0.00%
Repair and Maintenance	94,160	654	57,168	36,992	7,186	29,806	60.71%
Other Expenses	122,600	3,667	61,437	61,163	17,032	44,131	50.11%
Capital Outlay - Fixed Assets	140,678	-	114,098	26,580	7,760	18,820	81.11%
Subtotal Fire Dept.	\$ 2,433,411	\$ 154,182	\$ 1,561,419	\$ 871,992	\$ 31,979	\$ 840,013	64.17%

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended May 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	1,206	11,574	43,459	-	43,459	21.03%
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	-	12,918	80,656	45,997	34,659	13.81%
Subtotal E & D Relief	\$ 148,606	\$ 1,206	\$ 24,492	\$ 124,114	\$ 45,997	\$ 78,117	16.48%
Utility Billing							
Salaries & Wages	\$ 317,445	\$ 20,172	\$ 167,759	\$ 149,686	\$ -	\$ 149,686	52.85%
Benefits	146,351	7,149	64,902	81,449	-	81,449	44.35%
Contractual Services UB	69,467	3,204	42,767	26,700	-	26,700	61.56%
Transportation & Postage	39,960	3,364	25,788	14,172	-	14,172	64.53%
Other Expenses	156,770	12,773	98,968	57,802	1,838	55,964	63.13%
CA - UB - Operating Exp	(729,993)	(46,662)	(400,183)	(329,810)	-	(329,810)	54.82%
Subtotal Utility Billing	\$ -	\$ -	\$ -	\$ -	\$ 1,838	\$ (1,838)	0.00%

City of Callaway
General Fund Revenue & Expenditures
For YTD Period Ended May 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>
Planning / Street Department							
Salaries and Wages	\$ 556,700	\$ 36,521	\$ 317,761	\$ 238,939	\$ -	\$ 238,939	57.08%
Benefits	226,478	14,810	124,114	102,364	-	102,364	54.80%
Contractual Services	28,350	920	17,243	11,107	1,793	9,314	60.82%
Stormwater Services	25,000	3,836	14,121	10,879	-	10,879	56.48%
Street Lighting	185,400	14,835	116,629	68,771	-	68,771	62.91%
Repair and Maintenance	74,500	15,345	51,170	23,330	3,878	19,452	68.68%
Fuel & Lubricants	60,000	1,427	23,480	36,520	-	36,520	39.13%
Road Materials & Supplies	40,000	1,525	7,994	32,006	200	31,807	19.98%
Sidewalk Repairs	20,000	-	11,214	8,786	-	8,786	56.07%
Other Expenses	26,875	1,793	19,309	7,566	652	6,914	71.85%
Capital Outlay - Fixed Assets	95,594	-	90,223	5,371	-	5,371	94.38%
Paving	-	-	-	-	-	-	0.00%
Subtotal Street Dept.	\$ 1,338,897	\$ 91,011	\$ 793,257	\$ 545,640	\$ 6,523	\$ 539,117	59.25%
Maintenance Shop							
Salaries and Wages	\$ 163,113	\$ 12,412	\$ 107,021	\$ 56,092	\$ -	\$ 56,092	65.61%
Benefits	63,062	4,821	40,181	22,881	-	22,881	63.72%
Contracted Services	16,600	1,252	10,928	5,672	811	4,861	65.83%
Utilities	8,880	406	3,024	5,856	-	5,856	34.05%
Repair and Maintenance	10,400	-	5,373	5,027	2,354	2,673	51.66%
Operating Supplies	10,000	561	4,858	5,142	2,669	2,472	48.58%
Other Expenses	23,090	630	12,206	10,884	1,898	8,986	52.86%
Capital Outlay - Fixed Assets	-	-	-	-	-	-	0.00%
Subtotal Maintenance Shop	\$ 295,145	\$ 20,082	\$ 183,592	\$ 111,553	\$ 7,733	\$ 103,820	62.20%
Leisure Services							
Salaries and Wages	\$ 855,140	\$ 58,927	\$ 497,252	\$ 357,888	\$ -	\$ 357,888	58.15%
Benefits	390,723	24,742	205,809	184,914	-	184,914	52.67%
Contracted Services	29,750	1,956	21,806	7,944	815	7,129	73.30%
Utilities	103,000	12,688	70,438	32,562	-	32,562	68.39%
Repair and Maintenance	180,000	9,283	129,570	50,430	10,388	40,042	71.98%
Operating Supplies	35,000	697	25,764	9,236	757	8,479	73.61%
Other Expenses	83,900	3,515	43,142	40,758	1,719	39,039	51.42%
Capital Outlay - Fixed Assets	482,432	23,490	339,034	143,398	66,013	77,385	70.28%
Subtotal Leisure Services	\$ 2,159,945	\$ 135,297	\$ 1,332,817	\$ 827,128	\$ 79,692	\$ 747,436	61.71%
Operating Expenses							
Cost Allocation Transfers	\$ (862,966)	\$ (71,914)	\$ (575,312)	\$ (287,654)	\$ -	\$ (287,654)	66.67%
Transfers Out	917,184	-	-	917,184	-	917,184	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	\$ 65,412	\$ (71,914)	\$ (575,312)	\$ 640,724	\$ -	\$ 640,724	-879.52%
Total Expenditures	\$ 14,099,114	\$ 742,233	\$ 6,627,704	\$ 7,471,410	\$ 192,865	\$ 7,278,545	47.01%
Net Fund Revenues & Expenditures	\$ -	\$ (49,838)	\$ 198,947	\$ (198,947)	\$ (192,865)	\$ (6,082)	

City of Callaway
CRA Fund Revenues & Expenditures
For YTD Period Ended May 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	-	-	-	100.00%
Other Contractual Services	-	-	-	-	-	-	0.00%
Transportation/Postage	-	-	-	-	-	-	0.00%
Printing & Binding	-	-	-	-	-	-	0.00%
Other Current Charges	3,750	-	-	3,750	-	3,750	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	97,945	-	97,945	-	-	-	100.00%
Stormwater Projects - Cemetary Drainage	290,005	2,372	15,840	274,165	525	273,640	5.46%
Stormwater Projects - Berthe Spillway	2,727,807	5,885	103,447	2,624,360	96,111	2,528,249	3.79%
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	8,257	224,126	2,960,581	96,636	2,863,944	7.04%
Net Fund Revenues & Expenditures	-	(8,257)	919,665	(919,665)	(96,636)	(823,028)	

City of Callaway
Capital Projects Fund Revenues & Expenditures
For YTD Period Ended May 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>
Revenues and Other Sources of Funds							
Grants & Shared Revenues							
Federal Grants - 428	\$ 2,305,673	\$ -	\$ 2,412,187	\$ (106,514)	\$ -	\$ (106,514)	104.62%
Infrastructure Half Cent Tax	1,775,763	201,695	1,074,742	701,021	-	701,021	60.52%
Berthe Ave Bridge 80/20 FEMA	1,312,265	-	-	1,312,265	-	1,312,265	0.00%
CDBG - Sandy Creek Rehab	5,470,200	-	605,166	4,865,034	-	4,865,034	11.06%
CDBG - Spine Road Hugh Thomas	2,650,000	-	202,572	2,447,428	-	2,447,428	7.64%
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 Rehabs	2,466,203	-	16,100	2,450,103	-	2,450,103	0.65%
Subtotal	21,461,877	201,695	4,310,767	17,151,110	-	17,151,110	20.09%
Other Sources							
Interest - Infrastructure	\$ 268,981	\$ 30,068	\$ 241,332	\$ 27,649	\$ -	\$ 27,649	89.72%
Insurance Proceeds	-	-	-	-	-	-	0.00%
Transfers from General Fund	917,184	-	-	917,184	-	917,184	0.00%
Budget Use of Reserves	4,093,853	-	-	4,093,853	-	4,093,853	0.00%
Total Revenues and Sources of Funds	\$ 26,741,895	\$ 231,763	\$ 4,552,099	\$ 22,189,796	\$ -	\$ 22,189,796	17.02%
Expenditures and Uses of Funds							
Street Department							
Stormwater Improvements	\$ 150,800	\$ 5,940	\$ 5,940	\$ 144,860	\$ -	\$ 144,860	3.94%
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	-	1,070,260	(91,297)	227,014	(318,311)	109.33%
FDOT Tyndall Median Beautification	400,000	84,605	387,053	12,947	19,991	(7,044)	96.76%
Cherry Street Drainage	4,448,524	-	-	4,448,524	-	4,448,524	0.00%
FlexNet Meter Reading	250,480	-	89,538	160,942	147,582	13,360	35.75%
CDBG - Spine Road Hugh Thomas Paving	2,315,010	2,252	22,258	2,292,752	205,111	2,087,642	0.96%
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	12,455	794,817	385,317	299,565	85,752	67.35%
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	766,384	-	1,244	765,140	765,140	-	0.16%
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	\$ 19,087,148	\$ 105,252	\$ 2,428,915	\$ 16,658,233	\$ 2,813,502	\$ 13,844,731	12.73%
Lift Station Rehabs - CDBG	2,516,203	2,692	18,792	2,497,411	128,800	2,368,611	0.75%
Sandy Creek Rehab CDBG	5,138,544	-	30,390	5,108,154	205,212	4,902,942	0.59%
Subtotal	\$ 7,654,747	\$ 2,692	\$ 49,182	\$ 7,605,565	\$ 334,012	\$ 7,271,553	0.64%
Total Expenditures and Uses of Funds	\$ 26,741,895	\$ 107,944	\$ 2,478,097	\$ 24,263,798	\$ 3,147,514	\$ 21,116,284	9.27%
Net Fund Revenues & Expenditures	\$ -	\$ 123,819	\$ 2,074,002	\$ (2,074,002)	\$ (3,147,514)	\$ 1,073,512	

City of Callaway
Water Fund Revenues & Expenditures
For YTD Period Ended May 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>
Revenues and Other Sources of Funds							
Permits, Fees. & Licenses							
Special Capital Ext Fee	\$ 5,000	\$ -	\$ 2,185	\$ 2,815	\$ -	\$ 2,815	43.71%
Impact Fees - Water Res.	115,000	23,858	81,266	33,734	-	33,734	70.67%
Impact Fees - Water Comm.	10,000	476	1,466	8,534	-	8,534	14.66%
State Grants - Storms & Floods	-	-	-	-	-	-	0.00%
Subtotal	\$ 130,000	\$ 24,334	\$ 84,918	\$ 45,082	\$ -	\$ 45,082	65.32%
Charges for Services							
Water Charges	\$ 3,402,940	\$ 335,467	\$ 2,218,165	\$ 1,184,775	\$ -	\$ 1,184,775	65.18%
Collection of Bad Debt	-	36	120	(120)	-	(120)	0.00%
Reconnect Fees	129,819	8,950	80,464	49,355	-	49,355	61.98%
Penalties	77,327	6,388	49,532	27,795	-	27,795	64.06%
System Taps	11,486	630	4,790	6,696	-	6,696	41.70%
Other Utility Income	205,313	33,287	139,290	66,023	-	66,023	67.84%
Utilities Over/Short	-	-	(250)	250	-	250	0.00%
Service Work Charges	-	-	-	-	-	-	0.00%
Subtotal	\$ 3,826,885	\$ 384,759	\$ 2,492,110	\$ 1,334,775	\$ -	\$ 1,334,775	65.12%
Interest & Other Earnings							
Interest	\$ 120,000	\$ 10,194	\$ 78,481	\$ 41,519	\$ -	\$ 41,519	65.40%
Interest - Impact Fees	55,000	5,102	40,758	14,242	-	14,242	74.11%
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	\$ 15,297	\$ 121,066	\$ 53,934	\$ -	\$ 53,934	69.18%
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	\$ 425,970	\$ 2,710,742	\$ 1,640,117	\$ -	\$ 1,640,117	62.30%

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



<u>Description</u>	2025	Current	Year to		Encumbered	Budget	% of
	<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	\$ 484,393	\$ 36,195	\$ 294,888	\$ 189,505	\$ -	\$ 189,505	60.88%
Benefits	195,045	14,099	115,568	79,477	-	79,477	59.25%
Engineering Services	-	-	-	-	-	-	0.00%
Contractual Services	38,800	1,056	19,723	19,077	7,555	11,522	50.83%
Cost of Water	1,180,314	123,358	814,997	365,317	-	365,317	69.05%
Communications/Telephone	5,500	451	3,197	2,303	-	2,303	58.12%
Transportation/Postage	2,500	400	824	1,676	-	1,676	32.94%
Utilities	18,000	672	4,827	13,173	-	13,173	26.82%
Insurance	-	-	-	-	-	-	0.00%
Repair and Manitenance	162,000	24,220	116,181	45,819	11,371	34,448	71.72%
Fuel & Lubricants	40,000	1,162	18,415	21,585	-	21,585	46.04%
Operating Supplies	20,000	1,181	15,869	4,131	476	3,655	79.35%
Other Expenses	136,500	3,547	56,205	80,295	4,450	75,846	41.18%
Capital Outlay - Fixed Assets	331,250	10,764	115,192	216,058	52,605	163,453	34.77%
Interest Pmt	256,416	21,010	168,247	88,169	-	88,169	65.61%
Amortization - Loss on AdvRef	38,143	3,179	25,432	12,711	-	12,711	66.68%
UB Cost Allocation	364,996	23,331	200,091	164,905	-	164,905	54.82%
Cost Allocation Transfer	380,598	31,716	253,728	126,870	-	126,870	66.67%
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	\$ 296,342	\$ 2,223,384	\$ 2,127,475	\$ 76,457	\$ 2,051,018	51.10%
Net Fund Revenues & Expenditures	\$ -	\$ 129,627	\$ 487,358	\$ (487,358)	\$ (76,457)	\$ (410,901)	

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



	2025	Current	Year to		Encumbered	Budget	% of
Description	Budget	Month	Date	YTD Var	Amount	Available	Bud. Used
Revenues and Other Sources of Funds							
Permits, Fees, & Licenses							
Special Capital Ext Fee	\$ 2,500	\$ -	\$ 2,526	\$ (26)	\$ -	\$ (26)	101.02%
Impact Fees - Sewer Res.	120,000	25,855	87,749	32,251	-	32,251	73.12%
Impact Fees - Sewer Comm.	10,000	1,349	2,024	7,976	-	7,976	20.24%
State Grants - Storms & Floods	897,000	-	-	897,000	-	897,000	0.00%
Subtotal	\$ 1,029,500	\$ 27,204	\$ 92,298	\$ 937,202	\$ -	\$ 937,202	8.97%
Charges for Services							
Charges for Serives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Collection of Bad Debt	-	42	169	(169)	-	(169)	0.00%
Account Fees	16,739	1,880	11,490	5,249	-	5,249	68.64%
Reconnect Fees	-	-	-	-	-	-	0.00%
Penalties	130,284	10,565	85,275	45,009	-	45,009	65.45%
System Taps	11,594	400	3,880	7,714	-	7,714	33.47%
Other Utility Income	500	-	-	500	-	500	0.00%
Sewer / Wastewater Charges	5,230,553	448,600	3,342,007	1,888,546	-	1,888,546	63.89%
Subtotal	\$ 5,389,670	\$ 461,487	\$ 3,442,821	\$ 1,946,849	\$ -	\$ 1,946,849	63.88%
Interest & Other Earnings							
Dividends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Interest Earned	400,000	37,138	302,131	97,869	-	97,869	75.53%
Interest - Impact Fees	97,500	9,220	73,643	23,857	-	23,857	75.53%
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	\$ 46,358	\$ 387,966	\$ 109,534	\$ -	\$ 109,534	77.98%
Other Sources							
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Amort-Premium 2015 Refunding	18,974	1,581	12,648	6,326	-	6,326	66.66%
Subtotal	\$ 18,974	\$ 1,581	\$ 12,648	\$ 6,326	\$ -	\$ 6,326	66.66%
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	\$ 536,630	\$ 3,935,733	\$ 2,999,911	\$ -	\$ 2,999,911	56.75%

City of Callaway
Sewer Fund Revenues & Expenditures
For YTD Period Ended May 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>
Expenditures and Uses of Funds							
Salaries and Wages	\$ 392,386	\$ 26,599	\$ 233,449	\$ 158,937	\$ -	\$ 158,937	59.49%
Benefits	191,747	12,524	108,364	83,383	-	83,383	56.51%
Engineering Services	-	-	-	-	-	-	0.00%
Contractual Services	15,000	1,121	5,892	9,108	191	8,917	39.28%
Cost of Treatment	2,331,955	260,510	1,390,699	941,256	-	941,256	59.64%
Communications/Telephone	5,300	516	3,639	1,661	-	1,661	68.67%
Transportation/Postage	2,640	400	838	1,802	-	1,802	31.75%
Utilities	91,000	7,210	64,149	26,851	-	26,851	70.49%
Insurance	-	-	-	-	-	-	0.00%
Repair and Maintenance	198,500	21,505	128,911	69,589	6,135	63,454	64.94%
Fuel & Lubricants	74,500	2,515	43,003	31,497	-	31,497	57.72%
Operating Supplies	16,500	537	10,520	5,980	22	5,958	63.76%
Other Expenses	61,700	170	35,774	25,926	903	25,023	57.98%
Capital Outlay - Fixed Assets	2,058,046	-	79,321	1,978,725	125,494	1,853,231	3.85%
Principal Pmt	400,000	-	-	400,000	-	400,000	0.00%
Amortization of Bond Costs	-	-	-	-	-	-	0.00%
Interest Pmt	256,416	21,010	168,247	88,169	-	88,169	65.61%
Interest Pmt / Sandy Creek	-	-	-	-	-	-	0.00%
Amort. of Deferred Loss on Ref	38,143	3,179	25,432	12,711	-	12,711	66.68%
Bond Issuance Cost	5,500	-	4,250	1,250	-	1,250	77.27%
UB Cost Allocation	364,996	23,331	200,092	164,904	-	164,904	54.82%
Cost Allocation Transfers	350,840	29,237	233,896	116,944	-	116,944	66.67%
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	\$ 410,363	\$ 2,736,476	\$ 4,199,168	\$ 132,745	\$ 4,066,423	39.46%
Net Fund Revenues & Expenditures	\$ -	\$ 126,266	\$ 1,199,258	\$ (1,199,258)	\$ (132,745)	\$ (1,066,512)	

City of Callaway
Solid Waste Fund Revenues & Expenditures
For YTD Period Ended May 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	\$ -	\$ 4	\$ 25	\$ (25)	\$ -	\$ (25)	0.00%
Penalties	27,586	2,304	18,002	9,584	-	9,584	65.26%
Other Utility Income	-	-	-	-	-	-	0.00%
State Grants - Storms & Floods	-	-	-	-	-	-	0.00%
Solid Waste Service Fees	1,038,309	87,495	696,182	342,128	-	342,128	67.05%
Subtotal	\$ 1,065,895	\$ 89,802	\$ 714,208	\$ 351,687	\$ -	\$ 351,687	67.01%
Interest & Other Earnings							
Interest	\$ 51,073	\$ 7,656	\$ 58,229	\$ (7,156)	\$ -	\$ (7,156)	114.01%
Disposition of Fixed Assets	-	-	-	-	-	-	0.00%
Sales of Surplus or Scrap	2,000	-	1,520	480	-	480	76.02%
Transfer From General Fund	-	-	-	-	-	-	0.00%
Subtotal	\$ 53,073	\$ 7,656	\$ 59,750	\$ (6,677)	\$ -	\$ (6,677)	112.58%
Use of Reserves							
Budgeted Use of Reserves (UN)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues & Sources of Funds	\$ 1,118,968	\$ 97,458	\$ 773,958	\$ 345,010	\$ -	\$ 345,010	69.17%
<u>Expenditures and Uses of Funds</u>							
Salaries and Wages	\$ 185,307	\$ 12,467	\$ 116,193	\$ 69,114	\$ -	\$ 69,114	62.70%
Benefits	76,383	4,782	39,275	37,108	-	37,108	51.42%
Contracted Services	128,211	50,007	52,384	75,827	-	75,827	40.86%
Repair and Maintenance	47,000	2,765	15,800	31,200	8,015	23,185	33.62%
Tipping Fees	150,000	12,261	72,216	77,784	12,341	65,443	48.14%
Fuel & Lubricants	40,000	933	14,692	25,308	-	25,308	36.73%
Other Expenses	7,670	203	1,043	6,627	-	6,627	13.60%
Capital Outlay - Fixed Assets	-	-	-	-	-	-	0.00%
Cost Allocation Transfer	131,528	10,961	87,688	43,840	-	43,840	66.67%
Budgeted Increase to Reserves	285,369	-	-	285,369	-	285,369	0.00%
Total Expenditures	\$ 1,118,968	\$ 94,377	\$ 399,291	\$ 719,677	\$ 20,356	\$ 699,320	35.68%
Net Fund Revenues & Expenditures	\$ -	\$ 3,081	\$ 374,666	\$ (374,666)	\$ (20,356)	\$ (354,310)	

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

DATE: JUNE 24, 2025

ITEM: RESOLUTION NO. 25-10 – CODE ENFORCEMENT LIEN FOR NUISANCE ABATEMENT

1. PLACED ON AGENDA BY:
Eddie Cook, City Manager

Presented By:

Kevin Obos, City Attorney
Bonnie Poole, Director of Code Enforcement

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)

Due to the presence of nuisances, Code Enforcement issued orders of nuisance abatement for Code violations occurring on the following property in the City of Callaway:

PROPERTY ID NO.	PRESENT OWNERS	ADDRESS OF SUBJECT PROPERTY	AMOUNT OF LIEN
07056-00-000	Charles S. Rogers Estate	306 S. Gay Ave Callaway Fl, 32404	\$239.16

Code Enforcement recommends that the City Commission authorize staff to file and record the nuisance abatement lien on the above listed property. The amount of the abatement lien may also be placed on the property owner's tax bill for collection pursuant to Ordinances 949 and 950.

Attachments

- Resolution No. 25-10
- Nuisance Abatement Liens

5. REQUESTED MOTION/ACTION: Approval of Resolution No. 25-10 upon roll-call vote.

RESOLUTION 25-10

A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, APPROVING AMOUNTS TO BE LIENED ON CERTAIN PROPERTY WITHIN THE CITY, TO WIT: 306 S GAY AVE, FOR COSTS INCURRED IN THE ABATEMENT OF NUISANCES UPON SUCH PROPERTIES, AUTHORIZING THE APPROPRIATE OFFICERS OF THE CITY TO RECORD THE LIENS AND NOTIFY INTERESTED PARTIES OF SUCH LIENS, AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

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

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

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

PROPERTY ID NO.	PRESENT OWNERS	ADDRESS OF SUBJECT PROPERTY	AMOUNT OF LIEN
07056-00-000	Charles S. Rogers Estate	306 S. Gay Ave	\$239.16

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

This resolution shall become effective upon adoption.

PASSED AND ADOPTED this 24th day of June, 2025, by the CALLAWAY CITY COMMISSION meeting in regular session.

CITY OF CALLAWAY, FLORIDA

By: _____
Pamn Henderson, Mayor

Attest: _____
Ashley Robyck, City Clerk

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

Kevin D. Obos, City Attorney

VOTE OF COMMISSION:

Ayers	_____
Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____

CITY OF CALLAWAY, FLORIDA
6601 East Highway 22
Callaway, FL 32404

In Re: Property located at:
306 S. GAY AVE.
CALLAWAY, FL 32404
Parcel ID No. 07056-000-000

NOTICE OF CODE ENFORCEMENT
NUISANCE ABATEMENT LIEN

TO: CHARLES S. ROGERS, ESTATE
306 S. GAY AVE.
CALLAWAY, FL 32404

CHUCK PERDUE
BAY COUNTY TAX COLLECTOR
850 WEST 11TH STREET
PANAMA CITY, FL 32401

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

18 4S 13W -33.4-132B2-BEG 80' S OF SE COR LOT 6 BLK B LANNIE ROWE LK EST
UNIT 2 S 80' W 120' N 80' E 120' TO POB ORB 391 P 459

- 1) Pursuant to Section 1 (1,2,4 & 13), Section 9.7-2, and LDR Section 9.7-1(3) of the City of Callaway Code of Ordinances, the city has undertaken certain actions to abate the nuisance located at: **306 S. Gay Avenue, Callaway, FL 32404**, as more particularly described above.
- 2) The amount of the City's abatement lien, for costs incurred in abating the nuisance on the subject property, is as follows:

Labor and Equipment:	\$ 220.66
Recording Fees:	\$ 18.50
TOTAL:	\$ 239.16

- 3) Pursuant to Sections 9.7-7 & 8, City of Callaway Code of Ordinances, notice is hereby given that there has been assessed, pursuant to the provisions of said law, against the above-named persons at the above stated address, the nuisance abatement costs, which amount after demand for the payment thereof remains unpaid, and by virtue of the above referenced laws, constitutes a lien in favor of the City of Callaway, Florida, upon the title to and interest in, whether legal or equitable, the property herein above described; said lien shall be prior in dignity to all other liens, excepting County taxes and taxes and liens of equal dignity therewith. Callaway, Florida may foreclose or otherwise execute on the lien as provided for by the law. This assessment may become due and payable at the same time and with the same priority as ad valorem taxes.

WITNESS: The official seal of the City of Callaway and the hand of the City Clerk thereof, City of Callaway, Bay County, Florida, Dated this 24th day of June 2025.

SEAL

By: _____
Ashley Robyck, City Clerk

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

DATE: JUNE 24, 2025

ITEM: RESOLUTION 25-11- PERSONNEL MANUAL UPDATE- DRUG FREE WORKPLACE POLICY

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager

2. WORKSHOP:

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)

The current Drug Free Workplace Policy is inadequate and in need of replacement. This will replace the current policy in its entirety and has been reviewed by staff as well as the City Attorney.

ATTACHMENT(S)

- Resolution 25-11
- New Drug Free Workplace Policy

5. REQUESTED MOTION/ACTION:

Approval of Resolution 25-11 upon roll-call vote

RESOLUTION NO. 25-11

A RESOLUTION OF THE CITY OF CALLAWAY CITY COMMISSION REVISING THE CITY OF CALLAWAY PERSONNEL MANUAL, SECTION 3.08 DRUG FREE WORKPLACE POLICY; REPEALING ALL RESOLUTIONS OR PARTS THEREOF, WHICH ARE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Callaway maintains a Personnel Policy Manual that addresses personnel matters; and,

WHEREAS, it has been determined that it is necessary to amend Section 3.08 Drug Free Workplace Policy of the current Personnel Policy Manual.

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

SECTION 1. The City of Callaway's Personnel Manual shall be amended as set forth in the attached "EXHIBIT A" (Policy replaced in its entirety.)

SECTION 2. REPEAL. This resolution repeals all other resolutions or parts of resolutions in conflict herewith.

SECTION 3. EFFECTIVE DATE. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the City Commission of the City of Callaway, Bay County, Florida this 24th day of June 2025.

CITY OF CALLAWAY, FLORIDA

Pamn Henderson, Mayor

Attest: _____
Ashley Robyck, City Clerk

APPROVED AS TO FORM FOR THE CITY OF
CALLAWAY ONLY:

Kevin D. Obos, City Attorney

VOTE OF COMMISSION:

Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____
Ayers	_____



City of Callaway Drug-Free Workplace Policy

1. Introduction.

This policy establishes a comprehensive drug and alcohol testing program for employees of the City of Callaway in accordance with the Drug-Free Workplace Program under Florida's Workers' Compensation Law, §§ 440.101 and 440.102, *Florida Statutes*, and rules promulgated thereunder.

Substance abuse, whether occurring at work or elsewhere, poses a serious threat to the safety of employees and the general public. It leads to numerous workplace issues, such as increased injuries on the job, higher absenteeism, rising healthcare and benefit costs, increased theft, diminished morale, reduced productivity, and a decline in the quality of products and services offered. This program is established to identify users and remove abusers of drugs and alcohol from the workplace, to prevent the use and/or presence of these substances in the workplace, and to help employees overcome any dependence on drugs or alcohol.

This drug-free workplace policy is designed to uphold a zero tolerance for illegal drugs and to enforce an alcohol-free policy with zero tolerance under circumstances that affect or may affect the safety and well-being of employees, citizens, and others, or that negatively impact or could impact the efficient and effective operation of the City.

This policy specifically prohibits City employees from illegally or improperly using, possessing, selling, manufacturing, or distributing drugs, and provides that it is against City policy to report to work or to work under the influence of drugs or alcohol. This policy provides for testing procedures designed to implement and enforce these prohibitions.

2. Scope.

All City employees are covered by this policy and, as a condition of employment, are required to abide by its terms. This policy applies to all employees, at a minimum, during all “on duty time,” including all time from the moment an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. For purposes of this policy, on-duty time includes lunch and break periods. Any employee in doubt as to the requirements or procedures applicable to their situation may contact the City Human Resources Department for information.

3. Dissemination.

Current employees will receive a general one-time notice of this policy and must sign an acknowledgement of receipt form. This policy will not be effective until 60 days after issuance of the general one-time notice issued to all employees. This policy shall also be issued to each new employee as part of their employee orientation.

A notice of drug testing will be included with all job vacancy announcements for which drug testing is required. A notice of the City’s drug testing program will also be posted in appropriate and conspicuous locations on the City’s premises.

This policy may be amended from time to time without general notice. The current version of this policy is available to employees during regular business hours upon request to Human Resources. It is the responsibility of the employee to remain apprised of any changes to the policy affecting their employment.

4. Definitions.

- A. The definitions of words and terms as set forth in §§ 440.02(1) and 440.102(1), *Fla. Stat.*, the Florida Workers’ Compensation Drug Testing Rules (Fla. Admin. Code, Chapter 38F-9), and the Florida Department of Health and Rehabilitative Services Drug-Free Workplace Standards (Fla. Admin. Code, Chapter 10E-18) shall apply to the words and phrases used in this policy unless the context clearly indicates otherwise.
- B. When the phrase “drug and alcohol” testing/use/etc., is used in connection with specific testing mechanisms, prohibitions, or causes for testing, the word “drug” includes all of the below-listed substances except alcohol. “Drug” otherwise has the same meaning as in Section 440.102(1)(a), *Fla. Stat.*, which defines “drug” as follows:

“Drug(s)” means alcohol, including distilled spirits, wine, malt beverages, and intoxicating liquors; amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens; methaqualone;

opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or a metabolite of any of the substances listed herein.”

- C. “Mandatory-testing position” means, with respect to a public employer, a job assignment that requires the employee to:
1. Carry a firearm;
 2. Work closely with an employee who carries a firearm;
 3. Perform life-threatening procedures;
 4. Work with heavy or dangerous machinery;
 5. Work as a safety inspector;
 6. Work with children;
 7. Work with detainees in the correctional system;
 8. Work with confidential information or documents pertaining to criminal investigations;
 9. Work with controlled substances;
 10. Undergo an employee security background check pursuant to § 110.1127, Florida Statutes;
 11. Perform job assignments in which a momentary lapse in attention could result in injury or death to another person.
- D. “Special-risk position” means a position that is required to be filled by a person who is certified under:
1. Chapter 633, *Florida Statutes*, (Fire Prevention and Control); or,
 2. Chapter 943, *Florida Statutes*, (Law Enforcement).
- E. “Safety-sensitive position” means employee drivers who are required to hold a Commercial Driver’s License (“CDL”) for the performance of their duties and all other employees for whom drug or alcohol impairment would constitute an immediate and direct threat to the public health or safety.
- F. “Medical review officer”(“MRO”) means a licensed physician, employed with or contracted the City, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee’s positive test result in relation to the employee’s medical history or any other relevant biomedical information.

5. Drug policy, prohibitions, and penalties.

- A. The use, distribution, possession, manufacture, cultivation, sale, or attempt to manufacture, sell, or distribute illegal controlled substances at any time, whether on or off duty, or whether on or off City property, is prohibited.¹
- B. Reporting to work, or working, under the influence of drugs is prohibited. For purposes of this policy, an employee is presumed to be under the influence of drugs if a urine test or other authorized testing procedure shows a forensically acceptable positive quantum of proof of drug usage as set forth in the Florida Workers' Compensation Testing Rules, Chapter 38F-9, F.A.C.
- C. Legal, over-the-counter medications or prescription drugs may also affect the safety of the employee, fellow employees, or members of the public. Therefore, any employee who is taking any over-the-counter medications or prescription drugs that might impair the safety, performance, or any motor functions shall advise their immediate supervisor of the possible impairment before reporting to work under the influence of such medication or drug. Verification of a prescription may be required. If the immediate supervisor determines that the impairment does not pose a safety risk, the employee will be permitted to work. Otherwise, the immediate supervisor may offer a change in work schedule, temporarily reassign the employee, or place the employee in an appropriate leave status for the period of impairment.
- D. For the purpose of this policy, consumption of any drug by the employee of more than the maximum recommended daily dosage, or for a longer period of time than recommended or prescribed, or of any prohibited drug prescribed for or intended for another individual, or for other than a valid medical purpose shall be construed to constitute improper use. Excessive or inappropriate prescribing by the prescriber or prescribers shall NOT constitute a defense for the employee. Prescription medication shall be kept in its original container if such medication is taken during working hours or on City property.
- E. Violation of this policy, including any failure to pass a drug test, or efforts to tamper with, or refusal to submit to, a drug test will, except as provided herein, subject the employee to disciplinary action up to and including immediate dismissal. Dismissal for a first offense is appropriate absent substantial mitigating circumstances.
- F. "Refusal" to submit to a drug test includes, but is not limited to:

¹ Illegal controlled substances are defined by applicable state and federal laws in accordance with § 893.03, *Florida Statutes*. The possession and use of any amount of marijuana is illegal under federal law as marijuana remains classified as a Schedule I drug under the Controlled Substances Act, 21 U.S.C. § 810. Any use of marijuana for personal or medical purposes is therefore prohibited to the same extent as any other illegal controlled substance.

1. Failure to provide adequate blood, urine, or other specimen for testing without a valid medical explanation after the employee has received notice of the requirement to submit the same for testing.
 2. Conduct that unreasonably obstructs or delays the testing process;
 3. Refusing or failing to execute all required consent of testing forms, or to follow instructions, or take any other act necessary to timely complete the testing process.
- G. An employee whom management has reason to suspect is under the influence of drugs will be removed immediately from the workplace and will be tested and evaluated as provided herein.

6. Alcohol policy, prohibitions, and penalties.

- A. The consumption or possession of alcohol on City property or while on duty, while operating City vehicles or equipment, while being transported in City vehicles, or while representing the City in any official capacity, is prohibited except as follows. The prohibitions of this section do not apply to those assignments, premises, or events at which consumption of alcohol is expressly authorized by management. Such authorization does not encourage, sanction, or authorize any individual to consume alcohol in excess to a point of being intoxicated. Therefore, any employee at an event, who in the sole opinion of the management becomes intoxicated, must refrain from further consumption of alcohol and, upon request by management, leave the function. Failure to comply with the request constitutes a violation of this policy.
- B. Reporting to work, or working, under the influence of alcohol, or using alcohol in a manner at any time that adversely affects or might adversely affect the interest or operations of the City, is prohibited. For purposes of this policy, an employee is presumed to be under the influence of alcohol if a blood test shows a forensically acceptable positive quantum of proof of alcohol usage as set forth in the Florida Workers' Compensation Testing Rules, Chapter 38F-9, F.A.C
- C. Off-duty use of alcohol which adversely affects an employee's job performance or adversely affects or threatens to adversely affect other interests of the City including, but not limited to, the employee's relationship to his/her job, fellow workers, or the City's reputation, is prohibited.
- D. Violation of this policy, including any failure to pass an alcohol test, or efforts to tamper with, or refusal to submit to, an alcohol test will, except as provided herein, subject the employee to disciplinary action up to and including immediate dismissal. Dismissal for a first offense is appropriate absent substantial mitigating circumstances.

E. "Refusal" to submit to an alcohol test includes, but is not limited to:

- a. Failure to provide adequate breath, blood, urine, or other specimen for testing without a valid medical explanation after the employee has received notice of the requirement to submit the same for testing.
- b. Conduct that unreasonably obstructs or delays the testing process;
- c. Refusing or failing to execute all required consent of testing forms, or to follow instructions, or take any other act necessary to timely complete the testing process.

F. An employee whom management has reason to suspect is under the influence of alcohol will be removed immediately from the workplace and will be tested and evaluated as provided herein.

7. Duty to report arrests and convictions for drug or alcohol related crimes.

1. Employees must notify Human Resources of any drug or alcohol related criminal charge or arrest within five (5) days after such charge or arrest or on the next workday after the charge or arrest if the employee holds a position that requires driving with a City vehicle or personal vehicle while on City property or on City business. Employees must notify Human Resources of any criminal drug conviction no later than five days after they receive notice of the conviction. Failure to report may result in immediate termination.
2. Upon conviction of a crime involving illegal drugs under § 893.03, *Florida Statutes*, the employee will be immediately terminated.
3. Without regard to prosecution or conviction by appropriate governmental entities, the City may, at its option, conduct its own independent investigation to determine whether this policy has been violated. If, in the opinion of the City, it believes a violation has occurred, it will take whatever disciplinary action it deems appropriate regardless of the ultimate outcome of any criminal case that may be brought against the employee. The City shall not be obligated to await the outcome of any pending criminal or legal action prior to taking disciplinary action.

8. Duty to report violations of this Policy.

Every employee is required to report violations of this policy to the Human Resources Department. Failing to report may result in disciplinary action, which could include termination of employment.

9. Penalties.

Violation of this Drug Free Workplace Policy will, except as provided herein, subject the employee to disciplinary action up to and including immediate dismissal.

10. Testing.

In order to maintain a drug and alcohol free work environment, the City will test for the presence of drugs and alcohol in the following circumstances:

A. Job applicant testing for mandatory testing, special risk, or safety-sensitive positions.

All applicants chosen for a mandatory testing, special risk, or safety-sensitive position with the City must submit to a drug and/or alcohol test as a prerequisite to employment. Any applicant who refuses to submit to drug and/or alcohol testing, refuses to sign the consent form, fails to appear for testing, tampers with the test, or fails to pass the pre-employment confirmatory drug test will not be hired and will be ineligible to apply for employment for a period of not less than two (2) years.

B. Position change testing for mandatory testing, special risk, or safety-sensitive positions.

Employees transferring to a mandatory testing, special risk, or safety-sensitive position shall be required to successfully pass a drug test within 48 hours of receiving notification that they have been selected to fill such a position.

C. Routine fitness-for-duty testing for mandatory testing, special risk, or safety-sensitive positions.

Employees in mandatory testing, special risk, or safety-sensitive positions may be required to submit to drug and/or alcohol testing as part of any routinely scheduled fitness-for-duty medical examinations.

D. Reasonable Suspicion Testing.

All employees will be subject to drug and/or alcohol testing whenever reasonable suspicion exists to believe the employee is using drugs and/or alcohol or otherwise engaging in conduct in violation of this policy. Reasonable suspicion shall be based on specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Relevant factors may include, but are not limited to:

1. Observable phenomena, such as direct observation of drug use or of physical symptoms or manifestations indicative in common experience of being under the influence of a drug or alcohol.

2. Abnormal conduct, erratic behavior, or a significant unexplained deterioration in work performance.
3. Unprovoked, unexplained, aggressive, violent and/or threatening behavior.
4. Odors of alcohol, cannabis, or other drugs upon the person or his/her effects.
5. Evidence that an individual has tampered with a drug test during his/her employment.
6. Information that an employee has caused or contributed to an accident or injury while at work under circumstances which could be explained by drug or alcohol use or intoxication.
7. Evidence that an employee has negligently or recklessly operated a vehicle, equipment, or machinery while at work.
8. Evidence that an employee has used, possessed, manufactured, cultivated, sold, solicited, or transferred drugs.
9. A report of any of the above by a reliable source.

Supervisors who believe that reasonable suspicion exists to require an employee to submit to a drug and/or alcohol test are required to promptly document in writing the circumstances that formed the basis of the belief. Upon review of such documentation, the City Manager, or his designee, shall determine whether reasonable suspicion exists to warrant testing.

E. Post-accident testing.

1. Employees involved in an accident while on duty and: (1) causing death or bodily injury to any person, (2) damage to City property estimated to be greater than \$100, or (3) otherwise occurring under circumstances that suggest possible use or influence of drugs or alcohol in the accident, shall be tested for both alcohol and drugs. For the purpose of this section, an employee is "involved in an accident" if their conduct either caused or contributed to the accident, or if their conduct cannot be discounted as the cause or a contributing factor to the accident.
2. Employees who are subject to post-accident testing shall remain readily available for testing or they may be deemed to have refused the tests. However, employees are not prohibited from leaving the scene of the accident to obtain necessary medical care or to obtain assistance in responding to the accident.
3. It is the responsibility of the employee's supervisor to contact Human Resources and arrange testing within two (2) hours of any accident requiring testing, or at the earliest opportunity thereafter. If the alcohol and drug tests are not administered within two (2) hours following the accident, the supervisor shall document the reasons the tests were not administered within that time. If the alcohol test is not administered within eight (8) hours of the accident, or the drug test is not administered within thirty- two (32) hours of the accident,

no such test will be conducted. The supervisor shall document the reasons why the tests were not conducted within the required time frames.

F. Random testing for mandatory testing, special risk, or safety-sensitive positions.

Employees in mandatory testing, safety-sensitive, or special risk positions will be required to submit to drug testing on a random basis. Selection of employees for random testing will be conducted through the use of a random number generator or other neutral selection process.

Upon notification by management representatives that a drug test is required, the employee will report to the test site as designated by management, but in no event, later than 24 hours after notification, and provide a specimen of his/her urine. If chemical breath testing, or other reliable mechanisms, for alcohol testing are used, the test may be conducted immediately at the work site or later at the collection site.

G. Follow-up Testing.

If an employee in the course of employment enters an employee assistance program for drug-related problems, or an alcohol and drug rehabilitation program, the City may require the employee to submit to a drug test as a follow-up to such program, and on a quarterly, semiannual, or annual basis for up to 2 years thereafter.

H. Other Lawful Testing.

The City may conduct or require employees to participate in drug or alcohol testing for any other reason not made unlawful by the laws of Florida or the United States.

11. Testing Procedure

A. Tested Substances

Employees will be tested for the following drugs/drug groups, as well as others that may from time to time be declared controlled or unlawful by applicable law:

1. Alcohol
2. Amphetamines
3. Barbiturates
4. Benzodiazepines
5. Cannabinoids (marijuana)
6. Cocaine
7. Methadone
8. Methaqualone

9. Opiates (heroin, morphine, codeine)
10. Phencyclidine (PCP)
11. Propoxyphene
12. Any other hallucinogen, synthetic narcotic, designer drug or a metabolite of any of the substances listed above.

B. Consent Required

Job applicants and employees will be asked to sign a Consent to Testing form. Refusal to execute the consent form constitutes a refusal to be tested and will subject the employee/applicant to dismissal/failure to hire.

C. Designated Laboratory

Because of the potential adverse consequences of positive test results on employees, the City will employ a very accurate testing program. Specimen samples will be analyzed by a highly qualified, independent laboratory that has been selected by the City and certified by the appropriate regulatory agency. The name and address of the certified laboratory currently used by the City is on file with the Human Resources Director.

D. Notification of Prescription Drug Use

Applicants and employees will be given an opportunity prior to and after testing to, on a confidential basis, provide any information they consider relevant to the test including listing all drugs they have taken within the immediately preceding 30 day period, including prescribed drugs and to explain the circumstances of the use of those drugs in writing or other relevant medical information on a Drug Use Information Form, which information will be furnished to the Medical Review Officer (MRO) in the event of a positive confirmed result.

Employees and job applicants have the right to consult the testing laboratory for technical information regarding prescription and nonprescription medication. Common medications that may alter or affect a test include, but are not limited to:

Drug:	Medication which may affect testing:
Alcohol (common names: Booze, Liquor)	Liquid medications, cough syrups, including Vicks Nyquil, Comtrex, and Listerine.
Amphetamines (common names: Speed, Crystal, Crank, Meth, Black Beauties, Bennies, Dexies, 357 Magnums, Uppers)	Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, astine

Barbiturates (common names: Barbs, Downers, Red Dolls, Tootsies, Yellow Jackets, Sleepers, Rainbows)	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgick Butison, Mebaral, Butabarbital, Butalbitalk, Phenrinin, Triad, etc.
Benzodiazepines (common names: BZD's, Benzos, Downers, Goofballs, Heavenly Blues, Valley Girl)	Acitvan, Azene, Clonopin, Dalmane, Diazepam, Halcion, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Paxipam, Restoril, Centrax
Cannabinoids (common names: Marijuana, Hashish, Hash, Hash Oil, Pot, Joint, Roach, Grass, Weed, Reefer)	Marinol (Dronabinol, Tetrahydrocannabinol (THC)
Cocaine (common names: Coke, Blow, Nose Candy, Snow, Flake, Crack)	Cocaine HCl topical solution (Roxanne)
Methadone (common names: Dollies, Meth, Jungle Juice)	Dolphine, Metadose
Methaqualone (common name: Quaalude)	<i>Not legal by prescription</i>
Opiates Opium – Big O, Block, Dover's Powder Heroin – Smack, H, Black Tar, Hell Dust, Skag, Hero, China Whitehorse Fentanyl – China Girl, White Horse, Apache, Goodfella, Tango, Cash, King Ivory, Morphine – Miss Emma, M, Monkey, White Stuff)	Paregoric, Parepectolin, Donnagel OG, Morphone, Pectoral Syrup, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Bigagustube Expectorant Dilaudid (hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Phencyclidine (common names: PCP, Angel Dust, Hog)	<i>Not legal by prescription</i>
Propoxyphene (common names: Darvo, Pain Killers)	Davocet, Darvon N, Dolene, etc.

E. Testing of Injured Employees

Injured employees not receiving care at a designated collection site will be transported to one as soon as it is medically feasible and specimens will be obtained. If it is not medically feasible to move the injured employee, specimens may be obtained at the treating facility under the procedures set forth in this program and transported to an approved testing laboratory. No specimen will be taken prior to the administration of emergency medical care. An injured employee must authorize release to the City the result of any tests conducted for the purpose of showing the presence of alcohol or drugs.

F. Body Specimens

Urine will be used for the initial test for all drugs except alcohol and for the confirmation of all drugs except alcohol. Blood will be used for the initial and confirmation tests for alcohol for complying with the provisions of § 440.101-.102, *Fla. Stat.* Sufficient volume of specimens shall be obtained so as to provide for the necessary number of samples as may be required, depending upon the number of required procedures. Chemical breath testing methods or other reliable mechanisms may be utilized in connection with justifying further alcohol/blood tests in instances involving reasonable suspicion, and random (if instituted in the future) testing under this program, but are not required to be first utilized. In the case of injured employees, the physician will have the discretion to determine to not draw a blood sample if such would threaten the health of the injured employee or if the employee has a medical condition unrelated to the accident which may preclude the drawing of the necessary quantity of blood for a testing specimen. Under these circumstances, no inference or presumption of intoxication or impairment will be made for the purposes of § 440.101-.102, but discipline for violation of this policy may be taken based upon observable conduct or conditions and/or the result of other tests, if any.

G. Cost of Testing

The City will pay the cost of all initial and confirmation drug tests which it requires of employees and job applicants. An employee or job applicant will pay the cost of any additional drug test not required by the City.

12. Test Results.

A. Reporting Results.

1. The testing laboratory shall report all test results (both positive and negative) to the Medical Review Officer (MRO) within seven (7) working days after receipt of the specimen at the laboratory. The name and address of the current MRO is on file with the Human Resources Department. The MRO is employed by the City and is not an employee of the drug testing laboratory.

2. The laboratory will report as negative all specimens which are negative on the initial test or negative on the confirmation test. Only specimens confirmed positive on the confirmation test will be reported positive for a specific drug.
3. The laboratory will transmit results in a timely manner designed to ensure confidentiality of the information. The laboratory and MRO will ensure the security of the data transmission and restrict access to any data transmission, storage, and retrieval system.
4. Within three (3) days of receipt of the test results, the MRO will (1) notify the Human Resources Department of negative results, or (2) contact the employee or job applicant regarding a confirmed positive test result and make such inquire as to enable the MRO to determine whether prescription or over-the-counter medication could have caused the positive test results. In this later case, the MRO will provide the employee or job applicant the opportunity to present relevant information regarding the test results. After consideration of such matters, the MRO will notify the City in writing of any verified test results. The MRO may verify a positive test without having communicated to the employee or applicant about the results of the test, if (1) the employee or applicant declines the opportunity, or (2) within two days after contacting the designated management official the employee or applicant has not contacted the MRO. Further, employees or applicants must cooperate fully with the MRO. Failure to meet with the MRO upon request or failure to promptly provide requested information is a violation of this policy.
5. Within five (5) working days after the City receives a positive, confirmed verified test result from the MRO, the City will notify the employee or job applicant in writing of such test results, the consequences of such results, and the options available to the employee or job applicant, including the right to file an appeal, if any. Notification shall be mailed certified or hand-delivered, with hand delivery the preferred method of providing notice to employees. Mailed notification shall be deemed received by the employee or applicant three calendar days after mailing.
6. The City will, upon request, provide to the employee or job applicant a copy of the test results.
7. An employee may be suspended with pay or reassigned to other job duties pending the results of any drug or alcohol test.

B. Challenges to Test Results

1. Any employee or applicant may contest a positive confirmed test result within five (5) working days after receiving written notification of a positive test result.

If an employee or job applicant's explanation or challenge of the positive test results is unsatisfactory, a written explanation as to why the explanation is unsatisfactory, along with the report of positive results, shall be provided by the employer to the employee or job applicant. Further appeal may be had in accordance with applicable law.

2. If an employee or applicant seeks to contest the laboratory result, it is his/her responsibility to contact the laboratory to advise of any administrative or civil proceeding challenging the results and to request that the test sample be preserved. It is the employee or applicant's responsibility to notify the laboratory of any administrative or civil actions brought with regard to any challenge.
3. Within 180 days of receiving written notification of a positive test result, an employee or applicant may, at his/her expense, have the positive sample retested at a different laboratory licensed and approved by the Agency for Health Care Administration.

13. Employee Assistance Program.

1. An Employee Assistance Program (EAP) is available to assist employees who voluntarily self-report, prior to being requested to test, drug or alcohol related problems which have not yet adversely affected their job or City operations. Employees who voluntarily seek help, who have not had a positive drug test and who are not participating in EAP at the time or at any previous time, will not be subject to discipline.
2. Employees who violate this policy will ordinarily not be eligible to elect participation in EAP in lieu of disciplinary action.
3. Employees employed in a mandatory testing or special-risk positions, who enter into the EAP, whether voluntarily or involuntarily, will be removed from the mandatory testing or special-risk position and temporarily assigned to another position or placed on leave until the successful completion of the EAP. An employee placed on leave may utilize his/her accrued leave, if any; otherwise the leave shall be unpaid.
4. Participation in any evaluation, treatment, or counseling program will be at the employee's expense.
5. Employee assistance programs and local alcohol and drug rehabilitation programs include, but are not limited to:

Chemical Addictions Recovery Effort 4000 East Third Street Panama City, FL 32404 Phone: (850) 872-7676	Chemical Addictions Recovery Effort 117 Waukesha Street Bonifay, FL 32425 Phone: (850) 547-5017
Journeypure 22219 Panama City Beach Pkwy Panama City Beach, FL Phone: (844) 856-3218	Life Management Ctr. of NW Florida 525 E 15th Street Panama City, FL Phone: (850) 769-9481
Emerald Coast Behavioral Hospital 1940 Harrison Avenue Panama City, FL Phone: (850) 763-0017	Chemical Addictions Recovery Effort 4150 Hollis Drive Marianna, FL 32446 Phone: (850) 526-3133
Florida Alcohol & Drug Abuse 1030 East Lafayette Street Tallahassee, FL 32301 Phone: (850) 878-2196	Apalachee Center, Inc. 2634-J Capital Circle N.E. Tallahassee, FL 32308 Phone: (850) 523-3333

14. Confidentiality

Without written consent, all information, interview reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of the City's drug testing program are confidential and exempt from the provisions of Chapter 119, *Florida Statutes*, (public Records Law) and may not be used or disclosed except as otherwise provided by § 440.102, *Florida Statutes*, or other applicable law.



EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF DRUG-FREE WORKPLACE POLICY

I, _____, hereby acknowledge that I received the City of Callaway's Drug-Free Workplace Policy. I acknowledge that I have read and understood the Drug-Free Workplace Policy. I acknowledge that the Drug-Free Workplace Policy may be amended from time to time and is available to me at any time upon request from Human Resources.

I agree to abide by the terms of the City's Drug-Free Workplace Policy. I understand that it is a condition of my employment to refrain from reporting to work or working with the presence of drugs or alcohol in my body.

I agree that I will notify Human Resources of any drug or alcohol related criminal charge or arrest within five (5) days after such charge or arrest or on the next workday after the charge or arrest if I hold a position that requires driving either a City vehicle or personal vehicle while on City business. I further agree, as a condition of my employment, that I will notify Human Resources of any criminal drug conviction no later than five (5) days after I receive notice of the conviction

Employee's Signature

Date: _____



**EMPLOYEE CERTIFICATE OF AGREEMENT
AND RELEASE FOR DRUG TESTING**

I, _____, hereby consent to submit to drug and alcohol testing at any time requested by the City pursuant to the City's Drug-Free Workplace policy. I hereby authorize and give full permission to have the City's contracted medical provider, their staff, and/or their associates send a specimen of my urine to a laboratory for screening tests for the presence of drugs. I authorize the release of the results of such tests, positive or negative, to a Medical Review Officer selected by the City and to the City's Human Resources Department. I further authorize the City to discuss testing results with medical/personnel collecting the specimen, the testing facility, its directors, officers, agents, and employees responsible for administering the such tests, or evaluating the results thereof, and to use the test results as a defense to any legal action to which I am party.

I understand that failure to comply with a request to submit to a drug and/or alcohol test by an authorized City representative, or that a positive confirmed result from a drug and/or alcohol test may lead to termination of employment.

It is expressly understood that any information given is to be used for the purpose of determining my continued employment. A photocopy of this authorization shall be deemed as effective as the original.

Employee's Signature

Date: _____



REFUSAL OF TESTING FORM

I, _____, refuse ☐ drug testing ☐ alcohol testing.

Employee's Signature

Date: _____

Employee, _____, refused to sign the Refusal form,
but refused to participate in ☐ drug testing ☐ alcohol testing.

Witness Signature

Date: _____

Witness Signature

Date: _____

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

DATE: JUNE 24, 2025

ITEM: CHANGE ORDER #3 – ROBERTS & ROBERT / BOAT RACE RD LEGISLATIVE PAVING

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 ☐

State Appropriations Grant.

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

This is to complete several small drainage issues on the Boat Race Road Paving Project and expend the remaining funds.

ATTACHMENTS: Change Orde #2

5. REQUESTED MOTION/ACTION: APPROVE CHANGE ORDER #2 – ROBERTS & ROBERTS – BOAT RACE ROAD PAVING

CHANGE ORDER PROPOSAL



1530 Metropolitan Blvd Tallahassee, FL 32308
P 850 218 0150 F 850 218 0091
1741 N Sherman Ave Panama City, FL 32405
P 850 215 0001 F 850 215 1108

DATE: 06/06/25
PROJECT: City of Callaway Legislative Roads
TO: DRMP
ATTN: Donald Stanley

CHANGE PROPOSAL NUMBER: 5

DESCRIPTION OF CHANGES:

Improvements to side drain end treatments along Boat Race Road. See attached sketches for additional clarification of the work and locations.

CONTRACT SCHEDULE IMPACT:

ROBERTS AND ROBERTS, INC. REQUESTS THE FOLLOWING NUMBER OF DAYS BE GRANTED FOR COMPLETION OF THE WORK:

15 DAYS

ITEM NBR	WORK ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	DECREASE	INCREASE
<u>1</u>	DEMO HEADWALL, EXTEND 24" ADS, ADD MITER SL	2.000	EA	\$4,130.00	\$0.00	\$8,260.00
<u>2</u>	DEMO HEADWALL, EXTEND 18" ADS, ADD MITER SL	2.000	EA	\$3,275.00	\$0.00	\$6,550.00
<u>3</u>	EXTEND 18" ADS, ADD MITER SLAB	7.000	EA	\$3,250.00	\$0.00	\$22,750.00
<u>4</u>	POUR NEW MITER SLAB ON EXIST 24" RCP	1.000	EA	\$1,335.00	\$0.00	\$1,335.00
<u>5</u>	DEMO AND REPLACE 24" MITER SLAB	1.000	EA	\$1,550.00	\$0.00	\$1,550.00
<u>6</u>	ADDITIONAL ADA MATS (2 LOCATIONS)	20.000	SF	\$50.00	\$0.00	\$1,000.00
<u>7</u>	GRADE AND SOD AT SOUTH HEADWALL	750.000	SF	\$5.00	\$0.00	\$3,750.00
<u>8</u>						
<u>9</u>						
<u>10</u>						
<u>11</u>						
<u>12</u>						
<u>13</u>						
NET CONTRACT CHANGE AMOUNT REQUESTED:						\$45,195.00

REQUESTED BY (ROBERTS AND ROBERTS, INC):

BRIAN STRICKLAND, Estimator/Project Manager

06/06/25
DATE

RECOMMENDED BY (OWNER'S ARCHITECT/ENGINEER):

DATE

APPROVED BY:

DATE

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

DATE: JUNE 24, 2025

ITEM: CHANGE ORDER #1 – DRMP / BOAT RACE RD CEI

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 ☐

State Appropriations Grant.

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

This is to complete the project after many change orders on the Boat Race Road Paving Project and expend the remaining funds.

ATTACHMENTS: Change Order #1 – CEI - DRMP

5. REQUESTED MOTION/ACTION: APPROVE CHANGE ORDER #1 – DRMP – CEI BOAT RACE ROAD PAVING

City of Callaway



CEI

**Legislative Paving Fee Estimate
(Supplement)**

DRMP, Inc.

**Legislative Paving Project (Boat Race Road, Big Oak Lane, Hardwood Road)
Construction Project No.: ***

Estimated CEI Fee Total: \$138,278.50

(Estimated CEI Supplemental Fee : \$27,720.00)



SUPPLEMENTAL

Fee

Proposal

CEI Fee Proposal for TWO
Legislative Paving (Boat Race Road, Big Oak Lane, Hardwood Road)
Roadway Improvements

CEI
Duration: 40 days

Construction
Duration: 40 days

Anticipated Start Date: TBD

Employee Classification	Month	Post	Total	
	1	0.10	Months	Hours
Senior Project Engineer	0.10	0.20	0.20	33.0
Project Administrator	0.00	0.00	0.00	0.0
Senior Roadway Inspector	1.00	0.00	1.00	165.0
Roadway Inspector	0.00	0.00	0.00	0.0
Roadway Inspector (Aide)	0.00	0.00	0.00	0.0
		Total	1.20	198.0

Employee Classification	Regular		*Hourly Rate	Extended	
	Time Hours	Rate		Time Hours	Rate
Construction Engineer	33.0	\$ 240.00	\$	7,920.00	
Project Administrator I	0.0	\$ 150.00	\$	-	
Inspector IV	165.0	\$ 120.00	\$	19,800.00	
Inspector III	0.0	\$ 100.00	\$	-	
Inspector I	0.0	\$ 70.00	\$	-	
		CEI Subtotal:	\$	27,720.00	
		PREVIOUS TO	\$	110,558.50	
			\$	-	
		Total:	\$	138,278.50	

*Hourly Rate based
on
Exhibit "A"
effective
March 1, 2024