



CITY OF CALLAWAY BOARD OF COMMISSIONERS

TUESDAY, AUGUST 12, 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 "AMENDED"

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION

- | | | |
|----------------|----------------------------|-----------------------|
| • Presentation | BCSO Statistics- July | Deputy Kip McKenzie |
| • Presentation | St Joe Bay Estuary Program | Jessica Graham, Ph.D. |
| • Presentation | Yard of the Month | 7563 Whisperwood Dr |

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

- | | |
|------------------|-----------------|
| • July 22, 2025 | Regular Meeting |
| • July 29, 2025 | Budget Workshop |
| • August 5, 2025 | Budget Workshop |

PUBLIC HEARING

- | | |
|-------------------|--------------------------------|
| 1. Ordinance 1123 | Rezoning 1062 N. Tyndall Pkwy. |
|-------------------|--------------------------------|

REGULAR AGENDA

- | | |
|------------------------------|--|
| 2. Ordinance 1122 | No Commercial Trucks on Certain Residential Streets |
| 3. Ordinance 1124 | SSCPA 1023 Primrose St |
| 4. Ordinance 1125 | Rezoning 1023 Primrose St |
| 5. Ordinance 1126 | SSCPA Anita Drive & Douglas St |
| 6. Ordinance 1127 | Rezoning Anita Drive & Douglas St |
| 7. Ordinance 1128 | Emergency Ordinance- Camping Restrictions |
| 8. Ordinance 1129 | Camping Restrictions |
| 9. Resolution 25-14 | Initial Nuisance Abatement Assessments |
| 10. Resolution 25-15 | Personnel Manual Update |
| 11. Resolution 25-16 | Setting Public Hearing-Fox Glenn Planned Development |
| 12. Development Order Review | Grand Oaks Subdivision |
| 13. Capital Request | Asphalt Roller- Street |
| 14. Capital Request | Security Cameras- Leisure Services |
| 15. Budget Amendment | Maintenance Shop Electric Transfer Switch |

16. Contract Renewal
17. Contract Renewal

Florida Auction Network
Bay County Sheriff's Office

COMMISSION/STAFF COMMENTS

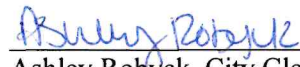
ANNOUNCEMENTS

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

- | | | |
|-------------------|---|------------------|
| • August 19, 2025 | Budget Workshop | 1:00 p.m. |
| • August 19, 2025 | Planning Board Meeting (Potential) | 6:00 p.m. |
| • August 21, 2025 | Historical Society Meeting | 5:30 p.m. |
| • August 26, 2025 | Commission Meeting | 6:00 p.m. |

PUBLIC PARTICIPATION

ADJOURNMENT



Ashley Robyck, City Clerk

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

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



BAY COUNTY
SHERIFF'S OFFICE
Sheriff Tommy Ford

MONTHLY ACTIVITY LIST

July 2025

Accidents:	39	Citations:	122
Arrests:	51	Miles Patrolled:	24,765
Calls for Service:	1,152	Traffic Stops:	194

2025 ANNUAL TOTALS

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	12-Month Annual Totals	Monthly Average
Accidents	33	19	33	33	46	41	39						244	35
Arrests	40	41	45	52	51	37	51						317	45
Calls for Service	932	929	1,135	1,130	1,077	957	1,152						7,312	1,045
Citations	81	70	139	97	90	86	122						685	98
Miles Patrolled	22,796	17,963	24,461	32,159	23,845	24,285	24,765						170,274	24,325
Traffic Stops	126	102	206	185	140	134	194						1,087	155

February Stats are not accurate due to the installation of a new computer program



**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JULY 22, 2025— 6:00 P.M.**

The City of Callaway Commission met in a Regular Session on July 22, 2025. In attendance were Pam Henderson, Mayor, David Griggs, Mayor Pro tem, and Commissioners, Bob Pelletier, and Kenneth Ayers. Commissioner Scott Davis was present by phone. Also in attendance were Eddie Cook, City Manager; Kevin Obos, City Attorney; Ashley Robyck, City Clerk; David Schultz, Director of Finance; Tim Legare, Director of Leisure Services; Lisa Mayo, Director of Utility Billing; and David Joyner, Fire Chief.

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

Captain Branning with the Bay County Sheriff's office gave information on traffic crashes in the area.

APPROVAL OF MINUTES

July 8, 2025 Regular Meeting

Motion:

Motion made by Commissioner Davis and seconded by Commissioner Griggs to approve the minutes of July 8, 2025. Motion carried unanimously.

REGULAR AGENDA

Ordinance 1122- No Commercial Trucks on Certain Residential Streets

City Attorney Obos read the Ordinance as follows:

AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA, AMENDING THE CITY'S CODE RELATED TO TRAFFIC AND MOTOR VEHICLES; AUTHORIZING THE COMMISSION TO PROHIBIT THE USE OF CERTAIN STREETS BY HEAVY COMMERCIAL TRUCKS; PROVIDING FOR EXEMPTIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; SCRIVENER'S ERRORS; LIBERAL INTERPRETATION; MODIFICATIONS; CODIFICATION; EFFECT ON EXISTING TERMS; AND PROVIDING FOR AN EFFECTIVE DATE.

He also advised that this will be in our Code and that Resolution 25-12 will follow the second reading of this Ordinance naming the streets that roads will be prohibited.

Commissioner Griggs commented that he is having difficulty understanding how we will determine and enforce the weight limits. City Attorney Obos advised that this is for commercial or construction vehicles only. Discussion ensued.

Deputy McKenzie advised that this as it is currently written puts the Sheriff's office in a bad position, they cannot weigh vehicles like DOT does and informed of issues they will have to enforce it.

Commissioner Pelletier asked if we could remove the weight limit and just put "No Semi Trucks." City Attorney Obos advised that it can be done. Discussion ensued.

Mayor Henderson for public participation;

George Mercer, 523 S. Gay Ave., advised that he has been talking to Commissioner Davis regarding this and gave information on a gas truck that has been an issue in his neighborhood. He also advised that his concern is not only the weight but that it carries several thousand gallons of gas in it through a residential neighborhood.

Jeffrey Carnahan, 7725 Shadow Bay Drive, asked what the penalty will be. City Attorney Obos advised that the Sheriff's office determines the fee schedule.

Ron Shaner, 5711 Kevin Cir., advised that he is concerned about length of the trucks and that should be considered.

Due to the changes requested, the Ordinance will be rewritten and presented as a 1st Reading at the next Commission meeting.

Ordinance 1123- Rezoning 1062 N. Tyndall Pkwy

City Attorney Obos advised that this is not supposed to be for Highway Commercial. They are asking for Service Commercial.

City Attorney Obos read the Ordinance as follows:

AN ORDINANCE REZONING FROM COMMERCIAL AND AGRICULTURAL TO SERVICE COMMERCIAL THAT CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONTAINING APPROXIMATELY 2.066 ACRES; LOCATED AT 1062 NORTH TYNDALL PARKWAY; PARCEL ID 06018-115-000; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.

Director Frye advised that the property is currently two separate zonings and would like to have it all as Service Commercial.

Commissioner Pelletier asked what kind of businesses would be allowed. Director Frye addressed.

Commissioner Griggs spoke on the last request for this property and why it says Highway Commercial. Discussion ensued.

Mayor Henderson for public participation;

Theresa Langston, 6031 Lance St. commented on what the zoning will allow and believes the commission would rather have Community Commercial.

Commissioner Griggs commented that the location makes is impractical for community commercial and he also does not want Highway Commercial, so he believes that Service Commercial is a good middle ground.

Commissioner Ayers asked what the property is zoned currently. City Attorney Obos addressed.

Commissioner Davis asked about what it allowed under the current zoning and what allows a box store. Discussion ensued.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve the First Reading of Ordinance 1123 as amended. The motion carried 4-1 upon roll-call vote with Commissioner Pelletier voting in opposition.

Resolution 25-13- Utility Billing Manual Update

City Attorney Obos read the Ordinance as follows:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA ADOPTING AN UPDATED UTILITY BILLING POLICY MANUAL; REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

City Manager Cook advised of the changes requested to the Utility Billing Manual including the fee changes.

Mayor Henderson asked if we should put something in about the backflow preventers on irrigation meters. City Manager replies no.

Commissioner Pelletier advised that he wants to have a discussion later on about increasing the stormwater fee. He also asked how often we are charging tampering fees. City Manager Cook advised. Discussion ensued.

Mayor Henderson reads from the utility debt collection section of the manual, referencing how utility delinquent fees are in accordance with Florida Statute. Discussion ensued.

Commissioner Pelletier advised he wants Law Enforcement to be sent out the first-time meters are tampered with, not the second.

Lisa Mayo, Utility Billing Director, comments on how they deal with meter tampering. Discussion ensued.

Deputy Mckenzie talks about the process, prosecuting as a 'theft of service' and not tampering.

Commissioner Pelletier brings up the Homestead Exemption with rentals. Discussion ensued.

Director Mayo mentions if Commission wants to raise stormwater fee, now is the time.

Mayor Henderson asks if a study needs to be done to accurately raise the Stormwater Fee. City Attorney Obos advised. Discussion ensued.

Commissioner Pelletier asked if we could make the changes and bring this back to vote. City Attorney Obos advised

Commissioner Griggs commented on raising the stormwater fee. Discussion ensued.

Commissioner Ayers advised that he does not agree with increasing the Stormwater Fee.

Mayor Henderson for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve Resolution 25-13. The motion carried unanimously upon roll-call vote.

Budget Amendment for FY2025- Berthe Bridge

City Manager Cook advised that this is amending the budget to the actual final amounts now that the project is complete.

Commissioner Pelletier asked for a break.

Mayor Henderson calls for a 5-minute break.

Mayor Henderson for public participation; there was none.

Motion:

Motion made by Commissioner Davis and seconded by Commissioner Pelletier to approve the Budget Amendment for Berthe Bridge. The motion carried unanimously.

Task Order Amendment- Gouras & Associates- Beacon Point

City Manager Cook gave an update on the Beacon Point Plaza with the new owners and reviewed the amendment to the task order.

Commissioner Pelletier asked if the city has expended any money this far on the project. City Manager Cook and Director Shultz advised. Discussion ensued.

Mayor Henderson for public participation;

Anna Pelletier, 7724 Shadow Bay Dr., asked if they sold the area in the front where the bank was originally going to go.

Teresa Langston 6031 Lance St., asked if Code Enforcement will be addressing this property now that it is no longer under the grant. She also asked about the previous owner selling the property without telling the City beforehand. City Manager Cook and City Attorney Obos advised.

Citizen asked if it was bought by the Bradfords. City Manager Cook confirmed he is one of the partners.

Motion:

Motion made by Commissioner Griggs and seconded by Commissioner Davis to approve the Task Order Amendment for Gouras & Associates. The motion carried unanimously.

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

Pamn Henderson, Mayor

- Compliments to Benjamin with Leisure Services and his service
- Apple of our Eye award presented for the Community Center

Scott Davis, Commissioner Ward I

- Fencing update
- Leftover fencing at City Hall
- Flagpole at Brittany Woods
- Next area of the Veteran's Memorial Wall

David Griggs, Commissioner Ward II

- Comprehensive Plan update

Bob Pelletier, Commissioner, Ward III

- Water meters
- Draft Budget
- Discussion with BCSO and traffic enforcement

Kenneth Ayers Jr, Commissioner Ward IV

- Events attended

Kevin Obos, City Attorney

- Continuous Paving bid
- New Plat Approval process due to change in Law

Eddie Cook, City Manager

- Solid Waste bid
- Sandy Creek Sewer update
- Hugh Thomas project update
- Lift Station project update
- Cherry Street project update
- Cherry Street West Sidewalks project
- Round-a-bout project update

ANNOUNCEMENTS

Mayor Henderson read the announcements as follows:

- | | | |
|-------------------|------------------------------------|------------|
| • July 29, 2025 | Budget Workshop | 1:00 p.m. |
| • August 2, 2025 | Callaway Cares Health Fair | 10:00 a.m. |
| • August 5, 2025 | Budget Workshop | 2:00 p.m. |
| • August 5, 2025 | Planning Board Meeting (Potential) | 6:00 p.m. |
| • August 12, 2025 | Commission Meeting | 6:00 p.m. |

PUBLIC PARTICIPATION

Anna Pelletier, 7724 Shadow Bay Dr, advised that a judge in South Florida ruled that it is illegal to change the Election dates without a referendum and wonders if Callaway has to revisit this issue. City Attorney Obos advised that Miami is a charter county and has different rules.

Ron Shaner, 5711 Kevin Cir, disagrees with increasing stormwater fees and spoke about a water leak near his home and how long it took for the City to fix it.

Teresa Langston, 6031 Lance St, commented on what is going on in Lynn Haven, advised that she has made copies of Chris Forehand's deposition and believes the City should terminate the ongoing contract with his company.

Paul Bohac, 7010 Mike Ln, commented on the bid process and how decisions are made and at what point the City Manager is involved.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:54 p.m.

Attest: _____
Ashley Robyck, City Clerk

Pamn Henderson, Mayor

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
BUDGET WORKSHOP MINUTES
JULY 29, 2025 – 1:00 P.M.**

The Callaway Commission met in workshop session with Pamn Henderson, Mayor, David Griggs, Mayor Pro tem, and Commissioners Scott Davis, Bob Pelletier and Kenneth Ayers in attendance. Also present was Eddie Cook, City Manager; Ashley Robyck, City Clerk; David Schultz, Finance Director; Bill Frye, Planning/Public Works Director; Bonnie Poole, Director of Code Enforcement; Brent Clayton, Leisure Services Foreman; David Joyner, Fire Chief; and Dustin Crum, Deputy Fire Chief.

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

REGULAR AGENDA

Draft Budget Review - FY 25/26

City Manager Cook & Finance Director Schultz reviewed the budget with discussion points as follows:

Ad Valorem: 2.7500, Same as last year's rate

Water Consumption Increase: 2.6% or \$0.05

Sewer Consumption Increase: 4.0 % or \$0.15

Pay Increase: \$0.50 for Employees, including City Clerk & City Manager; \$2.00 for Firefighters. Discussion ensued regarding merit-based raises.

Sherriff's Department increase: 5%

Health Insurance

City Manager Cook advised that they are looking at changing the percentages to 70% City paid & 30% employee paid due to increases in premiums and the amount for benefits paid for an employee with an Employee only plan versus an Employee Spouse, Child or Family plan.

Director Schultz advised we will be going with Florida Blue and dropping United due to United premiums going up by 14%.

Capital Expenditures discussed:

Fire

- Bunker Gear
- Station Alarm System
- Portable Radios
- Land on Boat Race Road

Leisure Services

- Additional Horticulturist
- Pickup truck
- Carpet

- Pavillion at fishing pond
- Amphitheater
- Overflow parking for Gore Park

Street

- Drum roller
- Purpose built mower

PUBLIC PARTICIPATION

Mayor Henderson called for Public Participation.

Billy Hall, commented on equipment operators mowing grass and the new mower seems more operator friendly and agrees with this purchase.

Teresa Langston, commented on the merit-based raise issue and why that was not brought back to the Commission to explain that it would not work.

ADJOURNMENT

There being no further discussion, the workshop adjourned at 3:51 p.m.

Pam Henderson, Mayor

Attest: _____
Ashley Robyck, City Clerk

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
BUDGET WORKSHOP MINUTES
AUGUST 5, 2025 – 2:00 P.M.**

The Callaway Commission met in workshop session with Pam Henderson, Mayor, David Griggs, Mayor Pro tem, and Commissioners Scott Davis, Bob Pelletier and Kenneth Ayers in attendance. Also present was Eddie Cook, City Manager; Ashley Robyck, City Clerk; David Schultz, Finance Director; Bill Frye, Planning/Public Works Director; Tim Legare, Leisure Services Director; David Joyner, Fire Chief; and Dustin Crum, Deputy Fire Chief.

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

REGULAR AGENDA

Draft Budget Review - FY 25/26

City Manager Cook & Finance Director Schultz reviewed the budget with discussion points as follows:

From previous Budget Workshop:

- Leisure services truck
- Reducing Ad Valorem tax to 2.700
- Pay increases to \$0.75 instead of \$0.50
- Health insurance premiums

New:

- Pg 2. Water- Fire Hydrants, Water Meters, Chlorine Booster
- Pg 2. Sewer- ½ Ton 4x4 Pickup,
- Pg 3. Property taxes
- Pg 4. Legal Services
- Pg 9. Law Enforcement
- Pg 12. Overtime, Travel & Per diem
- Pg 14. Travel, Insurance
- Pg 16. Fire truck
- Pg 18. Cell phone allowance
- Pg 19. Uniform services, Tools & Supplies, Road materials & supplies, Sidewalk repairs,
- Pg 21. Additional Leisure Services employee, Sports Coordinator, Equipment rentals
- Pg 24. Land Purchase
- Pg 28. Rentals & Leases, Training/Conferences, Travel & Per Diem

PUBLIC PARTICIPATION

Mayor Henderson called for Public Participation.

David Agosta, 6609 Pridgen St, complimented Director Schultz for his work on the budget and to City Manager Cook, agreed with Commissioner Griggs that City employees are important to the City and deserve benefits from the City, advised that this is the City of Callaway not Washington and disagrees with Commissioner Ayers' comments at the last Budget Workshop.

ADJOURNMENT

There being no further discussion, the workshop adjourned at 3:40 p.m.

Pam Henderson, Mayor

Attest: _____
Ashley Robyck, City Clerk

CITY OF CALLAWAY

BOARD OF COMMISSIONERS

AGENDA ITEM SUMMARY

DATE: AUGUST 12, 2025

ITEM: **ORDINANCE No. 1123** – REZONING OF PROPERTY LOCATED AT 1062 NORTH TYNDALL PARKWAY (*FINAL READING*)

1. PLACED ON AGENDA BY:

EDDIE COOK, CITY MANAGER

&

BILL FRYE, PLANNING/PUBLIC WORKS DIRECTOR

2. AGENDA:

PRESENTATION	☐
PUBLIC HEARING	☒
OLD BUSINESS	☐
REGULAR	☐

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

N/A

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

Doug Crook P.E., Panhandle Engineering; on behalf of property owner Ron Buckley, has submitted to the City of Callaway a Rezoning Application from Commercial and Agricultural to Service Commercial for property located 1062 North Tyndall Parkway, Parcel ID 06018-115-000. The property is approximately 2.066 acres.

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

The Planning Board met on July 15, 2025, and recommended that the City Commission approve the rezoning.

ATTACHMENTS:

- Ordinance No. 1123
- Application for Rezoning
- Vicinity Map
- Zoning Map
- Deed

REQUESTED MOTION/ACTION: Approval of the final reading of Ordinance No. 1123 for Rezoning, upon roll-call vote.

ORDINANCE NO. 1123

AN ORDINANCE REZONING FROM COMMERCIAL AND AGRICULTURAL TO SERVICE COMMERCIAL THAT CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONTAINING APPROXIMATELY 2.066 ACRES; LOCATED AT 1062 NORTH TYNDALL PARKWAY; PARCEL ID 06018-115-000; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.

WHEREAS, Callaway Land Acquisition, LLC, the owner of the real property designated herein, has initiated this ordinance by filing a petition with the City praying that said real property, being more particularly described below be rezoned from Commercial and Agricultural to Service Commercial as shown below; and

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

WHEREAS, the City of Callaway Planning Board reviewed the proposed zoning change, conducted a public hearing on July 15, 2025, and recommended approval; and

WHEREAS, based upon competent substantial evidence adduced in a properly advertised public hearing conducted on August 12, 2025, the City found the requested change to be consistent with the currently applicable Comprehensive Growth Development Plan and to reasonably accomplish a legitimate public purpose.

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

SECTION 1. The following described parcel of real property situated within the municipal limits of the City of Callaway, Florida, is rezoned from Commercial and Agricultural to Service Commercial to wit,

SEE ATTACHED AND INCORPORATED EXHIBIT "A"

and the City's zoning map is amended accordingly.

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

SECTION 3. This ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Callaway, Florida, this 12th day of August 2025.

CITY OF CALLAWAY, FLORIDA

By: _____
Pamn Henderson, Mayor

ATTEST: _____
Ashley Robyck City Clerk

PASSED ON FIRST READING: JULY 22, 2025
NOTICE PUBLISHED ON: JULY 25, 2025
PASSED ON SECOND READING: AUGUST 12, 2025

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

VOTE OF COMMISSION:

Davis	—
Griggs	—
Pelletier	—
Ayers	—
Henderson	—

Kevin Obos, City Attorney

EXHIBIT "A"
ORDINANCE NO. 1123
REZONING
FOR 1062 NORTH TYNDALL PARKWAY
PARCEL ID 06018-115-000

Commence at the Southwest corner of Section 6, Township 4 South, Range 13 West, Bay County, Florida; thence South 87 degrees 03 minutes 55 seconds East along the South line of said Section 6 for 60.66 feet to the East right of way line of State Road No. 30-A; thence Northerly along said East right of way line as follows: North 00 degrees 46 minutes 27 seconds East for 779.45 feet; South 89 degrees 13 minutes 33 seconds East for 10.00 feet; North 00 degrees 46 minutes 27 seconds East for 1202.57 feet to the South line of a Department of Transportation Drainage right of way recorded in Official Records Book 400, Page 463; thence South 89 degrees 13 minutes 33 seconds East along said drainage right of way for 34.81 feet; thence North 06 degrees 04 minutes 27 seconds East along said drainage right of way for 89.69 feet; thence continue along said drainage right of way as follows: North 06 degrees 04 minutes 27 seconds East for 118.39 feet; North 35 degrees 20 minutes 27 seconds East for 23.13 feet; North 54 degrees 39 minutes 33 seconds West for 33.00 feet; North 89 degrees 13 minutes 33 seconds West for 39.98 feet to said East right of way line of State Road No. 30-A; thence North 00 degrees 46 minutes 27 seconds East along said East right of way line for 224.06 feet to the Point of Beginning; thence North 00 degrees 46 minutes and 27 seconds East along said East right of way line for 200.00 feet to the North line of the Southwest quarter of said Section 6; thence South 87 degrees 57 minutes 24 seconds East along said North line for 450.00 feet; thence leaving said North line South 00 degrees 46 minutes 27 seconds West, for a distance of 200.00 feet; thence North 87 degrees 57 minutes 24 seconds West, for a distance of 450.00 feet to the Point of Beginning.



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

APPLICATION FOR REZONING

1. Applicant(s) name: Callaway Land Acquisition, LLC
Applicant(s) address: 645 Mayport Road, Suite 5, Atlantic Beach, FL 32233
Applicant(s) phone: 904-705-7900 Email: rtbuckley789@gmail.com
Date of application: 6/23/2025
2. Rezone from: COM-1 & AG to: Service Commercial (CS)
3. Parcel ID #: 06018-115-000
4. Legal Description of site to be rezoned: See attached sketch and description
5. Driving directions to site: From the Dupont Bridge, drive north on Tyndall Parkway. Property
is just prior to 11th Street intersection on the right.
6. Name and address of property owner(s) according to most recent ad valorem tax records;
(Year 2023) Callaway Land Acquisition, LLC
645 Mayport Rd., Suite 5, Atlantic Beach, FL 32233
7. If applicant does not own the property, give name(s), address(s) and telephone number(s) of the
owner(s). (Must attach statement of consent form):

8. Property address to be rezoned:
1062 North Tyndall Parkway, Callaway, FL 32404
(Address must be obtained from County prior to Planning Board Meeting)

9. Present Property Tax Classification: Vacant

10. Proposed Property Tax Classification: General Commercial

11. Purpose of rezoning: To accommodate future development of commercial outparcel.

12. Additional pertinent information: _____

Signature of applicant(s):  Date: 6/25/25
Jude Mason, Managing Director
Date: _____

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

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

(Do Not Write Below This Line)

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

Prepared by and return to:
Ruth K. McDonald
Hathaway & Reynolds, PLLC
50 A1A North, Suite 108
Ponte Vedra Beach, FL 32082

File Number: 2022-1034

(Space Above This Line For Recording Data)

Special Warranty Deed

This Special Warranty Deed made this 23rd day of June, 2022, between Mitch Dever and Sarah Dever, a married couple, whose post office address is 7106 Quail Hollow Drive, Panama City Beach, FL 32408, grantor, and Callaway Land Acquisition, LLC, a Florida Limited Liability Company, whose post office address is 645 Mayport Road, Suite 5, Atlantic Beach, FL 32233, grantee:

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Bay County, Florida, to-wit:

See Attached Exhibit A

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

SUBJECT TO covenants, conditions, restrictions, easements of record and taxes for the current year.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under grantors.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Two Different Witnesses have signed below (the Notary may be one of the Witnesses) and neither the Notary, nor any Witness, is related to the Signor or has a beneficial interest in the property described above.

Signed, sealed and delivered in our presence:

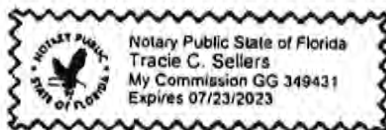
[Signature]
Witness 1 Signature
Victoria Gull
Witness 1 Printed Name

[Signature]
Mitch Dever
[Signature]
Sarah Dever

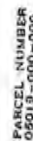
[Signature]
Witness 2 Signature
Tracie C. Sellers
Witness 2 Printed Name

State of FLORIDA
County of BAY

The foregoing instrument was acknowledged before me by means of ☒ Physical Presence or ☐ Online Notarization, this 21st day of JULY, 2022, by Mitch Dever and Sarah Dever, a married couple, who ☒ personally known to me or ☐ have produced _____ as identification.



[Signature]
NOTARY PUBLIC
Printed Name: Tracie C. Sellers
My Commission Expires: 7/23/23



Line #	Length	Direction
L1	40.86'	S87°32'35"E
L2	16.09'	S89°13'33"E
L3	34.61'	S89°13'33"E
L4	82.88'	N06°04'27"E
L5	118.38'	N06°04'27"E
L6	23.13'	S35°20'37"E
L7	33.60'	N54°38'33"W
L8	35.98'	N08°13'32"W
L9	206.73'	N00°48'40"E
L10	5.76'	N00°48'17"E
L11	286.90'	N88°13'23"W

DESCRIPTION

[illegible][illegible][illegible]

SYMBOLS & ABBREVIATIONS

- | | |
|--------|-----------------------------|
| Y | MORE ON LESS |
| | DECILES |
| | NOTES |
| | WATER ON PCT |
| | NOTES ON INCHES |
| P.O.C | POINT OF COMPLETION |
| O.D | ORIGIN |
| P.C | POINT OF CURVATURE |
| P | POINT |
| P.H.C | POINT OF TANGENCY |
| P.C.C. | POINT OF REVERSE CURVATURE |
| | POINT OF COMPOUND CURVATURE |
| C | EAST |
| | NORTH |
| W | WEST |
| SEC | SECTION |
| | TOWNSHIP |
| | RANGE OR RADII |
| P.R.O. | PERSONAL RECORDS BOOK |
| R.L.S | PERMANENTIAL LAND SURVEYOR |
| PC | PAGE |
| P.O | FOUND |
| CDR | CORNER |
| IN | NUMBER |
| CONC | CONCRETE |
| MON | MONUMENT |
| O.W | RIGHT OF WAY |
| S.R | STATE ROAD |
| P.R | PRIVATE ROAD |
| B.L.G | BUILDING |
| EL | ELEVATION |
| A | AREA |
| | ARC LENGTH |
| Q | QUANTITY |
| ON | OVERHEAD UTILITIES |
| CEN | CENTERLINE |
| | LEGASSED BUSINESS |
| | LEGASSED SURVEYOR |
| P.L | PERMITS |
| ERS | ELECTRONIC FIELD BOOK |

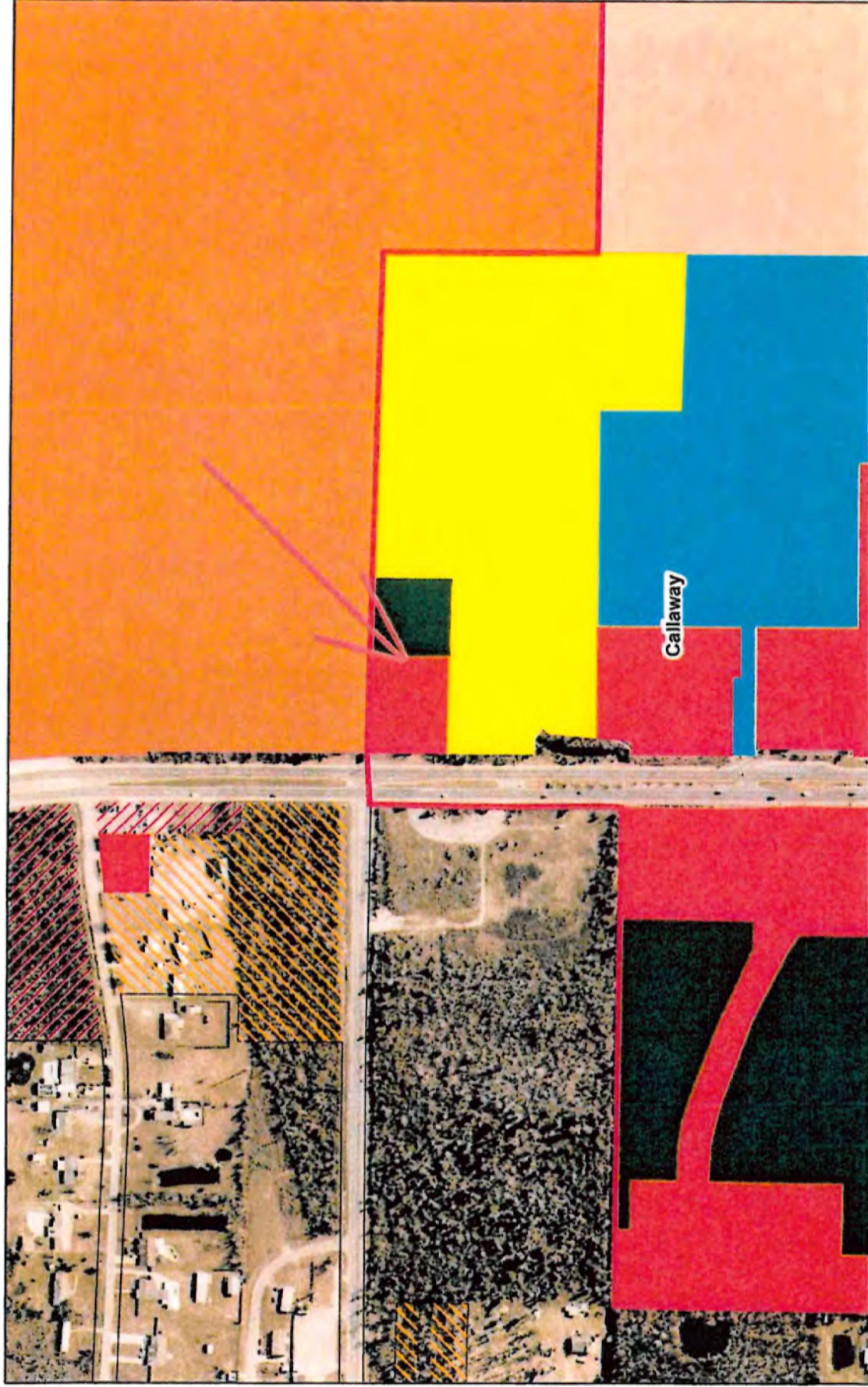
THIS SKETCH IS FOR DESCRIPTIVE PURPOSES
ONLY AND DOES NOT IN ANY WAY DEPICT THE
RESULTS OF AN ACTUAL FIELD SURVEY

SURVEYOR'S NOTES:

- 1) THE UNDERSIGNED SURVEYOR HAS JUST BEEN PROVIDED A CURRENT TITLE OPINION OR ABSTRACT OF MATTERS AFFECTING THE TITLE HEREIN, AND THE SURVEYOR HAS REVIEWED THE SAME AND IS CERTAIN THE ARE RECORDS OF RECORD, UNRECORDED DEEDS, EASEMENTS OR OTHER INSTRUMENTS THAT COULD AFFECT THE EQUILIBRIUM.
- 2) THE BEGINNINGS AND THE COORDINATES AS SHOWN HEREON ARE REFERENCE TO THE PUBLIC RECORDS OF THE DEPARTMENT OF THE PUBLIC RECORDS OF DAY COUNTY, FLORIDA AND REFERENCED TO NORTH 40°40'21" EAST 100' (THE EAST 100' OF WAY LINE OF STATE ROAD NO. 2000000 PUBLIC HIGHWAY).
- 3) THE SURVEY MAP AND RESUBMIT NOT VALID WITHOUT THE SIGNATURE AND PRINTED NAME OF THE SURVEYOR, AND THE PUBLIC RECORDS OF DAY COUNTY, FLORIDA AND REFERENCED TO NORTH 40°40'21" EAST 100' (THE EAST 100' OF WAY LINE OF STATE ROAD NO. 2000000 PUBLIC HIGHWAY).
- 4) THE FORMATED CERTIFICATION IS FOR:
BATHING/LEAD/FORMING.

[illegible]

Zoning



7/2/2025, 11:21:19 AM

Callaway City Limits

Zoning

R-2 Duplex/Manufactured Housing

R-4 Manufactured Housing/Mobile Home

C-2 Plaza Commercial

C-3 General Commercial

AG-2 Agriculture/Timberland

Residential Multi-Family

Multi-Family High Density

Agriculture

Commercial

Undesignated

1:4,884

0 0.04 0.07 0.14 mi

0 0.05 0.1 0.2 km

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

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

DATE: AUGUST 12, 2025

ITEM: ORDINANCE NO. 1122 - NO TRUCKS ON CERTAIN RESIDENTIAL ROADS

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager
And
Kevin Obos, City Attorney

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)

The city has received complaints of commercial trucks driving on residential roads unnecessarily. This ordinance will prohibit these actions. Resolution 25-12 will follow the 2nd reading of this ordinance if approved, naming prohibited streets.

The Planning Board met on July 15, 2025 and recommended approval.

ATTACHMENT:

- Ordinance No. 1122

5. REQUESTED MOTION/ACTION:

Approval of the first reading of Ordinance No. 1122 upon roll-call vote.

ORDINANCE NO. 1122

AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA, AMENDING THE CITY'S CODE RELATED TO TRAFFIC AND MOTOR VEHICLES; AUTHORIZING THE COMMISSION TO PROHIBIT THE USE OF CERTAIN STREETS BY CERTAIN COMMERCIAL TRUCKS; PROVIDING FOR EXEMPTIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; SCRIVENER'S ERRORS; LIBERAL INTERPRETATION; MODIFICATIONS; CODIFICATION; EFFECT ON EXISTING TERMS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 316.008, Florida Statutes, authorizes cities to regulate traffic on City streets, including prohibiting or regulating the use of controlled access roadways by any class or kind of traffic, or prohibiting or regulating the use of heavily traveled streets by any class or kind of traffic found to be incompatible with the normal and safe movement of traffic; and

WHEREAS, the City finds that delivery trucks are cutting through residential neighborhoods, and determines that prohibiting the use of certain streets by commercial trucks will reduce noise, improve safety and protect infrastructure.

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

SECTION 1. REPEAL OF ORDINANCE 621. From and after the effective date of this Ordinance, Ordinance 621 shall be repealed and of no further force and effect.

SECTION 2. From and after the effective date of this ordinance, Section 17-3 of the City of Callaway Code of Ordinances, related to Traffic and Motor Vehicles is amended to read as follows (new text **bold and underlined**, deleted text ~~struck through~~):

Sec. 17-3. – Certain Commercial Trucks prohibited on certain streets.

(a) **Except as provided in subsection (b), the following commercial trucks and construction vehicles are hereby prohibited from passage on certain streets within the city, as such streets shall be set by resolution and from time to time amended by the City Commission:**

1. **Commercial delivery trucks and construction vehicles, which trucks or vehicles have three or more axles;**
2. **Box trucks. A box truck means any truck that has a box attached to its chassis where the box is equal to or greater than ten (10) feet long or a single-unit commercial vehicle with a fully enclosed cargo space or a partially enclosed cargo space with a roof and at least three sides;**
3. **Dump trucks.**

(b) **Exemptions.**

1. **Public utility trucks.**

2. Moving and parcel delivery trucks shall not be prohibited from making deliveries or pickups to customers whose homes are businesses are located on a portion of restricted roadway.
3. Construction trucks shall not be prohibited from traveling on a restricted roadway for the purpose of undertaking construction or repairs to a property located on a portion of restricted roadway.

SECTION 3. CONFLICT WITH OTHER ORDINANCES OR CODES. All Ordinances or parts of Ordinances of the Code of Ordinances of Callaway, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 4. SEVERABILITY. If any provision of this Ordinance is held to be illegal, invalid, or unconstitutional by a court of competent jurisdiction, the other provisions of this ordinance shall remain in full force and effect.

SECTION 5. SCRIVENER'S ERRORS. It is the intention of the City, and it is hereby provided that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of Callaway, Florida, and to that end, the sections of this ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to "section" or "article" or other appropriate designation. Additionally, corrections of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Attorney without public hearing, by filing a corrected or recodified copy with the City Clerk.

SECTION 6. ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7. MODIFICATIONS. It is the intent of the City that the provisions of this Ordinance may be modified as a result of considerations that may arise during a public hearing. Such modifications shall be incorporated into the final version of the Ordinance adopted by the City.

SECTION 8. CODIFICATION. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the Callaway Code of Ordinances, and unless a contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 9. EFFECTIVE DATE. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Callaway, Florida, this ____ day of _____, 2025.

CITY OF CALLAWAY, FLORIDA

By: _____
Pamn Henderson, Mayor

ATTEST: _____
Ashley Robyck, City Clerk

PASSED ON FIRST READING: _____

NOTICE PUBLISHED ON: _____

PASSED ON SECOND READING: _____

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

City Attorney

VOTE OF COMMISSION:

Ayers	_____
Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____

CITY OF CALLAWAY

BOARD OF COMMISSIONERS

AGENDA ITEM SUMMARY

DATE: AUGUST 12, 2025

ITEM: ORDINANCE NO. 1126 – SMALL SCALE COMP PLAN AMENDMENT – ANITA DR & DOUGLAS ST
PARCEL ID 06258-010-000. (1ST READING)

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager

And

Bill Frye, Planning/Public Works Director

2. AGENDA:

PRESENTATION ☐

PUBLIC HEARING ☐

OLD BUSINESS ☐

REGULAR ☒

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

N/A

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

The request is for a Small-Scale Comprehensive Plan Amendment to change the Callaway Future Land Use Map. The property currently has a Future Land Use Designation of Undesignated. The applicant, F & P Capital Properties, property owner, is requesting that the City of Callaway amend the Future Land Use Map to provide the property with a "Commercial" designation.

The subject property is approximately 1.065 acres.

The Planning Department has reviewed the proposed SSCPA for consistency with the Callaway Comprehensive Plan and has performed a capacity analysis of future facilities and services. The proposed plan amendment was found to be consistent with the pertinent elements of the Comprehensive Plan.

The Planning Board met on August 5, 2025, and recommended that the City Commission approve the SSCPA.

ATTACHMENTS:

- Ordinance No. 1126
- Application for SSCPA
- Future Land Use Map Area

5. REQUESTED MOTION/ACTION: Approval of the 1st reading of Ordinance No. 1126 upon roll-call vote.

ORDINANCE NO. 1126

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF CALLAWAY, ACTING UPON THE APPLICATION OF F & P CAPITAL PROPERTIES LLC, DESIGNATING FOR COMMERCIAL FUTURE LAND USE A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 1.065 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT ANITA DRIVE & DOUGLAS STREET, CALLAWAY, FLORIDA, PARCEL ID 06258-010-000, AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; AMENDING THE CITY'S FUTURE LAND USE MAP FOR COMMERCIAL DESIGNATION FOR THE PARCEL; REPEALING ORDINANCES OR PARTS OF ORDINANCE IN CONFLICT HERewith; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.

WHEREAS, the Callaway City Commission approved Ordinance No. 664, known as "The City of Callaway Comprehensive Growth Development Plan"; and

WHEREAS, the City Commission desires to amend the Future Land Use Map ("FLUM") contained within the City of Callaway Comprehensive Growth Development Plan to change the future land use designation for a certain parcel of land within the City; and

WHEREAS, the F & P Capital Properties LLC (the "Applicant"), submitted an application requesting an amendment to the Comprehensive Plan designating a certain parcel as "Commercial"; and

WHEREAS, the Callaway Planning Board reviewed the proposed amendment, conducted a public hearing pursuant to Section 163.3174, Florida Statutes, on August 5, 2025, and did not recommend approval; and

WHEREAS, the Applicant and the City have agreed that the property should be designated "Commercial"; and

WHEREAS, the City Commission conducted a public hearing and two separate readings of the Applicant's request; and

WHEREAS, on _____, the City Commission conducted a properly noticed adoption hearing as required by Sections 163.3184 and 163.3187, Florida Statutes, and adopted this Ordinance in the course of that hearing; and

WHEREAS, the subject property involves a use of fifty (50) acres or less and the subject parcel otherwise qualifies for a small scale amendment pursuant to Section 163.3187(1), Florida Statutes; and

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

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE
OF THE CITY OF CALLAWAY, FLORIDA AS FOLLOWS:**

SECTION 1. The following described parcel of real property situated within the municipal limits of the City of Callaway, Florida, is designated for Commercial future land use under the City's Comprehensive Plan, to wit,

EXHIBIT "A"

and the City's Future Land Use Map is amended accordingly.

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

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

SECTION 4. EFFECTIVE DATE. The Ordinance shall take effect as provided by law.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Callaway, Florida, this ____ day of ____, 2025.

CITY OF CALLAWAY, FLORIDA

By: _____
Pamn Henderson, Mayor

ATTEST: _____
Ashley Robyck, City Clerk

PASSED ON FIRST READING:
NOTICE PUBLISHED ON:
PASSED ON SECOND READING:

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

City Attorney

VOTE OF COMMISSION:

Davis	_____
Ayers	_____
Griggs	_____
Henderson	_____
Pelletier	_____

EXHIBIT "A"

A PORTION OF LOT 25 OF THE ST. ANDREWS BAY DEVELOPMENT COMPANY'S PLAT OF SECTION 7, TOWNSHIP 4 SOUTH, RANGE 13 WEST, AS RECORDED IN PLAT BOOK 5, PAGE 41 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF LOT 25 OF THE ST. ANDREWS BAY DEVELOPMENT COMPANY'S PLAT OF SECTION 7, TOWNSHIP 4 SOUTH, RANGE 13 WEST AND PROCEED SOUTH 88 DEGREES 22 MINUTES 36 SECONDS EAST, ALONG THE NORTH BOUNDARY LINE OF SAID LOT 25, FOR A DISTANCE OF 618.08 FEET; THENCE SOUTH 01 DEGREE 23 MINUTES 53 SECONDS WEST, FOR A DISTANCE OF 55.07 FEET TO THE POINT OF BEGINNING; THENCE PROCEED SOUTH 01 DEGREE 23 MINUTES 37 SECONDS WEST, FOR A DISTANCE OF 268.24 FEET; THENCE NORTH 88 DEGREES 48 MINUTES 59 SECONDS WEST, FOR A DISTANCE OF 170.26 FEET; THENCE NORTH 01 DEGREE 37 MINUTES 24 SECONDS EAST, FOR A DISTANCE OF 121.61 FEET; THENCE NORTH 88 DEGREES 22 MINUTES 36 SECONDS WEST, FOR A DISTANCE OF 5.00 FEET; THENCE NORTH 01 DEGREE 37 MINUTES 24 SECONDS EAST, FOR A DISTANCE OF 148.00 FEET; THENCE SOUTH 88 DEGREES 21 MINUTES 22 SECONDS EAST, FOR A DISTANCE OF 174.19 FEET TO THE POINT OF BEGINNING.

PARCEL ID 06258-010-000



Planning Department
324 S Berthe Avenue, Callaway, FL 32404
Phone (850) 871-1033
www.callaway.com

SMALL SCALE COMPREHENSIVE PLAN AMENDMENT APPLICATION

Application fee: \$1,100
(Plus, hourly attorney and engineering fees reimbursed as billed)

NOTE: The subject property must be under 50 acres in size to qualify as a Small-Scale Plan Amendment.

A. APPLICANT INFORMATION

1. Owner's name: F&P Capital Properties, LLC
2. Mailing address: 110 Bluejack Street
3. Phone: 770-317-1372 Fax: _____ Email: _____
4. Authorized agent name: McNeil Carroll Engineering, Inc.
5. Mailing address: 17800 PCB Parkway, PCB, FL 32413
6. Phone: 850-234-1730 Fax: _____ Email: _____

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

B. REQUESTED AMENDMENT

Change from multi family residential (MFHD) use to commercial (COM-1)

November 29, 2023

C. PROPERTY INFORMATION

1. Address of site for which amendment is requested:
N. Anita Drive

2. Tax ID: 06258-010-000

3. Acreage of property: 1.07

4. Existing Tax Classification: Residential (MFHD)

5. Proposed Tax Classification: Commercial (COM-1)

D. SITE INFORMATION

The following information must be provided along with this application:

1. The most recent aerial photograph available from the Property Appraiser's Office. The information required by 2. (a) Through (g) may be shown on the aerial photo in lieu of the required site plan.
2. A site plan or drawing, drawn to a scale deemed acceptable by the Planning Director, which describes or shows the following:
 - a) Location in relation to surrounding physical features such as streets, railroads, water bodies, etc. Names of all adjacent streets and other physical features must be shown.
 - b) North direction arrow.
 - c) Township, Range and Section
 - d) Existing designated use of the site and all adjacent properties, as shown on the Land Use Map.
 - e) Dimensions of the site (length, width, etc.) in linear feet.
 - f) Size of the site in square feet or acres.
 - g) The type of development proposed for the site; the general location of such development of the site, and the size (square feet) of the proposed development

E. JUSTIFICATION

Explain the circumstances that give rise to the need for the amendment, including an explanation of why a similar piece of property already designated for the requested use would not be suitable. The reason for requesting this amendment is to allow for future commercial development. The property was previously zoned commercial in 2022, until in 2023 the land use was amended to residential. There is existing commercial adjacent to the subject property.

F. FACILITY CAPACITY ANALYSIS

Applicant must provide information as to how the site will have access to potable water, sewage disposal, roads, and storm water control.

1. **Transportation** – Comprehensive Plan Amendment Traffic Impact Analysis Guidelines are attached to this application (Please include a transportation impact analysis with application)

2. **Potable Water Source -**

Private water wells:

Private community system provider:

Public water system provider:

City of Callaway

3. **Sewage Disposal Source -**

Private septic tanks:

Private sewage system provider:

Public sewage system provider:

City of Callaway

4. Storm water control

Describe how the storm water will be controlled and treated:

On-site wet detention facility

Attach additional pages if necessary.

G. CERTIFICATION AND AUTHORIZATION

By my signature hereto, I do hereby certify that the information contained in this application is true and correct and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.

I do hereby authorize the City of Callaway staff to enter upon my property at any reasonable time for purposes of site inspection.

I do hereby authorize the placement of a public notice sign on my property at locations to be determined by City staff.

Matthew W. Fancher

Applicant's name (please print)

Applicant's signature

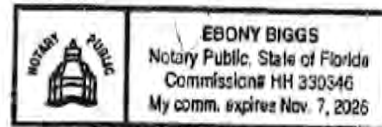
F&P Capital Properties, LLC

Company name

STATE OF FLORIDA
COUNTY OF BAY

Sworn to and subscribed before me this 16th day of July, 2025, by Matthew Fancher, who is personally known to me or who has produced FEDL F216730143000 as identification and who did/did not take an oath.

NOTARY PUBLIC: Ebony Biggs
PRINT NAME: Ebony Biggs
MY COMMISSION EXPIRES 11-7-2026



November 29, 2023

The map displays a grid-like street pattern with several key roads:

- N Gay Ave**: Runs horizontally across the top.
- E 6th St** and **E 5th St**: Run vertically through the upper portion.
- Martin Ct**, **Douglas St**, **Hill Dr**, and **Butler Dr**: Shorter streets branching off the main thoroughfares.
- N Tyndall Pkwy**: A major horizontal road running through the middle.
- Raven Ln**: A curved street on the right side.

Lot numbers are visible throughout the map, ranging from 408 to 5915. A prominent red arrow points to an orange-colored lot located between E 5th St and Douglas St, near the intersection with N Tyndall Pkwy. This lot is surrounded by other lots, some of which are also highlighted in orange or yellow. To the left of the arrowed lot, there is a large area with diagonal hatching and a solid red rectangular area. To the right, more lots are shown, some in pink and others in yellow. The bottom section of the map shows additional lots, some with diagonal hatching and others in solid colors like blue and pink.

RES Residential

Public Buildings & Facilities

Public Buildings and Administration

Common special

Commercial
Undersignature

University of Illinois

Source:

continues

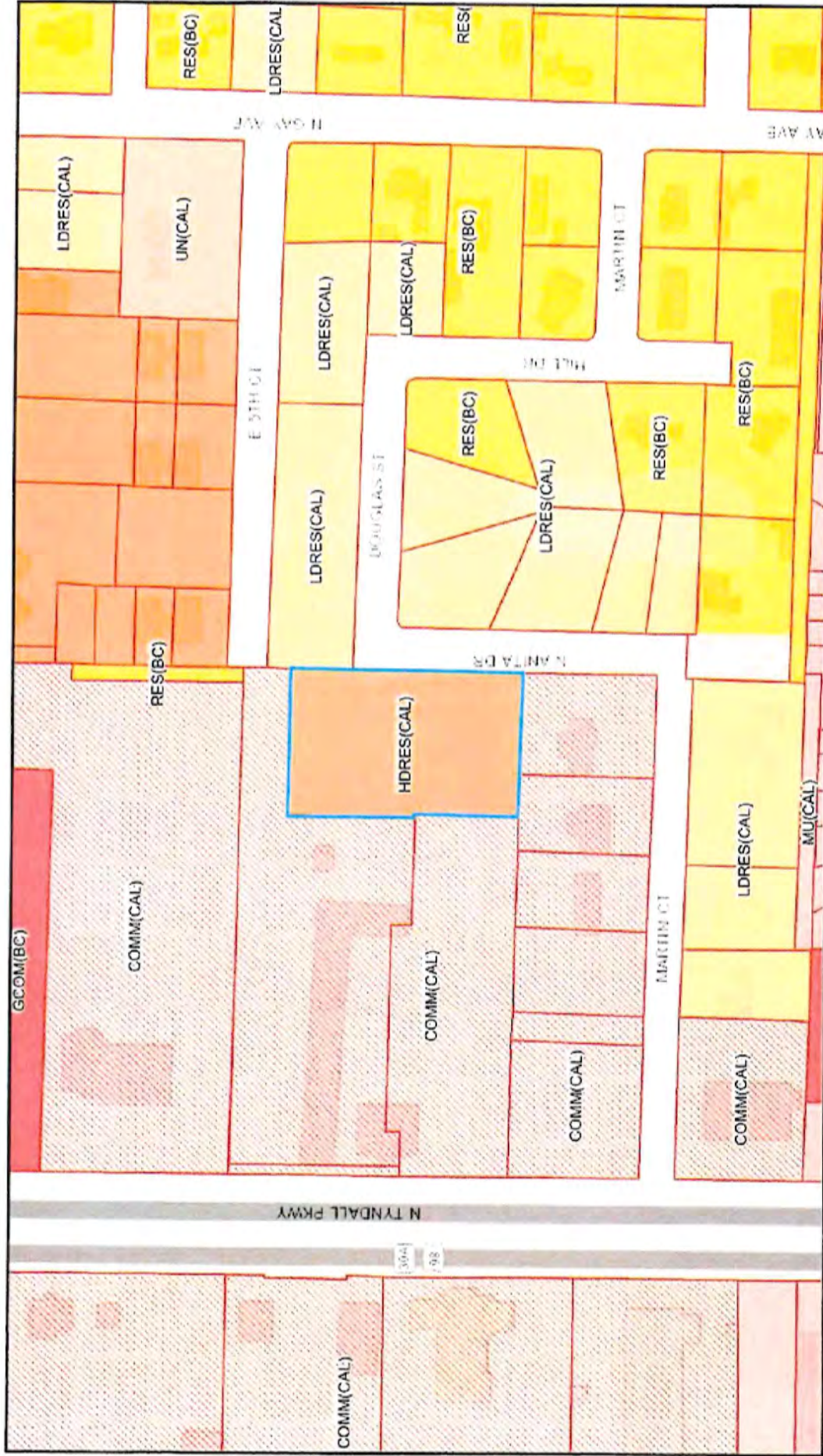
A vertical number line with tick marks at 0, 0.03, and 0.07.

Esri, TomTom, Garmin, FAO, NOAA, and the GIS User Community.

tions, and the local community

0.13 km

AA, USGS, © OpenStreetMap



polylineLayer

- Override 1
- Parcels

futurelanduse

- GCOM General Commercial

Future Land Use Map

- RES Residential
- High Density Residential
- Low Density Residential
- Mixed Use
- Commercial
- Undesignated

maps.baycountyfl.gov

Printed: 7/16/2025

This data is provided as a service to the public. The data is not a legal representation of the future land use plan. The data is not a legal representation of the future land use plan. The data is not a legal representation of the future land use plan.

CITY OF CALLAWAY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DATE: AUGUST 12, 2025

ITEM: **ORDINANCE NO. 1127** – REZONING OF ANITA DRIVE & DOUGLAS STREET, PARCEL ID 06258-010-000(1ST READING)

1. PLACED ON AGENDA BY:

EDDIE COOK, CITY MANAGER

&

BILL FRYE, PLANNING/PUBLIC WORKS DIRECTOR

2. AGENDA:

PRESENTATION	☐
PUBLIC HEARING	☐
OLD BUSINESS	☐
REGULAR	☒

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

N/A

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

F & P Capital Properties LLC, property owner, has submitted to the City of Callaway a Rezoning Application for property located at Anita Drive & Douglas Street, Parcel ID 06258-010-000. The property is approximately 1.065 acres in total.

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

The Planning Board met on August 5, 2025 and recommended that the City Commission approve the rezoning.

ATTACHMENTS:

- Ordinance No. 1127
- Application for Rezoning
- Zoning Map
- Deed

REQUESTED MOTION/ACTION: Approval of the 1st reading of Ordinance No. 1127 for Rezoning, upon roll-call vote.

ORDINANCE NO. 1127

AN ORDINANCE REZONING FROM MULTI FAMILY HIGH DENSITY TO SERVICE COMMERCIAL A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 1.065 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT ANITA DRIVE & DOUGLAS STREET, CALLAWAY, FLORIDA, PARCEL ID 06258-010-000; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.

WHEREAS, F & P Capital Properties LLC, the owner of the real property designated herein, has initiated this ordinance by filing a petition with the City praying that said real property, being more particularly described below, be rezoned from Multi Family High Density to Service Commercial as shown below; and

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

WHEREAS, the City of Callaway Planning Board reviewed the proposed zoning change, conducted a public hearing on August 5, 2025 and recommended approval; and

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

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

SECTION 1. The following described parcel of real property situated within the municipal limits of the City of Callaway, Florida, is rezoned from Undesignated to Community Commercial to wit,

EXHIBIT "A"

and the City's zoning map is amended accordingly.

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

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

CITY OF CALLAWAY, FLORIDA

By: _____
Pamn Henderson, Mayor

ATTEST: _____
Ashley Robyck, City Clerk

PASSED ON FIRST READING:
NOTICE PUBLISHED ON:
PASSED ON SECOND READING:

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

City Attorney

VOTE OF COMMISSION:

Ayers	_____
Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____

EXHIBIT "A"

A PORTION OF LOT 25 OF THE ST. ANDREWS BAY DEVELOPMENT COMPANY'S PLAT OF SECTION 7, TOWNSHIP 4 SOUTH, RANGE 13 WEST, AS RECORDED IN PLAT BOOK 5, PAGE 41 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF LOT 25 OF THE ST. ANDREWS BAY DEVELOPMENT COMPANY'S PLAT OF SECTION 7, TOWNSHIP 4 SOUTH, RANGE 13 WEST AND PROCEED SOUTH 88 DEGREES 22 MINUTES 36 SECONDS EAST, ALONG THE NORTH BOUNDARY LINE OF SAID LOT 25, FOR A DISTANCE OF 618.08 FEET; THENCE SOUTH 01 DEGREE 23 MINUTES 53 SECONDS WEST, FOR A DISTANCE OF 55.07 FEET TO THE POINT OF BEGINNING; THENCE PROCEED SOUTH 01 DEGREE 23 MINUTES 37 SECONDS WEST, FOR A DISTANCE OF 268.24 FEET; THENCE NORTH 88 DEGREES 48 MINUTES 59 SECONDS WEST, FOR A DISTANCE OF 170.26 FEET; THENCE NORTH 01 DEGREE 37 MINUTES 24 SECONDS EAST, FOR A DISTANCE OF 121.61 FEET; THENCE NORTH 88 DEGREES 22 MINUTES 36 SECONDS WEST, FOR A DISTANCE OF 5.00 FEET; THENCE NORTH 01 DEGREE 37 MINUTES 24 SECONDS EAST, FOR A DISTANCE OF 148.00 FEET; THENCE SOUTH 88 DEGREES 21 MINUTES 22 SECONDS EAST, FOR A DISTANCE OF 174.19 FEET TO THE POINT OF BEGINNING.

PARCEL ID 06258-010-000



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

APPLICATION FOR REZONING

1. Applicant(s) name: F&P Capital Properties, LLC
Applicant(s) address: 110 Bluejack Street, Santa Rosa Beach, FL 32459
Applicant(s) phone: 770-317-1372 Email: _____
Date of application: 7/25/2025
2. Rezone from: MFHD to: Service Commercial
3. Parcel ID #: 06258-010-000
4. Legal Description of site to be rezoned: See attached survey
5. Driving directions to site: On Highway 98 drive 1,100 LF north of Highway 22 and turn onto Martin Court. Travel 900 LF and the subject parcel will be located on the west side of Anita Drive.
6. Name and address of property owner(s) according to most recent ad valorem tax records:
(Year 2022) Mathew W. Forcher, F & P Capital Properties, LLC
110 Bluejack Street, Santa Rosa Beach, FL 32459
7. If applicant does not own the property, give name(s), address(s) and telephone number(s) of the owner(s). (Must attach statement of consent form): _____

8. Property address to be rezoned:
N. Anita Drive

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

9. Present Property Tax Classification: Residential (MFHD)

10. Proposed Property Tax Classification: Commercial

11. Purpose of rezoning: The reason for requesting this amendment is to allow
for commercial development.

12. Additional pertinent information: The property was previously zoned commercial in 2022
and was amended in 2023 to residential. There is existing commercial adjacent
to the subject property.

Signature of applicant(s):



Date: 25 July 2025

Date: _____

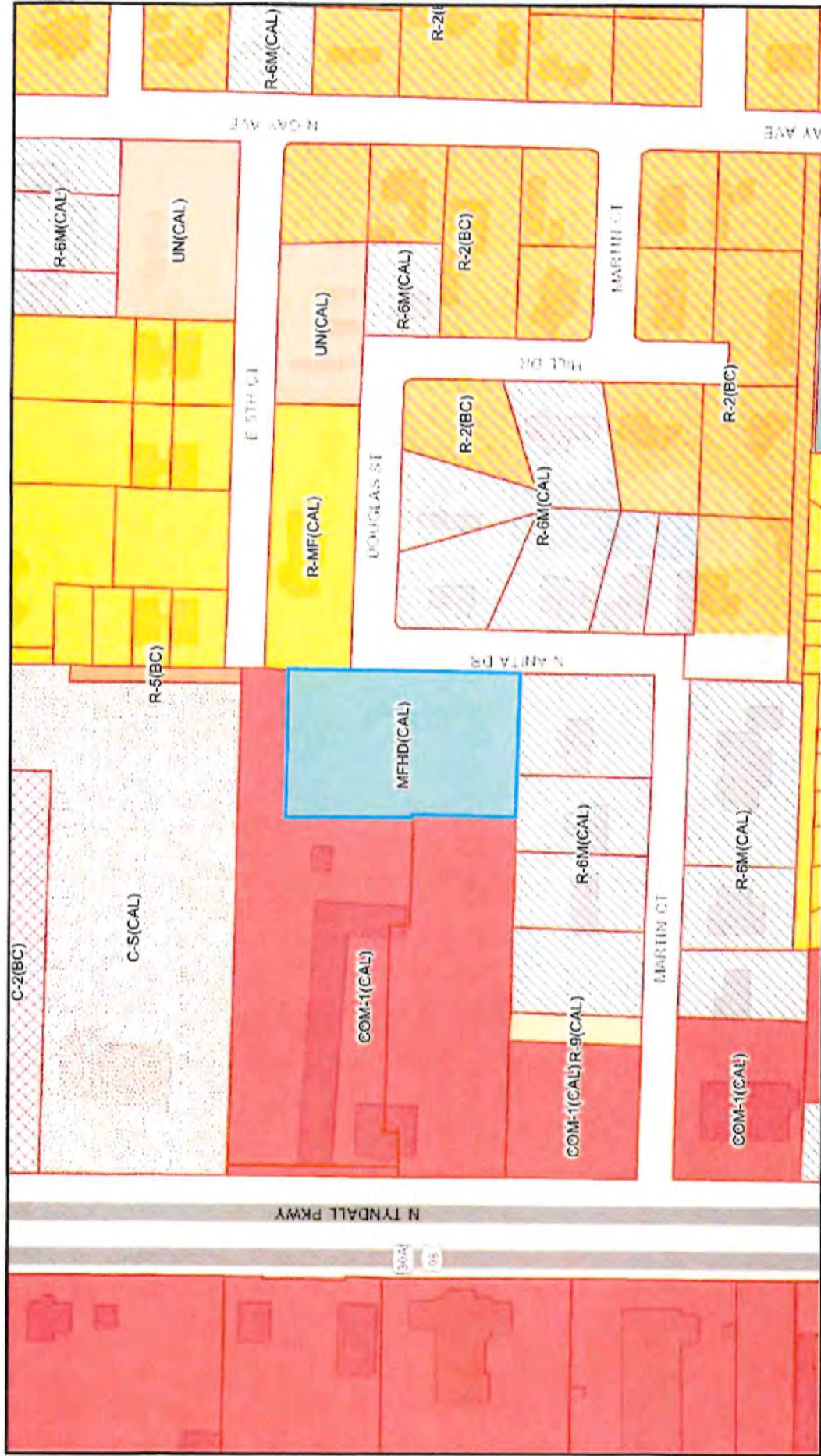
To be submitted with application:

Incomplete submittals will not be reviewed

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

(Do Not Write Below This Line)

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



polylineLayer

Override 1

Parcels

zoning

R-2 Duplex/Manufactured Housing

Zoning Map

R-5 Multi-Family

C-2 Plaza Commercial

C-3 General Commercial

Multi-Family High Density

Residential R-6M

Residential R-9

Residential Multi-Family

Commercial

Service Commercial

Undesignated



**This instrument prepared without the
benefit of title work by and return to:**

Brandon C. Dodd, Esquire
Smith, Gambrell & Russell, LLP
50 N. Laura Street, Suite 2600
Jacksonville, Florida 32202

The following information is provided
pursuant to Section 689.02(2) F.S.:

Property Appraiser's Folio Number:
06258-010-000

SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED (this "Deed") is made effective as of the 27th day of September, 2022, between F&P Capital Holdings LLC, a Florida limited liability company ("Grantor"), whose mailing address is 110 Bluejack Street, Santa Rosa Beach, FL 32459, and F&P Capital Properties, LLC, a Florida limited liability company ("Grantee"), whose mailing address is 110 Bluejack Street, Santa Rosa Beach, FL 32459.

WITNESSETH:

That Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00), and other good and valuable considerations to Grantor in hand paid by Grantee, the receipt and sufficiency of which are hereby acknowledged, has granted, bargained and sold to Grantee, and Grantee's successors and assigns forever, all of Grantor's interest, in and to the following described property (the "Property") located in Bay County, Florida, to wit:

See Exhibit "A" attached hereto and made a part hereof.

SUBJECT TO taxes and assessments for the year 2022 and subsequent years, and any and all easements, covenants, dedications, limitations, restrictions, and reservations of record, but this reference to such matters is not intended to, and shall not be construed to, reimpose or extend such matters.

TOGETHER WITH, all and singular, the tenements, hereditaments, and appurtenances thereto belonging; and every right, title, or interest, legal or equitable, of Grantor, in and to the same.

TO HAVE AND TO HOLD the same unto Grantee, in fee simple forever.

Grantor hereby covenants with Grantee that Grantor is lawfully seized of said land in fee

THE CONVEYANCE IS A TRANSFER OF UNENCUMBERED REAL PARTY, IS WITHOUT CONSIDERATION, AND THERE HAS BEEN NO CHANGE IN BENEFICIAL OWNERSHIP OF THE CONVEYED REAL PROPERTY. ACCORDINGLY, NO DOCUMENTARY STAMP TAXES ARE DUE, EXCEPT MINIMUM DOCUMENTARY STAMP TAXES AFFIXED HERETO IN THE AMOUNT OF \$.70.

simple; that Grantor has good right and lawful authority to sell and convey said land; that Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under the Grantor, but against no other; and that said land is free of all encumbrances except as noted herein.

Wherever used herein and wherever the context so admits or requires, the terms Grantor and Grantee shall include the singular and the plural; the heirs, legal representatives, and assigns of individuals, and the successors and assigns of limited liability companies and corporations.

[Signature Pages Follow]

IN WITNESS WHEREOF, Grantor has caused this Deed to be duly executed and delivered in his or her name on the aforesaid date.

WITNESSES:

"Grantor"

F&P CAPITAL HOLDINGS LLC,
a Florida limited liability company

Witness #1: [Signature]
Print Name: Derek Pierce

Witness #2: [Signature]
Print Name: Michelle L. Hanna

[Signature]
Name: Julie Fancher
Title: Member

[Signature]
Name: Bryan Perry
Title: Member

STATE OF FLORIDA
COUNTY OF Walton

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 21 day of September, 2022, by Julie Fancher, as Member of F&P Capital Holdings LLC, who ☐ is personally known to me or ☒ has produced Drivers License as identification.

(Notarial Seal)



TONY RODRIGUEZ
Commission # HH 232789
Expires February 23, 2026

[Signature]
Notary Public, State of Florida
Print Name: Tony Rodriguez
My commission expires: 02/23/2026
My commission number is: HH 232789

STATE OF FLORIDA
COUNTY OF Walton

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 21 day of September, 2022, by Bryan Perry, as Member of F&P Capital Holdings LLC, who ☐ is personally known to me or ☒ has produced Drivers License as identification.

(Notarial Seal)



TONY RODRIGUEZ
Commission # HH 232789
Expires February 23, 2026

[Signature]
Notary Public, State of Florida
Print Name: Tony Rodriguez
My commission expires: 02/23/2026
My commission number is: HH 232789

Exhibit "A"

Legal Description of Property

A PORTION OF LOT 25 OF THE ST. ANDREWS BAY DEVELOPMENT COMPANY'S PLAT OF SECTION 7, TOWNSHIP 4 SOUTH, RANGE 13 WEST, AS RECORDED IN PLAT BOOK 5, PAGE 41 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF LOT 25 OF THE ST. ANDREWS BAY DEVELOPMENT COMPANY'S PLAT OF SECTION 7, TOWNSHIP 4 SOUTH, RANGE 13 WEST AND PROCEED SOUTH 88 DEGREES 22 MINUTES 36 SECONDS EAST, ALONG THE NORTH BOUNDARY LINE OF SAID LOT 25, FOR A DISTANCE OF 618.08 FEET; THENCE SOUTH 01 DEGREE 23 MINUTES 53 SECONDS WEST, FOR A DISTANCE OF 55.07 FEET TO THE POINT OF BEGINNING; THENCE PROCEED SOUTH 01 DEGREE 23 MINUTES 37 SECONDS WEST, FOR A DISTANCE OF 268.24 FEET; THENCE NORTH 88 DEGREES 48 MINUTES 59 SECONDS WEST, FOR A DISTANCE OF 170.26 FEET; THENCE NORTH 01 DEGREE 37 MINUTES 24 SECONDS EAST, FOR A DISTANCE OF 121.61 FEET; THENCE NORTH 88 DEGREES 22 MINUTES 36 SECONDS WEST, FOR A DISTANCE OF 5.00 FEET; THENCE NORTH 01 DEGREE 37 MINUTES 24 SECONDS EAST, FOR A DISTANCE OF 148.00 FEET; THENCE SOUTH 88 DEGREES 21 MINUTES 22 SECONDS EAST, FOR A DISTANCE OF 174.19 FEET TO THE POINT OF BEGINNING.

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

DATE: AUGUST 12, 2025

ITEM: ORDINANCE NO. 1128 – EMERGENCY ORDINANCE – CAMPING RESTRICTIONS

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager

And

Bill Frye, Planning/Public Works Director

2. AGENDA:

PRESENTATION ☐

PUBLIC HEARING ☐

OLD BUSINESS ☐

REGULAR ☒

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

N/A

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

On January 25, 2022, the City adopted Ordinance No. 1045 to limit camping on private property to property owners, tenants in possession, and their invited guests to address public health and safety concerns.

The City has found that unregulated encampments continue to occur, bypassing health and safety standards, particularly related to sanitation and litter.

This emergency ordinance clarifies that camping within City limits is only permitted in State-licensed campgrounds that meet Florida Administrative Code Chapter 64E-15 requirements.

ATTACHMENTS:

- Ordinance No. 1128

5. REQUESTED MOTION/ACTION: Approval of Ordinance No. 1128, effective immediately, upon roll-call vote.

EMERGENCY ORDINANCE NO. 1128

AN EMERGENCY ORDINANCE FOR THE CITY OF CALLAWAY, FLORIDA AMENDING THE CALLAWAY CODE OF ORDINANCES CHAPTER 10, ARTICLE I, OFFENSES AND MISCELLANEOUS PROVISIONS; PROHIBITING CAMPING ON PRIVATE PROPERTY; INCLUDING DEFINITIONS AND PENALTIES; REPEALING ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on January 25, 2022, the City adopted Ordinance 1045, to limit camping on private property to property owners, tenants in possession, and their invited guests to address the health and safety issues associated with uninvited campers; and

WHEREAS, the City finds that camping on private property is resulting and will continue to result in the creation of unregulated encampments that bypass critical health and safety standards, particularly regarding sanitary nuisances and litter, and determines that emergency measures are necessary to protect the public health, safety and welfare; and

WHEREAS, the City Commission of the City of Callaway desires to amend Chapter 10, of the Callaway Code Ordinances, relating to Offenses and Miscellaneous Provisions in order to clarify that camping on private property may only occur in the City in licensed campgrounds.

NOW, THEREFORE, BE IT ENACTED by the people of the City of Callaway, Florida that:

SECTION 1. Amendment. After the effective date of this Ordinance, the City of Callaway Code of Ordinances, Chapter 10, titled Offenses and Miscellaneous Provisions, Article I is hereby amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

Sec. 10-12 – Restrictions on camping.

(a) As used in this section, the following definitions are applicable:

- (1) *Camp* means to pitch or occupy camp facilities or use camp paraphernalia for sleeping or cooking;
- (2) *Camp facilities* include but are not limited to, tents, huts or temporary shelters;
- (3) *Camp paraphernalia* includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, boxes, cartons, hammocks and portable camp stoves;
- (4) *Store* means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location open to public view.

(b) It shall be unlawful for any person to camp, occupy camp facilities, or use or store camp paraphernalia on any private property within the city limits of Callaway. This section shall not apply to properties permitted by the State for use as campgrounds, and which meet all the requirements of Chapter 64E-15, Florida Administrative Code for operation of such facilities. ~~without the express permission of the property owner or a tenant in possession of the property.~~

(c) Violations of this section are punishable as provided in Sec. 1-12 of this Code. Violations of this section shall be investigated, cited, processed, adjudicated and punished in the same manner as a misdemeanor by sworn law enforcement officers. Upon conviction, a violator may be punished by a fine not to exceed \$500.00 or by imprisonment in the county jail not to exceed 60 days, or by both fine and imprisonment, for each violation. Nothing shall prevent the City from enforcing this section by any other means provided by law including seeking injunctive relief.

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

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

SECTION 4. Effective Date. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED as an emergency ordinance at the regular meeting of the City Commission of the City of Callaway, Florida, this 12th day of August, 2025.

CITY OF CALLAWAY, FLORIDA

By: _____
Pamn Henderson, Mayor

ATTEST: _____
Ashley Robyck, City Clerk

PASSED ON FIRST READING: _____

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

Kevin Obos, City Attorney

VOTE OF COMMISSION:

Davis _____
Griggs _____
Henderson _____
Pelletier _____
Ayers _____

CITY OF CALLAWAY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DATE: AUGUST 12, 2025

ITEM: ORDINANCE NO. 1129 –CAMPING RESTRICTIONS (1ST READING)

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager

And

Bill Frye, Planning/Public Works Director

2. AGENDA:

PRESENTATION ☐

PUBLIC HEARING ☐

OLD BUSINESS ☐

REGULAR ☒

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

N/A

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

On January 25, 2022, the City adopted Ordinance No. 1045 to limit camping on private property to property owners, tenants in possession, and invited guests.

The City has found that unregulated encampments continue to occur, bypassing health and safety standards, particularly related to sanitation and litter, thus prompting the need for Emergency Ordinance 1128, to clarify that camping within City limits is only permitted in State-Licensed Campgrounds that meet Florida Administrative Code Chapter 64E-15 requirements.

This follow-up ordinance is intended to make the emergency prohibition of Ordinance 1128 permanent through the standard adoption process, ensuring continued compliance with public health and safety requirements.

ATTACHMENTS:

- Ordinance No. 1129

5. REQUESTED MOTION/ACTION: Approval of the 1st reading of Ordinance No. 1129 upon roll-call vote.

ORDINANCE NO. 1129

AN ORDINANCE FOR THE CITY OF CALLAWAY, FLORIDA
AMENDING THE CALLAWAY CODE OF ORDINANCES
CHAPTER 10, ARTICLE I, OFFENSES AND MISCELLANEOUS
PROVISIONS; PROHIBITING CAMPING ON PRIVATE
PROPERTY; INCLUDING DEFINITIONS AND PENALTIES;
REPEALING ORDINANCES OR PARTS OF ORDINANCES IN
CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY
AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on January 25, 2022, the City adopted Ordinance 1045, to limit camping on private property to property owners, tenants in possession, and their invited guests to address the health and safety issues associated with uninvited campers; and

WHEREAS, on August 12, 2025, the City adopted an Emergency Ordinance to prohibit the camping even on private property except in licensed campgrounds; and

WHEREAS, the City finds that camping on private property is resulting and will continue to result in the creation of unregulated encampments that bypass critical health and safety standards, particularly regarding sanitary nuisances and litter; and

WHEREAS, campgrounds are required to be licensed by the State Department of Professional Regulation, and as such are required to comply with Chapter 64E-15, Florida Administrative Code which establishes criteria for the sanitary infrastructure necessary to operate such facilities; and

WHEREAS, the City Commission of the City of Callaway desires to amend Chapter 10, of the Callaway Code Ordinances, relating to Offenses and Miscellaneous Provisions in order to clarify that camping on private property may only occur in the City in licensed campgrounds.

NOW, THEREFORE, BE IT ENACTED by the people of the City of Callaway, Florida that:

SECTION 1. AMENDMENT. After the effective date of this Ordinance, the City of Callaway Code of Ordinances, Chapter 10, titled Offenses and Miscellaneous Provisions, Article I is hereby amended to read as follows (new text **bold and underlined**, deleted text ~~struck through~~):

Sec. 10-12 – Restrictions on camping.

(a) As used in this section, the following definitions are applicable:

- (1) *Camp* means to pitch or occupy camp facilities or use camp paraphernalia for sleeping or cooking;

- (2) *Camp facilities* include but are not limited to, tents, huts or temporary shelters;
 - (3) *Camp paraphernalia* includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, boxes, cartons, hammocks and portable camp stoves;
 - (4) *Store* means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location open to public view.
- (b) It shall be unlawful for any person to camp, occupy camp facilities, or use or store camp paraphernalia on any private property within the city limits of Callaway. **This section shall not apply to properties permitted by the State for use as campgrounds, and which meet all the requirements of Chapter 64E-15, Florida Administrative Code for operation of such facilities.** ~~without the express permission of the property owner or a tenant in possession of the property.~~
- (c) Violations of this section are punishable as provided in Sec. 1-12 of this Code. Violations of this section shall be investigated, cited, processed, adjudicated and punished in the same manner as a misdemeanor by sworn law enforcement officers. Upon conviction, a violator may be punished by a fine not to exceed \$500.00 or by imprisonment in the county jail not to exceed 60 days, or by both fine and imprisonment, for each violation. Nothing shall prevent the City from enforcing this section by any other means provided by law including seeking injunctive relief.

SECTION 2. CONFLICT WITH OTHER ORDINANCES OR CODES. All Ordinances or parts of Ordinances of the Code of Ordinances of Callaway, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 3. SEVERABILITY. If any provision of this Ordinance is held to be illegal, invalid, or unconstitutional by a court of competent jurisdiction, the other provisions of this ordinance shall remain in full force and effect.

SECTION 4. SCRIVENER'S ERRORS. It is the intention of the City, and it is hereby provided that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of Callaway, Florida, and to that end, the sections of this ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to "section" or "article" or other appropriate designation. Additionally, corrections of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Attorney without public hearing, by filing a corrected or recodified copy with the City Clerk.

SECTION 5. ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 6. MODIFICATIONS. It is the intent of the City that the provisions of this Ordinance may be modified as a result of considerations that may arise during a public hearing. Such modifications shall be incorporated into the final version of the Ordinance adopted by the City.

SECTION 7. CODIFICATION. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the Callaway Code of Ordinances, and unless a contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 8. EFFECTIVE DATE. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Callaway, Florida, this ____ day of _____, 2025.

CITY OF CALLAWAY, FLORIDA

By: _____
Pamn Henderson, Mayor

ATTEST: _____
Ashley Robyck, City Clerk

PASSED ON FIRST READING: _____
NOTICE PUBLISHED ON: _____
PASSED ON SECOND READING: _____

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

City Attorney

VOTE OF COMMISSION:

Ayers	_____
Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____

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

DATE: AUGUST 12, 2025

ITEM: RESOLUTION NO. 25-14 –INITIAL ASSESSMENT RESOLUTION FOR NUISANCE ABATEMENT ASSESSMENTS

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager
Bonnie Poole, Director of Code Enforcement

Presented By:

Kevin Obos, City Attorney

2. AGENDA:

PRESENTATION ☐
PUBLIC HEARING ☐
OLD BUSINESS ☐
REGULAR ☒

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

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

This resolution constitutes the Initial Assessment Resolution as defined in Assessment Ordinances 876, 949, and 950, the Nuisance Ordinance. Prior to the adoption of the Assessment Roll but subsequent to the adoption of the Assessment Ordinance and Nuisance Abatement Ordinance, the City incurred costs related to the abatement of one or more public nuisances and the remediation or improvement of property in accordance with the Nuisance Abatement Ordinance, which costs remain outstanding, and are properly included within the Nuisance Abatement Service Cost.

The estimated Nuisance Abatement Service Cost to be recovered through Nuisance Abatement Assessments for the Fiscal Year commencing October 1, 2024, is \$22,635.66 as follows:

PROPERTY ID NO.	PRESENT OWNERS	ADDRESS OF SUBJECT PROPERTY	SERVICE COST
24443-000-000	John R. Tolbert II ETAL	5020 E. 4 th St. Callaway Fl, 32404	\$2,093.91
07284-000-000	Patricia Ricketts	6704 Boat Race Road, Callaway Fl 32404	\$20,541.75
		TOTAL ASSESSMENTS:	\$22,635.66

Attachments

- Resolution No. 25-14

5. REQUESTED MOTION/ACTION: Staff recommends approval of Resolution No. 25-14, authorizing the initial assessments, upon roll-call vote.

RESOLUTION 25-14

CITY OF CALLAWAY, FLORIDA

**INITIAL ASSESSMENT RESOLUTION
FOR NUISANCE ABATEMENT ASSESSMENTS**

ADOPTED AUGUST 12, 2025

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APPENDIX A	FORM TO BE PUBLISHED
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RESOLUTION NO. 25-14

A RESOLUTION OF THE CITY COMMISSION OF CALLAWAY, FLORIDA, RELATING TO THE DELIVERY OF NUISANCE ABATEMENT RELATED SERVICES WITHIN THE CITY; PROVIDING FOR NUISANCE ABATEMENT ASSESSMENTS WITHIN THE CITY'S MUNICIPAL BOUNDARIES; ESTIMATING THE SERVICE COST TO PROVIDE NUISANCE ABATEMENT RELATED SERVICES AND PROGRAMS; ESTABLISHING THE METHOD OF ASSESSING THE NUISANCE ABATEMENT RELATED SERVICE COST AGAINST REAL PROPERTY SPECIALLY BENEFITED; DIRECTING THE CITY MANAGER TO PREPARE A PRELIMINARY NUISANCE ABATEMENT ASSESSMENT ROLL; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF THE PROPOSED NUISANCE ABATEMENT ASSESSMENTS; DIRECTING THE PROVISION OF NOTICE IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA, AS FOLLOWS:

ARTICLE I

INTRODUCTION

SECTION 1.01. AUTHORITY. This Resolution of the City of Callaway, Florida (the "City"), is adopted pursuant to City Ordinance Nos. 876 and 949 as amended from time to time (the "Assessment Ordinances"), City Ordinance No. 950 (the "Nuisance Ordinance") (collectively, the "Nuisance Abatement Ordinances"), Article VIII, Section 2, Florida Constitution, Sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

SECTION 1.02. DEFINITIONS. This Resolution constitutes the Initial Assessment Resolution as defined in the Assessment Ordinances. All capitalized words and terms not otherwise defined herein shall have the meaning set forth in the Assessment Ordinances. As used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires.

"Assessment Area" means all property within the incorporated area of Callaway.

"Assessed Property" means all parcels of real property included in the Nuisance Abatement Assessment Roll that receive a special benefit from or relieve a burden attributable to Nuisance Abatement Services or Nuisance Abatement Improvements.

"Assessment" means a special assessment (sometimes also characterized as a non-ad valorem assessment) imposed by the City against property located within the boundaries of the City of Callaway Assessment Area for the costs of services, facilities or programs which provide a special benefit to, or relieve a burden attributable to, one or more parcels of land within the Assessment Area, by eliminating or abating a public nuisance, computed in the manner described in Article III hereof.

“City” means the City of Callaway, Florida.

“City Clerk” means the clerk of the City Commission.

“City Code” means the Code of Ordinances for Callaway.

“City Manager” means the chief executive officer of the City, or such person's designee responsible for coordinating Assessments as provided herein.

“Nuisance” shall mean a Nuisance or Public Nuisance, as defined in the Nuisance Ordinance, ultimately abated by the City after notice to and failure by the owner of the Tax Parcel on which the nuisance is located to timely or completely abate the nuisance.

“Nuisance Abatement Assessment” means Assessment, as defined in the Assessment Ordinance, lawfully imposed by the Commission against Assessed Property to fund all or any portion of the cost of the provision of Nuisance Abatement Services, in accordance with the Nuisance Abatement Ordinance, necessary to abate a violation of the Callaway Code of Ordinances present on the affected Tax Parcel.

“Nuisance Abatement Assessment Roll” means the roll created pursuant to Section 2.04 of the Assessment Ordinance and described in Section 2.02 hereof that includes a summary description of each Tax Parcel subject to the Nuisance Abatement Assessment, the name of the owner of each Tax Parcel as shown on the Tax Roll, and the Assessment to be imposed on each Tax Parcel shown.

“Nuisance Abatement Improvement” means land, capital assets, services or improvements acquired, constructed, replaced, demolished, relocated or provided to abate a Nuisance existing on a Tax Parcel.

“Nuisance Abatement Service” means any work authorized in accordance with the Nuisance Abatement Ordinance and necessary to remove or otherwise abate a Nuisance located on a Tax Parcel, in accordance with the Nuisance Abatement Ordinance, including but not limited to review, planning, investigation, analysis, permitting, notice, enforcement, remediation, improvement, demolition or removal services.

“Nuisance Abatement Service Cost” means the Service Cost, as defined in the Assessment Ordinances, that is properly attributable to the provision of the Nuisance Abatement Services under generally accepted accounting principles, including, without limiting the generality of the foregoing: (A) the costs incurred by the City, including all actual, administrative, and collection costs, in performing any work authorized in accordance with the Nuisance Abatement Ordinance and necessary to abate a Nuisance located on a Tax Parcel, in accordance with the Nuisance Abatement Ordinance; and (B) costs associated with review, planning, investigation, analysis, permitting, notice, enforcement, remediation, improvement, provision of services, demolition or removal, or any combination of those, to abate a public nuisance; and (C) interest and reimbursement to the City or any other Person for any moneys advanced for any costs incurred by the City or such Person in connection with any of the foregoing components of a Nuisance Abatement Service Cost.

“Tax Parcel” means a parcel of property to which the Bay County Property Appraiser has assigned a distinct ad valorem property tax identification number.

“Uniform Assessment Collection Act” means Sections 197.3632 and 197.3635, Florida Statutes, or any successor statutes authorizing the collection of non-ad valorem assessments on the same bill as ad valorem taxes, and any applicable regulations promulgated thereunder.

SECTION 1.03. INTERPRETATION. Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms “hereof”, “hereby”, “herein”, “hereto”, “hereunder” and similar terms refer to this Resolution; and the term “hereafter” means after, and the term “heretofore” means before, the effective date of this Resolution. Words of any gender include the correlative words of the other gender, unless the sense indicates otherwise.

SECTION 1.04. FINDINGS.Error! Bookmark not defined. It is hereby ascertained, determined and declared that:

(A) Pursuant to Article VIII, Section 2(b) of the Florida Constitution, and Sections 166.021 and 166.041, Florida Statutes, the City Commission has all powers of local self-government to perform municipal functions and to render municipal services except when prohibited by law and such power may be exercised by the enactment of legislation in the form of City ordinances.

(B) The City Commission may exercise any governmental, corporate, or proprietary power for a municipal purpose except when expressly prohibited by law, and the City Commission may legislate on any subject matter on which the Legislature may act, except those subjects described in (a), (b), (c), and (d) of Section 166.021(3), Florida Statutes. The subject matter of paragraphs (a), (b), (c) and (d) of Section 166.021(3), Florida Statutes, are not relevant to imposition of the Nuisance Abatement Assessments within the City.

(C) The City is authorized by Article VIII, Section 2 of the State Constitution, Section 166.021, Florida Statutes, the Nuisance Abatement Ordinances, the Uniform Assessment Collection Act, and other applicable provisions of law, to provide for the imposition and collection of charges in the form of special assessments, such impositions also being sometimes characterized as non-ad valorem assessments.

(D) The Commission has enacted the Assessment Ordinances and the Nuisance Abatement Ordinance to authorize the imposition of Nuisance Abatement Assessments to fund the Nuisance Abatement Service Cost to benefit property in the Assessment Area.

(E) Prior to the adoption of the Assessment Roll but subsequent to the adoption of the Assessment Ordinance and Nuisance Abatement Ordinance, the City incurred costs related to the abatement of one or more public nuisances and the remediation or improvement of property in accordance with the Nuisance Abatement Ordinance, which costs remain outstanding, and are properly included within the Nuisance Abatement Service Cost.

(F) The provision of Nuisance Abatement Services have specially benefitted the Tax Parcels to be assessed and enhanced the utilization and enjoyment of the Tax Parcels by one or more of the following: (1) protecting or enhancing the value and use of the property through the elimination of an existing code violation that presents a serious threat to the public health, safety, and welfare; (2) providing increased safety and better access to the property; (3) improving the property's appearance; (4) rendering the property more adaptable to a current or reasonably foreseeable new and higher use; (5) fostering the enhancement of environmentally responsible use and enjoyment of the property; and (6) eliminating the accrual of daily fines imposed on the property due to the original code violation.

(G) The Nuisance Abatement Service Costs consists of costs incurred by the City, including all actual, administrative, service and collection costs, in performing any work necessary to abate a nuisance located on an affected Tax Parcel. The Commission hereby determines that the Nuisance Abatement Service Cost provides a special benefit to each Tax Parcel to be assessed, and that it is fair and equitable to allocate the Nuisance Abatement Service Cost to Tax Parcels predominately benefited by the removal or abatement of the public nuisance from that Tax Parcel and the reciprocal relief of the burden caused by the Nuisance, based upon the actual, administrative, services and collection costs incurred by the City in abating the nuisance located on the Tax Parcel and which costs are uniquely attributable to that Tax Parcel.

ARTICLE II NOTICE AND PUBLIC HEARING

SECTION 2.01. ESTIMATED NUISANCE ABATEMENT SERVICE COST.

(A) The estimated Nuisance Abatement Service Cost to be recovered through Nuisance Abatement Assessments for the Fiscal Year commencing October 1, 2025, is **\$22,635.66**. The Nuisance Abatement Service Cost incurred in Fiscal Year commencing October 1, 2024, will be recovered through the imposition of Nuisance Abatement Assessments, as provided herein.

(B) The estimated Nuisance Abatement Service Cost incurred by the City in the Fiscal Year commencing October 1, 2024, is hereby allocated among the following Tax Parcels for Service Costs:

PARCEL ID	PROPERTY OWNER	PROPERTY ADDRESS	SERVICE COST
24443-000-000	John R. Tolbert, II et al	5020 E. 4th Street Callaway, FL 32404	\$2,093.91
07284-000-000	Patricia Ricketts	6704 Boat Race Road Callaway, FL 32404	\$20,541.75

TOTAL NUISANCE ABATEMENT ASSESSMENTS \$22,635.66

These Nuisance Abatement Service Costs will be collected through the imposition of Assessments against property located within the City in the manner set forth in Section 3.04 hereof.

(C) The estimated Nuisance Abatement Assessments established in this Initial Assessment Resolution shall be the estimated service costs applied by the City Manager in the preparation of the preliminary Nuisance Abatement Assessment Roll for the Fiscal Year commencing October 1, 2025, as provided in Section 2.02 of this Initial Assessment Resolution.

SECTION 2.02. NUISANCE ABATEMENT ASSESSMENT ROLLError! Bookmark not defined.. The City Manager is hereby directed to prepare, or cause to be prepared, a preliminary Nuisance Abatement Assessment Roll for the Fiscal Year commencing October 1, 2025, in the manner provided in Section 2.04 of the Assessment Ordinance. The Nuisance Abatement Assessment Roll shall include all Tax Parcels identified in Section 2.01 hereof. The City Manager shall apportion the estimated Nuisance Abatement Service Cost to be recovered through Nuisance Abatement Assessments in the manner set forth in this Initial Assessment Resolution. A copy of this Initial Assessment Resolution and the preliminary Nuisance Abatement Assessment Roll shall be maintained on file in the office of the City Clerk and open to public inspection.

SECTION 2.03. PUBLIC HEARING. There is hereby established a public hearing to be held at 5:01 PM on September 4, 2025, in Commission Chambers of the Callaway Arts & Conference Center, 500 Callaway Park Way, Callaway, Florida 32404, at which time the City Commission will receive and consider any comments on the Nuisance Abatement Assessments from the public and affected property owners and consider imposing Nuisance Abatement Assessments collecting such assessments on the same bill as ad valorem taxes.

SECTION 2.04. NOTICE BY PUBLICATION. The City Manager shall direct the publication of a notice of the public hearing authorized by Section 2.03 hereof in the manner and time provided in Section 2.05 of the Ordinance. The notice shall be published no later than August 14, 2025, in substantially the form attached hereto as Appendix A.

SECTION 2.05. NOTICE BY MAILError! Bookmark not defined.. The City Manager shall direct the publication of a notice of the public hearing authorized by Section 2.03 hereof in the manner and time provided in Section 2.06 of the Ordinance. The notice shall be mailed no later than August 14, 2025, in substantially the form attached hereto as Appendix B.

ARTICLE III ASSESSMENTS

SECTION 3.01. NUISANCE ABATEMENT ASSESSMENTS TO BE IMPOSED IN ASSESSMENT AREA.

(A) Pursuant to Section 2.02 of the Assessment Ordinances, Nuisance Abatement Assessments are to be imposed on those certain Tax parcels located within the City's municipal boundaries on which Nuisance Abatement Improvements or Nuisance Abatement Services have been undertaken or performed by the City.

(B) The City Commission has a desire to keep its municipal boundaries as an attractive, inviting, easily accessible area that promotes a favorable identity for the City of Callaway and the overall Bay County community. The City Commission desires, as one of its many community objectives, the maintenance of a safe and clean environment.

SECTION 3.02. IMPOSITION OF ASSESSMENTS. Nuisance Abatement Assessments shall be imposed against those Tax Parcels identified in Section 2.01 located within the Assessment Area and shall be computed for each Tax Parcel in accordance with this Article III. When imposed, the Assessment for each Fiscal Year shall constitute a lien upon the Tax Parcels located within the Assessment Area pursuant to the Assessment Ordinance.

SECTION 3.03. COMPUTATION OF NUISANCE ABATEMENT ASSESSMENT.

(A) The Nuisance Abatement Assessment identified in Section 2.01 shall be calculated and apportioned based upon the actual Service Costs incurred by the City in performing any work necessary to abate or correct a violation of the Code of Ordinances of the City of Callaway for each specific Tax Parcel identified in Section 2.01. In the event the City undertakes aggregated and contemporaneous nuisance abatement activities upon two or more Tax Parcels under common ownership for which Service Costs are comingled and cannot be uniquely attributed to one Tax Parcel over another, the service costs for such aggregated and contemporaneous nuisance abatement activities shall be equally divided among the Tax Parcels on which the aggregated and contemporaneous work was performed.

(B) It is hereby ascertained, determined, and declared that the method of determining the Nuisance Abatement Assessments for nuisance abatement related services as set forth in this Initial Assessment Resolution is a fair and reasonable method of apportioning the Nuisance Abatement Service Cost among parcels of Assessed Property located within the Assessment Area.

SECTION 3.04. APPLICATION OF ASSESSMENT PROCEEDS. Proceeds derived by the City from the Nuisance Abatement Assessments will be utilized to reimburse the City for the actual costs arising from its provision of Nuisance Abatement related services, facilities, and programs.

SECTION 3.05. COLLECTION OF ASSESSMENTS. The Nuisance Abatement Assessments shall be collected pursuant to the Uniform Assessment Collection Act.

**ARTICLE IV
GENERAL PROVISIONS**

SECTION 4.01. CONFLICTS. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4.02. SEVERABILITY. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid

provision or application, and to this end the provisions of this Resolution are declared to be severable.

SECTION 4.03. EFFECTIVE DATE. This Initial Assessment Resolution shall take effect immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Callaway, Florida, this 12th day of August, 2025.

CITY OF CALLAWAY, FLORIDA

By: _____
Pamn Henderson, Mayor

ATTEST: _____
Ashley Robyck, City Clerk

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

VOTE OF COMMISSION

Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____
Ayers	_____

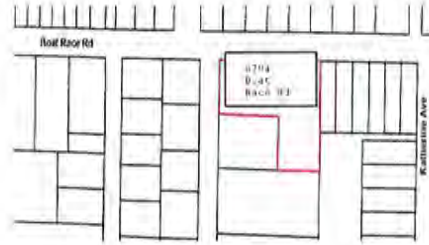
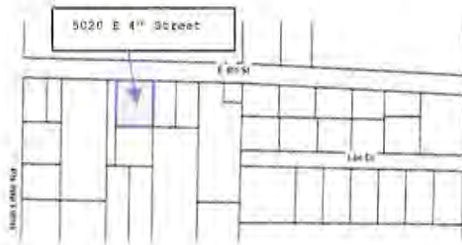
Kevin Obos, City Attorney

APPENDIX A

FORM OF NOTICE TO BE PUBLISHED

To be published on or before August 14, 2025.

NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR COLLECTION OF SPECIAL ASSESSMENTS



Notice is hereby given that the City Commission of Callaway, Florida, will conduct a public hearing to consider adoption of a final assessment resolution related to the nuisance abatement imposition of special assessments to reimburse the City for services undertaken by the City of Callaway to abate a nuisance on the following properties:

PARCEL ID	PROPERTY OWNER	PROPERTY ADDRESS	SERVICE COST
24443-000-000	John R. Tolbert, II et al	5020 E. 4 th Street Callaway, FL 32404	\$2,093.91
07284-000-000	Patricia Ricketts	6704 Boat Race Road Callaway, FL 32404	\$20,541.75

The Nuisance Abatement final assessment resolution will provide for the imposition of special assessments, sometimes characterized as non-ad valorem assessments, against property located within the boundaries of the City and collection of the assessments by the uniform billing method described in Section 3.01 of City Ordinance No. 876. The hearing will be held at 5:01 PM on September 4, 2025, at Commission Chambers of the Callaway Arts & Conference Center, 500 Callaway Park Way, Callaway, Florida 32404. All affected property owners have a right to appear at the hearing and to file written objections with the City Commission within twenty (20) days of this notice.

The assessments have been proposed to fund nuisance abatement related essential services and improvements throughout the municipal boundaries of the City. The assessment for each tax parcel within the Assessment Area will be based upon the actual costs incurred by the City attributable to the abatement of a nuisance on each tax parcel as of the date the assessments are imposed. A more specific description of the nuisance abatement related services and improvements and the method of computing the assessment for each parcel of property are set forth in the Initial Assessment Resolution adopted by the City Commission on August 12, 2025.

Copies of the Initial Assessment Resolution and the preliminary Nuisance Abatement Assessment Roll together with Ordinances 876 and 949 (the Assessment Ordinances) and Ordinance 950 (the Nuisance Ordinance) are available for inspection at the office of the City Clerk, located at City Hall, 6601 East Highway 22, Callaway, Florida.

If you have any questions, please contact the City Clerk's Office at (850) 215-6694.

ANY PERSON WISHING TO ENSURE THAT AN ADEQUATE RECORD OF THE PROCEEDINGS IS MAINTAINED FOR APPELLATE PURPOSES IS ADVISED TO MAKE THE NECESSARY ARRANGEMENTS FOR RECORDING AT HIS OR HER OWN EXPENSE.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT 850-215-6694.

APPENDIX B

FORM OF NOTICE TO BE MAILED

CALLAWAY, FLORIDA

**NOTICE OF HEARING
TO IMPOSE AND TO PROVIDE FOR COLLECTION OF
NUISANCE ABATEMENT RELATED SPECIAL ASSESSMENTS IN CALLAWAY**

August 14, 2025

[Property Owner Name]
[Street Address]
[City, State and Zip]

Re: Tax Parcel Number [Insert Number]

Dear Property Owner:

In accordance with Section 197.3632, Florida Statutes, notice is hereby given by the City of Callaway that a non-ad valorem assessment for nuisance abatement services using the tax bill collection method, may be levied on your property for the fiscal year beginning on October 1, 2025. The purpose of this assessment is to recover costs arising from nuisance abatement services for the abatement of nuisances benefitting affected properties located within the City's municipal boundaries. The total property abatement assessment revenue to be collected is estimated to be \$22,635.66 for the fiscal year beginning October 1, 2025. The assessment of each parcel of property will be based upon the extent of work necessary to abate or correct a violation of the City's Code of Ordinances. The assessment will include the actual costs incurred by the City in performing any work necessary to abate or correct violations for unsafe structures or abatement of nuisances or both, including all labor, materials, disposal and administrative costs.

Copies of the Initial Assessment Resolution and the preliminary Nuisance Abatement assessment roll describing the assessments are available for your review at the offices of the City Clerk, located at City Hall, 6601 East Highway 22, Callaway, Florida. Information regarding the assessment for your specific property is included below.

The total amount of actual and administrative costs incurred by the City in performing the work necessary to abate or correct a violation of the City's Code of Ordinances on the above referenced parcel is \$[] ("Nuisance Abatement Cost"). The Nuisance Abatement Assessment for the above parcel is \$[] for the fiscal year beginning October 1, 2025.

The nuisance abatement service non-ad valorem assessment amount shown on this notice will be collected by the Bay County Tax Collector on the tax bill to be mailed in November 2025. Florida law requires that the City must inform you that failure to pay your assessment may result in

foreclosure or the issuance of a tax sale certificate in the future. The City has the right to foreclose and collect delinquent assessments in any manner provided by law.

Until paid, the Nuisance Abatement assessment will constitute a lien against assessed property equal in rank and dignity with the liens of all state, City, district, or municipal taxes and other non-ad valorem assessments. Assessments shall become delinquent if not paid within thirty (30) days from the due date.

The City, in its sole discretion, shall determine whether to provide a program of hardship assistance, either through monetary contributions or extended payment terms, to City residents who are living below or close to the poverty level and are at risk of losing title to their homes as a result of the imposition of a Nuisance Abatement Assessment.

The City Commission will hold a public hearing at 5:01 PM on September 4, 2025, in the Commission Chambers at the Callaway Arts & Conference Center, 500 Callaway Park Way, Callaway, Florida, for the purpose of receiving comments on the proposed assessments. You are invited to attend and participate in the hearing. You may also file written objections with the City Commission prior to or during the hearing. If you decide to appeal any decision made by the City Commission with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

If you have any questions, please contact the City Clerk's office at 850-215-6694.

THIS IS NOT A BILL. DO NOT SEND PAYMENT.

CALLAWAY, FLORIDA

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT 850-215-6694.

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

DATE: AUGUST 12, 2025**RESOLUTION 25-15- PERSONNEL MANUAL UPDATE****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 ☒**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

At the July 29, 2025, Budget Workshop, Commission agreed to adjust the percentages that the City pays for employee health insurance premiums. This resolution creates the ability for Commission to change the percentages as the budget allows.

Also, the current Phone – Personal Cell Phone policy is inadequate. This update replaces the policy in its entirety.

Attachment(s):

- Resolution 25-15
- Personnel Manual Section 6.15
- Personnel Manual Section 15.06

5. REQUESTED MOTION/ACTION: Approval of Resolution 25-15 by roll-call vote.

RESOLUTION NO. 25-15

A RESOLUTION OF THE CITY OF CALLAWAY CITY COMMISSION REVISING THE CITY OF CALLAWAY PERSONNEL MANUAL, SECTIONs 6.15 GROUP INSURANCE; AND SECTION 15.06- PHONES AND PERSONAL CELL PHONES; 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 6.15 - Group Insurance and Section 15.06- Phones and Personal Cell Phones 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" (deleted text ~~stricken and in red~~, new text underlined and in blue).

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 12th day of August 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

PERSONNEL POLICY MANUAL

Employee: _____

Date of Hire: _____

Adopted by Commission on August 9, 2022, Res. #22-15 - In its entirety
Revised 10/25/22 – Res. #22-26
Revised 02/13/24 – Res. #24-02
Revised 6/24/25 – Res. #25-11

worked, will not be permitted to redeem more than seven (7) hours of leave during that work week.

6.14 – EXHAUSTED LEAVE

When an employee's earned sick leave is exhausted and the employee is away from work because of illness, the employee must use accumulated annual leave, prior to requesting leave of absence without pay. If circumstances prevent the employee from requesting the leave of absence, the written request must be made by their Department Head.

Pursuant to Section 6.14(H), leave is earned at the end of each pay period and may not be used in advance. In an effort to discourage an abuse of Sick Leave, the Department Head will report any suspected Sick Leave abuse to the City Manager for counseling or reprimand. Continued abuse of Sick Leave may result in disciplinary action or termination.

6.15 – GROUP INSURANCE

Group Insurance

The City offers a group insurance program which includes comprehensive health insurance, term life insurance and "In line of Duty" accidental death and dismemberment insurance. With regards to new employees, benefit coverage begins the 1st day of the month following a sixty (60) day employment period. New benefit enrollment will be held annual each year around August to allow employees to update and make changes to coverages.

A. Health Insurance

The City subsidizes a portion of the comprehensive health insurance premiums based on enrollment type and the cost of the City sponsored plan at a rate ~~of 80% city paid and 20% employee paid.~~ to be determined by Commission as budget allows while staying within governmental guidelines. Additional plans may be offered to allow employees to increase the coverage with the full increased cost above the sponsored plan being paid by the employee.

B. Life Insurance

The City fully sponsors a combined term life insurance / accidental death and dismemberment policy in the amount of \$25,000 for the employee only while employed.

C. Other Insurance

City employees are also offered a range of optional insurance programs (dental, cancer, additional life, accident, disability, etc.) for the employee and their immediate family. All other supplemental /optional insurance coverage is offered at the employee's expense.

6.16 – FLORIDA RETIREMENT SYSTEM

The City of Callaway is a member of the Florida Retirement System (FRS). All employees are enrolled in the plan, with participation beginning on the first day of employment. General information regarding employee contributions, vesting, etc. can be

15.05 – JACKETS & BOOTS POLICY

The City of Callaway provides certain positions with City jackets and a safety boot allowance. Any employee whose duties deem it necessary to work outdoors will be provided a City jacket. The jacket must be returned to the City at the time of resignation if there is a City logo. If there is no City logo, return will be at the discretion of the department supervisor. If not returned, the cost of the jacket will be deducted from the employee's final check.

Any employee who is required to wear safety boots will be provided a boot allowance of \$105 per year, or as needed, for the purchase of safety boots. Any employee who resigns within 90 days of a new boot purchase will have the expensed cost of the boot deducted from their final paycheck.

15.06 – PERSONAL CELL PHONES

~~All personal cell phones must be turned off while on duty in the City with the exception of breaks and lunch when messages can be retrieved unless otherwise approved by the Department Head or City Manager.~~

~~If an employee has an emergency, employees can be reached through the main switchboard number at the work location. It is the responsibility of each employee to advise family and friends of this policy.~~ The City requires a way to contact employees during and after hours and in most cases the use of cell phones is the optimal way to contact an employee either via voice or text messages. Employees are expected to answer employer related calls during business hours and in emergency situations.

During business hours, cell phone use should be related to city business unless on break or at lunch. In the event of an emergency, an employees may be contact via cell phone, contact through the main office location or through human resources.

It is the responsibility of each employee to advise family and friends that during working hours cell phone calls and texting should be limited to emergencies with the exception of breaks and lunch periods.

15.07 - EMPLOYEE RECORDS RETENTION

All personnel files of employees, both current and former, will be kept on file in accordance with the State of Florida's General Records Retention Schedule.

Employees must notify their supervisor and Human Resources of any changes in personal information such as address, name change, dependent status or telephone number.

The designated records custodian will be Human Resources or the City Clerk. This person will ensure employee records are kept accurate. Only job-related information is kept in the employee records in Human Resources and the records custodian will ensure appropriateness of information before placing in files.

All employees will be permitted access to their individual personnel files. All items

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

DATE: AUGUST 12, 2025

ITEM: RESOLUTION NO. 25-16 - Setting of Public Hearing Date to Consider Planned Development of Fox Glenn Parcel ID - 06006-030-000

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager
&
Kevin Obos, City Attorney

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)

In accordance with applicable Florida statutes and the City's Ordinance, namely, Section 15.565 of the City's LDR, the Commission must hold a hearing to receive public input for consideration of a planned development, which must be set by Resolution.

The Planned Development in this case is for Fox Glenn Subdivision. The proposed public hearing is for the August 26, 2025 meeting of Commission.

Attachments(s):

- Resolution No. 25-16

5. REQUESTED MOTION/ACTION: Approval of Resolution No. 25-16 upon roll-call vote, setting the Public Hearing for August 26, 2025.

RESOLUTION 25-16

**A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA SETTING A
PUBLIC HEARING AND REVIEW OF THE PROPOSED FOX GLENN
PHASE 2 PLANNED DEVELOPMENT (P.D.) ZONING APPLICATION,
FOR AUGUST 26, 2025.**

WHEREAS, the City of Callaway's staff and Planning Board have reviewed an application for planned development zoning for a 8.37 acre Planned Development submitted by Insite Land Development FGI, Inc., a Florida Corporation; and

WHEREAS, Section 15. 565 of the City of Callaway's Land Development Regulations requires that the public hearing for consideration of such planned development zoning be scheduled by Resolution.

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

SECTION 1. The public hearing for the above-described planned development zoning application shall be held on August 26, 2025, at 6:00 P. M., or as soon thereafter as may be heard, at the City Commission's regular meeting at the Callaway Arts & Conference Center located at 500 Callaway Park Way, Callaway, Florida, unless changed by subsequent resolution of this Commission.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Callaway, Florida, this 12th day of August 2025.

CITY OF CALLAWAY, FLORIDA

By: _____
Pamn Henderson, Mayor

ATTEST: _____
Ashley Robyck, City Clerk

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

City Attorney

VOTE OF COMMISSION:

Ayers	_____
Davis	_____
Griggs	_____
Henderson	_____
Pelletier	_____

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

DATE: AUGUST 12, 2025

ITEM: DEVELOPMENT ORDER (DO) APPLICATION – GRAND OAKS SUBDIVISION, PARCEL IDS 24397-000-000 & 24380-000-000

1. PLACED ON AGENDA BY:

EDDIE COOK – CITY MANAGER

AND

BILL FRYE, DIRECTOR OF PUBLIC WORKS

2. AGENDA:

PRESENTATION	☐
PUBLIC HEARING	☐
OLD BUSINESS	☐
REGULAR	☒

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

N/A

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

Thomas Steele of Panhandle Construction Services Group LLC, has submitted a request for a Development Order to construct a subdivision of 36 single family homes. The Public Works Department and Fire Department have reviewed the plans for the project and have no outstanding issues or concerns. The Planning Department has found that the plans meet the requirements of LDR and Comprehensive Plan.

The Planning Board reviewed the Development Order on August 5 2025, and recommended approval in accordance with the plans attached.

ATTACHMENTS:

- Development Order Application
- Warranty Deed
- Engineered Plans

5. REQUESTED MOTION/ACTION: City Commission approval, allowing staff to execute the Development Order and allow construction to begin.

Date Received: _____



Planning Department
324 S. Berthe Ave, Callaway, FL 32404
Phone (850) 871-1033
www.cityofcallaway.com

SUBDIVISION OR MULTI-FAMILY DEVELOPMENT ORDER APPLICATION

A. APPLICANT INFORMATION (Please print or type)

1. Name of applicant: Thomas Steele; Panhandle Construction Services Group, LLC
2. The applicant is the: A) Property Owner Yes or B) Authorized Agent _____
(If the applicant is an agent, attach a signed statement from the property owner granting permission for the agent to obtain any necessary permits)
3. Applicant address: P.O. Box 611413
Rosemary Beach, Florida 32461
4. Applicant telephone: (850) 348-8401 Email: _____
5. Name of project contact: Sean McNeil; McNeil Carroll Engineering, Inc.
6. Project contact address: 475 Harrison Avenue, Suite 200
Panama City, Florida 32401
7. Contact telephone: (850) 763-5730 Email: smcneil@mcneilcarroll.com
8. Name of person or firm the Development Order is to be issued to (If not same as the applicant): _____

Address of recipient: _____

9. Review fee amount (Please attach check made payable to City of Callaway)

- Development Order Review \$500.00* \$ 500.00
- Deviation from Site Plan \$500.00* \$ N/A

* Plus, Engineering and Attorney review fees reimbursed as billed.

(For a deviation from site plan, please attach a narrative citing approved development order detailing all proposed changes from approved development order)

B. PROJECT INFORMATION

1. Project name: Grand Oaks Subdivision
2. Proposed use of site (in acres): 7.13 Acres
3. Number of units (or lots if subdivision): 36 lots
4. Number of bedrooms per dwelling: 3
5. Proposed density in units per acre and intensity in impervious surface ratio: 5 du/ac - 42%
6. Are proposed roads, easements, stormwater facilities, and/or on-site utilities to be private or dedicated to the city? Yes dedicated to the city _____ private _____ combination (attach explanation)
7. Is this project part of an **existing** multi-phase development? X No _____ Yes; this project is part of _____
8. Is this project the start of a **new** multi-phase project? X No _____ Yes; this is a multi-phase project anticipated to be developed in _____ phases. This application is for phase(s) _____
9. Has the city previously issued any development order for the subject parcel? X No _____ Yes
If yes, what is status of current development order? _____
10. Height of tallest building above grade: <30'
11. Is this waterfront property? X No _____ Yes
If yes, to which waterbody is this property adjacent? _____

C. DEVELOPMENT SITE INFORMATION

1. Current use of site (in acres): Vacant / Single Family
2. Address of site: 615 Seneca Avenue
3. Property appraiser's parcel ID#(s) 24379-000-000 & 24380-000-000

NOTE: Copy of deed with legal description MUST be included.

4. Size of property: 318,380 (square feet); 7.13 (acres)
5. Name(s) of adjacent street(s):
North- E 7th Street South- Hagin Drive
East- N/A West- Seneca Avenue

D. SITE LAND USE DESIGNATIONS

1. Future Land Use Map Designation: LDRES (CAL)
2. Future Land Use Map Designation of Adjacent Parcels:
North- REC (CAL) / CON (CAL) South- LDRES (CAL)
East- LDRES (CAL) West- LDRES (CAL)
3. Is subject property in an Overlay(s): _____ Yes X No (If yes, please specify) _____

4. Subject property's zoning district(s):
 North- R-6(CAL) South- R-6 (CAL)
 East- R-6(CAL) West- R-6 (CAL)
5. Zoning districts of adjacent parcels:
 North- P(CAL) / CON(CAL) South- R-8 (CAL)
 East- R-6 (CAL) West- COM-1 (CAL)

E. SITE UTILITIES (Check all applicable services)

1. Water system
 Available capacity: _____
 Demand created by proposed development: 10,800 GPD
2. Sewer system
 Available capacity: _____
 Demand created by proposed development: 10,800 GPD

F. TRAFFIC IMPACTS

Appendix A contains information on Transportation Impact Fees.

1. HURRICANE EVACUATION - The subject property occurs in the following Hurricane Evacuation Zone(s): (Check all that apply)
- Tropical Storm Category 1 Hurricane Category 2 Hurricane
 Category 3 Hurricane Category 4-5 Hurricane X N/A

G. SITE ENVIRONMENTAL INFORMATION (Check all that apply)

1. X Flood Zone Type: X ; Elevation N/A
 2. Protected Trees (indicate type and size on site plan)
 3. Wetlands: FDEP COE
 4. Shoreline
 5. Coastal Area
 6. Aquifer Recharge
 7. Wildlife Habitat

An environmental assessment should be included with the application. This assessment should be prepared by a licensed environmental firm, and at a minimum should address the following:

- a) Hazardous materials inspection.
 b) Wetland delineation including all wetland buffers. Any recommended mitigation should be detailed.
 c) Characterization of the shoreline habitat and aquatic resources (shellfish, seagrass beds, etc.)
 d) Characterization of the uplands ecosystems and soils.
 e) Ecosystem characterization, threatened and endangered species report, including recommended mitigation, if necessary.
 f) survey of the Florida Master Site File (administered by the Bureau of Historic Preservation, Division of Historical Resources) to determine the presence of items of historical, cultural, or archeological significance.

H. REQUIRED PERMITS (Check all that apply)

1. ☐ Dredge and Fill (☐ DEP ☐ COE)
2. ☐ FDOT (☐ Driveway Access ☐ Drainage ☐ Utility)
3. ☒ Right-of-Way Use (☐ Bay County ☒ City of Callaway)
4. ☒ Driveway (☐ Bay County ☒ City of Callaway)
5. ☐ Water Well (☐ NFWFMD ☐ Health Dept)
6. ☒ FDEP Water Distribution
7. ☒ FDEP Wastewater Collection and Transmission
8. ☒ FDEP Stormwater
9. ☐ Others (specify): _____

I. CERTIFICATION OF RIGHT TO APPLY FOR DEVELOPMENT ORDER AND UNDERSTANDING OF TRANSPORTATION CONCURRENCY AND WETLANDS REQUIREMENTS

I hereby certify that the information contained herein is true and correct and that I am either the true and sole owner of the subject property or am authorized to act on behalf of the true owner(s) in all regards in this matter, pursuant to proof and authorization submitted with the corresponding development application or attached hereto. I hereby represent that I have the lawful right and authority to file this application. I understand that submission of the form initiates a process and does not imply approval by the City of Callaway.

I further certify that I understand that issuance of a Certificate of Concurrence will require successful completion of Development Review, and that likewise no final development order will be issued except upon successful completion of this Concurrence Review. I further understand that "Inquiry Only" Review will result in no Certificate of Concurrence being issued, and therefore no binding assurance of future capacity, and that a Concurrence Review application will be required in conjunction with the first final development order applied for on this property.

I do hereby certify my understanding that a thirty (30) foot buffer is required between DEP jurisdictional wetlands, and a fifty (50) foot buffer is required between the mean high-water line of East Bay and its tributaries. I understand that all vegetation must be preserved within the 30-foot buffer with no land clearing to occur. I further understand that erosion control measures (e.g., hay bales, silt fence) must be installed at the **landward** edge of the wetland buffer and along any ditch or other stormwater control structure prior to any clearing on the site and maintained throughout construction including final grading. I understand that a City of Callaway Development Order does not authorize any land clearing in jurisdictional wetlands and that permits must be obtained from the Department of Environmental Protection and/or the U. S. Army Corps of Engineers for development activities in wetlands.

By signing this application, the owner hereby authorizes the City of Callaway Planning Department to access the subject property to verify information contained in this application and accompanying submittal documents. Further, the person named as the Project Contact is authorized on my behalf (if applicable).

Thomas Jerry Steele 6/17/2025
Owner's or Authorized Agent's signature Date

Thomas Steele
(Please print or type name)

ENGINEER'S CERTIFICATION

I, Sean D. McNeil, certify that I have reviewed and intend to comply with the City of Callaway's Land Development Regulations.

Those item(s) not in compliance with the City of Callaway's Land Development Regulations for which I am requesting a variance or special exception for are listed below:

	Non-Compliance Item	Relevant Code Section	Reason(s)
1			
2			
3			
4			
5			

(Attach extra sheets if necessary)

Variances will be Approved or Disapproved by the city.

Approval or disapproval of the requested variances or special exception will be with the City Commission.

I, Sean D. McNeil, am fully aware of the information required to submit and request a complete development review.

The information contained in this submitted development package is true and correct to the best of my knowledge and the package is complete, prepared with sound engineering principles, and complies with all applicable city land development regulations unless noted otherwise.

Certified by: **Sean
McNeil**

Digitally signed by
Sean McNeil
Date: 2025.06.18
08:25:03 -05'00'

Company Name and Address:
McNeil Carroll Engineering, Inc.
475 Harrison Avenue, Suite 200
Panama City, Florida 32401

Date: _____
Name: Sean McNeil
Title: President
Telephone: (850) 763-5730
P.E. Registration No. 49303

CITY OF CALLAWAY
DEVELOPMENT MEMORANDUM OF UNDERSTANDING
FOR WATER AND/OR SEWER FACILITIES

It is hereby understood by and between the City of Callaway and Thomas Steele, the Developer/Authorized Agent of Panhandle Construction Services Group, LLC that all developments receiving water and sewer services from the City will comply with the following provisions:

1. All water and sewer facilities being constructed by the developer in conjunction with this project, shall be constructed in accordance with plans and specifications prepared and sealed by a registered professional engineer licensed to participate in the State of Florida.
2. All water meters and appurtenances shall be approved by the City and installed by the developer at no cost to the city. All meters shall include meter transmitting units (MTU) and towers as determined by the City to be necessary to provide a fixed network meter read system.
3. Water and sewer facilities being constructed by the developer for which the City will be requested to assume maintenance and operation responsibilities shall be constructed in accordance with the City's Land Development Regulations and other applicable ordinances.
4. It shall be the developer's responsibility to properly secure all applicable Local, County, State, and Federal permits to construct these facilities, including the payment of all associated fees.
5. It shall be the developer's responsibility to ensure compliance with all applicable laws, regulations, and permit conditions during construction.
6. Water service for construction purposes only may be permitted by the city upon specific metered fire hydrant or other above ground connection. The developer will be responsible for payment of water consumption.
7. The developer shall ensure that no potable water service will be provided through these facilities until:
 - A. All bacteriological and pressure testing has been completed.
 - B. The system has been approved for use by the Department of Environmental Protection.
 - C. As-built plans have been received by the city.
 - D. All required submittals have been received (i.e., pump station valves, hydrants, meters, etc.)
 - E. All applicable fees are paid in full.
8. The developer assumes full responsibility for payment of all enforcement action fees, penalties, remediation costs, or similar expenses imposed against the city by the Department of Environmental Protection or any settlement arising from such an enforcement action in any way or in any part caused by or related to this project and for legal and/or professional fees incurred by the city in defending or addressing any such enforcement action.
9. No public utility service shall be provided to the development until all the above conditions are met, inspected, and approved by the city. It is the developer's responsibility to call for inspections as required 48 hours in advanced.

By execution below, the developer is certifying that he/she has read and understands the provisions outlined herein and accepts full responsibility for compliance therewith. If signed by agent or anyone other than owner/developer, please provide documents authorizing the person to sign.

Thomas Steele
Developer (Print)

Panhandle Construction Services Group, LLC
Company (Print)

N/A
Authorized Agent (Print)

6/17/2025
Date

6/17/2025
Date

Thomas Steele
Signature

GRAND OAKS SUBDIVISION CALLAWAY, FLORIDA

FOR:

PANHANDLE CONSTRUCTION SERVICES GROUP
P.O. BOX 611413
ROSEMARY BEACH, FLORIDA

PREPARED BY:

**MCNEIL
—CARROLL
—ENGINEERING, INC.**
Professional Engineering Consultants
STATE OF FLORIDA CERTIFICATE OF AUTHORIZATION NUMBER 7288
475 Harrison Avenue, Suite 200
Panama City, Florida 32401
Phone 850-763-5730
Fax 850-763-5744

PROJECT 1582.01



VICINITY MAP
1/4" = 1 MILE



THIS SEAL IS THE PROPERTY OF THE STATE OF FLORIDA. IT IS TO BE USED ONLY BY THE ENGINEER TO WHOM IT IS ISSUED. IT IS TO BE KEPT IN A SAFE PLACE AND NOT BE LOST OR DESTROYED. IF IT IS LOST OR DESTROYED, THE ENGINEER MUST APPLY FOR A NEW SEAL.

INDEX OF SHEETS	SHEETS
DEMOLITION PLAN	1
EROSION CONTROL PLAN	2
LAYOUT PLAN	3
GRAVING AND DRAINAGE PLAN	4
UTILITY PLAN	5
CROSS SECTIONS	6
CONSTRUCTION DETAILS	7-II

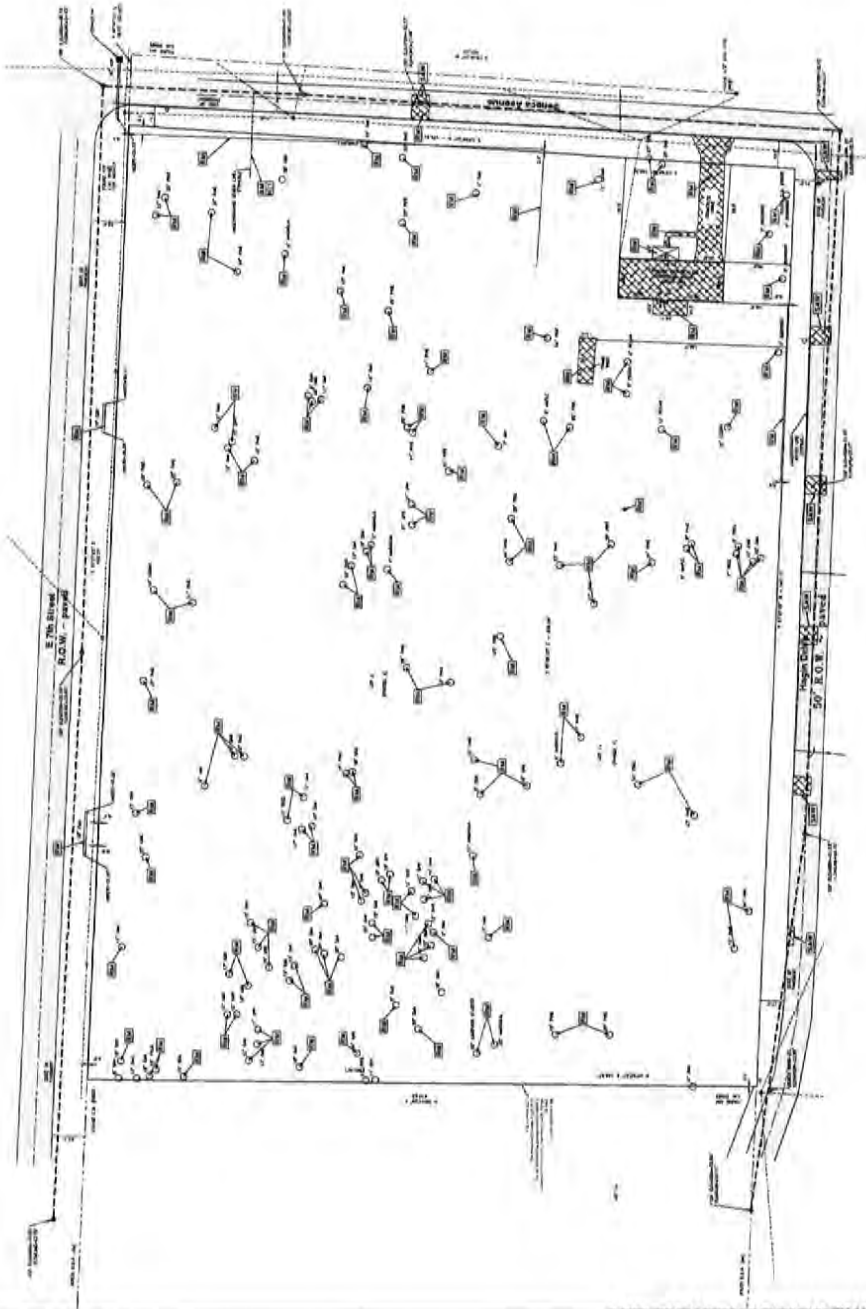


SITE DEMOLITION DRAWING NOTES:

1. ALL EXISTING UTILITIES SHOWN ON THIS SHEET FOR THE DEMOLITION OF THE HOTEL AND RELOCATED UTILITIES.
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SYMBOL LEGEND:

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PERMIT PURPOSES ONLY

DEMOLITION PLAN
GRAND OAKS SUBDIVISION
7TH & SENECA
CALLAHAN, FLORIDA

McNEIL-CARROLL
ENGINEERING, INC.
STATE OF FLORIDA CERTIFICATE OF REGISTRATION NUMBER 7386
433 Northwest American Blvd. 200
Pensacola, FL 32504
850-790-0700

PROJECT NO. 10-0000
SHEET NO. 10-0000
DATE 10/10/00

REVISIONS		DATE	BY
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PROJECT NO. 10-0000

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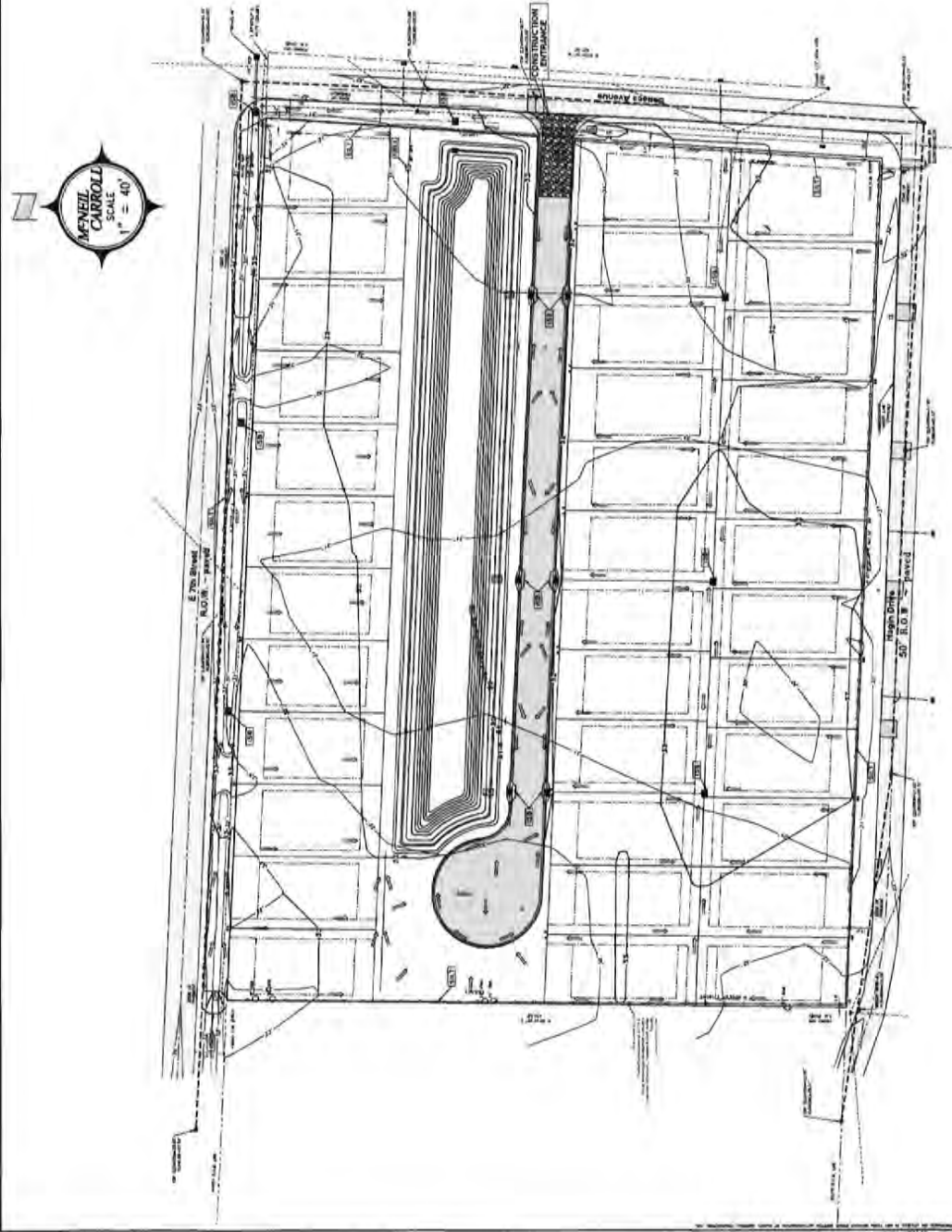
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PERMIT PURPOSES ONLY

EROSION CONTROL PLAN
GRAND OAKS SUBDIVISION
 7TH & SENECA
 CALLAHAN, FLORIDA

McNEIL-CARROLL
ENGINEERING, INC.
 STATE OF ALABAMA CERTIFICATE OF ADOPTION NUMBER 1788

4020 Highway 90, Suite 200
 Prichard, AL 36067
 Phone: 205/833-1111
 Fax: 205/833-1112
 E-Mail: info@mc-engineering.com

Project: Grand Oaks Subdivision
 Location: 7th & Seneca, Callahan, FL
 Date: 01/24/25

Prepared by: Robert L. Carroll, P.E.
 Checked by: Robert L. Carroll, P.E.
 Date: 01/24/25

Scale: 1" = 40'

North Arrow

Legend

1. Erosion Control

2. Silt Fence

3. Check Dam

4. Grassed Area

5. Gravel Area

6. Erosion Control

7. Silt Fence

8. Check Dam

9. Grassed Area

10. Gravel Area

11. Erosion Control

12. Silt Fence

13. Check Dam

14. Grassed Area

15. Gravel Area

16. Erosion Control

17. Silt Fence

18. Check Dam

19. Grassed Area

20. Gravel Area

21. Erosion Control

22. Silt Fence

23. Check Dam

24. Grassed Area

25. Gravel Area

26. Erosion Control

27. Silt Fence

28. Check Dam

29. Grassed Area

30. Gravel Area

31. Erosion Control

32. Silt Fence

1. Erosion Control

2. Silt Fence

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27. Silt Fence

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30. Gravel Area

31. Erosion Control

32. Silt Fence

33. Check Dam

34. Grassed Area

35. Gravel Area

36. Erosion Control

37. Silt Fence

38. Check Dam

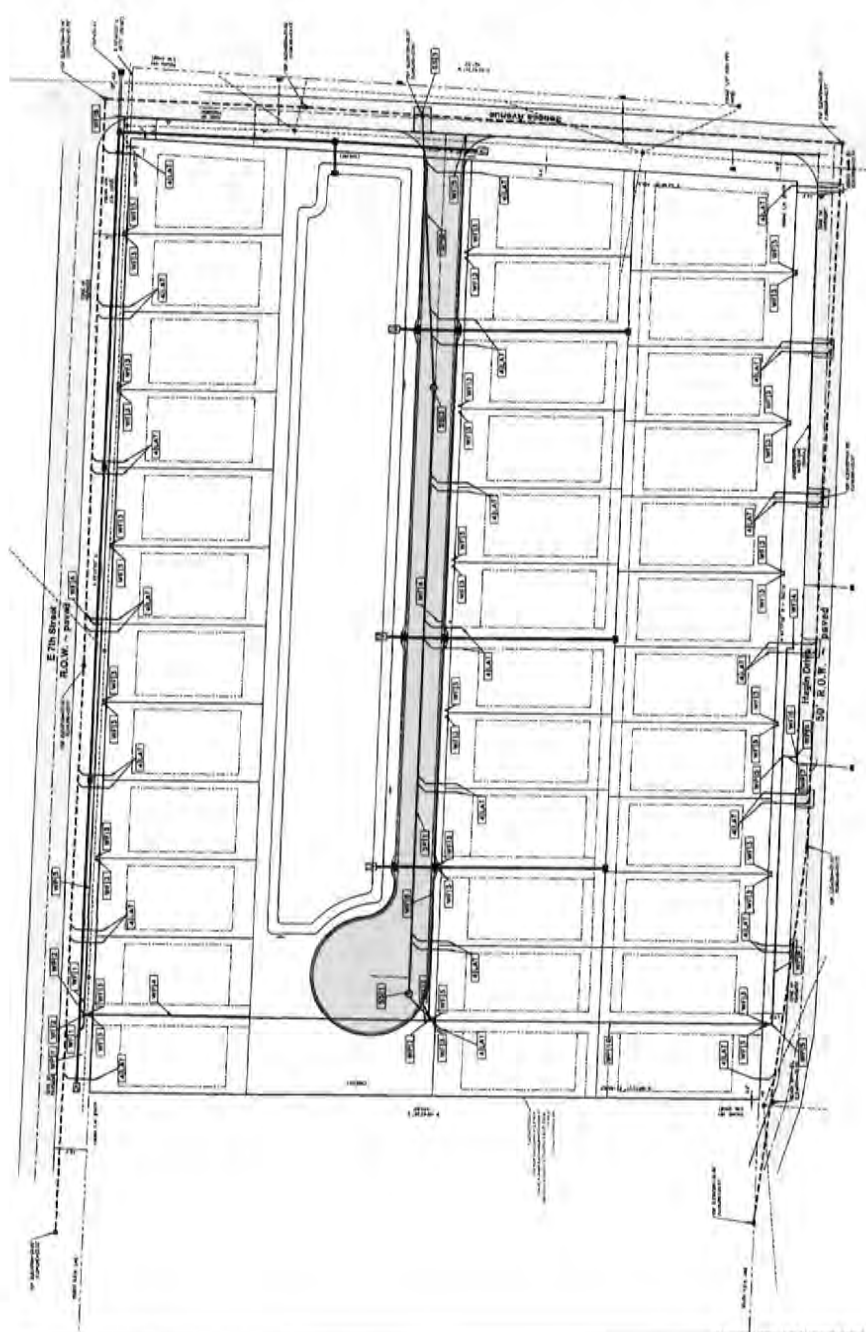
39. Grassed Area

40. Gravel Area

41. Erosion Control

42. Silt Fence

43. Check Dam



SEE UTILITY DRAWING NOTES

1. SEE DRAWING LEGEND FOR THIS SHEET FOR SYMBOL INFORMATION AND
2. SEE SECTION AND DETAILS FOR CONSTRUCTION DETAILS
3. CONTRACTOR SHALL VERIFY ALL UTILITIES SHOWN ON THIS DRAWING
4. CONTRACTOR SHALL VERIFY ALL UTILITIES SHOWN ON THIS DRAWING
5. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS
6. ALL UTILITIES SHALL BE DEEPENED AND REPAIRED AS REQUIRED
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SYMBOL LEGEND

- 1. 1" DIA. WATER - 1" DIA. WATER
- 2. 1" DIA. SEWER - 1" DIA. SEWER
- 3. 1" DIA. GAS - 1" DIA. GAS
- 4. 1" DIA. ELECTRIC - 1" DIA. ELECTRIC
- 5. 1" DIA. CABLE - 1" DIA. CABLE
- 6. 1" DIA. FIBER - 1" DIA. FIBER
- 7. 1" DIA. RAILROAD - 1" DIA. RAILROAD
- 8. 1" DIA. HIGHWAY - 1" DIA. HIGHWAY
- 9. 1" DIA. AIRPORT - 1" DIA. AIRPORT
- 10. 1" DIA. CANAL - 1" DIA. CANAL

NO.	DESCRIPTION	DATE	BY	CHECKED
1	1" DIA. WATER	1/1/11	J. CARROLL	J. CARROLL
2	1" DIA. SEWER	1/1/11	J. CARROLL	J. CARROLL
3	1" DIA. GAS	1/1/11	J. CARROLL	J. CARROLL
4	1" DIA. ELECTRIC	1/1/11	J. CARROLL	J. CARROLL
5	1" DIA. CABLE	1/1/11	J. CARROLL	J. CARROLL
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7	1" DIA. RAILROAD	1/1/11	J. CARROLL	J. CARROLL
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10	1" DIA. CANAL	1/1/11	J. CARROLL	J. CARROLL

REVISIONS

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10	1" DIA. CANAL	1/1/11	J. CARROLL	J. CARROLL

PERMIT PURPOSES ONLY

UTILITY PLAN
GRAND OAKS SUBDIVISION
7TH & SENECA
CALDWAY, FLORIDA

McNEIL-CARROLL
ENGINEERING, INC.
STATE OF FLORIDA CERTIFICATE OF REGISTRATION NUMBER 7786
425 Highway Avenue, Suite 200
Palm Bay, Florida 32909
888-786-1720

NO. 1	DATE	1/1/11
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Page 10

CONSTITUTIONAL RIGHTS FOUNDATION
1101 17th Street, N.W.
Washington, D.C. 20036

Technical drawings of a mechanical part, showing a cross-section and a top view with dimensions.

1. THE CHAIRMAN OF THE BOARD OF DIRECTORS OF THE COMPANY SHALL BE THE CHAIRMAN OF THE BOARD OF DIRECTORS OF THE COMPANY.

FOOT TYPE 'C' INLET DETAIL
SEE FIG. 10-27

© 2006 Blackwell Publishing Ltd *Journal of Internal Medicine* 260: 105–112

Trust of Joe

Page 16

CONSTRUCTION DETAILS
GRAND OAKS SUBDIVISION
7TH & SENECA
CALLAHAN FLORIDA

ENGINEERING, INC.
Professional Engineering Consultants

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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CONSTITUTIONAL RIGHTS FOUNDATION
1101 17th Street, N.W.
Washington, D.C. 20036

TYPE V

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Printed on 10/20/2011

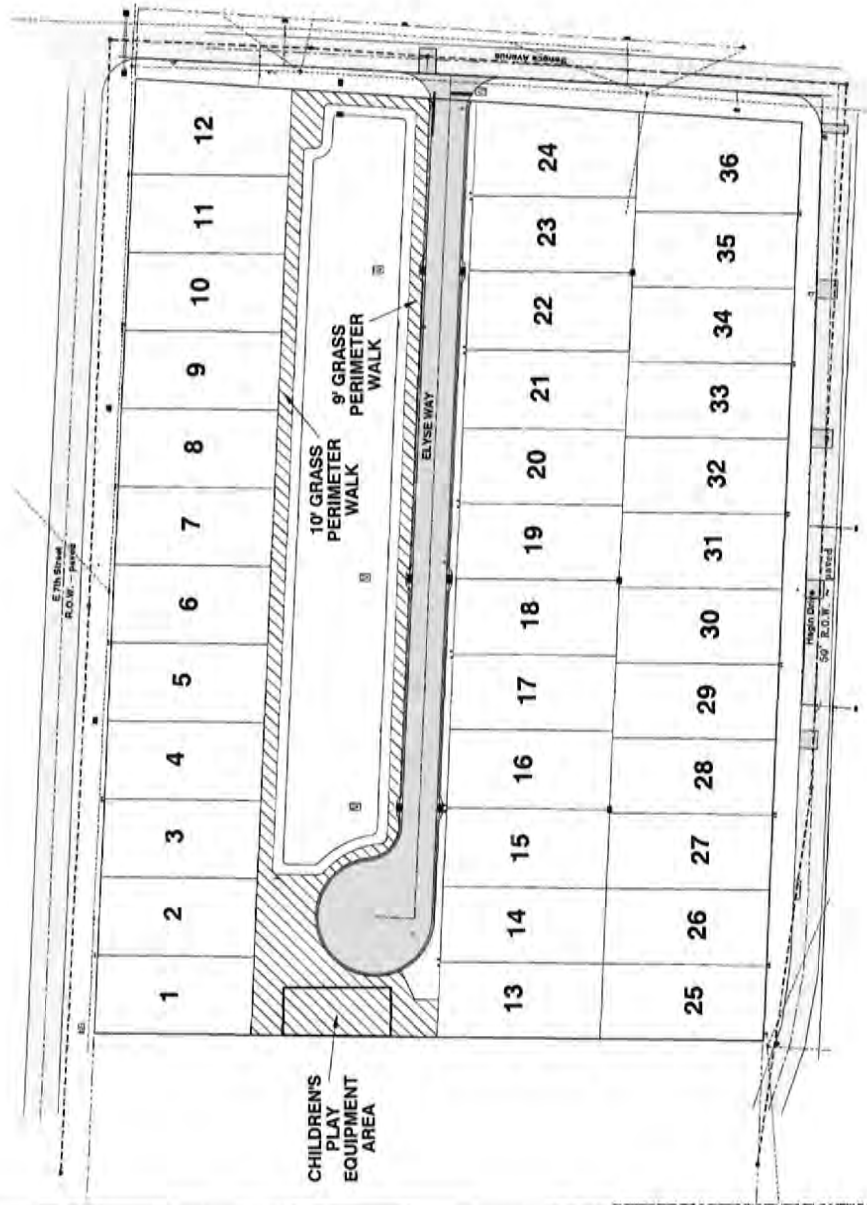
Page 16

CONSTRUCTION DETAILS
GRAND OAKS SUBDIVISION
7TH & SENECA
CALLAHAN FLORIDA

ENGINEERING, INC.
Professional Engineering Consultants

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
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CONSTITUTIONAL RIGHTS FOUNDATION
1101 17th Street, N.W.
Washington, D.C. 20036



OPEN SPACE/PARK AREA - 6.5%

PERMIT PURPOSES ONLY

OPEN SPACE PARK/PARK AREA EXHIBIT
GRAND OAKS SUBDIVISION

71TH & JENNECA
CALLAWAY, FLORIDA

**McNEIL—
—CARROLL**

**MCNEIL—
—CARROLL**

ENGINEERING, INC.
Five National Engineering Consultants

STATE OF FLORIDA CERTIFICATE OF AUTHORIZATION NUMBER: 7218

At (columns)	

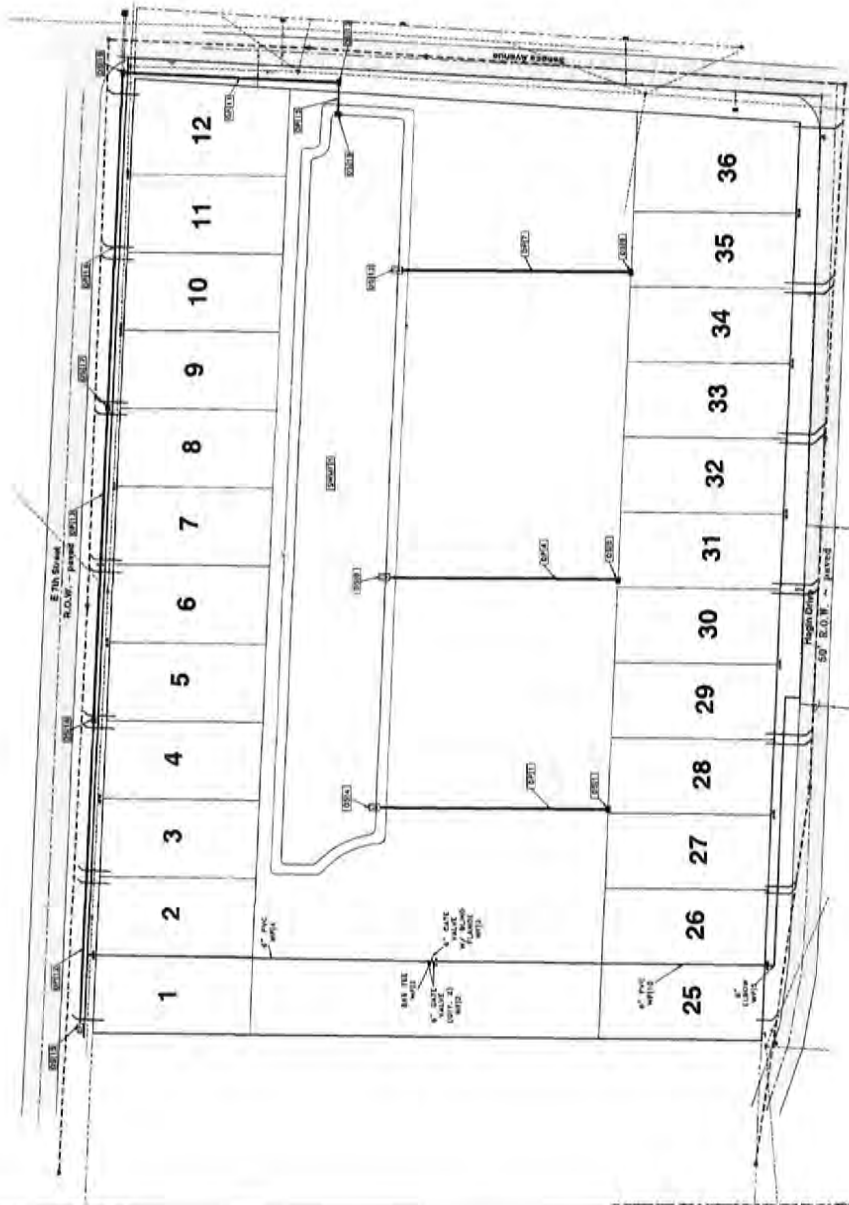
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Edward L. Carroll, P.E.
Principal Engineer
Engineering Division
R. J. A. Group

00/50/00	00/50/00
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TYPICAL DATA TRENDS				
DATE	DATA	FI	CI	TR
1/1/2010	100	100	100	100
2/1/2010	100	100	100	100
3/1/2010	100	100	100	100
4/1/2010	100	100	100	100
5/1/2010	100	100	100	100
6/1/2010	100	100	100	100
7/1/2010	100	100	100	100
8/1/2010	100	100	100	100
9/1/2010	100	100	100	100
10/1/2010	100	100	100	100
11/1/2010	100	100	100	100
12/1/2010	100	100	100	100
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5/1/2012	100	100	100	100
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8/1/2012	100	100	100	100
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10/1/2012	100	100	100	100
11/1/2012	100	100	100	100
12/1/2012	100	100	100	100
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3/1/2015	100	100	100	100
4/1/2015	100	100	100	100
5/1/2015	100	100	100	100
6/1/2015	100	100	100	100
7/1/2015	100	100	100	100
8/1/2015	100	100	100	100
9/1/2015	100	100	100	100
10/1/2015	100	100	100	100
11/1				

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PHASE I EXHIBIT
GRAND OAKS SUBDIVISION
7TH & SENECA
CALLAHAN, FLORIDA

**McNEIL—
—CARROLL**

**MCNEIL—
—CARROLL**
ENGINEERING, INC.

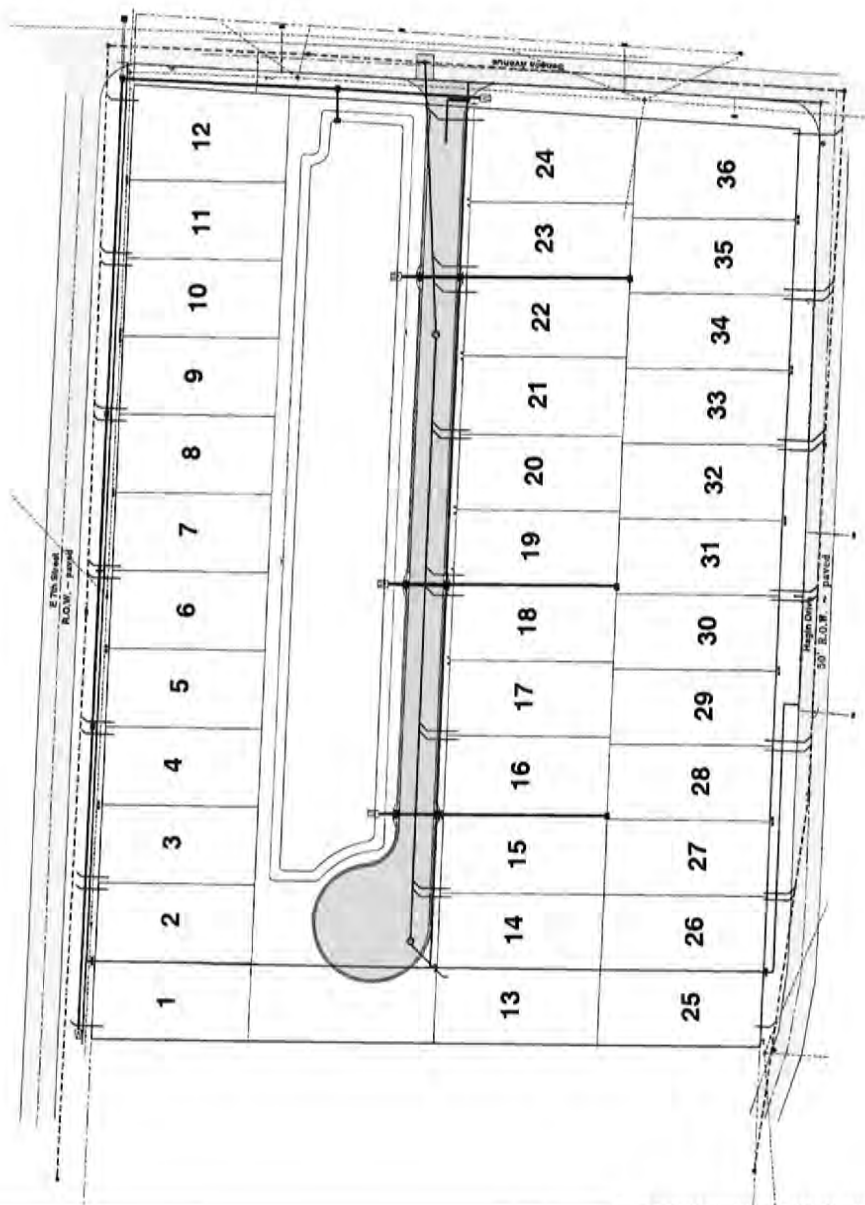
Professional Engineering Consultants
STATE OF FLORIDA CERTIFICATE OF AUTHORIZATION NUMBER 7288[illegible][illegible][illegible]

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Robert L. Carroll, Ph.D.
PROFESSOR OF EDUCATION
AND
DEAN OF COLLEGE

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PHASE 2 EXHIBIT
GRAND OAKS SUBDIVISION
7TH & SENECA
CALLABEE, FLORIDA

1	NAME	JOHN J. MCNEIL
2	ADDRESS	405 Hammond Road, Box 300
3	CITY	Hammond, Indiana 46320
4	STATE	IN
5	ZIP	46320
6	DATE	10/1/78
7	NAME	JOHN J. MCNEIL
8	ADDRESS	405 Hammond Road, Box 300
9	CITY	Hammond, Indiana 46320
10	STATE	IN
11	ZIP	46320
12	DATE	10/1/78

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

DATE: AUGUST 12, 2025

ITEM: **CAPITAL PURCHASE FOR ASPHALT DRUM ROLLER**

1. PLACED ON AGENDA BY:

EDDIE COOK, CITY MANAGER

AND

BILL FRYE, DIRECTOR OF PUBLIC WORKS

2. AGENDA:

PRESENTATION	☐
PUBLIC HEARING	☐
OLD BUSINESS	☐
REGULAR	☒

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

CAPITAL PURCHASE WAS NOT APPROVED IN FY 2025 BUT USING CURRENT BUDGET FUNDS.

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

During the budget workshop on 7/29/25 staff was directed to purchase the Asphalt Drum Roller in FY 2025 based on the quote of \$27,750.

Attachment(s):

Budget Transfer
Quote

5. REQUESTED MOTION/ACTION: Staff requests approval of the budget transfer to purchase a new asphalt drum roller in the amount of \$27,750



BUDGET TRANSFER REQUEST

AMOUNTS IN WHOLE DOLLARS

Department _____ Street _____

7/10/2025
Date

Account #	Account Description	CURRENT Budget Amt	Requested Increase	Requested Decrease	REVISED Budget Amt	Explanation for Request
01-541-101-20	Regular Salaries	537,020		22,380	\$ 559,400	Staffing Vacancies
01-541-606-40	Machinery and Equipment	52,085	22,380		\$ 74,465	Asphalt Roller
01-541-606-70	Vehicles	43,509		4,085	\$ 47,594	Balance
01-541-606-40	Machinery and Equipment	74,465	4,085		\$ 78,550	Asphalt Roller
	Machinery & Equipment - Balance	1,285				
	Vehicles - Balance	4,085				
	Staffing Shortages	22,380				
	Purchase of Asphalt Roller Total	27,750				

APPROVALS \$ 26,465 \$ 26,465

1 Department Head _____ Date: _____
 2 Finance _____ Date: 7/30/25
 3 City Manager _____ Date: 7/30/25
 4 Commission _____ Date: _____

Street

LeeBoy

Sourcewell



Phone: 704.966.3300

Sales@LeeBoy.com

Quote Form

Effective:

19 December 2024

Prices in US Dollars

FOB Lincoln, NC

Asphalt RollersQUOTED FOR: City of Callaway, FL

ACCOUNT NUMBER: _____

DEALER: Tractor and EquipmentDATE: 9-Jun-25Sourcewell Contract #: 060122-VTL

STANDARD FEATURES

See LeeBoy Asphalt Roller Specifications at: LeeBoy.com - Specifications

MODEL	WEIGHT LBS. (TONS)	DRUM WIDTH	ENGINE	DESCRIPTION	LIST PRICE	ORDER QUANTITY	EXTENDED PRICE
BR36	2,711	35.4 in	20.8 HP Honda Gasoline	Tandem Steel Drum Articulating Roller	\$ 24,499	1	\$ 24,499
BR48	6,129	47.2 in	43.5 HP Yanmar Diesel	Tandem Steel Drum Articulating Roller	\$ 53,990	0	\$ -
BR48R	5,546	59.8 in	24.4 HP Yanmar Diesel	9-Wheel Rubber Tire Articulating Roller	\$ 64,999	0	\$ -
COMMENTS:					Total List Price		\$ 24,499.00
					Sourcewell Discount (10%)		\$ (2,449.90)
					Total Sourcewell List Price		\$ 22,049.10
					Freight "good for 2 days from the date quoted"		\$ 3,500.00
					<i>pre delivery</i>		\$ 2,200.00
SIGNATURE:							\$ -
							\$ -
							\$ -
							\$ -
					Total Price Delivered to Agency		\$ 27,749.10

Asphalt Roller

Quote Summary

Prepared For

CITY OF CALLAWAY
5708 CHERRY ST
PANAMA CITY, FL 32404
Home: 850-769-4837
Business: 904-769-4837

Prepared By

BUCHANAN BOBBY
Beard Equipment Company
3195 W Nine Mile Road
Pensacola, FL 32534
Phone: 850-476-0277
bbuchanan@beardequipment.com

		Quote Id:	32985722
		Created On:	09 June 2025
		Last Modified On:	09 June 2025
		Expiration Date:	31 July 2025
Equipment Summary	Selling Price	Qty	Extended
2025 BASIC 120-V	\$ 46,774.00	X 1 =	\$ 46,774.00
Equipment Total			\$ 46,774.00
Trade In Total			\$ 0.00

Quote Summary

Equipment Total	\$ 46,774.00
Trade In	
SubTotal	\$ 46,774.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 46,774.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 46,774.00

Salesperson : X

Accepted By : X

Confidential

CITY OF CALLAWAY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DATE: AUGUST 12, 2025

ITEM: CAPITAL PURCHASE FOR SECURITY SYSTEMS

1. PLACED ON AGENDA BY:

EDDIE COOK, CITY MANAGER

AND

TIM LEGARE, DIRECTOR OF LEISURE SERVICES

2. AGENDA:

PRESENTATION	☐
PUBLIC HEARING	☐
OLD BUSINESS	☐
REGULAR	☒

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

CAPITAL PURCHASE WAS NOT APPROVED IN FY 2025 BUT USING CURRENT BUDGET FUNDS.

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

Due to vandalism at various parks staff is requesting to purchase security systems for the as listed below in the amount of \$64,552

Leisure Services	\$	9,997.63
Arts & Conference Center	\$	8,930.71
Community Center	\$	13,072.11
Gore Park	\$	8,993.86
Gore Park Bathrooms	\$	7,597.98
Historical Buildings	\$	7,997.84
Veterans Park	\$	7,961.65
 Total	\$	 64,551.78

Attachment(s):

Budget Transfer
Quote

5. REQUESTED MOTION/ACTION: Staff requests approval of the budget transfer to purchase the new security systems in the amount of \$64,552.



BUDGET TRANSFER REQUEST

AMOUNTS IN WHOLE DOLLARS

Department Leisure Services

7/30/2025

Account #	Account Description	CURRENT Budget Amt	Requested Increase	Requested Decrease	REVISED Budget Amt	Explanation for Request
01-572-606-20	Buildings	282,255		(10,000)	\$ 272,255	
01-572-606-30	Improvements OT Buildings	65,550	10,000		\$ 75,550	
01-572-606-40	Machinery & Equipment	69,359		(7,002)	\$ 62,357	
01-572-606-30	Improvements OT Buildings	75,550	7,002		\$ 82,552	
	Buildings - Comm Center Balance	10,000				
	Improvements OT Building - Fence FY 2024	47,550				
	Machinery & Equipment	7,002				
	New Security Systems	64,552				

APPROVALS

\$	17,002	\$	(17,002)
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1 Department Head

Date: _____

2 Finance

Date:

City Manager

Date:

4 Commission

Date:

7/30/25



(850) 205-5002
tlockard@redwire.com
www.redwire.com

Tim Lockard
Senior Security Consultant

Intrusion Detection and Digital Surveillance

City of Callaway Leisure Service
Project: 28399-1-0

Prepared for
Tim Legare
City of Callaway Leisure Service

City of Callaway Leisure Service
504 Callaway Pkwy
Callaway, FL 32404

(850) 890-4687
tlegare@cityofcallaway.com

Proposal Issued
7.25.2025

Proposal Valid To
10.23.2025

Project Description and Investment

Customer Name: City of Callaway Leisure Service

Site:

City of Callaway Leisure Service
504 Callaway Pkwy
Callaway, FL 32404

Billing:

City of Callaway Leisure Service
6601 E Highway 22
Callaway, FL 32404

Contact:

Tim Legare
(850) 890-4687
tlegare@cityofcallaway.com

Project Investment

Intrusion Detection

\$3,881.71

QTY	Description
1	142 Zone Kit Network Only
1	16.5 VAC 50VA Plug-In Transformer
1	7" Graphic Touchscreen Keypad w/ Video
1	DMP Digital Cellular Communicator, Verizon LTE
1	Interior Siren
2	Wireless PIR Motion 40x40
6	Single Door Contact
2	Overhead Door Contact 24" Lead
2	Conduit EMT 10' Stick

Professional Services: Monthly

Description	Ext. Price
Intrusion Monitoring and Maintenance	\$55.00
Intrusion Cellular Backup Monitoring	\$20.00
Services Include:	
24/7 Monitoring	
Equipment Maintenance (Parts and Labor)	
2 Hour Emergency* Service	
False Alarm Guarantee	
6 Month Money Back Guarantee	
\$2,500 Performance Promise	
Unlimited Updates and Changes	
Unlimited Training and Technical Support	
Free Software Upgrades*	

Digital Surveillance

\$6,315.92

QTY	Description
1	8 Channel 2TB NVR POE
1	850VA LCD UPS w/ 12 Outlets and 5' Cord
7	In/Outdoor Bullet Camera 4MP 3-10MZ IR WDR

Project Description and Investment

Professional Services: Monthly

Description	Ext. Price
Quality Assurance Program for Commercial Video Surveillance Camera	\$77.00
Quality Assurance Program for Commercial Video Surveillance Recorder	\$15.00
Services Include:	
Equipment Maintenance (Parts and Labor)	
2 Hour Emergency* Service	
6 Month Money Back Guarantee	
Unlimited Training and Technical Support	
Free Software Upgrades*	

Financial Summary

Total Proposal Amount:	\$9,997.63
Monthly Professional Services:	\$167.00
Deposit Due in Advance:	\$4,998.81
Balance Due Upon Completion:	\$4,998.82

Client Authorization

Date

All other terms & conditions of existing contracts between the parties referenced herein apply.

Received By

Date



(850) 205-5002
tlockard@sonitrolfl.com
www.sonitrolfl.com

Tim Lockard
Senior Security Consultant

Digital Surveillance

City of Callaway
Project: 28405-1-0

Prepared for
Tim Legare
City of Callaway

Arts and Conference Center
500 Callaway Pkwy
Callaway, FL 32404

(850) 874-0031
tlegare@cityofcallaway.com

Proposal Issued
7.25.2025

Proposal Valid To
10.23.2025

Project Description and Investment

Customer Name: City of Callaway

Site:

Arts and Conference Center
500 Callaway Pkwy
Callaway, FL 32404

Billing:

City of Callaway
6601 E. Hwy 22
Callaway, FL 32404

Contact:

Tim Legare
(850) 874-0031
tlegare@cityofcallaway.com

Project Investment

Digital Surveillance

\$8,930.71

QTY Description

1	16 Channel NVR 4TB POE
1	850VA LCD UPS w/ 12 Outlets and 5' Cord
5	Outdoor Bullet Camera 4MP 3-10MZ IR WDR
3	In/Outdoor Vandal Dome Camera 4MP 3-10MZ IR WDR

Supplies & Materials for: Digital Surveillance

QTY Description

1.00	Wire
------	------

Professional Services: Monthly

Description

Ext. Price

Quality Assurance Program for Commercial Video Surveillance Camera	\$88.00
Quality Assurance Program for Commercial Video Surveillance Recorder	\$15.00

Services Include:

Equipment Maintenance (Parts and Labor)
2 Hour Emergency* Service
6 Month Money Back Guarantee
Unlimited Training and Technical Support
Free Software Upgrades*

Financial Summary

Total Proposal Amount:	\$8,930.71
Monthly Professional Services:	\$103.00
Deposit Due in Advance:	\$4,465.35
Balance Due Upon Completion:	\$4,465.36

Client Authorization

Date

All other terms & conditions of existing contracts between the parties referenced herein apply.

Received By

Date



(850) 205-5002
tlockard@redwire.com
www.redwire.com

Tim Lockard
Senior Security Consultant

Access Control and Digital Surveillance

Callaway Community Center
Project: 28403-1-0

Prepared for
Tim Legare
Callaway Community Center

Callaway Community Center
530 Beulah Ave
Callaway, FL 32404

(850) 874-0031
tlegare@cityofcallaway.com

Proposal Issued
7.25.2025

Proposal Valid To
10.23.2025

Project Description and Investment

Customer Name: Callaway Community Center

Site:

Callaway Community Center
530 Beulah Ave
Callaway, FL 32404

Billing:

Callaway Community Center
530 Beulah Ave
Callaway, FL 32404

Contact:

Tim Legare
(850) 874-0031
tlegare@cityofcallaway.com

Project Investment

Access Control and Intrusion Detection

\$7,538.78

QTY Description

- 1 Access Control Kit Network
- 1 16.5 VAC 50VA Plug-in Transformer
- 1 7" Graphic Touchscreen Keypad
- 1 DMP Digital Cellular Communicator, Verizon LTE
- 1 Interior Siren
- 2 Single Door Contact
- 2 Glassbreak Acoustic
- 2 DMP Wiegand Interface Module
- 1 Power Supply 12/24vdc @ 4A
- 2 Signo 40 Single Gang Reader Pigtail w/ Pin Pad
- 2 Request to Exit Motion Sensor
- 2 REX Button No Touch w/ Manual Override Mullion

Supplies & Materials for: Access Control and Intrusion Detection

QTY Description

- 2.00 Locksmith - Sta Maglock

Professional Services: Monthly

Description	Ext. Price
Central Station Management and Maintenance of Access Control Door	\$40.00
Intrusion Monitoring and Maintenance	\$50.00
Intrusion Cellular Backup Monitoring	\$20.00
Services Include:	
Equipment Maintenance (Parts and Labor)	
2 Hour Emergency* Service	
6 Month Money Back Guarantee	
Unlimited Updates and Changes	
Unlimited Training and Technical Support	
Free Software Upgrades*	
Redwire App	

Digital Surveillance

\$8,513.33

QTY Description

- 1 8 Channel 2TB NVR POE
- 1 850VA LCD UPS w/ 12 Outlets and 5' Cord
- 5 In/Outdoor Vandal Dome Camera 4MP 3-10MZ IR WDR

Supplies & Materials for: Digital Surveillance

QTY Description

- 1.00 Wire

Project Description and Investment

Professional Services: Monthly

Description	Ext. Price
Quality Assurance Program for Commercial Video Surveillance Camera	\$55.00
Quality Assurance Program for Commercial Video Surveillance Recorder	\$15.00
Services Include:	
Equipment Maintenance (Parts and Labor)	
2 Hour Emergency* Service	
6 Month Money Back Guarantee	
Unlimited Training and Technical Support	
Free Software Upgrades*	
Redwire App	

Financial Summary

Total Proposal Amount:	\$13,072.11
Monthly Professional Services:	\$180.00
Deposit Due in Advance:	\$6,536.05
Balance Due Upon Completion:	\$6,536.06

Client Authorization

Date

All other terms & conditions of existing contracts between the parties referenced herein apply.

Received By

Date



(850) 205-5002
tlockard@redwire.com
www.redwire.com

Tim Lockard
Senior Security Consultant

Digital Surveillance System

John B Gore Park
Project: 28400-1-0

Prepared for
Tim Legare
John B Gore Park

John B Gore Park
432 Bealah Ave
Callaway, FL 32404

(850) 874-0031
tlegare@cityofcallaway.com

Proposal Issued
7.25.2025

Proposal Valid To
10.23.2025

Project Description and Investment

Customer Name: John B Gore Park

Site:

John B Gore Park
432 Bealah Ave
Callaway, FL 32404

Billing:

John B Gore Park
6601 East Highway 22
Callaway, FL 32404

Contact:

Tim Legare
(850) 874-0031
tlegare@cityofcallaway.com

Project Investment

Digital Surveillance

\$8,993.86

QTY	Description
-----	-------------

1	8 Channel 2TB NVR POE
1	850VA LCD UPS w/ 12 Outlets and 5' Cord
8	In/Outdoor Vandal Dome Camera 4MP 3-10MZ IR WDR
5	Wall Mount for Select XNV, PNM & QND Cameras
5	Hanging Mounting Adapter for Select QNV Cameras

Supplies & Materials for: Digital Surveillance

QTY	Description
-----	-------------

1.00	Wire
------	------

Professional Services: Monthly

Description	Ext. Price
Quality Assurance Program for Commercial Video Surveillance Camera	\$88.00
Quality Assurance Program for Commercial Video Surveillance Recorder	\$15.00
Services Include:	
Equipment Maintenance (Parts and Labor)	
2 Hour Emergency* Service	
6 Month Money Back Guarantee	
Unlimited Training and Technical Support	
Free Software Upgrades*	

Financial Summary

Total Proposal Amount:	\$8,993.86
Monthly Professional Services:	\$103.00
Deposit Due in Advance:	\$4,496.93
Balance Due Upon Completion:	\$4,496.93

Client Authorization

Date

All other terms & conditions of existing contracts between the parties referenced herein apply.

Received By

Date



(850) 205-5002
tlockard@redwire.com
www.redwire.com

Tim Lockard
Senior Security Consultant

Access Control System

John B Gore Park Bathrooms
Project: 28401-1-0

Prepared for
Tim Legare
John B Gore Park Bathrooms

John B Gore Park Bathrooms
432 Beulah Ave
Callaway, FL 32404

(850) 890-4687
tlegare@cityofcallaway.com

Proposal Issued
7.25.2025

Proposal Valid To
10.23.2025

Project Description and Investment

Customer Name: John B Gore Park Bathrooms

Site:

John B Gore Park Bathrooms
432 Beulah Ave
Callaway, FL 32404

Billing:

John B Gore Park Bathrooms
6601 East Highway 22
Callaway, FL 32404

Contact:

Tim Legare
(850) 890-4687
tlegare@cityofcallaway.com

Project Investment

Access Control

\$7,607.98

QTY Description

- 1 Access Control Kit Network
- 1 16.5 VAC 50VA Plug-in Transformer
- 1 DMP Digital Cellular Communicator, Verizon LTE
- 1 DMP Keypad, Programmable LCD White
- 2 Signo 40 Single Reader Pigtail w/ Pin Pad
- 2 Request to Exit Motion Sensor
- 2 DMP Wiegand Interface Module
- 2 REX Button No Touch w/ Manual Override Mullion
- 1 Power Supply 12/24vdc @ 4A

Supplies & Materials for: Access Control

QTY Description

- 2.00 Locksmith - Sta Maglock
- 1.00 Wire

Professional Services: Monthly

Description

Ext. Price

- Central Station Management and Maintenance of Access \$50.00
- Control Door
- Redwire App Premium \$5.00

Services Include:

- Equipment Maintenance (Parts and Labor)
- 2 Hour Emergency* Service
- 6 Month Money Back Guarantee
- Unlimited Updates and Changes
- Unlimited Training and Technical Support
- Free Software Upgrades*
- Redwire App

Financial Summary

Total Proposal Amount:	\$7,597.98
Monthly Professional Services:	\$55.00
Deposit Due in Advance:	\$3,798.99
Balance Due Upon Completion:	\$3,798.99

Project Description and Investment

Client Authorization

Date

All other terms & conditions of existing contracts between the parties referenced herein apply.

Received By

Date



(850) 205-5002
tlockard@redwire.com
www.redwire.com

Tim Lockard
Senior Security Consultant

Intrusion Detection and Digital Surveillance

Callaway Historical Society Museum
Project: 28404-1-0

Prepared for
Tim Legare
Callaway Historical Society Museum

Callaway Historical Society Museum
524 Beulah Ave
Callaway, FL 32404

(850) 874-0031
tlegare@cityofcallaway.com

Proposal Issued
7.25.2025

Proposal Valid To
10.23.2025

Project Description and Investment

Customer Name: Callaway Historical Society Museum

Site:

Callaway Historical Society
Museum
524 Beulah Ave
Callaway, FL 32404

Billing:

Callaway Historical Society
Museum
524 Beulah Ave
Callaway, FL 32404

Contact:

Tim Legare
(850) 874-0031
tlegare@cityofcallaway.com

Project Investment

Intrusion Detection

\$1,513.09

QTY Description

- 1 XTL+ CLASSIC PACKAGE W/ Verizon Cell
- 1 DMP Universal Wireless Contact White

Professional Services: Monthly

Description

Ext. Price

Intrusion Monitoring and Maintenance	\$50.00
Intrusion Cellular Backup Monitoring	\$20.00
Redwire Basic Arming and Disarming App	\$0.00

Services Include:

- 24/7 Monitoring
- Equipment Maintenance (Parts and Labor)
- 2 Hour Emergency* Service
- False Alarm Guarantee
- 6 Month Money Back Guarantee
- \$2,500 Performance Promise
- Unlimited Updates and Changes
- Unlimited Training and Technical Support
- Free Software Upgrades*

Digital Surveillance

\$6,484.75

QTY Description

- 1 8 Channel 2TB NVR POE
- 1 850VA LCD UPS w/ 12 Outlets and 5' Cord
- 6 In/Outdoor Vandal Dome Camera 4MP 3-10MZ IR WDR

Professional Services: Monthly

Description

Ext. Price

Quality Assurance Program for Commercial Video Surveillance Camera	\$66.00
Quality Assurance Program for Commercial Video Surveillance Recorder	\$15.00

Services Include:

- Equipment Maintenance (Parts and Labor)
- 2 Hour Emergency* Service
- 6 Month Money Back Guarantee
- Unlimited Training and Technical Support
- Free Software Upgrades*

Financial Summary

Project Description and Investment

Total Proposal Amount:	\$7,997.84
Monthly Professional Services:	\$151.00
Deposit Due in Advance:	\$3,998.92
Balance Due Upon Completion:	\$3,998.92

Client Authorization

Date

All other terms & conditions of existing contracts between the parties referenced herein apply.

Received By

Date



(850) 205-5002
tlockard@redwire.com
www.redwire.com

Tim Lockard
Senior Security Consultant

Digital Surveillance

Veterans Park
Project: 28406-1-0

Prepared for
Tim Legare
Veterans Park

Veterans Park
5916 Cherry St
Callaway, FL 32404

(850) 874-0031
tlegare@cityofcallaway.com

Proposal Issued
7.25.2025

Proposal Valid To
10.23.2025

Project Description and Investment

Customer Name: Veterans Park

Site:

Veterans Park
5916 Cherry St
Callaway, FL 32404

Billing:

Veterans Park
6601 E Hwy 22
Callaway, FL 32404

Contact:

Tim Legare
(850) 874-0031
tlegare@cityofcallaway.com

Project Investment

Digital Surveillance

\$7,961.65

QTY	Description
1	8 Channel 2TB NVR POE
1	850VA LCD UPS w/ 12 Outlets and 5' Cord
5	Outdoor Bullet Camera 4MP 3-10MZ IR WDR
1	Trendnet Dbi WiFi AC867 POE Point to Point
1	8 Port POE+ Switch

Supplies & Materials for: Digital Surveillance

QTY	Description
1.00	Wire

Professional Services: Monthly

Description	Ext. Price
Quality Assurance Program for Commercial Video Surveillance Camera	\$55.00
Quality Assurance Program for Commercial Video Surveillance Recorder	\$15.00
Services Include:	
Equipment Maintenance (Parts and Labor)	
2 Hour Emergency* Service	
6 Month Money Back Guarantee	
Unlimited Training and Technical Support	
Free Software Upgrades*	

Financial Summary

Total Proposal Amount:	\$7,961.65
Monthly Professional Services:	\$70.00
Deposit Due in Advance:	\$3,980.82
Balance Due Upon Completion:	\$3,980.83

Client Authorization

Date

All other terms & conditions of existing contracts between the parties referenced herein apply.

Received By

Date

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

DATE: AUGUST 12, 2025

ITEM: BUDGET AMENDMENT – MAINTENANCE SHOP ELECTRIC TRANSFER SWITCH

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 ☒

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

The Maintenance Shop is a critical asset during disaster response. The city attempted to acquire funding to add a transfer switch and generator using HMGP funds but was denied. As we prepare for active hurricane season, our maintenance shop would be unusable if there was a power loss.

We have received a proposal to add a manual transfer switch to the building that will cover the maintenance shop and fueling station for \$19,885. We will use our repurposed portable 40K generator to power the building. This is a necessity for disaster preparedness.

ATTACHMENTS: Budget Amendment / Transfer Switch Quote

5. REQUESTED MOTION/ACTION: APPROVE BUDGET AMENDMENT FOR MAINTENANCE TRANSFER SWITCH



BUDGET Amendment REQUEST

AMOUNTS IN WHOLE DOLLARS

Department Maintenance

7/31/2025
Date

[illegible]



PO Box 35846 - Panama City, FL 32412
100 Everitt Ave. Panama City, FL 32401
Office (850) 747-4427
EC 13001544 - CUC 1223988 - EC13007866



Date: 07/17/2025

Proposal #2025-07-08

Attention: Eddie Cook

Job Name / Location: Callaway Maintenance Shop

We hereby submit a proposal to do the following:

WSI will furnish labor, materials and equipment to install new 400 Amp 3 Phase Electrical System with a Manual Transfer Switch incorporated to accept a Meltric DS 200 Amp Generator Receptacle (furnished by owner) for Emergency use. Refeed existing Electrical Panels inside maintenance Building.

- Permit is included

We propose to do the above referenced work for the sum of:

(\$19,855.00) Nineteen Thousand Eight Hundred Fifty-Five Dollars.

Bids that are required to be held for longer than 30 days are subject to an escalation clause, at the time of contract unless a prior agreement has been made.

Larry Peterson Jr.

Project Estimator
Wise Services Inc.

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

DATE: AUGUST 12, 2025

ITEM: FLORIDA AUCTION NETWORK CONSIGNMENT AGREEMENT FOR 2025/26

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

2. AGENDA:

PRESENTATION	☐
PUBLIC HEARING	☐
OLD BUSINESS	☐
REGULAR	☒

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

N/A – Consignment fee of 5% applies

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

This is the annual renewal with Florida Auction Network for surplus items. Cost of service is 5% of sale price and they provide all other services, i.e. advertising, hauling, liability, etc. Florida Auction Network is local to Bay County. They provide services to Springfield, Parker, Panama City Beach, Sheriff's Office, several state entities, etc. The agreement is for 1 year, renewable annually.

ATTACHMENTS:

- Florida Auction Network Consignment Agreement

5. REQUESTED MOTION/ACTION: APPROVAL OF FLORIDA AUCTION NETWORK CONSIGNMENT AGREEMENT

FLORIDA AUCTION NETWORK LLC
3847 EAST BUSINESS HIGHWAY 98
PANAMA CITY, FL 32401
850-896-2343
auctionchoice@yahoo.com
www.flauctionnetwork.com
AB# 3488 AU# 4677

Consignor	<u>CITY OF CALLAWAY</u>
Date of Consignment	<u>8/24/2025</u>
Contact Info	<u>Eddie Cook, City Manager</u>
Event/Auction	<u>8/24/2025-8/24/2026</u>

CONSIGNMENT AGREEMENT

1. **CONSIGNMENT:** Consignor grants Florida Auction Network LLC (FANLLC) the exclusive right to auction his/her/its property at public auction. FANLLC will decide the best method to advertise the property. FANLLC may divide or combine the property into one or more separate lots. FANLLC will incur no liability for the postponement of any auction for any reason. FANLLC is not responsible for any items left with FANLLC that do not appear on the property receipt made out by a FANLLC employee and countersigned by Consignor.
2. **COMMISSIONS:** FANLLC will receive 5% of the hammer price for all lots sold.
3. **RESERVES:** Reasonable reserves are accepted on most items. It is understood that if FANLLC sells the property below a reserve amount, the consignor will receive an amount equivalent to that which they are entitled to had the item sold at the reserve amount. Reserves are to be agreed upon before items are transferred to possession of FANLLC and cannot be raised after FANLLC has taken possession. Unsold items may incur a service charge. (See paragraph 13 about alerting FANLLC to retrieve unsold items and/or relisting items through another auction)
4. **ADDITIONAL CHARGES:** Consignor will pay all packing, handling, and transportation costs to FANLLC premises, as well as restoration, repair, and cleaning costs and costs of third party services, appraisals or expert advice to properly describe property or verify authenticity. Cleaning, restoration, and appraisal costs in excess of \$30 will be approved in advance by Consignor. All third party costs are increased 10% as a service charge for FANLLC account.
5. **INSURANCE:** Consignor will maintain any insurance deemed necessary and holds FANLLC harmless for any damage or liability claims resulting from involvement of property at the premises/site until the Consignor is paid by FANLLC. Consignor will maintain insurance until Consignor is paid by FANLLC and Consignor is liable for any theft, damage, fire damage, natural disaster, or vandalism that may occur while on premises/site or while being handled by FANLLC.
6. **ADVERTISING, PHOTOGRAPHY, & VIDEO:** FANLLC will market as it deems necessary to obtain the maximum results. FANLLC will display, video, and photograph the items, and events/transactions as it deems appropriate. FANLLC reserves the right to photograph, audio and video record any property and event/transaction and to use pictures and recordings in any and all advertisements, information packets, legal proceedings, or for any legal use. In instances where the value of tangible personal property owned by a local government exceeds \$5000.00 per item, FANLLC will publish notice not less than 1 week nor more than 2 weeks prior to sale/auction in a newspaper having a general circulation in the county or district in which is located the official office of the governmental unit at no charge and will provide verification of the publication.
7. **PAYMENTS:** FANLLC will provide (by mail or in person) sales proceeds to the consignor, less all commissions and costs, within 30 days after the auction close, together with a full accounting thereof.
8. **CLAIMS BY BUYERS:** If, within 30 days from the auction close, the buyer of any property demonstrates to FANLLC's satisfaction that the property purchased is not authentic or is materially different from its catalogue description or other FANLLC representations, FANLLC may, in its sole discretion, delay payment to the consignor (if not yet

paid under Paragraph Number 7), rescind the sale, and refund the full purchase price to the buyer. If the Consignor is paid under Paragraph Number 7, Consignor will remit to FANLLC the proceeds previously received for the rescinded sale.

9. **RESERVED BIDS & WITHDRAWAL:** Consignor appoints the Auctioneer and/or FANLLC and its representatives to bid on the consignor's behalf up to the amount of the reserve. Consignor agrees that neither he nor his representative will bid on items under this agreement. Any items the Consignor does bid on will be treated as a purchase and charged the full buyer's premium and commission. Consignor agrees not to withdraw any property subject to this agreement unless agreed to by FANLLC, and the payment of all charges, costs, and the commission (both buyer's premium and consignor's fees) due as if the item had been sold.
10. **WARRANTIES & INDEMNIFICATION BY CONSIGNOR:** (a) Consignor represents and warrants that he has the legal right to consign the property for sale; that there is not, nor will there be, any claim, lien or encumbrance against the property for any reason. (b) Consignor agrees to indemnify FANLLC against all claims and expenses, including reasonable attorney's fees arising from the actual or claimed breach of any of the Consignor's warranties or representations herein, which shall survive the completion of a sale of property.
11. **NONPAYMENT BY PURCHASER:** FANLLC is not obligated to legally enforce payment by any buyer of the property. If FANLLC is not paid by the purchaser within 15 days of sale, FANLLC may, in its sole discretion, cancel the sale and resell the property.
12. **NO GUARANTEE:** FANLLC does not guarantee the selling price of property. All estimates of selling value are opinion only and shall not be construed as any promise of selling price. FANLLC is not liable for errors or omissions in catalogues or other descriptive material.
13. **UNSOLD PROPERTY:** (a) Property not sold shall be reclaimed by the Consignor no more than 10 days after the last day of the sale period or auction. (b) The Consignor is responsible for contacting FANLLC to indicate when unsold consigned items are to be retrieved from the premises, or if the unsold consigned item(s) are to be relisted in a second auction, it is incumbent upon the Consignor to alert FANLLC to that decision before 10 days elapse after an auction or consignment period ends. All items not relisted in a future auction or a new consignment agreement is not completed are given a 10 day grace period for the Consignor to retrieve from the premises, as per point (a) above. Property remaining after the 10 days will be subject to storage charges of \$10 per day, per lot. All charges must be paid before the property is released. **ANY ITEMS LEFT OVER 30 DAYS WILL BE CONSIDERED ABANDONED AND BECOME PROPERTY OF FANLLC. FANLLC MAY DISPOSE OF THE ITEMS AT ITS DISCRETION.**
14. **MISCELLANEOUS:** This agreement is binding upon the Consignor's heirs, beneficiaries, executors, et. al.; is assignable only with FANLLC's consent; may be modified only in writing signed by FANLLC and the Consignor; and shall be governed by the laws of the state of Florida.
15. **CONTRACT TERM:** The contract will continue in force until notice to cancel is given by either party or 365 days has passed. A new Consignment Agreement is required each 365 days.
16. **ITEM REMOVAL:** It is understood by the parties that in the event any consigned item is removed by the Consignor, FANLLC will receive their due commission as if the item had sold. The value will be determined by the reserve, or where there is no reserve, the appraised value by a mutually agreed to appraiser.
17. **CONSIGNOR RESPONSIBILITIES:** Consignor is responsible to furnish FANLLC with a complete descriptive list of the property to be sold; including but not limited to brand name, model number, manufacturers serial number, size, shape, color, condition. (see Paragraph Number 18 for information related to titled items) Consignor will deliver all listed property to the premises/site in the cleanest, most functional condition practical and free of any excess liquids or contaminants before being transported to FANLLC premises/site. Consignor guarantees that he/she or it has good title and right to sell items/property; that they are without mortgages, liens or encumbrances of any

kind except those which are specifically detailed within this contract. Consignor assumes full responsibility for providing marketable title and delivery of title to purchaser, payment of proceeds to creditors, and Consignor will assume all attorney fees and court costs if such a case should arise. Any misrepresentation by the Consignor as to the description or condition will allow FANLLC to make a downward adjustment on the selling price at FANLLC's sole discretion or refuse to sell the property and collect the payment of all charges, costs, and the commission (both buyer's premium and consignor's fees) due as if the item had been sold.

18. **STORAGE:** As an additional service to consignors, FANLLC offers short-term storage of items that are involved in the surplus/disposal process. FANLLC provides a licensed, bonded, and insured premises at 3847 E. Business Hwy 98, Panama City, FL 32401. This premises is fenced and covered by 24-hour surveillance. Items may be stored for up to 90 days prior to auction.
19. **TITLED:** Titled items require a separate Used Vehicle Consignment Agreement form for each vehicle consigned by an individual or business, Power of Attorney HSMV 82995, and title delivered to FANLLC prior to FANLLC taking possession of titled item. Automobile Dealers are required to re-assign title to FANLLC for a vehicle to be sold or auctioned and complete a FANLLC Vehicle Information Data Form. Titles and lien releases must accompany vehicle upon pick up or delivery to FANLLC possession.
20. **NO SALE FEE:** FANLLC reserves the right to charge a No Sale Fee for items that require special handling, unusual time requirements, and advertising that do not sale. Consignor must agree to this possible fee in this contract when required by FANLLC.

I commission FANLLC to auction the items listed on the attached sheet(s) to the highest bidder by public auction. I certify that I am the owner/custodian of the listed goods, merchandise, and/or property (property, vehicle, item, lot, etc.) and have good title and the right to sell and that they are free from all encumbrances. I agree to accept all responsibility for providing merchandise title and for delivery of title to purchaser. I agree to hold harmless the auctioneers against any claims of the nature referred to in this agreement.

THIS AGREEMENT IS VALID FOR 365 DAYS AND MUST BE RENEWED TO BE VALID BEYOND 365 DAYS.

I have read and understand the terms above of the Event/Auction and will abide by them.

X

Eddie Cook, City Manager

Consignor/Seller

Attest:

Ashley Robyck, City Clerk

X

Jonathan Sewell
Manager/Auctioneer

SELLER'S NAME CITY OF CALLAWAY

ADDRESS 6601 E. HIGHWAY 22

CITY CALLAWAY FL ZIP 32404

EMAIL citymanager@cityofcallaway.com

PHONE (850) 871-6000

DATE: August 12, 2025

CITY OF CALLAWAY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DATE: AUGUST 12, 2025

ITEM: BAY COUNTY SHERIFF'S OFFICE LAW ENFORCEMENT SERVICE AGREEMENT

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 ☐

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

The City's current Agreement for Law Enforcement Service with the Bay County Sheriff's Office will expire September 30, 2025. The Agreement presented for Commission's consideration reflects a 5% increase over last year for a total of \$2,789,551.00.

This Agreement term is from October 1, 2025, through September 30, 2026, with an additional 1-year renewal option expiring September 30, 2027, at a rate of 105% of the stated renewal for this term.

Per Sherriff Ford, they were able to keep the increase at 5% for this year with the extension for next year at 5% as well.

ATTACHMENT(S):

- BCSO LAW ENFORCEMENT SERVICE AGREEMENT

5. REQUESTED MOTION/ACTION:

Request Commission approval of the Bay County Sheriff's Office Law Enforcement Agreement in the amount of \$2,789,551.00 and authorization for the Mayor to execute the Agreement.

LAW ENFORCEMENT SERVICE AGREEMENT

THIS AGREEMENT, made and entered into on the date last appearing herein, by and between the City of Callaway, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as the City, and Tommy Ford, Sheriff of Bay County, Florida, hereinafter referred to as the Sheriff,

WITNESSETH:

WHEREAS, the City desires to provide police protection and for the benefit of its citizens in the most cost-effective manner;

WHEREAS, the City has experienced increases in its costs in directly providing police protection to its citizens;

WHEREAS, at the request of the City, the Sheriff has agreed to render police services to the City and the City desires to contract for such services with the Sheriff upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the promises and covenants made herein, it is agreed upon as follows:

Article I

Police Services: The Sheriff shall provide to the City for the term hereinafter set forth, as the same may be extended in accordance with the provisions hereof, competent professional police protection within, and throughout, the corporate limits of the City to the extent and in the manner hereinafter described:

- 1.1 The Sheriff agrees to staff the police unit assigned to the City with a minimum of ***nineteen (19)*** deputies and one (1) non-sworn staff assistant. This number will include three (3) working supervisors to ensure proper line supervision of the respective deputies assigned to the City and one (1) staff assistant to maintain the substation Monday through Friday from 8:00am until 5:00pm. These deputies will be scheduled in a manner to insure competent professional police protection within, and throughout, the corporate city limits of the City and the immediately adjoining area not to exceed one (1) statute mile. All deputies assigned to the City shall perform their patrol duties and responsibilities within the City, except in emergency

situations. Sheriff agrees that a minimum of two (2) deputies shall be assigned, at all times, for the benefit of the City.

- 1.2 The Sheriff agrees to furnish each of the deputies assigned to the City a fully equipped vehicle similar to other units assigned to deputies of the Sheriff's Office and all support equipment that is standard for patrol deputies of the Sheriff's Office. The vehicles assigned to the City will be included in the total payment of the contract each year. These vehicles will be maintained for a minimum period of three (3) years. Said vehicles and all equipment and materials acquired under this agreement shall become sole property of the Sheriff's Office.
- 1.3 The Sheriff agrees to furnish at no additional cost to the City all supplies necessary and proper for the purpose of performing the services, duties and responsibilities set forth and contemplated herein and as necessary to maintain the level of police service to be rendered hereunder.
- 1.4 The deputy sheriffs assigned to the City shall enforce all of the criminal laws of the State of Florida and the municipal ordinances of the City; as used herein the term enforce shall mean intervening in crimes in progress as appropriate, making reports on suspected or detected criminal activity, conducting field investigations of crimes, performing other law enforcement tasks customarily performed by patrol officers of the Bay County Sheriff's Office.
- 1.5 The deputy sheriffs assigned to the City shall render first aid or take public safety measures as necessary according to each situation requiring such action as appropriate.
- 1.6 The Sheriff, or his designee, shall assign investigators to process felonies committed within the corporate limits of the City as necessary.
- 1.7 The Sheriff, or his designee, shall answer and administrate all telephone communications related to police services within the corporate limits of the City at the Bay County Sheriff's Office Communications Center.
- 1.8 Ancillary to the police services listed above, the Sheriff, or his designee, shall provide services and facilities to the City as the same may be required from time to time:

- A. crime laboratory services;
 - B. narcotics unit operations;
 - C. prisoner transportation;
 - D. maintain customary records of police services performed;
 - E. such other services provided to Bay County municipalities not under a law enforcement service agreement.
- 1.9 The Sheriff shall furnish a deputy sheriff or auxiliary officer to attend all meetings of the City Commission and boards of the City.

Article II

Additional Services: The Sheriff shall provide to the City, upon the request of the City, which request shall be made by resolution by the City Commission stating the necessity thereof, such additional police services as may be needed from time to time, as determined by the City's discretion. The cost of such service shall be borne by the City and shall be payable in such amounts and in such a manner as may be determined by mutual agreement of the parties upon each occurrence.

Article III

Consideration: The City shall pay to the Sheriff, through the Board of County Commissioners of Bay County, Florida, in consideration of the services and responsibilities to be performed by the Bay County Sheriff's Office, the following sums:

- 3.1 The City agrees to pay to the Sheriff the sum of *Two Million, Seven Hundred Eighty-Nine Thousand, Five Hundred Fifty-One and no/100 Dollars (\$2,789,551)*, for the twelve months of this period. This amount is payable as follows: October 1, *2025*, through September 30, *2026*, in equal installments at the rate of *Two Hundred Thirty-Two Thousand, Four Hundred Sixty-Two and 58/100 (\$232,462.58)*, per month.

FURTHER, in the event the Sheriff incurs any uncontrolled or unexpected operational expenses for providing the stated services required by this agreement, the Sheriff will submit a statement to the City Commission explaining the situation (*why the expense occurred, why it was uncontrolled or unexpected, etc.*) along with

an invoice for the amount. The City Commission will consider the charges and the Sheriff's explanation and submit payment to the Sheriff upon its determination that the expenses were uncontrolled or unexpected. The Sheriff will provide advance notice to the City of any expense falling under this provision as soon as is practicable. Invoices for such expenses will be submitted at the end of the fiscal year.

- 3.2 All sums paid by the City hereunder shall be paid to the County and shall be accounted for in the Sheriff's budget as general revenues commencing upon the execution of this agreement by all of the parties hereto.

Article IV

Employment Responsibility: All deputy sheriffs and other persons employed by the Sheriff in the performance of the duties and responsibilities assumed by the Sheriff herein shall be and remain solely in the employ of the Sheriff, and no such persons shall be considered in the employ of the City for any purpose whatsoever. Accordingly, the City shall not be called upon to assume any liability for or direct payment of any salaries, wages or other compensation, insurance premiums, workman's compensation funds or any other amenities of employment to those deputy sheriffs or other persons employed by the Sheriff in the performance of the Sheriff's duties and responsibilities hereunder, unless otherwise specifically provided herein. Debts or liabilities incurred by the City prior to the execution of this agreement shall be borne by the City. Debts and liabilities incurred by the Sheriff after execution of the agreement shall be borne by the Sheriff, unless specifically provided for in this agreement.

Article V

Right to Control: The Sheriff shall have, and maintain, the responsibility for the rendition of the services, the standards of performance, the discipline of personnel and other matters incident to the performance of the services, duties and responsibilities described and contemplated herein, provided, however, that the City does hereby reserve the right, and the Sheriff does hereby acquiesce in the City's right, to require that the Sheriff transfer such personnel who, in the determination of the City, fail to perform in a manner consistent with the standards contemplated herein. Transfers requested by the City will be only upon reasonable cause. Nothing contained herein shall be construed to mean that the City or Office of the Sheriff is

relinquishing or otherwise contracting away its authority under the Florida Constitution.

Article VI

Authority: The City does hereby vest in the Sheriff and each deputy sheriff who may, from time to time, be assigned to perform law enforcement services pursuant to this agreement, to the extent allowed by law, the police powers of the City which are necessary to implement and carry forth the services, duties and responsibilities imposed upon the Sheriff hereby, for the sole and limited purpose of giving official and lawful status and validity to the performance thereof by such deputy sheriffs. Each such deputy sheriff so empowered hereby and engaged in the performance of the services, duties and responsibilities described and contemplated herein shall be deemed to be a sworn law enforcement officer of the City while performing such services, duties and responsibilities which constitute municipal functions and are within the scope of this agreement. Accordingly, each such deputy sheriff is hereby vested with the power to enforce the ordinances of the City, to make arrests incident to the enforcement thereof and to do such other things and perform such other acts as necessary with respect thereto.

Article VII

Facilities: The City agrees to provide office space to the Sheriff within one of the City's municipal buildings, 24 hours daily, at no cost to the Sheriff. Sheriff will provide, and pay for, telephone service to the office. The City shall pay for water, sewer and electric service to the office as needed, and shall provide for the maintenance of the office space provided to the Sheriff.

Article VIII

Uniforms and Vehicle Markings: The Sheriff shall have the authority to designate the uniform dress of the deputy sheriffs performing police services under this agreement. The Sheriff agrees to mark the vehicles assigned to the City with a unique marking of his choosing so as to identify the unit as a Callaway unit.

Article IX

Liaison: A liaison shall be maintained between the City and the Sheriff or his designee, who shall meet and confer with the City Manager and such other persons who may, from time to time, be invited by the City Manager or the City Commission. The designated liaison is without authority to bind the City regarding any changes or modifications to this contract without approval of the City Commission.

Article X

Insurance: The deputy sheriffs appointed and employed by the Sheriff pursuant to this agreement shall be insured in all respects, as are other members of the Bay County Sheriff's Office, either through the Sheriff's Self Insurance Fund or through a private company providing comparable coverage.

Article XI

Term: This Agreement shall be for the term commencing on the 1st day of October **2025**, at 12:00am and ending at 11:59pm on the 30th day of September **2026**, both dates included, unless otherwise extended or terminated in accordance with the terms hereof.

Article XII

Renewal: The term of this agreement will automatically renew for one additional one (1) year term subject to the cancellation and termination provision contained in Article XIII below. The renewal term shall commence on October 1, **2026**, and shall terminate on September 30, **2027**. The consideration to be paid by the City to the Sheriff during the renewal term shall be calculated at the rate of one hundred-five percent (105%) of the consideration stated in paragraph 3.1 of this agreement.

Article XIII

Right of Cancellation and Termination: Either the Sheriff or the City shall have the right to cancel this contract at any time during its existence upon giving two hundred seventy (270) days advance written notice of its intention to cancel. Upon termination of the two hundred seventy (270) day period, this contract shall then be canceled, terminated, become null and void and of no further force and effect.

Article XIV

Fines, Forfeitures, Payment: All law enforcement education funds levied and collected by the Clerk of the Court and earmarked for the City pursuant to Section 943.25, Florida Statutes, shall be assigned over to the Sheriff and used by the Sheriff for the law enforcement education purposes authorized in said statute. Apart from such funds, the Sheriff shall have no claim or right to any other monies or things of value which City receives or may hereinafter receive by way of entitlement programs, grants or otherwise in connection with police or law enforcement activities. The City and the Sheriff do hereby acknowledge, one to the other, that nothing

contained herein shall, in any way, be construed to violate the City's right to the disposition of fines and forfeitures to which the City would be entitled, pursuant to Section 316.0261 Florida Statutes, as the same may be amended from time to time, or as to proceeds and forfeitures arising under the sale or disposition of unclaimed property or under any statutory or common law proceeding to which the City would otherwise be entitled. Cash or property forfeited pursuant to Chapter 932, Florida Statutes, shall be awarded to the Sheriff.

Article XV

Independent Contractor: The Sheriff, for the purpose of this service agreement, is and shall remain an independent contractor; provided, however such independent contract status shall not diminish the power and authority vested in the Sheriff and deputy sheriffs pursuant to Article VI.

Article XVI

Hold Harmless. The Sheriff shall hold the City harmless from any, and all, manner of actions, causes or action, suits, judgments, executions, claims and demands of any kind whatsoever, in law or in equity, which may result from, or arise out of, the intentional or negligent acts of the Sheriff, sheriff's deputies and the employees of the Sheriff; and the Sheriff shall indemnify the City for any, and all, damages, judgments, claims, costs, expenses, including reasonable attorney's fees, which the City might suffer in connection with, or as a result of, the intentional or negligent acts and the alleged intentional or alleged negligent acts of the Sheriff, sheriff's deputies and employees of the Sheriff. The City shall hold the Sheriff harmless from any, and all, manner of actions, causes of action, suits, judgments, executions, claims and demands of any kind whatsoever, in law or in equity, which may result from, or arise out of, the constitutionality of ordinances enacted by the City and enforced by the Sheriff, and the City shall indemnify the Sheriff for any, and all, damages, judgments, claims, costs, expenses, including reasonable attorney's fees, which the Sheriff might suffer in connection with, or as a result of, the constitutionality of ordinances enacted by the City and enforced by the Sheriff.

Article XVII

Insurability-Bonding: Nothing contained herein, nor any obligation on the part of the Sheriff to be performed hereunder, shall in any way be contrary to, or in contravention of, any

policy of insurance or surety bond required of the Sheriff pursuant to the laws of the State of Florida.

The Mayor and City Clerk, by their respective executions hereof, do each represent to the Sheriff that they, collectively, have full power and authority to make and execute this agreement on behalf of the City of Callaway, Florida, and nothing herein contained is in any way contrary to, or in contravention of, the Charter of the City of Callaway.

Article XVIII

Notice: All notices required hereunder shall be made by registered mail, return-receipt-requested; and any notice required hereunder shall be addressed to the Party intended to receive same at the following addresses:

SHERIFF: ***TOMMY FORD***
3421 N Highway 77
Panama City, Florida 32405

CITY: ***CITY MANAGER***
6601 E. Highway 22
Callaway, Florida 32404

Article XIX

Non-Assignability: The Sheriff shall not assign or delegate any of the obligations or benefits imposed hereby or contained herein, unless upon the written consent of the Callaway City Commission, which consent must be evidenced by a duly passed resolution.

Article XX

Entire Agreement: The parties acknowledge one to the other, that the terms hereof constitute the entire understanding and agreement of the Parties with respect hereto. No modification hereof shall be effective unless in writing, executed with the same formalities as this agreement is executed.

IN WITNESS WHEREOF, the Parties hereto have caused their respective agents to execute this instrument on their behalf, at the times set forth below.

Pamn Henderson, MAYOR
CITY OF CALLAWAY, FLORIDA

BY: Mayor Pamn Henderson

Date: _____

ATTEST:

Callaway City Clerk

Tommy Ford, SHERIFF
BAY COUNTY, FLORIDA


BY: Sheriff Tommy Ford

Date: 8/6/25