



CITY OF CALLAWAY BOARD OF COMMISSIONERS

TUESDAY, SEPTEMBER 23, 2025 – 6:00 P.M.
CALLAWAY ARTS & CONFERENCE CENTER
500 CALLAWAY PARK WAY
CALLAWAY, FL 32404

MAYOR

PAMN HENDERSON

COMMISSIONERS

DAVID GRIGGS

BOB PELLETIER

KENNETH AYERS, JR.

KEVIN OBOS, CITY ATTORNEY

KEITH "EDDIE" COOK, CITY MANAGER

ASHLEY ROBYCK, CITY CLERK

REGULAR MEETING AGENDA

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION

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

PUBLIC PARTICIPATION

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

APPROVAL OF MINUTES

- | | |
|------------------------|----------------------|
| • September 9, 2025 | Regular Meeting |
| • September 18, 2025 | Final Budget Hearing |
| • Financial Statements | August 2025 |

PUBLIC HEARING

- | | |
|-------------------|----------------------------------|
| 1. Ordinance 1130 | Rezoning Parcel ID 07261-000-010 |
|-------------------|----------------------------------|

REGULAR AGENDA

- | | |
|-----------------------------------|---|
| 2. Special Magistrate Appointment | |
| 3. Bid Award | CM2025-09 East Bay Paver & Drainage Project |
| 4. Budget Amendment | CDBG – Beacon Pointe |
| 5. Task Order | Stormwater Master Study |
| 6. Task Order | Lift Station Rehabilitation Redesign |

COMMISSION/STAFF COMMENTS

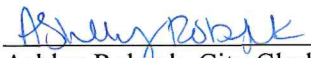
ANNOUNCEMENTS

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

- | | | |
|--------------------|------------------------------------|-----------|
| • October 7, 2025 | Planning Board Meeting (Potential) | 6:00 p.m. |
| • October 14, 2025 | Commission Meeting | 6:00 p.m. |

PUBLIC PARTICIPATION

ADJOURNMENT



Ashley Robyck, City Clerk

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

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

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 9, 2025– 6:00 P.M.**

The City of Callaway Commission met in a Regular Session on September 9, 2025. In attendance were Pamn Henderson, Mayor, David Griggs, Mayor Pro tem, and Commissioners Bob Pelletier, and Kenneth Ayers. Also in attendance were Eddie Cook, City Manager; Kevin Obos, City Attorney; Ashley Robyck, City Clerk; David Schultz, Director of Finance; Tim Legare, Director of Leisure Services; and David Joyner, Fire Chief.

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

Deputy McKenzie reviewed the August statistics from the Bay County Sherriff's Office.

Mayor Henderson called for additions or deletions to the agenda. There were none.

APPROVAL OF MINUTES

August 26, 2025	Regular Meeting
September 4, 2025	1 st Budget Hearing

City Clerk Robyck advised that "Commissioner" was missing on Ordinance 1122 in the Regular Meeting minutes and Resolution 25-17 on the Budget Hearing minutes but has been corrected.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve the minutes of & August 26, 2025 & September 4, 2025, as amended. Motion carried unanimously.

REGULAR AGENDA

Ordinance 1130 - Rezoning Parcel ID 07261-000-010

City Attorney Obos read the ordinance as follows:

AN ORDINANCE REZONING FROM RESIDENTIAL R-9 TO RESIDENTIAL R-6 A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY .482 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT WALLACE ROAD AND COMET AVENUE, CALLAWAY, FLORIDA, PARCEL ID 07261-000-010; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.

Bill Frye, Director of Public Works/Planning reviewed the rezoning request.

Commissioner Griggs asked if they will be responsible for the sidewalks if damaged. Director Frye confirmed.

Mayor Henderson called for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Griggs to approve Ordinance 1130, Rezoning Parcel ID 07261-000-010. The motion carried unanimously upon roll-call vote.

Resolution 25-20 – State Appropriations – S. Gay Ave & Beulah Ave

City Attorney Obos read the resolution as follows:

A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, APPROVING A STATE-FUNDED GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR ROAD IMPROVEMENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

City Manager Cook advised that this is the 2025 state appropriations grant. He also reviewed the amounts awarded versus requested and advised that we will be asking for a scope amendment due to the amount awarded. He also reviewed possible future plans for Beulah Avenue sidewalks.

Commissioner Ayers agreed to widen the lanes and go for a LAP grant for the sidewalks.

Commissioner Pelletier asked if we have an amount for Beulah yet. City Manager Cook addressed.

Mayor Henderson called for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Griggs to approve Resolution 25-20. The motion carried unanimously upon roll-call vote.

Land Purchase – Property near Brittany Woods Park

City Manager Cook reviewed plans for the property and advised that the current owner agreed to sell for \$800. He also advised that the back of the property is encumbered as wetlands with DEP and we do not have plans to do anything with the back part as of now.

Commissioner Pelletier asked if we have already started working on that pond. City Manager Cook addressed. Discussion ensued.

Commissioner Griggs asked advised that this is in the current budget to purchase before October.

Mayor Henderson called for public participation;

Karen Custer, 216 Lannie Rowe Drive, asked if we have an estimate of closing costs etc. City Attorney Obos addressed.

Anna Pelletier, 7724 Shadow Bay Dr asked what the budgeted amount is. Commissioner Griggs advised it is \$25,000.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs/Pelletier to approve the land purchase. The motion carried unanimously.

Task Order Amendment – 14 Lift Stations Rehabilitation – Structural ESDC

City Manager Cook advised this is an ESDC task order for structural services during construction for the five stations currently under a construction contract with Mainline. Mainline is waiting for structural subs to perform submittal reviews due to the grant requirement, so this will need to be approved before they can proceed. Future task orders will include ESDC services in to avoid secondary approval requests by the commission.

Mayor Henderson called for public participation; there was none.

Motion:

Motion made by Commissioner Ayers and seconded by Commissioner Griggs to approve the Task Order Amendment. The motion carried unanimously.

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

Pamn Henderson, Mayor

- TPO Meeting

David Griggs, Commissioner Ward II

- Brittany Woods property maintenance

Bob Pelletier, Commissioner Ward III

- YouTube streaming
- Asked about Cherry Street change order. City Manager Cook addressed.

Kenneth Ayers Jr, Commissioner Ward IV

- Citizen complaints reviewed with the City Manager
- Meetings with the City Manager
- Events attended
- Asked for Beacon Point update. City Manager Cook addressed.

Eddie Cook, City Manager

- Lift Station issue due to new FEMA floodmaps
- Hurricane Prep Manual
- City Seal update
- Commission Vacancy: cut off for applications updated to October 8 at 5:00 p.m.
- Project updates to include
 - Cherry Street
 - Roundabout

Kevin Obos, City Attorney

- Conversation with Melba Covey

ANNOUNCEMENTS

Mayor Henderson read the announcements as follows:

- **September 18, 2025** **Final Budget Hearing** **5:01 p.m.**

- September 18, 2025 Historical Society Meeting 5:30 p.m.
- September 23, 2025 Commission Meeting 6:00 p.m.

PUBLIC PARTICIPATION

Teresa Langston, 6031 Lance Street, advised that she does not understand why we are delaying the cut-off date for the Commission Vacancy just because it was not posted to the Facebook page at the same time and does not believe it is fair to the current applicants to delay. She also advised that Citizens are not getting responses from Commission when they send emails.

Anna Pelletier, 7724 Shadow Bay Dr., asked if we have advertised for the Assistant Finance Director. City Manager Cook addressed.

Martin Vosseller, 6303 Wallace Road, gave thanks to the City for fixing a drainage issue near his home. He also commented on being involved in meetings to know there is a vacancy, YouTube issues, City Seal update, Brittany Woods Park.

Dr. Jessica Graham, St Andrews & St. Joe Bays Estuary Program Executive Director, reviewed corrections to comments made at the previous Budget Hearing regarding the program.

Ron Shaner 5711 Kevin Circle, advised that he is disappointed that the deadline for the Commission vacancy is being extended and would like to see the seat filled as soon as possible.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:23 p.m.

Attest: _____
Ashley Robyck, City Clerk

Pamn Henderson, Mayor

**CITY OF CALLAWAY
BOARD OF COMMISSIONERS
FINAL BUDGET HEARING MINUTES
THURSDAY, SEPTEMBER 18, 2025 – 5:01 P.M.**

The Callaway Commission met for the first budget hearing session with Pamn Henderson, Mayor, and Mayor Pro tem David Griggs, Commissioners, Bob Pelletier, and Kenneth L. Ayers, in attendance. Also present were Eddie Cook, City Manager; Ashley Robyck, City Clerk; David Schultz, Finance Director; and Tim Legare, Leisure Services Director.

**PUBLIC HEARING – PRESENTATION OF THE FINAL BUDGET FOR FISCAL YEAR
BEGINNING OCTOBER 1, 2025**

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

Public Announcement – Ad Valorem Tax Rate (Trim Notice)

City Clerk Robyck read the Public Announcement as follows:

“Pursuant to Section 200.065(2)(e), F.S., "Notice of Tentative property Taxes for the City of Callaway, Florida" (TRIM NOTICE) the proposed ad valorem rate for the Fiscal Year 2025/26 was advertised to be a maximum of 2.7500 mils. This millage rate would be greater than the current years rolled-back rate of 2.6981 mils. After reviewing revenue projections and proposed expenditure levels for the 2025/26 Fiscal Year, the General Fund budget is balanced at a tentative rate of 2.7000 mils, which is more than the current year's roll back rate by 0.0019, an increase of 0.0704%. This means 2.7000 mils is to be levied to fund the Fiscal Year 2025/26 Budget.”

Final FY2025/26 Budget and City Manager's Budget Message

City Manager Cook advised nothing has changed since the previous meeting.

PUBLIC PARTICIPATION

Mayor Henderson called for public participation.

There was none.

Resolution No. 25-21 FY2025/26 Final Ad Valorem Tax Rate

Resolution levying a General Fund Ad Valorem Rate of 2.7000 mils.

City Clerk Robyck read Resolution No. 25-21 by headnote as follows:

RESOLUTION 25-21

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
CALLAWAY OF BAY COUNTY, FLORIDA, ADOPTING THE FINAL
LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2025/26 AND
PROVIDING FOR AN EFFECTIVE DATE.**

Mayor Henderson called for Public Participation.

There was none.

Motion:

A motion was made by Commissioner Pelletier and seconded by Commissioner Ayers to approve Resolution No. 25-21, levying a Final Ad Valorem Rate of 2.7000 mils for FY2025/26. Motion carried unanimously upon roll-call vote.

Resolution No. 25-22 FY2025/26 Final Budget

Resolution adopting a Final budget effective October 1, 2025.

City Clerk Robyck read Resolution No. 25-22 by headnote as follows:

RESOLUTION # 25-22

**A RESOLUTION OF THE CITY OF CALLAWAY OF BAY COUNTY,
FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2025-26
AND PROVIDING FOR AN EFFECTIVE DATE.**

Commissioner Pelletier thanked Director Shultz and staff for their work on the budget.

The rest of Commission agreed.

Mayor Henderson called for Public Participation.

There was none.

Motion:

A motion was made by Commissioner Ayers and seconded by Commissioner Pelletier to approve Resolution No. 25-22, adopting the Final budget for FY2025/26. The motion carried unanimously upon roll-call vote.

ADJOURNMENT

There being no further business motion was made to adjourn at 5:08 p.m.

Pamn Henderson, Mayor

Attest: _____
Ashley Robyck, City Clerk



**Financial Statements
Unaudited
For Period Ended

August 31, 2025**



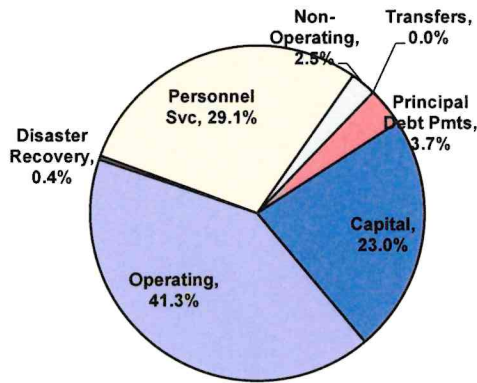
CITY OF CALLAWAY

Fiscal Year 2025

BUDGET-IN-BRIEF as of August 31, 2025

91.67 % of Year Elapsed

YTD-Citywide Expense Allocation



General Fund Revenues

Revenues	Budget	Year-to-Date	%
Ad valorem Taxes	2,414,572	2,164,229	89.6%
Other Taxes	2,243,749	2,180,006	97.2%
Permits, Fees, & Licenses	1,484,835	1,713,790	115.4%
Grants & Shared Revenue**	5,650,737	2,368,367	41.9%
FEMA Public Assistance	32,561	-	0.0%
Financing Proceeds	-	-	0.0%
Service Charges	265,226	236,867	89.3%
Judgements, Fines, & Forfeits	56,317	57,498	102.1%
Interest & Other Earnings	496,700	390,912	78.7%
Rents & Royalties	79,796	83,850	105.1%
Sales of Fixed Assets	12,893	13,449	0.0%
Contributions & Donations	900	320	0.0%
Miscellaneous Revenue	114,504	35,487	31.0%
Transfers In	1,266,224	-	0.0%
Total Revenues	\$ 14,119,014	\$ 9,244,775	65.5%

General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
Executive (Commission)	56,550	50,521	89.3%
City Manager	251,630	224,900	89.4%
Finance	447,380	396,516	88.6%
Legal	58,500	57,506	98.3%
Code Enforcement	426,391	328,986	77.2%
Information Technology	108,907	109,628	100.7%
City Clerk	158,688	135,027	85.1%
Elections	-	-	0.0%
General Government	3,396,623	887,392	26.1%
Human Resources	96,311	81,828	85.0%
Law Enforcement	2,656,718	2,435,325	91.7%
Fire Department	2,433,411	2,145,878	88.2%
Emergency & Disaster Relief	148,606	80,796	54.4%
Utility Billing	-	105	0.0%
Streets	1,338,897	1,088,035	81.3%
Maintenance Shop	315,045	257,503	81.7%
Leisure Services	2,159,945	1,807,572	83.7%
Cost Allocation Transfers	(862,966)	(791,054)	91.7%
Interest Expense	-	-	0.0%
Transfers/Payments	917,184	-	0.0%
Total Expenditures	\$ 14,107,820	\$ 9,296,466	65.9%

General Fund Increase/Decrease to Fund Balance

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance	11,194	(51,691)

Community Redevelopment Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	2,565,711	1,143,791	0.0%
Expenditures	3,184,707	324,878	10.2%
Incr / (Decr) to Fund Balance	(618,996)	818,913	

Debt Service Fund

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

Capital Projects Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	20,709,812	3,911,585	18.9%
1/2 Cent Infrastructure Tax	2,140,744	1,935,906	90.4%
Total Revenues and Trans In	22,850,556	5,847,492	25.6%
Expenditures	27,019,983	3,502,364	13.0%
Incr / (Decr) to Fund Balance	(4,169,427)	2,345,128	

Water Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	4,350,859	3,882,700	89.2%
Expenses & Trfrs Out	4,119,455	3,503,185	85.0%
Incr / (Decr) to Net Assets	231,404	379,515	

Sewer Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	6,935,644	5,621,083	81.0%
Expenses & Trfrs Out	6,855,169	4,443,626	64.8%
Incr / (Decr) to Net Assets	80,475	1,177,457	

Solid Waste Fund

	Budget	Year-to-Date	%
Revenues	1,118,968	1,067,945	95.4%
Expenses & Trfrs Out	833,599	555,112	66.6%
Incr / (Decr) to Net Assets	285,369	512,832	

Citywide Increase/Decrease to Fund Balance / Net Assets

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance/Net Assets	(4,179,981)	5,182,155



CITY OF CALLAWAY

Fiscal Year 2025

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

91.67 % of Year Elapsed

General Fund Revenues								
Revenues	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Ad valorem Taxes	\$ 2,414,572	\$ 1,725,548	\$ 160,804	\$ 208,616	\$ 69,261	\$ 2,164,229	\$ 250,343	89.6%
Other Taxes	2,243,749	624,330	571,873	555,204	428,600	2,180,006	63,743	97.2%
Permits, Fees, & Licenses	1,484,835	387,077	400,241	622,279	304,191	1,713,790	(228,955)	115.4%
Grants & Shared Revenue**	5,650,737	607,045	522,090	626,874	612,358	2,368,367	3,282,370	41.9%
FEMA Public Assistance	32,561	-	-	-	-	-	32,561	0.0%
Financing Proceeds	-	-	-	-	-	-	-	0.0%
Service Charges	265,226	68,432	55,067	76,959	36,408	236,867	28,359	89.3%
Judgements, Fines, & Forfeits	56,317	22,683	10,598	15,177	9,039	57,498	(1,181)	102.1%
Interest & Other Earnings	496,700	109,099	106,270	105,975	69,568	390,912	105,788	78.7%
Rents & Royalties	79,796	13,941	20,764	22,633	26,512	83,850	(4,054)	105.1%
Sales of Fixed Assets	10,098	-	-	10,099	-	10,099	(1)	100.0%
Sales of Scrap	2,795	2,796	-	554	-	3,350	(555)	119.9%
Contributions & Donations	900	316	0	3	-	320	580	0.0%
Miscellaneous Revenue	114,504	9,117	22,257	2,801	1,312	35,487	79,017	31.0%
Transfers In	1,266,224	-	-	-	-	-	1,266,224	0.0%
Total Revenues	\$ 14,119,014	\$ 3,570,386	\$ 1,869,964	\$ 2,247,175	\$ 1,557,250	\$ 9,244,775	\$ 4,874,239	65.5%

General Fund Expenditures								
Expenditures	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Executive (Commission)	\$ 56,550	\$ 14,344	\$ 13,582	\$ 13,578	\$ 9,018	\$ 50,521	\$ 6,029	89.3%
City Manager	251,630	57,785	65,312	56,487	45,316	224,900	26,730	89.4%
Finance	447,380	80,805	168,640	81,074	65,998	396,516	50,864	88.6%
Legal	58,500	13,100	15,135	15,166	14,106	57,506	994	98.3%
Code Enforcement	426,391	89,304	95,310	89,908	54,464	328,986	97,405	77.2%
Information Technology	108,907	25,377	21,244	45,067	17,940	109,628	(721)	100.7%
City Clerk	158,688	33,507	37,600	32,818	31,102	135,027	23,661	85.1%
Elections	-	-	-	-	-	-	-	0.0%
General Government	3,396,623	221,879	185,324	321,630	158,560	887,392	2,509,231	26.1%
Human Resources	96,311	20,671	23,663	20,532	16,963	81,828	14,483	85.0%
Law Enforcement	2,656,718	664,180	664,180	664,180	442,786	2,435,325	221,393	91.7%
Fire Department	2,433,411	553,779	637,873	528,594	425,632	2,145,878	287,533	88.2%
Emergency & Disaster Relief	148,606	4,214	5,160	17,416	54,006	80,796	67,810	0.0%
Utility Billing	-	-	9	(36)	133	105	(105)	0.0%
Streets	1,338,897	321,043	301,135	232,828	233,029	1,088,035	250,862	81.3%
Maintenance Shop	315,045	66,685	75,309	63,113	52,396	257,503	57,542	81.7%
Leisure Services	2,159,945	403,116	637,218	495,673	271,565	1,807,572	352,373	83.7%
Cost Allocation Transfers	(862,966)	(215,742)	(215,742)	(215,742)	(143,828)	(791,054)	(71,912)	91.7%
Interest Expense	-	-	-	-	-	-	-	0.0%
Transfers & Loan Payments	917,184	-	-	-	-	-	917,184	0.0%
Total Expenditures	\$ 14,107,820	\$ 2,354,047	\$ 2,730,950	\$ 2,462,284	\$ 1,749,185	\$ 9,296,466	\$ 4,811,354	65.9%

General Fund Increase/Decrease to Fund Balance								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	
Incr / (Decr) to Fund Balance	\$ 11,194	\$ 1,216,340	\$ (860,986)	\$ (215,109)	\$ (191,935)	\$ (51,691)	\$ 62,885	

Community Redevelopment Fund								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Revenues & Trfrs In	2,565,711	1,143,791	-	-	-	1,143,791	1,421,920	0.0%
Expenditures	3,184,707	86,375	82,337	102,073	54,093	324,878	2,859,829	10.2%
Incr / (Decr) to Fund Balance	\$ (618,996)	\$ 1,057,416	\$ (82,337)	\$ (102,073)	\$ (54,093)	\$ 818,913	\$ (1,437,909)	



CITY OF CALLAWAY

Fiscal Year 2025

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

91.67 % of Year Elapsed

Capital Projects Fund								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Revenues & Trfrs In	20,709,812	-	1,150,142	2,761,443	-	3,911,585	16,798,227	18.9%
1/2 Cent Infrastructure Tax	2,140,744	502,804	441,029	544,859	447,214	1,935,906	204,838	90.4%
Total Revenues and Trans In	22,850,556	502,804	1,591,172	3,306,302	447,214	5,847,492	17,003,064	25.6%
Expenditures	27,019,983	87,168	1,989,298	859,839	566,059	3,502,364	23,517,619	13.0%
Incr / (Decr) to Fund Balance	\$ (4,169,427)	\$ 415,636	\$ (398,127)	\$ 2,446,463	\$ (118,845)	\$ 2,345,128	\$ (6,514,555)	
Water Fund								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Revenues								
Charges for Services	3,826,885	978,471	833,150	1,061,342	649,433	3,522,396	304,489	92.0%
Other Income	523,974	76,993	75,958	144,629	62,724	360,305	163,669	68.8%
Total Revenues	4,350,859	1,055,464	909,108	1,205,972	712,156	3,882,700	468,159	89.2%
Expenditures								
Salaries & Benefits	620,938	156,562	155,498	142,644	98,837	553,540	67,398	89.1%
Contractual Services	105,800	8,557	8,085	8,423	2,736	27,801	77,999	26.3%
Cost of Water	1,236,814	286,861	280,026	360,871	277,982	1,205,740	31,074	97.5%
Other Expenditures	2,155,903	356,939	363,111	374,648	621,405	1,716,104	439,799	79.6%
Total Expenditures	4,119,455	808,919	806,720	886,586	1,000,960	3,503,185	616,270	85.0%
Incr / (Decr) to Net Assets	\$ 231,404	\$ 246,545	\$ 102,388	\$ 319,386	\$ (288,804)	\$ 379,515	\$ (148,111)	
Sewer Fund								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Revenues								
Charges for Services	5,389,670	1,294,036	1,268,667	1,351,074	874,954	4,788,731	600,939	88.9%
Other Income	1,545,974	200,117	164,435	313,344	154,456	832,352	713,622	53.8%
Total Revenues	6,935,644	1,494,153	1,433,102	1,664,418	1,029,410	5,621,083	1,314,561	81.0%
Expenditures								
Salaries & Benefits	536,748	115,519	145,169	123,905	101,942	486,535	50,213	90.6%
Contractual Services	17,000	1,825	1,489	3,296	1,796	8,406	8,594	49.4%
Cost of Treatment	2,331,955	493,181	459,576	687,810	412,928	2,053,495	278,460	88.1%
Other Expenditures	3,969,466	380,273	383,720	454,754	676,442	1,895,189	2,074,277	47.7%
Total Expenditures	6,855,169	990,798	989,954	1,269,766	1,193,108	4,443,626	2,411,543	64.8%
Incr / (Decr) to Net Assets	\$ 80,475	\$ 503,354	\$ 443,149	\$ 394,652	\$ (163,698)	\$ 1,177,457	\$ (1,096,982)	
Solid Waste Fund								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	%
Revenues								
Charges for Services	1,065,895	267,814	267,128	268,618	179,183	982,743	83,152	92.2%
Other Income	53,073	21,873	22,049	24,045	17,235	85,202	(32,129)	160.5%
Total Revenues	1,118,968	289,687	289,177	292,662	196,419	1,067,945	51,023	95.4%
Expenditures								
Salaries & Benefits	261,690	53,132	66,071	55,398	39,850	214,451	47,239	81.9%
Contractual Services	125,711	740	1,166	50,757	2,252	54,915	70,796	43.7%
Other Expenditures	446,198	66,715	72,184	78,798	68,050	285,746	160,452	64.0%
Total Expenditures	833,599	120,587	139,421	184,953	110,152	555,112	563,856	66.6%
Incr / (Decr) to Net Assets	\$ 285,369	\$ 169,100	\$ 149,756	\$ 107,709	\$ 86,267	\$ 512,832	\$ (227,463)	
Citywide Increase/Decrease to Fund Balance / Net Assets								
	Budget	1st QTR	2nd QTR	3rd QTR	4th QTR	Year-to-Date	Variance	
Incr / (Decr) to Fund Balance/Net Assets	\$ (4,179,981)	\$ 3,608,391	\$ (646,156)	\$ 2,951,028	\$ (731,107)	\$ 5,182,155	\$ 9,362,136	

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



	General	CRA	CIP	Water	Sewer	Solid Waste	Total
<u>Current Assets</u>							
Cash & Cash Equivalents	\$ 5,920,475	\$ 2,274,448	\$ 1,282,754	\$ 3,120,423	\$ 11,196,748	\$ 2,367,700	\$ 26,162,547
Cash - Restricted	3,593,686	-	-	2,752,655	1,608,063	-	7,954,404
Cash - Infrastructure Tax	-	-	7,877,025	-	-	-	7,877,025
Cash - ARPA Restricted	-	-	-	-	-	-	-
Investments	12,570	-	-	-	-	-	12,570
Investments - Restricted	171,798	-	-	423,370	2,349,417	-	2,944,584
Receivables	5,941,202	-	1,875,851	520,403	1,822,904	90,928	10,251,289
Inventory	34,550	-	-	-	-	9,509	44,059
Prepaid Items	81,873	-	-	2,991	-	-	84,863
Other Current Assets	-	-	-	-	997,000	-	997,000
Total Current Assets:	\$ 15,756,155	\$ 2,274,448	\$ 11,035,630	\$ 6,819,841	\$ 17,974,131	\$ 2,468,137	\$ 56,328,342
<u>Non Current Assets</u>							
Capital Assets	\$ -	\$ -	\$ -	\$ 8,830,252	\$ 9,232,777	\$ 243,003	\$ 18,306,032
Other Noncurrent Assets	-	-	-	3,094,535	9,942,499	-	13,037,034
Deferred Outflow	-	-	-	121,821	87,015	52,209	261,045
Total Non Current Assets:	\$ -	\$ -	\$ -	\$ 12,046,607	\$ 19,262,291	\$ 295,212	\$ 31,604,111
Total Assets:	\$ 15,756,155	\$ 2,274,448	\$ 11,035,630	\$ 18,866,449	\$ 37,236,422	\$ 2,763,349	\$ 87,932,453
<u>Current Liabilities</u>							
Payable	\$ 205,896	\$ 24,877	\$ 258,015	\$ 215,334	\$ 521,208	\$ 13,681	\$ 1,239,011
Unearned Revenue	5,478,667	-	2,149,910	-	-	-	7,628,578
Other Current Liability	14,620	-	-	1,691,151	890,500	-	2,596,271
Total Current Liabilities:	\$ 5,699,183	\$ 24,877	\$ 2,407,925	\$ 1,906,485	\$ 1,411,708	\$ 13,681	\$ 11,463,859
<u>Non Current Liabilities</u>							
Non-Current Liability	\$ -	\$ -	\$ -	\$ 6,765,369	\$ 7,157,081	\$ 172,182	\$ 14,094,631
Deferred Inflow	-	-	-	36,956	26,397	15,839	79,192
Total Non Current Liabilities:	\$ -	\$ -	\$ -	\$ 6,802,325	\$ 7,183,478	\$ 188,021	\$ 14,173,823
Total Liabilities:	\$ 5,699,183	\$ 24,877	\$ 2,407,925	\$ 8,708,809	\$ 8,595,186	\$ 201,702	\$ 25,637,682
<u>Fund Balance</u>							
Fund Balance Unrestricted	\$ 6,891,331	\$ -	\$ -	\$ 5,641,526	\$ 20,998,866	\$ 1,805,812	\$ 35,337,534
Fund Balance Restricted	3,217,332	1,430,658	6,282,577	4,136,598	6,464,913	243,003	21,775,081
Total Liabilities and Fund	\$ 15,807,846	\$ 1,455,535	\$ 8,690,502	\$ 18,486,933	\$ 36,058,965	\$ 2,250,517	\$ 82,750,298
Retained Earnings:	\$ (51,691)	\$ 818,913	\$ 2,345,128	\$ 379,515	\$ 1,177,457	\$ 512,832	\$ 5,182,155
Total Liabilities, Fund	\$ 15,756,155	\$ 2,274,448	\$ 11,035,630	\$ 18,866,449	\$ 37,236,422	\$ 2,763,349	\$ 87,932,453

City of Callaway
Cash Analysis - Restricted vs. Unrestricted Balances
For Period Ended August 31, 2025



Cash and Investments As of 8/31/25

2025	General	CRA	CIP	Water	Sewer	Solid Waste	Total
Unrestricted	5,933,046	-	-	3,120,423	11,196,748	2,367,700	22,617,916
Restricted	3,765,484	2,274,448	9,159,779	3,176,025	3,957,479	-	18,776,013
Total	\$ 9,698,530	\$ 2,274,448	\$ 9,159,779	\$ 6,296,448	\$ 15,154,227	\$ 2,367,700	\$ 41,393,929

Based on 2025 Budget

Unrestricted	5,933,046	-	-	3,120,423	11,196,748	2,367,700	22,617,916
17% Reserves Required	2,398,329	-	-	700,307	1,165,379	141,712	4,405,727
Net Available for Operations	3,534,716	-	-	2,420,115	10,031,369	2,225,988	18,212,189
Unrestricted	5,933,046	-	-	3,120,423	11,196,748	2,367,700	22,617,916
34% Reserves	4,796,659	-	-	1,400,615	2,330,757	283,424	8,811,455
Net Available for Operations	1,136,387	-	-	1,719,808	8,865,990	2,084,276	13,806,461

Based on 2026 Budget

Unrestricted	5,933,046	-	-	3,120,423	11,196,748	2,367,700	22,617,916
17% Reserves Required	2,183,664	-	-	752,951	1,354,589	188,471	4,479,675
Net Available for Operations	3,749,381	-	-	2,367,472	9,842,159	2,179,229	18,138,241
Unrestricted	5,933,046	-	-	3,120,423	11,196,748	2,367,700	22,617,916
34% Reserves	4,367,329	-	-	1,505,901	2,709,177	376,942	8,959,350
Net Available for Operations	1,565,717	-	-	1,614,521	8,487,570	1,990,758	13,658,567

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
Revenues and Sources of Funds							
Property and Other Taxes							
Ad Valorem Taxes	\$ 2,414,572	\$ 350	\$ 2,164,229	\$ 250,343	\$ -	\$ 250,343	89.63%
Local Option Fuel Tax	307,602	22,730	239,858	67,744	-	67,744	77.98%
Pub Svc Utility Tx-Electricity	1,209,059	139,984	1,232,763	(23,704)	-	(23,704)	101.96%
Pub Svc Utility Tax - Water	310,877	27,116	289,249	21,628	-	21,628	93.04%
Pub Svc Utility Tax - Nat. Gas	65,063	4,859	61,869	3,194	-	3,194	95.09%
Pub Svc Utility Tx-Bottled Gas	9,252	507	8,628	624	-	624	93.26%
Communications Services Tax	322,624	31,398	328,801	(6,177)	-	(6,177)	101.91%
Local Business License Tax	19,272	1,880	18,838	435	-	435	97.75%
Subtotal	\$ 4,658,321	\$ 228,824	\$ 4,344,235	\$ 314,086	\$ -	\$ 314,086	93.26%
Permits, Fees and Licenses							
Building Permits	\$ 35,000	\$ 3,410	\$ 28,696	\$ 6,304	\$ -	\$ 6,304	81.99%
Electric Franchise Fees	838,541	96,255	835,929	2,612	-	2,612	99.69%
Gas Franchise Fees	62,697	4,240	58,930	3,767	-	3,767	93.99%
Refuse Collection Permits	103,387	6,308	102,671	716	-	716	99.31%
Stormwater Fees	106,766	8,977	98,179	8,587	-	8,587	91.96%
Other Licenses & Permits	3,239	500	4,105	(866)	-	(866)	126.74%
Comp Plan & LDR Permits	10,205	800	12,465	(2,260)	-	(2,260)	122.15%
Impact Fees - Transportation Res.	275,000	38,162	362,679	(87,679)	-	(87,679)	131.88%
Impact Fees - Transportation Comm.	50,000	-	210,135	(160,135)	-	(160,135)	420.27%
Subtotal	\$ 1,484,835	\$ 158,653	\$ 1,713,790	\$ (228,955)	\$ -	\$ (228,955)	115.42%
Grants & Shared Revenues							
State and Federal Grants	\$ 3,000,053	\$ -	\$ -	\$ 3,000,053	\$ -	\$ 3,000,053	0.00%
FEMA Reimbursement - PA	32,561	2,405	-	32,561	2,405	30,156	0.00%
Triumph Grant	-	-	-	-	-	-	0.00%
Loan Proceeds	-	-	-	-	-	-	0.00%
MRS - Sales Tax Portion	697,788	137,100	669,171	28,617	-	28,617	95.90%
MRS - Motor Fuel Tax	152,136	29,892	145,923	6,213	-	6,213	95.92%
Mobile Home License Tax	1,200	61	1,149	51	-	51	95.79%
Alcoholic Beverage Lic. Tax	4,500	-	4,496	4	-	4	99.91%
Local Gov't Half Cent Sales Tx	1,781,340	198,136	1,534,341	246,999	-	246,999	86.13%
Firefighter Supplemental Comp	2,970	-	2,340	630	-	630	78.79%
Motor Fuel Tax Refund	10,750	3,734	10,947	(197)	-	(197)	101.84%
Subtotal	\$ 5,683,298	\$ 371,328	\$ 2,368,367	\$ 3,314,931	\$ 2,405	\$ 3,312,526	41.67%

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
Charges for Services							
Certify, Copy, Research	\$ 50	\$ -	\$ -	\$ 50	\$ -	\$ 50	0.00%
Return Check Service Fees	6,100	570	4,300	1,800	-	1,800	70.49%
Lien Search Fees	23,000	1,200	17,205	5,795	-	5,795	74.80%
Fire Protection Services (Co.)	208,142	15,611	187,328	20,814	-	20,814	90.00%
Collection of Bad Debt	-	-	9	(9)	-	(9)	0.00%
Penalties	2,500	220	2,452	48	-	48	98.09%
Other Charges for Services	23,284	668	24,023	(739)	-	(739)	103.17%
Foreclosure Registrations	2,150	-	1,550	600	-	600	72.09%
Subtotal	\$ 265,226	\$ 18,269	\$ 236,867	\$ 28,359	\$ -	\$ 28,359	89.31%
Other Revenues							
Judgements, Fines, & Forfeits	\$ 56,317	\$ 316	\$ 57,498	\$ (1,181)	\$ -	\$ (1,181)	102.10%
Interest & Dividends	496,700	35,558	390,912	105,788	-	105,788	78.70%
Concession Stand Rent	3,600	-	-	3,600	-	3,600	0.00%
A&CC Rental Fees	47,500	4,110	39,722	7,778	-	7,778	83.63%
Sports Field Rental Fees	5,000	840	17,950	(12,950)	-	(12,950)	359.00%
Rec Complex Facility Rentals	1,000	40	1,200	(200)	-	(200)	120.00%
Rents - Other	22,696	16,412	24,978	(2,282)	-	(2,282)	110.06%
Disposition of Fixed Assets	10,098	-	10,099	(1)	-	(1)	100.00%
Sale of Scrap	2,795	-	3,350	(555)	-	(555)	119.86%
Donations - Private Sources	400	-	-	400	-	400	0.00%
Donations - Veteran's Memorial Wall	-	-	-	-	-	-	0.00%
Voluntary Park Fees Collected	500	-	320	180	-	180	63.95%
Insurance Proceeds	-	-	-	-	-	-	0.00%
Non-Res. Rec League Fee	940	-	4,165	(3,225)	-	(3,225)	443.09%
Other Misc. Revenue	113,564	1,306	31,322	82,242	-	82,242	27.58%
Other Misc. Revenue - Mowing	-	-	-	-	-	-	0.00%
Gen Fund Over/Short	-	-	-	-	-	-	0.00%
Subtotal	\$ 761,110	\$ 58,582	\$ 581,516	\$ 179,594	\$ -	\$ 179,594	76.40%
Total Taxes and Revenues	\$ 12,852,790	\$ 835,655	\$ 9,244,775	\$ 3,608,015	\$ 2,405	\$ 3,605,610	71.93%
Use of Reserves							
Trasfer from Sewer Un Rest.	-	-	-	-	-	-	0.00%
Budgeted Use of Reserves (UN)	349,040	-	-	349,040	-	349,040	0.00%
Budgeted Use of Reserves (RES)	917,184	-	-	917,184	-	917,184	0.00%
Subtotal	\$ 1,266,224	\$ -	\$ -	\$ 1,266,224	\$ -	\$ 1,266,224	0.00%
Total Revenues and Sources of Funds	\$ 14,119,014	\$ 835,655	\$ 9,244,775	\$ 4,874,239	\$ 2,405	\$ 4,871,834	65.48%

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Expenditures and Uses of Funds</u>							
Executive (Commission)							
Executive Salaries	\$ 50,000	\$ 4,167	\$ 45,834	\$ 4,166	\$ -	\$ 4,166	91.67%
Benefits	3,950	327	3,593	357	-	357	90.97%
Other Expenses	2,600	31	1,094	1,506	-	1,506	42.09%
Subtotal Commission	\$ 56,550	\$ 4,524	\$ 50,521	\$ 6,029	\$ -	\$ 6,029	89.34%
City Manager							
Salaries and Wages	\$ 164,965	\$ 12,680	\$ 152,285	\$ 12,680	\$ -	\$ 12,680	92.31%
Benefits	77,865	5,661	68,828	9,037	-	9,037	88.39%
Other Expenses	8,800	3	3,788	5,012	-	5,012	43.05%
Subtotal City Manager	251,630	18,345	224,900	26,730	-	26,730	89.38%
Finance Dept.							
Salaries and Wages	\$ 227,884	\$ 17,458	\$ 208,095	\$ 19,789	\$ -	\$ 19,789	91.32%
Benefits	106,246	8,280	95,961	10,285	-	10,285	90.32%
Audit / Accounting	59,700	-	44,700	15,000	-	15,000	74.87%
Other Contractual Service	34,575	156	34,021	554	-	554	98.40%
Other Expenses	18,975	1,746	13,740	5,235	-	5,235	72.41%
Subtotal Finance	\$ 447,380	\$ 27,640	\$ 396,516	\$ 50,864	\$ -	\$ 50,864	88.63%
Legal							
City Attorney Fees	\$ 56,000	\$ 6,115	\$ 56,899	\$ (899)	\$ -	\$ (899)	101.61%
Other Expenses	2,500	-	608	1,893	-	1,893	24.30%
Subtotal Legal	\$ 58,500	\$ 6,115	\$ 57,506	\$ 994	\$ -	\$ 994	98.30%
Code Enforcement							
Salaries and Wages	\$ 163,881	\$ 11,569	\$ 148,346	\$ 15,535	\$ -	\$ 15,535	90.52%
Benefits	70,820	5,280	62,154	8,666	-	8,666	87.76%
Other Contractual Services	38,500	452	11,515	26,985	-	26,985	29.91%
Animal Control	130,000	-	99,647	30,353	-	30,353	76.65%
Other Expenses	23,190	1,163	7,323	15,867	697	15,171	31.58%
Capital Outlay - Fixed Assets	-	-	-	-	-	-	0.00%
Subtotal Planning / Code	\$ 426,391	\$ 18,464	\$ 328,986	\$ 97,405	\$ 697	\$ 96,709	77.16%
Information Technology							
IT - Contracted Services	\$ 70,907	\$ 6,169	\$ 66,111	\$ 4,796	\$ -	\$ 4,796	93.24%
Other Contractual Services	-	-	-	-	-	-	0.00%
IT - Equipment < \$1,000	38,000	-	43,517	(5,517)	-	(5,517)	114.52%
Subtotal Information Tech.	\$ 108,907	\$ 6,169	\$ 109,628	\$ (721)	\$ -	\$ (721)	100.66%
City Clerk							
Salaries & Wages	102,141	7,779	94,580	7,561	-	7,561	92.60%
Benefits	45,127	3,036	34,880	10,247	-	10,247	77.29%
Other Expenses	11,420	132	5,566	5,854	47	5,806	48.74%
Subtotal City Clerk	\$ 158,688	\$ 10,947	\$ 135,027	\$ 23,661	\$ 47	\$ 23,614	85.09%

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
Elections							
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other Expenses	-	-	-	-	-	-	0.00%
Subtotal Elections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Gen Govt/Administration							
Salaries and Wages	\$ 60,081	\$ 3,652	\$ 47,318	\$ 12,763	\$ -	\$ 12,763	78.76%
Benefits	29,461	1,907	22,514	6,947	-	6,947	76.42%
Other Contractual Services	156,500	3,242	51,162	105,338	-	105,338	32.69%
Communications/Telephone	25,000	1,062	12,535	12,465	-	12,465	50.14%
Utilities	15,600	1,074	11,947	3,653	-	3,653	76.58%
Repair and Maintenance	2,500	1,115	1,115	1,385	500	885	44.59%
Other Expenses	718,844	44,829	580,838	138,006	1,745	136,262	80.80%
Capital Outlay - Fixed Assets	2,388,637	-	159,965	2,228,672	280,200	1,948,472	6.70%
Subtotal Gen Govt / Admin	\$ 3,396,623	\$ 56,881	\$ 887,392	\$ 2,509,231	\$ 282,444	\$ 2,226,786	26.13%
Human Resources							
Salaries & Wages	70,033	5,346	64,687	5,346	-	5,346	92.37%
Benefits	17,928	1,279	15,076	2,852	-	2,852	84.09%
Other Expenses	8,350	98	2,066	6,284	59	6,225	24.74%
Subtotal Human Resources	\$ 96,311	\$ 6,723	\$ 81,828	\$ 14,483	\$ 59	\$ 14,423	84.96%
Law Enforcement							
Other Contractual Services	\$ 2,656,718	\$ 221,393	\$ 2,435,325	\$ 221,393	\$ -	\$ 221,393	91.67%
Utilities	-	-	-	-	-	-	0.00%
Subtotal Law Enforcement	\$ 2,656,718	\$ 221,393	\$ 2,435,325	\$ 221,393	\$ -	\$ 221,393	91.67%
Fire Department							
Salaries and Wages	\$ 1,237,269	\$ 84,468	\$ 1,100,498	\$ 136,771	\$ -	\$ 136,771	88.95%
Benefits	799,704	57,737	705,636	94,068	-	94,068	88.24%
Communications/Telephone	12,000	884	9,739	2,262	-	2,262	81.15%
Utilities	27,000	1,635	18,678	8,322	-	8,322	69.18%
Insurance	-	-	-	-	-	-	0.00%
Repair and Maintenance	94,160	4,903	71,614	22,546	3,874	18,673	76.06%
Other Expenses	122,600	11,205	100,212	22,388	783	21,605	81.74%
Capital Outlay - Fixed Assets	140,678	6,314	139,502	1,176	-	1,176	99.16%
Subtotal Fire Dept.	\$ 2,433,411	\$ 167,147	\$ 2,145,878	\$ 287,533	\$ 4,656	\$ 282,877	88.18%

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
Emergency & Disaster Relief							
Professional Services	55,032	1,487	17,316	37,716	-	37,716	31.47%
Legal Fees (City Atty)	-	-	-	-	-	-	0.00%
Contracted Services Debris Monitoring	-	-	-	-	-	-	0.00%
Debris Removal - Vegetative	-	-	-	-	-	-	0.00%
Debris - Operat & Grinding	-	-	-	-	-	-	0.00%
Debris Removal - Construction	-	-	-	-	-	-	0.00%
Debris - Hazardous Trees	-	-	-	-	-	-	0.00%
Buildings	-	-	-	-	-	-	0.00%
Improvements O/T Buildings	-	-	-	-	-	-	0.00%
Machinery & Equipment	-	-	-	-	-	-	0.00%
Drainage Projects	93,574	-	63,480	30,094	-	30,094	67.84%
Subtotal E & D Relief	\$ 148,606	\$ 1,487	\$ 80,796	\$ 67,810	\$ -	\$ 67,810	54.37%
Utility Billing							
Salaries & Wages	\$ 317,445	\$ 23,175	\$ 247,196	\$ 70,249	\$ -	\$ 70,249	77.87%
Benefits	142,826	9,593	93,754	49,072	-	49,072	65.64%
Contractual Services UB	69,467	2,968	51,955	17,512	-	17,512	74.79%
Tranportation & Postage	39,960	3,363	35,633	4,327	-	4,327	89.17%
Other Expenses	160,295	12,764	140,879	19,416	1,408	18,008	87.89%
CA - UB - Operating Exp	(729,993)	(51,759)	(569,311)	(160,682)	-	(160,682)	77.99%
Subtotal Utility Billing	\$ -	\$ 105	\$ 105	\$ (105)	\$ 1,408	\$ (1,513)	0.00%

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
Planning / Street Department							
Salaries and Wages	\$ 532,297	\$ 40,780	\$ 453,245	\$ 79,052	\$ -	\$ 79,052	85.15%
Benefits	214,788	16,091	176,160	38,628	-	38,628	82.02%
Contractual Services	28,647	785	23,373	5,274	1,867	3,407	81.59%
Stormwater Services	25,000	-	22,429	2,571	-	2,571	89.71%
Utilities	-	80	80	(80)	-	(80)	0.00%
Street Lighting	185,400	14,793	161,091	24,309	-	24,309	86.89%
Repair and Maintenance	84,600	3,274	75,362	9,238	3,531	5,706	89.08%
Fuel & Lubricants	60,000	4,247	36,074	23,926	-	23,926	60.12%
Road Materials & Supplies	37,206	7	8,499	28,707	803	27,904	22.84%
Sidewalk Repairs	20,000	-	14,054	5,946	-	5,946	70.27%
Other Expenses	32,985	6,463	27,445	5,540	652	4,888	83.20%
Capital Outlay - Fixed Assets	117,974	-	90,223	27,751	27,749	1	76.48%
Paving	-	-	-	-	-	-	0.00%
Subtotal Street Dept.	\$ 1,338,897	\$ 86,520	\$ 1,088,035	\$ 250,862	\$ 34,603	\$ 216,259	81.26%
Maintenance Shop							
Salaries and Wages	\$ 163,113	\$ 12,444	\$ 150,493	\$ 12,620	\$ -	\$ 12,620	92.26%
Benefits	62,332	4,878	56,277	6,055	-	6,055	90.29%
Contracted Services	17,150	1,252	14,558	2,592	811	1,781	84.89%
Utilities	8,330	443	4,561	3,769	-	3,769	54.76%
Repair and Maintenance	10,400	591	7,425	2,975	3,807	(832)	71.39%
Operating Supplies	10,000	135	7,168	2,832	1,751	1,082	71.68%
Other Expenses	23,820	2,953	17,021	6,799	2,885	3,915	71.45%
Capital Outlay - Fixed Assets	19,900	-	-	19,900	19,855	45	0.00%
Subtotal Maintenance Shop	\$ 315,045	\$ 22,696	\$ 257,503	\$ 57,542	\$ 29,109	\$ 28,433	81.74%
Leisure Services							
Salaries and Wages	\$ 830,499	\$ 59,567	\$ 707,695	\$ 122,804	\$ -	\$ 122,804	85.21%
Benefits	384,223	25,137	288,850	95,373	-	95,373	75.18%
Contracted Services	47,510	1,512	35,395	12,115	-	12,115	74.50%
Utilities	103,000	6,323	94,422	8,578	-	8,578	91.67%
Repair and Maintenance	191,000	4,665	163,158	27,842	12,796	15,046	85.42%
Operating Supplies	35,000	2,699	33,842	1,158	1,030	128	96.69%
Other Expenses	86,281	6,955	68,117	18,164	1,874	16,290	78.95%
Capital Outlay - Fixed Assets	482,432	128	416,093	66,339	64,552	1,788	86.25%
Subtotal Leisure Services	\$ 2,159,945	\$ 106,986	\$ 1,807,572	\$ 352,373	\$ 80,251	\$ 272,123	83.69%
Operating Expenses							
Cost Allocation Transfers	\$ (862,966)	\$ (71,914)	\$ (791,054)	\$ (71,912)	\$ -	\$ (71,912)	91.67%
Transfers Out	917,184	-	-	917,184	-	917,184	0.00%
Increase to Reserves	11,194	-	-	11,194	-	11,194	0.00%
Unrealized Gain/Loss on Invest	-	-	-	-	-	-	0.00%
Interest Expense	-	-	-	-	-	-	0.00%
Sutotal Other Operating Expenses	\$ 65,412	\$ (71,914)	\$ (791,054)	\$ 856,466	\$ -	\$ 856,466	-1209.34%
Total Expenditures	\$ 14,119,014	\$ 690,227	\$ 9,296,466	\$ 4,822,548	\$ 433,275	\$ 4,389,274	65.84%
Net Fund Revenues & Expenditures	\$ -	\$ 145,428	\$ (51,691)	\$ 51,691	\$ (435,679)	\$ 482,560	

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Revenues and Other Sources of Funds</u>							
Property Taxes, Revenue Sharing and Grants							
Ad Valorem Tax (from City)	376,692	-	376,692	-	-	-	100.00%
Stormwater Grants	1,412,719	-	-	1,412,719	-	1,412,719	0.00%
Intergov't Revenue from Bay Co	776,300	-	767,099	9,201	-	9,201	98.81%
Subtotal	2,565,711	-	1,143,791	1,421,920	-	1,421,920	44.58%
Other Revenues Sources & Reserves							
Interest Earned	-	-	-	-	-	-	0.00%
Transfers from General Fund	-	-	-	-	-	-	0.00%
Budgeted Use of Reserves	618,996	-	-	618,996	-	618,996	0.00%
Subtotal	618,996	-	-	618,996	-	618,996	0.00%
Total Revenues and Sources of Funds	3,184,707	-	1,143,791	2,040,916	-	2,040,916	35.92%
<u>Expenditures and Uses of Funds</u>							
Engineering Services	-	-	-	-	-	-	0.00%
Legal Fees - City Attorney	500	-	-	500	-	500	0.00%
Audit/Accounting	6,200	-	6,200	-	-	-	100.00%
Other Contractual Services	-	-	-	-	-	-	0.00%
Transportation/Postage	-	-	-	-	-	-	0.00%
Printing & Binding	-	-	-	-	-	-	0.00%
Other Current Charges	3,750	-	2,439	1,311	-	1,311	65.03%
Office Supplies & Small Equip	-	-	-	-	-	-	0.00%
Books, Publications, & Dues	1,000	-	695	305	-	305	69.50%
Education	-	-	-	-	-	-	0.00%
Land	10,000	1,840	9,200	800	-	800	92.00%
Buildings	15,000	-	-	15,000	15,000	-	0.00%
Improvements O/T Buildings	138,680	-	138,679	1	-	1	100.00%
Stormwater Projects - Cemetary Drainage	249,270	18,088	42,893	206,377	525	205,852	17.21%
Stormwater Projects - Berthe Spillway	2,727,807	4,949	124,772	2,603,035	74,786	2,528,249	4.57%
Redevelopment Grants	5,000	-	-	5,000	-	5,000	0.00%
Residential Grants	7,500	-	-	7,500	-	7,500	0.00%
Commercial Demolition Grants	20,000	-	-	20,000	-	20,000	0.00%
Budgeted Increase to Reserves	-	-	-	-	-	-	0.00%
Total Expenditures	3,184,707	24,877	324,878	2,859,829	90,311	2,769,517	10.20%
Net Fund Revenues & Expenditures	-	(24,877)	818,913	(818,913)	(90,311)	(728,601)	

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Revenues and Other Sources of Funds</u>							
Grants & Shared Revenues							
Federal Grants - 428	\$ 2,412,187	\$ -	\$ 2,412,187	\$ (0)	\$ -	\$ (0)	100.00%
Infrastructure Half Cent Tax	1,775,763	239,196	1,602,448	173,315	-	173,315	90.24%
Berthe Ave Bridge 80/20 FEMA	1,312,265	-	-	1,312,265	-	1,312,265	0.00%
CDBG - Sandy Creek Rehab	5,470,200	-	605,166	4,865,034	-	4,865,034	11.06%
CDBG - Spine Road Hugh Thomas	2,650,000	-	202,572	2,447,428	-	2,447,428	7.64%
FDOT - Beautify Grant Tyndal	400,000	-	-	400,000	-	400,000	0.00%
FDOT Grant - Cherry Street Sidewalk	2,553,262	-	-	2,553,262	-	2,553,262	0.00%
FDOT Grant - West Cherry Street	528,511	-	-	528,511	-	528,511	0.00%
Paving Grant - State	2,000,000	-	675,560	1,324,440	-	1,324,440	33.78%
CDBG Grant - Lift Station Rehabs	2,466,203	-	16,100	2,450,103	-	2,450,103	0.65%
Subtotal	21,568,391	239,196	5,514,033	16,054,358	-	16,054,358	25.57%
Other Sources							
Interest - Infrastructure	\$ 364,981	\$ 28,664	\$ 333,458	\$ 31,523	\$ -	\$ 31,523	91.36%
Insurance Proceeds	-	-	-	-	-	-	0.00%
Transfers from General Fund	917,184	-	-	917,184	-	917,184	0.00%
Budget Use of Reserves	4,169,427	-	-	4,169,427	-	4,169,427	0.00%
Total Revenues and Sources of Funds	\$ 27,019,983	\$ 267,860	\$ 5,847,492	\$ 21,172,491	\$ -	\$ 21,172,491	21.64%
<u>Expenditures and Uses of Funds</u>							
Street Department							
Stormwater Improvements	\$ 150,800	\$ -	\$ 5,940	\$ 144,860	\$ -	\$ 144,860	3.94%
Sidewalk Repairs	-	-	-	-	-	-	0.00%
Sidewalk Projects - Various Repairs	50,000	-	-	50,000	-	50,000	0.00%
Engineering Various - ADA/Grants	25,000	-	14,743	10,257	-	10,257	58.97%
Fox & Lannie Row Pond Clean-UP	141,500	-	-	141,500	-	141,500	0.00%
Berthe Ave Spillway Bridge	1,257,051	-	1,257,051	0	7,258	(7,258)	100.00%
FDOT Tyndall Median Beautification	400,000	8,537	395,590	4,410	11,454	(7,044)	98.90%
Cherry Street Drainage	4,448,524	5,409	20,463	4,428,061	29,667	4,398,394	0.46%
FlexNet Meter Reading	250,480	34,225	137,086	113,394	102,984	10,410	54.73%
CDBG - Spine Road Hugh Thomas Paving	2,315,010	212,678	441,960	1,873,050	1,916,829	(43,779)	19.09%
FDOT Grant - Cherry Street Sidewalk	2,540,989	683	2,507	2,538,482	460,123	2,078,359	0.10%
Road Paving	-	-	-	-	-	-	0.00%
State Grant - Road Paving	1,180,134	8,400	1,016,771	163,363	150,526	12,837	86.16%
Cherry St Paving & 2nd Sidewalk	5,181,853	-	86,642	5,095,211	642,890	4,452,321	1.67%
Boat Race Round About - Impact Fees	766,384	-	3,096	763,288	763,288	-	0.40%
FDOT Grant - Yellow Bluff Side	65,000	-	-	65,000	-	65,000	0.00%
FDOT Grant Hickory St Sidewalk	-	-	-	-	-	-	0.00%
FDOT Grant S Berthe Sidewalk	64,000	-	-	64,000	-	64,000	0.00%
FDOT Grant West Cherry Sidewalk	528,511	-	-	528,511	-	528,511	0.00%
Subtotal	\$ 19,365,236	\$ 269,932	\$ 3,381,848	\$ 15,983,388	\$ 4,085,019	\$ 11,898,369	17.46%
Lift Station Rehabs - CDBG	2,516,203	2,250	49,032	2,467,171	2,485,870	(18,699)	1.95%
Sandy Creek Rehab CDBG	5,138,544	7,655	71,484	5,067,060	220,618	4,846,442	1.39%
Subtotal	\$ 7,654,747	\$ 9,905	\$ 120,516	\$ 7,534,231	\$ 2,706,488	\$ 4,827,743	1.57%
Total Expenditures and Uses of Funds	\$ 27,019,983	\$ 279,837	\$ 3,502,364	\$ 23,517,619	\$ 6,791,507	\$ 16,726,112	12.96%
Net Fund Revenues & Expenditures	\$ -	\$ (11,977)	\$ 2,345,128	\$ (2,345,128)	\$ (6,791,507)	\$ 4,446,379	

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Revenues and Other Sources of Funds</u>							
Permits, Fees. & Licenses							
Special Capital Ext Fee	\$ 5,000	\$ -	\$ 2,185	\$ 2,815	\$ -	\$ 2,815	43.71%
Impact Fees - Water Res.	115,000	12,364	117,937	(2,937)	-	(2,937)	102.55%
Impact Fees - Water Comm.	10,000	-	48,468	(38,468)	-	(38,468)	484.68%
State Grants - Storms & Floods	-	-	-	-	-	-	0.00%
Subtotal	\$ 130,000	\$ 12,364	\$ 168,591	\$ (38,591)	\$ -	\$ (38,591)	129.69%
Charges for Services							
Water Charges	\$ 3,402,940	\$ 293,070	\$ 3,132,925	\$ 270,015	\$ -	\$ 270,015	92.07%
Collection of Bad Debt	-	23	143	(143)	-	(143)	0.00%
Reconnect Fees	129,819	13,400	113,664	16,155	-	16,155	87.56%
Penalties	77,327	6,508	70,498	6,829	-	6,829	91.17%
System Taps	11,486	150	6,060	5,426	-	5,426	52.76%
Other Utility Income	205,313	18,935	200,562	4,751	-	4,751	97.69%
Utilities Over/Short	-	(1,205)	(1,456)	1,456	-	1,456	0.00%
Service Work Charges	-	-	-	-	-	-	0.00%
Subtotal	\$ 3,826,885	\$ 330,880	\$ 3,522,396	\$ 304,489	\$ -	\$ 304,489	92.04%
Interest & Other Earnings							
Interest	\$ 120,000	\$ 11,672	\$ 111,349	\$ 8,651	\$ -	\$ 8,651	92.79%
Interest - Impact Fees	55,000	5,911	57,390	(2,390)	-	(2,390)	104.35%
Interest - Spec Cap Ext Fees	-	-	-	-	-	-	0.00%
Disposition of Fixed Assets	-	-	62	(62)	-	(62)	0.00%
Insurance Proceeds	-	3,756	5,521	(5,521)	-	(5,521)	0.00%
Subtotal	\$ 175,000	\$ 21,339	\$ 174,323	\$ 677	\$ -	\$ 677	99.61%
Use of Reserves							
Budgeted Use of Reserves (UN)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Budgeted Use of Reserves (RES)	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	0.00%
Subtotal	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	0.00%
Total Revenues & Sources of Funds	\$ 4,350,859	\$ 366,165	\$ 3,882,700	\$ 468,159	\$ -	\$ 468,159	89.24%

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Expenditures and Uses of Funds</u>							
Salaries and Wages	\$ 443,893	\$ 31,236	\$ 400,569	\$ 43,324	\$ -	\$ 43,324	90.24%
Benefits	177,045	11,279	152,972	24,073	-	24,073	86.40%
Engineering Services	65,000	-	-	65,000	-	65,000	0.00%
Contractual Services	40,800	1,298	27,801	12,999	6,406	6,593	68.14%
Cost of Water	1,236,814	131,691	1,205,740	31,074	-	31,074	97.49%
Communications/Telephone	5,500	446	4,539	961	-	961	82.52%
Transportation/Postage	2,500	400	1,224	1,276	-	1,276	48.94%
Utilities	9,000	742	7,180	1,820	-	1,820	79.77%
Insurance	-	-	-	-	-	-	0.00%
Repair and Manitenance	179,500	16,401	151,841	27,659	12,403	15,256	84.59%
Fuel & Lubricants	31,500	3,178	27,710	3,790	-	3,790	87.97%
Operating Supplies	20,000	682	18,206	1,794	449	1,346	91.03%
Other Expenses	136,500	2,820	85,749	50,751	4,355	46,396	62.82%
Capital Outlay - Fixed Assets	331,250	-	121,447	209,803	46,350	163,453	36.66%
Interest Pmt	256,416	19,441	229,709	26,707	-	26,707	89.58%
Amortization - Loss on AdvRef	38,143	3,179	34,969	3,174	-	3,174	91.68%
UB Cost Allocation	364,996	25,880	284,656	80,341	-	80,341	77.99%
Cost Allocation Transfer	380,598	31,716	348,876	31,722	-	31,722	91.67%
Budgeted Incr to Reserves (UN)	231,404	-	-	231,404	-	231,404	0.00%
Budgeted Incr to Reserves (RES)	-	-	-	-	-	-	0.00%
Transfer to CIP	-	-	-	-	-	-	0.00%
Total Expenditures	\$ 4,350,859	\$ 680,389	\$ 3,503,185	\$ 847,674	\$ 69,962	\$ 777,712	80.52%
Net Fund Revenues & Expenditures	\$ -	\$ (314,224)	\$ 379,515	\$ (379,515)	\$ (69,962)	\$ (309,553)	

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



<u>Description</u>	<u>2025 Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>YTD Var</u>	<u>Encumbered Amount</u>	<u>Budget Available</u>	<u>% of Bud. Used</u>
<u>Revenues and Other Sources of Funds</u>							
Permits, Fees, & Licenses							
Special Capital Ext Fee	\$ 2,500	\$ -	\$ 2,526	\$ (26)	\$ -	\$ (26)	101.02%
Impact Fees - Sewer Res.	120,000	14,458	129,630	(9,630)	-	(9,630)	108.02%
Impact Fees - Sewer Comm.	10,000	-	120,342	(110,342)	-	(110,342)	1203.42%
State Grants - Storms & Floods	897,000	-	-	897,000	-	897,000	0.00%
Subtotal	\$ 1,029,500	\$ 14,458	\$ 252,497	\$ 777,003	\$ -	\$ 777,003	24.53%
Charges for Services							
Charges for Serives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Collection of Bad Debt	-	44	213	(213)	-	(213)	0.00%
Account Fees	16,739	1,440	16,040	699	-	699	95.82%
Reconnect Fees	-	-	-	-	-	-	0.00%
Penalties	130,284	10,687	120,314	9,970	-	9,970	92.35%
System Taps	11,594	-	4,700	6,894	-	6,894	40.54%
Other Utility Income	500	-	5,580	(5,080)	-	(5,080)	1116.06%
Sewer / Wastewater Charges	5,230,553	430,034	4,641,883	588,670	-	588,670	88.75%
Subtotal	\$ 5,389,670	\$ 442,205	\$ 4,788,731	\$ 600,939	\$ -	\$ 600,939	88.85%
Interest & Other Earnings							
Dividends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Interest Earned	400,000	41,228	421,129	(21,129)	-	(21,129)	105.28%
Interest - Impact Fees	97,500	10,200	102,644	(5,144)	-	(5,144)	105.28%
Interest - Spec Cap Ext Fees	-	-	-	-	-	-	0.00%
Interest - Sandy Creek Assmts	-	-	-	-	-	-	0.00%
Interest - Bond Proceeds	-	-	-	-	-	-	0.00%
Disposition of Fixed Assets	-	-	31,440	(31,440)	-	(31,440)	0.00%
Subtotal	\$ 497,500	\$ 51,428	\$ 562,465	\$ (64,965)	\$ -	\$ (64,965)	113.06%
Other Sources							
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Amort-Premium 2015 Refunding	18,974	1,581	17,391	1,583	-	1,583	91.66%
Subtotal	\$ 18,974	\$ 1,581	\$ 17,391	\$ 1,583	\$ -	\$ 1,583	91.66%
Use of Reserves							
Transfer to General Fund							
Budgeted Use of Reserves (UN)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Budgeted Use of Reserves (RES)	-	-	-	-	-	-	0.00%
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues & Sources of Funds	\$ 6,935,644	\$ 509,672	\$ 5,621,083	\$ 1,314,561	\$ -	\$ 1,314,561	81.05%

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



<u>Description</u>	<u>2025</u> <u>Budget</u>	<u>Current</u> <u>Month</u>	<u>Year to</u> <u>Date</u>	<u>YTD Var</u>	<u>Encumbered</u> <u>Amount</u>	<u>Budget</u> <u>Available</u>	<u>% of</u> <u>Bud. Used</u>
<u>Expenditures and Uses of Funds</u>							
Salaries and Wages	\$ 362,136	\$ 27,848	\$ 333,080	\$ 29,056	\$ -	\$ 29,056	91.98%
Benefits	174,612	13,738	153,455	21,157	-	21,157	87.88%
Engineering Services	-	-	-	-	-	-	0.00%
Contractual Services	17,000	430	8,406	8,594	-	8,594	49.45%
Cost of Treatment	2,331,955	230,500	2,053,495	278,460	-	278,460	88.06%
Communications/Telephone	5,300	511	5,175	125	-	125	97.65%
Transportation/Postage	2,640	400	1,238	1,402	-	1,402	46.91%
Utilities	91,000	8,228	90,856	144	-	144	99.84%
Insurance	-	-	-	-	-	-	0.00%
Repair and Maintenance	227,135	42,245	196,962	30,173	20,063	10,110	86.72%
Fuel & Lubricants	74,500	5,354	59,316	15,184	-	15,184	79.62%
Operating Supplies	16,500	1,188	14,072	2,428	59	2,369	85.29%
Other Expenses	78,450	15,819	70,940	7,510	764	6,746	90.43%
Capital Outlay - Fixed Assets	2,058,046	-	181,529	1,876,517	23,419	1,853,098	8.82%
Principal Pmt	400,000	400,000	400,000	-	-	-	100.00%
Amortization of Bond Costs	-	-	-	-	-	-	0.00%
Interest Pmt	256,416	19,441	229,709	26,707	-	26,707	89.58%
Interest Pmt / Sandy Creek	-	-	-	-	-	-	0.00%
Amort. of Deferred Loss on Ref	38,143	3,179	34,969	3,174	-	3,174	91.68%
Bond Issuance Cost	5,500	-	4,250	1,250	-	1,250	77.27%
UB Cost Allocation	364,996	25,789	284,566	80,430	-	80,430	77.96%
Cost Allocation Transfers	350,840	29,237	321,607	29,233	-	29,233	91.67%
Budgeted Incr to Reserve (UN)	80,475	-	-	80,475	-	80,475	0.00%
Budgeted Incr to Reserves (RES)	-	-	-	-	-	-	0.00%
Total Expenditures	\$ 6,935,644	\$ 823,908	\$ 4,443,626	\$ 2,492,018	\$ 44,306	\$ 2,447,713	64.07%
Net Fund Revenues & Expenditure:	\$ -	\$ (314,235)	\$ 1,177,457	\$ (1,177,457)	\$ (44,306)	\$ (1,133,152)	

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



<u>Description</u>	<u>2025</u> <u>Budget</u>	<u>Current</u> <u>Month</u>	<u>Year to</u> <u>Date</u>	<u>YTD Var</u>	<u>Encumbered</u> <u>Amount</u>	<u>Budget</u> <u>Available</u>	<u>% of</u> <u>Bud. Used</u>
<u>Revenues and Other Sources of Funds</u>							
Charges for Services							
Collection of Bad Debt	\$ -	\$ 7	\$ 32	\$ (32)	\$ -	\$ (32)	0.00%
Penalties	27,586	2,292	24,902	2,684	-	2,684	90.27%
Other Utility Income	-	-	-	-	-	-	0.00%
State Grants - Storms & Floods	-	-	-	-	-	-	0.00%
Solid Waste Service Fees	1,038,309	87,298	957,808	80,501	-	80,501	92.25%
Subtotal	\$ 1,065,895	\$ 89,598	\$ 982,743	\$ 83,152	\$ -	\$ 83,152	92.20%
Interest & Other Earnings							
Interest	\$ 51,073	\$ 8,768	\$ 82,794	\$ (31,721)	\$ -	\$ (31,721)	162.11%
Disposition of Fixed Assets	-	-	-	-	-	-	0.00%
Sales of Surplus or Scrap	2,000	390	2,408	(408)	-	(408)	120.40%
Transfer From General Fund	-	-	-	-	-	-	0.00%
Subtotal	\$ 53,073	\$ 9,158	\$ 85,202	\$ (32,129)	\$ -	\$ (32,129)	160.54%
Use of Reserves							
Budgeted Use of Reserves (UN)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues & Sources of Funds	\$ 1,118,968	\$ 98,756	\$ 1,067,945	\$ 51,023	\$ -	\$ 51,023	95.44%
<u>Expenditures and Uses of Funds</u>							
Salaries and Wages	\$ 185,307	\$ 10,866	\$ 161,572	\$ 23,735	\$ -	\$ 23,735	87.19%
Benefits	76,383	3,158	52,880	23,503	-	23,503	69.23%
Contracted Services	125,711	1,956	54,915	70,796	-	70,796	43.68%
Repair and Maintenance	51,500	704	33,747	17,753	8,440	9,312	65.53%
Tipping Fees	148,000	15,216	107,772	40,228	14,643	25,586	72.82%
Fuel & Lubricants	40,000	2,144	22,383	17,617	-	17,617	55.96%
Other Expenses	7,670	125	1,274	6,396	-	6,396	16.60%
Capital Outlay - Fixed Assets	-	-	-	-	-	-	0.00%
Cost Allocation Transfer	131,528	10,961	120,571	10,957	-	10,957	91.67%
Budgeted Increase to Reserves	285,369	-	-	285,369	-	285,369	0.00%
Total Expenditures	\$ 1,118,968	\$ 45,129	\$ 555,112	\$ 563,856	\$ 23,083	\$ 540,773	49.61%
Net Fund Revenues & Expenditures	\$ -	\$ 53,627	\$ 512,832	\$ (512,832)	\$ (23,083)	\$ (489,749)	

CITY OF CALLAWAY

BOARD OF COMMISSIONERS

AGENDA ITEM SUMMARY

DATE: SEPTEMBER 23, 2025

ITEM: ORDINANCE No. 1130 – REZONING OF WALLACE ROAD & COMET AVE, PARCEL ID 07261-000-010 (*FINAL READING*)

1. PLACED ON AGENDA BY:

EDDIE COOK, CITY MANAGER

&

BILL FRYE, PLANNING/PUBLIC WORKS DIRECTOR

2. AGENDA:

PRESENTATION ☐

PUBLIC HEARING ☐

OLD BUSINESS ☐

REGULAR ☒

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

N/A

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

Joshua Hoey, property representative, has submitted to the City of Callaway a Rezoning Application for property located at Wallace Road & Comet Avenue, Parcel ID 07261-000-010. The property is approximately .482 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 September 2, 2025, and recommended that the City Commission approve the rezoning.

ATTACHMENTS:

- Ordinance No. 1130
- Application for Rezoning
- Proof of Ownership
- Addendum
- Zoning Map

REQUESTED MOTION/ACTION: Approval of the Final reading of Ordinance No. 1130 for Rezoning, upon roll-call vote.

ORDINANCE NO. 1130

AN ORDINANCE REZONING FROM RESIDENTIAL R-9 TO RESIDENTIAL R-6 A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY .482 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT WALLACE ROAD AND COMET AVENUE, CALLAWAY, FLORIDA, PARCEL ID 07261-000-010; ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON ITS PASSAGE.

WHEREAS, Joshua Hoey, representative 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 Residential R-9 to Residential R-6 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 September 2, 2025 and recommended approval; and

WHEREAS, based upon competent substantial evidence adduced in a properly advertised public hearing conducted on September 23, 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 Residential R-9 to Residential R-6 to wit,

“EAST BAY PARK LOT 45 LESS ELY 120’ BLK A (132C4) ORB 3131 P 1460”

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, 23rd day of September 2025.

CITY OF CALLAWAY, FLORIDA

By: _____
Pamn Henderson, Mayor

ATTEST: _____
Ashley Robyck, City Clerk

PASSED ON FIRST READING: SEPTEMBER 09, 2025
NOTICE PUBLISHED ON: SEPTEMBER 11, 2025
PASSED ON SECOND READING: SEPTEMBER 23, 2025

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

City Attorney

VOTE OF COMMISSION:

Ayers	_____
Griggs	_____
Henderson	_____
Pelletier	_____



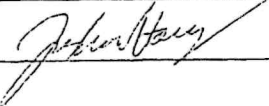
Public Works Department
324 S Berthe Avenue, Callaway, FL 32404
Phone (850) 871-1033
www.cityofcallaway.com

APPLICATION FOR REZONING

1. Applicant(s) name: Joshua Hoey
Applicant(s) address: 4423 Conifer Lane Panama City, FL
Applicant(s) phone: 850-303-1050 Email: josh.hoey@whensyouthink.com
Date of application: 08/13/2025
2. Rezone from: R-4 to: R-6
3. Parcel ID #: 07261-000-010
4. Legal Description of site to be rezoned: East Bay Park Lot 45 Less ELY
170' FLKA (13201) ORB 4842 P663
5. Driving directions to site: _____

6. Name and address of property owner(s) according to most recent ad valorem tax records:
(Year 2024) Mary Katherine Bates, 734 Lawson Road
Mount Juliet, TN 37122
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): see a Hotel addendum

8. Property address to be rezoned: No address assigned - See parcel ID on front ->
(Address must be obtained from County prior to Planning Board Meeting)
9. Present Property Tax Classification: _____
10. Proposed Property Tax Classification: _____
11. Purpose of rezoning: Single family residential construction -
- _____
- _____
12. Additional pertinent information: I am purchasing this property to build
cottage style single family homes.
- _____

Signature of applicant(s):  Date: 08/13/2025

_____ 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 _____

IN THE CIRCUIT COURT OF THE
FOURTEENTH JUDICIAL CIRCUIT
IN AND FOR BAY COUNTY, FLORIDA

DIVISION: PROBATE

IN RE: ESTATE OF
BARBARA SCHWARZAUER

File No. 24-824-CP

ORDER OF SUMMARY ADMINISTRATION

(Intestate-Ancillary)

THIS MATTER having come before the Court on the Petition of Mary Katherine Bates for Summary Administration of the estate of Barbara Scharzauer, deceased; the court finding that the decedent died on February 14, 2019, intestate; that all interested persons have been served proper notice of the Petition or have waived notice thereof; that the material allegation in the Petition are true; and that the decedent's estate qualifies for summary administration and an Order of Summary Administration should be entered, it is

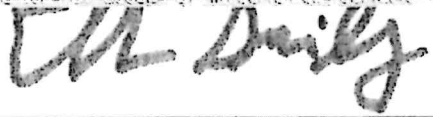
ADJUDGED that:

1. An immediate distribution of the assets of the decedent as follows:

Name	Asset	Share or Amount
Mary Katherine Bates	.482 acre lot in Panama City, Bay County, Florida EAST BAY PARK LOT 45 LESS ELY 120' BLK A (132C4) ORB 3131 P 1460	1/3 share
Samuel Kelton Scharzauer	.482 acre lot in Panama City, Bay County, Florida EAST BAY PARK LOT 45 LESS ELY 120' BLK A (132C4) ORB 3131 P 1460	1/3 share
Harold Ratcliff Scharzauer	.482 acre lot in Panama City, Bay County, Florida EAST BAY PARK LOT 45 LESS ELY 120' BLK A (132C4) ORB 3131 P 1460	1/3 share

2. Those to whom specified parts of the decedent's estate are distributed by this Order shall be entitled to receive and collect the same, and to maintain actions to enforce the right.
3. All assets of the decedent's estate shall be administered in accordance with Florida laws of intestacy.
4. Debtors of the decedent, those holding property of the decedent, and those with whom securities or other property of decedent are registered, are authorized and empowered to comply with this Order by paying, delivering, or transferring to those specified parts set forth herein of the decedent's estate distributed to them by this Order, and those persons shall not be accountable to anyone else for the property.

DONE AND ORDERED in Panama City, Bay County, Florida on this Wednesday, September 18, 2024.

03-2024-CP-000824-CPAM 09/18/2024 08:49:46 AM

Elijah Smiley, Judge
03-2024-CP-000824-CPAM 09/18/2024 08:49:46 AM

Addendum to Contract



Realtors

Addendum No. 1 to the Contract with the Effective Date of 08/12/2025 between

Mary Katherine Bates ETAL (Seller)

and JAH RENTALS LLC (Buyer)

concerning the property described as: X Wallace Road Panama City, FL 32404

Parcel ID: 07261-000-010

(the "Contract"). Seller and Buyer make the following terms and conditions part of the Contract:

Sellers allow buyer authorization to request a rezoning of the property to R-6 zoning.

Buyer:

Joshua Hoy

dotloop verified
08/13/25 12:09 PM CDT
F2HA-UXZJ-617C-6CWN

Date: _____

Buyer:

Date: _____

Seller:

Samuel Kellon Schawrenner

dotloop verified
08/13/25 12:12 PM CDT
02FD-3NJS-B0DR-DA7P

Date: _____

Seller:

Mary Katherine Bates

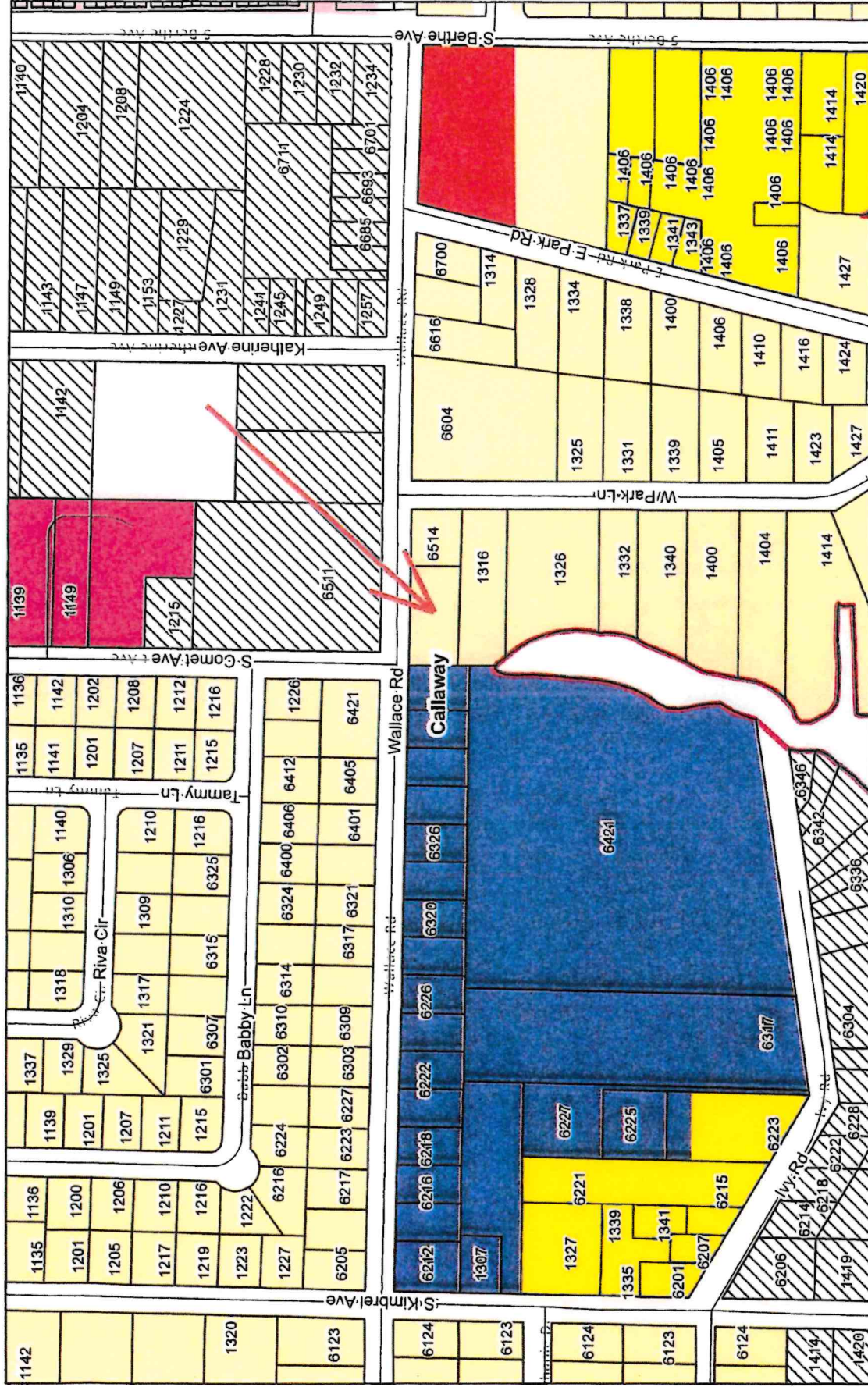
dotloop verified
08/13/25 12:14 PM CDT
3BHN-ANPD-FPMX-VINI

Date: _____

Harold Schawrenner

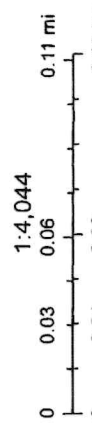
dotloop verified
08/13/25 1:50 PM CDT
G1VW-DU7M-4UWM-NLVM

Vicinity / Zoning Map



8/19/2025, 10:27:59 AM

- Roads**
- Major Road Zoning
 - Minor Road
 - Parcels
- Callaway City Limits**
- Residential R-6M
 - Residential R-9
 - Residential Multi-Family
 - Multi-Family Medium Density
- Planned Development**
- Commercial
 - Institutional-Professional
 - World_Hillshade



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

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

DATE: SEPTEMBER 23, 2025

ITEM: SPECIAL MAGISTRATE APPOINTMENT

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager

2. AGENDA:

PRESENTATION	☐
PUBLIC HEARING	☐
OLD BUSINESS	☐
REGULAR	☒

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

N/A

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

Per Ordinance No. 1006, establishing the Code Enforcement Special Magistrate system and following the resignation of Attorney Melzer, Attorney Julia Maddalena has submitted an Engagement Letter for Legal Representation as Special Magistrate.

It is staff's recommendation to appoint Attorney Maddalena as the Special Magistrate, with approval of the attached Agreement

ATTACHMENTS:

- Engagement Letter/Agreement

5. REQUESTED MOTION/ACTION: Appointment of Attorney Julia Maddalena as the City's Special Magistrate.



LAW GROUP

DAVIS | MADDALENA | WEDDLE

JULIA MADDALENA

T: 850.556.5925

F: 850.387.2445

juliamaddalena@dmwlawgroup.com

16500 Panama City Beach Parkway
Panama City Beach, FL 32413

September 15, 2025

VIA EMAIL: kobos@handfirm.com

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

Re: Engagement Letter for Legal Representation
Special Magistrate – Code Enforcement and Abatement

Dear City of Callaway:

We are pleased to confirm our engagement to represent the City of Callaway (the “City”) in the above-described matter. This letter outlines the terms and conditions under which our firm, DMW Law Group (the “Firm”), will provide legal services to you. Please read this letter carefully. If the terms are acceptable, sign and return a copy to us.

1. Scope of Engagement: You have agreed to retain this Firm to serve as special magistrate for the City of Callaway for code enforcement and nuisance abatement proceedings, and any and all matters related thereto.

2. Legal Fees and Billing: The City shall pay compensation for Special Magistrate services as Code Enforcement Hearing Officer on an hourly basis in accordance with the following fee schedule. A rate of \$300.00 per hour for all of Special Magistrate’s time and inclusive of all costs incurred to provide said services, with a 1-hour minimum per hearing. For hearings that exceed 1 hour, the processing of post hearing follow-up, and/or other as-needed items, time will be billed at the rate of \$300.00 per hour with a ¼ hour minimum, billed to the nearest ¼ hour. There will be no additional charges for office overhead, to include administrative assistants/secretaries and other support personnel.

3. Travel Time: Travel time to destinations outside of Bay County, Florida, will be charged at a rate of half of the attorney's hourly rate.

DAVIS | MADDALENA | WEDDLE

4. Use of Artificial Intelligence (AI): To assist in providing efficient and effective legal services, we may use AI tools as part of the legal work performed on your behalf. These tools will be used to help with document review, legal research, or other tasks as appropriate. Rest assured, any AI-assisted output will be supervised, vetted, and revised by our attorneys to ensure accuracy and quality of service. You will not be charged any additional fees for the use of AI in your case, and by signing this agreement, you consent to the use of AI in connection with your legal matters.

5. Paperless Billing and Electronic Notices: Our firm utilizes a paperless billing model, and all notices, including billing statements, will be sent to you electronically. By signing this letter, you consent to receiving such notices by email or through other electronic means. You agree to maintain current and accurate contact information with us so that notices can be delivered to you in a timely manner.

6. Client Portal Access: As part of our service, you will have access to a client portal where you can upload documents, communicate with us, and access other account features. This portal is designed to enhance your experience by providing secure and convenient access to your case materials and comes at no additional cost to you.

7. Payment Terms: Billing will occur monthly, with invoices reflecting services rendered in the previous month. Payment is due within 30 days from the date of the invoice. Overdue payments may incur interest at 1.5% per month. Payments can be made by credit or debit card, e-check, or paper check. If paying by check, please send it to our mailing address:

DMW Law Group
P.O. Box 40
Panama City, Florida 32402

8. Right to Terminate Representation: You have the right to terminate our representation at any time. If you choose to do so, you agree to promptly pay all outstanding legal fees and costs. Similarly, the law firm reserves the right to terminate this engagement at any time, subject to the same payment requirements.

9. Miscellaneous Terms: This engagement letter constitutes the entire agreement between you and DMW Law Group. Any amendments or modifications must be in writing and agreed upon by both parties. This agreement is governed by the laws of the State of Florida.

If you have any questions regarding these terms, please contact me. Otherwise, please sign and return a copy of this letter to indicate your acceptance of the terms set forth herein. We thank you for choosing DMW Law Group to represent you in this matter. We are committed to providing you with diligent, effective, and professional legal services.

Sincerely,

/s/ Julia Maddalena, Esq.

DMW Law Group

ACKNOWLEDGMENT AND AGREEMENT

I acknowledge and agree to the terms set forth in this engagement letter. I understand and consent to the use of AI in my representation, as described above, and agree to the paperless billing model and other provisions set forth herein.

Client Signature: _____

Printed Name: _____

Title (if applicable): _____

Date: _____

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

DATE: SEPTEMBER 23, 2025

ITEM: BID AWARD – CM2025-09 EAST BAY PAVER & DRAINAGE PROJECT

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager
&
Ashley Robyck, City Clerk

2. AGENDA:

PRESENTATION ☐
PUBLIC HEARING ☐
OLD BUSINESS ☐
REGULAR ☒

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

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

Staff issued an Invitation to Bid on Friday, August 29, 2025 with a closing date of Monday September 15, 2025. Six bids were received as follows:

- Capling Leveling Inc \$481,419.18
- BCL Civil Contractors \$390,944.84
- ECSC LLC \$288,774.73
- Monolith Construction LLC \$279,782.87
- CWR \$950,495.99
- Gulf Coast Utility Contractors \$271,403.61

Staff recommendation is to approve award to Guld Coast Utility Contractors in the not-to-exceed amount of \$271,403.61

ATTACHMENTS:

- BID CERTIFICATION FORM
- AGREEMENT

5. REQUESTED MOTION/ACTION: Award of Agreement for Bid No. CM2025-09 to Gulf Coast Utility Contractors in the not-to-exceed amount of \$271,403.61

BID/RFP CERTIFICATION FORM
CITY OF CALLAWAY
EAST BAY PAVER & DRAINAGE PROJECT
BID NO: CM2025-09

PROPOSERS CERTIFICATION TO THE CITY OF CALLAWAY:

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

☐ Proposer, or one or more of Proposer's officers, principals, or any owner of more than 5% in or of proposer, or members of their immediate families: (A) have a financial interest in another company, project, or property that could benefit financially from this proposed project; and/or (B) another individual or business will be compensated by (or on behalf of proposer) if Proposer is selected by the City for the requested services. (Attach a detailed explanation for either.)
3. Bid Bond - If the Proposal is accepted by the City, it will become a binding contract on both parties. If a Bid Bond or Cashier's Check/Certified Check is required, it shall be submitted with the Proposal. If the undersigned shall fail to deliver or perform, or if applicable, execute a Contract as stated herein, then the City may, at its option, determine that the undersigned has abandoned the Award/Contract, and thereupon such Bid and/or Award shall be null and void, and any Cashier's Check/Certified Check or Bond accompanying this Bid shall be forfeited to and become the property of the City, and the full amount of said check, or if a Bid Bond, the full amount of such bond, shall be paid to the City as partial liquidated damages; otherwise, any Bond or Cashier's Check/Certified Check accompanying this Bid shall be returned to the undersigned within 30 calendar days from the date of Award, or if provisions for a Notice to Proceed are included, from the date of the Notice to Proceed.
4. Vendor proposes and agrees to provide all materials, services or equipment required for the City of Callaway **EAST BAY PAVER & DRAINAGE PROJECT BID NO: CM2025-09**, for the Total Sum(s) as follows (*totals must match attached breakdown of costs for each Part*):
Part): _____ Dollars (\$ 271,403.61).
Two Hundred Seventy One Thousand Four Hundred Three Dollars and Sixty One Cent
5. Number of days from date of the Notice to Proceed that will be required for the final completion of all work as described herein.

(Maximum 180 Calendar Days)
6. The City reserves the right to accept any or all prices itemized in any combination that best serves the interests of the City. The City further reserves the right to accept or reject any of the components of this Proposal, including alternates.

7. BIDDER HEREBY ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUMS: 1-4

Name of Bidder: Gulf Coast Utility Contractors, LLC.

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

If a Partnership: _____

Name(s) of Partner(s): _____

If a Corporation: _____

Incorporated in State of: Florida Date of Incorporation: 08/15/1999

Business Address: 13938 Highway 77

City: Panama City State FL Zip 32428

Telephone Number: (850) 265-9166 Fax (850) 265-9949

Submitted By: Mike Swearington
(Print)

Title: MGRM

Signature: _____

ATTEST: _____
Secretary

By: Susan Southerland
Print Name

Affix Corporate Seal
(If Corporation)



State of Florida
County of

The foregoing instrument was acknowledged before me this 15th day of September, 2025, by Mike Swearington, who is personally known to me or who presented _____ as identification, and who (did) (did not) take an oath.

Staci Corbin
[Signature of Notary Public]



Staci Corbin
Notary Public, State of Florida
My Comm. Expires 05/13/2027
Commission No. HH 383940

[Printed, typed or stamped name of Notary Public]

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

AGREEMENT FOR CONTRACTOR SERVICES
BID NO: CM2025-09, EAST BAY PAVER & DRAINAGE PROJECT

This Agreement made as of this 23rd day of, September 2025, by and between the **City of Callaway**, Florida - (the "CITY"), and Gulf Coast Utility Contractors authorized to do business in the State of Florida (the "CONTRACTOR"), and whose address is 13938 Highway 77 Panama City Fl, 32409 Phone: (850) 265-9166.

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

ARTICLE 1 – SCOPE OF SERVICES

The CONTRACTOR'S responsibility under this Agreement is to furnish, deliver, and construct all materials, labor, and equipment and to perform all operations in accordance with the plans and specifications and as listed in the Bid Form for the **EAST BAY PAVER & DRAINAGE PROJECT BID NO: CM2025-09**.

The CONTRACTOR'S Scope of Work for providing services under this Agreement is set forth in **Exhibit I**. Services of the CONTRACTOR shall be under the general direction of the CITY MANAGER, who may designate a person to act as the CITY'S representative (hereinafter "REPRESENTATIVE") during the performance of this Agreement.

The CITY shall furnish to the CONTRACTOR up to four (4) sets of the Contract Documents for execution of the Work. Additional copies of the Contract Documents are available at the cost of reproduction.

ARTICLE 2 – SCHEDULE

The term of this contract shall commence upon written Notice to Proceed by the City and that all work will be completed within **180** days of the Notice to Proceed.

ARTICLE 3 - PAYMENTS TO CONTRACTOR

- A. The CITY shall pay to the CONTRACTOR for services satisfactorily performed **\$271,406.61**, which includes all direct charges, indirect charges and reimbursable expenses, if any. The CONTRACTOR will bill the CITY monthly.
- B. The invoices received from the CONTRACTOR pursuant to this Agreement will be reviewed and approved by the City Manager's office, indicating that services have been rendered in conformity with the Agreement, and then will be sent to the Finance Department for payment. The invoice must specify the work performed. Five percent (5%) of each invoiced amount will be withheld and retained by the CITY until completion of the work to the satisfaction of the CITY.
- C. In order for both parties herein to close their books and records, the CONTRACTOR will clearly state "final invoice" on the CONTRACTOR'S final/last billing to the CITY. This indicates that all services have been performed, and all charges and costs have been invoiced to the CITY. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice shall be waived by the CONTRACTOR.

- D. CONTRACTOR acknowledges that it has reviewed the scope of work and inspected the work site and does not anticipate having any CONTRACTOR requested change orders.

ARTICLE 4 - TERMINATION

This Agreement may be terminated by the CONTRACTOR on 90 days prior written notice to the CITY in the event of substantial failure by the CITY to perform in accordance with the terms hereof through no fault of the CONTRACTOR. It may also be terminated by the CITY, with or without cause, immediately upon written notice to the CONTRACTOR. Unless the CONTRACTOR is in breach of this Agreement, the CONTRACTOR shall be paid for services rendered to the CITY'S satisfaction through the date of termination. After receipt of a termination notice and except as otherwise directed by the CITY the CONTRACTOR shall:

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

ARTICLE 5 - PERSONNEL

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

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

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

ARTICLE 6 - SUBCONTRACTING

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

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

ARTICLE 7 - FEDERAL AND STATE TAX

The CONTRACTOR shall be responsible for payment of its own FICA and Social Security benefits with

respect to this Agreement and the personnel it employs.

ARTICLE 8 – INSURANCE & BONDS

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

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

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

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

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

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

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

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

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

ARTICLE 9 - EXCUSABLE DELAYS

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

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

ARTICLE 10 - LIQUIDATED DAMAGES

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

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

ARTICLE 11 - ARREARS

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

ARTICLE 12 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

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

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

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

All products generated by the CONTRACTOR for the CITY become the property of the CITY. The CITY may require submission of any electronic file version of reports, data, maps, or other submission of

documentation produced for or as a result of this project in addition to paper documents.

The CITY and the CONTRACTOR shall comply with the provisions of the Florida Public Records Law. **PUBLIC RECORDS LAW.** CONTRACTOR acknowledges that it is familiar with the provisions of the Public Records Law of the State of Florida.

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

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

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

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

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

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

ARTICLE 13 - INDEPENDENT CONTRACTOR RELATIONSHIP

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

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

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

ARTICLE 14 - CONTRACT ASSIGNMENT

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

ARTICLE 15 - AMENDMENT

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

ARTICLE 16 - ENFORCEMENT COSTS

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

ARTICLE 17 - AUTHORITY TO PRACTICE

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

ARTICLE 18 - SEVERABILITY

If any term or provision on this Agreement, or the application thereof to any person or circumstances shall,

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

ARTICLE 19 - CITY'S REPRESENTATIVE AND AUTHORITY

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

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

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

ARTICLE 20 - MODIFICATION

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

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

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

ARTICLE 21 - CONTRACT DOCUMENTS

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

- A. Advertisement for Bids,
- B. Special Instructions and Conditions,
- C. General Instructions and Conditions,
- D. Minimum Technical Specifications,
- E. Bid Forms
Bid Certification Form
Drug-Free Workplace Certification
Public Entity Crimes Statement,
- G. Addendums (if any),

- H. Performance & Payments Bonds (if required),
- I. Change Orders (if any).

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

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

ARTICLE 22 - VENUE

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

ARTICLE 23 - NOTICE

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

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

With a copy to: Kevin D. Obos, Esq. City Attorney
Harrison Sale McCloy
P.O. Drawer 1579
Panama City, FL 32402
Phone: (850) 769-3434
Fax: (850) 769-6121

and if sent to the CONTRACTOR shall be mailed to:

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

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

CITY CLERK

CITY OF CALLAWAY, FLORIDA

Attest: _____
Ashley Robyck
City Clerk

By: _____
Pamn Henderson, Mayor

Contractor Witnesses:
(2 REQUIRED)

Contractor:

Witness: _____
Name

Signature

Business Name
By: _____
Signature

Witness: _____
Name

Signature

Print Name and Title

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

KEVIN D. OBOS, HARRISON SALE MCCLOY
CITY ATTORNEY

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

DATE: SEPTEMBER 23, 2025

ITEM: REMOVE THE GRANT FUNDING AND EXPENDITURES FOR CDBG- DR BEACON POINT

1. PLACED ON AGENDA BY:

EDDIE COOK, CITY MANAGER

AND

DAVID SCHULTZ, DIRECTOR OF FINANCE

2. AGENDA:

PRESENTATION	☐
PUBLIC HEARING	☐
OLD BUSINESS	☐
REGULAR	☒

3. IS THIS ITEM BUDGETED (IF APPLICABLE)?: Yes ☒ No ☐

PROPERTY WAS SOLD AND GRANT WAS CANCELLED.

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

With Beacon Point being sold and the grant being cancelled we need to remove the grant funds and remaining expenditures from our operating budget for FY 2025. The reimbursement for cost incurred will be moved to Miscellaneous Revenue as it is no longer grant related.

Attachment(s):

Budget Amendment

5. REQUESTED MOTION/ACTION: Staff requests approval to amend the FY 2025 budget for the removal of CDBG-DR Beacon Point grant related revenues and expenditures.



BUDGET Amendment REQUEST

AMOUNTS IN WHOLE DOLLARS

Department CDBG-DR Beacon Point

9/17/2025
Date

Account #	Account Description	CURRENT Budget Amt	Expenditure Increase	Revenue Increase	REVISED Budget Amt	Explanation for Request
01-330-334-75	State Grant - Comm Rehab	2,388,728		(2,388,728)	\$ -	
01-360-369-90	Other Misc. Revenue	113,564		189,965	\$ 303,529	
01-380-389-10	Budgeted Use of Reserves (UN)	349,040		(29,909)	\$ 319,131	
01-519-554-10	Commercial Rehab - CDBG DR Beacon Poi	2,388,637	(2,228,672)		\$ 159,965	
	Remove Beacon Point from Grant Funding and Expenditures					
APPROVALS		(2,228,672)		(2,228,672)	-	
1	Department Head	N/A				
2	Finance	[Signature]				
3	City Manager	[Signature]				
4	Commission					
						Date: 9/17/25
						Date: 9/18/25
						Date:

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

DATE: SEPTEMBER 23, 2025

ITEM: TASK ORDER – CITYWIDE STORMWATER MASTER PLAN - DRMP

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 ☐

2026 Budget

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

The city is in need a Stormwater Master Plan to identify problematic areas and prioritize stormwater problems. This plan will not only identify problem areas and correct them but allow future grant opportunities.

ATTACHMENTS: DRMP Task Order for CITYWIDE STORMWATER MASTER PLAN

5. REQUESTED MOTION/ACTION: APPROVE TASK ORDER FOR CITYWIDE STORMWATER MASTER PLAN.

DRMP, Inc.
Task Order

This Task Order issued between the City of Callaway (CITY) and DRMP, Inc. (ENGINEER), pursuant to Professional Services Agreement for Engineering and Related Services between the parties dated the 25th of April 2017, which was renewed on April 22, 2022, and subject to all the terms and conditions thereof.

SCOPE OF WORK TO BE PERFORMED:

The ENGINEER is hereby requested to perform the following services (the "Work"):

Scope of work for this task includes development of a city-wide stormwater Master Plan. The stormwater master plan includes data collection and field reconnaissance, field survey, compilation and updates to stormwater information in GIS database, analysis of the stormwater systems throughout the City with special focus on the Lannie Rowe basin, and development of conceptual projects to address stormwater infrastructure deficiencies and water quality improvements.

COMPENSATION:

The ENGINEER shall be compensated as follows:

_____ **Time and Materials.** ENGINEER's compensation shall be on a time and materials basis, to be billed at the rates set forth in Exhibit B to this Task Order, with total billings not to exceed \$ _____

 X **Lump Sum.** ENGINEER's compensation shall be on a lump sum basis, which total billings not to exceed \$ 285,975.00.

AUTHORIZATION:

The undersigned Authorized Representative represents that funds have been duly appropriated and committed for this Task Order and that the Work has been duly authorized by the CITY. A copy of the CITY's authorizing Resolution is annexed hereto.

ACCEPTED:

Dated: _____

CITY

By: _____
Signature

Ed Cook

Type or Print Name

City Manager

Title

ENGINEER

By: John Alaghemand
Signature

John Alaghemand, P.E.

Type or Print Name

Office Leader

Title

CITY OF CALLAWAY CITY-WIDE STORMWATER MASTER PLAN SCOPE OF WORK

A. PROJECT BACKGROUND

The City of Callaway is requesting professional engineering services for development of a city-wide stormwater Master Plan. The stormwater master plan includes data collection and field reconnaissance, field survey, compilation and updates to stormwater information in GIS database, analysis of the stormwater systems throughout the City with special focus on the Lannie Rowe basin, and development of conceptual projects to address stormwater infrastructure deficiencies and water quality improvements. The City has performed master planning efforts in the past that will serve as background information for this study.

The following paragraphs describe in more detail the scope of work that are anticipated to be performed.

B. SCOPE OF WORK

1.0 Data Collection

1.1 Desktop Review

This task includes research of the history of drainage conditions throughout the City. Following is a list of known documents that will be included in the data search:

- 1) *Drainage Study Master Drainage Plan*, City of City of Callaway, by Bay Engineering Services, Inc., dated November 1982.
- 2) *Strategic Plan for Stormwater System*, Bay County, Florida, August 1994.
- 3) *Pitts Bayou Drainage Basin Flooding Assessment*, City of Callaway, by CDM, dated November 2002.
- 4) *Martin Lake Stormwater and Restoration Plan*, by Baskerville-Donovan, Inc., dated February 2005.
- 5) *Drainage Study (Memo), Flooding on SR 22 Between Comet Avenue & Berthe Avenue*, FDOT District 3, by Kisinger Campo and Associates, September 2015.
- 6) *Stormwater Report for City of Callaway – Stormwater Master Plan (Lannie Rowe)*, by Gulf Environmental Engineering, LLC, September 2017.
- 7) *Stormwater Basin Inventory for City of Callaway*, by Gulf Environmental Engineering, LLC, September 2017.
- 8) *Preliminary Design for Seven (7) Drainage Problem Areas: Howard Road, Melody Lane, North Kimbrel Avenue, Ivy Road, Callaway Point, Babby Lane/Tammy Lane, and South Berthe Avenue Bridge.*

Survey of critical drainage features will be necessary, especially to establish vertical control and invert elevations. Drainage information will be organized and formatted for incorporation into existing GIS databases currently maintained by the City and County.

1.2 Field Reconnaissance

Conduct up to two (2) days of field reviews with two (2) engineering staff to gather general information about the drainage conditions throughout the City. The objective of this field work

CITY OF CALLAWAY CITY-WIDE STORMWATER MASTER PLAN SCOPE OF WORK

with be to familiarize staff with the drainage characteristics of the City, identify drainage system deficiencies, areas needing field survey.

1.3 Stormwater Structure Inventory

Take inventory of the current stormwater management structures throughout the City and determine what needs repair, replacement, or removal. The objective of this stormwater structure inventory to familiarize staff with the current drainage structures within the City, identify the quality and quantity of the current structures and identify problem areas.

2.0 Sub-basin Delineations with LiDAR (City Limits)

A computer drainage basin analysis program, ArcHydro, to assist in the sub-basin delineations based on a LiDAR terrain dataset. The ArcHydro analysis will generally involve the following steps:

- 1) Verify LiDAR terrain matches current conditions, and includes all development
- 2) Incorporate drainage flow patterns and “sinks” from development site plans (and any other sources) into terrain
- 3) Run ArcHydro for preliminary sub-basins
- 4) Review and adjust input parameters as necessary
- 5) Rerun ArcHydro and finalize sub-basins

The sub-basin delineations will be useful for modeling and analysis activities that are proposed throughout the study and future analyses.

3.0 Surface Water Modeling (Baby Bayou or Lannie Rowe only)

The Baby Bayou or Lannie Rowe basin is identified as unique to the City as the location of three ponds known as Suddeth, Burt Fox, and Rogers Ponds that are controlled by spillways in series. With the City's desire to replace the spillways and make improvements to the ecological health of the system, this study includes detailed surface water modeling of this basin. The contributing area to the Baby Bayou is estimated at 3,150 acres with 1,700 acres within the city limits.

3.1 Hydrology Parameters

Curve number values will be calculated for each sub-basin for use in the surface water modeling. Curve numbers will be calculated in GIS based on TR-55 published methodology utilizing current land use and soils GIS data. Review and adjustments to existing land use data may be necessary to reflect current development conditions. Times of concentration (T_c's) will be developed through the use of a tool within ArcHydro or possibly through a separate program such as HEC GeoHMS. The T_c calculation process will be semi-automated with manual review and manipulation of the longest flow path for each sub-basin. The methodology will utilize calculations from the TR-55 published methodology.

3.2 Surface Water Model Development

**CITY OF CALLAWAY
CITY-WIDE STORMWATER MASTER PLAN
SCOPE OF WORK**

Stage-storage relationships will be developed for each sub-basin, as appropriate. It is anticipated that this process will be conducted using an ArcHydro feature or a GIS tool, as automation will reduce hand calculations and improve accuracy. Each sub-basin will be checked for general consistency, and for a sampling of sub-basins, the stage-storage relationships will be digitized for comparison to the automated results. Starting water levels in storage areas for the surface water model will be determined by utilization of the best information available; including, water control schedules for canal structures, historical water level information, information ascertained from ERP or development files, or interpretation of biological indicators from desktop review of aerials with limited verification by field review.

Cross-sections will be generated to represent weirs and channels for the surface water model. It is anticipated that all cross-sections will either be derived from a Digital Elevation Model (DEM) or a Triangulated Irregular Network (TIN) developed from the Terrain Dataset; or based on surveyed, as built, or construction plan information. The process of deriving the cross-section information from the surface model in x,y,z format will be automated as much as feasible. Some manipulation of the data may be necessary for input into the surface water model. Checking of minimum crest elevations will be performed to ensure that cross-sections are being cut at the correct locations, and the overtopping elevation is correctly represented.

Hydraulic components of the model will be developed from the best information available that could include any of the following sources; stormwater GIS database from Bay County, as-built or construction plans for roadway and development projects, field reconnaissance with measured or approximated data, or field survey. Hydraulic systems extending outside the City limits will be included in the model as necessary to accurately model the entire City.

Compiling the hydraulic and hydrological information, a surface water model will be developed using the surface water modeling program, AdICPR (Version 4).

3.3 Surface Water Analysis

The surface water model will be verified with a relatively intense storm for which flooding has been recorded. Recorded flows and/or water surface elevations will be compared to model results, and calibration will be conducted as necessary to bring recorded and model result data in agreement. Calibration may occur thru adjustments to any or all of the following model parameters: tailwater rating curves, CN values, Tc values, off-site contributing area, and possibly others.

The surface water model is expected to be utilized to determine peak stages and flows for the following storm events:

- 1) mean annual 1-day
- 2) 10-year 1-day
- 3) 25-year 1-day
- 4) 50-year 1-day
- 5) 100-year 1-day

CITY OF CALLAWAY

CITY-WIDE STORMWATER MASTER PLAN

SCOPE OF WORK

Note that the final list of storm events may be revised depending on data from other models and City preferences. The model results will be verified to the extent practical with other data, possibly including measured water levels and flows, results from other studies, or actual events.

3.4 Floodplain Delineation

Floodplain delineations will be developed within the City jurisdiction for the 100 year. This floodplain delineation will be useful in determining and analyzing the extent and severity of flooding conditions.

4.0 Stormwater Analysis

Based on the comprehensive stormwater inventory that is updated for this study, structures that serve intermediate or large drainage basins (excluding local systems) and are identified as critical structures will be analyzed for hydraulic performance. These structures identified for analysis may include cross-drains or storm sewers in locations where flood control is important for public safety and/or protection of private property. Analysis is anticipated to be performed using the rational method with culvert analysis or storm tabulation spreadsheets. Flood protection level of service will be determined for each structure that is analyzed, and that information will be used to help identify problem areas in the master planning.

5.0 Stormwater Master Plan

A master plan for improvements to the City stormwater systems will be developed that may include up to ten (10) conceptual projects. It is envisioned that conceptual projects will primarily involve upsizing or replacing aging infrastructure that is found to be deficient in the current state. Conceptual projects will be proposed on City-owned right-of-way or property to the extent possible. However, cooperative agreements or land purchases from other municipalities/agencies, private property owners or prospective developers may be necessary. Water quality improvements will be incorporated into conceptual improvements where possible with focus on complying with BMAP and TMDL goals.

Conceptual improvements for the Lannie Rowe basin (Suddeth, Burt Fox, and Rogers Ponds) may involve replacement or retrofits to the existing pond spillways. Water quality of the three ponds is of special concern. Sediment and nutrient control measures will be incorporated into conceptual improvements where possible.

Alternative improvements will be evaluated based on estimated cost, level of flood protection, partnering opportunities, consistency with regional initiatives, permitting difficulty, ancillary benefits and development trends. A recommended implementation schedule will be presented for inclusion in the Stormwater Capital Improvements Program (CIP). Note that projects will be described at the conceptual level. Future phases of work to implement these conceptual projects will include survey, final design, construction plans production, permitting, bid selection, and construction.

**CITY OF CALLAWAY
CITY-WIDE STORMWATER MASTER PLAN
SCOPE OF WORK**

The study methodology and results will be documented in a report including color maps, exhibits, and estimated project costs for recommendations. The City GIS stormwater database will be updated with relevant mapping and data from this study.

**City of Callaway
City-Wide Stormwater Master Plan
Cost Estimate**

	Senior Project Manager II Hours	GIS Analyst III Hours	Engineer III Hours	Engineer I Hours	GIS Analyst II Hours	Admin. Support II Hours	Line Item Hours	Line Item Costs
Personnel Hourly Rate	\$250.00	\$125.00	\$195.00	\$135.00	\$110.00	\$115.00		
<u>Element and Task Descriptions</u>								
1.0 Data Collection								
1.1 Desktop Review	5	10	36	36	16	0	103.0	\$16,140.00
1.2 Field Reconnaissance	5	30	10	36	10	0	91.0	\$12,910.00
1.3 Stormwater Structure Inventory	20	80	80	40	80	0	300.0	\$44,800.00
2.0 Sub-basin Delineations with LiDAR Data (City Limits)	6	9	22	22	15	0	74.0	\$11,535.00
3.0 Surface Water Modeling (Baby Bayou or Lannie Rowe only)								
3.1 Hydrology Parameters	5	7	18	18	12	0	60.0	\$9,385.00
3.2 Surface Water Model Development	14	20	51	51	34	0	170.0	\$26,570.00
3.3 Surface Water Analysis	22	16	44	16	10	0	108.0	\$19,340.00
3.4 Floodplain Delineation	6	15	9	25	24	0	79.0	\$11,145.00
4.0 Stormwater Analysis (City Limits, outside Lannie Rowe)	60	45	120	45	40	0	310.0	\$54,500.00
5.0 Stormwater Master Plan	55	50	50	60	25	6	246.0	\$41,290.00
6.0 Meetings	25	13	6	10	3	25	83.0	\$13,850.00
7.0 Project Management and QA/QC	74	9	10	10	5	9	117.0	\$24,510.00
Total Hours	298.0	304.0	456.0	369.0	274.0	40.0	1,741	
Total Costs	\$74,500	\$38,000	\$88,920	\$49,815	\$30,140	\$4,600		\$285,975

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

DATE: SEPTEMBER 23, 2025

ITEM: TASK ORDER – CA-01 LIFT STATION REVISION PER FEMA FLOODPLAIN - BDI

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 ☐

Will use grant funds.

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

The following is a change task order to revise the design of CA-01 (originally approved under RFQ Bid No. PW2022-07 for the rehabilitation design of 14 lift stations) per recent updates to the established floodplain elevations by FEMA. Engineering design for CA-01 and all other included stations under that contract was completed and submitted to the city prior to these federal elevation updates. BDI notified the city when we learned of the newly established floodplain, explaining the need to raise the wet well top and electrical panel accordingly and avoid future problems. BDI met with the city, and it was decided to move forward with the necessary changes to lift station CA-01 design. The scope of work outlined in this task order will address structural and electrical plan revisions to comply with the new FEMA elevation and bring the station above the minimum threshold. Task Order amount of \$ 7,475.00.

ATTACHMENTS: BDI Task Order for CA-01 LIFT STATION REVISION PER FEMA FLOODPLAIN

5. REQUESTED MOTION/ACTION: APPROVE TASK ORDER FOR CA-01 LIFT STATION REVISION PER FEMA FLOODPLAIN

PROFESSIONAL SERVICES PROPOSAL**CHANGE TASK ORDER FOR CA-01 LIFT STATION (CDBG-DR)
DESIGN REVISION PER FEMA FLOODPLAIN UPDATES
City of Callaway, Florida****September 17, 2025****SUMMARY AND PURPOSE**

The following is a change task order to revise the design of CA-01 (originally approved under RFQ Bid No. PW2022-07 for the rehabilitation design of 14 lift stations) per recent updates to the established floodplain elevations by FEMA. Engineering design for CA-01 and all other included stations under that contract was completed and submitted to the city prior to these federal elevation updates. BDI notified the city when we learned of the newly established floodplain, explaining the need to raise the wet well top and electrical panel accordingly and avoid future problems. BDI met with the city, and it was decided to move forward with the necessary changes to lift station CA-01 design. The scope of work outlined in this task order will address structural and electrical plan revisions to comply with the new FEMA elevation and bring the station above the minimum threshold. Scope of work details are defined below under Tasks 1 and 2.

FEMA Floodplain. Florida Design Standards (Florida "Green Book"), the FDOT Design Standards Manual and City of Callaway Land Development Regulations (LDRs) will be utilized as the basis of design, where appropriate.

WORK SCOPE ELEMENTS**Task 1 – Structural Engineering Re-Design of CA-01**

Our efforts will involve revisions to the drawings. The aluminum platform design will be delegated to the manufacturer's engineer. The foundation design for the platform will be presented within the structural drawings. The previous FEMA flood elevation at the CA-01 site was 8.00 feet. After design completion, FEMA updated the flood elevation to 10.00 feet.

We discussed this change with the city, and their preferred approach is to maintain the existing site grading but raise the control panel so that the bottom of the panel is 3.00 feet above the new FEMA flood elevation of 10.00 feet. The city intends to incorporate an aluminum structural platform, with the platform floor elevation matching the wet well top elevation of 11.00 feet. The bottom of the control panel must be located 2.00 feet above the platform floor, and we need to ensure that operators will still have access to the top of the panels.

Finalized drawings will be resubmitted to the city and site contractor.

Task 2 – Electrical Engineering Re-Design of CA-01

BDI will procure the electrical design subcontractor to revise their 100% design plans to raise the electrical panel to ensure FEMA floodplain compliance. Finalized drawings will be resubmitted to the city and site contractor.

Fee Schedule:

Structural and Electrical Re-Design \$ 7,475.00

*The fee schedule above is based on a lump sum basis, and the contract shall not exceed this fee amount without prior written authorization from the City of Callaway.

Excluded Items:

- Permitting Fees
- PD&E Studies
- Phase 1 and 2 Environmental Assessments
- Cultural Resource Assessment Report (CRAS)
- Lighting Studies
- Site Lighting, Landscape and Irrigation Design
- Construction Engineering Inspection (CEI) Services
- Public Meetings (hourly service fees apply as requested by County)

Submitted By:
BASKERVILLE-DONOVAN, INC.

Accepted By:
CITY OF CALLAWAY

Digitally signed by Jeffrey C Petermann
Date: 2025.09.17 17:33:23-05'00'

Jeffrey C. Petermann, P.E.
Vice President/Regional PM

Eddie Cook
City Manager

Date: 17 Sept 2025

Date: _____

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