



## HALF-CENT SALES SURTAX OVERSIGHT COMMITTEE

WEDNESDAY, MARCH 29, 2023 - 2:00 P.M.  
CALLAWAY ARTS & CONFERENCE CENTER  
500 CALLAWAY PARK WAY  
CALLAWAY, FL 32404

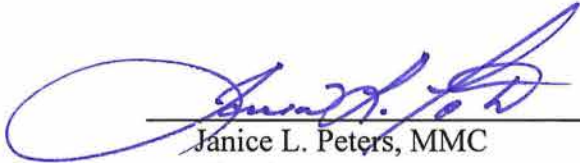
### BOARD MEMBERS

Donald Hennings  
Stephen Parris  
Andrew Wiggins

---

### AGENDA

- A. CALL TO ORDER (SILENCE PHONES)
- B. ROLL CALL
- C. APPOINTMENT OF CHAIR AND VICE-CHAIR
- D. REVIEW OF FUNDS RECEIVED TO DATE
- E. REVIEW OF PROPOSED FUNDING ALLOCATIONS
- F. ADJOURNMENT



---

Janice L. Peters, MMC  
City Clerk

#### ATTACHMENTS FOR REFERENCE

- 1. SURTAX PROJECT SUMMARIES
- 2. RESOLUTION NO. 17-01(A)
- 3. CITY ATTORNEY OBOS' EMAIL

Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the Callaway City Clerk, at 6601 E. Highway 22, Callaway, Florida 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  
Infrastructure Tax Analysis

\$ 1,886,658

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
<b>Tax Payments Received</b>												
Oct	\$ -	\$ 102,729.74	\$ 109,590.67	\$ 123,847.12	\$ 110,541.00	\$ 154,356.97	\$ 132,524.27					
Nov	-	122,080.25	109,871.39	143,624.12	143,890.30	181,953.59	174,932.84					
Dec	-	93,749.07	73,372.57	111,407.07	112,288.25	132,017.35	119,248.05					
Jan	-	83,847.81	111,996.19	93,230.79	88,652.87	109,486.29	99,101.72					
Feb	-	116,402.94	148,459.53	133,708.51	130,409.67	182,424.47	165,143.11					
Mar	71,328.28	75,783.03	101,071.49	90,216.45	88,328.30	105,533.00						
Apr	76,454.24	88,803.64	100,856.22	94,625.25	92,123.47	120,173.50						
May	119,071.45	143,529.31	161,841.89	125,248.39	179,032.40	220,377.15						
Jun	99,104.74	105,067.65	120,119.45	74,092.28	142,910.83	160,625.24						
Jul	110,482.73	119,489.01	132,303.85	119,789.14	157,038.88	172,121.23						
Aug	156,387.92	179,056.22	189,730.28	197,618.78	216,002.62	265,461.65						
Sep	139,520.08	155,359.93	160,531.44	154,016.20	188,630.09	208,325.85		1,195,708.01				
Total	\$ 772,349.44	\$ 1,385,898.60	\$ 1,519,744.97	\$ 1,461,424.10	\$ 1,649,848.68	\$ 2,012,856.29	\$ 690,949.99	\$ 1,195,708.01	\$ -	\$ -	\$ -	\$ 10,688,780.08
			9.7%	-3.8%	12.9%	22.0%	-65.7%					
<b>Interest Earned</b>												
Oct	\$ -	\$ -	\$ 2,359.34	\$ 4,245.94	\$ 58.84	\$ 106.26	\$ 11,370.21					
Nov	-	-	2,666.06	4,831.55	64.35	126.30	14,360.52					
Dec	-	268.25	3,052.46	4,522.22	63.99	111.01	17,442.07					
Jan	-	827.49	4,465.11	3,637.78	99.74	117.72	19,866.05					
Feb	-	1,177.24	4,626.86	3,692.34	104.55	121.66	20,972.20					
Mar	-	1,136.16	3,102.32	2,891.17	80.26	112.66						
Apr	-	1,740.14	4,263.52	1,635.64	88.51	362.36						
May	-	1,847.46	5,205.07	242.12	88.59	809.84						
Jun	-	2,110.14	5,025.17	56.51	92.78	2,847.31						
Jul	-	2,440.64	5,189.25	27.44	94.18	4,984.01						
Aug	-	2,783.22	5,166.06	36.58	98.32	7,561.83						
Sep	-	3,228.07	4,015.75	53.78	103.75	10,582.66						
Total Interest Earned	\$ -	\$ 17,558.81	\$ 49,136.97	\$ 25,873.07	\$ 1,037.86	\$ 27,843.62	\$ 84,011.05	\$ -	\$ -	\$ -	\$ -	\$ 205,461.38
Total Funds Received	\$ 772,349.44	\$ 1,403,457.41	\$ 1,568,881.94	\$ 1,487,297.17	\$ 1,650,886.54	\$ 2,040,699.91	\$ 774,961.04	\$ 1,195,708.01	\$ -	\$ -	\$ -	\$ 10,894,241.46
Total Expenditures	\$ -	\$ 650,852.83	\$ 136,276.79	\$ 859,121.97	\$ 203,798.37	\$ 781,893.42	\$ 884,595.35					\$ 3,516,538.73
Balance Available	\$ 772,349.44	\$ 1,524,954.02	\$ 2,957,559.17	\$ 3,585,734.37	\$ 5,032,822.54	\$ 6,291,629.03	\$ 6,181,994.72	\$ 7,377,702.73	\$ 7,377,702.73	\$ 7,377,702.73	\$ 7,377,702.73	\$ 7,377,702.73
GL # 31-000-101-16	2017	2018	2019	2020	2021	2022	2023					
Cash Balance at Year End	\$ 772,349.44	\$ 1,524,954.02	\$ 2,957,559.17	\$ 3,585,734.37	\$ 5,032,822.54	\$ 6,291,629.03	\$ 7,066,590.07	Committed for Projects	\$ 6,447,842.43			
Variance	-	-	-	-	-	-	884,595.35	Balance Available	\$ 929,860.30			

2/28/2023

**City of Callaway  
Infrastructure Expenditures  
By Year**

	Annual Amounts		Actual Project Cost		Variance	GL Account
	Budgeted	Expended	Budgeted	Expended		
<b>2017</b>						
No Spending in 2017	-	-	-	-		
<b>2018</b>						
CA-24 Rehab	\$ 190,588.91	\$ 190,588.91	\$ 190,588.91	-	-	31-533-606-60
Cherry St & Tyndall Pkwy Water Bore	103,465.00	106,480.00	106,480.00	3,015.00	3,015.00	31-533-606-61
Fire Hydrant Valve Insertion	147,640.00	147,640.00	147,640.00	-	-	31-533-606-60
Road Paving & Surveys	55,373.37	55,373.37	55,373.37	-	-	31-541-606-80
Storm Water Improvements & Studies	117,685.55	117,685.55	117,685.55	-	-	31-541-606-20
Tyndall Beautification Project	36,100.00	36,100.00	36,100.00	-	-	31-541-606-50 City's Portion
Bertha Bridge	-	27,751.20	27,751.20	27,751.20	27,751.20	31-541-606-40
<b>Total Transferred in 2018</b>	<b>\$ 650,852.83</b>	<b>\$ 681,619.03</b>	<b>\$ 681,619.03</b>	<b>\$ 30,766.20</b>		
<b>2019</b>						
Cherry St & Tyndall Pkwy Water Bore	\$ 3,015.00	-	-	(3,015.00)	(3,015.00)	31-533-606-61 2018
Bertha Bridge - Rehab	27,751.20	-	-	(27,751.20)	(27,751.20)	31-541-606-40 2018
Tyndall Beautification Project	50,812.75	50,812.75	50,812.75	-	-	31-541-606-50 City's Portion
Road Paving	6,597.00	6,597.00	6,597.00	-	-	31-541-606-80
Fire Hydrant Valve Insertion	-	-	-	-	-	31-533-606-60
Engineering Misc	17,026.20	17,026.20	17,026.20	-	-	31-541-303-10
CA - Rehab	8,065.00	8,065.00	8,065.00	-	-	31-535-606-60
Stormwater	17,790.00	17,790.00	17,790.00	-	-	31-541-606-20
Cherry St Paving & Sidewalk	5,219.64	5,219.64	5,219.64	-	-	31-541-606-85
<b>Total Transferred in 2019</b>	<b>\$ 136,276.79</b>	<b>\$ 105,510.59</b>	<b>\$ 105,510.59</b>	<b>\$ (30,766.20)</b>		

**City of Callaway  
Infrastructure Expenditures  
By Year**

	Annual Amounts		Actual Project Cost		Variance	GL Account
	Budgeted	Expended	Budgeted	Expended		
<b>2020</b>						
Fire Engine	\$ 498,668.76	\$ 498,668.76				31-522-606-70
Lift Station	5,488.00	5,488.00				31-535-606-60
Tyndall Beautification Project	13,500.00	13,500.00				31-541-606-50 City's Portion
Wallace Road - Engineering Admin Only	23,997.42	23,997.42				31-541-606-78
Boat Race Path - Engineering Admin Only	10,614.96	10,614.96				31-541-606-81
Cherry St Paving & Sidewalk North	216,999.08	216,999.08				31-541-606-85
Paving Grant - STATE Balance	89,853.75	89,853.75				31-541-606-82 \$500,000 Grant balance Infrastructure Tax
<b>Total Budgeted for 2020</b>	<b>\$ 859,121.97</b>	<b>\$ 859,121.97</b>				
<b>2021</b>						
CA Rehab (Lift Station)	\$ 6,963.33	6,963.33			-	31-535-606-60 Pump
Cherry Street North Paving & Sidewalk	154,358.63	154,358.63			-	31-541-606-85
Wallace Road - Engineering Admin & Change Order	35,171.25	35,171.25			-	31-541-606-78 Amounts not covered by LAP
Boat Race Path - Engineering Admin Only	5,754.96	5,754.96				31-541-606-81 Amounts not covered by LAP
Hickory Street Sidewalk	1,550.20	1,550.20				31-541-606-88 Amounts not covered by LAP
<b>Total Committed</b>	<b>\$ 203,798.37</b>	<b>\$ 203,798.37</b>				
<b>2022</b>						
Boat Race Path - Engineering Admin Only						31-541-606-81
Engineering	25,000.00	25,399.36			399.36	31-541-303-10 ADA update and TAP Grant Applications
Road Paving	650,000.00	75,844.50			(574,155.50)	31-541-606-80 Enzore Resurfacing
Lift Station Pump	16,313.00	16,313.00			-	31-535-606-60 Lift Station Pumps
New Fire Truck	664,337.00	664,336.56			(0.44)	31-522-606-70 New Fire Engine
<b>Total Committed</b>	<b>\$ 1,355,650.00</b>	<b>\$ 781,893.42</b>				

**City of Callaway  
Infrastructure Expenditures  
By Year**

	Annual Amounts		Actual Project Cost	Variance	GL Account
	Budgeted	Expended			
	<b>2023</b>				
Berthe Ave New Bridge 80/20 FEMA	420,000.00			(420,000.00)	31-541-606-40
Cherry Street North Paving & Sidewalk	5,082,086.00			(5,082,086.00)	31-541-606-85
Engineering	25,000.00			(25,000.00)	31-541-606-30
Yellow Bluff Sidewalk	2,000.00			(2,000.00)	31-541-606-88
South Berthe/Boatrace Sidewalk - Not LAP yet	2,000.00			(2,000.00)	31-541-606-89
West Cherry Street Sidewalk				-	31-541-606-90
Road Paving	554,650.00		502,910.31	(51,739.69)	31-541-606-80
428 - City Parks	305,205.00		324,783.61	19,578.61	31-572-606-31
Boat Race Multi Use Path	56,901.43		56,901.43		31-541-606-81
	<u>\$ 6,447,842.43</u>		<u>\$ 884,595.35</u>		

**RESOLUTION NO. 17-01 (Amended)**  
**RESOLUTION NO. 17-01(A)**

**A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA; ESTABLISHING THE CALLAWAY HALF-CENT SURTAX OVERSIGHT COMMITTEE; PROVIDING FOR MEMBERSHIP AND TERMS; PROVIDING FOR MEETINGS OF THE ADVISORY COMMITTEE; PROVIDING FOR VACANCIES; PROVIDING FOR OFFICERS; PROVIDING FOR DUTIES OF THE COMMITTEE; PROVIDING FOR STAFF ASSISTANCE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on November 8, 2016, Bay County voters approved the half-cent sales infrastructure surtax; and,

**WHEREAS**, the proceeds from the surtax are to be used for infrastructure purposes, including roads, bridges, parks, stormwater drainage, and other authorized capital improvement projects in accordance with Sed. 212.055(2), F.S.; and,

**WHEREAS**, to oversee this process, a municipality may create a citizen oversight committee.

**WHEREAS**, in 2016 the Callaway City Commission requested the creation of the Callaway Half-Cent Surtax Oversight Committee.

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

**SECTION 1.** There is hereby created a Callaway Half-Cent Surtax Oversight Committee, hereinafter referred to as the Committee, who shall serve as an advisory and reporting body to the municipality.

**SECTION 2.** The Committee shall consist of five (5) members. All members shall reside within the boundaries of the City of Callaway, Florida, and be registered voters. All Committee members shall serve without compensation.

**SECTION 3.** The five members of the Committee serve at the pleasure of the City Commission and may be removed from the Committee by the Commission with or without cause. If the position of a member becomes vacant for any reason, the City Commission shall appoint another qualified person to serve the unexpired term of the vacated position.

**SECTION 4.** Committee by-laws. The following by-laws of the Committee are hereby adopted, which shall be a rule and guide to the conduct of the Committee meetings and business:

A. Duties: - The Committee will review funds received via the Half-Cent Surtax as well as proposed infrastructure allocations.

B. Officers. The Committee shall select from its citizen members a chairperson and vice-chairperson. The officers shall serve two-year terms. There is no prohibition against an officer serving one or more successive terms. The chairperson or, in his/her absence, the vice-chairperson shall preside at all Committee meetings. Minutes shall be kept and shall become part of the official public record of the City of Callaway.

C. Meetings. The Committee shall, at a minimum, meet annually, or as otherwise needed. Notice of all regular meetings shall be published by the City Clerk at least seven (7) days prior to the date of the meeting.

D. No business shall be conducted without a quorum, which shall consist of a majority of the members of the Committee. All meetings shall be open to the public.

E. Background checks will be submitted for all Committee members.

F. Official minutes will be taken and prepared by the City Clerk. Any reports and recommendations of the Committee will be prepared by the City Clerk upon direction of the Committee and submitted to Commission.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON PASSAGE.

**PASSED AND ADOPTED** this 24<sup>th</sup> day of January, 2017, by the CALLAWAY CITY COMMISSION meeting in regular session.

**CITY OF CALLAWAY, FLORIDA**

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

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

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

\_\_\_\_\_  
Kevin D. Obos, City Attorney

VOTE OF COMMISSION:

Covey	<u>AYE</u>
Fairbanks	<u>AYE</u>
Henderson	<u>AYE</u>
Pelletier	<u>AYE</u>
Townsend	<u>AYE</u>

## Infrastructure Surtax Guidelines Email from Kevin Obos:

The Bay County ballot language asked the following: "Shall the half-cent sales surtax be levied for ten (10) years in Bay County to provide for the repair of local roads, reduce traffic congestion, increase neighborhood safety with pedestrian paths, build sidewalks near schools, reduce local flooding and other similar uses authorized under Florida law and to seek matching state and federal funds for these purposes, subject to a citizen's oversight committee and, to ensure that all dollars are spent in Bay County?"

The half-cent local infrastructure surtax is governed by section 212.055(2), Florida Statutes. According to the statute, the surtax proceeds may be used to finance, plan, and construct infrastructure; to acquire any interest in land for public recreation, conservation, or protection of natural resources or to prevent or satisfy private property rights claims resulting from limitations imposed by the designation of an area of critical state concern; ... . The proceeds and any interest may not be used for the operational expenses of infrastructure ... .

For the purposes of this statute, the term "infrastructure" means:

- a. Any fixed capital expenditure or fixed capital outlay associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of 5 or more years, any related land acquisition, land improvement, design, and engineering costs, and all other professional and related costs required to bring the public facilities into service. For purposes of this sub-subparagraph, the term "public facilities" means facilities as defined in s. 163.3164(38), s. 163.3221(13), or s. 189.012(5), regardless of whether the facilities are owned by the local taxing authority or another governmental entity.
- b. A fire department vehicle, an emergency medical service vehicle, a sheriff's office vehicle, a police department vehicle, or any other vehicle, and the equipment necessary to outfit the vehicle for its official use or equipment that has a life expectancy of at least 5 years.
- c. Any expenditure for the construction, lease, or maintenance of, or provision of utilities or security for, facilities, as defined in s. 29.008.
- d. Any fixed capital expenditure or fixed capital outlay associated with the improvement of private facilities that have a life expectancy of 5 or more years and that the owner agrees to make available for use on a temporary basis as needed by a local government as a public emergency shelter or a staging area for emergency response equipment during an emergency officially declared by the state or by the local government under s. 252.38. Such improvements are limited to those necessary to comply with current standards for public emergency evacuation shelters. The owner must enter into a written contract with the local government providing the improvement funding to make the private facility available to the public for purposes of emergency shelter at no cost to the local government for a minimum of 10 years after completion of the improvement, with the provision that the obligation will transfer to any subsequent owner until the end of the minimum period.
- e. Any land acquisition expenditure for a residential housing project in which at least 30 percent of the units are affordable to individuals or families whose total annual household income does not exceed 120 percent of the area median income adjusted for household size, if the land is owned by a local government or by a special district that enters into a written agreement with the local government to provide such housing. The local government or special district may enter into a ground lease with a public or private person or entity for nominal or other consideration for the construction of the residential housing project on land acquired pursuant to this sub-subparagraph.

Bottom line, cannot use for operational expenses. No on plants, shrubs and flowers except when related to a new public facility - new fixed capital expenditure.

**HAND ARENDALL  
HARRISON SALE LLC**

**Kevin D. Obos**

850-769-3434 Telephone

850-769-6121 Fax

kobos@hsmclaw.com