Agenda
Regular Meeting
of the Mary Esther City Council
February 5, 2024 - 6:00 PM

195 Christobal Road – North, Mary Esther, FL 32569

1. **INVOCATION**
2. **CALL TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **APPROVAL OF THE AGENDA**
6. **SPECIAL PRESENTATIONS**
   - **6.1. City Council Vacancies and Appointment Process**
   - **6.2. Employee and Contractor Service Awards**
   - **6.3. Recognition of Outgoing Councilmembers**
7. **CONSENT AGENDA**
   - **7.1. Minutes of the January 16, 2024 Regular Council Meeting**
   - **7.2. Financial Report**
   - **7.3. Public Works Report**
   - **7.4. Library Report**
   - **7.5. Fire Department Report**
   - **7.6. Code Compliance Report**
   - **7.7. Jacobs Report**
   - **7.8. Law Enforcement Report**
8. **CITIZENS WHO HAVE REQUESTED TO BE PLACE ON THE AGENDA**
9. **PUBLIC COMMENT (NON-AGENDA ITEMS)**
10. **UNFINISHED BUSINESS**
11. **NEW BUSINESS**
    - **11.1. Resolution 24-02, Issuance of Capital Improvement Revenue Note, Series 2024**
    - **11.2. Purchase of 302 Mary Esther Boulevard**
    - **11.3. City Council Committee Appointments**
    - **11.4. City Clerk Recruitment**
    - **11.5. Purchase of a Track Loader for the Public Works Department**
    - **11.6. Law Enforcement Patrol Hours and Priorities**
    - **11.7. Expansion of Jesse Rogers Cemetery**
12. **COUNCILS' STANDING COMMITTEE STATUS REPORTS**
13. **OTHER COMMENTS**
14. **ADJOURN**

******* PLEASE TURN OFF OR SILENCE *ALL CELL PHONES* *******

REMOTE MEETING ATTENDANCE

The virtual link to our meetings is posted in the calendar section of our website (www.cityofmaryesther.com) You may log into the meeting up to 10 minutes prior to the start time to ensure your connection is working properly.

All communications via the chat feature by online participants during city meetings are subject to Florida's public records laws and must be civil in public discourse whether written or spoken. Any private messages sent by online attendees during the meeting is strongly discouraged. Only messages sent to "All" or "Everyone" in the public forum will be addressed by the City Council or City staff during the meeting.

NOTES:

1) Adjournment with continuation on the following day at 6:00 PM may be called if the meeting proceeds past 10 PM.

2) The City does not keep verbatim minutes as a matter of record. If a person decides to appeal any decision made by the Mary Esther City Council with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she 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. See Florida Statute 286.0105

3) Any invocation that may be offered before the official start of the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council is not allowed by law to endorse the religious beliefs or views of this or any other speaker.

MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
January 16, 2024 - 6:00 PM
195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
Bernie Oder, Councilmember
Larry Carter, Mayor Pro Tem
April Sutton, Councilmember

CITY STAFF PRESENT

Jared Cobb, City Manager
Hayward Dykes, City Attorney
Shawn Lindsey, Public Works Director
Sheila Ortyl, Library Director
Dillon Morris, Interim City Clerk
Heather Day, Finance Director
Kelvin Cherry, Code Compliance Officer
Lillie Ealum, Library Technician

OTHERS PRESENT

Chad Rewis, OSCO Captain
Jeff Wagner, OCWFD Chief

1. INVOCATION

Jeff Wagner, Ocean City Fire Chief, gave the invocation.

2. CALL TO ORDER

The meeting was called to order by Mayor Stein at 6:00 PM.

3. PLEDGE OF ALLEGIANCE

Mayor Stein led the pledge of allegiance.

4. ROLL CALL

The Interim City Clerk called the roll as reflected above.

5. APPROVAL OF THE AGENDA

Mayor Stein asked to switch item 6.1 and 6.2 in order of presentation.

Mayor Stein called for a motion to approve swapping the presentation of item 6.1 and 6.2. Mayor Pro Tem Carter initiated the motion, seconded by Councilmember Sutton. The motion passed 3-0.

RESULT:	**PASSED (3-0)**
MOVER:	Mayor Pro Tem Larry Carter
SECOND:	Councilmember April Sutton
AYES:	Larry Carter, Bernie Oder, April Sutton
NAYS:	None

6. SPECIAL PRESENTATIONS

6.1. City Council Vacancies and Appointment Process

Interim City Clerk Morris discussed the recruiting process for the council vacancies and stated all that he did to publicize it. At that time, he stated he had no applications. He turned the discussion to City Attorney Hayward on how to proceed.

City Attorney Hayward reiterated the current council vacancies and the processes that must take place. He told the importance of needing the current council present for voting at meetings. He also mentioned that the City should still publicize the vacancies and keep the appointment process open until the next election.

Council discussed the various municipalities having the same issues pertaining to council vacancies and the effects of Form 6 statewide. Mayor Stein asked about when someone would need to fill out Form 6 when appointed, to which City Attorney Hayward said it would be after appointment.

Councilmember Sutton discussed future meetings and taking more time to properly discuss topics. Mayor Stein asked if council would like to have this topic again at the next meeting, so if a citizen would like to be appointed, council can interview and vote at that future meeting versus holding a special election.

Mayor Pro Tem Carter discussed further the effects and his disdain of how Form 6 has affected Mary Esther and other municipalities. Councilmember Oder weighed in on the topic of Form 6 and voiced that he believes the requirements for the form will not change. He also discussed the difficulty of filling out the form for himself and when trying to get in contact with the form providers, they have been having difficulties adjusting to the new amount of forms required and received.

The mayor clarified that the city will continue to advertise the vacancies open for appointment and to have interviews conducted again in the February regular council meeting.

6.2. Veterans Day Appreciation Certificates

Mayor Stein discussed the city's Veterans Day Celebration and read a list of names of all that worked the event. He proceeded to give all present that worked the event a certificate of appreciation and a $2 bill.

7. CONSENT AGENDA

Mayor Stein asked if anyone would like to make changes to the consent agenda. Mayor Stein asked for a motion to approve the consent agenda. Mayor Pro Tem Carter initiated the motion, seconded by Councilmember Oder. The motion passed 3-0.

RESULT:	**PASSED (3-0)**
MOVER:	Mayor Pro Tem Larry Carter
SECOND:	Councilmember Bernie Oder
AYES:	Larry Carter, Bernie Oder, April Sutton
NAYS:	None

7.1. Minutes of the October 25, 2023, Special Council Meeting

7.2. Minutes of the November 6, 2023, Regular Council Minutes

7.3. Minutes of the December 5, 2023, Regular Council Meeting

7.4. Minutes of the December 20, 2023, Special Council Meeting

7.5. Code Compliance Report

7.6. Financial Report

7.7. Fire Department Report

7.8. Library Report

7.9. Public Works Report

7.10. Jacobs Report

8. CITIZENS WHO HAVE REQEUSTED TO BE PLACE ON THE AGENDA

None.

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

None.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

11.1. Drinking Water State Revolving Loan Fund (SRF) Construction Loan Agreement DW460212

Finance Director Day stated that since project funding has been approved, the city can initiate the bidding process. The project cost is 7.25 million dollars, which covers improvements to the water and sewer, storm water, streets and sidewalks in the Azlea Park Neighborhood. Councilmember Sutton commented on the price. She stated that usually it is doubled. City Manager Cobb stated that if additional funding is needed, the city can go back to SRF.

Mayor Stein calls for a motion to approve Resolution DW460212, the Drinking Water State Revolving Fund Construction Loan Agreement, securing funding for the water portion of the Azalea Park Neighborhood Infrastructure Improvements. Councilmember Oder initiated the motion, seconded by Councilmember Sutton. The motion passed 3-0.

RESULT:	**PASSED (3-0)**
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember April Sutton
AYES:	Larry Carter, Bernie Oder, April Sutton
NAYS:	None

11.2. Resolution 24-01, Drinking Water State Revolving Loan Fund (SRF) Lead Line Service Inventory Project #1460455

Public Works Director Lindsey talked about the loan, saying that it would save the city money if the city used all the loan as it is a 49% forgivable loan.

Upon hearing no discussion, Mayor Stein asked for a motion to approve Resolution 24-01 to apply for Drinking Water State Revolving Loan Fund (SRF) Lead Line Service Inventory Project #1460455. Councilmember Sutton initiated the motion, seconded by Councilmember Oder. The motion passed 3-0.

RESULT:	**PASSED (3-0)**
MOVER:	Councilmember April Sutton
SECOND:	Councilmember Bernie Oder
AYES:	Larry Carter, Bernie Oder, April Sutton
NAYS:	None

11.3. RFB 2023-02, City Hall, Fire Station, and Library Remodeling Project

Public Works Director Lindsey stated that he has been negotiating bids with contractors for renovations to the fire department bathroom and library renovations. Mayor Stein asked about the friends of the library contributing to the amount, with City Manager Cobb stating the friends of the library have agreed to match the city dollar for dollar.

Mayor Stein asked for a motion to approve Bernardi Construction for the Fire Hall Bathroom addition/renovation project for an amount not to exceed $99,736 and the Library Renovation for an amount not to exceed $28,288 and authorize the Mayor to execute the agreement. Mayor Pro Tem Carter asked about the price of the Fire Hall Bathroom to which Public Works Director Lindsey elaborated that it is to renovate the current restroom and include a new restroom. Mayor Stein asked if he had an approval for the motion previously stated. Councilmember Sutton initiated the motion, seconded by Mayor Pro Tem Carter. The motion passed 3-0.

RESULT:	**PASSED (3-0)**
MOVER:	Councilmember April Sutton
SECOND:	Mayor Pro Tem Larry Carter
AYES:	Larry Carter, Bernie Oder, April Sutton
NAYS:	None

11.4. Review of City-owned Real Property

City Manager Cobb shared a map of all current city-owned properties. He stated that most properties are parks and stormwater. Council began talking about the current waterfront property of the city and Councilmember Sutton brought up the possibility of selling some of the partials of land. City Manager Cobb stated that this map is just to bring attention to the Council and any discussion should be looked at in the future. Council continued to discuss much of the current land in the city and the possibilities surrounding some of the wetlands in the city.

11.5. FY 2024 City Manager Work Plan

City Manager Cobb stated that the items presented are included from the community vision plan as well as a CRM system for the public to use to report projects and track them internally. Councilmember Oder commented on all the dates and said that City Manager Cobb felt comfortable with all the dates presented. Mayor Stein asked if he was comfortable with the dates which City Manager Cobb reiterated that he is comfortable.

Mayor Stein asked for a motion to approve the FY 2024 City Manager Work Plan. Councilmember Oder initiated the motion, seconded by Councilmember Sutton. The motion passed 3-0.

RESULT:	**PASSED (3-0)**
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember April Sutton
AYES:	Larry Carter, Bernie Oder, April Sutton
NAYS:	None

13. OTHER COMMENTS

Councilmember Sutton shared she went to a local military ball and relayed that Mary Esther has helped make the military feel very welcome in the community. She also commented that she looks forward to another 4 years as no one else has expressed an interest in running against her in election.

Mayor Pro Tem Carter asked City Manager Cobb asked about the consent order and its latest update. City Manager Cobb stated that it has been sent off and the in-kind project is ongoing, as well as the possibility of taking the wastewater plant to the county.

Mayor Stein remarked that the Santa run was great and Christmas was great. He has suspended Yard of the Month until further notice due to the winter weather.

Councilmember Oder talked about the Library Cooperative Board and the next meeting. He also remarked that the Florida League of Cities is concerned the state is going to extend or add another homestead exemption and how it would affect Mary Esther.

Interim City Clerk Morris talked about how he was reached out by a TPO representative asking who would be the representative present for their meeting. Councilmember Sutton volunteered to be the representative. He also talked about how he is working on livestreaming the meetings and publishing the video after a meeting is concluded. He also remarked he is trying to change the current voting software. Mayor Pro Tem Carter asked about the current council board committees vacancies, Interim City Clerk Morris stated all the current vacancies and mentioned that there could be a proper discussion in February.

City Manager Cobb discussed some of the projects the city has ongoing, saying the city hall due diligence period has expired, financing proposals is being reviewed the following day, two new valves in Springdale water main will be installed, sidewalks will be returned to in February, the boat ramp is project is moving, the pre-bid meeting for Ray's Pond is the following day, and he mentioned the League of Cities bills proposed.

Mayor Pro Tem Carter asked about a recent magistrate hearing to which City Manager Cobb stated the results. Councilmember Sutton also thanked Jacobs for their handwork fixing a spill.

14. ADJOURN

The council meeting adjourned at 7:28 PM.

_____

Interim City Clerk Dillon Morris

Minutes approved at _____ meeting

City of Mary Esther
Cash and Investment Balances
as of December 31, 2023

BMS Account	GENERAL FUND BANK	Summary of Investments 12/31/2023	Fund	INTEREST RATE	Purpose of Acct.
101251	FNBT BANK	$129,780.00	410	0.00%	Cust. Utility Deposits Acct.
104300	GEN FUND FLORIDA PRIME	$2,256,126.08	1	5.60%	GF Savings/Investment
104400	W/S FUND FLORIDA PRIME	$326,659.14	410	5.60%	W/S Savings/Investment
101001	FNBT BANK	$9,602,870.37	1 & 410	4.59%	Operating Acct.
101001	FNBT BANK	$0.00	410	0.00%	Credit Card Payments Account
101210	FNBT BANK	$0.00	1	0.00%	Payroll Account
101001	FNBT BANK	$7,218.55	1	0.00%	HRA Account
101001	FNBT BANK	$1,579,508.95	1 & 410	4.59%	Money Market Account
104301	FLCLASS	$507,829.01	1	5.48%	GF Investment
104302	AMERIS BANK	$6,498.35	1	0.00%	GF Investment
		$14,416,490.45			

FY23-24 ESTIMATED BEGINNING GENERAL FUND UNRESTRICTED CASH	$4,146,554
FY2024 Budget deficit	($2,427,547)
ESTIMATED GENERAL FUND TOTAL UNRESTRICTED CASH	**$1,719,007**
FY23-24 ESTIMATED BEGINNING W/S FUND UNRESTRICTED CASH	$4,431,432
FY2024 Budget surplus	$138,680
ESTIMATED W/S FUND TOTAL UNRESTRICTED CASH	**$4,570,112**
FY 23-24 BEGINNING DISCRETIONARY SALES SURTAX REVENUE FUND	$1,888,263
FY2024 Transfer to General Fund	($2,411,145)
FY2024 Estimated Revenue	$522,882
DISCRETIONARY SALES SURTAX FUND BALANCE	**($0)**
GRAND TOTAL ALL FUNDS:	**$6,289,118**

RESTRICTED REVENUES:

IMPACT FEE REVENUE AVAILABLE FOR RELATED EXPENSES

Fire Protection	$64,366
Law Enforcement	$61,637
Stormwater	$40,165
Transportation	$66,000
Parks & Recreation	$36,600
Water & Sewer	$7,700
TOTAL	**$276,468**

OTHER RESTRICTED REVENUE

Committed to natural disaster relief	$2,330,610
TOTAL	**$2,330,610**
TOTAL RESTRICTED REVENUES	**$2,607,078**

City of Mary Esther, FL

Budget vs Actuals

Account Summary

For Fiscal: 2023-2024 Period Ending: 12/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 001 - GENERAL FUND							
Revenue							
Department: 00 - UNDESIGNATED							
001-00-311100	AD VALOREM TAXES	2,089,383.00	2,089,383.00	214,166.45	317,787.24	317,787.24	1,771,595.76
001-00-311200	AD VALOREM TAXES-DELQ	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00
001-00-312130	TOURIST DEVELOPMENT TAX	180,000.00	180,000.00	0.00	0.00	0.00	180,000.00
001-00-312410	FIRST LOCAL OPTION FUEL TAX	200,000.00	200,000.00	19,782.55	54,599.55	54,599.55	145,400.45
001-00-314100	UTILITY TAXES-ELECTRIC	235,000.00	235,000.00	19,455.12	39,904.29	39,904.29	195,095.71
001-00-314200	UTILITY TAXES-COMMUNICATION SE...	255,000.00	255,000.00	16,446.52	31,954.77	31,954.77	223,045.23
001-00-314300	UTILITY TAXES-WATER	123,484.00	123,484.00	9,351.62	29,588.83	29,588.83	93,895.17
001-00-314400	UTILITY TAXES-GAS	40,000.00	40,000.00	3,141.72	5,867.86	5,867.86	34,132.14
001-00-314800	UTILITY TAXES -PROPANE GAS	0.00	0.00	0.00	15.17	15.17	-15.17
001-00-316010	BUSINESS TAX - PENALTY INT	1,000.00	1,000.00	62.50	333.50	333.50	666.50
001-00-316100	BUSINESS TAX	95,000.00	95,000.00	1,625.00	81,108.00	81,108.00	13,892.00
001-00-322000	BUILDING PERMITS	80,000.00	80,000.00	193.43	10,599.87	10,599.87	69,400.13
001-00-323100	ELECTRICITY FRANCHISE FEES	205,000.00	205,000.00	141,332.04	157,554.74	157,554.74	47,445.26
001-00-323400	GAS FRANCHISE FEES	35,000.00	35,000.00	5,265.87	5,265.87	5,265.87	29,734.13
001-00-329050	TRACKING FEES	1,000.00	1,000.00	240.00	1,020.00	1,020.00	-20.00
001-00-335120	STATE REVENUE SHARING PROCEEDS	160,000.00	160,000.00	17,570.97	35,141.94	35,141.94	124,858.06
001-00-335150	ALCOHOLIC BEVERAGE LICENSES	500.00	500.00	0.00	0.00	0.00	500.00
001-00-335180	LOCAL GOVERNMENT 1/2 SALES TAX	460,000.00	460,000.00	40,722.44	83,837.25	83,837.25	376,162.75
001-00-338200	INTERGOV REV-COUNTY BUSINESS TAX	1,000.00	1,000.00	81.73	1,158.66	1,158.66	-158.66
001-00-338210	INTERGOV REV - LIBRARY COOP	61,000.00	61,000.00	15,780.00	31,560.00	31,560.00	29,440.00
001-00-341300	CODE ENFORCEMENT ADMIN FEES	500.00	500.00	0.00	0.00	0.00	500.00
001-00-341901	FIRE DEPARTMENT FEES	8,500.00	8,500.00	1,088.00	3,427.00	3,427.00	5,073.00
001-00-341902	NOTARY FEE REVENUE	0.00	0.00	0.00	40.00	40.00	-40.00
001-00-341920	SITE INSPECTION	500.00	500.00	0.00	0.00	0.00	500.00
001-00-342510	FINAL INSPECTION	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-00-343800	CEMETERY FEES	100.00	100.00	0.00	50.00	50.00	50.00
001-00-344210	BOAT LAUNCH DAILY PERMIT	0.00	0.00	10.00	10.00	10.00	-10.00
001-00-344901	FLORIDA DOT	21,839.00	21,839.00	0.00	0.00	0.00	21,839.00
001-00-349100	LIEN SEARCH FEE	1,000.00	1,000.00	80.00	320.00	320.00	680.00
001-00-351100	COURT FINES	3,000.00	3,000.00	407.40	1,008.48	1,008.48	1,991.52
001-00-352000	LIBRARY FINES/LOST BOOKS	1,500.00	1,500.00	150.00	339.00	339.00	1,161.00
001-00-354100	VIOLATION OF LOCAL ORDINANCE	2,500.00	2,500.00	-10.00	217.00	217.00	2,283.00
001-00-361000	INTEREST AND OTHER EARNINGS	0.00	0.00	1.36	4.26	4.26	-4.26
001-00-361100	INTEREST INCOME	120,000.00	120,000.00	30,254.44	83,662.95	83,662.95	36,337.05
001-00-365100	SCRAP SALES	0.00	0.00	0.00	112.80	112.80	-112.80
001-00-366010	DONATIONS & CONTRIBUTIONS LIBR...	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	690.73	748.29	748.29	-748.29
001-00-381000	INTERFUND TRANSFER	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
001-00-384000	DEBT PROCEEDS	1,177,779.00	1,177,779.00	0.00	0.00	0.00	1,177,779.00
001-00-389400	GRANTS - OTHER SOURCES	1,187,775.00	1,187,775.00	0.00	0.00	0.00	1,187,775.00
	Department: 00 - UNDESIGNATED Total:	**9,225,505.00**	**9,225,505.00**	**537,889.89**	**977,237.32**	**977,237.32**	**8,248,267.68**
	Revenue Total:	**9,225,505.00**	**9,225,505.00**	**537,889.89**	**977,237.32**	**977,237.32**	**8,248,267.68**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 51100 - LEGISLATIVE							
Department: 11 - MAYOR AND CITY COUNCIL							
001-11-51100-1210	SALARIES	19,200.00	19,200.00	1,350.00	3,105.00	3,105.00	16,095.00
001-11-51100-2110	SOCIAL SECURITY TAXES	1,200.00	1,200.00	83.70	192.51	192.51	1,007.49
001-11-51100-2410	WORKER'S COMPENSATION	600.00	600.00	70.62	141.24	141.24	458.76
001-11-51100-3000	MEDICARE INSURANCE	300.00	300.00	19.60	45.08	45.08	254.92
001-11-51100-3100	PROFESSIONAL SERVICES	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00
001-11-51100-4010	TRAVEL & PER DIEM	13,000.00	13,000.00	1,717.97	4,005.74	5,646.91	7,353.09
001-11-51100-4810	TROPHIES AND AWARDS	800.00	800.00	40.00	100.00	100.00	700.00
001-11-51100-4930	TRAINING	4,200.00	4,200.00	136.17	1,036.17	1,250.00	2,950.00
001-11-51100-4940	ELECTION EXPENSES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
001-11-51100-5110	OFFICE SUPPLIES	250.00	250.00	0.00	0.00	0.00	250.00
001-11-51100-5280	LEAGUE OF CITIES DINNERS	11,875.00	11,875.00	0.00	360.00	360.00	11,515.00
001-11-51100-5290	OPERATING SUPPLIES	2,150.00	2,150.00	36.00	278.20	278.20	1,871.80
001-11-51100-5410	BOOKS, PUBS, SUBS & MEMBS	4,600.00	4,600.00	697.00	3,576.00	3,576.00	1,024.00
001-11-51100-5742	SANTA RUN	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-11-51100-6400	COMPUTER SOFTWARE & EQUIPMENT	0.00	0.00	0.00	2,432.54	2,432.54	-2,432.54
Department: 11 - MAYOR AND CITY COUNCIL Total:		**73,675.00**	**73,675.00**	**4,151.06**	**15,272.48**	**17,127.48**	**56,547.52**
Activity: 51100 - LEGISLATIVE Total:		**73,675.00**	**73,675.00**	**4,151.06**	**15,272.48**	**17,127.48**	**56,547.52**
Activity: 51200 - EXECUTIVE							
Department: 12 - CITY MANAGER							
001-12-51200-1210	SALARIES	170,700.00	170,700.00	8,068.55	26,110.22	26,110.22	144,589.78
001-12-51200-2110	SOCIAL SECURITY TAXES	10,584.00	10,584.00	500.26	1,618.87	1,618.87	8,965.13
001-12-51200-2210	RETIREMENT	23,898.00	23,898.00	291.08	978.83	978.83	22,919.17
001-12-51200-2310	EMPLOYEE INSURANCE	34,840.00	34,840.00	1,950.19	6,077.19	6,077.19	28,762.81
001-12-51200-2410	WORKER'S COMPENSATION	170.00	170.00	20.01	40.02	40.02	129.98
001-12-51200-3000	MEDICARE INSURANCE	2,476.00	2,476.00	117.03	378.70	378.70	2,097.30
001-12-51200-4010	TRAVEL & PER DIEM	6,100.00	6,100.00	0.00	0.00	333.00	5,767.00
001-12-51200-4930	TRAINING	3,500.00	3,500.00	0.00	0.00	50.00	3,450.00
001-12-51200-5290	OPERATING SUPPLIES	2,500.00	2,500.00	708.96	880.42	981.15	1,518.85
001-12-51200-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-12-51200-6411	OFFICE EQUIP/FURNITURE	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
Department: 12 - CITY MANAGER Total:		**259,768.00**	**259,768.00**	**11,656.08**	**36,084.25**	**36,567.98**	**223,200.02**
Activity: 51200 - EXECUTIVE Total:		**259,768.00**	**259,768.00**	**11,656.08**	**36,084.25**	**36,567.98**	**223,200.02**
Activity: 51300 - FINANCE							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51300-1210	SALARIES	71,500.00	71,500.00	5,184.85	19,674.20	19,674.20	51,825.80
001-13-51300-2110	SOCIAL SECURITY TAXES	4,433.00	4,433.00	320.91	1,217.80	1,217.80	3,215.20
001-13-51300-2210	RETIREMENT	10,010.00	10,010.00	672.12	2,572.00	2,572.00	7,438.00
001-13-51300-2310	EMPLOYEE INSURANCE	4,400.00	4,400.00	304.77	1,190.56	1,190.56	3,209.44
001-13-51300-2410	WORKER'S COMPENSATION	70.00	70.00	8.24	16.48	16.48	53.52
001-13-51300-3000	MEDICARE INSURANCE	1,037.00	1,037.00	75.05	284.84	284.84	752.16
001-13-51300-3210	ACCOUNTING AND AUDITING	23,230.00	23,230.00	10,750.00	11,750.00	11,750.00	11,480.00
001-13-51300-4010	TRAVEL & PER DIEM	3,500.00	3,500.00	0.00	33.99	33.99	3,466.01
001-13-51300-4710	PRINTING & BINDING	1,900.00	1,900.00	152.61	152.61	152.61	1,747.39
001-13-51300-4915	CREDIT CARD FEE EXPENSES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
001-13-51300-4921	BANK FEES	1,000.00	1,000.00	82.00	333.13	333.13	666.87
001-13-51300-4930	TRAINING	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
001-13-51300-5290	OPERATING SUPPLIES	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00
001-13-51300-5410	BOOKS, PUBS, SUBS & MEMBS	855.00	855.00	0.00	20.00	20.00	835.00
Department: 13 - ADMINISTRATIVE SERVICES Total:		**128,835.00**	**128,835.00**	**17,550.55**	**37,245.61**	**37,245.61**	**91,589.39**
Activity: 51300 - FINANCE Total:		**128,835.00**	**128,835.00**	**17,550.55**	**37,245.61**	**37,245.61**	**91,589.39**
Activity: 51310 - HUMAN RESOURCES							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51310-1210	SALARIES	13,450.00	13,450.00	804.39	2,449.35	2,449.35	11,000.65
001-13-51310-2110	SOCIAL SECURITY TAXES	835.00	835.00	49.86	151.84	151.84	683.16

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-13-51310-2210	RETIREMENT	1,883.00	1,883.00	0.00	0.00	0.00	1,883.00
001-13-51310-2220	RETIRED EMPLOYEE LIFE INSURANCE	900.00	900.00	50.22	200.88	200.88	699.12
001-13-51310-2230	RETIRED EMPLOYEE DENTAL INSURA...	4,500.00	4,500.00	276.21	1,104.84	1,104.84	3,395.16
001-13-51310-2310	EMPLOYEE INSURANCE	5,380.00	5,380.00	227.28	1,726.96	1,726.96	3,653.04
001-13-51310-2410	WORKER'S COMPENSATION	20.00	20.00	2.35	4.70	4.70	15.30
001-13-51310-2510	UNEMPLOYMENT COMPENSATION	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
001-13-51310-3000	MEDICARE INSURANCE	196.00	196.00	11.65	35.48	35.48	160.52
001-13-51310-3100	PROFESSIONAL SERVICES	7,000.00	7,000.00	0.00	3,331.51	3,841.51	3,158.49
001-13-51310-3130	MEDICAL SERVICES	200.00	200.00	0.00	0.00	0.00	200.00
001-13-51310-4010	TRAVEL & PER DIEM	1,500.00	1,500.00	0.00	544.19	544.19	955.81
001-13-51310-4540	EMPLOYEE APPRECIATION	2,500.00	2,500.00	2,200.88	2,200.88	2,200.88	299.12
001-13-51310-4710	PRINTING & BINDING	500.00	500.00	0.00	0.00	0.00	500.00
001-13-51310-4930	TRAINING	2,500.00	2,500.00	0.00	300.00	300.00	2,200.00
001-13-51310-4934	TUITION	21,000.00	21,000.00	1,294.87	1,294.87	1,294.87	19,705.13
001-13-51310-4946	LEGAL & RETAIL ADVERTISEMENTS	1,500.00	1,500.00	0.00	339.02	339.02	1,160.98
001-13-51310-5290	OPERATING SUPPLIES	500.00	500.00	0.00	824.55	824.55	-324.55
001-13-51310-5410	BOOKS, PUBS, SUBS & MEMBS	750.00	750.00	0.00	244.00	244.00	506.00
Department: 13 - ADMINISTRATIVE SERVICES Total:		**70,114.00**	**70,114.00**	**4,917.71**	**14,753.07**	**15,263.07**	**54,850.93**
Activity: 51310 - HUMAN RESOURCES Total:		**70,114.00**	**70,114.00**	**4,917.71**	**14,753.07**	**15,263.07**	**54,850.93**
Activity: 51400 - LEGAL							
Department: 14 - CITY ATTORNEY							
001-14-51400-3111	LEGAL COUNSEL	70,000.00	70,000.00	2,715.00	6,462.50	6,462.50	63,537.50
Department: 14 - CITY ATTORNEY Total:		**70,000.00**	**70,000.00**	**2,715.00**	**6,462.50**	**6,462.50**	**63,537.50**
Activity: 51400 - LEGAL Total:		**70,000.00**	**70,000.00**	**2,715.00**	**6,462.50**	**6,462.50**	**63,537.50**
Activity: 51500 - PLANNING AND ZONING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-51500-1210	SALARIES	92,000.00	92,000.00	2,547.44	8,624.09	8,624.09	83,375.91
001-30-51500-2110	SOCIAL SECURITY TAXES	5,704.00	5,704.00	157.93	534.66	534.66	5,169.34
001-30-51500-2210	RETIREMENT	12,880.00	12,880.00	87.59	295.17	295.17	12,584.83
001-30-51500-2310	EMPLOYEE INSURANCE	29,190.00	29,190.00	796.74	3,191.46	3,191.46	25,998.54
001-30-51500-2410	WORKER'S COMPENSATION	320.00	320.00	64.42	150.31	150.31	169.69
001-30-51500-3000	MEDICARE INSURANCE	1,334.00	1,334.00	36.95	125.11	125.11	1,208.89
001-30-51500-3100	PROFESSIONAL SERVICES	25,000.00	25,000.00	2,862.50	2,862.50	2,862.50	22,137.50
001-30-51500-4010	TRAVEL & PER DIEM	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00
001-30-51500-4930	TRAINING	500.00	500.00	0.00	0.00	0.00	500.00
001-30-51500-4946	LEGAL & RETAIL ADVERTISEMENTS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-30-51500-5110	OFFICE SUPPLIES	250.00	250.00	0.00	0.00	0.00	250.00
001-30-51500-5290	OPERATING SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-30-51500-5410	BOOKS, PUBS, SUBS & MEMBS	150.00	150.00	0.00	0.00	0.00	150.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		**169,678.00**	**169,678.00**	**6,553.57**	**15,783.30**	**15,783.30**	**153,894.70**
Activity: 51500 - PLANNING AND ZONING Total:		**169,678.00**	**169,678.00**	**6,553.57**	**15,783.30**	**15,783.30**	**153,894.70**
Activity: 51600 - NON-COURT INFORMATION SYSTEMS							
Department: 16 - CITY CLERK							
001-16-51600-1210	SALARIES	82,500.00	82,500.00	3,221.30	16,112.29	16,112.29	66,387.71
001-16-51600-1310	PART-TIME SALARIES	32,000.00	32,000.00	0.00	0.00	0.00	32,000.00
001-16-51600-2110	SOCIAL SECURITY TAXES	7,099.00	7,099.00	199.72	989.53	989.53	6,109.47
001-16-51600-2210	RETIREMENT	11,500.00	11,500.00	450.98	2,255.72	2,255.72	9,244.28
001-16-51600-2310	EMPLOYEE INSURANCE	26,900.00	26,900.00	-3,173.95	3,484.98	3,484.98	23,415.02
001-16-51600-2410	WORKER'S COMPENSATION	200.00	200.00	17.66	35.32	35.32	164.68
001-16-51600-3000	MEDICARE INSURANCE	1,661.00	1,661.00	46.71	231.41	231.41	1,429.59
001-16-51600-3100	PROFESSIONAL SERVICES	2,350.00	2,350.00	0.00	129.91	1,280.00	1,070.00
001-16-51600-4010	TRAVEL & PER DIEM	2,150.00	2,150.00	0.00	1,513.03	1,513.03	636.97
001-16-51600-4510	NOTARY INSURANCE	150.00	150.00	0.00	0.00	0.00	150.00
001-16-51600-4930	TRAINING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-16-51600-4946	LEGAL & RETAIL ADVERTISEMENTS	8,700.00	8,700.00	294.00	348.00	348.00	8,352.00
001-16-51600-5110	OFFICE SUPPLIES	1,605.00	1,605.00	0.00	61.67	61.67	1,543.33
001-16-51600-5290	OPERATING SUPPLIES	600.00	600.00	0.00	10.00	10.00	590.00

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-16-51600-5410	BOOKS, PUBS, SUBS & MEMBS	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00
001-16-51600-5416	CODIFICATION	3,500.00	3,500.00	0.00	700.00	700.00	2,800.00
001-16-51600-6411	OFFICE EQUIP/FURNITURE	1,500.00	1,500.00	0.00	1,902.21	1,902.21	-402.21
	Department: 16 - CITY CLERK Total:	**185,115.00**	**185,115.00**	**1,056.42**	**27,774.07**	**28,924.16**	**156,190.84**
	Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	**185,115.00**	**185,115.00**	**1,056.42**	**27,774.07**	**28,924.16**	**156,190.84**
	Activity: 51610 - INFORMATION TECHNOLOGY						
	Department: 13 - ADMINISTRATIVE SERVICES						
001-13-51610-3100	PROFESSIONAL SERVICES	30,000.00	30,000.00	3,334.00	5,038.25	5,138.25	24,861.75
001-13-51610-4110	TELEPHONE & INTERNET	10,068.00	10,068.00	678.15	1,482.17	1,482.17	8,585.83
001-13-51610-4655	COMPUTER HARDWARE & SOFTWARE...	69,526.00	69,526.00	11,556.00	16,484.23	16,634.23	52,891.77
001-13-51610-4660	COPIER MAINTENANCE	7,500.00	7,500.00	538.42	1,227.80	7,006.80	493.20
001-13-51610-6400	COMPUTER SOFTWARE & EQUIPMENT	8,000.00	8,000.00	-29.99	3,219.51	3,219.51	4,780.49
	Department: 13 - ADMINISTRATIVE SERVICES Total:	**125,094.00**	**125,094.00**	**16,076.58**	**27,451.96**	**33,480.96**	**91,613.04**
	Activity: 51610 - INFORMATION TECHNOLOGY Total:	**125,094.00**	**125,094.00**	**16,076.58**	**27,451.96**	**33,480.96**	**91,613.04**
	Activity: 51900 - GENERAL GOVERNMENT						
	Department: 99 - NON DEPARTMENTAL						
001-99-51900-4100	POSTAGE & SHIPPING	4,000.00	4,000.00	438.01	823.90	823.90	3,176.10
001-99-51900-4520	LIABILITY INSURANCE	61,332.00	61,332.00	11,862.25	35,586.75	35,586.75	25,745.25
001-99-51900-5110	OFFICE SUPPLIES	4,500.00	4,500.00	81.12	271.32	271.32	4,228.68
001-99-51900-5410	BOOKS, PUBS, SUBS & MEMBS	900.00	900.00	0.00	0.00	0.00	900.00
	Department: 99 - NON DEPARTMENTAL Total:	**70,732.00**	**70,732.00**	**12,381.38**	**36,681.97**	**36,681.97**	**34,050.03**
	Activity: 51900 - GENERAL GOVERNMENT Total:	**70,732.00**	**70,732.00**	**12,381.38**	**36,681.97**	**36,681.97**	**34,050.03**
	Activity: 51910 - FACILITIES						
	Department: 50 - PUBLIC WORKS						
001-50-51910-1210	SALARIES	38,500.00	38,500.00	2,482.57	8,097.25	8,097.25	30,402.75
001-50-51910-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-2110	SOCIAL SECURITY TAXES	2,418.00	2,418.00	153.77	501.53	501.53	1,916.47
001-50-51910-2210	RETIREMENT	5,460.00	5,460.00	147.97	480.93	480.93	4,979.07
001-50-51910-2310	EMPLOYEE INSURANCE	13,990.00	13,990.00	683.61	2,509.44	2,509.44	11,480.56
001-50-51910-2410	WORKER'S COMPENSATION	1,750.00	1,750.00	377.07	754.14	754.14	995.86
001-50-51910-3000	MEDICARE INSURANCE	566.00	566.00	35.93	117.26	117.26	448.74
001-50-51910-3100	PROFESSIONAL SERVICES	16,015.00	16,015.00	1,123.00	1,940.40	1,940.40	14,074.60
001-50-51910-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-4310	ELECTRICITY	21,000.00	21,000.00	1,130.56	2,472.06	2,472.06	18,527.94
001-50-51910-4320	WATER	7,900.00	7,900.00	1,154.98	1,979.58	1,979.58	5,920.42
001-50-51910-4330	SOLID WASTE	3,760.00	3,760.00	293.19	740.71	740.71	3,019.29
001-50-51910-4340	NATURAL GAS	1,100.00	1,100.00	26.71	45.28	45.28	1,054.72
001-50-51910-4410	EQUIPMENT RENTAL	2,060.00	2,060.00	0.00	0.00	0.00	2,060.00
001-50-51910-4521	PROPERTY INSURANCE	18,498.00	18,498.00	4,106.00	12,318.00	12,318.00	6,180.00
001-50-51910-4522	VEHICLE INSURANCE	1,298.00	1,298.00	214.81	644.44	644.44	653.56
001-50-51910-4611	BUILDING R & M	45,000.00	45,000.00	337.50	504.10	3,610.20	41,389.80
001-50-51910-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-4615	FENCING AND LANDSCAPING	0.00	0.00	12,100.00	32,650.00	34,850.00	-34,850.00
001-50-51910-4930	TRAINING	1,000.00	1,000.00	239.31	239.31	239.31	760.69
001-50-51910-5110	OFFICE SUPPLIES	750.00	750.00	456.09	456.09	456.09	293.91
001-50-51910-5210	FUEL, OIL, & LUBRICANTS	5,000.00	5,000.00	0.00	184.62	184.62	4,815.38
001-50-51910-5220	UNIFORMS	800.00	800.00	76.92	76.92	76.92	723.08
001-50-51910-5221	PERSONAL PROTECTIVE EQUIPMENT	1,000.00	1,000.00	54.98	54.98	424.78	575.22
001-50-51910-5230	JANITORIAL SUPPLIES	3,000.00	3,000.00	107.56	107.56	107.56	2,892.44
001-50-51910-5231	SEASONAL DECORATIONS	0.00	0.00	656.55	14,976.05	15,014.21	-15,014.21
001-50-51910-5260	TOOLS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-51910-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	209.31	630.42	1,715.42	-215.42
001-50-51910-5290	OPERATING SUPPLIES	4,000.00	4,000.00	237.58	314.90	314.90	3,685.10
001-50-51910-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	100.00	100.00	0.00
001-50-51910-6210	BUILDINGS	300,000.00	300,000.00	25,000.00	25,000.00	26,350.00	273,650.00
	Department: 50 - PUBLIC WORKS Total:	**498,965.00**	**498,965.00**	**51,405.97**	**107,895.97**	**116,045.03**	**382,919.97**
	Activity: 51910 - FACILITIES Total:	**498,965.00**	**498,965.00**	**51,405.97**	**107,895.97**	**116,045.03**	**382,919.97**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Activity: 52100 - LAW ENFORCEMENT							
Department: 20 - PUBLIC SAFETY							
001-20-52100-3405	CONTRACT FOR SERVICES	285,334.00	285,334.00	22,836.67	68,510.01	68,510.01	216,823.99
Department: 20 - PUBLIC SAFETY Total:		**285,334.00**	**285,334.00**	**22,836.67**	**68,510.01**	**68,510.01**	**216,823.99**
Activity: 52100 - LAW ENFORCEMENT Total:		**285,334.00**	**285,334.00**	**22,836.67**	**68,510.01**	**68,510.01**	**216,823.99**
Activity: 52200 - FIRE							
Department: 20 - PUBLIC SAFETY							
001-20-52200-3405	CONTRACT FOR SERVICES	1,113,088.00	1,113,088.00	0.00	0.00	0.00	1,113,088.00
Department: 20 - PUBLIC SAFETY Total:		**1,113,088.00**	**1,113,088.00**	**0.00**	**0.00**	**0.00**	**1,113,088.00**
Activity: 52200 - FIRE Total:		**1,113,088.00**	**1,113,088.00**	**0.00**	**0.00**	**0.00**	**1,113,088.00**
Activity: 52400 - CODE COMPLIANCE							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52400-1210	SALARIES	54,000.00	54,000.00	3,406.46	11,479.22	11,479.22	42,520.78
001-30-52400-2110	SOCIAL SECURITY TAXES	3,348.00	3,348.00	211.19	711.56	711.56	2,636.44
001-30-52400-2210	RETIREMENT	7,560.00	7,560.00	306.60	1,033.14	1,033.14	6,526.86
001-30-52400-2310	EMPLOYEE INSURANCE	13,050.00	13,050.00	807.30	3,244.97	3,244.97	9,805.03
001-30-52400-2410	WORKER'S COMPENSATION	710.00	710.00	128.85	257.70	257.70	452.30
001-30-52400-3000	MEDICARE INSURANCE	783.00	783.00	49.41	166.45	166.45	616.55
001-30-52400-4010	TRAVEL & PER DIEM	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00
001-30-52400-4110	TELEPHONE & INTERNET	500.00	500.00	40.01	80.02	80.02	419.98
001-30-52400-4522	VEHICLE INSURANCE	1,352.00	1,352.00	229.50	688.50	688.50	663.50
001-30-52400-4610	VEHICLE R & M	500.00	500.00	0.00	0.00	0.00	500.00
001-30-52400-4710	PRINTING & BINDING	400.00	400.00	0.00	0.00	0.00	400.00
001-30-52400-4930	TRAINING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-30-52400-5110	OFFICE SUPPLIES	150.00	150.00	0.00	0.00	0.00	150.00
001-30-52400-5210	FUEL, OIL, & LUBRICANTS	800.00	800.00	0.00	148.99	148.99	651.01
001-30-52400-5220	UNIFORMS	450.00	450.00	0.00	0.00	0.00	450.00
001-30-52400-5221	PERSONAL PROTECTIVE EQUIPMENT	100.00	100.00	0.00	0.00	0.00	100.00
001-30-52400-5295	OPERATING SUPPLIES/JANITORIAL	150.00	150.00	60.95	60.95	60.95	89.05
001-30-52400-5410	BOOKS, PUBS, SUBS & MEMBS	150.00	150.00	0.00	0.00	0.00	150.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		**86,253.00**	**86,253.00**	**5,240.27**	**17,871.50**	**17,871.50**	**68,381.50**
Activity: 52400 - CODE COMPLIANCE Total:		**86,253.00**	**86,253.00**	**5,240.27**	**17,871.50**	**17,871.50**	**68,381.50**
Activity: 52410 - BUILDING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52410-1210	SALARIES	45,000.00	45,000.00	2,060.84	6,984.21	6,984.21	38,015.79
001-30-52410-2110	SOCIAL SECURITY TAXES	2,790.00	2,790.00	127.80	433.02	433.02	2,356.98
001-30-52410-2210	RETIREMENT	6,300.00	6,300.00	43.79	147.60	147.60	6,152.40
001-30-52410-2310	EMPLOYEE INSURANCE	14,260.00	14,260.00	681.42	2,727.93	2,727.93	11,532.07
001-30-52410-2410	WORKER'S COMPENSATION	170.00	170.00	21.47	21.47	21.47	148.53
001-30-52410-3000	MEDICARE INSURANCE	653.00	653.00	29.87	101.21	101.21	551.79
001-30-52410-3100	PROFESSIONAL SERVICES	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00
001-30-52410-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-30-52410-4906	OTHER CHARGES	500.00	500.00	0.00	0.00	0.00	500.00
001-30-52410-4930	TRAINING	250.00	250.00	0.00	0.00	0.00	250.00
001-30-52410-4946	LEGAL & RETAIL ADVERTISEMENTS	300.00	300.00	0.00	0.00	0.00	300.00
001-30-52410-5110	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-30-52410-5290	OPERATING SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-30-52410-5410	BOOKS, PUBS, SUBS & MEMBS	250.00	250.00	0.00	0.00	0.00	250.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		**151,173.00**	**151,173.00**	**2,965.19**	**10,415.44**	**10,415.44**	**140,757.56**
Activity: 52410 - BUILDING Total:		**151,173.00**	**151,173.00**	**2,965.19**	**10,415.44**	**10,415.44**	**140,757.56**
Activity: 53800 - STORMWATER							
Department: 50 - PUBLIC WORKS							
001-50-53800-1210	SALARIES	66,500.00	66,500.00	4,206.01	13,532.68	13,532.68	52,967.32
001-50-53800-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-53800-2110	SOCIAL SECURITY TAXES	4,154.00	4,154.00	260.43	837.91	837.91	3,316.09
001-50-53800-2210	RETIREMENT	9,380.00	9,380.00	295.99	961.93	961.93	8,418.07
001-50-53800-2310	EMPLOYEE INSURANCE	25,290.00	25,290.00	1,251.60	4,672.07	4,672.07	20,617.93

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-50-53800-2410	WORKER'S COMPENSATION	3,490.00	3,490.00	754.14	1,508.28	1,508.28	1,981.72
001-50-53800-3000	MEDICARE INSURANCE	972.00	972.00	60.95	195.99	195.99	776.01
001-50-53800-3100	Professional Services	12,785.00	12,785.00	0.00	1,967.50	1,967.50	10,817.50
001-50-53800-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-50-53800-4522	VEHICLE INSURANCE	1,298.00	1,298.00	214.81	644.43	644.43	653.57
001-50-53800-4615	FENCING AND LANDSCAPING	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
001-50-53800-4637	CURBS/GUTTERS/STORM DRAINS R&M	500.00	500.00	0.00	0.00	0.00	500.00
001-50-53800-5220	UNIFORMS	250.00	250.00	0.00	0.00	0.00	250.00
001-50-53800-5295	OPERATING SUPPLIES/JANITORIAL	250.00	250.00	0.00	5,625.00	5,625.00	-5,375.00
001-50-53800-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	500.00	600.00	600.00	-500.00
001-50-53800-6310	INFRASTRUCTURE	1,429,728.00	1,429,728.00	10,467.50	18,496.50	18,496.50	1,411,231.50
	Department: 50 - PUBLIC WORKS Total:	**1,558,197.00**	**1,558,197.00**	**18,011.43**	**49,042.29**	**49,042.29**	**1,509,154.71**
	Activity: 53800 - STORMWATER Total:	**1,558,197.00**	**1,558,197.00**	**18,011.43**	**49,042.29**	**49,042.29**	**1,509,154.71**
Activity: 54100 - STREETS							
Department: 50 - PUBLIC WORKS							
001-50-54100-1210	SALARIES	66,500.00	66,500.00	4,206.01	13,532.68	13,532.68	52,967.32
001-50-54100-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-54100-2110	SOCIAL SECURITY TAXES	4,154.00	4,154.00	260.43	837.91	837.91	3,316.09
001-50-54100-2210	RETIREMENT	9,380.00	9,380.00	295.99	961.93	961.93	8,418.07
001-50-54100-2310	EMPLOYEE INSURANCE	25,290.00	25,290.00	1,244.18	4,694.33	4,694.33	20,595.67
001-50-54100-2410	WORKER'S COMPENSATION	3,490.00	3,490.00	714.17	1,588.34	1,588.34	1,901.66
001-50-54100-3000	MEDICARE INSURANCE	972.00	972.00	60.95	195.99	195.99	776.01
001-50-54100-3100	PROFESSIONAL SERVICES	0.00	0.00	0.00	6,170.00	6,170.00	-6,170.00
001-50-54100-4010	TRAVEL & PER DIEM	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-54100-4310	ELECTRICITY	56,000.00	56,000.00	4,540.63	9,081.32	9,081.32	46,918.68
001-50-54100-4320	WATER	500.00	500.00	31.77	62.03	62.03	437.97
001-50-54100-4330	Solid Waste	3,500.00	3,500.00	318.88	2,867.67	3,564.31	-64.31
001-50-54100-4410	EQUIPMENT RENTAL	2,500.00	2,500.00	167.07	310.07	310.07	2,189.93
001-50-54100-4522	VEHICLE INSURANCE	2,607.00	2,607.00	214.81	644.43	644.43	1,962.57
001-50-54100-4610	VEHICLE R & M	3,500.00	3,500.00	3.81	480.17	480.17	3,019.83
001-50-54100-4615	FENCING AND LANDSCAPING	0.00	0.00	101.00	178.32	178.32	-178.32
001-50-54100-4623	HEAVY EQUIPMENT R & M	15,000.00	15,000.00	38.54	1,937.99	1,937.99	13,062.01
001-50-54100-4631	STREET REPAVING	10,000.00	10,000.00	199.82	277.12	2,680.92	7,319.08
001-50-54100-4636	TRAFFIC CONTROL/SIGNS R&M	3,000.00	3,000.00	13.60	13.60	13.60	2,986.40
001-50-54100-4930	TRAINING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-54100-5110	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-50-54100-5210	FUEL, OIL, & LUBRICANTS	3,700.00	3,700.00	69.76	553.58	553.58	3,146.42
001-50-54100-5220	UNIFORMS	250.00	250.00	0.00	0.00	0.00	250.00
001-50-54100-5221	PERSONAL PROTECTIVE EQUIPMENT	500.00	500.00	12.97	220.31	220.31	279.69
001-50-54100-5260	TOOLS	1,000.00	1,000.00	0.00	0.00	177.93	822.07
001-50-54100-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	0.00	104.00	104.00	1,396.00
001-50-54100-5290	OPERATING SUPPLIES	4,000.00	4,000.00	24.00	48.15	48.15	3,951.85
001-50-54100-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	92.00	92.00	8.00
001-50-54100-6310	INFRASTRUCTURE	4,293,338.00	4,293,338.00	0.00	0.00	0.00	4,293,338.00
001-50-54100-6410	MACHINERY & EQUIPMENT	50,000.00	50,000.00	5,859.33	5,859.33	5,859.33	44,140.67
	Department: 50 - PUBLIC WORKS Total:	**4,563,381.00**	**4,563,381.00**	**18,377.72**	**50,711.27**	**53,989.64**	**4,509,391.36**
	Activity: 54100 - STREETS Total:	**4,563,381.00**	**4,563,381.00**	**18,377.72**	**50,711.27**	**53,989.64**	**4,509,391.36**
Activity: 56200 - ANIMAL CONTROL							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-56200-3410	ANIMAL CONTROL	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
	Department: 30 - COMMUNITY DEVELOPMENT Total:	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**0.00**	**5,000.00**
	Activity: 56200 - ANIMAL CONTROL Total:	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**0.00**	**5,000.00**
Activity: 57100 - LIBRARY							
Department: 71 - LIBRARY							
001-71-57100-1210	SALARIES	270,000.00	270,000.00	19,932.98	62,405.58	62,405.58	207,594.42
001-71-57100-1310	SALARIES - PART TIME	39,000.00	39,000.00	2,814.94	8,146.78	8,146.78	30,853.22
001-71-57100-2110	SOCIAL SECURITY TAXES	19,158.00	19,158.00	1,399.86	4,330.26	4,330.26	14,827.74

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-71-57100-2210	RETIREMENT	37,800.00	37,800.00	2,790.62	8,736.77	8,736.77	29,063.23
001-71-57100-2310	EMPLOYEE INSURANCE	56,360.00	56,360.00	2,945.81	15,120.45	15,120.45	41,239.55
001-71-57100-2410	WORKER'S COMPENSATION	500.00	500.00	82.39	164.78	164.78	335.22
001-71-57100-3000	MEDICARE INSURANCE	4,481.00	4,481.00	327.37	1,012.68	1,012.68	3,468.32
001-71-57100-4010	TRAVEL & PER DIEM	1,200.00	1,200.00	246.48	246.48	246.48	953.52
001-71-57100-4110	TELEPHONE & INTERNET	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00
001-71-57100-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	0.00	0.00	500.00
001-71-57100-4710	PRINTING & BINDING	600.00	600.00	0.00	0.00	0.00	600.00
001-71-57100-4925	PROGRAM EXPENSES	1,900.00	1,900.00	2.49	87.43	87.43	1,812.57
001-71-57100-5110	OFFICE SUPPLIES	2,700.00	2,700.00	224.59	302.96	302.96	2,397.04
001-71-57100-5410	BOOKS, PUBS, SUBS & MEMBS	12,000.00	12,000.00	516.78	3,119.81	3,119.81	8,880.19
001-71-57100-5415	LIBRARY BOOK LEASES	6,800.00	6,800.00	0.00	0.00	0.00	6,800.00
001-71-57100-5417	LIBRARY E-BOOK LEASES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
001-71-57100-5420	MEMBERSHIPS	1,000.00	1,000.00	595.00	741.00	741.00	259.00
	Department: 71 - LIBRARY Total:	**465,299.00**	**465,299.00**	**31,879.31**	**104,414.98**	**104,414.98**	**360,884.02**
	Activity: 57100 - LIBRARY Total:	**465,299.00**	**465,299.00**	**31,879.31**	**104,414.98**	**104,414.98**	**360,884.02**
Activity: 57200 - PARKS							
Department: 50 - PUBLIC WORKS							
001-50-57200-1210	SALARIES	160,500.00	160,500.00	10,135.33	32,500.59	32,500.59	127,999.41
001-50-57200-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-57200-2110	SOCIAL SECURITY TAXES	9,982.00	9,982.00	627.45	2,011.92	2,011.92	7,970.08
001-50-57200-2210	RETIREMENT	22,540.00	22,540.00	739.82	2,404.42	2,404.42	20,135.58
001-50-57200-2310	EMPLOYEE INSURANCE	61,880.00	61,880.00	3,071.20	11,511.08	11,511.08	50,368.92
001-50-57200-2410	WORKER'S COMPENSATION	8,720.00	8,720.00	1,885.35	3,770.70	3,770.70	4,949.30
001-50-57200-3000	MEDICARE INSURANCE	2,335.00	2,335.00	146.70	470.56	470.56	1,864.44
001-50-57200-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-50-57200-4310	ELECTRICITY	5,000.00	5,000.00	397.12	875.55	875.55	4,124.45
001-50-57200-4320	WATER	3,800.00	3,800.00	243.14	474.73	474.73	3,325.27
001-50-57200-4330	SOLID WASTE	500.00	500.00	0.00	0.00	0.00	500.00
001-50-57200-4521	PROPERTY INSURANCE	9,096.00	9,096.00	1,836.00	5,508.00	5,508.00	3,588.00
001-50-57200-4522	VEHICLE INSURANCE	1,298.00	1,298.00	214.81	644.44	644.44	653.56
001-50-57200-4611	BUILDING R & M	5,000.00	5,000.00	0.00	0.00	1,491.81	3,508.19
001-50-57200-4612	FURNITURE/EQUIP. R & M	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-57200-4615	FENCING AND LANDSCAPING	6,000.00	6,000.00	5,663.75	8,122.45	10,464.07	-4,464.07
001-50-57200-5110	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-50-57200-5210	FUEL, OIL, & LUBRICANTS	3,500.00	3,500.00	138.00	380.17	380.17	3,119.83
001-50-57200-5231	SEASONAL DECORATIONS	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
001-50-57200-5270	MACHINERY & EQUIPMENT	1,000.00	1,000.00	0.00	434.87	434.87	565.13
001-50-57200-5290	OPERATING SUPPLIES	0.00	0.00	358.80	358.80	358.80	-358.80
001-50-57200-5295	OPERATING SUPPLIES/JANITORIAL	2,500.00	2,500.00	212.26	299.26	438.45	2,061.55
001-50-57200-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	40.00	140.00	180.00	-80.00
001-50-57200-5741	COMMUNITY EVENTS	10,000.00	10,000.00	2,362.20	7,440.48	8,210.48	1,789.52
001-50-57200-6310	INFRASTRUCTURE	1,275,000.00	1,275,000.00	259.00	259.00	259.00	1,274,741.00
	Department: 50 - PUBLIC WORKS Total:	**1,593,351.00**	**1,593,351.00**	**28,330.93**	**77,607.02**	**82,389.64**	**1,510,961.36**
	Activity: 57200 - PARKS Total:	**1,593,351.00**	**1,593,351.00**	**28,330.93**	**77,607.02**	**82,389.64**	**1,510,961.36**
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
001-99-58100-7120	LOAN DEBT PRINCIPAL	93,834.00	93,834.00	0.00	0.00	0.00	93,834.00
001-99-58100-7220	LOAN DEBT INTEREST	86,166.00	86,166.00	0.00	0.00	0.00	86,166.00
	Department: 99 - NON DEPARTMENTAL Total:	**180,000.00**	**180,000.00**	**0.00**	**0.00**	**0.00**	**180,000.00**
	Activity: 58100 - INTERFUND TRANSFER Total:	**180,000.00**	**180,000.00**	**0.00**	**0.00**	**0.00**	**180,000.00**
	Expense Total:	**11,653,052.00**	**11,653,052.00**	**256,105.84**	**703,977.69**	**730,215.56**	**10,922,836.44**
	Fund: 001 - GENERAL FUND Surplus (Deficit):	**-2,427,547.00**	**-2,427,547.00**	**281,784.05**	**273,259.63**	**247,021.76**	**-2,674,568.76**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 101 - DISCRETIONARY SALES SURTAX							
Revenue							
Department: 00 - UNDESIGNATED							
101-00-312600	DISCRETIONARY SALES SURTAXES	475,000.00	475,000.00	34,063.52	86,802.27	86,802.27	388,197.73
101-00-361100	INTEREST INCOME	20,000.00	20,000.00	7,509.16	19,926.11	19,926.11	73.89
	Department: 00 - UNDESIGNATED Total:	**495,000.00**	**495,000.00**	**41,572.68**	**106,728.38**	**106,728.38**	**388,271.62**
	Revenue Total:	**495,000.00**	**495,000.00**	**41,572.68**	**106,728.38**	**106,728.38**	**388,271.62**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
101-99-58100-9001	INTERFUND TRANSFER	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
Department: 99 - NON DEPARTMENTAL Total:		**2,411,145.00**	**2,411,145.00**	**0.00**	**0.00**	**0.00**	**2,411,145.00**
Activity: 58100 - INTERFUND TRANSFER Total:		**2,411,145.00**	**2,411,145.00**	**0.00**	**0.00**	**0.00**	**2,411,145.00**
Expense Total:		**2,411,145.00**	**2,411,145.00**	**0.00**	**0.00**	**0.00**	**2,411,145.00**
Fund: 101 - DISCRETIONARY SALES SURTAX Surplus (Deficit):		**-1,916,145.00**	**-1,916,145.00**	**41,572.68**	**106,728.38**	**106,728.38**	**-2,022,873.38**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 410 - WATER/SEWER FUND							
Revenue							
Department: 00 - UNDESIGNATED							
410-00-343310	WATER UTIL REVENUE-OPER INCOME	1,284,234.00	1,284,234.00	93,899.29	349,861.42	349,861.42	934,372.58
410-00-343320	WATER UTIL - PENALTIES	15,000.00	15,000.00	2,998.92	8,633.69	8,633.69	6,366.31
410-00-343340	BACKFLOW PREVENTER INSPECTION F...	6,700.00	6,700.00	0.00	600.00	600.00	6,100.00
410-00-343351	TURN-ON & CUT-OFF FEES	12,000.00	12,000.00	450.00	1,230.00	1,230.00	10,770.00
410-00-343510	SEWER UTIL REV - OPER INCOME	1,838,163.00	1,838,163.00	135,182.26	502,121.84	502,121.84	1,336,041.16
410-00-343520	SEWER UTILITY PENALTIES	15,000.00	15,000.00	1,137.66	4,136.85	4,136.85	10,863.15
410-00-359000	OTHER REVENUE & RETURN CHECKS	200.00	200.00	60.00	540.00	540.00	-340.00
410-00-361000	INTEREST AND OTHER EARNINGS	10,000.00	10,000.00	18,888.60	54,531.42	54,531.42	-44,531.42
410-00-361100	INTEREST - LEASES	0.00	0.00	0.00	-5,204.79	-5,204.79	5,204.79
410-00-369600	LEASE/RENTAL ELEVATED TANK REV	190,160.00	190,160.00	15,991.74	47,975.22	47,975.22	142,184.78
410-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	503.41	1,116.46	1,116.46	-1,116.46
410-00-384000	REVENUE FROM OTHER SOURCES	3,664,305.00	3,664,305.00	0.00	0.00	0.00	3,664,305.00
410-00-389300	GRANTS AND DONATIONS - STATE	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00
	Department: 00 - UNDESIGNATED Total:	**8,035,762.00**	**8,035,762.00**	**269,111.88**	**965,542.11**	**965,542.11**	**7,070,219.89**
	Revenue Total:	**8,035,762.00**	**8,035,762.00**	**269,111.88**	**965,542.11**	**965,542.11**	**7,070,219.89**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 53300 - WATER							
Department: 50 - PUBLIC WORKS							
410-50-53300-1210	SALARIES	106,000.00	106,000.00	9,762.08	34,123.69	34,123.69	71,876.31
410-50-53300-2110	SOCIAL SECURITY TAXES	6,572.00	6,572.00	604.14	2,109.27	2,109.27	4,462.73
410-50-53300-2210	RETIREMENT	14,840.00	14,840.00	725.87	2,586.16	2,586.16	12,253.84
410-50-53300-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,697.86	6,508.23	6,508.23	21,046.77
410-50-53300-2410	WORKER'S COMPENSATION	145.00	145.00	14.13	28.26	28.26	116.74
410-50-53300-3000	MEDICARE INSURANCE	1,537.00	1,537.00	141.36	493.45	493.45	1,043.55
410-50-53300-3100	PROFESSIONAL SERVICES	112,785.00	112,785.00	0.00	5,009.10	5,009.10	107,775.90
410-50-53300-3150	ENGINEERING, CONSULTING SERVICES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00
410-50-53300-3210	ACCOUNTING AND AUDITING	14,000.00	14,000.00	5,375.00	5,875.00	5,875.00	8,125.00
410-50-53300-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	70,348.48	211,045.44	211,045.44	638,954.56
410-50-53300-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	370.64	741.61	741.61	4,758.39
410-50-53300-4110	TELEPHONE & INTERNET	1,000.00	1,000.00	200.58	602.59	602.59	397.41
410-50-53300-4320	Water	120,000.00	120,000.00	3,469.67	6,858.72	6,858.72	113,141.28
410-50-53300-4521	PROPERTY INSURANCE	34,847.00	34,847.00	7,660.38	22,981.13	22,981.13	11,865.87
410-50-53300-4613	GROUNDS MAINTENANCE	0.00	0.00	1,040.80	9,540.80	10,312.01	-10,312.01
410-50-53300-4617	WATER SYSTEMS MAINTENANCE	50,000.00	50,000.00	0.00	0.00	1,050.00	48,950.00
410-50-53300-4644	ELEVATED TANKS MAINTENANCE CO...	65,000.00	65,000.00	0.00	15,489.14	15,489.14	49,510.86
410-50-53300-4650	COMPUTER OPERATIONS AND MAINT...	25,000.00	25,000.00	485.75	964.00	964.00	24,036.00
410-50-53300-4710	PRINTING & BINDING	2,500.00	2,500.00	683.33	792.67	792.67	1,707.33
410-50-53300-4905	OPERATING PERMITS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
410-50-53300-4906	OTHER CHARGES	1,500.00	1,500.00	58.74	285.55	860.59	639.41
410-50-53300-4915	CREDIT CARD PROCESSING FEES	15,000.00	15,000.00	1,072.83	3,223.45	3,223.45	11,776.55
410-50-53300-5270	MACHINERY & EQUIPMENT	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00
410-50-53300-5290	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00
410-50-53300-5410	BOOKS, PUBS, SUBS & MEMBS	1,000.00	1,000.00	311.64	510.64	893.14	106.86
410-50-53300-6310	INFRASTRUCTURE	2,609,405.00	2,609,405.00	0.00	0.00	0.00	2,609,405.00
410-50-53300-6410	MACHINERY & EQUIPMENT	79,000.00	79,000.00	0.00	6,631.79	6,631.79	72,368.21
	Department: 50 - PUBLIC WORKS Total:	**4,224,686.00**	**4,224,686.00**	**104,023.28**	**336,400.69**	**339,179.44**	**3,885,506.56**
	Activity: 53300 - WATER Total:	**4,224,686.00**	**4,224,686.00**	**104,023.28**	**336,400.69**	**339,179.44**	**3,885,506.56**
Activity: 53500 - SEWER							
Department: 50 - PUBLIC WORKS							
410-50-53500-1210	SALARIES	106,000.00	106,000.00	9,762.01	34,123.37	34,123.37	71,876.63
410-50-53500-2110	SOCIAL SECURITY TAXES	6,572.00	6,572.00	604.02	2,108.91	2,108.91	4,463.09
410-50-53500-2210	RETIREMENT	14,840.00	14,840.00	725.69	2,585.61	2,585.61	12,254.39
410-50-53500-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,705.28	6,515.65	6,515.65	21,039.35
410-50-53500-2410	WORKER'S COMPENSATION	145.00	145.00	14.13	28.26	28.26	116.74
410-50-53500-3000	MEDICARE INSURANCE	1,537.00	1,537.00	141.19	493.00	493.00	1,044.00
410-50-53500-3100	PROFESSIONAL SERVICES	12,785.00	12,785.00	0.00	1,967.50	1,967.50	10,817.50
410-50-53500-3150	ENGINEERING, CONSULT. SERVICES & ...	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00
410-50-53500-3210	ACCOUNTING AND AUDITING	14,000.00	14,000.00	5,375.00	5,875.00	5,875.00	8,125.00
410-50-53500-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	70,348.49	211,045.47	211,045.47	638,954.53
410-50-53500-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	370.65	741.62	741.62	4,758.38
410-50-53500-4110	TELEPHONE & INTERNET	1,000.00	1,000.00	200.58	602.59	602.59	397.41
410-50-53500-4320	WATER	38,000.00	38,000.00	2,044.69	3,998.05	3,998.05	34,001.95
410-50-53500-4400	SPRAYFIELD RENTAL	13,800.00	13,800.00	13,791.70	13,791.70	13,791.70	8.30
410-50-53500-4521	PROPERTY INSURANCE	39,212.00	39,212.00	8,622.63	25,603.88	25,603.88	13,608.12
410-50-53500-4611	BUILDING R & M	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
410-50-53500-4613	GROUNDS MAINTENANCE	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00
410-50-53500-4618	SEWER SYSTEMS MAINTENANCE	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
410-50-53500-4650	COMPUTER OPERATIONS AND MAINT...	25,000.00	25,000.00	485.75	964.00	964.00	24,036.00
410-50-53500-4710	PRINTING & BINDING	2,500.00	2,500.00	192.87	302.22	302.22	2,197.78
410-50-53500-4905	WTP/STP OPERATING PERMITS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
410-50-53500-4906	OTHER CHARGES	2,000.00	2,000.00	22.26	749.07	1,324.11	675.89
410-50-53500-4915	CREDIT CARD PROCESSING FEES	15,000.00	15,000.00	1,072.83	3,223.47	3,223.47	11,776.53
410-50-53500-5290	OPERATING SUPPLIES	500.00	500.00	36.99	36.99	36.99	463.01
410-50-53500-5410	BOOKS, PUBS, SUBS & MEMBS	1,000.00	1,000.00	311.64	510.64	893.14	106.86

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
410-50-53500-6310	INFRASTRUCTURE	2,146,650.00	2,146,650.00	0.00	0.00	0.00	2,146,650.00
410-50-53500-6410	MACHINERY & EQUIPMENT	224,500.00	224,500.00	787.24	787.24	2,188.76	222,311.24
	Department: 50 - PUBLIC WORKS Total:	**3,652,596.00**	**3,652,596.00**	**116,615.64**	**316,054.24**	**318,413.30**	**3,334,182.70**
	Activity: 53500 - SEWER Total:	**3,652,596.00**	**3,652,596.00**	**116,615.64**	**316,054.24**	**318,413.30**	**3,334,182.70**
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
410-99-58100-7120	SRF - LOAN PRINCIPAL	16,500.00	16,500.00	0.00	0.00	0.00	16,500.00
410-99-58100-7220	SRF LOAN INTEREST	3,300.00	3,300.00	0.00	0.00	0.00	3,300.00
	Department: 99 - NON DEPARTMENTAL Total:	**19,800.00**	**19,800.00**	**0.00**	**0.00**	**0.00**	**19,800.00**
	Activity: 58100 - INTERFUND TRANSFER Total:	**19,800.00**	**19,800.00**	**0.00**	**0.00**	**0.00**	**19,800.00**
	Expense Total:	**7,897,082.00**	**7,897,082.00**	**220,638.92**	**652,454.93**	**657,592.74**	**7,239,489.26**
	Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	**138,680.00**	**138,680.00**	**48,472.96**	**313,087.18**	**307,949.37**	**-169,269.37**
	Report Surplus (Deficit):	**-4,205,012.00**	**-4,205,012.00**	**371,829.69**	**693,075.19**	**661,699.51**	

Group Summary

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 001 - GENERAL FUND						
Revenue						
00 - UNDESIGNATED	9,225,505.00	9,225,505.00	537,889.89	977,237.32	977,237.32	8,248,267.68
Revenue Total:	**9,225,505.00**	**9,225,505.00**	**537,889.89**	**977,237.32**	**977,237.32**	**8,248,267.68**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 51100 - LEGISLATIVE						
11 - MAYOR AND CITY COUNCIL	73,675.00	73,675.00	4,151.06	15,272.48	17,127.48	56,547.52
Activity: 51100 - LEGISLATIVE Total:	**73,675.00**	**73,675.00**	**4,151.06**	**15,272.48**	**17,127.48**	**56,547.52**
Activity: 51200 - EXECUTIVE						
12 - CITY MANAGER	259,768.00	259,768.00	11,656.08	36,084.25	36,567.98	223,200.02
Activity: 51200 - EXECUTIVE Total:	**259,768.00**	**259,768.00**	**11,656.08**	**36,084.25**	**36,567.98**	**223,200.02**
Activity: 51300 - FINANCE						
13 - ADMINISTRATIVE SERVICES	128,835.00	128,835.00	17,550.55	37,245.61	37,245.61	91,589.39
Activity: 51300 - FINANCE Total:	**128,835.00**	**128,835.00**	**17,550.55**	**37,245.61**	**37,245.61**	**91,589.39**
Activity: 51310 - HUMAN RESOURCES						
13 - ADMINISTRATIVE SERVICES	70,114.00	70,114.00	4,917.71	14,753.07	15,263.07	54,850.93
Activity: 51310 - HUMAN RESOURCES Total:	**70,114.00**	**70,114.00**	**4,917.71**	**14,753.07**	**15,263.07**	**54,850.93**
Activity: 51400 - LEGAL						
14 - CITY ATTORNEY	70,000.00	70,000.00	2,715.00	6,462.50	6,462.50	63,537.50
Activity: 51400 - LEGAL Total:	**70,000.00**	**70,000.00**	**2,715.00**	**6,462.50**	**6,462.50**	**63,537.50**
Activity: 51500 - PLANNING AND ZONING						
30 - COMMUNITY DEVELOPMENT	169,678.00	169,678.00	6,553.57	15,783.30	15,783.30	153,894.70
Activity: 51500 - PLANNING AND ZONING Total:	**169,678.00**	**169,678.00**	**6,553.57**	**15,783.30**	**15,783.30**	**153,894.70**
Activity: 51600 - NON-COURT INFORMATION SYSTEMS						
16 - CITY CLERK	185,115.00	185,115.00	1,056.42	27,774.07	28,924.16	156,190.84
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	**185,115.00**	**185,115.00**	**1,056.42**	**27,774.07**	**28,924.16**	**156,190.84**
Activity: 51610 - INFORMATION TECHNOLOGY						
13 - ADMINISTRATIVE SERVICES	125,094.00	125,094.00	16,076.58	27,451.96	33,480.96	91,613.04
Activity: 51610 - INFORMATION TECHNOLOGY Total:	**125,094.00**	**125,094.00**	**16,076.58**	**27,451.96**	**33,480.96**	**91,613.04**
Activity: 51900 - GENERAL GOVERNMENT						
99 - NON DEPARTMENTAL	70,732.00	70,732.00	12,381.38	36,681.97	36,681.97	34,050.03
Activity: 51900 - GENERAL GOVERNMENT Total:	**70,732.00**	**70,732.00**	**12,381.38**	**36,681.97**	**36,681.97**	**34,050.03**
Activity: 51910 - FACILITIES						
50 - PUBLIC WORKS	498,965.00	498,965.00	51,405.97	107,895.97	116,045.03	382,919.97
Activity: 51910 - FACILITIES Total:	**498,965.00**	**498,965.00**	**51,405.97**	**107,895.97**	**116,045.03**	**382,919.97**
Activity: 52100 - LAW ENFORCEMENT						
20 - PUBLIC SAFETY	285,334.00	285,334.00	22,836.67	68,510.01	68,510.01	216,823.99
Activity: 52100 - LAW ENFORCEMENT Total:	**285,334.00**	**285,334.00**	**22,836.67**	**68,510.01**	**68,510.01**	**216,823.99**
Activity: 52200 - FIRE						
20 - PUBLIC SAFETY	1,113,088.00	1,113,088.00	0.00	0.00	0.00	1,113,088.00
Activity: 52200 - FIRE Total:	**1,113,088.00**	**1,113,088.00**	**0.00**	**0.00**	**0.00**	**1,113,088.00**
Activity: 52400 - CODE COMPLIANCE						
30 - COMMUNITY DEVELOPMENT	86,253.00	86,253.00	5,240.27	17,871.50	17,871.50	68,381.50
Activity: 52400 - CODE COMPLIANCE Total:	**86,253.00**	**86,253.00**	**5,240.27**	**17,871.50**	**17,871.50**	**68,381.50**
Activity: 52410 - BUILDING						
30 - COMMUNITY DEVELOPMENT	151,173.00	151,173.00	2,965.19	10,415.44	10,415.44	140,757.56
Activity: 52410 - BUILDING Total:	**151,173.00**	**151,173.00**	**2,965.19**	**10,415.44**	**10,415.44**	**140,757.56**
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	1,558,197.00	1,558,197.00	18,011.43	49,042.29	49,042.29	1,509,154.71
Activity: 53800 - STORMWATER Total:	**1,558,197.00**	**1,558,197.00**	**18,011.43**	**49,042.29**	**49,042.29**	**1,509,154.71**
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	4,563,381.00	4,563,381.00	18,377.72	50,711.27	53,989.64	4,509,391.36
Activity: 54100 - STREETS Total:	**4,563,381.00**	**4,563,381.00**	**18,377.72**	**50,711.27**	**53,989.64**	**4,509,391.36**
Activity: 56200 - ANIMAL CONTROL						
30 - COMMUNITY DEVELOPMENT	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
Activity: 56200 - ANIMAL CONTROL Total:	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**0.00**	**5,000.00**
Activity: 57100 - LIBRARY						
71 - LIBRARY	465,299.00	465,299.00	31,879.31	104,414.98	104,414.98	360,884.02

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Activity: 57100 - LIBRARY Total:	**465,299.00**	**465,299.00**	**31,879.31**	**104,414.98**	**104,414.98**	**360,884.02**
Activity: 57200 - PARKS						
50 - PUBLIC WORKS	1,593,351.00	1,593,351.00	28,330.93	77,607.02	82,389.64	1,510,961.36
Activity: 57200 - PARKS Total:	**1,593,351.00**	**1,593,351.00**	**28,330.93**	**77,607.02**	**82,389.64**	**1,510,961.36**
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	180,000.00	180,000.00	0.00	0.00	0.00	180,000.00
Activity: 58100 - INTERFUND TRANSFER Total:	**180,000.00**	**180,000.00**	**0.00**	**0.00**	**0.00**	**180,000.00**
Expense Total:	**11,653,052.00**	**11,653,052.00**	**256,105.84**	**703,977.69**	**730,215.56**	**10,922,836.44**
Fund: 001 - GENERAL FUND Surplus (Deficit):	**-2,427,547.00**	**-2,427,547.00**	**281,784.05**	**273,259.63**	**247,021.76**	**-2,674,568.76**

Department		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 101 - DISCRETIONARY SALES SURTAX							
Revenue							
00 - UNDESIGNATED		495,000.00	495,000.00	41,572.68	106,728.38	106,728.38	388,271.62
	Revenue Total:	**495,000.00**	**495,000.00**	**41,572.68**	**106,728.38**	**106,728.38**	**388,271.62**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
Activity: 58100 - INTERFUND TRANSFER Total:	**2,411,145.00**	**2,411,145.00**	**0.00**	**0.00**	**0.00**	**2,411,145.00**
Expense Total:	**2,411,145.00**	**2,411,145.00**	**0.00**	**0.00**	**0.00**	**2,411,145.00**
Fund: 101 - DISCRETIONARY SALES SURTAX Surplus (Deficit):	**-1,916,145.00**	**-1,916,145.00**	**41,572.68**	**106,728.38**	**106,728.38**	**-2,022,873.38**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 410 - WATER/SEWER FUND						
Revenue						
00 - UNDESIGNATED	8,035,762.00	8,035,762.00	269,111.88	965,542.11	965,542.11	7,070,219.89
Revenue Total:	**8,035,762.00**	**8,035,762.00**	**269,111.88**	**965,542.11**	**965,542.11**	**7,070,219.89**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 53300 - WATER						
50 - PUBLIC WORKS	4,224,686.00	4,224,686.00	104,023.28	336,400.69	339,179.44	3,885,506.56
Activity: 53300 - WATER Total:	**4,224,686.00**	**4,224,686.00**	**104,023.28**	**336,400.69**	**339,179.44**	**3,885,506.56**
Activity: 53500 - SEWER						
50 - PUBLIC WORKS	3,652,596.00	3,652,596.00	116,615.64	316,054.24	318,413.30	3,334,182.70
Activity: 53500 - SEWER Total:	**3,652,596.00**	**3,652,596.00**	**116,615.64**	**316,054.24**	**318,413.30**	**3,334,182.70**
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	19,800.00	19,800.00	0.00	0.00	0.00	19,800.00
Activity: 58100 - INTERFUND TRANSFER Total:	**19,800.00**	**19,800.00**	**0.00**	**0.00**	**0.00**	**19,800.00**
Expense Total:	**7,897,082.00**	**7,897,082.00**	**220,638.92**	**652,454.93**	**657,592.74**	**7,239,489.26**
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	**138,680.00**	**138,680.00**	**48,472.96**	**313,087.18**	**307,949.37**	**-169,269.37**
Total Surplus (Deficit):	**-4,205,012.00**	**-4,205,012.00**	**371,829.69**	**693,075.19**	**661,699.51**	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001 - GENERAL FUND	-2,427,547.00	-2,427,547.00	281,784.05	273,259.63	247,021.76	-2,674,568.76
101 - DISCRETIONARY SALES ...	-1,916,145.00	-1,916,145.00	41,572.68	106,728.38	106,728.38	-2,022,873.38
410 - WATER/SEWER FUND	138,680.00	138,680.00	48,472.96	313,087.18	307,949.37	-169,269.37
Total Surplus (Deficit):	**-4,205,012.00**	**-4,205,012.00**	**371,829.69**	**693,075.19**	**661,699.51**	

Mary Esther Public Works Report January 2023

Current and Completed Projects:

1. Completed sidewalk installation on Lee Drive but still lacks backfill and landscaping.
2. Prepared sidewalks for pouring on Brian Circle and prepared driveways for pouring on Azaela.
3. Installed City of Mary Esther Sign and touched up paint but will need a new one soon as sign is showing signs of decay.
4. Completed removal of banners and seasonal decoration.
5. Worked on storm recovery from heavy rain and wind event. Including debris clean up, removing damaged panels at Rays Pond and replacing them with temporary fencing, replacing stop sign, and removing damaged pet waste station and order and new one.
6. Winterized parks and irrigation for freeze event.
7. Worked with Contractor on Misty Lane Pier
8. Working with County on new park on Christobal.
9. Began Crack Sealing on Brian Circle and approximately 35% completed.
10. Competed 75% of Road Inspections with the new Road Surface Management System
11. Reviewing plans for Azaela Subdivision Rehabilitation
12. Worked with Architect on Azaela Park Phase 1 plan.
13. Met with contractor on generator replacement and should have installation quote soon.
14. Received bids for track loader, larger zero turn, gator, and various attachments for Public Works
15. Worked with engineers and completed Prebid for Rays Pond and worked with them on an addendum.
16. Working with engineer on Well 1 looking at various tools cool building to help with longevity of the equipment.
17. Completed installation of Well 1 roof with contractor.
18. Received contract documents from engineer on Fire Hall and Library remodel and hoping to have a preconstruction meeting next few weeks.
19. Organized first quarterly litter pickup and conservation event.
20. Reviewing options and meeting with engineers and attorney on Windy Lane Waterline and Sewer Issues.

Upcoming Project

1. Completion of Brian Circle crack sealing.
2. Removal of trees and limbs around wells and sewer plants which is not expected to be completed this season.
3. Complete sidewalk work on Brian Circle, Azaela, and Highway 98
4. Working on lining up contract to repair irrigation on Mary Esther Cut off if not done by FDOT contractors.
5. Should begin generator installation in February or March
6. Begin working with architects on City Hall Design
7. Complete pavement inspections and begin working on a 5-year maintenance strategy.
8. Complete class and Certification in Playground Inspection in February.

9. Crews will be installing Fiber to Library from Public Works Building so a service can be removed from monthly communications bill for phone and internet.
10. Award of Fire Hall Bathroom Renovation and Library Renovation
11. Public Works Roof Maintenance
12. Windy Lane Bridge are coming up with a long-term solution to easement issues and recuring breaks.
13. Begin work on street markings and signs.
14. Ordering equipment and interviews of new hires.
15. Begin pothole patching again.

Mary Esther Public Library -- Report for Council

February 5, 2024

Circulation

	Circulation	Digital Circulation	Library Visits	Registered Users	Internet Use	Wireless Access
Mar-22	3400	887	2519	2405	311	78
Apr-22	2924	797	2107	2405	290	84
May-22	3177	844	2336	2637	240	134
Jun-22	3677	945	2434	2258	268	83
Jul-22	4057	850	3179	2233	235	116
Aug-22	4137	1011	2735	2275	255	112
Sep-22	3915	887	2565	2288	244	91
Dec-22	3283	747	2280	2350	226	70
Jan-23	4218	852	2444	2300	256	101
Mar-23	3923	860	2723	2331	304	87
Apr-23	3483	866	2615	2366	270	56
May-23	3469	844	2663	2364	287	74
Jun-23	3925	895	2973	2379	241	81
Jul-23	4162	930	3236	2358	280	86
Aug-23	4133	998	2754	2377	282	72
Sep-23	3779	1023	2831	2393	277	62
Oct-23	3389	1315	3212	2404	103	103
Nov-23	3367	1249	2804		200	63
Dec-23	2404	1308	1795	2388	266	49

Please see below for sections of the Annual Report to State Library, submitted November 2023

Mary Esther Public Library 2023

Number of Service Outlets

14.Number of central libraries	0
15.Number of branch or cooperative member libraries	1
16.Number of bookmobiles	0
17.Total Number of Outlets	1
18.Total square feet in library's facilities system-wide	6,388
19.Library service hours per typical week	42
20.Does your library have Sunday hours?	No
21.Does your library charge overdue fines to users when they fail to return physical materials on or before the date due?	No, overdue fines are not charged to any types of users or for any types of physical materials.
22.Total annual public service hours	2,100
23.Has the library updated its file of registered users at least once during the past three years?	Yes
24.Registered Users - Resident	2,355
25.Registered Users - Non Resident	25
26.Total Number of Registered Users	2,380
27.Fee for Nonresident User Privileges [1]	$40

Part V - Collection: Library Materials

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music scores, maps and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures and Other Materials Expenditures. Under this category, report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period/period of use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

77.Electronic Books (eBooks) [5]	12,327
78.Audio - Downloadable Units	7,829
79.Video - Downloadable Units	0
80.Number of Electronic Collections acquired locally or through a cooperative agreement within the region [6]	4
81.Number of Electronic Collections acquired by formal agreement with the State Library (Number pre-filled by the State Library)	50
82.Total Electronic Databases	54
83.Books - Physical Units	26,253
84.Audio - Physical Units	1,886
85.Video - Physical Units	6,171
86.Current Print Serial Subscriptions - Circulating	36
87.Current Print Serial Subscriptions - Non-Circulating	0
88.Other Circulating Physical Items	805
89.Total Physical Items in Collection	35,151

Annual Circulation

Use the method described in Output Measures for Public Libraries, 2nd edition (ALA, 1987), p. 42-44.

90.Circulation of Adult Materials	42,240
91.Circulation of Youth Materials	15,346
92.Total Annual Circulation of Materials	57,586
93.Physical Item Circulation (Subset of Total Annual Circulation of Materials)	44,914
94.Use of Electronic Materials (Subset of Total Annual Circulation of Materials)	10,577
95.Circulation of Other Physical Items (Subset of Total Annual Circulation of Materials)	2,095
96.Successful Retrieval of Electronic Information	NC
97.Total Electronic Content Use	10,577
98.Total Collection Use	55,491
99.Traditional Reference Transactions	NC
100.Virtual Reference Transactions	NC
101.Total Reference Transactions	0
102.Reference Transactions Reporting Method	
103.Library Visits	32,817

1. Active In-Person Programs

Active In-Person Programs

Count all active in-person programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

Active In-Person Program Attendance

Report actual counted number of persons attending programs and presentations sponsored by the library. Programs need not take place in the library, but the library must be the primary contributor in the planning or presentation. Examples are book talks, tours and story hours.

	Active In-Person Programs	Active In-Person Program Attendance
105. All-Ages Active In-Person Programs	23	2,108
106. Adult Active In-Person Programs	67	636
107. Young Adult Active In-Person Programs	19	201
108. Children (Ages 0-5) Active In-Person Programs	122	2,582
109. Children (Ages 6-11) Active In-Person Programs	[7]35	[8]662
110. Total Active In-Person Programs	266	6,189
111. Number of In-Person Onsite Program Sessions	226	4,442
112. Number of In-Person Offsite Program Sessions	40	1,747

2. Active Virtual Programs

Active virtual programs are programs as defined above, but conducted via a web conferencing or webinar platform such as Facebook, YouTube or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

Count all active virtual programs that are sponsored or co-sponsored by the library. Exclude programs sponsored or created by other groups but shared by you on your platform.

Active Virtual Program Attendance

Report number of persons live-viewing programs and presentations sponsored by the library. Collect attendance shortly after the live program ends. If applicable, count views of 1 minute or longer.

	Active Virtual Programs	Active Virtual Program Attendance
113. All-Ages Active Virtual Programs		
114. Adult Active Virtual Programs		
115. Young Adult Active Virtual Programs		
116. Children (Ages 0-5) Active Virtual Programs		
117. Children (Ages 6-11) Active Virtual Programs		
118. Total Active Virtual Programs		

119. Total Active Programs

	Number of Active Program Sessions	Attendance at Active Programs
Total	266	6,189
Children Ages 0-5	122	2,582
Children Ages 6-11	[9]35	[10]662
Young Adult	19	201
Adult	67	636
General Interest	23	2,108

3. Self-Directed In-Person Programs

Self-directed in-person programs take place at the library or library sponsored location, or are available for pickup from the library or library sponsored location. Examples of self-directed in-person programs: library scavenger hunts, Post-It poetry wall, take-and-make craft kits. Count each iteration as a program. For example, a series of take-and-make craft kits featuring a different item to be made each week for 10 weeks, counts as 10 programs.

Self-Directed In-Person Program Usage

Counting the number of people who use self-directed in-person programs will depend on the type of program. Take-away craft kits could be counted as each kit = one person while post-it poetry could be counted as each post-it note = one person.

	Self-Directed In-Person Programs	Self-Directed In-Person Program Usage
120. All-Ages Self-Directed In-Person Programs	7	251
121. Adult Self-Directed In-Person Programs	4	162
122. Young Adult Self-Directed In-Person Programs	2	7
123. Children's Self-Directed In-Person Programs	3	200
124. Total Self-Directed In-Person Programs	16	620

Part VII - Resource Sharing

Interlibrary loan is defined as making an item of library material, or a copy of the material, available to another library by request. It includes both borrowing and lending. The libraries involved in interlibrary loan are NOT under the same library administration and governance. Do not include interlibrary loan transactions that originate from other locations in your system or cooperative.

130.ILL Provided	193
131.ILL Received	97

Part VIII - Internet/Electronic Resources

134.Number of Staff Internet Computers	6
135.Number of Internet Computers for General Public	8
136.Wireless Sessions Per Year	999
137.Reporting Method for Wireless Sessions	Annual Count
138.Number of staff receiving technology instruction	70
139.Number of users receiving technology instruction	NC
140.Adoption of an Internet safety education program	No
141.Annual number of persons who complete the Internet safety education program	NA

Access to Electronic Services

142.Website Visits	NC
143.Annual number of uses (sessions) of public Internet computers	3,112
144.Reporting Method for Number of Uses of Public Internet Computers Per Year	Annual Count

Ocean City-Wright Fire Control District

January 25, 2024

TO: Honorable Mayor and Council Members, City of Mary Esther
RE: Monthly Report, Fire Department, December 20th, 2023 – January 20th 2024

Mayor and Council Members,

The Fire District is honored to serve the citizens of Mary Esther. It is the mission of the Fire District to fully satisfy the Citizens and the City Council with the services we provide.

First and foremost, I would like to again thank the city staff, Mayor, and Council members for their effort on and approval for the fire station bathroom project. I cannot over-emphasize the positive impact this upgrade will have on the living conditions for the men and especially women who serve the citizens of Mary Esther from this station. Please know that we are all extremely grateful.

This week our Deputy Chief, Division Chief, and I made a trip to The State Capitol to advocate for our appropriations request with our delegates. This year we've partnered with Northwest Florida State College on a funding request for our station and training facility to be built at the corner of Hulburt Field Rd. and M.L.K. Blvd. We've also submitted an individual request for funding to replace our aging 100' platform aerial truck. We enjoy visiting our legislators and seeing our legislative process in action, so we make that trip several times during each session.

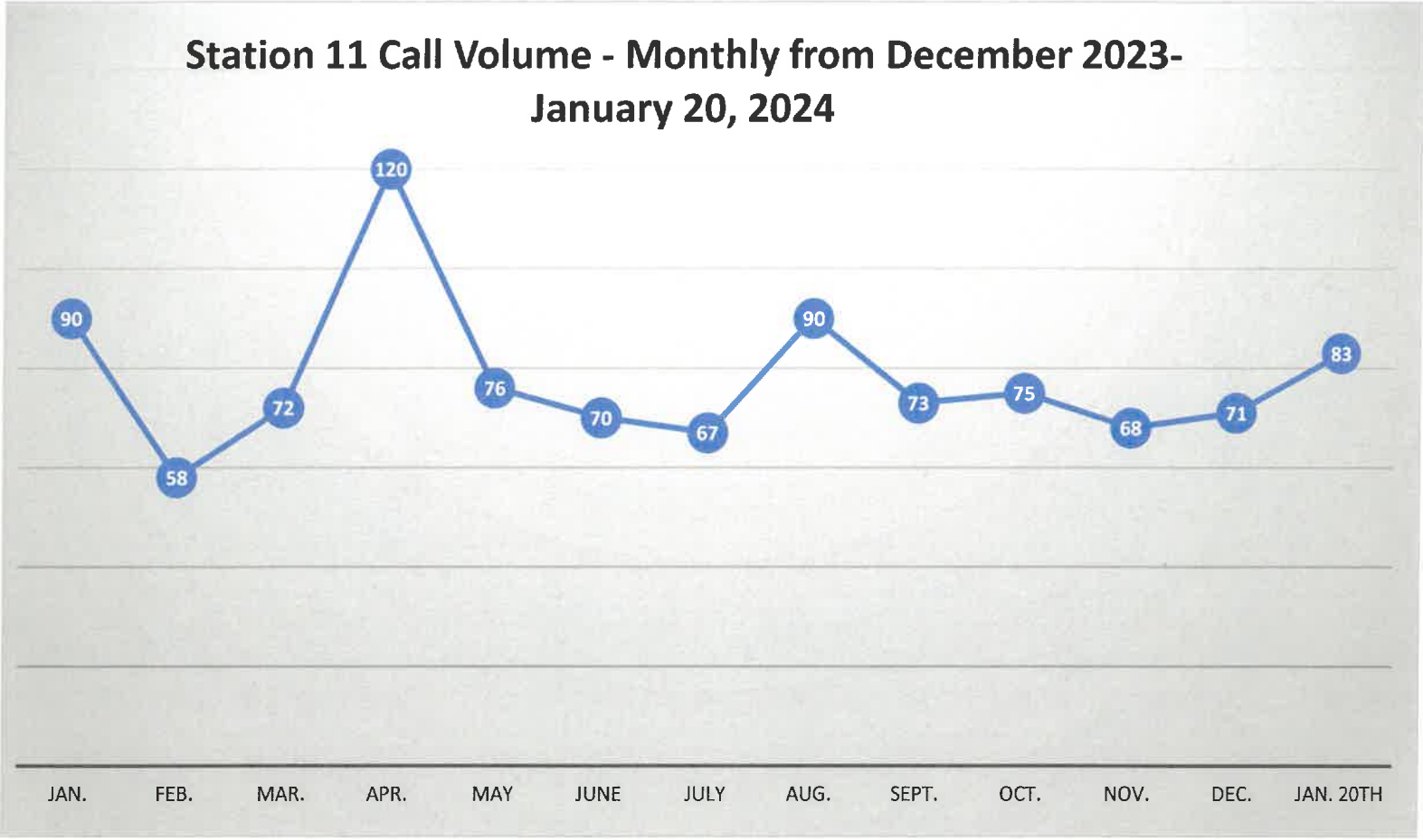
Throughout 2023 our staff has put hundreds of hours of work into becoming the first accredited fire department in our area. It has truly been a team effort and I could not be more proud of our team. We are scheduled to see the fruit of this labor on February 28th, 2024 when we have our hearing before the Commission for Accreditation International. We are confident that The Commission will award us accreditation at that time.

During this reporting period, our Inspections Division has completed twelve annual inspections and six re-inspections which completes all inspections scheduled for January 2024. Engine 11 responded to 83 calls for service.

Respectfully,

Jeff Wagner, Fire Chief

233 Racetrack Rd, NE. Fort Walton Beach, FL 32547
(850)862-1185 (850)862-6224 FAX



Ocean City-Wright Fire Control District

STATION COUNT

OCW Station 1: 266

OCW Station 2: 105

OCW Station 3: 113

OCW Station 11: 83

TOTAL: 567

233 RACETRACK RD, NE. FORT WALTON BEACH, FL 32547
(850)862-1185 (850)862-6224 FAX

COMMUNITY DEVELOPMENT DEPARTMENT
Monthly Activity Report

Reporting Period
January 2, 2024 – January 26, 2024

Code Enforcement

Activities			
Citations	0	Complaints	5
Magistrate Order	2	Inspection	5
Agency Assist	0	Consultations	10
Verbal Warning	5	Advisements On Codes to Citizens	5
Notice of violations	1	Courtesy Notice	3

Permitting

Permit Type	
Swimming pool	1
Fence	2
Demolition	2
Tent sale	1
Inspections	3

- The Code Compliance Department had magistrate hearings on Friday January 12, 2024. Both properties have been found in violation by the special magistrate.
- Code Compliance is working with Wendy's on fixing the marquee sign and the drainage area in the back of their parking lot. This will help relieve multiple complaints from the adjacent neighborhood located at Shrewsbury Road
- Demolition permits have been issued for the houses located on South Christobal Road to further the future park projects.

JACOBS

January 9, 2024

Mr. Jared Cobb
City Manager
City of Mary Esther
195 Christobal Road
Mary Esther, Florida 32569

Dear Mr. Cobb,

I have compiled the ongoing activities for the Jacobs Mary Esther Florida Project for December 2023.

GENERAL

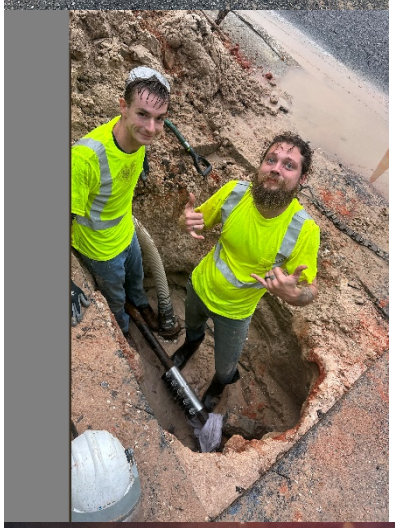
With the new Utility Billing Administrator onboard we are working closely with them to correct issues with the database and billing information.
Well 1 rehab project is ongoing and on schedule.
Springdale Park renovation is ongoing and on schedule.
All residential sampling ports for water residual testing have been installed. This is a value add being done by Jacobs for the city.
This Project currently holds the following Florida State Licenses:

- 1 Class 3 Distribution Water License
- 3 Class C Wastewater Licenses
- 4 Class C Water Licenses
- 5 Backflow Certifications

There was 1 Call-Out in December:

- 12/09/23 – 2" Main Break – 825 E. Miracle;
  - Leak repaired under pressure using best management practices.
  - Excavated, repaired, and backfilled in 6 hours.
- 12/10/23 – 2" Main Break – Misty Water and E. Miracle;
  - Leak repaired under pressure best management practices.
  - Excavated, repaired, and backfilled in 4 hours.
- 12/11/23 – Lift Station #7 – High Level Alarm;
  - Checked fuses, reset panel, operations restored.
- 12/12/23 – 211 Lee – Sewer Issues;
  - Repaired City sewer lateral from sewer tap to property line.
  - Excavated, repaired, and backfilled in 10 hours.
- 12/18/23 – 33 Azalea – 6" Main Break;
  - Isolated repair area, repaired following best management practices.
  - Excavated, repaired, and backfilled in 11 hours.
  - PBWN issued and rescinded upon satisfactory sampling.

12/09/12 – 825 E. Miracle 6” Main Break Pictures;



12/11/23 – Misty Water & E.Miracle 2” Main Break Pictures;

12/12/23 – 211 Lee – Sewer Issue Pictures;

12/18/23 – 33 Azalea 6” Main Break;

Link to completed Work Orders for October:
MAE-Monthly Completed Work Order Summary

Safety and training:

- Weekly Safety Meetings.
- Several associates are studying for certification exams.
- Associates doing online safety training courses.
- Cross training associates to work in all areas of responsibility.

. ***The plant has been accident and injury free for 953 days.***

WASTEWATER TREATMENT
All required reports were submitted on time.
All required laboratory testing was completed per our permit.
Valve exercising on the plant is complete for this fiscal year.

Wastewater plant 1 is out of service and the equipment that is operational is being maintained and exercised. Design for rehab is halted pending an engineering study on going to the county. Preventive maintenance was performed on all operational equipment.

Clarifier 2

- Gearbox has been unfastened and removed by Jacobs Major Maintenance
- Gearbox is in repair shop currently

Spray field
Equipment is in service and ready for cutting. Spray heads are being repaired or replaced as needed.

The motor for pump two has been received. Shaft for pump two has been pulled and sent for repair.
Preventive maintenance was performed on all operational equipment.

SANITARY SEWER COLLECTION AND LIFT STATIONS
All lift stations were cleaned, and residual grease removed.
The grounds were mowed, and all litter removed.
Preventive maintenance was performed on all operational equipment.
All generators were load tested.
At Hurlburt Field station there is only one pump available with the auxiliary diesel engine. The other backup diesel engine needs repair or replacement. Quotes on repair were quite high and we are now considering replacing the auxiliary engines with a generator. This is included in the master plan.

WATER TREATMENT AND DISTRIBUTION
August 2023 Water Well Production was 11,975,000 gallons
Running annual average unaccounted-for water: 8.0%.
Preventive maintenance was performed on all operational equipment.
All permit required testing was performed with satisfactory results.
All Water wells are operational and producing, except for well 1.
Flushed several water lines and fire hydrants.
All operational equipment is being maintained and exercised per manufacturer's recommendations.

METER READING
Total number of meters read: 2,111.
Total number of Rereads: 16, (0.8%). The national average is 5%

If you have any questions regarding the monthly report, please feel free to contact me at your convenience.

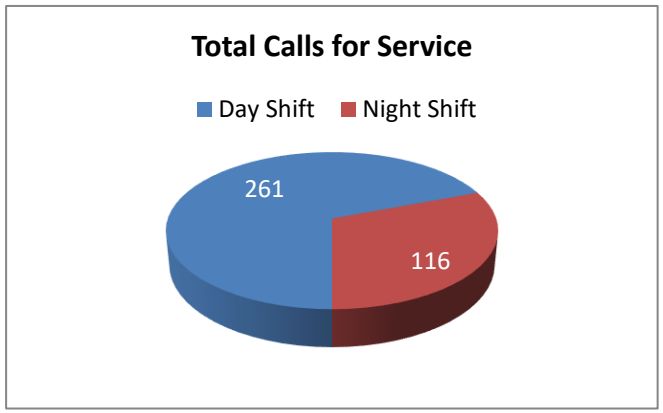
Sincerely,

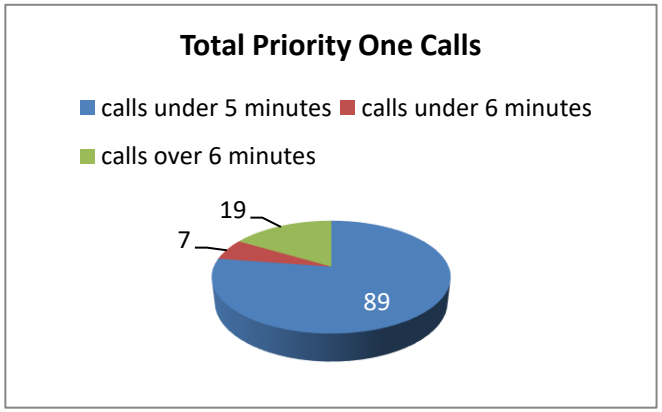
Randall Killian
Project Manager
Jacobs Eng. Group

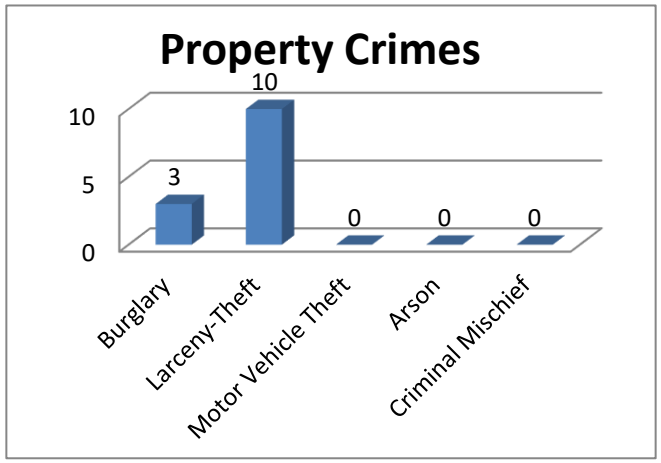
Cc : Project file
Kyle Holder

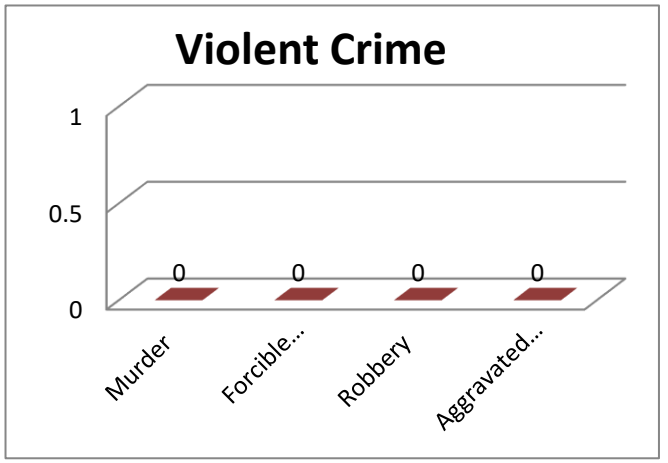
MARY ESTHER CHART Dec 2023

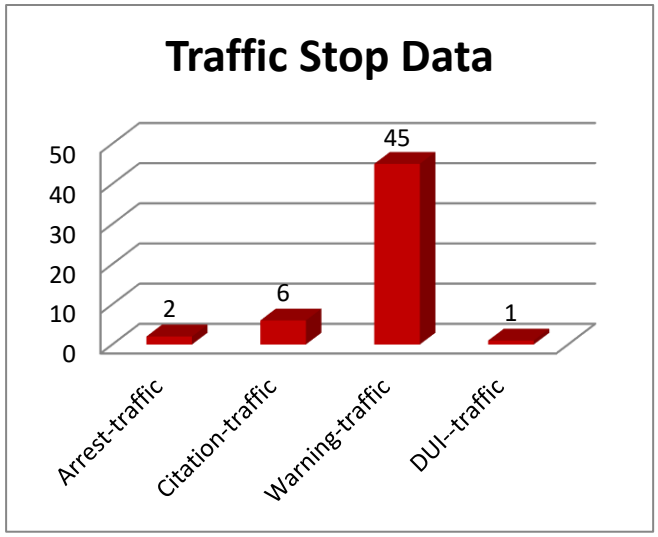
Total Calls for Service	**377**
Day Shift	261
Night Shift	116
Priority 1 Calls	**115**
calls under 5 minutes	89
calls under 6 minutes	7
calls over 6 minutes	19
Property Crimes	**13**
Burglary	3
Larceny-Theft	10
Motor Vehicle Theft	0
Arson	0
Criminal Mischief	0
Violent Crime	**0**
Murder	0
Forcible Rape	0
Robbery	0
Aggravated Assault	0
Traffic Violations-stops	**54**
Arrest-traffic	2
Citation-traffic	6
Warning-traffic	45
DUI--traffic	1
Marine Violations	**0**
Marine Citations	0
Marine Warnings	0
Marine Crashes	0
Traffic Crash	**14**
Traffic crash w/injuries	4
Traffic crash w/o injuries	10
Traffic Crash-Fatal	0

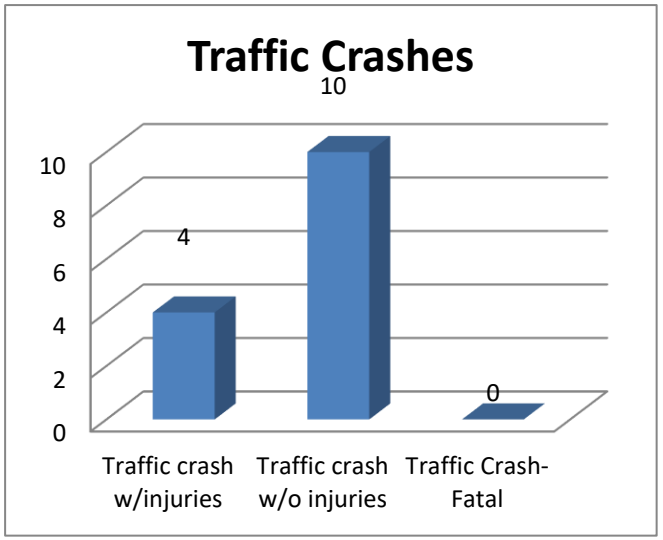












City Ord. Violations **0** **Distressed Swimmers** **0** **Drownings** **0**

Prepared by Crime Analyst Katie Parker on Jan 8, 2024

AGENDA ITEM

Agenda Item 11.1.

TO: Honorable Mayor and Members of the City Council

FROM: Heather Day, Finance Director

DATE: February 5, 2024

SUBJECT: Resolution 24-02, Issuance of Capital Improvement Revenue Note, Series 2024

BACKGROUND:
The city utilized the Florida League of Cities Bank Loan Program to facilitate financing for both the acquisition and renovation expenses related to the property at 302 Mary Esther Blvd. and the construction of a public waterfront park on S. Christobal Rd.

DISCUSSION:
On December 18th, the City issued a request for proposals from banking institutions for a loan amount of $3,797,299, with a 15 to 20-year term. By January 18th, the city staff had received proposals from three separate entities. The proposal with the most favorable terms was submitted by Webster Bank, offering a 20-year loan at 4.61% interest, with an option for prepayment or refinancing after 7 years, and estimated closing costs of $46,025.

Staff is submitting Resolution 24-02, included herein, which grants authority for the city to issue a capital improvement revenue note totaling $3,843,324. This resolution also incorporates the loan agreement with Webster Bank, provided as exhibit A. Upon approval, the city can commence the necessary preparations for the loan closing, scheduled for February 8th.

FINANCIAL IMPACT:
The requested loan amount of $3,843,324 is intended for specific purposes, allocating $2,949,500 for the acquisition and renovations of the property at 302 Mary Esther Blvd., $847,799 for the construction of a public waterfront park on S. Christobal Rd., and $46,025 for loan closing costs. Notably, the financing structure involves spreading the funding for the waterfront park over the first 10 years of the loan, while the property purchase and renovation at 302 Mary Esther Blvd. are allocated for the full 20 years.

Anticipated annual loan payments are estimated at $346,000 for the initial 10 years of the agreement, followed by $224,000 annually for the subsequent 10 years. It is essential to reiterate that the city will receive reimbursement from Okaloosa County through tourist development tax funds for all costs incurred in the purchase and construction of the waterfront park on S. Christobal Rd.

RECOMMENDATION:
Motion to approve the attached Resolution 24-02, authorizing the issuance of a capital improvements revenue note in the amount of $3,843,324 and approving the loan agreement with Webster Bank.

ATTACHMENT(S):
1. Resolution 24-02
2. Exhibit A - Form of Loan Agreement
3. Exhibit B - Loan Commitment

RESOLUTION NO. 24-02

A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, AUTHORIZING THE ISSUANCE OF ITS $3,843,324 CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2024, FOR THE PURPOSE OF FINANCING THE ACQUISITION AND DEVELOPMENT OF CERTAIN CAPITAL PROJECTS, AS MORE FULLY DESCRIBED HEREIN; AUTHORIZING THE NEGOTIATED SALE OF SUCH NOTE TO WEBSTER BANK, NATIONAL ASSOCIATION, PURSUANT TO THE TERMS AND CONDITIONS OF A LOAN AGREEMENT BY AND AMONG THE FLORIDA MUNICIPAL LOAN COUNCIL, THE CITY OF MARY ESTHER, FLORIDA, AND WEBSTER BANK, NATIONAL ASSOCIATION; APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE LOAN AGREEMENT; DESIGNATING THE NOTE AS A "QUALIFIED TAX-EXEMPT OBLIGATION;" MAKING CERTAIN OTHER COVENANTS AND AGREEMENTS IN CONNECTION WITH THE ISSUANCE OF SUCH NOTE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, participating governmental units have created the Florida Municipal Loan Council (the "Council") pursuant to a certain Interlocal Agreement and pursuant to Chapter 163, Part I, Florida Statutes, for the purpose of issuing its bonds to make loans to participating governmental units for qualified projects; and

WHEREAS, the Council administers a financing program within the State of Florida (the "State") whereby funds are provided by a qualified lending institution and loaned directly to the participating local government to finance, refinance, or reimburse the costs of qualifying projects and secured by a debt obligation issued by such participating local government (the "Program"); and

WHEREAS, through the Program, participating local governments receive access to the Council's team of professionals and pre-reviewed set of form financing documents, and the Council coordinates the financing process and professionals through loan closing; and

WHEREAS, the City of Mary Esther, Florida (the "Issuer") is a municipal corporation duly created and existing pursuant to the Constitution and laws of the State of Florida (the "State"); and

WHEREAS, the Issuer has determined that it is necessary to adopt this resolution authorizing the issuance of debt to finance the acquisition, construction, renovation, and equipping of various capital improvements, including, but not limited to, (i) the acquisition of waterfront property and the development and/or redevelopment of such property into a public park for recreational and tourism purposes, and (ii) the acquisition of land and an existing

building thereon and the renovation of such building to be used as City Hall (collectively, the "Project").

WHEREAS, the Issuer is authorized pursuant to the provisions of the Constitution of the State, Chapter 166, Florida Statutes, the Charter of the Issuer, and other applicable provisions of law, each as amended to participate in the Program and to borrow funds to finance the costs of the Project (the "Loan"); and

WHEREAS, it is determined that it is necessary and desirable and in the best interest of the inhabitants of the Issuer to finance the Project, and that the Project serves a public purpose;

WHEREAS, it is determined that it is necessary and desirable and in the best interest of the Issuer to issue its $3,843,324 City of Mary Esther, Florida Capital Improvement Revenue Note, Series 2024 (the "Note") pursuant to a Loan Agreement, by and among the Issuer, the Council, and Webster Bank, National Association (the "Lender"), in substantially the form attached hereto as Exhibit A (the "Loan Agreement"), to finance the costs of the Project and to pay the transaction costs associated with the issuance of the Note; and

WHEREAS, debt service on the Note and any other amounts due under the Loan Agreement will be secured by a covenant to budget and appropriate legally available non-ad valorem revenues of the Issuer (the "Non-Ad Valorem Revenues"), as further described in this Resolution and in the Loan Agreement; and

WHEREAS, the Non-Ad Valorem Revenues are estimated to be sufficient to pay all principal of and interest on the Note, as the same becomes due, and to make all other deposits or payments required by this Resolution and the Loan Agreement; and

WHEREAS, the Issuer received proposals from a number of financial institutions in response to the Issuer's request for proposals, dated December 28, 2023; and

WHEREAS, it is determined that it is necessary and desirable and in the best interest of the Issuer to authorize the Mayor, or his or her duly authorized designee, to accept the proposal from the Lender to extend credit to the Issuer by obtaining a loan evidenced by the Note upon the terms and conditions set forth in, this Resolution, the Loan Agreement, and in the term sheet, dated January 16, 2024, submitted by the Lender with respect to the Note, a copy of which is attached hereto as Exhibit B (the "Loan Commitment"); and

WHEREAS, due to the present volatility of the market for tax-exempt obligations such as the Note and the complexity of the transactions relating to the Note, including the duration of the Note and the relatively small size of the principal amount of the Note, it is in the best interest of the Issuer that the Note be issued on a negotiated basis to the Lender; and

WHEREAS, the Issuer will be provided all applicable disclosure information by the Lender as required by Section 218.385, Florida Statutes; and

WHEREAS, the Note shall not constitute a general obligation, or a pledge of the faith, credit, or taxing power of the Issuer, the State, or any political subdivision thereof, within the meaning of any constitutional or statutory provisions. Neither the State, nor any political subdivision thereof, nor the Issuer shall be obligated to (i) exercise its ad valorem taxing power in any form on any real or personal property of or in the Issuer to pay the principal of and interest on the Note, or any other amounts due under the Loan Agreement, or (ii) to pay the same from any other funds of the Issuer except from the Non-Ad Valorem Revenues budgeted and appropriated and deposited to the debt service fund established in the Loan Agreement, all in the manner provided in this Resolution and the Loan Agreement. The Note shall not constitute a lien on any property owned or situated within the limits of the Issuer.

NOW, THEREFORE, BE IT RESOLVED **BY THE CITY COUNCIL OF CITY OF MARY ESTHER, OKALOOSA COUNTY, FLORIDA, AS FOLLOWS:**

SECTION I. ADOPTION OF REPRESENTATIONS. The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

SECTION II. AUTHORITY. This Resolution is adopted pursuant to the Constitution of the State, Chapter 166, Florida Statutes, the Charter of the Issuer, and other applicable provisions of law, each as amended (collectively, the "Act").

SECTION III. AUTHORIZATION OF THE PROJECT. The Issuer does hereby authorize the acquisition, construction, renovation, and equipping of the Project.

SECTION IV. AUTHORIZATION OF THE LOAN AGREEMENT. To provide for the security of the Note and to express the contract among the parties to the Loan Agreement, the Issuer does hereby authorize and direct the Mayor or Vice Mayor of the Issuer, or their duly authorized designee (the "Mayor"), as attested by the City Clerk of the Issuer, or assistant, deputy, or interim City Clerk of the Issuer, or his or her duly authorized designee (the "City Clerk"), and approved as to form by the City Attorney, or his or her duly authorized designee (the "City Attorney"), if required, to execute and deliver the Loan Agreement and to undertake all actions in respect to the Loan Agreement, which is in substantially the form attached hereto as Exhibit A, with such changes, amendments, modifications, deletions, and additions as may be approved by the Mayor, after consultation with the City Attorney, the execution thereof being conclusive evidence of such approval.

SECTION V. AUTHORIZATION OF THE NOTE. Subject and pursuant to the provisions of this Resolution, and the terms and provisions of the Loan Agreement, an obligation of the Issuer to be designated as "City of Mary Esther, Florida Capital Improvement Revenue

Note, Series 2024" is hereby authorized to be issued, which Note shall evidence amounts outstanding under the Loan Agreement and will be repaid in accordance with the terms of the Loan Agreement. The proceeds of the Note shall be used for the principal purpose of financing all or a portion of the costs of the Project and financing certain costs of issuance incurred with respect to the Loan, which such costs shall include costs of issuance incurred by the Issuer, the Lender, and the Council.

SECTION VI. DESCRIPTION OF THE NOTE.

(A) The Note is to be issued as a single, fully registered note in a principal amount of $3,843,324; shall be dated its date of delivery and shall mature on October 1, 2043 (the "Maturity Date"). The Note shall bear a fixed interest rate of 4.61% per annum, and interest shall be payable on each April 1 and October 1, commencing October 1, 2024, and thereafter until the principal amount of the Note has been paid. Interest shall be calculated on the basis of a 360-day year consisting of 12 months of 30 days each. Principal shall be payable annually on October 1, commencing on October 1, 2024, and thereafter, through and including, the Maturity Date.

(B) The Note shall be subject to optional prepayment as set forth in the Loan Agreement.

SECTION VII. EXECUTION OF THE NOTE. The Note shall be executed in the name of the Issuer with the manual or facsimile signature of the Mayor, and the official seal of the Issuer shall be imprinted thereon, attested, countersigned, and authenticated with the manual or facsimile signature of the City Clerk, and approved as to form and legal sufficiency by the City Attorney, if necessary. In case any one or more of the officers who shall have signed or sealed the Note, or whose facsimile signature shall appear thereon, shall cease to be such officer of the Issuer before the Note so signed and sealed has been actually sold and delivered, such Note may nevertheless be sold and delivered as herein provided and may be issued as if the person who signed or sealed such Note had not ceased to hold such office. The Note may be signed and sealed on behalf of the Issuer by such person who at the actual time of the execution of such Note shall hold the proper office of the Issuer, although, at the date of such Note, such person may not have held such office or may not have been so authorized. The Issuer may adopt and use for such purposes the facsimile signatures of any such persons who shall have held such offices at any time after the date of the adoption of this Resolution, notwithstanding that either or both shall have ceased to hold such office at the time the Note shall be actually sold and delivered.

SECTION VIII. FORM OF THE NOTE. The text of the Note shall be in substantially the form set forth on Exhibit C of the Loan Agreement with such changes, amendments, modifications, deletions, and additions as may be approved by the Mayor, upon consultation with the City Attorney, the execution thereof being conclusive evidence of such approval.

SECTION IX. NEGOTIATED SALE OF THE NOTE.

(A) Due to the present volatility of the market for tax-exempt obligations such as the Note and the complexity of the transactions relating to the Note, including the duration of the Note and the relatively small size of the principal amount of the Note, it is in the best interest of the Issuer that the Note be issued on a negotiated basis to the Lender.

(B) Prior to the issuance of the Note, the Issuer shall receive from the Lender a Lender's Certificate, substantially in the form attached hereto as Exhibit C and a Disclosure Letter containing the information required by section 218.385, Florida Statutes, substantially in the form attached hereto as Exhibit D.

SECTION X. PAYMENT OF THE NOTE; LIMITED OBLIGATION.

(A) The principal of and interest on the Note shall be secured by a covenant to budget and appropriate legally available Non-Ad Valorem Revenues in accordance with this Resolution and the Loan Agreement.

(B) THE FULL FAITH AND CREDIT OF THE ISSUER, THE STATE, OR ANY POLITICAL SUBDIVISION THEREOF, ARE NOT PLEDGED TO THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE NOTE, AND ALL OTHER AMOUNTS DUE UNDER THE LOAN AGREEMENT, AND HOLDERS SHALL NEVER HAVE THE RIGHT TO REQUIRE OR COMPEL THE EXERCISE OF ANY TAXING POWER OF THE ISSUER, THE STATE, OR ANY POLITICAL SUBDIVISION THEREOF, TO THE PAYMENT OF SUCH PRINCIPAL OR INTEREST, OR ALL OTHER AMOUNTS DUE UNDER THE LOAN AGREEMENT. THE NOTE AND THE OBLIGATION EVIDENCED THEREBY SHALL NOT CONSTITUTE A LIEN UPON ANY PROPERTY OF THE ISSUER AND SHALL BE PAYABLE FROM AND SECURED SOLELY BY THE NON-AD VALOREM REVENUES ACTUALLY BUDGETED, APPROPRIATED, AND DEPOSITED INTO A DEBT SERVICE FUND ESTABLISHED FOR SUCH PURPOSE, ALL IN THE MANNER AND TO THE EXTENT DESCRIBED IN THIS RESOLUTION AND THE LOAN AGREEMENT. THE NOTE SHALL NOT BE OR CONSTITUTE A GENERAL OBLIGATION OR INDEBTEDNESS OF THE ISSUER AS "BONDS" WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY PROVISION.

SECTION XI. OTHER INSTRUMENTS. The Mayor, the City Clerk, the City Manager, the City Finance Director, the City Attorney, and other officers, attorneys, and other agents and employees of the Issuer are hereby authorized to perform all acts and things required of them by this Resolution and the Loan Agreement or desirable or consistent with the requirements thereof and hereof, for the full, punctual, and complete performance of all of the terms, covenants, and agreements contained in the Note, this Resolution, and the Loan Agreement, and they are hereby authorized to execute and deliver all documents which shall be required by note counsel, the Financial Advisor, or the Council to effectuate the issuance of the

Note. All action taken to date by the officers, attorneys, and any other agents and employees of the Issuer in furtherance of the issuance of the Note is hereby approved, confirmed, and ratified.

SECTION XII. BANK QUALIFIED. The Issuer hereby designates the Note in the amount which is issued hereunder, which shall be an amount equal to $3,843,324 (which together with any previous tax-exempt debt of the Issuer issued in the calendar year 2024 totals less than $10,000,000) as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3)(B)(i) of the Internal Revenue Code of 1986, as amended. There are no entities which are subordinate to or which issue obligations on behalf of the Issuer. The Issuer hereby covenants and agrees not to take any action or to fail to take any action if such action or failure would cause the Note to no longer be a "qualified tax-exempt obligation."

SECTION XIII. SEVERABILITY AND INVALID PROVISIONS. If any one or more of the covenants, agreements, or provisions herein contained shall be held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements, or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements, or provisions and shall in no way affect the validity of any of the other provisions hereof.

SECTION XIV. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

PASSED and ADOPTED this 5th day of February, 2024

By: _____
Chris Stein, Mayor

ATTEST:

_____
Dillon Morris
Interim City Clerk

Approved as to form and legality:

_____
Hayward Dykes, Jr., City Attorney

EXHIBIT A

FORM OF LOAN AGREEMENT

EXHIBIT B

THE LOAN COMMITMENT

EXHIBIT C

FORM OF LENDER CERTIFICATE

City of Mary Esther
195 Christobal Road N
Mary Esther, Florida 32569

Re: $3,843,324 City of Mary Esther, Florida Capital Improvement Revenue Note, Series 2024, dated February 8, 2024 (the "Loan Obligation")

Ladies and Gentlemen:

Webster Bank, National Association (the "Lender") is extending credit to the City of Mary Esther, Florida (the "Issuer"), evidenced by the Loan Obligation to hold for its own account to maturity or earlier prepayment and has no present intent to distribute or sell any interest therein or portion thereof other than to an affiliate of the Lender, provided that the Lender retains the right at any time to dispose of the Loan Obligation or any interest therein or portion thereof, but agrees that any such sale, transfer, or distribution by the Lender shall be made in accordance with applicable law and the provisions of the Loan Obligation. The Lender has required that as a condition to making such loan, that no CUSIP numbers be obtained and that the Loan Obligation not be made DTC eligible. No inference should be drawn that the Lender, in the acceptance of the Loan Obligation, is relying on Bryant Miller Olive P.A., Note Counsel, or Hand Arendall Harrison Sale LLC, City Attorney, as to any such matters other than the legal opinions rendered by Note Counsel and by the City Attorney.

The Lender is a lender that regularly extends credit by making loans in the form of state and local government obligations; has knowledge and experience in financial and business matters that make it capable of evaluating the Issuer, the Loan Obligation, and the risks associated with the making of such loan; and has the ability to bear the economic risk of extending the credit evidenced by the Loan Obligation.

The Lender acknowledges that it is (a) a "qualified institutional buyer" as defined in Rule 144A promulgated by the Securities and Exchange Commission pursuant to the Securities Act of 1933, as amended (the "Securities Act"), or (b) an "accredited investor" as defined in Section 501(a)(1), (2), (3) or (7) of Regulation D promulgated under the Securities Act.

The Lender has conducted its own investigation of the financial condition of the Issuer and of the security for the payment of the principal of and interest on the Loan Obligation, and has obtained such information regarding the Loan Obligation, the Issuer, and its operations, financial condition, and financial prospects as the Lender deems necessary to make an informed credit decision with respect to the making of the loan evidenced by the Loan Obligation.

The Lender acknowledges that (a) the Loan Obligation (i) has not been registered under the Securities Act of 1933, as amended, (ii) has not been registered or otherwise qualified for sale under the securities laws of any state, (iii) will not be listed on any securities exchange, and (iv) will carry no rating from any rating agency; and (b) there is no established market for the Loan Obligation and that none is likely to develop. The Lender acknowledges that Resolution No. 24-__, adopted by the Issuer on February 5, 2024, and the Loan Agreement, dated as of February 1, 2024, by and among the Florida Municipal Loan Council (the "Council"), the Issuer, and the Lender, are not being qualified under the Trust Indenture Act of 1939, as amended. The Lender acknowledges that (a) the making of the loan evidenced by the Loan Obligation is not intended to be subject to the requirements of Rule 15c2-12 promulgated under the Securities Exchange Act of 1934, as amended, and (b) the Issuer has not prepared or caused to be prepared, any official statement, private placement memorandum or other offering document, or other disclosure document.

The Lender is not acting as a fiduciary for the Issuer or in the capacity of broker, dealer, placement agent, municipal securities underwriter, municipal advisor, or fiduciary in connection with its making of the loan evidenced by the Loan Obligation. The Lender has not acted as an agent or served as the Issuer's municipal advisor (as defined in Section 15B of the Securities and Exchange Act of 1934). The Lender has no fiduciary duty to the Issuer and is entering into an arm's length transaction involving extending credit to the Issuer evidenced by the Loan Obligation. The Lender has not provided, and will not provide, financial, legal (including securities law), tax, accounting, or other advice to or on behalf of the Issuer (including to any financial advisor or any placement agent engaged by the Issuer) with respect to the structuring, issuance, sale, or delivery of the Loan Obligation. The Lender expresses no view regarding the legal sufficiency of its representations for purposes of compliance with any legal requirements applicable to any other party, including but not limited to the Issuer or its financial advisor or placement agent.

The Lender acknowledges that the Council is a "municipal entity" under Section 15B(e)(8) of the Securities Exchange Act of 1934 (15 U.S.C.A.) and that it is not a municipal advisor to the Issuer and is not acting as such in providing services with respect to the Loan Obligation. The Lender also acknowledges that neither the Council nor Public Resources Advisory Group (the "Financial Advisor"), are acting as a broker or dealer with respect to the Loan Obligation nor is the loan being distributed as a security or otherwise marketed by the Council.

The Lender acknowledges that the Financial Advisor is relying on the representations contained herein for purposes of the Municipal Advisor's determination (i) that this transaction meets the requirements for being a qualified exception for purposes of MSRB Rule G-34, and (ii) that the Municipal Advisor is excepted and released from the requirement to request a CUSIP assignment on behalf of the Issuer pursuant to MSRB Rule G-34 for the Loan Obligation.

[Remainder of page intentionally left blank]

DATED this 8th day of February, 2024.

WEBSTER BANK, NATIONAL ASSOCIATION

By: _____
Name: Kevin C. King
Title: Senior Managing Director

EXHIBIT D

FORM OF DISCLOSURE LETTER

The undersigned, on behalf of Webster Bank, National Association, (the "Lender"), proposes to negotiate with the City of Mary Esther, Florida (the "Issuer") for the extension of credit to the Issuer through the private purchase of the Issuer's $3,843,324 City of Mary Esther, Florida Capital Improvement Revenue Note, Series 2024 (the "Note"). Prior to the award of the Note, the following information is hereby furnished to the Issuer:

1. Set forth below is an itemized list of the nature and estimated amounts of expenses to be incurred for services rendered to the Lender in connection with the issuance of the Note:

Gilmore & Bell, P.C., Lender's Counsel
$5,000.00

2. (a) No other fee, bonus, or other compensation is estimated to be paid by the Lender in connection with the issuance of the Note to any person not regularly employed or retained by the Lender (including any "finder" as defined in Section 218.386(1)(a), Florida Statutes), except as specifically enumerated as expenses to be incurred by the Lender, as set forth in paragraph 1. above.

(b) No person has entered into an understanding with the Lender, or to the knowledge of the Lender, with the Issuer, for any paid or promised compensation or valuable consideration, directly or indirectly, expressly or implied, to act solely as an intermediary between the Issuer and the Lender or to exercise or attempt to exercise any influence to effect any transaction in connection with the Note.

3. The amount of the underwriting spread expected to be realized by the Lender is $0.00.

4. The management fee to be charged by the Lender is $0.00.

5. Truth-in-Bonding Statement:

The Issuer is proposing to issue the Note in the principal amount of $3,843,324 to finance the costs of certain capital improvements as described in Resolution No. 24-___ (the "Resolution") and the Loan Agreement, dated as of February 1, 2024, by and among the Issuer, the Lender, and the Florida Municipal Loan Council (the "Loan Agreement").

Based solely on calculations provided by Public Resources Advisory Group, the Note is expected to be repaid over a period of approximately 19.6 years. At a forecasted interest rate of 4.61%, total interest paid over the life of the Note is estimated to be approximately $1,840,194.13. The source

of repayment or security for the Note is a covenant to budget and appropriate Non-Ad Valorem Revenues (as defined in the Loan Agreement). Issuance of the Note is estimated to result in an annual average of approximately $289,278.46 of the Non-Ad Valorem Revenues not being available to finance the other services of the Issuer during the life of the Note for approximately 19.6 years. This paragraph is provided pursuant to section 218.385, Florida Statutes, is for informational purposes only, and shall not affect or control the actual terms and conditions of the Note.

6. The name and address of the Lender is as follows:

Webster Bank, National Association
360 Lexington Avenue, 5th Floor
New York, New York 10017
Attention: Public Sector Finance

This Disclosure Letter is provided for the sole purpose of complying with Section 218.385, Florida Statutes, as amended, and does not change the terms of and is not evidence of the terms of the Note. It is the understanding of the Lender that the Issuer has not requested any further disclosure from the Lender.

IN WITNESS WHEREOF, the undersigned has executed this Disclosure Letter on behalf of the Lender this 8th day of February, 2024.

WEBSTER BANK, NATIONAL ASSOCIATION

By: _____
Name: Kevin C. King
Title: Senior Managing Director

EXHIBIT A

LOAN AGREEMENT

by and among

WEBSTER BANK, NATIONAL ASSOCIATION

FLORIDA MUNICIPAL LOAN COUNCIL,

and

CITY OF MARY ESTHER, FLORIDA

Dated as of February 1, 2024

CITY OF MARY ESTHER, FLORIDA
CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2024

This Instrument Prepared By:

Jason M. Breth, Esquire
Bryant Miller Olive P.A.
1545 Raymond Diehl Road, Suite 300
Tallahassee, Florida 32308

and

JoLinda Herring, Esquire
Bryant Miller Olive P.A.
SunTrust International Center
1 SE 3rd Avenue, Suite 2200
Miami, Florida 33131

TABLE OF CONTENTS

Page

ARTICLE I DEFINITIONS 2

SECTION 1.01. DEFINITIONS. 2
SECTION 1.02. USES OF PHRASES. 8

ARTICLE II REPRESENTATIONS, WARRANTIES, AND COVENANTS OF ISSUER 8

SECTION 2.01. REPRESENTATIONS, WARRANTIES, AND COVENANTS. 8
SECTION 2.02. COVENANTS OF THE ISSUER. 12
SECTION 2.03. ISSUER PAYMENTS. 20

ARTICLE III THE LOAN AND THE NOTE 21

SECTION 3.01. ISSUANCE OF THE NOTE AND THE LOAN. 21
SECTION 3.02. EVIDENCE OF LOAN. 21
SECTION 3.03. PURCHASE OF NOTE. 21
SECTION 3.04. DESCRIPTION OF THE NOTE. 21
SECTION 3.05. LOAN FOR PURPOSE OF FINANCING THE PROJECT. 21

ARTICLE IV LOAN TERM AND LOAN CLOSING REQUIREMENTS 22

SECTION 4.01. COMMENCEMENT OF LOAN TERM. 22
SECTION 4.02. TERMINATION OF LOAN TERM. 22
SECTION 4.03. LOAN CLOSING SUBMISSIONS. 22
SECTION 4.04. ADMINISTRATION FEE. 23

ARTICLE V LOAN REPAYMENTS 23

SECTION 5.01. PAYMENT OF BASIC PAYMENTS. 23
SECTION 5.02. PAYMENT OF ADDITIONAL PAYMENTS. 23
SECTION 5.03. OBLIGATIONS OF ISSUER UNCONDITIONAL. 24
SECTION 5.04. PREPAYMENT. 25

ARTICLE VI DEFEASANCE 25

SECTION 6.01. DEFEASANCE OF THE LOAN AGREEMENT AND THE NOTE. 25

ARTICLE VII ASSIGNMENT AND PAYMENT BY THIRD PARTIES 26

SECTION 7.01. ASSIGNMENT OF LOAN AGREEMENT. 26
SECTION 7.02. NO PARTNERSHIP, ETC. 26

ARTICLE VIII EVENTS OF DEFAULT AND REMEDIES 26

SECTION 8.01. EVENTS OF DEFAULT DEFINED. 26
SECTION 8.02. NOTICE OF DEFAULT. 28
SECTION 8.03. REMEDIES ON DEFAULT. 28

SECTION 8.04. NO REMEDY EXCLUSIVE; WAIVER, NOTICE. 29
SECTION 8.05. APPLICATION OF MONEYS. 29

ARTICLE IX MISCELLANEOUS....29

SECTION 9.01. NOTICES.....29
SECTION 9.02. BINDING EFFECT. 30
SECTION 9.03. SEVERABILITY.....30
SECTION 9.04. AMENDMENTS, CHANGES, AND MODIFICATIONS.....30
SECTION 9.05. EXECUTION IN COUNTERPARTS.....30
SECTION 9.06. APPLICABLE LAW; VENUE. 30
SECTION 9.07. BENEFIT OF NOTEHOLDER.....30
SECTION 9.08. CONSENTS AND APPROVALS. 31
SECTION 9.09. IMMUNITY OF OFFICERS, EMPLOYEES, AND MEMBERS OF COUNCIL AND ISSUER. 31
SECTION 9.10. CAPTIONS. 31
SECTION 9.11. NO PECUNIARY LIABILITY OF COUNCIL.....31
SECTION 9.12. PAYMENTS DUE ON HOLIDAYS. 31
SECTION 9.13. CALCULATIONS.....31
SECTION 9.14. TIME OF PAYMENT. 31
SECTION 9.15. WAIVER OF JURY TRIAL.....31

EXHIBIT A: USE OF LOAN PROCEEDS
EXHIBIT B: OPINION OF ISSUER'S COUNSEL
EXHIBIT C: FORM OF NOTE

LOAN AGREEMENT

This Loan Agreement (the "Loan Agreement"), dated as of February 1, 2024, and entered into among WEBSTER BANK, NATIONAL ASSOCIATION, and its successors and assigns (the "Lender"), the FLORIDA MUNICIPAL LOAN COUNCIL (the "Council"), a separate legal entity and public body corporate and politic duly created and existing under the Constitution and laws of the State, and the CITY OF MARY ESTHER, FLORIDA (the "Issuer"), a duly constituted municipality under the laws of the State.

W I T N E S S E T H:

WHEREAS, capitalized terms used in these recitals and not otherwise defined shall have the meanings specified in Article I of this Loan Agreement; and

WHEREAS, the Council is a separate legal entity and public body corporate and politic duly created and existing under the laws of the State organized and existing under and by virtue of the Interlocal Agreement by and among, initially, the City of DeLand, Florida, the City of Rockledge, Florida, and the City of Stuart, Florida, as amended and supplemented, together with the additional governmental entities who become members of the Council, in accordance with Chapter 163, Part I, Florida Statutes, as amended; and

WHEREAS, the Council has determined that the public interest will best be served and that the purposes of the Interlocal Act can be more advantageously obtained by the Council's administering a financing program within the State whereby funds are provided by a qualified lending institution and loaned directly to the participating local government to finance, refinance, or reimburse the costs of qualifying projects and secured by a debt obligation issued by the participating local government; and

WHEREAS, the Issuer is authorized under and pursuant to the Act and the Resolution to participate in the Program, enter into this Loan Agreement, and issue the Note for the purposes set forth herein; and

WHEREAS, pursuant to the authority of the Act, the Council desires to assist the Issuer in participating in the Program to provide a loan evidenced by the Note issued by the Issuer in an amount necessary to enable the Issuer to finance or reimburse the Costs of the Project; and

WHEREAS, pursuant to the authority of the Act and the Resolution, the Issuer desires to issue the Note and borrow such amount subject to the terms and conditions of and for the purposes set forth in this Loan Agreement; and

WHEREAS, the Issuer has determined that it is necessary, desirable, and in the best interests of the Issuer and its citizens, visitors, property owners, and workers, and to serve a public purpose that the Project be financed and completed; and

WHEREAS, the Issuer has determined that the lending of funds by the Lender to the Issuer pursuant to the terms of this Loan Agreement will assist in the development and maintenance of the public welfare of the residents of the State and the areas served by the Issuer, and shall serve a public purpose by improving the health and living conditions, and providing adequate governmental services, facilities, and programs and will promote the most efficient and economical development of such services, facilities, and programs in the State and the areas served by the Issuer; and

WHEREAS, the Issuer has determined that a covenant to budget and appropriate Non-Ad Valorem Revenues shall secure the Issuer's payment obligations under this Loan Agreement and the Note; and

WHEREAS, neither the Issuer nor the State or any political subdivision thereof, shall in any way be obligated to pay the principal of or interest on the Note, except that the Note shall be payable by the Issuer and secured solely from the funds and revenues pledged under and pursuant to this Loan Agreement, as the same shall become due, and the issuance of the Note hereunder shall not directly, indirectly, or contingently obligate the Issuer, the State, or any political subdivision or municipal corporation thereof to levy or pledge any form of ad valorem taxation for their payment; and

WHEREAS, the Lender is willing to extend credit to the Issuer by paying a purchase price for the Note as set forth herein in order to provide the funds to finance the Loan.

NOW, THEREFORE, for and in consideration of the premises hereinafter contained, the parties hereto agree as follows:

ARTICLE I

DEFINITIONS

SECTION 1.01. DEFINITIONS.

Unless the context or use indicates another meaning or intent, the following words and terms as used in this Loan Agreement shall have the following meanings, and any other hereinafter defined words and terms, shall have the meanings as therein defined.

"Accountant" means the independent certified public accountant or firm of independent certified public accountants employed by the Issuer under the provisions of this Loan Agreement to perform and carry out the duties imposed on the Accountant by this Loan Agreement.

"Act" means, collectively, to the extent applicable to the Issuer, Article VIII, Section 2 of the Florida Constitution; Chapter 166, Florida Statutes; the Charter of the Issuer; and other applicable provisions of law, each as amended.

"Additional Payments" means payments required by Section 5.02 hereof.

"Administration Fee" means the fee by that name described in Section 4.04 hereof.

"Audit" means the audited financial statements of the Issuer.

"Authorized Representative" means, when used pertaining to the Council, the Chairman of the Council, and such other designated members, agents, or representatives as may hereafter be selected by Council resolution; and, when used with reference to the Issuer, means the Person performing the functions of the Mayor or Mayor Pro Tem thereof or other officer authorized to exercise the powers and perform the duties of the Mayor; and, when used with reference to an act or document, also means any other Person authorized by resolution or ordinance to perform such act or sign such document.

"Balloon Indebtedness" means Debt, 25% or more of the original principal of which matures during any one Fiscal Year.

"Basic Payments" means the payments denominated as such in Section 5.01 hereof.

"Business Day" means any day of the year which is not a Saturday or Sunday or a day on which banking institutions located in New York, New York or the State are required or authorized to remain closed.

"Certificate," "Statement," "Request," "Requisition," and "Order" of the Council means, respectively, a written certificate, statement, request, requisition, or order signed in the name of the Council by its Chairman, Program Administrator, or such other Person as may be designated and authorized to sign for the Council; or of the Issuer means, respectively, a written certificate, statement, request, requisition, or order signed in the name of the Issuer by its Mayor or Vice Mayor, or such other Person as may be designated and authorized to sign for the Issuer. Any such instrument and supporting opinions or representations, if any, may, but need not, be combined in a single instrument with any other instrument, opinion, or representation, and the two or more so combined shall be read and construed as a single instrument.

"City Clerk" means the City Clerk of the Issuer or assistant, deputy, or interim City Clerk of the Issuer, or such other Person as may be duly authorized by the City Council to act on his or her behalf.

"City Council" means the governing body of the Issuer.

"City Manager" means the City Manager of the Issuer or any assistant or deputy City Manager of the Issuer, or such other Person as may be duly authorized by the City Council to act on his or her behalf.

"Closing" means the closing of the Loan pursuant to this Loan Agreement.

"Closing Memorandum" means the Closing Memorandum for the Note, dated February 8, 2024, and providing the details for the delivery of the Note, the receipt and application of the proceeds of the Note and other moneys, and the costs of issuance to be paid with respect to the Note.

"Code" means the Internal Revenue Code of 1986, as amended, from time to time, including, when appropriate, the statutory predecessor thereof, or any applicable corresponding provisions of any future laws of the United States of America relating to federal income taxation, and except as otherwise provided herein or required by the context hereof, includes interpretations thereof contained or set forth in the applicable regulations of the Department of the Treasury (including applicable final or temporary regulations and also including regulations issued pursuant to the statutory predecessor of the Code, the applicable rulings of the Internal Revenue Service (including published Revenue Rulings and private letter rulings), and applicable court decisions).

"Costs" means all or a portion of the costs of undertaking the Project including, but not limited to: the purchase price of any project acquired; the cost of constructing or acquiring improvements; the cost of construction, extension, or enlargement; the cost of all lands, properties, rights, easements and franchises acquired; the cost of all machinery and equipment, financing charges, interest during construction; and, if deemed advisable, for one year after completion of construction, cost of investigations, audits, and engineering and legal services; and all other expenses necessary or incident to determining the feasibility or practicability of such acquisition or construction, administrative expense, and such other expenses as may be necessary or incident to the financing herein authorized and to the acquisition or construction, of a project and the placing of the same in operation. Any obligation or expense incurred by the Issuer prior to the issuance of notes for engineering studies and for estimates of cost and of revenues, and for other technical, financial, or legal services in connection with the acquisition or construction of any project, may be regarded as a part of the cost of such project.

"Council" means the Florida Municipal Loan Council.

"Counsel" means an attorney duly admitted to practice law before the highest court of the State and, without limitation, may include legal counsel for either the Council, the Lender, or the Issuer.

"Debt" means at any date (without duplication) all of the following to the extent that they are guaranteed or secured by or payable in whole or in part from any Non-Ad Valorem

Revenues (a) all obligations of the Issuer for borrowed money or evidenced by bonds, debentures, notes, or other similar instruments; (b) all obligations of the Issuer to pay the deferred purchase price of property or services, except trade accounts payable under normal trade terms and which arise in the ordinary course of business; (c) all obligations of the Issuer as lessee under capitalized leases; (d) all indebtedness of other Persons to the extent guaranteed by, or secured by, the Non-Ad Valorem Revenues of the Issuer; and (e) any obligation of the Issuer for borrowed money or evidenced by bonds, debentures, notes, or other similar instruments where the security provided by the Non-Ad Valorem Revenues is not the primary security for the obligation or is a backup pledge for the obligation; provided, however, if with respect to any obligation contemplated in (d) or (e) above, such obligation shall not be considered "Debt" for purposes of this Loan Agreement unless the Issuer has actually used Non-Ad Valorem Revenues to satisfy such obligation during the immediately preceding Fiscal Year or reasonably expects to use Non-Ad Valorem Revenues to satisfy such obligation in the current or immediately succeeding Fiscal Year. After an obligation is considered "Debt" as a result of the proviso set forth in the immediately preceding sentence, it shall continue to be considered "Debt" until the Issuer has not used any Non-Ad Valorem Revenues to satisfy such obligation for two consecutive Fiscal Years.

"Debt Service Fund" means the special fund of the Issuer designated "City of Mary Esther, Florida Capital Improvement Revenue Note, Series 2024 Debt Service Fund" established pursuant to Section 2.02(b) hereof.

"Default" means an event or condition the occurrence of which would, with the lapse of time or the giving of notice or both, become an Event of Default.

"Event of Default" shall have the meaning ascribed to such term in Section 8.01 of this Loan Agreement.

"Fiscal Year" means the period commencing on October 1 of each year and continuing through the next succeeding September 30, or such other period as may be prescribed by law.

"Governmental Funds" means all of the "governmental funds" of the Issuer as described and identified in the Audit.

"Governmental Funds Revenues" means total revenues of the Issuer derived from any source whatsoever and that are allocated to and accounted for in the Governmental Funds.

"Governmental Obligations" means (i) non-callable direct obligations of the United States of America ("Treasuries"), (ii) evidences of ownership of proportionate interests in future interest and principal payments on Treasuries held by a bank or trust company as custodian, under which the owner of the investment is the real party in interest and has the right to proceed directly and individually against the obligor and the underlying Treasuries are not

available to any Person claiming through the custodian or to whom the custodian may be obligated, or (iii) any combination of the foregoing.

"Interest Account" means the separate account in the Debt Service Fund established pursuant to Section 2.02(b) hereof.

"Interest Payment Date" means April 1 and October 1 of each year, commencing October 1, 2024.

"Interest Period" means the semi-annual period between Interest Payment Dates.

"Interlocal Act" means Chapter 163, Part I, Florida Statutes.

"Interlocal Agreement" means that certain Interlocal Agreement originally dated as of December 1, 1998, initially by and among the City of Stuart, Florida, the City of Rockledge, Florida, and the City of DeLand, Florida, together with the additional governmental entities who become members of the Council, all as amended and supplemented from time to time.

"Issuer" means the City of Mary Esther, Florida, a Florida municipal corporation.

"Loan" means the Loan made by the Lender to the Issuer from proceeds of the Note in order to finance or reimburse the Costs of the Project in the amount specified in Section 3.01 herein.

"Loan Agreement" means this Loan Agreement and any amendments and supplements hereto.

"Loan Repayments" means the payments of principal and interest and other payments payable by the Issuer pursuant to the provisions of this Loan Agreement, including, without limitation, Additional Payments.

"Loan Term" means the term of the Loan provided for in Article IV of this Loan Agreement.

"Maturity Date" means October 1, 2043.

"Maximum Rate" means the maximum rate allowed by the laws of the State of Florida.

"Mayor" means the Mayor of the Issuer, or in his or her absence or inability to act, the Mayor Pro Tem of the Issuer or such other Person as may be duly authorized by the City Council to act on his or her behalf.

"Non-Ad Valorem Revenues" means all revenues of the Issuer derived from any source whatsoever other than revenues generated from ad valorem taxation on real or personal property, and which are legally available to make the Loan Repayments.

"Note" means the $3,843,324 City of Mary Esther, Florida Capital Improvement Revenue Note, Series 2024.

"Note Counsel" means Bryant Miller Olive P.A. or any other attorney at law or firm of attorneys, of nationally recognized standing in matters pertaining to the exclusion from gross income for federal income tax purposes of interest on obligations issued by states and political subdivisions, and duly admitted to practice law before the highest court of any state of the United States of America.

"Noteholder," "Holder," "holder of the Note," "Owner," "owner of the Note," "Lender," or any similar term, when used with reference to the Note, means any Person who shall be the registered owner of the outstanding Note as provided in the registration books of the Issuer. The initial Noteholder shall be the Lender.

"Permitted Investments" means any investments authorized pursuant to the laws of the State and the Issuer's written investment policy, if any.

"Person" means an individual, a corporation, a partnership, an association, a trust, or any other entity or organization including a government or political subdivision or an agency or instrumentality thereof.

"Principal Account" means the separate account in the Debt Service Fund established pursuant to Section 2.02(b) hereof.

"Principal Payment Date" means October 1, 2024, and thereafter each October 1 through and including the Maturity Date.

"Program" means the Council's program whereby funds are provided by a qualified lending institution and loaned directly to the participating local government to finance, refinance, or reimburse the costs of qualifying projects and secured by a debt obligation issued by the participating local government.

"Program Administrator" means the Florida League of Cities, Inc., a non-profit Florida corporation.

"Project" means the governmental undertaking approved by the City Council, as more specifically detailed on Exhibit A hereof, and as may be amended from time to time in accordance with this Loan Agreement.

"Project Fund" means the special fund of the Issuer designated "City of Mary Esther, Florida Capital Improvement Revenue Note, Series 2024, Project Fund" established pursuant to Section 2.02(b) hereof.

"Resolution" means the resolution authorizing the issuance of the Note, adopted by the Issuer on February 5, 2024, as may be amended and supplemented from time to time, or its successor in function.

"State" means the State of Florida.

SECTION 1.02. USES OF PHRASES.

Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. Unless the context shall otherwise indicate, the words "Note," "Noteholder," "Owner," and "Person" shall include the plural as well as the singular number. All references herein to specific sections of the Code refer to such sections of the Code and all successor or replacement provisions thereto.

ARTICLE II

REPRESENTATIONS, WARRANTIES, AND COVENANTS OF ISSUER

SECTION 2.01. REPRESENTATIONS, WARRANTIES, AND COVENANTS. The Issuer represents, warrants, and covenants on the date hereof for the benefit of the Lender as follows:

(a) Organization and Authority. The Issuer:

(1) is a duly organized and validly existing municipality of the State; and

(2) has all requisite power and authority to own and operate its properties, to undertake, finance, or be reimbursed for the Project, to covenant to budget and appropriate the Non-Ad Valorem Revenues to the repayment of the Note and the other obligations of the Issuer hereunder, and to carry on its activities as now conducted and as presently proposed to be conducted.

(b) Full Disclosure. There is no fact that the Issuer knows of which has not been specifically disclosed in writing to the Lender that materially and adversely affects or, except for pending or proposed legislation or regulations that are a matter of general public information affecting the State municipalities generally, that will materially adversely affect the properties, activities, prospects, or condition (financial or otherwise)

of the Issuer or the ability of the Issuer to repay the Note or to perform its obligations under this Loan Agreement.

The Audit, including, but not limited to the Audit for the Fiscal Year ended September 30, 2022, financial statements, balance sheets, and any other written statement furnished by the Issuer to the Lender were prepared in accordance with Generally Accepted Accounting Principles ("GAAP") and do not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements contained therein or herein not misleading. There is no fact known to the Issuer which the Issuer has not disclosed to the Lender in writing which materially adversely affects or is likely to materially adversely affect the financial condition of the Issuer, or its ability to make the payments under this Loan Agreement when and as the same become due and payable.

(c) Pending Litigation. There are no proceedings pending, or to the knowledge of the Issuer threatened, against or affecting the Issuer, except as specifically described in writing to the Lender, in any court or before any governmental authority or arbitration board or tribunal that, if adversely determined, would materially and adversely affect the properties, prospects, or condition (financial or otherwise) of the Issuer, or the existence or powers or ability of the Issuer to enter into and perform its obligations under this Loan Agreement.

(d) Borrowing Legal and Authorized. The execution and delivery of this Loan Agreement and the consummation of the transactions provided for in this Loan Agreement and compliance by the Issuer with the provisions of this Loan Agreement:

(1) are within the powers of the Issuer and have been duly and effectively authorized by all necessary action on the part of the Issuer; and

(2) do not and will not (i) conflict with or result in any material breach of any of the terms, conditions, or provisions of, or constitute a default under, or result in the creation or imposition of any lien, charge, or encumbrance upon any property or assets of the Issuer pursuant to any indenture, loan agreement, or other agreement or instrument (other than this Loan Agreement) or restriction to which the Issuer is a party or by which the Issuer, its properties, or operations are bound as of the date of this Loan Agreement; or (ii) with the giving of notice or the passage of time or both, constitute a breach or default or so result in the creation or imposition of any lien, charge, or encumbrance, which breach, default, lien, charge, or encumbrance (described in (i) or (ii)) could materially and adversely affect the validity or the enforceability of this Loan Agreement or the Issuer's ability to perform fully its obligations under this Loan Agreement, nor does such action or inaction result in any violation of the provisions of the Act, the Resolution, or any laws, ordinances, governmental

rules or regulations, or court orders to which the Issuer, its properties, or operations may be bound.

(e) No Defaults. No Event of Default or Default has occurred or exists. The Issuer is not in violation in any material respect, and has not received notice of any claimed violation (except such violations as (1) heretofore have been specifically disclosed in writing to, and have been in writing specifically consented to, by the Lender and (2) do not, and shall not, have any material adverse effect on the transactions herein contemplated and the compliance by the Issuer with the terms hereof), of any terms of any agreement or other instrument to which it is a party or by which it, its properties, or its operations may be bound, which may materially adversely affect the ability of the Issuer to perform hereunder.

(f) Governmental Consents. The Issuer has obtained, or expects to obtain when required, all permits, approvals, and findings of non-reviewability required as of the date hereof by any governmental body or officer for the acquisition, construction, installation, rehabilitation, improvement, and/or equipping of the Project, including, but not limited to, construction and renovation work necessary for such acquisition, construction, installation, rehabilitation, improvement, and/or equipping, the financing thereof or the reimbursement of the Issuer therefor, or the use of the Project, and, prior to or after entering into the Loan, the Issuer will obtain all other such permits, approvals, and findings as may be necessary for the foregoing and for the Loan and the proper application thereof. The Issuer has complied with or will comply with all applicable provisions of law requiring any notification, declaration, filing, or registration with any agency or other governmental body or officer in connection with the acquisition, construction, installation, rehabilitation, improvement, and/or equipping of the Project, including, but not limited to, construction and renovation work necessary for such acquisition, construction, installation, rehabilitation, improvement, equipping, financing, or reimbursement thereof, or reimbursement of the Issuer therefor. Any such acquisition, construction, installation, rehabilitation, improvement, equipping, financing, or reimbursement contemplated in this Loan Agreement is consistent with, and does not violate or conflict with, the terms of any such agency or other governmental consent, order, or other action which is applicable thereto. No further consent, approval, or authorization of, or filing, registration, or qualification with, any governmental authority is required on the part of the Issuer as a condition to the execution and delivery of this Loan Agreement, or to amounts becoming outstanding hereunder.

(g) Compliance with Law. The Issuer is in compliance with all laws, ordinances, and governmental rules and regulations to which it is subject, and which are material to its properties, operations, finances, or status as a municipal corporation or subdivision of the State. The Issuer will take all reasonable legal action within its control

in order to maintain its existence as a municipal corporation of the State, and shall not voluntarily dissolve.

(h) Use of Proceeds.

(1) The Issuer deems it necessary, desirable, and in the best financial interest of the Issuer to finance the acquisition, construction, installation, rehabilitation, improvement, and/or equipping of the Project. The financing of the Project in the manner herein provided is hereby authorized.

(2) The Issuer will apply the proceeds of the Loan from the Lender for (i) the financing of the Costs of the Project as set forth in Exhibit A hereto; and (ii) paying the transaction costs associated with the issuance of the Note. Simultaneously with the Closing of the Loan, a portion of the proceeds of the Loan will, at the Issuer's request and instruction as provided in Section 3.05 herein, be deposited into the Project Fund.

(3) If any component of the Project listed in Exhibit A is not paid for out of the proceeds of the Loan at the Closing of the Loan, the Issuer shall, as quickly as reasonably possible, with due diligence, use the remainder of the proceeds of the Loan listed in Exhibit A and any investment earnings thereon to pay the Costs of the Project. All such proceeds of the Loan shall be expended prior to February 8, 2027; provided, however, such time limit may be extended by the written consent of the Lender with notice to the Council, and provided further, the Issuer must obtain an opinion of Note Counsel to the effect that such extension of such time limit will not adversely affect the validity of the Note or tax-exempt status of the Note. The Issuer may amend Exhibit A to provide for the financing of different or additional Project if the Issuer, after the date hereof, deems it to not be in the interest of the Issuer to acquire, construct, install, rehabilitate, improve, and/or equip of any item of the Project or the Costs of the Project prove to be less than the amounts listed on Exhibit A and the investment earnings thereon, without the consent of the Lender or the Council (but with notice thereto); provided, however, the Issuer must obtain an opinion of Note Counsel to the effect that such an amendment and the completion of the revised Project will not adversely affect the validity of the Note or tax-exempt status of the Note regarding the amended Exhibit A.

(4) The Issuer will be responsible for repaying, through the Loan Repayments, the Note issued to fund the Loan, including the portion of the Note issued to fund any transaction costs associated with the issuance of the Note.

(5) The Issuer covenants that it will make no use of the proceeds of the Note that are in its control at any time during the term of the Note, which

would cause the Note to be an "Arbitrage Bond" within the meaning of Section 148 of the Code.

(6) The Issuer covenants that it shall neither take any action nor fail to take any action or to the extent that it may do so, permit any other party to take any action which, if either taken or not taken, would adversely affect (i) the exclusion from gross income for Federal income tax purposes of interest on the Note, or (ii) the qualification of the Note as a "qualified tax exempt obligation" under Section 265(b)(3) of the Code.

(i) Project. All items constituting the Project are permitted to be financed or reimbursed with the proceeds of the Note and the Loan pursuant to the Act.

SECTION 2.02. COVENANTS OF THE ISSUER. The Issuer makes the following covenants and representations as of the date first above written and such covenants shall continue in full force and effect during the Loan Term:

(a) Security for the Loan and Loan Repayments. Subject to the provisions of Section 2.02(n) hereof, the Issuer covenants and agrees to appropriate in its annual budget, by amendment, if required, and to deposit or credit to the Debt Service Fund to pay, when due under this Loan Agreement, directly to the Lender, amounts of Non-Ad Valorem Revenues of the Issuer sufficient to satisfy and timely make the Loan Repayments as required under this Loan Agreement. Such covenant is subject in all respects to the payment of obligations secured by a pledge of such Non-Ad Valorem Revenues heretofore or hereafter entered into. Such covenant and agreement on the part of the Issuer to budget and appropriate such amounts of Non-Ad Valorem Revenues shall be cumulative, and shall continue until such Non-Ad Valorem Revenues or other legally available revenues in amounts sufficient to make all required Loan Repayments, including delinquent Loan Repayments, shall have been budgeted, appropriated, and actually paid to the Lender. The Issuer further acknowledges and agrees that the obligations of the Issuer to include the amount of any deficiency in Loan Repayments in each of its annual budgets and to pay such deficiencies from Non-Ad Valorem Revenues may be enforced in a court of competent jurisdiction in accordance with the remedies set forth herein. Notwithstanding the foregoing or any provision of this Loan Agreement to the contrary, the Issuer does not covenant to maintain any services or programs now maintained by the Issuer which generate Non-Ad Valorem Revenues or to maintain the charges it presently collects for any such services or programs.

(b) Funds and Accounts.

(1) The Issuer hereby covenants and agrees to establish a separate fund to be known as the "City of Mary Esther, Florida Capital Improvement Revenue Note, Series 2024 Debt Service Fund." The Issuer hereby covenants and

agrees to maintain in the Debt Service Fund the following accounts: the "Interest Account" and the "Principal Account." The Issuer hereby covenants and agrees to establish a separate fund to be known as the "City of Mary Esther, Florida Capital Improvement Revenue Note, Series 2024 Project Fund." Moneys in the aforementioned funds and accounts, until applied in accordance with the provisions hereof, shall be subject to a lien and charge in favor of the Noteholder and for the further security of the Noteholder. The Project Fund and the Debt Service Fund shall constitute trust funds for State law purposes to secure the Noteholder, and shall at all times be kept separate and distinct from all other funds and accounts of the Issuer and used only as herein provided.

(2) The Issuer shall at any time and from time to time appoint one or more qualified depositories to hold, for the benefit of the Noteholder, any one or more of the funds and accounts established hereby. Such depository or depositories shall perform at the direction of the Issuer the duties of the Issuer in depositing, transferring, and disbursing moneys to and from each of such funds and accounts as herein set forth, and all records of such depository in performing such duties shall be open at all reasonable times to inspection by the Issuer and its agents and employees.

(3) The Project Fund and the Debt Service Fund shall be continuously secured in the manner by which the deposit of public funds is authorized to be secured by the laws of the State and the investment policy of the Issuer. Moneys on deposit in the Project Fund and the Debt Service Fund may be invested and reinvested in Permitted Investments maturing no later than the date on which the moneys therein will be needed. Any and all income received by the Issuer from the investment of moneys in the Project Fund and the Debt Service Fund shall be retained in such respective fund and accounts unless otherwise required by applicable law. Nothing contained in this Loan Agreement shall prevent any Permitted Investments acquired as investments of or security for funds and accounts held under this Loan Agreement from being issued or held in book-entry form on the books of the Department of the Treasury of the United States.

(4) The moneys required to be accounted for in each of the foregoing funds and accounts may be deposited in a single bank account, and funds allocated to the various funds and accounts may be invested in a common investment pool, provided that adequate accounting records are maintained to reflect and control the restricted allocation of the moneys on deposit therein and such investments for the various purposes of such funds and accounts as herein provided. The designation and establishment of the various funds and accounts shall not be construed to require the establishment of any completely independent, self-balancing funds as such term is commonly defined and used in governmental accounting, but rather is intended solely to constitute an

earmarking of certain revenues for certain purposes and to establish certain priorities for application of such revenues as herein provided.

(c) Project Fund.

(1) The Project Fund created pursuant to Section 2.02(b) of this Loan Agreement shall be used only for payment of the Costs of the Project. Moneys in the Project Fund, until applied in payment of any item of the Costs of the Project, in the manner hereinafter provided, shall be held in trust by the Issuer and shall be subject to a lien and charge in favor of the Noteholder and for the further security of such Noteholder.

(2) Any funds on deposit in the Project Fund that, in the opinion of the Issuer, are not immediately necessary for expenditure, as herein provided, may be invested and reinvested in Permitted Investments which shall mature or be redeemable at face value not later than the dates on which such funds are needed. All income derived from investment of funds in the Project Fund shall be used to pay Costs of the Project, as provided herein.

(3) Any payments for any damages of whatever kind received by the Issuer as a result of the negligence or breach of contract or warranty by any contractor, subcontractor, supplier, or design professional working on or supplying goods or services for the Project, and all insurance proceeds received with respect to damages to such Project during the acquisition, construction, installation, rehabilitation, improvement, and/or equipping of the Project, shall be deposited into the Project Fund to ensure proper completion of the Project.

(4) The Issuer covenants to commence the acquisition, construction, installation, rehabilitation, improvement, and/or equipping of the Project promptly upon delivery of the Note and to thereafter work with due diligence to complete the Project. Except as otherwise provided in Section 2.01(h)(3) herein, upon completion of the Project, any amounts then remaining in the Project Fund and not reserved by the Issuer for the payment of any remaining part of Costs of the Project, shall be used to prepay the Note in the manner that such Note is to be prepaid under the terms of this Loan Agreement, or to pay principal of or interest on the Note, as such becomes due.

(5) Upon the occurrence of an Event of Default hereunder, to the extent there are no other funds available under this Loan Agreement, the moneys in the Project Fund shall be applied to the payment of the Note.

(d) Flow of Funds. Pursuant to Section 2.02(a) of this Loan Agreement, Non-Ad Valorem Revenues shall be deposited or credited at least five Business Days prior to the applicable due date, in the following manner and in the following order of priority:

(1) First, the Issuer shall deposit into or credit to the Interest Account of the Debt Service Fund the sum which, together with the balance in such Interest Account, shall equal the interest coming due on the Note accrued and unpaid and to accrue on such Interest Payment Date. Moneys in the Interest Account shall be used to pay interest on the Note, as and when the same become due, whether by prepayment or otherwise, and for no other purpose.

(2) Next, the Issuer shall deposit into or credit to the Principal Account of the Debt Service Fund the sum which, together with the balance in such Principal Account, shall equal the principal coming due on the Note on the next Principal Payment Date. Moneys in the Principal Account shall be used to pay the principal of the Note, as and when the same shall become due, whether by prepayment or otherwise, and for no other purpose.

(e) Anti-Dilution Test.

(1) During such time as the Loan is outstanding hereunder, the Issuer agrees and covenants with the Noteholder that, prior to the issuance of Debt by the Issuer, it shall deliver to the Noteholder a certificate certifying that it is in compliance with the following: (i) the Non-Ad Valorem Revenues shall cover projected aggregate maximum annual debt service on the Loan and on all other Debt, including the proposed Debt to be issued, by at least 1.5x; and (ii) projected aggregate maximum annual debt service on the Loan and on all other Debt will not exceed 20% of the Governmental Funds Revenues, exclusive of (A) ad valorem tax revenues restricted to payment of debt service on any Debt and (B) any proceeds of the Loan or any Debt. The calculations required by clauses (i) and (ii) above shall be determined using the average of actual receipts for the prior two Fiscal Years based on the Audit.

(2) For purposes of the covenants contained in this Section 2.02(e), maximum annual debt service on the Debt means, with respect to the Debt that bears interest at a fixed interest rate, the actual maximum annual debt service, and, with respect to the Debt which bears interest at a variable interest rate, maximum annual debt service on such Debt shall be determined assuming that interest accrues on such Debt at the greater of (i) current "Bond Buyer Revenue Bond Index" as published in *The Bond Buyer* no more than two weeks prior to any such calculation or (ii) 5% per annum; provided, however, if any Debt, whether bearing interest at a fixed or variable interest rate, constitutes Balloon Indebtedness, maximum annual debt service on such Debt shall be determined

assuming such Debt is amortized over 25 years on an approximately level debt service basis.

(3) For purposes of the covenants contained in this Section 2.02(e), if the Debt is also payable from additional revenues that are not legally available to pay debt service on the Loan, the maximum annual debt service on such Debt shall be discounted by the amount that will be covered by such additional revenues.

(4) In the event additional Debt is issued for the purpose of refunding any Debt then outstanding, the conditions of this Section 2.02(e) shall not apply, provided that the issuance of such additional Debt shall not result in an increase of the debt service on the applicable Debt in any Fiscal Year ending on or before the maturity date of the Note.

(5) Notwithstanding anything herein to the contrary, the provisions of this Section 2.02(e) may be amended, supplemented, or waived from time to time with the prior written consent of the Owner of 100% of the outstanding principal amount of the Note.

(f) Delivery of Information to the Lender. Beginning with the Fiscal Year ended September 30, 2023, the Issuer will provide the Noteholder with a copy of the Audit within 360 days of the end of its Fiscal Year. The Issuer will prepare its Audit in accordance with the Act and generally accepted accounting principles and audited by Accountant; provided, that in the event the Audit is not available within 360 days after the close of the Fiscal Year, the Issuer will furnish unaudited financial statements to the Noteholder within such period as provided herein and will then supply the Audit immediately upon the availability thereof. In addition, the Issuer will provide the Noteholder with (i) a copy of its final annual budget for each Fiscal Year within 30 days of adoption thereof by its City Council and (ii) such other financial or public information as the Noteholder may from time to time reasonably request. The Issuer further agrees that it will permit the Noteholder or its agents and representatives to inspect the Issuer's books and records and make extracts therefrom at the Noteholder's own expense during regular business hours and in a manner which will not disrupt normal business operations of the Issuer. So long as the Lender or its affiliate is the Owner of the Note, the Issuer may deliver the Audit and annual budget in electronic PDF format. In the event the Audit is filed on the MSRB's "EMMA" website, to satisfy this requirement the Issuer may email a link to the posted Audit within such 360-day period. The electronic Audit or link may be sent to the Lender at the following email address: PublicFinance@WebsterBank.com.

(g) Information. The Issuer's chief financial officer or other staff of the Issuer shall discuss the Issuer's financial matters with the Lender or its representatives at all

reasonable times at the office of the Issuer, and provide the Lender with copies of any documents reasonably requested by the Lender unless such documents or material are protected or privileged from disclosure under applicable State law.

(h) Further Assurance. The Issuer shall execute and deliver to the Lender and the Council all such documents and instruments and do all such other acts and things as may be reasonably necessary to enable the Lender and the Council to exercise and enforce their respective rights under this Loan Agreement and the Note and to realize thereon, and record and file and re-record and re-file all such documents and instruments, at such time or times, in such manner, and at such place or places, all as may be reasonably necessary or required by the Lender to validate, preserve, and protect the Lender's security under this Loan Agreement.

(i) Keeping of Records and Books of Account. The Issuer shall keep or cause to be kept proper records and books of account, in which correct and complete entries will be made in accordance with generally accepted accounting principles, consistently applied (except for changes concurred in by the Issuer's independent auditors) reflecting all of its financial transactions.

(j) Payment of Taxes, Etc. The Issuer shall pay all legally contracted obligations when due and shall pay all taxes, assessments, and governmental charges or levies imposed upon it or upon its income or profits, or upon any properties belonging to it, prior to the date on which penalties attach thereto, and all lawful claims, which, if unpaid, might become a lien or charge upon any of its properties, provided that it shall not be required to pay any such tax, assessment, charge, levy, or claim which is being contested in good faith and by appropriate proceedings, which shall operate to stay the enforcement thereof.

(k) Compliance with Laws, Etc. The Issuer shall comply with the requirements of all applicable laws, the terms of all grants, rules, regulations, and lawful orders of any governmental authority, non-compliance with which would, singularly or in the aggregate, materially adversely affect its business, properties, earnings, prospects, or credit, unless the same shall be contested by it in good faith and by appropriate proceedings which shall operate to stay the enforcement thereof.

(l) Tax-Exempt and Bank Qualified Status of the Note.

(1) The Issuer understands that it is the intention hereof that the interest on the Note not be included within the gross income of the Holder thereof for federal income tax purposes and the Note be a "qualified tax exempt obligation" under Section 265(b)(3) of the Code.

(2) In furtherance thereof, the Issuer agrees that it will take all action within its control which is necessary in order for (i) the interest on the Note to remain excludable from gross income for federal income taxation purposes and (ii) the Note to remain qualified as a "qualified tax exempt obligation" under Section 265(b)(3) of the Code, and shall refrain from taking any action which results in such interest on the Note becoming includable in gross income or the Note losing its bank qualified status.

(3) The Issuer further covenants that, to the extent it has control over the proceeds of the Note, it will not take any action or fail to take any action with respect to the investment of the proceeds of the Note, with respect to the payments derived from the Note or hereunder or with respect to the issuance of other obligations, which action or failure to act may cause the Note to be an "arbitrage bond" within the meaning of such term as used in Section 148 of the Code. In furtherance of the covenant contained in the preceding sentence, the Issuer agrees to comply with the Tax Certificate as to Arbitrage and the provisions of Section 141 through 150 of the Code, including the letter of instruction attached as an exhibit thereto, delivered by Note Counsel to the Issuer simultaneously with the issuance of the Note, as such letter may be amended from time to time, as a source of guidelines for achieving compliance with the Code. The covenants of the Issuer contained in this Section 2.02(l) shall survive the termination of this Loan Agreement.

(m) Reporting Requirements. The Issuer agrees to provide along with its Audit described in Section 2.02(f) above, a certificate of the chief financial officer of the Issuer stating that to the best of his or her knowledge the Issuer is in compliance with the terms and conditions of this Loan Agreement, or, specifying the nature of any noncompliance and the remedial action taken or proposed to be taken to cure such noncompliance.

(n) Limited Obligation. Anything in this Loan Agreement to the contrary notwithstanding, it is understood and agreed that all obligations of the Issuer hereunder shall be payable only from Non-Ad Valorem Revenues budgeted and appropriated as provided for hereunder and nothing herein shall be deemed to pledge ad valorem taxation revenues or to permit or constitute a mortgage or lien upon any assets or property owned by the Issuer and no Noteholder or any other Person, including the Council or the Lender, may compel the levy of ad valorem taxes on real or personal property within the boundaries of the Issuer. The obligations hereunder do not constitute an indebtedness of the Issuer within the meaning of any constitutional, statutory, or charter provision or limitation, and neither the Lender, the Council, the Noteholder, nor any other Person shall have the right to compel the exercise of the ad valorem taxing power of the Issuer or taxation of any real or personal property therein for the payment by the Issuer of its obligations hereunder. Except to the extent expressly

set forth in this Loan Agreement, this Loan Agreement and the obligations of the Issuer hereunder shall not be construed as a limitation on the ability of the Issuer to pledge or covenant to pledge the Non-Ad Valorem Revenues or any revenues or taxes of the Issuer for other legally permissible purposes. Notwithstanding any provisions of this Loan Agreement or the Note to the contrary, the Issuer shall never be obligated to maintain or continue any of the activities of the Issuer which generate user service charges, regulatory fees, or any Non-Ad Valorem Revenues or the rates for such services or regulatory fees. Neither this Loan Agreement nor the obligations of the Issuer hereunder shall be construed as a pledge of or a lien on all or any legally available Non-Ad Valorem Revenues of the Issuer, but shall be payable solely as provided in Section 2.02(a) hereof and is subject in all respects to the provisions of Section 166.241, Florida Statutes, and is subject, further, to the payment of services and programs which are for essential public purposes affecting the health, welfare, and safety of the inhabitants of the Issuer.

(o) Other Conditions. The Council, the Lender, and the Issuer mutually agree and understand that the amounts available to be budgeted and appropriated to make Loan Repayments hereunder are subject to the obligation of the Issuer to provide essential services; however, the Issuer's obligation to make Loan Repayments is cumulative and would carry over from Fiscal Year to Fiscal Year.

(p) Indemnity.

(1) To the full extent permitted under the laws of the State, the Issuer will pay, and will protect, indemnify, save, and hold harmless, the Council, each member, officer, commissioner, employee, and agent of the Council, and each other Person, if any, who has the power, directly or indirectly, to direct or cause the direction of the management and policies of the Council, harmless from and against, any and all liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees, costs, and expenses), suits, claims, and judgments of whatsoever kind and nature (including those in any manner directly or indirectly arising or resulting from, out of, or in connection with, any injury to, or death of, any Person or any damage to property resulting from the use or operation of the Project) in any manner arising out of or in connection with the failure to act of the Issuer, its successors and assigns, or the agents, contractors, employees, licensees, or otherwise of the Issuer or its successors and assigns in connection with, the Project financed with the proceeds of the Loan, or the breach or violation of any agreement, covenant, representation, or warranty of the Issuer set forth in this Loan Agreement or any document delivered pursuant hereto or thereto or in connection herewith or therewith. Such indemnification shall not apply to any actions caused by the gross negligence or willful misconduct of the party seeking such indemnification.

(2) Such indemnity shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable under any workers' compensation acts, disability benefit acts, or other employee benefits acts or any other similar laws but may be limited by State law relating to the ability of governmental units to indemnify parties for the actions of such governmental units, including but not limited to Section 768.28, Florida Statutes.

(3) An indemnified Person shall promptly notify the Issuer in writing of any claim or action brought against it, in respect of which indemnity may be sought against the Issuer, setting forth, to the extent reasonably practicable under the circumstances, the particulars of such claim or action, and the Issuer will promptly assume the defense thereof with its in-house counsel or, at its election, the employment of competent outside counsel reasonably satisfactory to such indemnified Person and the payment of all expenses.

(4) An indemnified Person may employ separate counsel with respect to any such claim or action and participate in the defense thereof, but, except as provided herein, the fees and expenses of such separate counsel shall not be payable by the Issuer unless such employment has been specifically authorized by the Issuer, which such authorization shall not be unreasonably withheld, or unless such employment was occasioned by conflicts of interest between and among indemnified Persons and/or the Issuer. If the Issuer shall fail to assume the defense of any action as required hereunder, or, within a reasonable time after commencement of such action, to retain outside counsel, if it so elects or if it becomes necessary due to conflict, reasonably satisfactory to the indemnified Person, the fees, costs, and expenses of counsel to such indemnified Person hereunder shall be paid by the Issuer.

(5) The provisions of this Section 2.02(p) shall survive the termination of this Loan Agreement.

(q) Insurance. The Issuer shall bear all risk or loss or damage to the Project and shall be responsible for keeping the Project insured with companies reasonably satisfactory to and for such reasonable amounts as reasonably required by the Lender. The Lender must be named as loss payee and additional insured as applicable on all such insurance policies. Evidence of such insurance must be reasonably satisfactory to the Lender. Notwithstanding the foregoing, the Issuer shall not be required to maintain insurance with respect to the Project for which insurance shall not be available at reasonable cost.

SECTION 2.03. ISSUER PAYMENTS. Prior to or on each Interest Payment Date and Principal Payment Date, the Issuer shall withdraw from the appropriate account of the

Debt Service Fund sufficient moneys to pay the Loan Repayments and shall pay directly to the Lender such Loan Repayments.

ARTICLE III

THE LOAN AND THE NOTE

SECTION 3.01. ISSUANCE OF THE NOTE AND THE LOAN. The Issuer hereby agrees to borrow the sum of $3,843,324 from the Lender. The amounts advanced to the Issuer net of the costs of the initial issuance are to be used by the Issuer for the purposes of financing the Costs of the Project.

SECTION 3.02. EVIDENCE OF LOAN. The Issuer's obligation hereunder to repay amounts advanced pursuant to Section 3.01, together with interest thereon, and other payments required under this Loan Agreement, shall be evidenced by this Loan Agreement and the Note.

SECTION 3.03. PURCHASE OF NOTE. The Lender agrees to extend credit to the Issuer by making the Loan to the Issuer and purchasing the Note to evidence such Loan at the price equal to the principal amount of the Note, which amount is hereby to be used to fund the Loan to the Issuer.

SECTION 3.04. DESCRIPTION OF THE NOTE. The Note shall have the terms set forth in the form of Note attached hereto as Exhibit C. The Issuer hereby approves the form of the Note attached and agrees hereby to issue the Note to the Lender. There is hereby pledged and assigned all amounts payable by the Issuer as Loan Repayments to the Lender as security for the payment of the Note.

SECTION 3.05. LOAN FOR PURPOSE OF FINANCING THE PROJECT. The proceeds received from the Loan as evidenced by the Note in the amount of $3,843,324 shall be applied by the Issuer as follows:

(a) $46,025, representing a portion of the proceeds of the Note shall be applied to pay costs of issuance of the Note in accordance with the Closing Memorandum; and

(b) $3,797,299, representing a portion of the proceeds of the Note shall be deposited in the Project Fund and applied to pay Costs of the Project.

ARTICLE IV

LOAN TERM AND LOAN CLOSING REQUIREMENTS

SECTION 4.01. COMMENCEMENT OF LOAN TERM. The Issuer's obligations under this Loan Agreement shall commence upon Closing, unless otherwise provided in this Loan Agreement.

SECTION 4.02. TERMINATION OF LOAN TERM. The Issuer's obligations under this Loan Agreement shall terminate after payment in full of all amounts due on the Note and under this Loan Agreement; provided, however, that all covenants and all obligations provided hereunder specified to so survive (including the obligation of the Issuer to pay the rebate obligations owed on the Note, if any) shall survive the termination of this Loan Agreement and the payment in full of principal and interest hereunder. If required by the Issuer, upon termination of the Loan Term as provided above, the Lender shall deliver, or cause to be delivered, to the Issuer an acknowledgment thereof. The Lender shall return to the Issuer the cancelled Note in a reasonable amount of time after payment in full of principal of and interest on the Note. The foregoing sentence shall survive the termination of this Loan Agreement and the Loan Term.

SECTION 4.03. LOAN CLOSING SUBMISSIONS. Concurrently with the execution and delivery of this Loan Agreement, the Issuer is providing to the Lender the following documents each dated the date of such execution and delivery unless otherwise provided below:

(a) a certified copy of the Resolution;

(b) an opinion of the Issuer's Counsel to the effect that the Loan Agreement is a valid and binding obligation of the Issuer and opining to such other matters as may be reasonably required by Note Counsel and the Lender and acceptable to Issuer's Counsel and in substantially the form of Exhibit B attached hereto;

(c) a certificate of the officials of the Issuer to the effect that the representations and warranties of the Issuer are true and correct;

(d) an executed and authenticated Note;

(e) this executed Loan Agreement;

(f) a certificate of the Issuer, in form and substance satisfactory to Note Counsel, stating (1) the estimated dates and the amounts of projected expenditures for the Project, and (2) that it is reasonably anticipated by the Issuer that the Loan proceeds will be fully advanced therefor and expended by the Issuer prior to February 8, 2027,

and that the projected expenditures are based on the reasonable expectations of the Issuer having due regard for its capital needs and the revenues available for the repayment thereof;

(g) a standard opinion of Note Counsel (addressed for reliance by and to the Council, the Lender, and the Issuer) to the effect that: (1) the Loan Agreement and the Note are authorized and enforceable, (2) the Note is authorized under the Act and the Resolution authorizing this Loan Agreement, (3) the interest on the Note is excludable from gross income for purposes of federal income taxation, and (4) the Note is a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code; and

(h) such other certificates, documents, opinions, and information as the Council, the Lender, or Note Counsel may require.

SECTION 4.04. ADMINISTRATION FEE. In further consideration for the Council's assistance in connection with the Loan, the Issuer hereby agrees to pay the Council a one-time administration fee to be collected from the Issuer at the rate of 1/10 of 1% (0.001) of the amount of the Loan with a minimum fee of $5,000 and a maximum fee of $15,000 with respect to the Loan. Such administration fee is included in the costs of issuance of the Note set forth in Section 3.05(a) herein.

ARTICLE V

LOAN REPAYMENTS

SECTION 5.01. PAYMENT OF BASIC PAYMENTS. The Issuer shall pay all Basic Payments in lawful money of the United States of America to the Noteholder, as payment on the Note on the dates and in the amounts required hereunder and under the Note. No such Basic Payments shall be in an amount such that interest on the Loan is in excess of the Maximum Rate. The Basic Payments consist of the principal of and interest on the Note. The Basic Payments shall be paid by the Issuer directly to the Lender by wire transfer in accordance with written instructions delivered by the Lender to the Issuer, or by such other medium acceptable to the Issuer and to the Lender, from the appropriate accounts in the Debt Service Fund at the times such amounts are due on the Note, as set forth in the Note, and under this Loan Agreement.

SECTION 5.02. PAYMENT OF ADDITIONAL PAYMENTS. In addition to the Basic Payments which are set forth in Section 5.01 hereof, the Issuer agrees to pay in lawful money of the United States of America, on demand of the Council or the Lender, as applicable, all reasonable fees and expenses relating to this Loan Agreement, including, but not limited to, the following Additional Payments:

(a) the reasonable fees and disbursements of legal counsel utilized by the Council and the Lender in connection with the Note, the Loan, this Loan Agreement, and the enforcement thereof;

(b) reasonable extraordinary fees and expenses of the Council and the Lender following an Event of Default hereunder;

(c) all other reasonable out-of-pocket expenses of the Council and the Lender in connection with the Note, the Loan, this Loan Agreement, and the enforcement thereof, including, but not limited to, all fees and expenses related to the prepayment and defeasance of the Loan and the Note;

(d) all taxes (including any recording, documentary stamp taxes, intangible taxes, and filing fees) in connection with the execution and delivery of this Loan Agreement and/or the Note, and all expenses, including reasonable attorneys' fees, relating to any amendments, waivers, consents, or collection or enforcement proceedings pursuant to the provisions hereof;

(e) any amounts owed by the Issuer to the United States of America as rebate obligations on the Note, which obligation shall survive the termination of this Loan Agreement; however, neither the Council nor the Lender will perform arbitrage rebate calculations on the Note, and the Issuer will be responsible for conducting such arbitrage rebate calculations and paying such amounts owed directly to the United States of America; and

(f) (1) any and all losses, damages, expenses (including reasonable legal and other fees and expenses), liabilities, or claims (or actions in respect thereof), to which the Council may become subject under any federal or state securities laws, federal, or state tax laws, or other statutory law or at common law or otherwise, and (2) any and all fees and expenses of any inquiries or audits by any regulatory agencies, all as caused by or arising out of or based upon this Loan Agreement, the Loan, the Note, the issuance of the Note, or the use of the proceeds of the Note.

SECTION 5.03. OBLIGATIONS OF ISSUER UNCONDITIONAL. Subject in all respects to the provisions of this Loan Agreement, the obligations of the Issuer to make the Loan Repayments required hereunder and to perform and observe the other agreements on its part contained herein, shall be absolute and unconditional, and shall not be abated, rebated, set-off, reduced, abrogated, terminated, waived, diminished, postponed, or otherwise modified in any manner or to any extent whatsoever, while the Note remains outstanding or any Loan Repayments remain unpaid, regardless of any contingency, act of God, event, or cause whatsoever. The Issuer shall pay in full the Loan Repayments and all other payments required hereunder, regardless of any rights of set-off, recoupment, abatement, or counterclaim that the Issuer might otherwise have against the Council, the Lender, or any other party or parties.

SECTION 5.04. PREPAYMENT. On October 2, 2031 and any Interest Payment Date thereafter, the Note shall be subject to prepayment, in whole, at the option of the Issuer upon at least 30 days' prior written notice to the Noteholder, by paying to the Noteholder the outstanding principal amount of the Note, together with the unpaid interest accrued to the date of such prepayment, plus the following prepayment premium denoted as a percentage of the principal amount being prepaid:

Date of Prepayment	Prepayment Premium
October 2, 2031 through and including October 1, 2032	2%
October 2, 2032 through and including October 1, 2033	1%
October 2, 2033 and thereafter	No premium

ARTICLE VI

DEFEASANCE

SECTION 6.01. DEFEASANCE OF THE LOAN AGREEMENT AND THE NOTE.

(a) This Loan Agreement shall continue to be obligatory and binding upon the Issuer in the performance of the obligations imposed by this Loan Agreement and the repayment of all sums due by the Issuer under this Loan Agreement shall continue to be secured by this Loan Agreement as provided herein until all of the indebtedness and all of the payments required to be made by the Issuer shall be fully paid to the Council and the Lender, as provided herein, including any fees and expenses in connection with such repayment, if any.

(b) If, at any time, the Issuer shall have paid, or shall have made provision for payment of, the principal amount and interest on the Note and shall have paid all amounts due under the Note and this Loan Agreement, then, and in that event, the covenant regarding the Non-Ad Valorem Revenues for the benefit of the Noteholder shall be no longer in effect and all future obligations of the Issuer under this Loan Agreement shall cease; provided, however, that all covenants and all obligations provided hereunder specified to so survive (including the obligation of the Issuer to pay the rebate obligations owed on the Note) shall survive the termination of this Loan Agreement and the payment in full of principal of and interest on the Note. For purposes of the preceding sentence, in order for the Issuer to have made "provision for payment," the Issuer shall have deposited sufficient cash and/or Governmental Obligations in irrevocable trust with a banking institution or trust company, for the sole benefit of the Lender in respect to which such cash and/or Governmental Obligations,

the principal and interest on which will be sufficient (as reflected in an Accountant's verification report provided to the Lender by the Issuer) to make timely payment of the principal of and interest on the Note.

(c) Prior to the defeasance of the Note becoming effective, the Noteholder shall receive a defeasance opinion of Note Counsel to the effect that the Note has been defeased in accordance with this Loan Agreement.

ARTICLE VII

ASSIGNMENT AND PAYMENT BY THIRD PARTIES

SECTION 7.01. ASSIGNMENT OF LOAN AGREEMENT.

(a) This Loan Agreement may not be assigned by the Issuer for any reason without the express prior written consent of the Lender with notice to the Council.

(b) The Note may be assigned by the Lender in accordance with the terms thereof, and such assignment shall, without further action, be deemed to assign the Lender's interest under this Loan Agreement.

SECTION 7.02. NO PARTNERSHIP, ETC. The relationship between the Lender and the Issuer are solely those of lender and borrower. Neither the Council nor the Lender has any fiduciary or other special relationship with or duty to the Issuer and none is created by the Note documents or Loan documents. Nothing contained in the Note documents or Loan documents, and no action taken or omitted pursuant to the Note documents or Loan documents, is intended or shall be construed to create any partnership, joint venture association, or special relationship between or among the Issuer, the Lender, and the Council or any of them or in any way make the Council or the Lender a co-principal with the Issuer with reference to the Note, the Loan, or otherwise. In no event shall the Council's or Lender's rights and interests under the Note documents or Loan documents be construed to give the Council or the Lender the right to control, or to be deemed to indicate that the Council or the Lender is in control of, the business, properties, management, or operations of the Issuer.

ARTICLE VIII

EVENTS OF DEFAULT AND REMEDIES

SECTION 8.01. EVENTS OF DEFAULT DEFINED. The following shall be "Events of Default" under this Loan Agreement and the term "Event of Default" shall mean (except where the context clearly indicates otherwise), whenever it is used in this Loan Agreement, any one or more of the following events:

(a) failure by the Issuer to timely pay any Loan Repayment, when due, so long as the Note is outstanding;

(b) failure by the Issuer to timely pay any other payment required to be paid hereunder on the date on which it is due and payable, provided the Issuer has prior written notice of any such payments being due;

(c) failure by the Issuer to observe and perform any covenant, condition, or agreement (other than a failure under Section 8.01(a)), on its part to be observed or performed under this Loan Agreement, for a period of thirty (30) days after written notice of the failure is given to the Issuer (as provided in Section 9.01 of this Loan Agreement), unless the Council or the Lender, as applicable, shall agree in writing to an extension of such time prior to its expiration; provided, however, if the failure stated in the notice can be wholly cured within a period of time not materially detrimental to the rights of the Council or the Lender, as applicable, but cannot reasonably be cured within the applicable thirty (30) day period, the Council or the Lender will not unreasonably withhold their consent to an extension of such time if corrective action is instituted by the Issuer within the applicable period and diligently pursued until the failure is corrected;

(d) any warranty, representation, or other statement by the Issuer or by an officer or agent of the Issuer contained in this Loan Agreement or in any instrument furnished in compliance with or in reference to this Loan Agreement, is false or misleading in any material respect when made;

(e) a petition is filed against the Issuer under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution, or liquidation law of any jurisdiction, whether now or hereafter in effect, and is not dismissed within sixty (60) days of such filing;

(f) the Issuer files a petition in voluntary bankruptcy or seeking relief under any provision of any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution, or liquidation law of any jurisdiction, whether now or hereafter in effect, or consents to the filing of any petition against it under such law;

(g) the Issuer admits insolvency or bankruptcy or its inability to pay its debts as they become due or is generally not paying its debts as such debts become due, or becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or a custodian (including without limitation a receiver, liquidator, or trustee) of the Issuer or any of its property is appointed by court order or takes possession thereof and such order remains in effect or such possession continues for more than sixty (60) days;

(h) default under any agreement to which the Issuer is a party evidencing, securing, or otherwise respecting any Debt if, as a result thereof, such indebtedness is in whole or in part declared due and payable prior to its stated maturity;

(i) any material provision of this Loan Agreement shall at any time for any reason cease to be valid and binding on the Issuer, or shall be declared to be null and void, or the validity or enforceability of this Loan Agreement shall be contested by the Issuer or any governmental agency or authority, or if the Issuer shall deny any further liability or obligation under this Loan Agreement; or

(j) final judgment for the payment of money in the amount of $250,000 or more is rendered against the Issuer, and the payment of which would materially adversely affect the Issuer's ability to meet its obligations hereunder (it being agreed that, if insurance or adequate reserves are available to make such payment, such judgment would not materially affect the Issuer's ability to meet its obligations hereunder) and at any time after ninety (90) days from the entry thereof, unless otherwise provided in the final judgment, (1) such judgment shall not have been discharged, or (2) the Issuer shall not have taken and be diligently prosecuting an appeal therefrom or from the order, decree or process upon which or pursuant to which such judgment shall have been granted or entered, and have caused the execution of or levy under such judgment, order, decree, or process of the enforcement thereof to have been stayed pending determination of such appeal, provided that such execution and levy would materially adversely affect the Issuer's ability to meet its obligations hereunder; or (3) it has not been determined by a court of competent jurisdiction from which appeal may not be taken or from which appeal has been taken but has been finally denied that the Issuer is not obligated with respect to such judgment pursuant to the provisions of Chapter 768, Florida Statutes or other applicable law;

SECTION 8.02. NOTICE OF DEFAULT. The Issuer agrees to give the Lender and the Council written notice within 10 days if any petition, assignment, appointment, or possession referred to in Section 8.01(e), 8.01(f), and 8.01(g) is filed by or against the Issuer or of the occurrence of any other event or condition which constitutes an Event of Default immediately upon becoming aware of the existence thereof.

SECTION 8.03. REMEDIES ON DEFAULT. Whenever any Event of Default referred to in Section 8.01 hereof shall have happened and be continuing, the Council or the Lender shall have all remedies provided by law, and shall, in addition to any other remedies herein or by law provided, have the right, at its or their option without any further demand or notice, except as otherwise provided for in this Loan Agreement, to take whatever other action at law or in equity which may appear necessary or desirable to collect amounts then due to it and thereafter to become due hereunder or to enforce any other of its or their rights hereunder including the right of set off against and apply all funds of the Issuer held on deposit with or

under the control of the Lender to the payment of any obligations of the Issuer under any of the Loan documents; provided, however, the Council shall only have the right to take such action as it deems necessary to collect amounts then due or to become due to the Council.

SECTION 8.04. NO REMEDY EXCLUSIVE; WAIVER, NOTICE. No remedy herein conferred upon or reserved to the Council or the Lender is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Loan Agreement or now or hereafter existing at law or in equity. No delay or omission to exercise any right, remedy or power shall be construed to be a waiver thereof, but any such right, remedy or power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Council or the Lender to exercise any remedy reserved to it in this Article VIII, it shall not be necessary to give any notice other than such written notice as provided in this Article VIII.

SECTION 8.05. APPLICATION OF MONEYS. Any moneys collected by the Council or the Lender pursuant to Section 8.03 hereof shall be applied (a) first, to pay interest due on the Loan, (b) second, to pay principal due on the Loan, (c) third, to pay any other amounts due hereunder, including, but not limited to, any attorney's fees, costs or expenses, or other expenses owed by the Issuer pursuant to Section 5.02(a), (b), and (c) hereof; and (d) fourth, to pay interest and principal on the Loan and other amounts payable hereunder but which are not due, as they become due (in the same order, as to amounts which come due simultaneously, as in (a) through (c) in this Section 8.05).

ARTICLE IX

MISCELLANEOUS

SECTION 9.01. NOTICES. All notices, certificates, or other communication hereunder shall be sufficiently given and shall be deemed given when hand delivered or mailed by certified mail, postage prepaid, return receipt requested, to the parties at the following addresses:

Council:	Florida Municipal Loan Council c/o Florida League of Cities, Inc. 301 South Bronough Street, Suite 300 Tallahassee, Florida 32301
Lender:	Webster Bank, National Association 360 Lexington Avenue, 5th Floor New York, New York 10017 Attention: Public Sector Finance
Issuer:	City of Mary Esther, Florida

195 Christobal Road North
Mary Esther, FL 32569
Attention: Finance Director

with a copy to: Hand Arendall Harrison Sale
111 N. County Highway, Suite 203
Santa Rosa Beach, Florida 32459
Attention: Hayward Dykes, Jr., Esq.

Any of the above parties may, by notice in writing given to the others, designate any further or different addresses to which subsequent notices, certificates or other communications shall be sent.

SECTION 9.02. BINDING EFFECT. This Loan Agreement shall inure to the benefit of the Lender, the Council, and the Issuer, and shall be binding upon the Lender, the Council, and the Issuer, and their respective successors and assigns.

SECTION 9.03. SEVERABILITY. In the event any provision of this Loan Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

SECTION 9.04. AMENDMENTS, CHANGES, AND MODIFICATIONS. This Loan Agreement may be amended or supplemented from time to time only by a writing duly executed by the Issuer and the Lender; provided, however, any such amendment affecting the rights or obligations of the Council shall not be effective unless it shall have been consented to in writing by the Council.

SECTION 9.05. EXECUTION IN COUNTERPARTS. This Loan Agreement may be simultaneously executed in several counterparts, each of which, when so executed and delivered, shall be an original and all of which shall constitute but one and the same instrument.

SECTION 9.06. APPLICABLE LAW; VENUE. This Loan Agreement shall be governed by and construed in accordance with the laws of the State without regard to conflict of law principles. Venue of any action relating to the Loan shall be in Okaloosa County, Florida.

SECTION 9.07. BENEFIT OF NOTEHOLDER. This Loan Agreement is executed in part to induce the purchase by the Lender of the Note. Accordingly, all covenants, agreements, and representations on the part of the Issuer, as set forth in this Loan Agreement, are hereby declared to be for the benefit of the Noteholder from time to time of the Note. Any opinion of Note Counsel required to be obtained by the Issuer under the provisions of this Loan Agreement shall also be addressed to and delivered to the Lender.

SECTION 9.08. CONSENTS AND APPROVALS. Whenever the written consent or approval of the Council shall be required under the provisions of this Loan Agreement, such consent or approval may be given by an Authorized Representative of the Council or such other additional Persons provided by law or by rules, regulations, or resolutions of the Council.

SECTION 9.09. IMMUNITY OF OFFICERS, EMPLOYEES, AND MEMBERS OF COUNCIL AND ISSUER. No recourse shall be had for the payment of the principal of or interest hereunder or for any claim based thereon or upon any representation, obligation, covenant, or agreement in this Loan Agreement against any past, present, or future official officer, member, counsel, counsel's firm, employee, director, or agent, as such, of the Council or the Issuer, either directly or through the Council or the Issuer, or respectively, any successor public or private corporation thereto under any rule of law or equity, statute, or constitution or by the enforcement of any assessment or penalty or otherwise, and all such liability of any such officers, members, counsels, employees, directors, or agents as such is hereby expressly waived and released as a condition of and consideration for the execution of this Loan Agreement.

SECTION 9.10. CAPTIONS. The captions or headings in this Loan Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions of sections of this Loan Agreement.

SECTION 9.11. NO PECUNIARY LIABILITY OF COUNCIL. The Council shall not in any way be obligated to pay the principal of or interest on the Note, and the issuance of the Note by the Issuer shall not directly, indirectly, or contingently obligate the Council to levy or pledge any form of ad valorem taxation for its payment.

SECTION 9.12. PAYMENTS DUE ON HOLIDAYS. If the date for making any payment or the last date for performance of any act or the exercise of any right, as provided in this Loan Agreement, shall be other than on a Business Day, such payments may be made or act performed or right exercised on the next succeeding Business Day with the same force and effect as if done on the nominal date provided in this Loan Agreement; provided, however, that any interest due shall accrue until paid.

SECTION 9.13. CALCULATIONS. Interest shall be computed on the basis of twelve 30-day months and a 360-day year.

SECTION 9.14. TIME OF PAYMENT. Any Loan Repayment or other payment hereunder which is received by the Lender after 2:00 p.m. (Eastern Time) on any day shall be deemed received on the following Business Day.

SECTION 9.15. WAIVER OF JURY TRIAL. EACH OF THE COUNCIL, THE LENDER, AND THE ISSUER HEREBY WAIVES TRIAL BY JURY IN ANY ACTION OR PROCEEDING ARISING OUT OF OR RELATED TO THIS LOAN AGREEMENT. EACH OF THE COUNCIL, THE LENDER, AND THE ISSUER HEREBY KNOWINGLY, VOLUNTARILY

AND INTENTIONALLY WAIVES ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION (WHETHER AS CLAIM, COUNTER-CLAIM, AFFIRMATIVE DEFENSE OR OTHERWISE) BASED HEREON, OR ARISING OUT OF, UNDER OR IN CONNECTION WITH, THIS LOAN AGREEMENT, OR ANY COURSE OF CONDUCT, COURSE OF DEALINGS, STATEMENTS (WHETHER ORAL OR WRITTEN) OR ACTIONS OF THE COUNCIL, THE LENDER, AND THE ISSUER. EACH OF THE COUNCIL, THE LENDER, AND THE ISSUER ACKNOWLEDGES AND AGREES THAT IT HAS RECEIVED FULL AND SUFFICIENT CONSIDERATION FOR THIS PROVISION AND RECOGNIZES AND AGREES THAT THIS PROVISION IS A MATERIAL INDUCEMENT FOR OTHER PARTIES HERETO TO ENTER INTO THIS LOAN AGREEMENT. EACH OF THE COUNCIL, THE LENDER, AND THE ISSUER REPRESENTS AND ACKNOWLEDGES THAT IT HAS REVIEWED THIS PROVISION WITH ITS LEGAL COUNSEL AND THAT IT HAS KNOWINGLY AND VOLUNTARILY WAIVED ANY JURY TRIAL RIGHTS IT MAY HAVE FOLLOWING CONSULTATION WITH SUCH LEGAL COUNSEL.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Council has caused this Loan Agreement to be executed in its corporate name with its corporate seal hereunto affixed and attested by its duly authorized officers, the Issuer has caused this Loan Agreement to be executed in its name with its seal hereunto affixed and attached by its duly authorized officers, and the Lender has caused this Loan Agreement to be executed in its corporate name by its duly authorized officer. All of the above occurred as of the date first above written.

FLORIDA MUNICIPAL LOAN COUNCIL

(SEAL)

By: _____
Name: Isaac Salver
Title: Chairman

ATTEST:

By: _____
Name: Jeannie Garner
Title: Executive Director/CEO

WEBSTER BANK, NATIONAL ASSOCIATION

By: _____
Name: Kevin C. King
Title: Senior Managing Director

CITY OF MARY ESTHER, FLORIDA

(SEAL)

By: _____
Name: Chris Stein
Title: Mayor

ATTESTED BY:

By: _____
Name: Dillon Morris
Title: Interim City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____
Name: Hayward Dykes, Jr.
Title: City Attorney

EXHIBIT A

CITY OF MARY ESTHER, FLORIDA
USE OF LOAN PROCEEDS

PROJECT	TOTAL AMOUNT TO BE FINANCED
Acquisition, construction, renovation, and equipping of various capital improvements, including, but not limited to, (i) the acquisition of waterfront property and the development and/or redevelopment of such property into a public park for recreational and tourism purposes, and (ii) the acquisition of land and an existing building thereon and the renovation of such building to be used as City Hall	$3,797,299

EXHIBIT B

OPINION OF ISSUER'S COUNSEL

[Letterhead of Counsel to Issuer]

February 8, 2024

Florida Municipal Loan Council
c/o Florida League of Cities, Inc.
301 South Bronough Street
Tallahassee, Florida 32301

Bryant Miller Olive P.A.
1 SE 3rd Avenue, Suite 2200
Miami, Florida 33131

Webster Bank, National Association
360 Lexington Avenue, 5th Floor
New York, New York 10017

Re: $3,843,324 City of Mary Esther, Florida Capital Improvement Revenue Note, Series 2024 (the "Note")

Ladies and Gentlemen:

We are the City Attorney to the City of Mary Esther, Florida (the "Issuer"), and have been requested by the Issuer to give this opinion in connection with the Issuer's financing all or a portion of the Costs of the Project, each as defined in the Loan Agreement, dated as February 1, 2024 (the "Loan Agreement"), by and among the Florida Municipal Loan Council (the "Council"), the Issuer, and Webster Bank, National Association (the "Lender"). The Note is issued by the Issuer pursuant to Chapter 166, Part II, Florida Statutes; the Charter of the Issuer, and other applicable provisions of law, each as amended (collectively, the "Act"); and the resolution authorizing the issuance of the Note, adopted by the City Council of the Issuer on February 5, 2024 (the "Resolution"). All terms not otherwise defined herein shall have the meanings ascribed thereto in the Loan Agreement.

In rendering this opinion, we have examined such proceedings and records of the Issuer and made such inquiry of officials of the Issuer as we deem necessary. Based on such review, and such other considerations of law and fact, as we believe to be relevant, we are of the opinion that:

(a) The Issuer is a municipality duly organized and validly existing under the Constitution and laws of the State of Florida. The Issuer has the legal right and all requisite power and authority to acquire and construct the Project, to issue the Note, to enter into the Loan Agreement, to covenant to budget and appropriate Non-Ad Valorem Revenues to the payment of the Note, to adopt the Resolution, and to consummate the transactions contemplated thereby and otherwise to carry on its activities and own its property.

(b) On February 5, 2024, the Resolution was duly adopted by the Issuer at a duly called public meeting following proper public notice, at which a legal quorum was present and acting throughout, is in full force and effect, and has not been amended, supplemented, or repealed as of the date hereof.

(c) The Issuer has duly authorized the acquisition and construction of the Project, duly adopted the Resolution, and authorized, executed, and delivered the Loan Agreement and the Note, and such instruments are legal and binding obligations of the Issuer enforceable against the Issuer in accordance with their terms, except to the extent that the enforceability thereof may be subject to bankruptcy, insolvency, reorganization, moratorium, or other similar laws affecting creditors' rights heretofore or hereafter enacted and that their enforcement may be subject to the exercise of judicial discretion in accordance with general principles of equity, and to the sovereign police powers of the State of Florida and the constitutional powers of the United States of America.

(d) The execution and delivery of the Resolution, the Loan Agreement, and the Note; the consummation of the transactions contemplated thereby; the acquisition and construction of the Project; and the fulfillment of or compliance with the terms and conditions of the Resolution, the Loan Agreement, and the Note does not and will not conflict with or result in a material breach of or default under any of the terms, conditions, or provisions of any agreement, contract, or other instrument, or law, ordinance, regulation, or judicial or other governmental order, to which the Issuer is now a party or it or its properties is otherwise subject or bound, and the Issuer is not otherwise in violation of any of the foregoing in a manner material to the transactions contemplated by the Resolution, the Loan Agreement, or the Note.

(e) There is no litigation or legal or governmental action, proceeding, inquiry, or investigation pending or, to the best of our knowledge, threatened by governmental authorities or to which the Issuer is a party or of which any property of the Issuer is subject, which has not been specifically described in writing to the Lender, in any court or before any governmental authority or arbitration board or tribunal that, if determined adversely to the Issuer, would individually or in the aggregate materially and adversely affect the validity or the enforceability of the Resolution, the Loan Agreement, the Note, or materially and adversely affect the properties, prospects, or

condition (financial or otherwise) of the Issuer, or the existence or powers or ability of the Issuer to enter into and perform its obligations under the Resolution, the Loan Agreement, or the Note.

(f) All approvals, consents, waivers, authorizations, and orders of any governmental authority or agency having jurisdiction in any matter which would constitute a condition precedent to the performance by the Issuer of its obligations under the Resolution, the Loan Agreement, or the Note have been obtained and are in full force and effect and the Issuer has complied with all conditions precedent to the issuance of the Note contained in the resolutions and ordinances of the Issuer, in particular the Resolution.

The addressees hereof and their successors and assigns are entitled to rely on this opinion.

Very truly yours,

Hand Arendall Harrison Sale LLC

By: _____

EXHIBIT C

FORM OF NOTE

ANY OWNER SHALL, PRIOR TO BECOMING AN OWNER, EXECUTE A LENDER'S CERTIFICATE IN THE FORM ATTACHED TO THE NOTE RESOLUTION (HEREIN DEFINED) CERTIFYING, AMONG OTHER THINGS, THAT SUCH OWNER IS A "QUALIFIED INSTITUTIONAL BUYER" AS SUCH TERM IS DEFINED IN RULE 144A OF THE SECURITIES ACT OF 1933, AS AMENDED, OR AN "ACCREDITED INVESTOR" AS SUCH TERM IS DEFINED IN THE SECURITIES ACT OF 1933, AS AMENDED, AND REGULATION D THEREUNDER.

R-1 $3,843,324

CITY OF MARY ESTHER, FLORIDA
CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2024

RATE OF INTEREST	MATURITY DATE	DATE OF ISSUE
4.61%	October 1, 2043	February 8, 2024

KNOW ALL MEN BY THESE PRESENTS that the City of Mary Esther, Florida (the "Issuer"), for value received, hereby promises to pay from the sources hereinafter provided, to the order of Webster Bank, National Association, or its registered assigns (hereinafter, the "Owner"), the principal sum of THREE MILLION EIGHT HUNDRED FORTY THREE THOUSAND THREE HUNDRED TWENTY FOUR DOLLARS ($3,843,324), in the amounts and on the dates described below, together with interest on the principal balance at a fixed rate of 4.61%, payable semi-annually on each April 1 and October 1 (each, an "Interest Payment Date"), commencing October 1, 2024. Interest shall be calculated on the basis of twelve 30-day months and a 360-day year. Principal on this Note is payable pursuant to the principal installment schedule attached hereto as Schedule I.

On or before each Interest Payment Date and Principal Payment Date (each as defined in the hereinafter defined Loan Agreement), as applicable, the principal of and interest on this Note are payable in lawful money of the United States of America by wire transfer in accordance with written instructions delivered by the Owner to the Issuer, or by such other medium acceptable to the Issuer and to the Owner. The Note shall not be required to be presented for prepayment or principal installment payments.

On October 2, 2031 and any Interest Payment Date thereafter, this Note shall be subject to prepayment, in whole, at the option of the Issuer upon at least 30 days' prior written notice to the Noteholder, by paying to the Noteholder the outstanding principal amount of this Note,

together with the unpaid interest accrued to the date of such prepayment, plus the following prepayment premium denoted as a percentage of the principal amount being prepaid:

Date of Prepayment	Prepayment Premium
October 2, 2031 through and including October 1, 2032	2%
October 2, 2032 through and including October 1, 2033	1%
October 2, 2033 and thereafter	No premium

If any date for the payment of principal hereof and interest hereon or the taking of any action hereunder shall fall on a day which is not a Business Day (as defined in the hereinafter defined Loan Agreement), the payment due or action to be taken on such date shall be due on the next succeeding day which is a Business Day, but the Issuer shall not receive credit for the payment until it is actually received by the Owner.

This Note is issued to finance all or a portion of the Costs of the Project under the authority of and in full compliance with Chapter 166, Part II, Florida Statutes; the Charter of the Issuer, and other applicable provisions of law, each as amended (collectively, the "Act"); the resolution authorizing the issuance of the Note, adopted by the City Council on February 5, 2024; and pursuant to a Loan Agreement by and among the Owner, the Issuer, and the Council, dated as of February 1, 2024 (the "Loan Agreement"), to which reference should be made to ascertain those terms and conditions. All capitalized undefined terms used herein shall have the meanings ascribed to such terms in the Loan Agreement.

This Note and the interest thereon are payable from and secured solely by a covenant to budget and appropriate Non-Ad Valorem Revenues, as defined and described in the Resolution and the Loan Agreement, all in the manner provided in, and subject to the terms and conditions of the Resolution and the Loan Agreement.

THIS NOTE SHALL NOT BE OR CONSTITUTE A GENERAL OBLIGATION OR INDEBTEDNESS OF THE ISSUER AS "BONDS" WITHIN THE MEANING OF ARTICLE VII, SECTION 12 OF THE FLORIDA CONSTITUTION, BUT SHALL BE PAYABLE FROM AND SECURED SOLELY BY BUDGETED AND APPROPRIATED NON-AD VALOREM REVENUES IN ACCORDANCE WITH THE TERMS OF THE RESOLUTION AND THE LOAN AGREEMENT. NO OWNER OF THIS NOTE SHALL EVER HAVE THE RIGHT TO COMPEL THE EXERCISE OF ANY AD VALOREM TAXING POWER TO PAY THIS NOTE, OR BE ENTITLED TO PAYMENT OF THIS NOTE FROM ANY FUNDS OF THE ISSUER EXCEPT FROM BUDGETED AND APPROPRIATED NON-AD VALOREM REVENUES AS DESCRIBED THE RESOLUTION AND THE LOAN AGREEMENT.

The transfer of this Note may be registered only upon the books kept for the registration of this Note and registration of transfer thereof upon surrender thereof to the Issuer together

with an assignment duly executed by the Owner or its attorney or legal representative in the form of the assignment set forth in this Note; provided, however, that this Note may be transferred only in whole and not in part and only to (i) an affiliate of the Owner or (ii) banks, insurance companies, trusts, custodians or other financial institutions and their affiliates, that executes and delivers to the Issuer a Lender Certificate substantially in the form attached as Exhibit C to the Resolution. Nothing herein shall limit the right of the Owner or its assignees to sell or assign participation interests in this Note to one or more entities listed in (i) or (ii) of this paragraph. In the case of any such registration of transfer, the Issuer shall execute and deliver in exchange for this Note a new Note registered in the name of the transferee. In all cases in which this Note shall be transferred hereunder, the Issuer shall execute and deliver at the earliest practicable time a new Note in accordance with the provisions of this paragraph. The Issuer may make a charge for every such registration of transfer of this Note sufficient to reimburse it for any tax or other governmental charges required to be paid (other than a tax or other governmental charge imposed by the Issuer) with respect to such registration of transfer, but no other charge shall be made for registering the transfer.

Neither the members of the City Council nor any Person executing this Note shall be liable personally hereon or be subject to any personal liability or accountability by reason of the issuance hereof.

The Issuer has entered into certain additional covenants with the Owner of this Note, for the terms of which reference is made to the Loan Agreement.

It is hereby certified and recited that all acts, conditions, and things required by the Act to be performed, to exist and to happen precedent to and in connection with the issuance of this Note, have been performed, exist and have happened in regular and due form and time as so required.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the City of Mary Esther, a Florida municipal corporation, has issued this Note and has caused the same to be signed by the Mayor and countersigned and attested to by the City Clerk and approved as to form and legal sufficiency by the City Attorney and its seal to be affixed, impressed, imprinted, lithographed, or reproduced hereon, all as of the 8th day of February, 2024.

CITY OF MARY ESTHER, FLORIDA

(SEAL)

By: _____
Name: Chris Stein
Title: Mayor

ATTESTED BY:

By: _____
Name: Dillon Morris
Title: Interim City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____
Name: Hayward Dykes, Jr.
Title: City Attorney

CERTIFICATE OF AUTHENTICATION

Dated: February 8, 2024

This is the Note described in the within defined Loan Agreement and this Note is hereby duly authenticated and registered.

CITY OF MARY ESTHER, FLORIDA

By: _____
Name: Dillon Morris
Title: Interim City Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns, and transfers unto

_____.

[Insert Name, Address, Social Security or Other Identifying Number of Assignee]

the within note and does hereby irrevocably constitute and appoint _____ as attorneys to register the transfer of the said note on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

_____

NOTICE: Signature(s) must be guaranteed by a member firm of the New York Stock Exchange or a commercial bank or trust company.

NOTICE: The signature to this assignment must correspond with the name of the Owner as it appears upon the face of the within note in every particular, without alteration or enlargement or any change whatever and the Social Security or other identifying number of such assignee must be supplied.

The following abbreviations, when used in the inscription on the face of the within note, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common
TEN ENT -- as tenants by the entireties
JT TEN -- as joint tenants with right of survivorship and not as tenants in common
UNIF TRANS MIN ACT -- _____
(Cust.)
Custodian for _____
under Uniform Transfer to Minors Act of _____
(State)

Additional abbreviations may also be used though not in the list above.

SCHEDULE I
PRINCIPAL INSTALLMENT SCHEDULE

Payment Date	Principal
10/1/2024	$109,495.73
10/1/2025	174,225.70
10/1/2026	182,257.50
10/1/2027	190,659.57
10/1/2028	199,448.98
10/1/2029	208,643.58
10/1/2030	218,262.05
10/1/2031	228,323.93
10/1/2032	238,849.66
10/1/2033	249,860.63
10/1/2034	149,239.29
10/1/2035	156,119.23
10/1/2036	163,316.32
10/1/2037	170,845.20
10/1/2038	178,721.17
10/1/2039	186,960.21
10/1/2040	195,579.08
10/1/2041	204,595.28
10/1/2042	214,027.12
10/1/2043	223,893.77
	$3,843,324.00

Mark A. Cargo
Managing Director
Webster Bank
Concord, NC 28027
704-287-4493
Email: mcargo@websterbank.com
Website: www.websterbank.com

January 16, 2024

The City of Mary Esther, Florida
195 Christobal Road North
Mary Esther, FL 32569

Project: Tax-Exempt Fixed Rate Loan, Series 2024

Webster Bank, formerly Sterling National Bank, is pleased to present this financing proposal (the "Term Sheet") to Mary Esther, Florida subject to final credit approval, in connection with the above-referenced project. Working with Webster Bank has several major advantages, including:

- **Experience and Expertise:** Each member of the Webster Bank Public Finance team has significant experience regarding the financing of essential governmental equipment and projects and can help you complete your financing in a manner that complies with applicable local laws.

- **Financial Capability:** The Webster Bank Public Finance team is part of Webster Bank N. A., a publicly traded commercial bank, which has the capability of funding tax-exempt and taxable financing on a nationwide basis.

- **Reliability:** The Webster Public Finance team prides itself on excellent customer service and the prompt closing of awarded transactions.

- **Simplified Financing Structure**: Webster Bank is proposing to finance 100% of the Tax-Exempt Fixed Rate Loan, Series 2024 via a Revenue Loan.

We look forward to working with you and your team on this assignment, and please do not hesitate to contact us with any questions or comments. We are positive that you'll enjoy working with Webster Bank.

Very truly yours,

Mark A. Cargo
Managing Director
mcargo@websterbank.com
www.websterbank.com

Mark A. Cargo
Managing Director
Webster Bank
Concord, NC 28027
704-287-4493
Email: mcargo@websterbank.com
Website: www.websterbank.com

TERM SHEET

TYPE OF FINANCING:	A Tax-Exempt Fixed Rate Loan, Series 2024 (the "2024 Loan" or "Loan"), with repayment from all Non-Ad Valorem Revenues as detailed in the RFP. Lender will fund the Loan on a private-placement basis.
BORROWER:	The City of Mary Esther, Florida (the "City")
LENDER:	Webster Bank, N. A., or an affiliated entity
AMOUNT FINANCED:	Approximately $4,000,000.00.
PURPOSE/USE:	The City will use the 2024 Loan proceeds to (i) fund the acquisition of waterfront property and the development of such property into a public park for recreational and tourism purposes (the "Waterfront Park Portion"), and the acquisition of land and an existing building thereon and the renovation of such building to be used as City Hall (the "City Hall Portion") (collectively, the "Project") and (ii) fund costs of issuance related to the 2024 Loan.
TERM:	Approximately Fourteen (14) years, Eight (8) months or Nineteen (19) years, Eight (8) months (Exhibits A & B).
PAYMENT STRUCTURE:	Borrower shall make Loan payments as set forth in the RFP and in Exhibits A & B.
ANTICIPATED CLOSING DATE:	On or before February 8, 2024
INTEREST RATE:	A. 4.41% (Exhibit A—15 years) B. 4.61% (Exhibit B—20 years)
INTEREST RATE LOCK:	The Interest Rates quoted above are valid through February 9, 2024.

SECURITY:

The 2024 Loan will be structured as a single series and secured by a Covenant to Budget and Appropriate from legally available Non-Ad Valorem Revenues of the City.

PREPAYMENT:

Borrower shall have the right to pre-pay the Loan in whole, on any payment date by paying the Principal Balance plus any outstanding interest due, provided the Borrower gives Lender at least thirty (30) days prior written notice of its intent to do so. The Redemption Price, as a percentage of the then-outstanding Loan balance, shall be equal to:

Exhibit A:

Year:	Percentage:
Closing-10/1/29	No Call
10/2/29-10/1/30	102%
10/2/30-10/1/31	101%
Thereafter	100%

Exhibit B:

Year:	Percentage:
Closing-10/1/31	No Call
10/2/31-10/1/32	102%
10/2/32-10/1/33	101%
Thereafter	100%

FEES OF LENDER:

Not to exceed $5,000.00 The costs of issuance incurred by Borrower, such as loan counsel fees, are payable by Borrower and may be capitalized into the Loan upon request.

DOCUMENTATION:

Borrower shall provide the documentation for the Loan, subject to review & approval by Lender. If required, Borrower shall provide an opinion of legal counsel attesting to the legal, valid, binding, and enforceable nature of the Loan. The Lender will use Gilmore & Bell as counsel to review the documents. The City will be required to send the Lender financial statements on an annual basis by agreed upon dates.

ASSIGNMENT:

Webster Bank, N. A. (the "Purchaser/Lender") is purchasing the Loan Obligation as a vehicle for making a commercial loan for its own account with the present intent to hold the Loan Obligation to maturity or earlier prepayment, and without any present intent to distribute or sell any interest therein or portion, provided, however, the Purchaser/Lender reserves the right – without the consent of (but with notice to) the Borrower - to assign, transfer or convey the Loan or any interest therein or portion thereof, but no such assignment, transfer or conveyance shall be effective as against the Borrower, unless and until the Purchaser/Lender has delivered to the Borrower written notice thereof that discloses the name and address of the assignee and such assignment, transfer or conveyance shall be made only to (i) an affiliate of the registered owner of the Loan or (ii) banks, insurance companies or other financial institutions or their affiliates. Nothing in the Loan shall limit the right of the Purchaser/Lender or its assignees to sell or assign participation interests in the Loan to one or more entities listed in (i) or (ii). Webster Bank, N. A. will sign an Investment Letter upon award.

IRS CIRCULAR 230 DISCLOSURE:

Lender and its affiliates do not provide tax advice. Accordingly, any discussion of U.S. tax matters contained herein (including any attachments) is not written or intended to be used, and cannot be used, in connection with the promotion, marketing or recommendation by anyone unaffiliated with Lender of any of the matters addressed herein or for the purpose of avoiding U.S. tax-related penalties.

ADVISORY DISCLOSURE:

Webster Bank, N. A. is not a registered municipal advisor as defined under the Dodd-Frank Wall Street Reform and Consumer Protection Act and its related rules and regulations. In providing this Term Sheet, Webster Bank, N. A. is not providing any advice, advisory services, or recommendations with respect to the structure, timing, terms, or similar matters concerning an issuance of municipal securities. This Term Sheet is a commercial, arms-length proposal that does not create a fiduciary duty by Webster Bank, N. A. to the Borrower. The Borrower may engage, separately and at its own cost, an advisor to review this Term Sheet and the proposed transaction on the Borrower's behalf.

CREDIT APPROVAL:

Although favorably prescreened, the Loan is subject to final approval by Webster Bank, N. A. and the negotiation of mutually acceptable documentation. For due diligence, Lender will require Borrower's three (3) most recent audited financial statements, its most recently adopted budget, and any other information that Lender may reasonably require.

PROPOSAL EXPIRATION: Unless accepted by the Borrower or extended in writing by Webster Bank, N. A., at its sole discretion, this Term Sheet shall expire on January 19, 2024. Once accepted, this Term Sheet shall expire if the Loan is not funded by February 16, 2024.

Upon receipt of the signed Term Sheet, we will endeavor to provide you with a timely commitment, and we will use good faith efforts to negotiate and finance the Loan based on the terms herein. It is a pleasure to offer this financing proposal and we look forward to your favorable review.

Very truly yours,

Mark A. Cargo
Managing Director
mcargo@websterbank.com
www.websterbank.com

Agreed to and Accepted by:
The City of Mary Esther, Florida

_____ (Name)

_____ (Title)

_____ (Date)

		Exhibit A--Sample Amortization Schedule				
Funding Amount:		$3,843,324.00			Interest Rate:	4.41%
Down Payment:		$0.00			Closing Date:	2/8/2024
Capitalized Interest:		$0.00			Term (years):	14.66
Cost of Issuance:		$0.00				
Amount Financed:		$3,843,324.00				
Payment Number	Payment Date	Payment Amount	Interest Component	Principal Component	Outstanding Balance	Redemption Price
Principal:	2/8/2024				$3,843,324.00	No Call
1	10/1/2024	$250,825.93	$109,898.93	$140,927.00	$3,702,397.00	No Call
2	4/1/2025	$81,637.85	$81,637.85	$0.00	$3,702,397.00	No Call
3	10/1/2025	$306,072.85	$81,637.85	$224,435.00	$3,477,962.00	No Call
4	4/1/2026	$76,689.06	$76,689.06	$0.00	$3,477,962.00	No Call
5	10/1/2026	$311,784.06	$76,689.06	$235,095.00	$3,242,867.00	No Call
6	4/1/2027	$71,505.22	$71,505.22	$0.00	$3,242,867.00	No Call
7	10/1/2027	$317,767.22	$71,505.22	$246,262.00	$2,996,605.00	No Call
8	4/1/2028	$66,075.14	$66,075.14	$0.00	$2,996,605.00	No Call
9	10/1/2028	$324,035.14	$66,075.14	$257,960.00	$2,738,645.00	No Call
10	4/1/2029	$60,387.12	$60,387.12	$0.00	$2,738,645.00	No Call
11	10/1/2029	$330,600.12	$60,387.12	$270,213.00	$2,468,432.00	$2,517,800.64
12	4/1/2030	$54,428.93	$54,428.93	$0.00	$2,468,432.00	$2,517,800.64
13	10/1/2030	$337,476.93	$54,428.93	$283,048.00	$2,185,384.00	$2,207,237.84
14	4/1/2031	$48,187.72	$48,187.72	$0.00	$2,185,384.00	$2,207,237.84
15	10/1/2031	$344,680.72	$48,187.72	$296,493.00	$1,888,891.00	$1,888,891.00
16	4/1/2032	$41,650.05	$41,650.05	$0.00	$1,888,891.00	$1,888,891.00
17	10/1/2032	$352,226.05	$41,650.05	$310,576.00	$1,578,315.00	$1,578,315.00
18	4/1/2033	$34,801.85	$34,801.85	$0.00	$1,578,315.00	$1,578,315.00
19	10/1/2033	$360,130.85	$34,801.85	$325,329.00	$1,252,986.00	$1,252,986.00
20	4/1/2034	$27,628.34	$27,628.34	$0.00	$1,252,986.00	$1,252,986.00
21	10/1/2034	$255,522.34	$27,628.34	$227,894.00	$1,025,092.00	$1,025,092.00
22	4/1/2035	$22,603.28	$22,603.28	$0.00	$1,025,092.00	$1,025,092.00
23	10/1/2035	$261,322.28	$22,603.28	$238,719.00	$786,373.00	$786,373.00
24	4/1/2036	$17,339.52	$17,339.52	$0.00	$786,373.00	$786,373.00
25	10/1/2036	$267,398.52	$17,339.52	$250,059.00	$536,314.00	$536,314.00
26	4/1/2037	$11,825.72	$11,825.72	$0.00	$536,314.00	$536,314.00
27	10/1/2037	$273,761.72	$11,825.72	$261,936.00	$274,378.00	$274,378.00
28	4/1/2038	$6,050.03	$6,050.03	$0.00	$274,378.00	$274,378.00
29	10/1/2038	$280,428.03	$6,050.03	$274,378.00		
Total:		$5,194,842.59	$1,351,518.59	$3,843,324.00		

		Exhibit B--Sample Amortization Schedule				
Funding Amount:		$4,843,324.00			Interest Rate:	4.61%
Down Payment:		$0.00			Closing Date:	2/8/2024
Capitalized Interest:		$0.00			Term (years):	19.66
Cost of Issuance:		$0.00				
Amount Financed:		$4,843,324.00				
Payment Number	Payment Date	Payment Amount	Interest Component	Principal Component	Outstanding Balance	Redemption Price
Principal:	2/8/2024				$3,843,324.00	No Call
1	10/1/2024	$222,373.73	$114,908.73	$107,465.00	$3,735,859.00	No Call
2	4/1/2025	$86,111.55	$86,111.55	$0.00	$3,735,859.00	No Call
3	10/1/2025	$257,363.55	$86,111.55	$171,252.00	$3,564,607.00	No Call
4	4/1/2026	$82,164.19	$82,164.19	$0.00	$3,564,607.00	No Call
5	10/1/2026	$261,722.19	$82,164.19	$179,558.00	$3,385,049.00	No Call
6	4/1/2027	$78,025.38	$78,025.38	$0.00	$3,385,049.00	No Call
7	10/1/2027	$266,292.38	$78,025.38	$188,267.00	$3,196,782.00	No Call
8	4/1/2028	$73,685.83	$73,685.83	$0.00	$3,196,782.00	No Call
9	10/1/2028	$271,083.83	$73,685.83	$197,398.00	$2,999,384.00	No Call
10	4/1/2029	$69,135.80	$69,135.80	$0.00	$2,999,384.00	No Call
11	10/1/2029	$276,106.80	$69,135.80	$206,971.00	$2,792,413.00	No Call
12	4/1/2030	$64,365.12	$64,365.12	$0.00	$2,792,413.00	No Call
13	10/1/2030	$281,374.12	$64,365.12	$217,009.00	$2,575,404.00	No Call
14	4/1/2031	$59,363.06	$59,363.06	$0.00	$2,575,404.00	No Call
15	10/1/2031	$286,897.06	$59,363.06	$227,534.00	$2,347,870.00	$2,394,827.40
16	4/1/2032	$54,118.40	$54,118.40	$0.00	$2,347,870.00	$2,394,827.40
17	10/1/2032	$292,688.40	$54,118.40	$238,570.00	$2,109,300.00	$2,130,393.00
18	4/1/2033	$48,619.37	$48,619.37	$0.00	$2,109,300.00	$2,130,393.00
19	10/1/2033	$298,759.37	$48,619.37	$250,140.00	$1,859,160.00	$1,859,160.00
20	4/1/2034	$42,853.64	$42,853.64	$0.00	$1,859,160.00	$1,859,160.00
21	10/1/2034	$191,703.64	$42,853.64	$148,850.00	$1,710,310.00	$1,710,310.00
22	4/1/2035	$39,422.65	$39,422.65	$0.00	$1,710,310.00	$1,710,310.00
23	10/1/2035	$195,491.65	$39,422.65	$156,069.00	$1,554,241.00	$1,554,241.00
24	4/1/2036	$35,825.26	$35,825.26	$0.00	$1,554,241.00	$1,554,241.00
25	10/1/2036	$199,463.26	$35,825.26	$163,638.00	$1,390,603.00	$1,390,603.00
26	4/1/2037	$32,053.40	$32,053.40	$0.00	$1,390,603.00	$1,390,603.00
27	10/1/2037	$203,628.40	$32,053.40	$171,575.00	$1,219,028.00	$1,219,028.00
28	4/1/2038	$28,098.60	$28,098.60	$0.00	$1,219,028.00	$1,219,028.00
29	10/1/2038	$207,994.60	$28,098.60	$179,896.00	$1,039,132.00	$1,039,132.00
30	4/1/2039	$23,951.99	$23,951.99	$0.00	$1,039,132.00	$1,039,132.00
31	10/1/2039	$212,572.99	$23,951.99	$188,621.00	$850,511.00	$850,511.00
32	4/1/2040	$19,604.28	$19,604.28	$0.00	$850,511.00	$850,511.00
33	10/1/2040	$217,373.28	$19,604.28	$197,769.00	$652,742.00	$652,742.00
34	4/1/2041	$15,045.70	$15,045.70	$0.00	$652,742.00	$652,742.00
35	10/1/2041	$222,406.70	$15,045.70	$207,361.00	$445,381.00	$445,381.00
36	4/1/2042	$10,266.03	$10,266.03	$0.00	$445,381.00	$445,381.00
37	10/1/2042	$227,684.03	$10,266.03	$217,418.00	$227,963.00	$227,963.00
38	4/1/2043	$5,254.55	$5,254.55	$0.00	$227,963.00	$227,963.00
39	10/1/2043	$233,217.55	$5,254.55	$227,963.00		
Total:		$5,694,162.33	$1,850,838.33	$3,843,324.00		

ABOUT – Webster Bank

The public finance group of Webster Bank provides tax-exempt and taxable financing solutions on a nationwide basis for state & local governments, non-profit corporations, and the federal government. Projects financed include virtually all types of essential capital items, including equipment, vehicles, energy efficiency & renewable energy equipment, and real property. Financing terms are tied to the useful life of the capital improvements and range from 3 to 20 years. Each member of the public finance team has 25 or more years of lending experience and is committed to the timely closing of awarded transactions.

CONTACT INFORMATION

For more information about this financing opportunity, please contact:

Mark Cargo
Managing Director
Webster Bank
Phone: (704) 287-4493
Email: mcargo@websterbank.com

AGENDA ITEM

Agenda Item 11.2.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: February 5, 2024

SUBJECT: Purchase of 302 Mary Esther Boulevard

BACKGROUND:
On December 5, the City Council directed staff to submit a formal offer for the property located at 302 Mary Esther Boulevard with the purchase price and terms agreed to in the LOI. The offer was accepted by the seller on December 12 with the following terms:

- Purchase price $2,375,000
- Earnest deposit $25,000
- Due diligence period of 30 days through January 11, 2024
- Closing date of no later than February 1, 2024, with an optional 30-day extension for financing

Property inspections were completed in early January, with no major deficiencies identified. The loan closing is tentatively scheduled for Friday, February 9.

DISCUSSION:
Staff requested the optional 30-day extension to obtain financing and close on the property. The tentative closing date is scheduled for Friday, February 16.

FINANCIAL IMPACT:
The purchase price is $2,375,000. Our architect has estimated renovation costs of $574,500, which includes the construction of a City Council Chambers. The loan was structured to fund both the acquisition and renovation costs.

RECOMMENDATION:
Motion to authorize the Mayor to execute the closing documents for 302 Mary Esther Boulevard and designate the City Manager as the alternate.

ATTACHMENT(S):
1. Purchase Agreement
2. Probable Cost Comparison

Commercial Contract

FloridaRealtors®

1. **PARTIES AND PROPERTY:** CITY OF MARY ESTHER OR ASSIGNS **("Buyer")** agrees to buy and RETAIL PARTNERS SANTA LLC **("Seller")** agrees to sell the property at:

Street Address: 302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

Legal Description: PARCEL ID: 16-2S-24-0000-0001-001D

and the following Personal Property: ANY FURNISHINGS ON SITE

(all collectively referred to as the "Property") on the terms and conditions set forth below.

2. PURCHASE PRICE: $ 2,375,000.00

(a) Deposit held in escrow by: Hand Arendall Harrison Sale ("Escrow Agent") (checks are subject to actual and final collection) $ ~~5,000.00~~ 25,000 per LOI

Escrow Agent's address: 111 N HWY 393, STE 203, SRB, FL Phone: 8506500010

J.C. 12/12/23

(b) Additional deposit to be made to Escrow Agent
☐ within ____ days (3 days, if left blank) after completion of Due Diligence Period or
☐ within ____ days after Effective Date $

(c) Additional deposit to be made to Escrow Agent
☐ within ____ days (3 days, if left blank) after completion of Due Diligence Period or
☐ within ____ days after Effective Date $

(d) Total financing (see Paragraph 5) $

(e) Other $

(f) All deposits will be credited to the purchase price at closing. Balance to close, subject to adjustments and prorations, to be paid via wire transfer. $2,350,000 $ ~~2,370,000.00~~

J.C. 12/12/23

For the purposes of this paragraph, "completion" means the end of the Due Diligence Period or upon delivery of Buyer's written notice of acceptability.

3. TIME FOR ACCEPTANCE; EFFECTIVE DATE; COMPUTATION OF TIME: Unless this offer is signed by **Seller** and **Buyer** and an executed copy delivered to all parties on or before December 13, 2023, this offer will be withdrawn and the **Buyer's** deposit, if any, will be returned. The time for acceptance of any counter offer will be 3 days from the date the counter offer is delivered. **The "Effective Date" of this Contract is the date on which the last one of the Seller and Buyer has signed or initialed and delivered this offer or the final counter offer** or _____. Calendar days will be used when computing time periods, except time periods of 5 days or less. Time periods of 5 days or less will be computed without including Saturday, Sunday, or national legal holidays. Any time period ending on a Saturday, Sunday, or national legal holiday will extend until 5:00 p.m. of the next business day. **Time is of the essence in this Contract.**

J.C. 12/12/23

4. CLOSING DATE AND LOCATION:

(a) Closing Date: This transaction will be closed on or before February 1, 2024 (Closing Date), unless specifically extended by other provisions of this Contract. The Closing Date will prevail over all other time periods including, but not limited to, Financing and Due Diligence periods. In the event insurance underwriting is suspended

©2023 Florida Realtors®

on Closing Date and **Buyer** is unable to obtain property insurance, **Buyer** may postpone closing up to 5 days after the insurance underwriting suspension is lifted.

(b) Location: Closing will take place in OKALOOSA County, Florida. (If left blank, closing will take place in the county where the property is located.) Closing may be conducted by mail or electronic means.

5. THIRD PARTY FINANCING: IS THIS ACHIEVABLE?

BUYER'S OBLIGATION: On or before 15 days (5 days if left blank) after Effective Date, **Buyer** will apply for third party financing in an amount not to exceed 100% of the purchase price or $_____, with a fixed interest rate not to exceed 8% per year with an initial variable interest rate not to exceed _____%, with points or commitment or loan fees not to exceed _____% of the principal amount, for a term of _____ years, and amortized over _____ years, with additional terms as follows:

_____.

Buyer will timely provide any and all credit, employment, financial and other information reasonably required by any lender. **Buyer** will use good faith and reasonable diligence to (i) obtain Loan Approval within ____ days (45 days if left blank) from Effective Date (Loan Approval Date), (ii) satisfy terms and conditions of the Loan Approval, and (iii) close the loan. **Buyer** will keep **Seller** and Broker fully informed about loan application status and authorizes the mortgage broker and lender to disclose all such information to **Seller** and Broker. **Buyer** will notify **Seller** immediately upon obtaining financing or being rejected by a lender. **CANCELLATION:** If **Buyer**, after using good faith and reasonable diligence, fails to obtain Loan Approval by Loan Approval Date, **Buyer** may within ____ days (3 days if left blank) deliver written notice to **Seller** stating **Buyer** either waives this financing contingency or cancels this Contract. If **Buyer** does neither, then **Seller** may cancel this Contract by delivering written notice to **Buyer** at any time thereafter. Unless this financing contingency has been waived, this Contract shall remain subject to the satisfaction, by closing, of those conditions of Loan Approval related to the Property. **DEPOSIT(S) (for purposes of Paragraph 5 only):** If **Buyer** has used good faith and reasonable diligence but does not obtain Loan Approval by Loan Approval Date and thereafter either party elects to cancel this Contract as set forth above or the lender fails or refuses to close on or before the Closing Date without fault on **Buyer's** part, the Deposit(s) shall be returned to **Buyer**, whereupon both parties will be released from all further obligations under this Contract, except for obligations stated herein as surviving the termination of this Contract. If neither party elects to terminate this Contract as set forth above or **Buyer** fails to use good faith or reasonable diligence as set forth above, **Seller** will be entitled to retain the Deposit(s) if the transaction does not close. For purposes of this Contract, "Loan Approval" means a statement by the lender setting forth the terms and conditions upon which the lender is willing to make a particular mortgage loan to a particular buyer. Neither a pre-approval letter nor a prequalification letter shall be deemed a Loan Approval for purposes of this Contract.

6. TITLE: **Seller** has the legal capacity to and will convey marketable title to the Property by ☒ statutory warranty deed ☑ special warranty deed ☐ other _____, free of liens, easements and encumbrances of record or known to **Seller**, but subject to property taxes for the year of closing; covenants, restrictions and public utility easements of record; existing zoning and governmental regulations; and (list any other matters to which title will be subject) _____

_____;

provided there exists at closing no violation of the foregoing and none of them prevents **Buyer's** intended use of the Property as _____.

(a) Evidence of Title: The party who pays the premium for the title insurance policy will select the closing agent and pay for the title search and closing services. **Seller** will, at (check one) ☐ **Seller's** ☒ **Buyer's** expense and within _____ days after Effective Date or at least 15 days before Closing Date deliver to **Buyer** (check one) ☒ (i) a title insurance commitment by a Florida licensed title insurer setting forth those matters to be discharged by **Seller** at or before Closing and, upon **Buyer** recording the deed, an owner's policy in the amount of the purchase price for fee simple title subject only to exceptions stated above. If **Buyer** is paying for the evidence of title and **Seller** has an owner's policy, **Seller** will deliver a copy to **Buyer** within 15 days after Effective Date. ☐ (ii.) an abstract of title, prepared or brought current by an existing abstract firm or certified as correct by an existing firm. However, if such an abstract is not available to **Seller**, then a prior owner's title policy acceptable to the proposed insurer as a base for reissuance of coverage may be used. The prior policy will include copies of all policy exceptions and an update in a format acceptable to **Buyer** from the policy effective date and certified to **Buyer** or

©2023 Florida Realtors®

Buyer's closing agent together with copies of all documents recited in the prior policy and in the update. If such an abstract or prior policy is not available to **Seller** then (i.) above will be the evidence of title.

(b) Title Examination: Buyer will, within 15 days from receipt of the evidence of title deliver written notice to **Seller** of title defects. Title will be deemed acceptable to **Buyer** if (1) **Buyer** fails to deliver proper notice of defects or (2) **Buyer** delivers proper written notice and **Seller** cures the defects within _____ days from receipt of the notice ("Curative Period"). Seller shall use good faith efforts to cure the defects. If the defects are cured within the Curative Period, closing will occur on the latter of 10 days after receipt by Buyer of notice of such curing or the scheduled Closing Date. **Seller** may elect not to cure defects if **Seller** reasonably believes any defect cannot be cured within the Curative Period. If the defects are not cured within the Curative Period, **Buyer** will have 10 days from receipt of notice of **Seller's** inability to cure the defects to elect whether to terminate this Contract or accept title subject to existing defects and close the transaction without reduction in purchase price.

(c) Survey: (check applicable provisions below)

☒ **Seller** will, within 5 days from Effective Date, deliver to **Buyer** copies of prior surveys, plans, specifications, and engineering documents, if any, and the following documents relevant to this transaction: CC&R's _____, prepared for **Seller** or in **Seller's** possession, which show all currently existing structures. In the event this transaction does not close, all documents provided by **Seller** will be returned to **Seller** within 10 days from the date this Contract is terminated.

☐ **Buyer** will, at ☐ **Seller's** ☐ **Buyer's** expense and within the time period allowed to deliver and examine title evidence, obtain a current certified survey of the Property from a registered surveyor. If the survey reveals encroachments on the Property or that the improvements encroach on the lands of another, ☐ **Buyer** will accept the Property with existing encroachments ☐ such encroachments will constitute a title defect to be cured within the Curative Period.

JC 12/12/23 MM

(d) Ingress and Egress: Seller warrants that the Property presently has ingress and egress. per the CC&Rs of record.

7. PROPERTY CONDITION: Seller will deliver the Property to **Buyer** at the time agreed in its present "as is" condition, ordinary wear and tear excepted, and will maintain the landscaping and grounds in a comparable condition. **Seller** makes no warranties other than marketability of title. In the event that the condition of the Property has materially changed since the expiration of the Due Diligence Period, **Buyer** may elect to terminate the Contract and receive a refund of any and all deposits paid, plus interest, if applicable, or require Seller to return the Property to the required condition existing as of the end of Due Diligence period, the cost of which is not to exceed $_____ (1.5% of the purchase price, if left blank). By accepting the Property "as is", **Buyer** waives all claims against **Seller** for any defects in the Property. (Check **(a)** or **(b)**)

☐ **(a) As Is: Buyer** has inspected the Property or waives any right to inspect and accepts the Property in its "as is" condition.

☒ **(b) Due Diligence Period: Buyer** will, at **Buyer's** expense and within 30 days from Effective Date ("Due Diligence Period"), determine whether the Property is suitable, in **Buyer's** sole and absolute discretion. During the term of this Contract, **Buyer** may conduct any tests, analyses, surveys and investigations ("Inspections") which **Buyer** deems necessary to determine to **Buyer's** satisfaction the Property's engineering, architectural, environmental properties; zoning and zoning restrictions; flood zone designation and restrictions; subdivision regulations; soil and grade; availability of access to public roads, water, and other utilities; consistency with local, state and regional growth management and comprehensive land use plans; availability of permits, government approvals and licenses; compliance with American with Disabilities Act; absence of asbestos, soil and ground water contamination; and other inspections that **Buyer** deems appropriate. **Buyer** will deliver written notice to **Seller** prior to the expiration of the Due Diligence Period of **Buyer's** determination of whether or not the Property is acceptable. **Buyer's** failure to comply with this notice requirement will constitute acceptance of the Property in its present "as is" condition. **Seller** grants to **Buyer**, its agents, contractors and assigns, the right to enter the Property at any time during the term of this Contract for the purpose of conducting Inspections, upon reasonable notice, at a mutually agreed upon time; provided, however, that **Buyer**, its agents, contractors and assigns enter the Property and conduct Inspections at their own risk. **Buyer** will indemnify and hold **Seller** harmless from losses, damages, costs, claims and expenses of any nature, including attorneys' fees at all levels, and from liability to any person, arising from the conduct of any and all inspections or any work authorized by **Buyer**. **Buyer** will not engage in any activity that could result in a mechanic's lien being filed against the Property without **Seller's** prior written consent. In the event this transaction does not close, (1) **Buyer** will repair all damages to the

©2023 Florida Realtors®

Property resulting from the Inspections and return the Property to the condition it was in prior to conduct of the Inspections, and (2) **Buyer** will, at **Buyer's** expense release to **Seller** all reports and other work generated as a result of the Inspections. Should **Buyer** deliver timely notice that the Property is not acceptable, **Seller** agrees that **Buyer's** deposit will be immediately returned to **Buyer** and the Contract terminated.

(c) Walk-through Inspection: Buyer may, on the day prior to closing or any other time mutually agreeable to the parties, conduct a final "walk-through" inspection of the Property to determine compliance with this paragraph and to ensure that all Property is on the premises.

8. OPERATION OF PROPERTY DURING CONTRACT PERIOD: Seller will continue to operate the Property and any business conducted on the Property in the manner operated prior to Contract and will take no action that would adversely impact the Property after closing, as to tenants, lenders or business, if any. Any changes, such as renting vacant space, that materially affect the Property or **Buyer's** intended use of the Property will be permitted [X] only with **Buyer's** consent [ ] without **Buyer's** consent.

9. CLOSING PROCEDURE: Unless otherwise agreed or stated herein, closing procedure shall be in accordance with the norms where the Property is located.

(a) Possession and Occupancy: Seller will deliver possession and occupancy of the Property to **Buyer** at closing. **Seller** will provide keys, remote controls, and any security/access codes necessary to operate all locks, mailboxes, and security systems.

(b) Costs: Buyer will pay **Buyer's** attorneys' fees, taxes and recording fees on notes, mortgages and financing statements and recording fees for the deed. **Seller** will pay **Seller's** attorneys' fees, taxes on the deed and recording fees for documents needed to cure title defects. If **Seller** is obligated to discharge any encumbrance at or prior to closing and fails to do so, **Buyer** may use purchase proceeds to satisfy the encumbrances.

(c) Documents: Seller will provide the deed; bill of sale; mechanic's lien affidavit; originals of those assignable service and maintenance contracts that will be assumed by **Buyer** after the Closing Date and letters to each service contractor from **Seller** advising each of them of the sale of the Property and, if applicable, the transfer of its contract, and any assignable warranties or guarantees received or held by **Seller** from any manufacturer, contractor, subcontractor, or material supplier in connection with the Property; current copies of the condominium documents, if applicable; assignments of leases, updated rent roll; tenant and lender estoppels letters (if applicable); tenant subordination, non-disturbance and attornment agreements (SNDAs) required by the **Buyer** or **Buyer's** lender; assignments of permits and licenses; corrective instruments; and letters notifying tenants of the change in ownership/rental agent. If any tenant refuses to execute an estoppels letter, **Seller**, if requested by the **Buyer** in writing, will certify that information regarding the tenant's lease is correct. If **Seller** is an entity, **Seller** will deliver a resolution of its governing authority authorizing the sale and delivery of the deed and certification by the appropriate party certifying the resolution and setting forth facts showing the conveyance conforms to the requirements of local law. **Seller** will transfer security deposits to **Buyer**. **Buyer** will provide the closing statement, mortgages and notes, security agreements, and financing statements.

(d) Taxes and Prorations: Real estate taxes, personal property taxes on any tangible personal property, bond payments assumed by **Buyer**, interest, rents (based on actual collected rents), association dues, insurance premiums acceptable to **Buyer**, and operating expenses will be prorated through the day before closing. If the amount of taxes for the current year cannot be ascertained, rates for the previous year will be used with due allowance being made for improvements and exemptions. Any tax proration based on an estimate will, at request of either party, be readjusted upon receipt of current year's tax bill; this provision will survive closing.

(e) Special Assessment Liens: Certified, confirmed, and ratified special assessment liens as of the Closing Date will be paid by **Seller**. If a certified, confirmed, and ratified special assessment is payable in installments, **Seller** will pay all installments due and payable on or before the Closing Date, with any installment for any period extending beyond the Closing Date prorated, and **Buyer** will assume all installments that become due and payable after the Closing Date. **Buyer** will be responsible for all assessments of any kind which become due and owing after Closing Date, unless an improvement is substantially completed as of Closing Date. If an improvement is substantially completed as of the Closing Date but has not resulted in a lien before closing, **Seller** will pay the amount of the last estimate of the assessment. This subsection applies to special assessment liens imposed by a public body and does not apply to condominium association special assessments.

(f) Foreign Investment in Real Property Tax Act (FIRPTA): If **Seller** is a "foreign person" as defined by FIRPTA, **Seller** and **Buyer** agree to comply with Section 1445 of the Internal Revenue Code. **Seller** and **Buyer** will complete, execute, and deliver as directed any instrument, affidavit, or statement reasonably necessary to comply

©2023 Florida Realtors®

Form Simplicity

Electronically Signed using eSignOnline™ (Session ID : 34ba1de7-e23d-42df-9cea-c05d158ca5f8 1

with the FIRPTA requirements, including delivery of their respective federal taxpayer identification numbers or Social Security Numbers to the closing agent. If **Buyer** does not pay sufficient cash at closing to meet the withholding requirement, **Seller** will deliver to **Buyer** at closing the additional cash necessary to satisfy the requirement.

10. ESCROW AGENT: Seller and **Buyer** authorize Escrow Agent or Closing Agent (collectively "Agent") to receive, deposit, and hold funds and other property in escrow and, subject to collection, disburse them in accordance with the terms of this Contract. The parties agree that Agent will not be liable to any person for misdelivery of escrowed items to **Seller** or **Buyer**, unless the misdelivery is due to Agent's willful breach of this Contract or gross negligence. If Agent has doubt as to Agent's duties or obligations under this Contract, Agent may, at Agent's option, (a) hold the escrowed items until the parties mutually agree to its disbursement or until a court of competent jurisdiction or arbitrator determines the rights of the parties or (b) deposit the escrowed items with the clerk of the court having jurisdiction over the matter and file an action in interpleader. Upon notifying the parties of such action, Agent will be released from all liability except for the duty to account for items previously delivered out of escrow. If Agent is a licensed real estate broker, Agent will comply with Chapter 475, Florida Statutes. In any suit in which Agent interpleads the escrowed items or is made a party because of acting as Agent hereunder, Agent will recover reasonable attorney's fees and costs incurred, with these amounts to be paid from and out of the escrowed items and charged and awarded as court costs in favor of the prevailing party.

11. CURE PERIOD: Prior to any claim for default being made, a party will have an opportunity to cure any alleged default. If a party fails to comply with any provision of this Contract, the other party will deliver written notice to the non-complying party specifying the non-compliance. The non-complying party will have _____ days (5 days if left blank) after delivery of such notice to cure the non-compliance. Notice and cure shall not apply to failure to close.

12. FORCE MAJEURE: **Buyer** or **Seller** shall not be required to perform any obligation under this Contract or be liable to each other for damages so long as performance or non-performance of the obligation, or the availability of services, insurance, or required approvals essential to Closing, is disrupted, delayed, caused or prevented by Force Majeure. "Force Majeure" means: hurricanes, floods, extreme weather, earthquakes, fire, or other acts of God, unusual transportation delays, or wars, insurrections, or acts of terrorism, which, by exercise of reasonable diligent effort, the non-performing party is unable in whole or in part to prevent or overcome. All time periods, including Closing Date, will be extended a reasonable time up to 7 days after the Force Majeure no longer prevents performance under this Contract, provided, however, if such Force Majeure continues to prevent performance under this Contract more than 30 days beyond Closing Date, then either party may terminate this Contract by delivering written notice to the other and the Deposit shall be refunded to **Buyer**, thereby releasing **Buyer** and **Seller** from all further obligations under this Contract.

13. RETURN OF DEPOSIT: Unless otherwise specified in the Contract, in the event any condition of this Contract is not met and **Buyer** has timely given any required notice regarding the condition having not been met, **Buyer's** deposit will be returned in accordance with applicable Florida Laws and regulations.

14. DEFAULT:

(a) In the event the sale is not closed due to any default or failure on the part of **Seller** other than failure to make the title marketable after diligent effort, **Buyer** may elect to receive return of Buyer's deposit ~~without thereby waiving any action for damages resulting from Seller's breach and may seek to recover such damages or seek~~ or seek specific performance. If Buyer elects a deposit refund, ~~Seller may be liable to Broker for the full amount of the brokerage fee.~~

JC 12/12/23

(b) In the event the sale is not closed due to any default or failure on the part of **Buyer**, **Seller** may either (1) retain all deposit(s) paid or agreed to be paid by **Buyer** as agreed upon liquidated damages, consideration for the execution of this Contract, and in full settlement of any claims, upon which this Contract will terminate or ~~(2) seek specific performance.~~ If **Buyer** fails to timely place a deposit as required by this Contract, **Seller** may either (1) terminate the Contract and seek the remedy outlined in this subparagraph or (2) proceed with the Contract without waiving any remedy for **Buyer's** default.

15. ATTORNEY'S FEES AND COSTS: In any claim or controversy arising out of or relating to this Contract, the prevailing party, which for purposes of this provision will include **Buyer**, **Seller** and Broker, will be awarded reasonable attorneys' fees, costs, and expenses.

16. NOTICES: All notices will be in writing and may be delivered by mail, overnight courier, personal delivery, or electronic means. Parties agree to send all notices to addresses specified on the signature page(s). Any notice, document, or item given by or delivered to an attorney or real estate licensee (including a transaction broker) representing a party will be as effective as if given by or delivered to that party.

Buyer JC (____) (____) and **Seller** (____) (____) acknowledge receipt of a copy of this page, which is Page 5 of 8 Pages.

©2023 Florida Realtors®
Form Simplicity

Electronically Signed using eSignOnline™ | Session ID : 34ba1de7-e23d-42df-9cea-c05d158ca5f8 |

17. DISCLOSURES:

(a) Commercial Real Estate Sales Commission Lien Act: The Florida Commercial Real Estate Sales Commission Lien Act provides that a broker has a lien upon the owner's net proceeds from the sale of commercial real estate for any commission earned by the broker under a brokerage agreement. The lien upon the owner's net proceeds is a lien upon personal property which attaches to the owner's net proceeds and does not attach to any interest in real property. This lien right cannot be waived before the commission is earned.

(b) Special Assessment Liens Imposed by Public Body: The Property may be subject to unpaid special assessment lien(s) imposed by a public body. (A public body includes a Community Development District.) Such liens, if any, shall be paid as set forth in Paragraph 9(e).

(c) Radon Gas: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

(d) Energy-Efficiency Rating Information: Buyer acknowledges receipt of the information brochure required by Section 553.996, Florida Statutes.

18. RISK OF LOSS:

(a) If, after the Effective Date and before closing, the Property is damaged by fire or other casualty, **Seller** will bear the risk of loss and **Buyer** may cancel this Contract without liability and the deposit(s) will be returned to **Buyer**. Alternatively, **Buyer** will have the option of purchasing the Property at the agreed upon purchase price and **Seller** will credit the deductible, if any and transfer to **Buyer** at closing any insurance proceeds, or **Seller's** claim to any insurance proceeds payable for the damage. **Seller** will cooperate with and assist **Buyer** in collecting any such proceeds. **Seller** shall not settle any insurance claim for damage caused by casualty without the consent of the **Buyer**.

(b) If, after the Effective Date and before closing, any part of the Property is taken in condemnation or under the right of eminent domain, or proceedings for such taking will be pending or threatened, **Buyer** may cancel this Contract without liability and the deposit(s) will be returned to **Buyer**. Alternatively, **Buyer** will have the option of purchasing what is left of the Property at the agreed upon purchase price and **Seller** will transfer to the **Buyer** at closing the proceeds of any award, or **Seller's** claim to any award payable for the taking. **Seller** will cooperate with and assist **Buyer** in collecting any such award.

19. ASSIGNABILITY; PERSONS BOUND: This Contract may be assigned to a related entity, and otherwise ☑ is not assignable ☐ is assignable. If this Contract may be assigned, **Buyer** shall deliver a copy of the assignment agreement to the **Seller** at least 5 days prior to Closing. The terms **"Buyer, " "Seller"** and "Broker" may be singular or plural. This Contract is binding upon **Buyer**, **Seller** and their heirs, personal representatives, successors and assigns (if assignment is permitted).

20. MISCELLANEOUS: The terms of this Contract constitute the entire agreement between **Buyer** and **Seller**. Modifications of this Contract will not be binding unless in writing, signed and delivered by the party to be bound. Signatures, initials, documents referenced in this Contract, counterparts and written modifications communicated electronically or on paper will be acceptable for all purposes, including delivery, and will be binding. Handwritten or typewritten terms inserted in or attached to this Contract prevail over preprinted terms. If any provision of this Contract is or becomes invalid or unenforceable, all remaining provisions will continue to be fully effective. This Contract will be construed under Florida law and will not be recorded in any public records.

21. BROKERS: Neither **Seller** nor **Buyer** has used the services of, or for any other reason owes compensation to, a licensed real estate Broker other than:

(a) Seller's Broker: NBI PROPERTIES INC (Company Name) DUSTIN PARKMAN (Licensee)

154 Brooks Street SE, #101, FWB, 32548 8502188408 (Address, Telephone, Fax, E-mail)

who ☐ is a single agent ☒ is a transaction broker ☐ has no brokerage relationship and who will be compensated by ☒ **Seller** ☐ **Buyer** ☐ both parties pursuant to ☒ a listing agreement ☐ other (specify) _____

(b) Buyer's Broker: _____ (Company Name) (Licensee)

_____ (Address, Telephone, Fax, E-mail)

Buyer (JC) (____) and **Seller** (MM) (____) acknowledge receipt of a copy of this page, which is Page 6 of 8 Pages.

©2023 Florida Realtors®

who ☐ is a single agent ☐ is a transaction broker ☐ has no brokerage relationship and who will be compensated by ☐ **Seller's Broker** ☐ **Seller** ☐ **Buyer** ☐ both parties pursuant to ☐ an MLS offer of compensation ☐ other (specify) _____ (collectively referred to as "Broker") in connection with any act relating to the Property, including but not limited to inquiries, introductions, consultations, and negotiations resulting in this transaction. **Seller** and **Buyer** agree to indemnify and hold Broker harmless from and against losses, damages, costs and expenses of any kind, including reasonable attorneys' fees at all levels, and from liability to any person, arising from (1) compensation claimed which is inconsistent with the representation in this Paragraph, (2) enforcement action to collect a brokerage fee pursuant to Paragraph 10, (3) any duty accepted by Broker at the request of **Seller** or **Buyer**, which is beyond the scope of services regulated by Chapter 475, Florida Statutes, as amended, or (4) recommendations of or services provided and expenses incurred by any third party whom Broker refers, recommends, or retains for or on behalf of **Seller** or **Buyer**.

22. OPTIONAL CLAUSES: (Check if any of the following clauses are applicable and are attached as an addendum to this Contract):

☐ (A) Arbitration	☐ (E) Seller Warranty	☐ (I) Existing Mortgage
☐ (B) Section 1031 Exchange	☐ (F) Coastal Construction Control Li	☐ (J) Buyer's Attorney Approval
☐ (C) Property Inspection and Repair	☐ (G) Flood Area Hazard Zone	☐ (K) Seller's Attorney Approval
☐ (D) Seller Representations	☐ (H) Seller Financing	☐ Other _____

23. ADDITIONAL TERMS:

IN THE EVENT THAT FINANCING IS NOT IN PLACE BY THE SCHEDULED CLOSING DATE, BUYER RESERVES THE RIGHT TO EXTEND THE CLOSING 30 DAYS TO ALLOW FOR UNDERWRITING AND FUNDS TO BE IN PLACE. * Please provide Seller with documentation that shows Buyer is working diligently towards financing and Closing. J.C. 12/20/23

THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT. IF NOT FULLY UNDERSTOOD, SEEK THE ADVICE OF AN ATTORNEY PRIOR TO SIGNING. BROKER ADVISES BUYER AND SELLER TO VERIFY ALL FACTS AND REPRESENTATIONS THAT ARE IMPORTANT TO THEM AND TO CONSULT AN APPROPRIATE PROFESSIONAL FOR LEGAL ADVICE (FOR EXAMPLE, INTERPRETING CONTRACTS, DETERMINING THE EFFECT OF LAWS ON THE PROPERTY AND TRANSACTION, STATUS OF TITLE, FOREIGN INVESTOR REPORTING REQUIREMENTS, ETC.) AND FOR TAX, PROPERTY CONDITION, ENVIRONMENTAL AND OTHER ADVICE. BUYER ACKNOWLEDGES THAT BROKER DOES NOT OCCUPY THE PROPERTY AND THAT ALL REPRESENTATIONS (ORAL, WRITTEN OR OTHERWISE) BY BROKER ARE BASED ON SELLER REPRESENTATIONS OR PUBLIC RECORDS UNLESS BROKER INDICATES PERSONAL VERIFICATION OF THE REPRESENTATION. BUYER AGREES TO RELY SOLELY ON SELLER, PROFESSIONAL INSPECTORS AND GOVERNMENTAL AGENCIES FOR VERIFICATION OF THE PROPERTY CONDITION, SQUARE FOOTAGE AND FACTS THAT MATERIALLY AFFECT PROPERTY VALUE.

©2023 Florida Realtors®
Form Simplicity

Electronically Signed using eSignOnline™ | Session ID : 34ba1de7-e23d-42df-9cea-c05d158ca5f8 |

Each person signing this Contract on behalf of a party that is a business entity represents and warrants to the other party that such signatory has full power and authority to enter into and perform this Contract in accordance with its terms and each person executing this Contract and other documents on behalf of such party has been duly authorized to do so.

ATTENTION: SELLER AND BUYER

CONVEYANCES TO FOREIGN BUYERS: Part III of Chapter 692, Sections 692.201 - 692.205, Florida Statutes, 2023 (the "Act"), in part, limits and regulates the sale, purchase and ownership of certain Florida properties by certain buyers who are associated with a "foreign country of concern", namely: the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic. **It is a crime to buy or knowingly sell property in violation of the Act.**

At time of purchase, Buyer must provide a signed Affidavit which complies with the requirements of the Act. Seller and Buyer are advised to seek legal counsel regarding their respective obligations and liabilities under the Act.

Jared Cobb _____ Date: 12/11/2023
(Signature of Buyer

Jared Cobb _____ Tax ID No.: _____
(Typed or Printed Name of Buyer)

Title: City Manager, City of Mary Esther _____ Telephone: _____

_____ Date: _____
(Signature of Buyer

_____ Tax ID No.: _____
(Typed or Printed Name of Buyer)

Title: _____ Telephone: _____

Buyer's Address for purpose of notice _____

Facsimile: _____ Email: _____

_____ Date: _____
(Signature of Seller)

RETAIL PARTNERS SANTA, LLC _____ Tax ID No.: _____
(Typed or Printed Name of Seller)

Title: Chief Manager _____ Telephone: 615-477-4262

_____ Date: 12/11/23
(Signature of Seller)

_____ Tax ID No.: _____
(Typed or Printed Name of Seller)

Title: _____ Telephone: _____

Seller's Address for purpose of notice: _____

Facsimile: _____ Email: _____

Florida REALTORS® makes no representation as to the legal validity or adequacy of any provision of this form in any specific transaction. This standardized form should not be used in complex transactions or with extensive riders or additions. This form is available for use by the entire real estate industry and is not intended to identify the user as REALTOR®. REALTOR® is a registered collective membership mark which may be used only by real estate licensees who are members of the NATIONAL ASSOCIATION OF REALTORS® and who subscribe to its Code of Ethics. The copyright laws of United States (17 U.S. Code) forbid the unauthorized reproduction of this form by any means including facsimile or computerized forms.

Buyer (JC) (____) and **Seller** (WM) (____) acknowledge receipt of a copy of this page, which is Page 8 of 8 Pages.

©2023 Florida Realtors®
Form Simplicity

Electronically Signed using eSignOnline™ / Session ID : 34ba1de7-e23d-42df-9cea-c05d158ca5f8 I

CITY OF MARY ESTHER
NEW CITY HALL MODIFICATIONS OR REMODEL PROBABLE COST COMPARISON
Date: October 2, 2023

To: Mr. Jared Cobb, City Manager
City of Mary Esther, FL
195 Christobal Road
Mary Esther, FL 32569
850.243.3566 ext 14
(Via: jcobb@cityofmaryesther.com)

Re: Probable Cost Comparison – New City Hall or Remodel an Existing Building

Dear Mr. Cobb,

Thank you for meeting with us and for the opportunity to provide you with a generalized probable cost comparison between potentially building a new city hall building vs. remodeling an existing property (First Florida Bank) located at 302 Mary Esther Blvd, Mary Esther, FL 32569.

The professional opinion offered is consistent with Florida Architects, Inc. (FLA) normal governmental project requirements, services, and processes normally required for a City Hall in the range of 7,220-NSF (9,747-GSF).

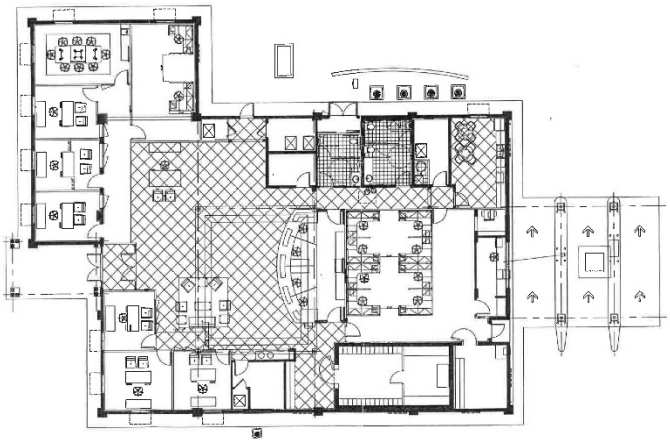
The following items and descriptions represent Florida Architects, Inc. proposed professional architectural and engineering services scope-of-work, deliverables, schedule, and related compensation.

OPTION #1: EXISTING BUILDING REMODELING

The existing building is in very good condition, has an emergency generator, with some exterior site improvements necessary, such as parking and driveway coating and restriping.

The interior would require some remodeling to accommodate city functions but are considered to be mostly related to new partitions and some finish work. Specific improvements would be considered during the design phase.

CITY OF MARY ESTHER
NEW CITY HALL MODIFICATIONS OR REMODEL PROBABLE COST COMPARISON
Date: October 2, 2023



OPTION #1: Remodeling/Improvements Probable Cost

Interior: 7,220-NSF x $75.00/SF =	$541,500
Exterior: Parking & Drive Coatings =	$33,000
TOTAL OPTION #1:	**$574,500**

OPTION #2: CONSTRUCT NEW CITY HALL

Approx. 7,220-NSF x 1.35 = 9,747-GSF (hurricane resistant)
Reinforced CMU w/Brick Veneer Exterior Walls
KEE Single-Ply Membrane Roofing on Insulated Concrete Deck & Steel Joists/Beams
Suspended AT Ceilings
LVP Vinyl Plank & Carpet Plank Flooring
Porcelain Tile Restrooms Floors & Wall Finishes
Painted Gypsum Board Interior Walls & Birch Paneling in Chamber
Split HVAC System
Mid-Level Grade Site Work/Minimum Improvements

9,747-GSF x $322.88/SF =	$3,147,123
Generator Option (whole bldg) =	$245,000
TOTAL OPTION #2:	**$3,392,123 to $4,000,000**

Florida Architects, Inc. License #AR12728
103 W 5TH Street, Panama City, FL 32401
850.257.5400

The Probable Cost Estimates included are based on minimum assumptions and should be studied further in a design process with more detail. However, this information is a reasonable comparison.

Thank you for the opportunity to *best serve* the City of Mary Esther.

Respectfully Submitted By
FLORIDA ARCHITECTS, INC.

Digitally signed by Joseph Sorci
DN: cn=Joseph Sorci, o=Florida Architects, Inc., ou, email=jsorci@floridaarchitects.com, c=US
Date: 2023.10.01 13:12:38 -05'00'

Prepared By: Joseph Sorci, AIA, President

Encl: New Building Means Probable Cost Estimate Worksheet

Cost Estimate Report

Date: 10/01/2023

City of Mary Esther

195 Christobal Road North Mary Esther, FL 32569

Mary Esther, Florida, 32569

Mary Esther City Hall

Year 2023

Assembly Summary Report

Prepared By: Valli Sorci Florida Architects, Inc.

Division Description		Total
A	Substructure	$93,213.45
B	Shell	$868,455.76
C	Interiors	$525,957.90
D	Services	$681,206.67
E	Equipment & Furnishings	$24,653.98
G	Building Sitework	$384,009.01

Subtotal		**$2,577,496.77**
General Contractor's Markup on Subs	**5.00%**	**$0.00**
Subtotal		**$2,577,496.77**
General Conditions	**11.00%**	**$283,524.64**
Subtotal		**$2,861,021.41**
General Contractor's Overhead and Profit	**10.00%**	**$286,102.14**
Grand Total		**$3,147,123.55**

AGENDA ITEM

Agenda Item 11.3.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, Administrative Coordinator

DATE: February 5, 2024

SUBJECT: City Council Committee Appointments

BACKGROUND:
Mary Beth Washnock contacted Interim City Clerk Dillon Morris on January 16, stating that since Lipscomb had resigned, a representative would need to attend in her stead at the TPO meeting. Since previous Councilmembers Coxwell and Lipscomb had resigned, there are now vacancies in the appointments for council committees.

DISCUSSION:
Due to the in-between timing, appointments must be made of current council members to the committees to make sure they have a representative when required. The following committees and representatives are as follows:

- Transportation Committee, Primary Representative
- Transportation Committee, Alternative Representative
- Okaloosa-Walton Transportation Planning Organization (TPO) Primary Representative
- Regional Utility Authority (RUA) Alternative Representative
- Okaloosa County League of Cities (OCLC) Alternative Representative

This topic will be revisited again once a full council is established to distribute some of the appointments, but for now this is a temporary solution.

FINANCIAL IMPACT:
There is no financial impact related to this matter.

RECOMMENDATION:
Motion to approve the committee appointments.

ATTACHMENT(S):
1. Council Committee Appointments

City of Mary Esther
Council Committee Appointments

Committee	Primary Representative	Alt. Representative	Schedule (if known)
Transportation	Councilmember Coxwell	Councilmember Lipscomb	As needed
Economic Development Council (EDC)	Mayor Stein	Councilmember Sutton	3:30 pm 3rd Thursday, bimonthly NWFLC in Niceville
Library Co-Op	Councilmember Oder	Mayor Stein	2 pm 4th Wednesday, monthly Location varies
Okaloosa-Walton Transportation Planning Organization (TPO)	Councilmember Lipscomb	Mayor Pro Tem Carter	3 pm 3rd Thursday, bimonthly
Regional Utility Authority (RUA)	Mayor Stein	Councilmember Coxwell	As needed
Okaloosa County League of Cities (OCLC)	Mayor Stein	Councilmember Coxwell	12 pm (noon) 1st Monday of March, June, September, and December
Northwest Florida League of Cities (NWFLC)	Councilmember Oder	Councilmember Sutton	Quarterly in the evening
Emerald Coast Regional Council	Councilmember Sutton	Mayor Pro Tem Carter	Around 11 am 3rd Thursday, bimonthly Location varies.

AGENDA ITEM

Agenda Item 11.4.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, Administrative Coordinator

DATE: February 5, 2024

SUBJECT: City Clerk Recruitment

BACKGROUND:
In November, the city clerk at the time resigned, and the city put out open applications for the position. In the January Regular Council Meeting it was stated that the first phase of applications would be presented to council to look through and decide how to proceed.

DISCUSSION:
Council will be provided with all applicant's cover letters and resumes and score everyone in an Excel spreadsheet which will be combined to show all scores. From there, the council can choose how many and which candidates they would like to virtually interview from the applicants with interviews being held at a later date.

FINANCIAL IMPACT:
There is no financial impact related to this matter.

RECOMMENDATION:
Motion to virtually interview the selected candidates.

ATTACHMENT(S):
1. City Clerk Applicants

Adam J. Thompson
664 Randall Roberts Road
Fort Walton Beach, Fl 32547
adamjthompson1@outlook.com
478-396-1879

7 January 2024

Dillon Morris
Administrative Coordinator
City of Mary Esther

Dear Mr. Morris,

I am writing to express my sincere interest in the City Clerk position, as advertised in the recent job announcement. With a master's degree in project management and Operations and over ten years of progressively responsible administrative experience, I am confident in my ability to contribute to the success of the City of Mary Esther.

In my current role as a Senior Program Analyst, I successfully directed personnel functions, planned, and implemented divisional budgets, forecasted costs, and allocations, and ensured compliance with federal and military regulations. My experience includes overseeing the maintenance of vital records, managing stakeholder communications, and ensuring continuity of a multi-million-dollar Department of Defense program.

I am well-versed in drafting and preparing comprehensive reports as well as data visualizations. Moreover, my proficiency in Microsoft Word and Excel, along with other programs, aligns with the technological requirements outlined in the job description.

What sets me apart is my dedication to maintaining the highest standards of professionalism, as well as my commitment to always representing the City of Mary Esther in a dignified manner. I am confident that my strong organizational skills, attention to detail, and ability to handle multiple responsibilities simultaneously make me an ideal candidate for this role.

Enclosed is my resume, which provides additional details about my professional background. I welcome the opportunity to discuss in further detail how my skills and experiences align with the needs of the City of Mary Esther. Thank you for considering my application.

Sincerely,

Adam J. Thompson

Adam J. Thompson

478-396-1879 | adamjthompson1@outlook.com | www.linkedin.com/in/adamjthompson1

PROGRAM ANALYST

Enterprising Senior Program Analyst offering **15+ years** of specialized experience leading global-oriented organizations, directing operational programs with strategic impacts, managing dynamic projects with finite resources, and overseeing unforeseen challenges. **Managed 8-month, $2 million project** for United States Air Force. Led up to **100 cross-functional team members** and **directed day-to-day operations for 18,000 world-wide special operations forces**. Recipient of multiple awards due to meritorious service. Cultivated network operational success in fast-paced, challenging, and diverse settings. **Published self-help author.** Possesses **Active Top Secret/SCI Security Clearance, Google Data Analytics Certification.**

Program & Project Management | Special Operations Military Experience | Communication Skills | Conflict Resolution |Technical Analysis |Collaboration |Security | Air & Space Operations | Human Resources| Leadership| Data Visualization | Process Improvement | Quality Assurance |Resource Management| Training & Development |Microsoft Office| Power BI |

EXPERIENCE

Senior Program Analyst Feb *2023–Present*
TrailblazerInnovations,Inc. *203 Foxx Ave, Hurlburt Field, FL, 32544*
Full Time, 40 Hrs/Week

Tracks, analyzes, and monitors on-going program tasks, projects, schedules, milestones, and deliverables in support of the AFSOC Blue Force Tracking Program Office.

- Integrates various US government stakeholders in supporting installation of Friendly Force/Blue Force Tracking devices on AFSOC weapon systems. **$6.4 million worth of assets allocated across 193 countries.**
- Scrutinizes data collection protocols from multiple sources using statistical analysis tools for system testing; determining improved methods to implement guidelines and policies; provide recommendations to users/customers to organize, train and equip personnel. **Over 350 daily users of Blue Force Tracking services supported.**
- Tracks multiple project performances, specifically to analyze the successful completion of program goals.
- Creates and maintains comprehensive documentation including preparing reports regarding status of program, develops dashboards, process maps, and data visualization products. **Formulated $1.4 million annual budget.**
- Facilitates coordination of projects and milestones on time and within scope. Fosters a comprehensive and detailed project plan to monitor, track progress (including deadlines, responsibilities, and monitoring) and summarize progress to be shared with stakeholders and senior leaders.

UNITED STATES AIR FORCE / Master Sergeant (E-7)
2002—2023

Senior Enlisted Leader (Senior Advisor) *Aug 2022–Oct 2022*
Air Force Special Operations Command - Operations Center *Hurlburt Field, FL*

Represented commander of AFSOC Operations Center, communicated commander's vision and direction for the unit to the workforce, while simultaneously representing the enlisted personnel's views and concerns to the commander. **Led 5 major crises events supporting National Defense Strategy objectives & protecting 9 million US citizens abroad.**

- Oversaw enlisted force structure requirements to include evaluations, awards, professional military education, duty assignments, career counseling, and all functions required to maintain a professional and lethal force.
- Executed HQ AFSOC staff processes; organized and led various coordination between AFSOC OC, HQ AFSOC and all assigned AFSOC Wings.
- Led an 8 month, 2 phase operational planning team that reorganized the AFSOC Operations Center around the complex Force Generation and Force Projection functions ensuring the operational arm of AFSOC HQ could oversee and direct long-range, highly complex, sensitive and critical mission sets.

Operations Superintendent (Operations Director) *Nov 2021–Aug 2022*
Air Force Special Operations Command - Operations Center *Hurlburt Field, FL*

Oversaw plans and programs effecting 18,000 personnel worldwide. Monitored security, humanitarian, and crises operations within a diverse 90 personnel organization, coordinating with 5 division chiefs and superintendents. Advised the commander on all Air Force special operations readiness, generation, projection, and sustainment matters.

- **Directed daily operations for global special ops air power projection across 154 countries.**
- Orchestrated 8-month organizational overhaul leading a team of 13 officers and civilians and created a singular operations center for Major Command.
- Oversaw Afghanistan retrograde efforts; led airspace deconfliction, manned and unmanned ISR coordination, and C2 support for Theater Special Operations Command forces.

First Sergeant (Human Resources Director) *May 2018-May 2021*
Multiple Operational and Support Organizations *Hurlburt Field, FL*

Principal advisor on health, morale, welfare, readiness, & resiliency for 5 units, 11 commanders, providing general supervision and specialized leadership to over 700 personnel and families during three-year tenure.

- Led 48-hour disaster relief operation, 100 personnel at Tyndall AFB, FL after CAT 5 Hurricane Michael in 2018.
- Developed Force Protection plan for contingency retrograde of 4,500 US and Coalition personnel at Bagram AB, Afghanistan, 2021.

AC-130H/U Evaluator Flight Engineer (Flight Examiner) *May 2012-May 2018*
Multiple Operational Organizations *Cannon AFB, NM & Hurlburt Field, FL*

- Instructed and evaluated Special Operations Gunship Flight Engineers in the operations, monitoring, and troubleshooting of complex and integrated in-flight systems to execute close air support and armed reconnaissance missions for SOCOM.
- Oversaw various additional duties such as crew scheduling, crew resource management facilitation, air/weapon safety, continuation training, standardizations & evaluations, flight leadership, and program management.
- **3,300 operational, combat and simulator hours on C-130E/H1/H1, AC-130H/U/W, and WC-130E.**

EDUCATION

Master of Science| Project Management & Operations| Southern New Hampshire University, NH| 2022

Aspen Executive Leadership Seminar |Aspen Executive Institute, CO |2019

Associate of Applied Science | **Human Resource Management/Personnel Admin**| CCAF | 2019

Bachelor of Science | **Strategic Studies & Defense Analysis** |Norwich University, VT | 2018

ADDITIONAL TRAINING

LOG 0600 Defense Acquisition University Data Analytics for Product Support | 2023

Federal Emergency Management Agency Courses Incident Management 100/200/700/800 | 2021

Joint Fundamentals & Enterprise Management Courses -Joint Special Operations University | 2016

PUBLICATIONS

Thompson, Adam J.; ***Hard to Keep Happy: How to Maintain Lasting Joy in Challenging Times*** | Koehler Books | 2024

ALEXANDRA SWANSON

166 5th Ave, Shalimar, FL 32579 · (850) 218-7608
swanson92a@gmail.com

EXPERIENCE

JUL. 2023 – PRESENT
TAG AND TITLE CLERK , STEPONE AUTOMOTIVE, FORT WALTON BEACH, FL

- **Prepare, review and edit for accuracy on vehicle tax and title documents**
- **Ability to calculate in state and out of state required taxes**
- **Knowledge of state required title paperwork**
- **Submit, in a timely manner, appropriate legal documentation to Department of Motor Vehicles**
- **Issue customer checks and state tax required checks**
- **Maintain inventory of state vehicle metal plates and temporary tags**
- **Accurately answer customer questions related to Titles and registration**

JUN. 2018 – PRESENT
RENTAL PROPERTY LIAISON , FIVE STAR PROPERTIES, MIRAMAR BEACH, FL

- **Resolves owner questions, inquiries, issues, or complaints in person and/or via phone, email, fax, or correspondence**
- **Act as liaison and between our owners and all departments of the company**
- **Inspect and arrange for maintenance and housekeeping**
- **Placed sales calls and handled sales for incoming customer calls.**
- **Accommodated last minute requests to address needs of guests, achieving top guest satisfaction and repeat business.**
- **Resolved customer disputes to maintain positive relationships and increase customer base.**
- **Executed sales and marketing initiatives to increase revenue for company.**

SEPT. 2013 – JUN. 2018
ADMINISTRATIVE ASSISTANT, MORGAN STANLEY, FORT WALTON BEACH, FL

- **Review documents for accuracy and completeness prior to scanning.**
- **Review and perform money movement as well as deposits.**
- **Monitor specific delegated reports and requests according to service level expectations.**
- **Review client activity for digital and self-service opportunities.**
- **Assist with firm remediation and audit related projects.**
- **Maintain necessary records for compliance.**

OCT. 2011 – OCT. 2012
CLIENT SERVICE ASSOCIATE, APOGEE ENGINEERING, US AIR FORCE ACADEMY, CO

- **Primary Key Control Officer - maintain and responsible for office keys issued.**
- **Maintain Dean of Faculty Educational Research (DFER) File Plan.**
- **USAFA/DFER appointed Records Custodian.**
- **Supported over 30 USAFA events/tours.**
- **Review and coordinate documents for signature approval.**

EDUCATION

EDUCATIONAL CERTIFICATES, DALE CARNEGIE COURSE SKILLS FOR SUCCESS MARCH 2022
GENERAL EDUCATION, **PIKES PEAK COMMUNITY COLLEGE**

SKILLS

- Social Media Management
- Reservations
- Guest Inquiries
- Clerical
- Proficient in Microsoft Office, including Word, Excel and PowerPoint, Outlook and SharePoint

Alexandria Payne

209B S Military Rd., Slidell, LA 70461 |

(504)909-0898 | Alexandriajpayne@yahoo.com

Re: Job Opening

Throughout my career in the law enforcement/legal realm, I earned consistent praise for my attention to detail, organizational abilities, legal research skills and strong grasp of victim advocacy. These skills appear to be an excellent match to the requirements listed in your job posting, and I am very interested in the opportunity.

I currently serve as a Victim Witness Advocate for Orleans Parish District Attorney's Office., where I work closely with general counsel to provide integral support on a number of high-priority cases and projects. Within the first few months of my employment, I created a unified system for counteracting the optimized case-loads received by the division and received acclaim for my trial prep work on high profile cases.

Previously as a Case Manager/Transition Specialist for the St. Tammany Parish Sheriff's Office, I thrived within a high-volume and deadline-intensive environment. Of the most important parts of this work, I exhibited my specialties in my ability to handle complex assignments and dedicated support for my supervising seniors. I demonstrated due diligence in preparing DOC statistics, record keeping and division- wide status reports to keep grants in-house.

I would like the opportunity to discuss how I can contribute to your legal team. To arrange a meeting, please call (504)909-0898 or email Alexandriajpayne@yahoo.com. Thank you.

Sincerely,

Alexandria Payne

209B S. Military Road Slidell, La 70461 504-909-0898 AlexandriaJPayne@yahoo.com

Alexandria J. Payne

Passionate, dedicated and articulate Case Coordinator/ Victim Advocate looking to work in a challenging environment and perform quality and result oriented work in the legal field. Ability to provide knowledge of more than eight years of experience in multiple positions of the legal field. Background in resource mobilization, program development, management and implementation for the empowerment of vulnerable communities. An accomplished professional who has successfully managed case preparation and Court proceedings with a proven ability to represent clients in the most complex and challenging systems.

PROFESSIONAL EXPERIENCE

Orleans Parish District Attorney's Office

Victim Witness Coordinator August 2021-Current

- Provide assistance to victims and witnesses.
- Create a detailed assessment of client needs, crisis intervention, and safety planning.
- Advise victims and witnesses how the criminal justice system works while making sure they are treated with dignity and respect by the criminal justice system.
- Supervise additional advocates added to the division.
- Inform the victims/witnesses of the rights provided to them by Louisiana law.
- Support victims and survivors of crime by serving as a liaison between them and criminal court.
- Monitor and provide contact for every case that comes through the division.
- Document all case contact.
- Offer emotional support, victims' rights information, and referrals for needed resources.
- Coordinate with Assistant District Attorney's and Chief to identify and assist crime victims and witnesses.
- Coordinate and consult in meetings with the victim/ witness and the prosecuting attorney.
- Prep victims and witnesses for testimony.
- Accompany victims and their family members to court hearings.
- Provide the victim/witness correct and timely information regarding the judicial

process, case status, and case outcome.

- Collaborate with organizations, counselors, and other service providers to get help for the victims.
- Provide crisis intervention services to victims/witnesses when necessary.
- Coordinate safety planning and relocation when needed.
- Engage in community outreach and educating on crime prevention.

Orleans Parish Criminal District

Pretrial Intake Specialist January 2021-July 2021

- Prepare review and summarize defendants' criminal history records.
- Generate Pretrial Services reports.
- Present outcome of Risk Assessment to Judges and/or Commissioners.
- Assess defendants for the required and appropriate level of supervision and subsequently prepare a supervision plan.
- Input data on supervision into case management system.
- Coordinate with judicial officers regarding pretrial services for clients and testify in court as required.
- Input data into case management system.
- Meet with clients to ensure they are familiar with the conditions of release, the role of the pretrial services, and the supervision plan.
- Provide reminders to clients regarding scheduled court dates and activities.
- Make referrals for treatment services to appropriate agencies.
- Address barriers clients have meeting court appearances and/or compliance with court-ordered activities.
- Make sure clients are compliant with court ordered conditions to ensure safety of the community.
- Assess defendants for appropriate modification of pretrial conditions of release.
- Coordinate with the Public Defender, the District Attorney, the Court, and other agencies in the criminal justice system, to provide information on status of defendants when appropriate.
- Provide public access to and maintain confidentiality of court information and records.

St. Tammany Sheriff's Office

Transition Specialist May 2016-December 2020

- Teach offender Re-Entry classes.

- Provide a safe, structured environment, along with counseling within the jail.
- Maintain DOC class and retention statistics.
- Critique and conclude attendance records of DOC offenders.
- Acts as a liaison between the inmate population and outside benefit agencies of basic needs upon release from jail (e.g., clothing, food, shelter).
- Develop and maintain partnerships with other local and state agencies, community organizations, and faith-based groups.
- Perform screenings of DOC inmate population to identify appropriate risk.
- Screen individuals for participation in Re-entry Programs, through an orientation process.
- Responsible for planning, organizing, and presenting instructions through orientation to help the inmate population understand the subject matter and skills that will contribute to their educational and social development.
- Utilize the TIGER Assessment and Psych-Social in planning the educational path of the inmate.
- Enter all data for CAJUN system, to include Medicaid Information and REAP.
- Send in all pertinent information to retain Louisiana ID, Medicaid, and Social Security cards.
- Ensure chain of custody to not only the inmate but other DOC facilities if shipped.
- Enroll the appropriate inmates in Selective Service.
- Conduct screenings of DOC inmate population to identify appropriate risk assessment.
- Conduct and understand comprehensive intake assessments for proper placement of offenders.
- Assign inmates to programs based on their risk assessment and release dates.

St. Tammany Sheriff's Office

Bond Officer May 2015-May 2016

- Process bail bonds and fines while authorizing documentation for the release of inmates and arrestees.
- Process and file paperwork which accompanied incarceration and release.
- Run NCIC(National Crime Information Center) for inmate background and priors.
- Operate compute- based bond management system.
- Write bonds by hand when necessary.
- Calculate bond amounts.
- Calculate and collect fines and fees using various forms of payment.

- Read, interpret, and enter court documents, detainers, and other pertinent information into the prisoner's electronic record.
- File necessary paperwork in prisoner's facility file and subsequently scan necessary documents into computer database.
- Maintains an electronic logbook in order to track release statistics.
- Provide a safe, structured environment for the stability of the jail.
- Conduct necessary research to ensure prisoners receive proper court dates when bonding out.
- Work with and balances cash drawer.
- Provide time calculation for parish prisoners.
- Check information in facility folders for accuracy before release clearance.
- Use various computer programs from multiple agencies to update and maintain up to date information on prisoners.
- Check and correct fees charged to inmate accounts.
- Answer phone calls from the public and other law enforcement entities.
- Provide information to the public regarding current inmates and facility operations.

Grambling State University

Administrative Assistant August 2011-December 2011

- Served as a liaison between administrator and students.
- Developed a plan to organize and negotiate guides for use of computer labs.
- Updated files from the departments current student and graduate directory.
- Assists program staff with general office duties.
- Provides administrative support, keeping abreast of administrative issues and scheduled events.
- Receives visitors and telephone calls, determines nature of visits and/or calls.
- Coordinates workflow, communications, processes, and procedures for all work done in front office.
- Assists in maintaining the database and files of program students.

Target

Hardlines Worker June 2009-July 2009

- Alternate positions serving as a cashier, customer service and folder.
- Serve as a late-night stocker for the store while patrolling assigned areas for security, design, and cleanliness.
- Assist safety inspections to make sure all safety procedures are followed.

- Welcome interactions.
- Provide extensive product knowledge to customers.
- On-the-spot problem solver.
- Serve as brand integrity ambassador.
- Offer product recommendations as well as stocking shelves and tidying up displays.
- Resolve guest concerns in a courteous, helpful manner.

EDUCATION

- Grambling State University Grambling, La

  Master of Science- Criminal Justice December 2013

- Grambling State University Grambling, La

  Bachelor of Arts- Political Science and Pre-Law December 2011

- Cypress Ridge High School Houston, Texas

  High School Diploma 2007

- McDonogh 35 Senior Preparatory High School

  August 2003-August 2005

David Yunk
2350 Phillips Rd., Apt. 3103
Tallahassee, FL 32308

January 11, 2024

City of Mary Esther
Dillon Morris, Administrative Coordinator
195 N. Christobal Road
Mary Esther, FL 32569

Dear Administrative Coordinator Morris,

I am writing to express my interest in the exciting new City Clerk advertised position for the City of Mary Esther. With a diverse background in public administration and a strong commitment to transparency and efficient government operations, I am confident in my ability to make significant contributions to your esteemed city and council. I would bring a unique combination of skills and abilities in the areas of clerk to the board functions, meeting minutes, and records management, as well as directly working for an elected official.

In my current role as a Court Statistics Consultant at the Office of the State Courts Administrator, I provide executive support to judicial commissions charged by the Supreme Court to enhance performance and accountability in the entire state courts system. I have conducted research and program evaluations, analyzed court interpreter business processes, and presented draft textual revisions for the Florida Rules of General Practice. Additionally, my responsibilities include producing the meeting minutes for commission meetings.

Prior to my current position, I served as a Legislative Aide to Commissioner Mariella Smith in Hillsborough County for four years. In this role, I researched ordinances and resolutions, tracked initiatives, and wrote talking points for various events. I was tasked with filing timely and accurate quarterly campaign office account reports with the Supervisor of Elections. I also managed the commissioner's calendar and handled constituent issues. I am grateful for the years of service I was able to provide to the county’s residents.

My experience extends to the Clerk of the Circuit Court in Hillsborough County, where I held several progressively responsible roles. As a Board Recording Secretary, I produced meeting minutes for various boards (including the BOCC), operated voting technology, recorded and announced votes, and prepared agenda packets. I also certified ordinances and resolutions as deputy clerk and affixed the county seal.

My educational background includes recent double master’s degrees from USF (MPA and Master of Arts), along with a Bachelor's degree in Government & World Affairs. I am very interested in obtaining the CMC certification within a year of being hired.

Furthermore, I possess certification in Microsoft Word, a certified typing speed of 70 WPM, and Spanish language proficiency.

I am excited about the opportunity to bring my broad skills and experiences to the City of Mary Esther and contribute to its mission of exhibiting effective governance in all aspects. Thank you for considering my application.

Sincerely,

David Yunk

David Yunk

2350 Phillips Rd., Apt. 3103
Tallahassee, Florida 32308
David.Yunk@Gmail.com
(813) 695-7136

WORK EXPERIENCE

Office of the State Courts Administrator – State of Florida
500 S. Duval St., Tallahassee, FL 32399

Court Statistics Consultant (Policy) (May 2023 - Present)

Provide staff support to the Commission on District Court of Appeal Performance and Accountability (DCAP&A) and the Commission on Trial Court Performance and Accountability (TCP&A).
Contributed to an analysis of court interpreter business processes/best practices as charged by the commission.
Conduct research and program evaluation, pursuant to commission and/or Supreme Court directives.
Updated former 2015 judicial circuit profiles report to include current court reporter service ratios and staffing models for the TCP&A; gathered and formatted data, collaborated with judicial trial court administrators.
Researched and presented draft textual revisions (rule changes) for the court interpreter services section of the Florida Rules of General Practice and Judicial Administration (Rule 2.560).
Assist the data administration department with weekly Uniform Case Reporting (UCR) spreadsheet updates.
Manually update the UCR transition progress map (weekly) as shown on the OSCA website.
Produce meeting minutes for commission meetings.

Hillsborough County
601 E. Kennedy Blvd. Floor 2, Tampa, FL 33602. 813-272-5130

Legislative Aide to Commissioner Mariella Smith (Nov. 28, 2018 – Nov. 22, 2022)

Provided senior-level administrative support to a county commissioner in a county with 1.5 million residents.
Researched ordinances, resolutions, and meeting minutes; performed benchmarking analysis and research.
Tracked Florida Legislature bills and read consultant and lobbyist reports and updates.
Wrote talking points for events (ribbon cutting, ground breakings, etc.).
Prepared and filed quarterly campaign office account statements with the Supervisor of Elections.
Resolved resident issues, such as: trash collection, flooding, social services, code, and road maintenance.
Arranged travel reimbursement and approved travel expenses for the Chair's office.
Periodically signed Board documents on behalf of the Vice Chair in OnBase.
Managed the commissioner's calendar and meeting requests in a fast-paced work environment.
Set up Zoom and Microsoft Teams virtual meetings.
Answered the office telephone line and managed the e-mail inbox.
Maintained working knowledge of Robert's Rules of Order (12th ed.) and parliamentary procedure.

Clerk of the Circuit Court, Hillsborough County
601 E. Kennedy Blvd., Floor 13, Tampa, FL 33602. 813-276-8100

Board Recording Secretary – Board Records Dept. (Feb. 2015 – Nov. 2018)

Produced meeting minutes for BOCC and other board meetings.
Produced meeting results memos for stakeholders.
Recorded and announced votes during meetings.
Imported, scanned, and organized evidence submitted at public hearings using Adobe Pro.
Maintained and exercised technical knowledge of portable recording equipment and voting hardware/software.

Certified ordinances and affixed the County seal to ordinances and transmitted to the State.
Collected, prepared, and submitted Clerk's agenda items for BOCC approval using "DropZone" software.
Helped fulfill public records requests for meeting minutes and historical resolutions and ordinances.
High level of proficiency with Adobe Pro to rearrange, crop, manipulate, store, optimize, watermark documents.
Maintained working knowledge of parliamentary rules of order.
Wrote department procedure regarding new BOCC voting capture technology (tablets).

Office Assistant III – Value Adjustment Board (VAB) Dept. (Jan. 2014 – Feb. 2015)

Posted, verified, and processed 95 petition transactions in Axia.
Facilitated and scheduled hearings between petitions and the Property Appraiser regarding taxable value appeals.
Researched and maintained up-to-date knowledge of Florida Department of Revenue forms and guides.
Successfully applied this in-depth understanding to ensure compliance with FAC and Florida Statutes.
Stored more than 175 zoning applications, scanned hearing exhibits, and mailed 563 zoning notices.
Assisted with troubleshooting new OnBase software for records management updates.
Processed 141 public information requests, for a total of 4,375 pages.
Sold 662 subsidized bus passes to County employees.
Processed cash deposits using OnBase and Oracle software, ran receipts, totaled moneys, and verified amounts.
Attended rezoning hearings as clerk. Scanned meeting exhibits. Managed a timer system. Recorded audio.
Wrote a new office procedure for generating lobbyist reports.

Office Assistant III (Data) – Official Records Dept. (Sept. 2012 – Jan. 2014)

Indexed 87,137 legal documents, deeds, mortgages, court judgments, and other document types for public access with no errors to date and maintained a production value of 301 indexed documents per day.
Officiated marriage ceremonies and certified licenses and other documents as deputy clerk.
Provided translation services for front counter and telephone center staff.

Office Assistant I – Records Center Dept. (Mar. 2011 – Sept. 2012)

Fulfilled physical file requests for Circuit Civil, County Civil, County Criminal, and Probate departments.
Filed updated documents and pleadings for the County Criminal department.
Developed and implemented intake/departure workflow procedures for new Odyssey software.
Responded to emergency file requests from Clerk departments.
Assisted coworkers with large-volume physical file requests from Felony and Family Law departments.
Trained in the delivery of physical file boxes to Court departments as courier.
Assisted in the destruction of records pursuant to Division of Library & Information Services guidelines.

EDUCATION

BA, Government & World Affairs - University of Tampa – July 2009
MA, Political Science - Comparative Politics – 3.62 GPA - USF – December 2016
Graduate Certificate: Public Management – USF – December 2017
Master of Public Administration (MPA) – USF – December 2022

SKILLS/CERTIFICATIONS

70 WPM typing speed (certified by the former Civil Service Board of Hillsborough County).
Spanish language proficiency/fluency.
Master's Literature Review (spanning 55+ pages) assessing and critically analyzing the impacts arising from China's ongoing infrastructure and monetary investments in Africa.
MPA Capstone Project aimed at improving the Temple Terrace Family Rec Complex (created, distributed, and analyzed a survey for the team project).
Microsoft Office Specialist (Word 2016) – Certiport – Certificate Number: vDJJ-XVHT – Issued September 2018.
Deadline Driven.
Proven attention to detail and accuracy.

Dillon Morris

605 Audubon Drive, Fort Walton Beach, Fl, 32547 | (850) 543-1253 | Dillonmorris17@gmail.com

January 25, 2024

Mayor Stein and Council,
City of Mary Esther
195 Christobal Rd. N.
Mary Esther, FL 32569

Mayor Stein and Council,

My name is Dillon Morris and I have an interest in the position of city clerk. I have lived in the local area my entire life and have watched many of the cities change and evolve as time has progressed and our area has been put more in the spotlight. With cities like Destin, Niceville, and even Crestview being built up, and Mary Esther and Fort Walton Beach staying very small in development. I was hired to be the administrative coordinator for the city of Mary Esther and started in October of 2023. In that time, I have seen the length the staff have gone for the city, wanting to make Mary Esther a jewel in Okaloosa County. The more I went into the work the more I saw the plans Mary Esther had and helped further those goals in my own way.

I enjoyed my time in the city and soon found myself with the interim city clerk title. In that time, I handled the setup of council meetings, taking minutes, and worked with the council in ways the previous clerk had before. I have enjoyed the work I do to help the city in a way that many might notice how important it can be. I have helped with the set-up of both council meetings and magistrate hearings, I have worked with local businesses for many of Mary Esther's goals and tasks, and I have solved problems with city equipment to improve the quality of life among staff and council. I would like to take over the position fully to help my local area in new ways and invest in the future of Mary Esther.

Thank you for reading my cover letter and looking over my resume to see if I am a candidate you would like to hire. If you have any questions, feel free to contact me through my cell phone or email and I will be glad to expand on any questions you may have about me. Thank you for taking the time to consider me at the City of Mary Esther and I am eager to hear back from you.

Sincerely,

Dillon Morris

Dillon Morris

605 Audubon Drive, Fort Walton Beach, FL, 32547
(850) 543-1253 | Dillonmorris17@gmail.com

Objective

Administrative Coordinator looking to further the goals of Mary Esther. I seek to apply my strong work ethic and administrative experience by helping the city council with travel management, organizing council meetings, handling public records, and to improve the quality of life in Mary Esther.

Education & Certifications

UNIVERSITY OF WEST FLORIDA | AUGUST 2019 – AUGUST 2022 | BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

- Major: Marketing/Comprehensive Marketing
- Related coursework: Legal Environment of Business, Management Fundamentals, Operations Management, Strategic Management, Social Media Marketing

NORTHWEST FLORIDA STATE COLLEGE | AUGUST 2017 – AUGUST 2019

Skills & Abilities

- Microsoft Office Suite
- Data Analysis
- Video Editing
- Detail Oriented
- Adaptability
- Time Management
- Efficient Multitasker
- Problem Solving

Experience & Projects

ADMINISTRATIVE COORDINATOR | CITY OF MARY ESTHER | OCTOBER 2023 – PRESENT

- Manage the City's social media and website content; publish City's newsletter.
- Establish and maintain employee records, properly files records, and ensure proper records retention.
- Serve as the city's Human Resources manager, posting jobs, applicant screening, and new employee processing.

PERSONAL BANKER | FNBT BANK | DECEMBER 2022 – SEPTEMBER 2023

- Discreetly and confidently handled client's security and account information.
- Helped clients with products and accounts to suit their wants and needs.
- Securely counted and handled currency safely and accurately.

SERVER | OLIVE GARDEN | JULY 2017 – DECEMBER 2022

- Effectively and clearly communicated with guests in a timely and polite manner.
- Anticipated needs and upsold products based on preferences.
- Worked well both in a team environment, as well as individually to meet organizational goals.

MERCY'S STAY AND PLAY | FEBRUARY 2022 – MAY 2022

- Audited and analyzed client's marketing materials and created a new marketing plan.
- Traveled to client's site to take pictures and gather employees' judgement.
- Created new branding, email marketing, and social media marketing materials.

UWF SOLAR CAR | FEBRUARY 2022 – MAY 2022

- Created pamphlets, business cards, and a LinkedIn profile to represent a client's group.
- Met with third parties to go over and showcase created materials.
- Represented client by meeting with third parties and secured connections.

References

Sum Bailey, Branch Manager, FNBT Bank
626 Anchors St NW, Fort Walton Beach, FL, 32548
(850) 240-1309 | btkps@yahoo.com

Kevin Bailey, Technical Data Manager, BOEING
626 Anchors St NW, Fort Walton Beach, FL, 32548
(850) 301-6628 | kevin.bailey@boeing.com

Jared Cobb, City Manager, City of Mary Esther
195 Christobal Rd. N., Mary Esther Florida, 32569
(850) 362-6205 | jcobb@cityofmaryesther.com

Steven McCoy, FWB Member Service Representative, Eglin Federal Credit Union
Formally Personal Banker, FNBT Bank
6 Chelsea Dr NW, Fort Walton Beach, 32547
(850) 280-8232 | Stevenmccoy11402@gmail.com

Donna Davidson

Ponce de Leon, FL 32455
davidsondonna@yahoo.com
+1 850 419 1244

To obtain a position that will utilize my experience, knowledge and studies with new and innovative technologies in the dental or human resources field.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Office Manager

Comfort Dental Care and Orthodontics - Santa Rosa Beach, FL
March 2022 to May 2023

- Manage staff of 8-12 staff
- Supervise the day to day actions of each employee and attached all required paperwork
- Schedule and maintain appointments for patients.
- Enter data to network for office production/collection into Excel and maintain that information daily
- Bank deposits
- Acted as team lead for the office to include managing doctors daily activities
- Onboarding for all new hires
- Repair equipment as needed.

Office Manager

Dr Sonny Davis DMD - Fort Walton Beach, FL
October 2006 to January 2022

October 2006 to January 2022

- Manage staff of 8-10 employees.
- Check credentials for state licensing.
- Maintain staff schedules.
- Maintain patient schedules.
- Process accurate payroll and recording of employees work days, sick days, paid time off, and vacation.
- Managed employee and doctors 40lK plans.
- Provide accountants all information to company records.
- Managed and acted as emergency response officer.
- Acted as HIPPA manager and enforcer.
- Manage sterilization protocol.
- Maintain State of Florida records for all procedures in dental field.
- Administer for group health insurance and benefits.
- File and process insurance for patients

Education

Bachelor's in Project Management Human resources and training

Nwfsc - Niceville, FL

2010 to 2013

Associate's degree in Business

Northwest Florida State College - Niceville, FL

2010 to 2013

Skills

- Dental Assisting
- Dentrix
- Human Resources
- Personal Assistant Experience
- Infection Control Training
- Office Management
- Management
- Financial Report Writing
- QuickBooks
- Accounts Payable
- Bookkeeping
- Accounts Receivable
- Insurance Verification
- HIPAA
- Tax Experience
- Microsoft Word
- Conflict Management
- Event Planning
- Recruiting
- Accounting
- Auditing
- Employee evaluation
- Customer service
- Payroll
- Microsoft Outlook
- Analysis skills
- Communication skills
- Microsoft Excel
- Chairside assisting

- Employee orientation
- Account reconciliation
- Budgeting
- General ledger accounting
- General ledger reconciliation
- Interviewing
- Bank reconciliation
- Open Dental
- Journal Entries
- Medical Coding
- Human resources
- Analysis skills
- Team management
- Interviewing
- Leadership
- Conflict management
- Project management
- Financial management
- Budgeting
- Negotiation
- Customer relationship management
- Relationship management
- Recruiting
- Customer service
- Profit & loss
- General ledger accounting
- EDI
- Operations management
- Accounting software
- HIPAA
- Personal assistant experience
- Accounting
- Document management
- Employment & labor law
- Supervising experience
- Account reconciliation
- General ledger reconciliation
- Bookkeeping
- Office management
- Accounts payable

- Balance sheet reconciliation
- Hospital experience
- ICD-10
- QuickBooks

Certifications and Licenses

Florida Notary Public
June 2008 to June 2026

Florida Notary Signing Agent
March 2023

Florida E Notary Agent
April 2023 to April 2027

Electronic Notary Public

CPR Certification
April 2023 to April 2025

Additional Information

Skills
Proficient in software programs to include: Microsoft Word, Excel, PowerPoint, Dentrix, QuickBooks online, Carestream Imaging, Dexis Imaging and Dentrix Imaging.

I am a team player. I am an excellent problem solver and able to multi-task while giving superior customer service, not only to customers and clients, but team members as well.

311 Standish Lane
Fort Walton Beach, Florida 32547
(850)-259-0450
hcboutwell79@gmail.com

Hope Boutwell

SKILLS

I am a reliable person that is a very dependable team player and a quick learner. I also have 15 years experience as a medical coder, EMR, Meditech, Athena, Greenway, critical care, office coding, hospital coding for hospitalists.

EXPERIENCE

Lowes, Troy Alambama — *Shipping Management*

April 2004 - June 2006

- Answered all phone calls related to import and export of materials
- Drove forklifts to unload and load shipping trucks
- Prepared shipments for stock and for out shipments

Dillard's, Fort Walton Beach Florida — *Sales Associate*

July 2006 - November 2008

- Engage in customer service with a variety of people
- Stocked clothing
- Checked out customers up front

White Wilson Medical Center— *Coding Team Lead*

February 17, 2009 - December 8, 2023

- Enter coding and billing data into multiple systems
- Input CPT and ICD-10 codes into computer system with efficiency
- Ensure charges and payments are prepared with accuracy and is devoid of any kind discrepancies
- Checks all completed work for errors before final submissions
- Maintains strict confidentiality of patient information
- Keep records/statistical spreadsheets as requested
- Runs, reviews and reconciles Suspended Charges Report weekly
- Verifies the diagnoses and procedures of the patients with the provider in order to avoid any kind of discrepancies

EDUCATION

Elba High School— *High School Diploma*

August 1993 - May 1997, Elba, Alabama

Wallace Community College- Business

August 2000- May 2002

Started to pursue an education in business.

Troy University- Business

August 2002- May 2003

Continued to pursue my education in business.

AWARDS

N/A

Personal references and referrals will be digitally submitted at the discretion of the applicant during the application and interview process.

Jill Gorder
720-569-2656
Jillgorder@gmail.com

January 16, 2024

Dear Dillon Morris,

I am writing to apply for the City Clerk position for Mary Esther, Florida. Currently I am employed as a contractor for the Department of Energy (DOE). This position contributes to my many years of project management including employment with production home builders and as a tax law paralegal. I hope to use my excellent communication skills and government experience to improve the daily operations and create a culture of excellence at the City of Mary Esther. I am passionate about providing detailed, quality work to co-workers and constituents and look forward to using my team-building skills for the City of Mary Esther.

My current position with the Advanced Materials and Manufacturing Office (AMMTO) DOE allows me to manage "reviewers" who serve as advisors to the many proprietary studies we fund. My communication with and management of these reviewers is a crucial function of our programming. Moreover, I have used my legal skills to interpret government policies and procedures for my office. Creating summary sheets and templates to aid Technical Project Officers and Technology Managers in their endeavors. In addition, I have been tasked to reach out to other offices under the DOE to establish a working relationship with AMMTO to further our mission. With all of my knowledge and management experience, I was chosen to train a recently hired Task Leader for a different DOE office.

My background in the legal field included managing a 350 million dollar tax court trial as a legal analyst and successfully running the largest fundraiser for the Contra Costa County Bar Association as a Programs Coordinator. All of this experience has given me the skills to manage large multifaceted projects for extended periods of time. In the six years I was working in the construction industry, I managed large vendor accounts to offer the most current options for our homebuyers. In addition, I was put in charge of the merger migration work for CalAtlantic Homes which entailed combining "live" data from two separate homebuilders into one existing database. To accomplish this task, I managed a team of temp employees. These large scale tasks all require systems to be developed and executed in a timely and efficient manner.

At the City of Mary Esther, I look forward to sharing my practical knowledge and many years of facilitating communication and collaborative teamwork between agencies. Thank you for considering me as a candidate for Mary Esther's City Clerk position. I appreciate the opportunity to share how I may help support the city's vision. I look forward to hearing back from you and discussing my application in more detail.

Sincerely,

Jill Gorder

JILL L. GORDER
(720) 569-2656

EXPERIENCE

Task Leader Project Manager II, Redhorse Corporation/US Department of Energy, Supporting the AMMTO Program Manager, Golden, CO, February 8, 2021 to present. Manage all aspects of DOE's project management systems, e.g. Project Management Center Database and Corporate Planning System. Update, manage and finalize project information in DOE databases. Provide Merit Review support to Technical Project Officers and Technology Managers. Coordinate with other DOE offices to manage project workflow. Create and direct new processes to increase AMMTO's efficiency. Identify and track potential reviewers to support merit reviews and peer reviews. Create reviewer assignments in the EERE Exchange (or • 2 Epic) systems. Track reviewer progress and create reports. Assist in preparation of the Merit Review Advisory Report. Produce annual fy budget numbers for AMMTO's Project Manager.

Administrative Assistant to the Project Executive, PDG Construction, LLC (via Robert Half), Denver, CO, September 2020 to February 2021 Managed all Design Change Orders and Financial Purchase Orders. Process invoices with corporate headquarters in Dallas. Prepare all progress documents for Owner's Monthly OAC Meetings. Data management and job management in the ProCore Database. Oversaw organization and solicited information from project subs to achieve Leed Silver Status for the construction site.

Principal, JBD Investors LLC Denver, CO, August 2019 to August 2020 Created real estate investment company. Directed purchase of real property, all aspects of construction remodel and final sale. Hired subs, coordinated with city departments to manage permits, managed all aspects of budget toward profitable results.

Cost Manager, Toll Brothers, Englewood, CO, July 2018 to July 2019 Costing/Budgeting option requests. Pricing and maintenance of all standard and upgrade options determined by Denver Division and National Toll Brothers. Process new community setup, interior finish updates and price management. Maintain options books and reference material to support the field and Toll Design Studio for options program.

Assistant Purchasing Agent, CalAtlantic/Lennar Homes,Englewood, CO, September 2017 to July 2018 Responsible for CalAtlantic national appliance account: Denver Division, Made modifications to JDE Database and BuildPro Database as necessary for house plan modifications. Update Sales and Construction regarding changes. Oversee cabinet accounts for Denver Division, CalAtlantic. Integrate cabinet changes into all color books in the field. Interface between cabinet companies and design center to display most current products for home buyers. Correct POs in JDE for appliances and cabinets to reflect home buyer's choice (work with sales, design center and vendors). Responsible for all new and existing Production Department vendors. Track insurance requirements for all vendors.

Purchasing Coordinator, Ryland /CalAtlantic Homes,Greenwood Village, CO, June 2015 to September 2017 Coordinate with V.P. of Purchasing to analyze North Denver Metro house starts. Process and correct all Optional Amendments for North Metro Denver. Managed policy directive from Purchasing Department to Sales, CMs in the field and Design Center. Directed CalAtlantic's "2017 Merger Migration" for the Purchasing Department. Mentored Temps to migrate 380 vendors in Denver to comply with new corporate contract and insurance requirements. Coordinated directly with in-house legal counsel regarding legal implications and exceptions to corporate policy. Bill coder for Denver Division. New Vendor manager. Worked directly with Sure Track and corporate accounting.

Project Coordinator, Creekside Homes, LLC, Greenwood Village, CO, October 2014 to February 2015 Liaison between homebuyer and sub/vendors for product selection and construction changes. Handled all documentation to close homes for homebuyers. Trim and electrical walks with the job superintendent. Delivered excellent customer follow-up and satisfaction. Monthly billing and accounting coordination with subs/vendors including: research of accounts payable discrepancies and back charge processing using Sage and Timberline Office.

Construction and Client Manager, Property Improvements, Centennial, CO, September 2012 to October 2014 Manage clients through entire process of remodel, including product choice. Run project from start to finish including: hiring subs, executing contracts and billing.

Education (MCLE) and Programs Coordinator, Contra Costa County Bar Association (CCBA), Concord, CA, January 1997 to August 1998 Responsible for marketing, organizing and implementing State of California approved educational programs for1,500 County Bar members. Maintained all member educational certification documents in compliance with California State Bar rules. Liaison with State Bar to acquire and maintain annual provider certification. Responsible for coordination of all CCBA social and educational events, including member attendance, speakers, food and educational/marketing materials. Directed the MCLE Spectacular, the Bar's largest annual educational event which generated revenues second only to annual membership fees. Coordinated with Battered Women's Alternative to run the county's first and only Moderate Means Program. This involved the recruitment of qualified attorneys, as well as, the preparation of a monthly budget and statistical analysis for the County Bar's Board of Directors

Legal Analyst, Pillsbury, Madison & Sutro (now known as Pillsbury Winthrop Shaw & Pittman, LLP), San Francisco, CA, December 1989 to January 1997 Managed federal and state tax litigation cases from administrative level to and including trial proceedings. Supervised paralegals, clerks, in-house departments and outside vendors. Performed tax research manually and on-line using Lexis and Westlaw. Created databases using Case Information System. Practiced in foreign and domestic incorporation. Drafted tax litigation and tax planning documents. Worked with clients to establish IRC sec. 501(c)(3) organizations. Prepared annual state and federal tax returns for sec. 501(c)(3) organizations. Implemented and maintained employee stock option plans including vesting and future projections. Editor of the State and Local Tax Group Bulletin.

EDUCATION B.A., Political Science, San Diego State University, 1988

REGISTRATIONS/CERTIFICATIONS Paralegal Certificate 1989

KALLI CLOSE

615-477-7316 | kaclose@alumni.lipscomb.edu

January 16, 2024

City of Mary Ester

RE: City Clerk

Dear Hiring Manager,

I understand that you are seeking a City Clerk, which is why I am reaching out directly to you. I think I'd be a good match for the position and would very much appreciate your consideration. I am currently located in Texas, but I am looking to relocate to Florida to be closer to my family.

My degree combined with training and experience has provided me with a great foundation of knowledge and skills. I learn new processes quickly and I'm good at processing public information requests, agenda packet creation and responding to inquiries. I have a resourceful approach to problem-solving, tackling challenges head-on and I consider obstacles learning experiences. I'm a people person with high energy and a lot of ambition to succeed.

I would greatly appreciate your review of my enclosed resume and outlined credentials. I believe that I can be a valuable addition to the City of Mary Ester and your business goals. At your convenience, I am available for an interview or further discussion. I look forward to your response.

Sincerely,
KALLI CLOSE

KALLI CLOSE

615-477-7316 | kaclose@alumni.lipscomb.edu | Plano, TX 75023

SUMMARY

Equipped with great attention to detail and to professionally deal with internal and external personnel. Sound knowledge of administrative and clerical procedures. Quickly and calmly adapts to changing schedules and organizes effectively. Comfortable working with people of all levels coupled with outstanding approach to solving problems and developing business processes.

SKILLS

- Microsoft Word, Excel, PowerPoint, Outlook, etc
- Scheduling
- Travel coordination
- Office equipment proficiency
- Event Planning
- Relationship Building
- Inbound and outbound calling
- Time management
- Strong communication skills
- Analyzing and synthesizing data
- Conducting surveys & interviews
- Field research
- Knowledge of CRM, such as Nutshell
- Meeting Planning
- Correspondence and Memos
- Expense Tracking
- Billing and Invoicing

EXPERIENCE

Executive Assistant, NexPoint Advisors, July 2023-Current
Dallas, TX

- Coordinated meeting and work schedules for staff teams and executives.
- Scheduled and arranged travel and hotel reservations for meetings, conferences and seminars.
- Managed daily invoices, reports and proposals.
- Obtained signatures for financial documents and internal and external invoices.
- Took detailed notes in meetings and disseminated information afterward.
- Conducted research and collected and analyzed data to prepare reports and documents.
- Collaborated with internal teams to support long-term research, marketing and ad hoc projects.

Campaign Director, CampaignHQ, June 2022-May 2023
Washington

- Executed project management of communications campaigns
- Managed and coordinated with subcontractors to ensure quality messaging and communications

- Wrote and edited scripts
- Strategized most effective forms of communication, frequency of contact, pinpointed best locations to target
- Analyzed budget restraints and created communications plans with maximum efficiency
- Attended client outreach meetings and maintains relationship management
- Worked within tight deadlines and quick turnaround projects
- Created estimates and quotes based off of statistical analysis for each individual project
- Performed clerical duties for VP of Client Services

Operations Coordinator/Legislative Correspondent, U.S. House of Representatives, October 2021-April 2022
Washington, DC

- Helped with scheduling and managing the Member's calendar
- Helped plan and coordinate the Member's travel
- Operated in Intranet Quorum (IQ)
- Answered calls and emails from constituents
- Drafted Congressional Records and constituent correspondence form letters
- Performed office manager duties, such as ordering, organization, etc
- Coordinated and oversaw interns
- Worked as podcast producer and development staff
- Handled asset ascertainment and management for communications purposes
- Wrote scripts for both podcast and general media purposes
- Researched current and previous legislation
- Attended lobbyist meetings on behalf of the office
- Handled Health/Healthcare portfolio for the office
- Analyzed strategies during Whip Meetings
- Operated and organized flag purchasing program
- Covered policy issue areas for office
- Analyzed policy and created co-sponsor and vote recommendations for the Member

Staff Assistant, U.S. House of Representatives, April 2021-October 2021
Washington, DC

- Operated in Intranet Quorum (IQ)
- Answered calls and emails from constituents
- Drafted Congressional Records and constituent correspondence form letters
- Performed office manager duties, such as ordering, organization, etc
- Coordinated and oversaw interns
- Worked as podcast producer and development staff
- Handled asset ascertainment for communications purposes
- Wrote scripts for both podcast and general media purposes
- Researched current and previous legislation
- Attended lobbyist meetings on behalf of the office
- Analyzed strategies during Whip Meetings

- Operated and organized flag purchasing program
- Transportation of the Member

District Aide, U.S. House of, November 2019-March 2021
Pensacola, FL

- Operated in Intranet Quorum (IQ)
- Answered calls and emails from constituents
- Recorded opinions from constituents
- Drafted Congressional Records and other documents
- Performed event planner duties with tight deadlines
- Coordinated and oversaw interns
- Worked cases for multiple Federal Agencies
- Handled certificate and greeting requests
- Attended events on behalf of the Office

District Intern, U.S. House of Representatives, September 2019-November 2019
Pensacola, FL

- Answered calls and emails from constituents
- Recorded opinions from constituents
- Assisted caseworkers with clerical duties
- Directed constituents to appropriate avenues for cases

Research Assistant, Be One Nonprofit, August 2018-May 2019
Nashville, TN

- Collected and analyzed data
- Created a codebook through Excel using independent research skills
- Entered data efficiently
- Handled sensitive data discreetly and efficiently
- Conducted survey research through phone interviews and entered data accordingly
- Produced statistics not yet obtained through independent research

Office Assistant, Nationwide Payments, October 2014-May 2019
Nashville, TN

- Answered calls and emails in a professional manner
- Filed, faxed, copied, and scanned sensitive documents
- Made appointments and managed schedules
- Took efficient notes during conferences

EDUCATION AND TRAINING

Bachelor of Arts
International Affairs, Business and History, Lipscomb University, Nashville TN May 2019

- First student to ever graduate from the Honors College program in 3 years
- Studies Abroad in London, England

- Grant Distribution Thesis with entirely original research and data
- Member of National Leadership and Success Honor Society

Dillon Morris

From: Kimberly Banning <kimberlyusa2070@icloud.com>
Sent: Friday, January 19, 2024 7:58 AM
To: Dillon Morris
Subject: City Clerk Position

Hello Mr. Morris,

Please see my cover letter and resume below as submittal for the City Clerk position with the City of Mary Esther.

Thank you for your time.

Kind regards,
Kimberly

Kimberly Banning
443 Tresham Rd.
Gahanna, Ohio 43230
614-374-0326

I am excited to be applying for the City Clerk position for the City of Mary Esther. I'm an established Certified Municipal Clerk with extensive experience supporting City Council and Administration. My related experience, education and summary of skills are outlined below.

Accordingly, I have a proven track record of success in all aspects of city government, including administrative, operational, managing the budget and records management.

Most importantly, I am passionate about serving the people of my community. I have a strong commitment to transparency and accountability, and I am always looking for ways to improve the quality of life for residents. I am confident that I have the skills and experience to shine and I welcome the opportunity to join the team and relocate to your beautiful city.

Thank you for your time and consideration. I look forward to learning more details about the City Clerk position. I am committed to continuing to grow as a municipal leader, and I'm confident that my skills and experience will make me a valuable addition to your team.

Summary of Skills -

Support City Council
Legal Research and Writing
Public Hearing Proceedings
Administrative Duties
Scheduling/Overseeing all City Meetings
Preparing Agendas/Minutes
Records Management
Project Management
Legislation Preparation

Election Process
Contract Management
Charter Review Commission
Municode Codification
Passport Management

Professional Experience -

Office Manager
M&T Cleaning
April 2019 to current

- Oversee the general operation of office, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Meet and greet customers.
- Project management.
- Manage schedules.
- Write and edit brochures.
- Create presentations.

Clerk of Council/
Legal Assistant
City of Gahanna
October 2013 to March 2019

- Prepared legislation for council and tracked legislative process.
- Prepared council agendas including coordinating and preparing material with employees, residence, and guest speakers.
- Attended council meetings, kept records and minutes as required by Sunshine Law.
- Prepared and administered budget for council and law director.
- Provided administrative support for council, law director including arrangement of special events and meetings.
- Administered records management plan including maintenance of public records including certification, indexing, filing and destruction.
- Oversaw the municipal code, ensuring timely update and proper ordinance codification.
- Prepared and monitored contracts to ensure legal requirements are met and recorded in a timely manner.
- Acted as a liaison between residents and Council Members.
- Oversaw several boards and commissions and all appeal boards.

Clerk of Council/
Legal Assistant
City of Groveport
August 2006 to October 2013

- Prepared legislation for council and tracked legislative process.
- Prepared council agendas including coordinating and preparing material with employees, residence and guest speakers.
- Attended council meetings, kept records and minutes as required by Sunshine Law.
- Prepared and administered budget for council and law director.
- Provided administrator support for council, law director including arrangement of special events and meetings.

- Administered records management plan including maintenance of public records including certification, indexing, filing and destruction.
- Oversaw the municipal code ensuring timely update and proper ordinance codification.
- Prepared and monitored contracts to ensure they are signed and recorded in a timely manner.
- Acted as a liaison between residents and Council Members.

Education -
Edison State Community College
Associate of Applied Business Degree
Certified Paralegal - 1994

International Institute of Municipal Clerks
Certified Municipal Clerk - 2009

Sent from my iPhone

Lianne McConnell

Customer Service Specialist
Fort Walton Beach, FL 32547
mcconnell1391@gmail.com
+1 850 543 2176

Result's oriented Admin professional with proven ability to anticipate executive needs and provide seamless administrative support. Seeking a dynamic position where I can utilize my excellent communication skills, proficiency in managing executive calendars, and experience in coordinating meetings and travel arrangements to help drive organizational success.

Authorized to work in the US for any employer

Work Experience

Administrative Coordinator

City of Fort Walton Beach - Fort Walton Beach, FL
June 2022 to Present

Provide instruction and lead department Staff Assistants in the execution of their daily duties, as assigned; work closely to ensure accuracy and efficiency throughout the department, as assigned.

• Administer staff operations related to payroll, office supplies, etc. for multiple divisions.
• Type using PC or system word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Type information or enter it into computer data containing technical terminology. Retrieve data for reports.
• Set up and maintain specialized office files. File letters, reports, and related technical information in the prescribed manner. Assemble information for others use. Prepare forms and composes letters.
• Maintain strong customer service skills with information relating to various types of City operations.
• Perform research and retrieval of records. Conduct statistical comparisons of information. Assist in the preparation and maintenance of department records.
• Assist in budget preparation and monitoring.
• Secure details of specialized information, coordinating office work and providing information regarding the services and operation of the unit.
• Open, prioritize, and process mail.
• Maintain software programs relating to assigned department.
• Preside over and attend a variety of relevant meetings.
• Plan and coordinate travel arrangements for employees as necessary.
• Maintain the department website, updating information as needed.
• Keep appointment calendars and schedule appointments.
• Take notes and minutes of conferences, meetings and functions as required.
• Maintain office supplies.
• Receive and review PAF Forms.
• Maintain Personnel files and certificates.
• Review and verify organizational structure provided by management.
• Maintain website with accurate info.

Front Desk Receptionist

Sand Dollar Dental - Fort Walton Beach, FL
May 2021 to June 2022

• Greet patients when they arrive at the office.
• Schedule appointments for patients.
• Maintain patient accounts and records..
• Prepare and send patient bills.
• Submit patient claims to insurance companies.
• Assist patients in filling out required intake and medical forms.
• Confirm appointments with patients via phone, email and text.
• Manage and organize specialist referrals.
• Inform patients of payment options.
• Keep track of office supplies and place orders for more supplies when necessary.
• Perform basic accounting tasks such as taking patient payments and preparing billing statements.
• Update patient insurance information.
• Ensure all dental office equipment is functioning properly.
• Sort and organize incoming and outgoing mail.
• Maintain petty cash available in the dental office.
• Ensure reception area is maintained and professional in appearance.
• Dental Charting and Treatment Planning.
• Maintain a professional reception area.
• Safeguard patient privacy and confidentiality.
• Take responsibility for the appearance and functionality of the dental office.
• Oversee daily office activities and provide direction and guidance to staff as needed.

Medical Receptionist

Orthopaedic Associates - Fort Walton Beach, FL
April 2019 to May 2021

• Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.

• Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.

• Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.

• Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.

• Ensures availability of treatment information by filing and retrieving patient records.

• Manage patient accounts by obtaining, recording, and updating personal and financial information.

• Obtains revenue by recording and updating financial information; recording and collecting patient charges; controlling credit extended to patients; filing, collecting, and expediting third-party claims

• Maintain business office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; scheduling equipment service and repairs

• Helps patients in distress by responding to emergencies.

• Protects patients' rights by upholding confidentiality of personal and financial information.

• Maintains operations by following policies and procedures; reporting needed changes.

• Contributes to team effort by accomplishing related results as needed.

• Make and send out orders on behalf of PA’s and Doctors.

• Verify Insurance.

• Handle a high volume of calls and triage by importance and department.

• Accounts Payable/Receivable

Office Manager

Children’s Volunteer Health Network - Santa Rosa Beach, FL
October 2017 to April 2019

• Identify, refer and track children needing immediate medical, dental, vision or mental health care to ensure that each child’s immediate health care needs are met.

• Oversee the operations of the dental clinic including filing Medicaid claims, scheduling appointments and other duties as assigned.

• Schedule and confirms appointments for the CVHN Dental Clinic so the program runs effectively and efficiently.

• File Medicaid as necessary; speak with Medicaid office to make sure payments are being made.

• Correspond with school nurses and CVHN health care providers to schedule appointments Identify severe cases and prioritize accordingly

• Refer CVHN families to appropriate agencies for help in applying for Medicaid/KidCareCreate and maintain client files ensuring all forms are obtained for each case

• Follow up with health care providers to ensure follow through on each child’s treatment plan

• Communicate CVHN policies to referred children and their families

• Report active case developments to Executive Director

• Maintain spreadsheets containing necessary statistics for grant reporting

• Provide summary statistics on healthcare for reporting purposes

• Print out and send timesheets for payroll processing.

• Help market CVHN services to schools and like organizations

• Attend community resource meetings to stay in tune with other resources available

• Recommend improvements to CVHN case management processes and systems

• Communicate with CVHN dental bus to discuss and obtain client information as needed

• Order Dental Clinic office supplies with approval of Dentist

• Update Patient Charts

• Attend promotional fundraisers

• Have Medicaid Knowledge of dental procedures and dental terminology especially as it relates to pediatric dentistry Experience with computers- Word/ Excel/Outlook

• A talent for building rapport with young children who may be scared or anxious A talent for building rapport with health care professionals (nurses, office managers, etc.)

• Ability to think and work independently

• Familiarity with Dentrix Dental Software and Dexis digital x-ray software

Deli Associate

Tom Thumb Food Stores Inc. - Niceville, FL
May 2017 to October 2017

• Stock and rotate department products to ensure freshness and date control; restock and use supply items efficiently to eliminate waste and to maintain the lowest supply cost

• Increased sales 30% in first month of working with company

• Offer Product suggestions when available

• Complete daily checklists

• Provide continuous attention to customer needs; greet, assist and thank customers in a prompt, courteous and friendly manner

• Provide memorable and respectful customer service

• Comply with Federal Mandate and Company policy to sell Alcohol,Tobacco, and Lottery.

• Resolve interpersonal issues and customer relations

• Ability to handle multiple priorities at once with minimal supervision

• Supervise and train New Hires

• Named Employee of The Quarter

FOH

McAlister's Deli - Fort Walton Beach, FL
May 2016 to May 2017

• Developed rapport with customers and earned a reputation for delivering exceptional customer service

• Handled incoming calls or inquires; make outbound calls for catering & takeout orders

• Promptly responded to inquiries from customers, staff, and Customers via telephone

• Provided Customers with additional information on products and special promotions

• Accurately recorded customers' orders into a POS System

• Complete Inventory and Notify the store manager of out of stock items

Cashier/Customer Service

Central Park Bike Rental - New York, NY
March 2016 to May 2016

• Informed Consumers about bike rental policies and bus tour information; stops; times

• Kept Track of time that bicycles were out and charged late fees accordingly

• Created a system that made it easier to find ID's and Passport

• Checked Customers In and Out and returned the proper ID

• Resolve Consumers Inquiries and complaints

Booking Manager

Empire Pro Wrestling - Bronx, NY
June 2013 to July 2015

• Liaise with promoters to book shows; contacted industry professionals on behalf of clients to acquire suitable jobs for them

• Coordinated and negotiated contractual agreements, such as hotel reservations, transportation, meal appropriation and payments

• Knowledge of basic office equipment including copier, fax machine, and computer.

• Maintained a client portfolio for distribution to potential employers

• Compiled a calendar to keep track of booked shows

Cashier/Stocker

Keyfood Supermarkets - Bronx, NY
January 2013 to June 2015

• Operated cash register to itemize and total customer's purchases in grocery, department, or other retail store: Reviews price sheets to note price changes and sale items

• Recorded daily transaction amounts from cash register to balance cash drawer

• Escorted Customers to their aisle of choice and helped them locate products

• Stocked shelves and rotated items on a periodic basis

Cashier

McDonald's - Bronx, NY
July 2012 to December 2012

• Maintained friendly demeanor with every customer; assisted in managing discrepancies quickly and calmly

• Took cash responsibility and matched daily cash in drawers with sales at day end and closing

• Performed numerous cleaning duties, lifting, parking lot maintenance

• Provided Pricing information to consumers and collected payment

Customer Service Representative

Frank Bees - Bronx, NY
November 2011 to October 2012

• Maintained friendly demeanor with every customer; assisted in managing discrepancies quickly and calmly

• Took cash responsibility and matched daily cash in drawers with sales at day end and closing

• Performed numerous cleaning duties, lifting, parking lot maintenance

• Provided Pricing information to consumers and collected payment

Childcare Provider

ACS - Bronx, NY
August 2009 to May 2010

• Provided recreational, educational & nutritional activities for 2 children aged 7 & 13

• Traveled with children to & from school; helped with homework & extracurricular activities

• Promoted good behaviors by using the positive reinforcement method.

• Kept center clean, sanitized, neat and organized

- Attended to children's basic needs: feeding, dressing, changing
- Served meals & snacks per nutritional guidelines

Education

High school or equivalent in English
Mercy College

Skills

- Microsoft Office (10+ years)
- Typing (10+ years)
- Filing
- Dentrix
- Microsoft Word
- Microsoft Outlook
- English
- HIPAA
- Documentation review
- Phone etiquette
- Communication skills
- Account management
- Cashiering
- Front desk
- Cleaning
- Stocking
- Triage
- Medical records
- Fundraising
- Pediatrics
- Computer operation
- Maintenance
- Data collection
- Statistics
- Medical receptionist
- Accounts receivable
- Customer service
- Payroll
- Medical scheduling

- POS
- Computer literacy
- Clerical experience
- Medical office experience
- Accounting
- Office manager experience
- Negotiation
- Dental office experience
- Data entry
- Case management
- Pricing
- Time management
- Administrative experience
- Dental receptionist
- Accounts payable
- Catering
- Medical imaging
- Insurance verification
- Cold calling
- Organizational skills
- EMR systems
- Leadership
- Food preparation
- Driving
- Cash handling
- Computer skills

Awards

NYS Public Advocate
June 2009

Employee of the Quarter
October 2017

Certifications and Licenses

BLS Certified

BLS Certified

BLS Certified

Additional Information

2009 Winner of NYC Public Advocate Award
Graduated from BXHS of Performance & Stagecraft in June 2009
Attended Mercy College as a English Major Volunteer at Emerald Coast Wildlife Refuge

LUZ ORTIZ RIVERA

Springfield, MA • L.ortizrivera@outlook.com

January 14, 2024

RE: City Clerk

Dear Dillon Morris,

After learning of the City Clerk opening with the City of Mary Esther, I am attaching my resume in consideration for this role. I graduated from Southern New Hampshire University with a Bachelor of Applied Science in Criminal Justice. I have researched and learned a great deal about your city's mission, and I am confident that my background and attributes will bring further support of your center's values.

Being highly attentive to detail, I strive for accuracy and consistency in my daily individual performance, team contributions, and task completion. Further, I offer critical thinking, planning, and scheduling flexibility, along with knowledge of city operations. I aim to contribute organization skills and performing daily tasks in a timely manner to support continuous improvement.

I look forward to speaking with you about my academic and professional background. I am certain that my leadership and good interpersonal skills strengths will bring an invaluable new facet to your existing team. I would like to schedule an interview to learn additional details of the position and explore the contributions I can bring to positively impact the City of Mary Esther's success.

Thank you for your time and consideration.

Sincerely,
Luz Ortiz Rivera

LUZ ORTIZ RIVERA

Springfield, MA 01118 ♦ 1-413-885-7833 ♦ L.ortizrivera@outlook.com

PROFESSIONAL SUMMARY

Dedicated Director of Veterans' Services with a passion for public relations. Many years of experience in communications and customer services. Confident in detail-oriented work, problem-solving, and active listening skills. Committed to continuous improvement and impacting team success.

SKILLS

- Manages Various Tasks Effectively
- Strategic Planning
- Exceeds Job Expectations
- Microsoft Office Proficiency
- Decisive Leader and Team Player
- Excellent Communication and Written Skills
- Proficient in English and Spanish
- Adaptable and Flexible

WORK HISTORY

Director of Veteran Services, 11/2023 - Current
Investigator**,** 07/2022 – 11/2023
City of Holyoke, Executive Office of Veterans Services – Holyoke, MA

- Oversees the maintenance of veteran records necessary to substantiate eligibility of claimants, to include a permanent record of discharge for veterans within the city
- Administers case management reviews and investigations and pursues proper protocol for discovery of fraud resulting in reimbursement of funds
- Authorizes payments to veterans and their dependents in the form of burial, hospitalization, medical, annuities, bonuses, and other state sponsored veteran benefits
- Acts as graves monitor and veteran burial agent and ensures proper interment of indigent deceased veterans
- Supervises National Service Officer, State Benefits Officer, Graves Officer, and Volunteers
- Calculates applicant budgets in accordance with M.G.L. Chapter 115 and 108 CMR and performs audits on a bi-annual basis
- Assists veterans in applying for VA benefits, such as, but not limited to; disability, pensions, VA Aid and Attendance, dd 214 upgrades, and VA appeals
- Working knowledge of VetraSpec (Tyler Technologies), MRO, DPRIS, Microsoft Suite, OnBase, VBMS, CAPRI, and other necessary programs
- Performs other duties such as preparing and managing budgets

Juvenile Justice Specialist, 02/2022 – 07/2022
Center for Human Development, Terri Thomas Girls Program – Springfield, MA

- Adhered to state and federal regulations, such as HIPPA, to protect client information

- Supervised resident movement and behaviors by utilizing program policies and safety protocols to ensure secure environment for residents and staff
- Answered phone calls, emails, and routinely update daily records to guarantee accuracy and data integrity
- Provided counseling and advocacy services for residents
- Maintained open and steady communication with clinicians, attorneys, and program directors

Assistant Seafood Manager, 09/2016 to 02/2022
Assistant Seafood Manager 10/2020, Seafood Specialist 11/2018, Sous Chef 09/2016
Big Y Supermarket – Springfield, MA

- Prepared and placed seafood cuts and products in display counter to appeal to customers.
- Managed daily work schedules for staff of over 10 people.
- Provided detailed information to customers about available seafood products and self-service items.
- Opened and closed location and monitored shift changes to uphold successful operations strategies and maximize business success.
- Reduced waste and pursued revenue development strategies to keep department aligned with sales and profit targets.
- Managed overstocking, restocking and inventory control procedures.
- Negotiated manufacturing service agreements and quality standards.
- Boosted store customer satisfaction ratings by providing unmatched customer care
- Established performance goals for employees and provided feedback on methods for reaching those milestones.

Education

Bachelor of Science: Criminal Justice with Concentration in Criminology, 11/2021
Southern New Hampshire University - Hooksett, NH

- Dean's List Fall/Winter 2020

Accomplishments

Generated over $100,000 in projected sales within a fiscal year, 2020
(As of September 2021, projected sales have exceeded $60,000)
2x Employee of the Month
Led and advised a team of associates for over 5 years
Raised customer satisfaction rates to 99.9%, based on customer reviews and surveys
Decreased waste and maintained a lower percentage than the chain

Megan Tatro

20204 96th Ave E, Graham WA 98338 | 253-831-7311 | mtatro08@gmail.com

RE: ci

Dear Hiring Manager,

Please accept this letter as an expression of my interest in the Contract Specialist. I am a highly motivated and progress-focused program coordinator, with an outstanding background in The Department of Commerce. With a flawless track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to the SEEP Office. While I have been at The Department of Commerce, I have been able to help out our hiring team with the Hiring Fair on the Fort Lewis Mcchord to help bring more military spouses and service members to our company. I have also helped with other units within the company on various projects.

Through the course of my career, I have perfected my Paralegal and Administrative Assistant abilities through rigorous training and experience. I have been described as a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency. With my abilities I believe I can be a strong team member to help lead the company to their goal of forging strong collaborations with like minded individuals representing Amic.

In my previous role, I contributed customer service, teamwork and organization skills toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong finding a solution to help in different areas. While working for the Department of Defense Education Actives (DODEA), while I was working as an administrative assistance, I helped on multiple different projects to help both the Region and District office to make processes easier. One was doing research and data collection for the Criminal Investigation Department (CID) when there were charges or a case against one of the teachers. I take advantage of collective brainstorming sessions which allow me to coordinate activities to achieve a common goal and convey my talents in synergy at Amic.

I would welcome the chance to further discuss the Contract Specialist position and display my knowledge in organizational skill and proficiency in prioritizing tasks.

Sincerely,

Tatro, Megan (COM)

Megan Tatro

Graham, WA 98338
mtatro08@gmail.com
+1 253 831 7311

Discreet and professional Program Coordinator with 4+ years of Administrated Assistant experience supporting Federal and State Government agencies supporting Assistant Directors and Region and District Superintendent with a Bachelor's degree as a Paralegal. Tracking records, taking notes/minutes and creating forms/documents with skills at time management. 65 WPM typist highly proficient with Microsoft Office Suite and remote tools like Google Meet, Zoom and Teams.

Work Experience

SEEP Program Coordinator

U.S. Department of Commerce - Olympia, WA
September 2023 to Present

Duties Summary
Plans and coordinates progress towards program goals and objectives in accordance with EO 21-04 in coordination with program managers, seeking input from internal and external subject matter experts and stakeholders as needed. Supports the development of implementation plan guidance and templates in accordance with the requirements of EO 21-04 Reviews agency implementation plans for EO 21-04 to help ensure plans are aligned with key requirements in the EO and support achieving fleet electrification targets Conducts workshops and meetings related to state agency fleet electrification Collaborates with fleet electrification leads and agency transportation officers (ATOs) to support fleet electrification activities and promote progress towards the targets in EO 21-04 Develops and administers request for proposals and procurement processes. Convenes and facilitates application review and makes funding recommendations to management. Conducts program coordination and alignment of processes and policies, ensuring compliance with relevant state and federal regulations. Utilizes spreadsheets, databases, and information systems to conduct program reporting. Ensures program data is current and accessible to facilitate inquiries and reporting of key metrics. Coordinates and solicits input from program advisory groups, technical experts, and external stakeholders to advance program goals. Supports the ZEV program in the competitive and non-competitive grant and funding application process, which includes solicitation of applications, convening subject matter experts and key stakeholders to assist with application review, reading, evaluating and scoring applications, organizing and conducting review meetings, and making recommendations to management for application awards. Provide technical assistance to contractors as fiscal discrepancies and/or issues arise or as requested by contractors. Handles service problems professionally and efficiently and follows established procedures to solve customer problems. Monitors ZEV program expenditures, compliance with deliverables, and reporting to ensure projects are implemented on time and within budget. Conducts outreach and prepares communications to generate interest in grant programs. Represents agency at professional meetings and conferences. Coordinates with others to streamline processes, develop best practices, and implement program delivery improvements. Contract, interagency agreement and grant administration Support SEEP working group leads and collaboration with partners

Administrative Assistant 3

U.S. Department of Commerce - Olympia, WA

August 2022 to September 2023

Provide administrative support to two teams the SEEP and Policy Office staff and to the SEEP Director and Policy Office Manager.
Provide personnel and payroll administrative support to the Energy Division.
Coordinate records management.
Provide division administrative support.

Administrative Support Assistant GS-7

DoDEA Pacific South (This is a federal - APO, AP
July 2021 to July 2022

Hours per week: 40

Series: 0303 Miscellaneous Clerk And Assistant
Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).
Grade: 7
Duties, Accomplishments and Related Skills:
Administrative Specialist- As the District Registrar there are varies responsibilities including:
• Enrollment of new students and withdrawal of students.
• Reviews student files and transcripts.
• Assist with the audits of the thirteen schools during service visits.
• Review orders, SF-50's, LOE's and letters from Command during enrollment of student.
• Manages placement of students into school according to school zones and waiver requests.
Computer Knowledge: Extensive use of Microsoft Office. Typing Speed of 60 WPM. Built numerous excel data spreadsheets for district tracking. Created documents to be used for information within word.
Oral Communication: Respond to customer inquiries from both internal and external request for information regarding current DoDEA regulations on enrolling into DoDEA schools.
Communicated with our Military partners to help our military families, including helping Military families with orders and housing leases.
• Worked with the Base housing office to provide proof of housing to families.
• Working with liaison to the off base housings to provide support to military families.
• Working with the military personal department in each branch of the military to help families get the correct paperwork to enroll students.
Training Coordinator:
Provides training to the registrars. employees on a quarterly basis, at the beginning of the school year, and for spring registration. Provide enrollment reports to the District leaders and Admin of each school.
Special project:
Work on boards to make the process for Space-Available students and waivers students are easier. Maintain and help train with any of the
Covid vaccine (within the office) tracking.
Provide help with the At Hoc system to provide emergency notice. Train other operators as the District POC. Serve on different committees/ work groups.
Informative Role:
• Preparing and organizing reports.
• Managing and organizing of DoDEA Regulations
• Visit each of the thirteen school routinely.
Customer Service: Serve as the POC for new and incoming families, to find out where they will be enrolling into once they reached Okinawa. I maintained relationships between different branches of the military to better serve the families enrolling.

Liaison with:
• Transportation office
• DVS office
• Student Liaison officers
• IPAC, MPD, and MPF- Military Personal Office for each branch.
• Housing management.
Agency System Processing:
AtHoc- emergency nonfiction system, Aspen- record management of 6000+ students, DORS (Dodea Online Registration System), DoDea
Connect- managing employees Vaccine records, DAI- Time Keeping.
Supervisor: Jackie Ferguson (634-2866)
Okay to contact this Supervisor: Yes

Administrative Support Assistant GS-6

DoDEA Pacific South (This is a federal job) - Apo, AP
July 2020 to July 2021

Hours per week: 40
Series: 0303 Miscellaneous Clerk And Assistant
Grade: 6
Duties, Accomplishments and Related Skills:
Administrative Specialist- As the District Registrar there are varies responsibilities including:
• Enrollment of new students and withdrawal of students.
• Reviews student files and transcripts.
• Assist with the audits of the thirteen schools during service visits.
• Review orders, SF-50's, LOE's and letters from Command during enrollment of student.
• Manages placement of students into school according to school zones and waiver requests.
Computer Knowledge: Extensive use of Microsoft Office. Typing Speed of 58 WPM. Built numerous excel data spreadsheets for district tracking. Created documents to be used for information within word.
Oral Communication: Respond to customer inquiries from both internal and external request for information regarding current DoDEA regulations on enrolling into DoDEA schools.
Training Coordinator:
Provides training to the registrars. employees on a quarterly basis, at the beginning of the school year, and for spring registration. Provide enrollment reports to the District leaders and Admin of each school.
Special project:
Serve on different committees / workgroups. Provide help with the AtHoc system to provide emergency notice. Train other operators as the
District POC. Served on the committee on opening and closing of a school. Served on the Teacher of the year Board.
Informative Role:
• Preparing and organizing reports.
• Managing and organizing of DoDEA Regulations
• Visit each of the thirteen school routinely.
Customer Service: Serve as the POC for new and incoming families, to find out where they will be enrolling into once they reached Okinawa. I maintained relationships between different branches of the military to better serve the families enrolling.
Liaison with:
• Transportation office
• DVS office

• Student Liaison officers
• IPAC, MPD, and MPF- Military Personal Office for each branch.
Agency System Processing:
AtHoc- emergency nonfiction system, Aspen- record management of 6000+ students, DORS (Dodea Online Registration System), DoDea
Connect- managing employees Vaccine records, DAI- Time Keeping.
Supervisor: Jim Journey (634-1918)

Substitute teacher/paraprofessional

DODEA SCHOOLS; Kadena Elementary School - Apo, Ap
August 2018 to July 2020

Hours per week: 21

Duties, Accomplishments and Related Skills:
Assisting the lead teacher with instructing and supervising special needs children in classroom activities. Helped with important daily activities such as transition time, mealtimes, and bathroom if needed. Served as a provider to students with special needs who needed academic modification and instruction, and physical assistance. Assisted teacher with academic instruction classroom management, and social/ emotional support of students. Collected and analyzed data to track student progress on IEP goals and assist on developing data driven goals.
• Gather and summarize information from files and prepare material/documents for supervisor.
• Perform complex office automation duties requiring different approaches and methods for one to another
o Serving students who need academic modification and instructions.
• Used spreadsheet and data base software to create reports: including Microsoft Office software.
o To make data sheets to help provide information to add to IEP's.
• Organize and manage a classroom setting.
Supervisor: Candance Anthony (0989611550)
Okay to contact this Supervisor: Yes

Paralegal/Office Administrator

The Crowe Law Office - Yelm, WA
November 2013 to April 2014

Hours per week: 18

Duties, Accomplishments and Related Skills:
Researched legal cases to help prepare for court. Managed the offices administrative duties and reserved appointments for the attorney. Sat in as a witness on many contracts' signings and mediations. Utilized organizational skills to manage multiple files and past court cases.
• Gathered and summarized information from files and prepared material/documents for the supervisor.
• Performed complex office automation duties requiring different approaches and methods for one to another.
o Training new employees how to file the customer service reports and credit card information.
• Used spreadsheet and data base software to create reports: including word processing software.
o To make appointments and payment information on spreadsheets and write memos and letters to clients.
• Organize and manage law manuscripts and in-house documents in the correct place and order. Also, to make sure each document was complete.

• Consolidate reports submitted by subordinates and review outgoing correspondence prepared by others for procedural and grammatical accuracy, conformance with general policy, and factual correctness.
• Execute office automation functions such as storing and retrieving electronic documents or files, entering and using electronic mail and information systems.
Supervisor: Dan Crowe ((360) 810-8006)
Okay to contact this Supervisor: Yes

Battalion FRG Leader

1st Special Forces Group Airborne - Fort Lewis, WA
April 2010 to April 2012

Salary: $0.00 USD Bi-weekly
Hours per week: 21
Duties, Accomplishments and Related Skills:
This was a volunteer position however a full-time position. Advised the Battalion Commander on the social understanding of the family support system and created a ongoing call roster to maintain communications throughout the battalion for family members and soldiers deployed. Advised and help other volunteers with the Battalion to support family members of the service members. Helped build up an organization designed to support the families of Soldiers while they are deployed. Social and organizational skills were key with strong commitment to the outcome of the organization.
• Gather and summarize information from files and prepare material/documents for supervisor.
• Perform complex office automation duties requiring different approaches and methods for one to another.
• Consolidate reports submitted by subordinates and review outgoing correspondence prepared by others for procedural and grammatical accuracy, conformance with general policy, and factual correctness.
• Maintain manuals, logbooks and in-house documentation, ensuring they are current and complete.
• Use, manipulate, and create various types of Microsoft Office documents.

Education

Bachelor's degree in Paralegal Studies

Purdue University Fort Lewis

Skills

- Microsoft Outlook
- Administrative Experience
- Records Management
- Documentation review
- Leadership
- Filing
- Adobe Acrobat
- Project planning
- SharePoint

- Social media management
- Legal Research
- Google Docs
- Clerical experience
- Calendar management
- Typing
- Front desk
- Word Processing
- Personal Assistant Experience

Certifications and Licenses

Paralegal Certificate

Dear Mr. Cobb:

I am applying for the position of City Clerk for the City of Mary Esther, and I am confident that my education, skills, and experiences match those most essential to the position, and necessary to lead the organization to the next level.

As a leader on staff, I provide strong and effective leadership to staff and City Council by managing key events, speaking opportunities, and community issues that impact residents and businesses.

I am very excited about the opportunity, and would like to learn more about how my skills and experience are the best fit for the position.

Thank you for your consideration, and I look forward to taking the next step in the process.

Sincerely,

Mikiko Tucker

MIKIKO L. TUCKER

Mikiko.Land.Tucker@gmail.com
202.706.8756

MARKETING | BUSINESS DEVELOPMENT | STRATEGIC PARTNERSHIPS

Results-focused public relations and marketing communications executive with a proven track record of improving community relations and public awareness with high impact marketing communications programs, creating compelling and award-winning outreach initiatives, and developing strategic community partnerships that drive organizational performance. Strong results in the private, commercial and government sectors.

CAREER ACCOMPLISHMENTS

- Managed crisis communication and stakeholder communications strategies for the U.S. military during sensitive Congressionally mandated housing initiatives and deployments.
- Developed and implemented social media and public relations programs for local government initiative to build new schools in first-ever Public-Private-Partnership funded project.
- Developed proposal package to capture $5 billion in public and private development projects.
- Opened new office to expand footprint of $11 million professional consulting firm in new territory and developed strategic partnerships.
- Developed and implemented enterprise-level process improvement and change management system that resulted in $2 million reduction in military deployment costs, streamlined overseas communications by 70%, and improved efficiency in military family readiness for the Strategic Communications Task Force for The Deputy Under Secretary of the Army at the Pentagon.

SKILL SUMMARY

Brand Management	Business Development	Community Relations
Grants & Contracts	Media Relations	Program Management
Public Affairs	Social Media Management	Writing/Editing

PROFESSIONAL EXPERIENCE

Public Relations Manager October 2022-Present
City of Fort Walton Beach, FL

Responsible for the oversight, development, and management of a comprehensive communications program that enhances public relations between the citizens, the cities, and the counties to develop opportunities and strategic partnerships that improve the quality of life for stakeholders at every level. As a leader on staff, I coordinate with City Council members on key events, speaking opportunities, and community issues that impact residents and businesses.

Key Accomplishments

- Managed a comprehensive redesign of the city website. Partnered with department directors and staff to write and edit department overviews. Directed. Photographer to capture images to build first-ever

image repository. Led a team of 12 from each department and managed outside vendors to complete the project in record time, creating a visually appealing and information generating public site.

- Work closely with the media and community partners to increase public information and community engagement on social media and public forums. Serves as the official Public Information Officer and spokesperson for the muti-million dollar renovation of downtown Fort Walton Beach, to include The Landing, The Museum, Liza Jackson Boat Landing, and an liaison for Brooks Bridge.
- Secure, protect and archive all communications to and from the public to manage Public Information Request for the Clerk's Office. Advertise and promote council agendas, meetings and workshops.

Public Relations Manager January 2022 - October 2022

City of DeFuniak Springs, FL

Responsible for the oversight, development, and management of a comprehensive communications program that enhances public relations between the citizens, the cities, and the counties to develop opportunities and strategic partnerships that improve the quality of life for stakeholders at every level.

Key Accomplishments

- Develops and manages a comprehensive public relations program for entire city to include the fire department. Working closely with the media, serves as public relations manager and spokesperson for the organization to educate the public on services and programs and improve community engagement.
- Manages crisis communication on volatile opposition on community projects and Department of Environmental Protection consent order on water and sewer operations.
- Manages marketing budget and tourism grant funding to create and implement strategy for external vendors and contractors for advertising and marketing for high-visibility, high-attendance events such as LakeFest and Christmas Reflections that draw thousands of visitors from the regional area.

Director Business Services and Communications March 2021-Present

CareerSource Okaloosa Walton, Fort Walton Beach, FL

Responsible for the oversight, development, and management of a comprehensive communications program that enhances public relations between the citizens, the cities, and the counties to develop opportunities and strategic partnerships that improve the quality of life for stakeholders at every level.

Key Accomplishments

- Within first two months on board, wrote award-winning video script and nomination package for Mark Sanders Veteran Award to win for the state of Florida and represent at the national level.
- Develops and manages a comprehensive public relations program to include business operations and marketing-communications strategies throughout Okaloosa and Walton counties. Serves as public relations manager and spokesperson for the organization to educate the public on services and programs and improve community interface.
- Increased corporate visibility and community engagement by producing and implementing video to social media platforms. Manage and update the corporate website and social media channels to educate and inspire community engagement. Ensure compliance with brand standards.
- Serves as the marketing consultant and strategic partner to the business community. Drafts and publishes promotional; brochures, flyers, posters, annual reports, and other marketing materials to promote company news and success stories.
- Plan and execute outreach initiatives and community events with local businesses and community resource organizations. Created first-ever weekly "Work It Wednesday" Job Fairs and record-breaking Summer Open House and Career Fair.
- Public speaker and presenter to various community organizations on organization's mission and services. Conduct media relations, and serve as spokesperson and single point of contact for the organization. Writes press releases, blogs, case studies, and Thought Leadership articles.

- Supervises team of account managers to serve business community with recruitment, employment and training services using state-wide resources and databases.

Business Marketing-Communications Consultant May 2020-Present

ALCHEMY Consulting, Shalimar, FL

Develops and executes marketing communications programs for minority women-owned consulting firm. Oversees brand strategy for corporate marketing and business development initiatives to capture new business. Develops and executes strategic partnerships.

Key Accomplishments

- Pitched client story to national talk show host Tamron Hall to develop a segment for the Tamron Hall Show. Secured a personal interview with the senior producer to strategize the story line.
- Rebranded high-profile financial service business for brand clarity and voice. Increased new client membership from 10 per year to 10 per month.
- Developed strategic partnership with premier national brand Uncle Nearest and Oprah's Favorite Things List 2020.
- Manage Facebook, Instagram, LinkedIn, and other social media platforms to increase client engagement by 85%.
- Initiates, provides recommendations for, develops, plans, administers, and implements regulations, goals, objectives, policies and procedures for the organization.
- Manages vendor relationships and partnerships with internal departments, stakeholders and external agencies. Assigns projects for strategic programs, and evaluates work products, methods and procedures. Prepares and presents staff reports and other necessary correspondence.

Director Corporate Marketing-Business Development March 2016-May 2020

Charles P. Johnson & Associates, Inc., Silver Spring, MD

Develops and directs marketing communications programs for $11 million-dollar professional engineering consulting firm. Develops and executes strategic partnerships. Oversees brand strategy for corporate marketing and business development initiatives to capture new business.

Key Accomplishments

- Developed and managed strategic marketing and business development program, partnerships and sponsorships.
- Sourced RFPs and contracting opportunities. Developed strategic partnerships. Assisted in proposal development, writing and editing value propositions and brand differentiators.
- Opened new office for public sector team to expand footprint in key region to capture $5 billion in public and private development projects.
- Established and managed corporate brand identity and experience. Managed CRM, marketing budget and vendor contracts.
- Grew client portfolio 60%, increased access to high-profile, high-equity clients and government agencies. Developed and grew stakeholder relationships in multi-state regions.
- Lead and trained team of multi-disciplinary professionals. Spokesperson and face of company at high-visibility industry events and conferences. Developed and managed internal communications.
- Single-handedly developed, implemented and managed integrated marketing communications and social media marketing program. Created marketing campaigns, corporate branding, key messages, press releases, marketing collateral and conference exhibits.
- Developed corporate recruiting policies. Managed recruiting, onboarding and staffing agencies.

Strategic Marketing Consultant 2012-2016

Core Communications, Washington, D.C.

Senior-level strategic communication consultant for mid-sized $11 million Defense contractor, providing communication policies, programs, organizational effectiveness, and change management guidance to a diverse portfolio of Federal clients.

Key Accomplishments

- Managed comprehensive client relations and social media marketing program for diverse portfolio of Healthcare, Government, Real Estate, and IT clients to ensure client satisfaction, contract compliance, and successful service delivery. Managed a robust pipeline from lead identification through contract finalization.
- Increased diversified pipeline opportunities by 75% by implementing a Customer Relationship Management (CRM) system and vendor relationships (Home Advisor) to manage business intelligence, client relationships, and contract proposals.
- Developed strategic communication programs to serve stakeholders in national and regional markets. Increased outreach for major communication initiatives and community forums. Wrote press releases and articles for military newspapers and media relations program.

Director, Marketing Communications 2011-2012
Director, Business Operations 2010-2011
SNVC, Fairfax, VA
Senior-level strategic communication consultant for mid-sized $11 million Defense contractor, providing communication policies, programs, organizational effectiveness, and change management guidance to a diverse portfolio of Federal clients.

Key Accomplishments as Director, Marketing Communications

- **Promoted from Strategic Communications Project Manager** for U.S. Army Chief Information Officer (CIO-G6), a three-star U.S. Army general, to SNVC Director of Business Operations and Director of Marketing Communications.
- **Developed $500K Microsoft Gold Certification Partnership** program. Maximized industry and government networks, increased reach and impact of brand message, products and programs across media outlets. Directed successful service delivery and multi-channel marketing communications program.
- **Led 50-member onsite team and remote team in Texas** to create knowledge management, training, education portal for the U.S. Army. Developed policy, executed strategies and tactics in support of organizational objectives. Presented strategy and impact via briefings, In Progress Reviews (IPRs), and program status updates to four-star U.S. Army general.
- **Managed monthly newsletter publication**, increased quarterly to monthly, improved employee engagement and morale. Wrote thought leadership blogs, and website content on a daily basis.

Key Accomplishments as Director, Business Operations

- **Directed daily business operations and cross-functional team** of Recruiters, Data Analysts, Security Officer, ISO9000 Officer, and Program Managers during corporate reorganization. Implemented CRM and ERP systems to manage pipeline, increase proposals and contract performance. Directed the successful enterprise-wide annual ISO 9000 certification.
- **Managed $11 million federal contract portfolio** to include the U.S. Army, Federal Aviation Administration, NASA and the FBI. Single-handedly recruited, hired and trained a remote team of 25 engineers in Texas to support the U.S. Army Property Book contract.
- **Managed bench personnel, training and recruiting** in collaboration with Human Resources to support existing project labor and forecasts personnel and skill requirements in support of the existing pipeline and future operations. Advised CEO and senior leadership on recommended strategic actions and impacts.

Strategic Communications Program Manager 2009-2010
U.S. Army Chief Information Office, Crystal City, VA
Senior-level communication strategist for mid-sized defense contractor, providing communication policies, programs, organizational effectiveness, and change management guidance to a diverse portfolio of Federal clients.

Key Accomplishments

- **Led a 25-member federal government contractor team** to create the first online knowledge management, training and education portal for the U.S. Army Career Program for Information Technology Management.

- **Managed the successful implementation of the U.S. Army Career Tracker**, a leadership development and career-planning tool that integrates training and education into one personalized digital platform and database for Army civilian professionals.
- **Served as the subject matter expert to the U.S. Army Chief Information Officer (CIO-G6)**, a three-star general, providing strategic counsel to the commander on internal and external communications to stakeholders.
- **Developed high-impact marketing communications and strategic key messages**, increased stakeholder engagement by 60% according to content analysis. Developed policy for senior-level U.S. Army civilians and Commanding. In less than one year, promoted to SNVC corporate headquarters as Director of Business Operations.

Manager, Communication Strategies 2007-2009
BRTRC Inc., Fairfax, VA
Senior-level strategic communication consultant for mid-sized defense contractor, providing communication policies, programs, organizational effectiveness, and change management guidance to a diverse portfolio of Federal clients.
Key Accomplishments

- **Managed diverse portfolio of Federal clients on communication policies and programs**, organizational effectiveness, and change management as senior-level strategic communication consultant for a mid-sized defense contractor.
- **Served as strategic advisor to Deputy Under Secretary for Business Transformation (DUSA-BT) at the Pentagon t**o develop policy on U.S. Army REFORGER (Return of Forces to Germany) Campaign.
- **Developed change management strategies to reduce time and manpower** during high operations and frequent deployments. Managed key messages and program management to increase the visibility and value proposition. Served as personal strategic communications advisor to U.S. Army Brig. Gen. Camille Nichols.
- **Managed enterprise-level process improvement, organizational redesign, and change management program initiatives** for Strategic Communications Task Force for The Deputy Under Secretary of the Army Enterprise Task Force, Arlington, VA. (Pentagon).
- **Managed a Federal sector portfolio developing comprehensive strategic communication and change management strategies for senior-level DoD and Department of Army clients, to include:**
  - The Deputy Under Secretary of the Army Enterprise Task Force, Arlington, VA
  - The U.S. Army Expeditionary Contracting Command, Ft. Belvoir, VA
  - The U.S. Army Enterprise Solutions Competency Center, Ft. Belvoir, VA
  - The Night Vision and Electronic Sensors Directorate at Ft. Belvoir, VA
- **Managed cross-functional marketing team and external advertising firm** for the design, development, production and deployment of exhibits, displays, and marketing collateral for global active-duty locations.

EDUCATION

Master of Business Administration - MBA
University of Phoenix, European Military Campus, Aviano, Italy

Master of Counseling – Human Relations (20 hrs. Coursework)
University of Oklahoma, European Military Campus, Ramstein, Germany

Bachelor of Arts - Communications
Monmouth University, West Long Branch, New Jersey

PROFESSIONAL and TECHNICAL TRAINING

- Workforce Development Professional Certification
- Social Media: Facebook, Twitter, Instagram, Pinterest, LinkedIn, Hootsuite, Periscope, YouTube
- Microsoft Office, SharePoint, Salesforce CRM, Deltek CRM, Taleo Applicant Tracking System
- Department of Defense Information School (DINFOS) Advanced Public Affairs Officer Course
- Department of Defense Information School (DINFOS) Public Affairs Officer Course
- Contracting Officer's Technical Representative Course (COTR)

PROFESSIONAL and VOLUNEER ORGANIZATIONS

- Graduate Leadership Maryland
- Destin Chamber of Commerce
- Crestview Area Chamber of Commerce
- Walton Area Chamber of Commerce
- Greater Fort Walton Beach Chamber of Commerce
- One Okaloosa Economic Development Council
- TeCMEN Industry Day MarkePlanning Committee
- Okaloosa County Business Competitive Council
- Florida Communications Consortium
- Society for Professional Marketing Services (SMPS)
- Habitat for Humanity - Christmas in April
- National Association for Industrial and Office Parks - Commercial Real Estate Development Association (NAIOP)
- Alpha Kappa Alpha Sorority, Inc. – International Service Organization

AWARDS and RECOGNITION

- Graduate, State Representative - Leadership Maryland, 2019
- Honorary Commander for Joint Base Andrews, Maryland, 2018
- Commander's Senior Key Spouse, Aviano Air Base, Italy, 2007
- Volunteer of the Year, Fort George G. Meade Military Base, Maryland, 2000
- Outstanding Civilian Employee of the Year Award and Bonus, Army Materiel Command, 1990-1993

Misti Rauh
misti.rauh@yahoo.com Mary Esther, FL 32569 832-428-9071

Having worked in a government setting for 18 years has improved my understanding of the code of ethics. During this time, I have had the pleasure of interacting with a diverse group of individuals from all over the world remotely and in person. My experience aligns well with the City Clerk position that you have available. Below are a few areas that showcase some of my abilities.

ESE Enrollment Specialist for Enrollment Services - Escambia County School District
- I am the K-12 School Choice representative for the Florida Department of Education.
- Complete and maintain state reports based on current rules and regulations.
- Provide empathy and support to families with concerns or issues involving the school system.
- Manage my time regarding Foster Care meetings, ESE parents, and incoming individuals.
- Point of contact for record requests from state and federal organizations.

Adult Education Coordinator (Grant Funded) - Northwest Florida State College
- Provided leadership, mentorship, and direction to full-time and part-time employees.
- Taught GED and ESOL courses at all campuses.

Business Office Manager - San Jacinto College
- Implemented and conducted cross functional training to promote staff development.
- Completed performance evaluations and one-on-one coaching.
- Audit – petty-cash, college stores, registers, and end of term processing.

Office Manager for Student Services - San Jacinto College
- Oversaw, developed, and implemented annual budget for the Student Services Division.
- Provided planning and leadership during committee meetings for initiatives and services.
- Maintained state and federal safety regulations for building 4.
- College representative for community and recruiting events to maintain school presence.
- Reviewed operational plans and assisted in creating a successful re-organizational proposal.
- Set up and maintain travel arrangements.

Educational Planner - San Jacinto College
- Determined eligibility based on state and federal regulations.
- Committee member to develop training, program development, and strategic goals.
- Emergency Committee Representative

Enrollment/Admissions Specialist- San Jacinto College
- Compiled and analyzed state reports for Admissions, Health Sciences, and Human Resources.
- Records development
  - Transition from hard copies to electronic, destruction, and training
- Academic Advisor for International Students, Veterans, and Dual Enrollment.

Having an extensive background in relationship building has assisted me in understanding the importance of collaboration, flexibility, and communication. I use my critical thinking and creativity when under pressure to make quick sound decisions. Over the years, I have used many technology platforms. Some are Microsoft 360, Google Suite, Zoom, Teams, and FOCUS. I can handle multiple projects at once and meet given deadlines. I look forward to speaking with you and sharing more about my experience.

Sincerely,

Misti Rauh

Misti Rauh

832-428-9071 misti.rauh@yahoo.com

QUALIFICATIONS

SKILLS

- 7 years of direct supervision - Full Time, Part Time, and Student Workers.
- Assisted individuals - remotely, in- person, via phone, and email.
- Communication - Department liaison, testing proctor, and performance appraisals.
- Programs – Word, Excel, Banner, Focus, Web Extender, Zoom, Blackboard, Canvas, and Teams.
- Mentor - First Generation and Mom's to Mom's
- Commencement Ceremonies – Event budget, set up, breakdown, point of contact, and training.

VOLUNTEER

- Condo Association Board of Directors – Secretary and Rules Committee Board Representative

EDUCATION

Doctor of Philosophy - Ethical Leadership
St. Thomas University *05/2025*

Master of Science - Management and Leadership
Bachelor of Science Applied Science - Business
Tarleton State University 2018 & 2022

Educator Certification (Temporary) - Business Education Grades 6-12
Florida Teaching Certification

Associate of Arts - Business
Associate of Applied Science - Business Management
Certification - Supervision, Management, and Sales
San Jacinto College 2009, 2013, & 2017

EXPERIENCE

Escambia County School District - Pensacola, FL

ESE Enrollment Specialist- School Choice **06/2022 – Current**

- Enrollment Services
  - Assist parents with IEP, Foster Care, Guardianship, and School Choice applications.
  - Liaison between School Choice and the Florida Department of Education.
  - Complete performance evaluations and supervise student assistants.

Okaloosa County School District - Fort Walton Beach, FL

ESE Teacher **09/2021 – 06/2022**

- 6th Grade ESE Teacher
  - Assisted students with their IEP needs for all 6th - grade subjects.
  - Supported students in core courses.

Registrar/Secretary **07/2021 – 09/2021**

- Resource Management
  - Input incoming student records by creating an account using AS400.
  - Entered immunization records, completed record requests, and maintained the filing system.

Northwest Florida State College - Niceville, FL

Coordinator Adult Basic Education **07/2020 - 06/2021**

- Managed, trained, and hired the GED and ESOL staff.
  - 6 Faculty and 3 Program Assistants
- Course creation using Banner, verifications, and reported learning outcomes to the state.

- Monitored enrollment, scheduled appointments, and determined priorities.
- Sat on committees for Student Success, Hiring, and Faculty Advisory Council.
- Implemented a new scanning system to enhance the enrollment process.

San Jacinto College - Houston, TX

Educational Planner **10/2018 - 06/2020**

- Created and maintained graduation and transfer plans.
- Provided a positive environment remote or in-person to assist students with registration.
- Presented presentations in the district and community on upcoming events as the school liaison.
- Liaison for Business Management, Medical Assisting, Electrical, and Paralegal programs.
- Zone leader for commencement
    - Directed commencement, scheduled rooms, drafted minutes, and created spreadsheets.
- Attended advisory board meetings as the student services representative.
    - Prepared agendas, took minutes, and presented updates.
- Completed Veteran Services reporting, registration, and records reviews.
- Emergency Committee representative for the campus.

Supervisor Campus Business Office **07/2017 - 10/2018**

- Completed daily Student and Operating Reports
    - Reviewed Bursar emails, and removal emails. distribution emails, and refund requests.
- Oversaw Business Office Staff.
    - 4 Full Time and 1 Part-Time staff members
    - Conducted performance evaluations, one on one meetings, and reviewed training requirements.
    - Implemented new cross-training protocols for staff.
- Finalized written reports and budget inquiries.
    - Input Veterans Benefits, Waivers, and Dual Credit tuition requests.

Admissions Advisor **02/2016 - 07/2017**

- Maintained the Student Services web page and Welcome Desk.
- Created Excel spreadsheets.
    - State reporting, attendance, budget, and residency.
- Record Specialist
    - Dual Credit, International, transcript evaluations, and scanning of documents.

Office Manager **11/2014 - 02/2016**

- Participated in community activities as the Enrollment Services representative.
    - Orientations, community outreach, and new hire greeter.
- Assisted the Dean of Student Services in developing commencement procedures and division goals.
- Completed and rolled end of year finance reports.

Division Operations Coordinator **11/2013 - 11/2014**

- Assisted faculty with curriculum, new hires, budget reconciliation, and budget development.
- Supported the Nursing Department.
    - Reviewed eligibility, policies, course creation, requirements, and state regulations.
- Aided Department Chairs for 5 programs.
    - Nursing, EMT, Fire Protection, Cosmetology, and Interior Design.
- Payroll - Extracted data to ensure faculty were paid correctly.
- Reviewed policies and procedures to maintain proper training schedules.

Enrollment Services Specialist **02/2005 - 11/2013**

- Processed faculty records, roll sheets, grade changes, graduation invoices, and course substitutions.
- Presenter at mentoring group gatherings.
- Increased completion rate by 25%
- Supported Student Services as backup during peak registration.

NATALIE A. TREASE

267.566.1084 | nattre7@yahoo.com

January 6, 2024

City Clerk
City of Mary Esther

RE: City Clerk

To Whom It May Concern:

I was motivated to contact you upon learning that there is an opening for a new City Clerk and I wanted to take this opportunity to introduce myself.

My psychology degree combined with training and experience has provided me with a great foundation of knowledge and skills. I learn new processes quickly and I am good at business correspondence, file management, and multi-tasking. I have a resourceful approach to problem-solving, tackling challenges head-on and I consider obstacles learning experiences. I am a people person with high energy and a lot of ambition to succeed.

Thank you for your time. It would be a pleasure to speak with you and discuss this opportunity. I look forward to hearing from you soon.

Sincerely,

Natalie A. Trease

Natalie A. Trease

267.566.1084 | nattre7@yahoo.com

EDUCATION

Bachelor of Science in Psychology, May 2022
The University of Alabama, College of Arts and Sciences, Tuscaloosa, AL

WORK EXPERIENCE

Pre-Owned Assistant, April 2023 – Present
Fred Beans Kia of Langhorne, Langhorne, PA

- Manage overall appearance of lot and displays of used vehicles
- Assist with appraising customer's trade-in vehicles
- Ensure that cosmetic and mechanical reconditioning is performed within the dealership's cost and time limitations
- Maintains accuracy of the merchandising's descriptions and pricing online

General Manager, April 2022 – November 2022
Joyride Tuscaloosa, LLC, Tuscaloosa, AL

- Responsible for the oversight and management of over 120 independent contractors while maintaining an overall excellent morale within the workspace
- Oversaw daily operations, including all human resource matters, scheduling, marketing, and public relations
- Conducted all aspects of the hiring process, including vetting applications, running background checks, and holding training sessions for new hires
- Computed payroll, worked with payroll service, and prepared payroll checks

Student Assistant, October 2019 – May 2022
Office of Alabama Safe State, The University of Alabama, Tuscaloosa, AL

- Fielded calls, filed paperwork, and assisted a staff to ensure office efficiency
- Completed errands for staff and delivered messages between offices
- Ensuring the completion of applications and mailing certificates to recipients

Customer Service Representative, July 2016 – November 2019
Giant Food Stores, Morrisville, PA

- Responded to phone calls and in-store inquiries from retail customers
- Remedied associate or customer needs as they arose
- Guided shoppers in locating products and merchandise

ADDITIONAL EXPERIENCE

Dale Carnegie Leadership Training, Completed November 2023

HONORS

President's List (Spring 2019)
Dean's List (Spring 2020)
Psi Chi, International Honor Society in Psychology
The Society for Collegiate Leadership & Achievement
The National Society of Leadership and Success

SKILLS

Microsoft Office Suite, Google GSuite, QuickBooks, Canva, OnBase, Basic French, CDK, VAuto Profittime, HomeNet, iRecon, VinSolutions, nVision

Natasha S. Peacock

Deputy City Clerk

peacock.natasha@gmail.com (850)368-9132 Crestview, FL

City of Mary Esther
Dillion Morris, Administrative Coordinator
195 Cristobal Road N
Mary Esther, FL 32569

Dear Mr. Morris.,

This letter is regarding my interest in applying for the post of City Clerk at the City of Mary Esther. My 10 years of working as an Executive Assistant first for the City Clerk and then as the Deputy City Clerk position at the City of Crestview match well with the specifications required for this job.

With a strong network of professional, and educational qualifications, I can surely deliver positive outcomes as per your organization's intended needs.

My extensive experience in the above role helped me understand various guidelines surrounding this field like:

- Performing general office duties like dictation, transcribing, typing, proofreading, and distribution of official forms or scheduled appointments.
- Proofreading documents, records, and files to ensure accuracy.
- Scheduling appointments.
- Issuing of documents or customer identification.
- Attending workshops and seminars to further my knowledge of being a City Clerk

Given an opportunity, I assure you that give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,
Natasha S. Peacock

Application for Employment

City of Mary Esther
195 Christobal Road, North
Mary Esther, FL 32569-1911
Phone: 850-243-3566
FAX: 850-243-0736

The City of Mary Esther is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, color, national origin, religion, gender, age, disability, veteran status, marital status, pregnancy, genetic information, transgender, gender identification, and sexual orientation.. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

***** PLEASE PRINT ALL INFORMATION *****

The City of Mary Esther accepts applications for OPEN positions only.

Position for which you are applying: City Clerk

Name: Peacock Natasha S. **Date:** Jan 19, 2024
Last First Middle

Address: 224 Johnson Court Crestview FL 32536
Street Address City, State, Zip

Permanent Address (if different from above)

Home Phone: ( ) **Mobile:** (850) 368-9132

Email: peacock.natasha@gmail.com
Are you 18 years old or older? yes

Preferred Method of Communication:
Home # _____ Mobile # ✓ Email ✓

Are you claiming a Veterans' Preference? ____ If yes, see highlighted portion on page 3.

Are you legally authorized to work in the United States? yes

EMPLOYMENT HISTORY

(List in reverse order beginning with most recent)

Job Title: Deputy City Clerk **Dates:** (from - to) Oct 2022 - present
Name of Employer City of Crestview
Employer's Address: P.O. Box 1209, Crestview FL 32536
Supervisor's Name: Maryann Schraeder **Title:** City Clerk **Phone:** 850-682-1091
Reason for Leaving:
May we contact this employer: Yes ✓ No ____
Briefly describe your duties: Maintaining the City clerks duties in her absence, assist in budget for the Clerk's office, Maintaining training for public records requests, records management - maintaing files & destroying files, Counal calendar minutes, attending assigned meetings -

Job Title: Executive Assistant **Dates:** (from - to) Nov 2013 - Oct 2022
Name of Employer City of Crestview
Employer's Address: P.O. Box 1209 Crestview FL 32534
Supervisor's Name: Elizabeth Roy **Title:** CRA Director **Phone:** (850) 612-6074
Reason for Leaving: my title was changed to Deputy City Clerk
May we contact this employer: Yes ✓ No ____
Briefly describe your duties: answering/transfering phone calls, ordering supplies, transcribing minutes, maintaining the Clerk calender, Planning and coordinating council events, maintaining all records, contracts, ordinances, resolutions in the clerk's office.

EMPLOYMENT HISTORY continued

Job Title: Administrative Assistant Dates: (from - to) Jan 2013 - present

Name of Employer First Church of God In Christ Inc

Employer's Address: 986 Bay St

Supervisor's Name: Edward Parker Title: Pastor Phone: (850) 682-4900

Reason for Leaving:

May we contact this employer: Yes ✓ No ____

Briefly describe your duties:

Attend and transcribe meeting for the Trustee Board, maintain Church calendar, gather & compile information for budgets create training material for the ministries and Bible Study -

EDUCATION

	Name of School City, State	Did you graduate?	Degree Received	Major, Course or Field of Study
HIGH SCHOOL	Niceville Senior High School Niceville FL	yes	Diploma	general
COLLEGE OR UNIVERSITY	NWFL State College Niceville FL	yes	AA	general
COLLEGE OR UNIVERSITY	Barry University Miami FL	no		Public Admin
BUSINESS OR TRADE SCHOOL				
OTHER				

Please describe any job-related skills, certifications, licenses, etc. that you hold. You may also include any special equipment or machinery you can operate that may be of benefit to the position for which you are applying. (Attach separate sheet if necessary.)

Currently in my second year of Certified Clerk training, notary stamp Records Management training, knowledgeable w/ H-5 (MC Clerk, municode, nextrequest, multi-phone system, outlook, Laserfiche, postal machines.

OTHER

Have you ever previously applied to or worked for the City of Mary Esther? If so, when? no

Do you have any relatives currently working for the City of Mary Esther? If so, who? no

Have you ever been convicted of a felony? If so, please list charge, date(s) and disposition. no

If offered employment, when would you be available to start?

REFERENCES

List three (3) people whom you have known for at least two (2) years, to whom you are not related and can attest to your moral character or work habits.

#1 Name: Christa Shepheard Title: Special Programs Manager

Address: 198 N. Wilson St Crestview FL 32536 Phone: (850) 682-1560 ext 205

Years Known: 3 Personal or Professional Reference? Professional

#2 Name: Jayce Vanderford Title: Project Manager

Address: 198 N Wilson St. Crestview FL 32536 Phone: (850) 797-8707

Years Known: 2 Personal or Professional Reference? prof

#3 Name: Felicia Murphy Title: Adjunct Professor

Address: 4201 Chestwood Ct Apt 187 Tampa FL 33610 Phone: (850) 305-7855

Years Known: 10 years Personal or Professional Reference? personal

If you are claiming a Veterans' Preference, please request the City's policy on such for documentation that is required to be submitted alongside this application and the regulations related thereto.

Important: Employment is subject to verification of an applicant's background. Persons selected for employment must present (1) a valid social security card and (2) take a Loyalty Oath, as per *Florida Statute* Sec 876.05. Additionally, the City of Mary Esther is required by Federal law to verify having seen documents, which the applicant must provide as part of the employment processing, that shows the applicant's identity and right to work in the United States.

The City of Mary Esther participates in the Department of Homeland Security E-Verify Program. Employers are required by state law to verify the identify and employment eligibililty of all persons hired to work in the State of Florida. We utilize the E-Verify system to process our new hires. We provide information to the Social Secuirty Administration and, if necessary, the Department of Homeland Security with Information from each new employee's Form I-9 to confirm work authorization.

APPLICANT: PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING BELOW.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Mary Esther is true and correct to the best of my knowledge. I understand that any incorrect, incomplete or false statement on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City.

I understand and agree that any employment is conditioned on a background check. I authorize the City to thoroughly investigate all statements contained in my application or resume, to review and consider my social media presence, and I authorize my former employers and references to disclose information regarding my character and general reputation to the City without having given me prior notice of such disclosures. In addition, I release the City and former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application or conveyed during any interview is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding on the City unless made in writing by the City Manager.

I understand that the City of Mary Esther is a drug free workplace. Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of blood, urine, or hair which may be tested for recent use of drugs and/or controlled substances. Further, I release the City of Mary Esther, its officers, agents, and employees from any liability whatsoever in connection with such a medical examination or the use of the test results therefrom.

I understand that filling out this form does not obligate the City to hire me. If hired, I agree to abide by all City work rules, policies and procedures. The City retains the right to revise its policies in whole or in part at any time.

Jan 19 2024
Date

Natasha Peacock
Applicant's Signature

Natasha Peacock

(850) 368-9132 | Peacock.Natasha@gmail.com

DEPUTY CITY CLERK | EXECUTIVE ASSISTANT | ADMINISTRATIVE ASSISTANT

Results-driven and detail-oriented professional with a strong background in interpersonal, analytical, and organizational needs. Proven ability to convey complex ideas and critical messages in a clear and compelling manner. Proficient in clerical content, client relations, and case management. Excellent communication and collaboration abilities, with a track record of effectively working with cross-functional teams and stakeholders. A proactive problem solver with a creative mindset, dedicated to driving results and organization objectives.

KEY SKILLS

Conflict Management | Consulting | Microsoft Office | Mentoring | Planning | Client Relations | Teamwork | Problem Resolution | Learning Strategies | Scheduling | Critical Thinking | Task Management

PROFESSIONAL EXPERIENCE

City of Crestview, Crestview, FL **Oct 2022 - Present**

Deputy City Clerk

Serve as the liaison between department heads and the citizens of Crestview to create excellent customer service and citizen trust. Clearly and concisely explain policies and procedures to customers and the public. Effectively communicate orally and in writing with the general public, management, City Council, and other governmental agencies to receive and provide information to explain and/or interpret council resolutions, city charter, city codes, and election requirements.

- Ability to quickly and efficiently conduct research, draft reports and recommendations for submission to the Crestview City Council.
- Function as City Clerk in their absence.
- Actively assist with the training material and work procedure guidelines for city employees.
- Proactively and collaboratively seek opportunities to improve processes to increase efficiencies and drive higher business impact.
- Accurately prepare, post, disseminate, and present the minutes, ordinances, resolutions, and other needed documentation to the Crestview City Council.

First Church of God in Christ, Crestview, FL **Jan 2013 - Present**

Administrative Assistant

Assist the Pastor and Church Administrator with the daily operations and activities of the church. Recommend or initiate responsive action when issues arise within the church. Perform confidential tasks and special projects as needed.

- Transcribe all minutes for trustee meetings and church quarterly meetings.
- Type weekly Bible study notes, weekly programs, quarterly newsletters, and leadership training handouts.
- Thoroughly reconcile monthly finance statements for review by Trustee Board.

The City of Crestview, Crestview, FL **Nov 2013 - Oct 2022**

Executive Assistant to City Clerk

Consistently filtered and attended to the day-to-day functions of the Crestview City Clerk. Function as the City Clerk in their absence and perform all statutory and other duties. Research and compile reports for special projects.

- Transcribed minutes for the: City Council, Crestview Redevelopment Agency, Budget Workshops, and Special Meetings for the City Clerk.
- Regularly purchased monthly supplies for the City Clerk's Office.
- Processed all incoming applications for the City of Crestview and distributed them to the appropriate department.
- Thoroughly maintained all records about ordinances, easements, resolutions, deeds, contracts, and minutes.
- Actively answered all calls and routed them to the correct department.
- Aggressively maintained a calendar for City Clerk and all events in the Council Chambers.
- Enthusiastically held meet and greets with visitors for the City Clerk.
- Delegated administrative tasks to other secretarial staff within the city clerk's office.

EDUCATION

Bachelor of Arts (BA) in Public Administration
Barry University, Miami, FL

Associate of Arts (AA) in General Studies
Northwest Florida State College, Niceville, FL

TRAINING

Introduction to Records Management
Northwest Florida State College
Niceville, FL

CERTIFICATION

CrestviewLEAD - Leadership
City of Crestview
Crestview, FL

MEMBERSHIP

Florida Association of City Clerks
Sept 2022-Present

Certificate of Graduation

PRESENTED TO

Natasha Peacock

FOR THE COMPLETION OF ALL REQUIREMENTS FOR THE

2022 LEAD CRESTVIEW PROGRAM

AWARDED ON THE 18TH OF OCTOBER, 2022

JB Whitten
Mayor

Tim Bolduc
City Manager

Florida Department of State

Division of Library and Information Services

presents this certificate to

Natasha Peacock

for completion of the

***Records Management for Florida Public Agencies Seminar* – 6 hours**

Tallahassee

June 28, 2023

DIVISION OF
LIBRARY and
INFORMATION
SERVICES

Amy L. Johnson, Director
Division of Library and information Services

Florida State University

CERTIFICATE OF COMPLETION

Florida Association of City Clerks
2022 Fall Professional Education Academy
1st Year Program (32 CMC Hours)

Awarded to

Natasha S. Peacock

conducted by the
John Scott Dailey Florida Institute of Government
Florida State University
October 10- 13, 2022

Jeff Hendry, FACC Institute Director
John Scott Dailey Florida Institute of Government

Cheryl Mooney, FACC President
Florida Association of City Clerks

Florida State University

CERTIFICATE OF COMPLETION

Florida Association of City Clerks
2023 Fall Professional Education Academy
2nd/3rd Year Program (32 CMC Hours)

Awarded to

Natasha S. Peacock

conducted by the
John Scott Dailey Florida Institute of Government
Florida State University
October 22 - 26, 2023

Jeff Hendry, FACC Institute Director
John Scott Dailey Florida Institute of Government

Cheryl Mooney, FACC President
Florida Association of City Clerks

Barry University

Natasha Peacock (1163233)

Print

Cumulative GPA:
3.586 (2.000 required)
Institution GPA:
3.586 (0.000 required)
Degree:
Bachelor of Public Adm.
Majors:
Public Admin
Departments:
Business
Catalog:
2020
Anticipated Completion Date:
8/24/2024

Description
Bachelor of Public Admin in Public Adm Online

Distribution

Complete all of the following items. **5 of 5 Completed.**

A. Theology Philosophy

Complete the following
Complete all of the following items. **3 of 3 Completed.**

B. Written Oral

Complete the following
Complete all of the following items. **3 of 3 Completed.**

C. Science Math

Complete the following
Complete all of the following items. **3 of 3 Completed.**

D. Social Behavioral

Complete the following
Complete all of the following items. **3 of 3 Completed.**

E. Humanities Arts

Complete the following
Complete all of the following items. **3 of 3 Completed.**

Computer Proficiency

Complete the following item. **1 of 1 Completed.**

A. Computer Proficiency

Take CS-180, CAT-102 or CAT-102T, CS-180T

Complete all of the following items. **1 of 1 Completed.**

1 of 1 Courses Completed.

Status	Course		Grade	Term	Credits
Transfer Equivalency	CAT-102	BASIC COMPUTER APPS			3
Fulfilled	CS-180	INTRO TO DIGITAL LITERACY			
Fulfilled	CS-180T	BASIC COMPUTER APPS			
Fulfilled	CAT-102T	BASIC COMPUTER APPS			

Public Administration Core

Complete the following item. **0 of 1 Completed.**

A. Core Courses

Complete the following

Complete all of the following items. **0 of 1 Completed.**

9 of 10 Courses Completed.

Status	Course		Grade	Term	Credits
Completed	POS-303	PUBLIC POLICY & ADMIN	B	21/01B	3
Completed	PUB-301	PRINCIPLES OF PUB ADMIN (Replacement)	A	21/02A	3
Completed	PUB-302	VALUES/ETHICS PUB ADMIN	A	21/04A	3
Completed	PUB-406	HUMAN RES IN PUB	B	22/01A	3

Status	Course		Grade	Term	Credits
		SECTOR			
Completed	PUB-403	PUBLIC BUDGETING/ FINANCE	B	22/01B	3
Completed	PUB-404	CONCPTS/ISSUES PUB PLNG	A-	22/02A	3
Completed	PUB-310	METHDS&TECHNQS PUB ADMIN	C+	22/03A	3
Completed	PUB-407	PRODUCTIVITY IMPR/PUB SE	A-	23/01A	3
Completed	PUB-405	ADMNSTRTVE LAW & PROCESS	A	23/04A	3
Not Started	PUB-499	PUB ADMIN CAPSTONE PROJECT			

Electives

Complete the following item. **0 of 1 Completed.**

A. Electives

Take 15 Upperlevel credits from ADM, EMA, HSA, IT, PFP, or PUB courses. Maximum 6 transfer and/or portfolio credits.

Complete all of the following items. **0 of 1 Completed.**

6 of 15 Credits Completed.

Status	Course		Grade	Term	Credits
Completed	ADM-353	LEADERSHIP DEVELOPMENT	A	22/04A	3
Completed	ADM-315	DIV EQTY & INCL IN GLBL WRKPL	A	23/03A	3

Upper Level Course Requirements

Complete the following item. **0 of 1 Completed.** **Fully Planned**

A. Upper Level

48 upper level credits required

Complete all of the following items. **0 of 1 Completed. Fully Planned**

Fully Planned **42 of 48 Credits Completed.**

Status	Course		Grade	Term	Credits
Completed	POS-303	PUBLIC POLICY & ADMIN	B	21/01B	3
Completed	PUB-301	PRINCIPLES OF PUB ADMIN (Replacement)	A	21/02A	3
Completed	PHI-352	ETHICAL ISS IN BIOMED SCIENCE	A	21/03A	3
Completed	PUB-302	VALUES/ETHICS PUB ADMIN	A	21/04A	3
Completed	PUB-406	HUMAN RES IN PUB SECTOR	B	22/01A	3
Completed	PUB-403	PUBLIC BUDGETING/ FINANCE	B	22/01B	3
Completed	PUB-404	CONCPTS/ISSUES PUB PLNG	A-	22/02A	3
Completed	PUB-310	METHDS&TECHNQS PUB ADMIN	C+	22/03A	3
Completed	ADM-353	LEADERSHIP DEVELOPMENT	A	22/04A	3
Completed	PUB-407	PRODUCTIVITY IMPR/PUBSE	A-	23/01A	3
Completed	THE-317	TURNING PNTS CHRISTIAN HIST	A	23/01B	3

Status	Course		Grade	Term	Credits
Completed	SPE-305	THEORIES COMMUNICATION	B+	23/02A	3
Completed	ADM-315	DIV EQTY & INCL IN GLBL WRKPL	A	23/03A	3
Completed	PUB-405	ADMNSTRTV E LAW & PROCESS	A	23/04A	3
Planned	PUB-408	PUB MGT & POLIT PROCESS		24/01B	3
Planned	ADM-361	NEGOTN: THEORY & PRACTCE		24/01B	3

Minimum 120 Credits, Incl. Clep

Complete the following item. **0 of 1 Completed.**

A. UG-120-CLEP

120 credits

Complete all of the following items. **0 of 1 Completed.**

113 of 120 Credits Completed.

Status	Course		Grade	Term	Credits
Completed	POS-303	PUBLIC POLICY & ADMIN	B	21/01B	3
Completed	PUB-301	PRINCIPLES OF PUB ADMIN (Replacement)	A	21/02A	3
Completed	PHI-352	ETHICAL ISS IN BIOMED SCIENCE	A	21/03A	3
Completed	PUB-302	VALUES/ETHICS PUB ADMIN	A	21/04A	3
Completed	PUB-406	HUMAN RES IN PUB	B	22/01A	3

Status	Course		Grade	Term	Credits
		SECTOR			
Completed	PUB-403	PUBLIC BUDGETING/ FINANCE	B	22/01B	3
Completed	PUB-404	CONCPTS/ISSUES PUB PLNG	A-	22/02A	3
Completed	PUB-310	METHDS&TECHNQS PUB ADMIN	C+	22/03A	3
Completed	ADM-353	LEADERSHIP DEVELOPMENT	A	22/04A	3
Completed	PUB-407	PRODUCTIVITY IMPR/PUB SE	A-	23/01A	3
Completed	THE-317	TURNING PNTS CHRISTIAN HIST	A	23/01B	3
Completed	SPE-305	THEORIES COMMUNICATION	B+	23/02A	3
Completed	ADM-315	DIV EQTY & INCL IN GLBL WRKPL	A	23/03A	3
Completed	PUB-405	ADMNSTRTV E LAW & PROCESS	A	23/04A	3
Transfer Equivalency	BUS-239	BUSINESS LAW I			3
Transfer Equivalency	ADM-2T1	TRANS CREDIT WITHOUT EQUAL			3
Transfer Equivalency	PSY-283	DEVELOPMENTAL PSYCHOLOGY			3

Status	Course		Grade	Term	Credits
Transfer Equivalency	CS-2T1	TRANS CRED WITHOUT EQUAL			3
Transfer Equivalency	BUS-181	INTRODUCTION TO BUSINESS			3
Transfer Equivalency	CAT-102	BASIC COMPUTER APPS			3
Transfer Equivalency	ART-2T1	TRANS CRED WITHOUT EQUAL			3
Transfer Equivalency	BIO-1T1	TRANS CRED WITHOUT EQUAL			1
Transfer Equivalency	SES-1T2	TRANS CRED WITHOUT EQUAL			1
Transfer Equivalency	HUM-1T1	TRANS CREDIT WITHOUT EQUAL			3
Transfer Equivalency	EDU-151	INTRODUCTION TO EDUCATION			3
Transfer Equivalency	GEN-2T1	TRANS CREDIT WITHOUT EQUAL			3
Transfer Equivalency	POS-201	AMERICAN GOVERNMENT			3
Transfer Equivalency	SES-1T1	TRANS CRED WITHOUT EQUAL			3
Transfer Equivalency	CS-1T1	TRANS CRED WITHOUT EQUAL			3
Transfer Equivalency	SPA-101	ELEMENTARY SPANISH I			4

Status	Course		Grade	Term	Credits
Transfer Equivalency	ENG-112	TECHNIQUES OF RESEARCH			3
Transfer Equivalency	PSY-206	PRINCIPLES OF PSYCHOLOGY			3
Transfer Equivalency	SES-173	INTRODUCTION TO WELLNESS			1
Transfer Equivalency	MAT-106	SURVEY OF MATHEMATICS			3
Transfer Equivalency	MAT-1T1	TRANS CRED WITHOUT EQUAL			3
Transfer Equivalency	GEN-1T1	TRANS CREDIT WITHOUT EQUAL			1
Transfer Equivalency	THE-1T1	TRANS CRED WITHOUT EQUAL			3
Transfer Equivalency	MUS-1T1	TRANS CRED WITHOUT EQUAL			3
Transfer Equivalency	BIO-120	BIOLOGY OVERVIEW FOR NON-MAJ			3
Transfer Equivalency	ENG-111	FIRST-YR COMPOSITION/RHETORIC			3
Planned	PUB-408	PUB MGT & POLIT PROCESS		24/01B	3
Planned	ADM-361	NEGOTN: THEORY & PRACTCE		24/01B	3

Other Courses

Status	Course		Grade	Term	Credits
Completed	PUB-301	PRINCIPLES OF PUB ADMIN (Replaced)	D*	21/01A	0
Withdrawn	ADM-312	LEARNING AND DEVELOPMENT	W	23/04B	0

nspk77@hotmaill.com | (602) 515-9190 | 1724 Sea Lark Ln Navarre, FL 32566

The City of Mary Esther
Position: City Clerk

Dear Hiring Team,

I am writing regarding the advertised vacancy for the City Clerk position. Currently I am transitioning out of the United States Army with 25+ years of dedicated service. 22 years of service in a supervisor or leadership role. My current job scope entails as the Regional Director / Senior Technical advisor (Operations Sergeant Major) on all operations within 13 Northeast states supporting 2,000+ employees. My responsibilities include, interpreting policy, directives, and regulations concerning all phases of talent acquisitions, training, inspections, performance, and counseling's. I also serve as a liaison between higher / lower echelons pertaining to all operational, training, and staff visits as an individual or as a member of the command staff.

The City of Mary Esther would benefit from several of my core competencies in the following areas:

- Analyzing data, performance key metrics, and all operational procedures.
- Interpret and execute all correspondence regarding regulatory guidance and policies.
- Conduct briefs, presentations, and training curriculums.

I believe that my attention to detail, leadership abilities, and knowledge of operations in a fast-paced environment will allow your organization and myself to mutually succeed. When given the opportunity, I will be able to perform above expectations on your team.

Sincerely,

Rafal Soroka

RAFAL SOROKA
Navarre, FL 32566 | (602) 515-9190 | nspk77@hotmaill.com
www.linkedin.com/in/rafal-soroka
Active - Secret Security Clearance

OPERATIONAL | TALENT ACQUISITIONS MANAGEMENT

Highly energetic individual and Army Veteran with over 25 years of established experience in operations management, team leadership, strategic planning, talent acquisitions, diversity, and interpersonal relationships. Expert at leading teams ranging from five to 200 people in dynamic, fast-paced, multi-faceted environments. Possesses a comprehensive background in training, planning, analysis, policy development and implementation. Oversaw daily operations while managing, training, and focusing on leader development. Proven ability to combine vision, ingenuity, and strong business acumen with well-developed project leadership and management qualities to support organizational efficiency, effectiveness, and overall expansion. Proficient in staff development and resource allocation while utilizing critical thinking to drive mission accomplishment.

- Operations
- Multisite Operations
- HR Management
- Training and Development
- Program Implementation
- Development and Project Management

PROFESSIONAL EXPERIENCE

United States Army | Ft. Meade, MD
Regional Director / Executive Level Operations Manager
Talent Acquisitions, Operations, Training, and Development **2021 – Present**

- Conducted analysis, leadership, and training development while based in Maryland.
- Supported 13 Northeast States: implementing strategies for talent acquisitions. Developed and defined training techniques for organizational improvements and performance.
- Researched, analyzed, and compiled oral and written reports for lower and higher echelons to refine and revitalize strategies and procedures for maximum growth.
- Lead Instructor on policy and regulations utilizing adult learning methods to ensure training is effective and efficient.
- Managed and monitored Operations and Training Department's FY travel and budget expenses.
- Leveraged leadership and recruitment expertise to coordinate resources for solution-driven team collaboration to lead, inspire, develop, mentor, and counsel high performing teams.
- Team Lead on Executive Level Organizational Inspection / Command Inspection Program for all subordinate organizations to integrate internal and external audits, external inspections, and Staff-Assistance Visits (SAVs) for onboarding diverse demographics to enable a growth mindset.
- Adjusted marketing messages to Core Based Statistical Area through analysis and interpretation of shifts in social, economic, demographic, and culture issues.
- Managed overall leader development program: coaching, mentoring, and all performance counseling's.
- Led the Operations / Mobile Training Team as team lead providing keen ability to rapidly assess local and regional situational challenges in target markets with Training Assistant Visits (TAVs).
- Selected above peers to fix a struggling organization through teambuilding by creating a positive climate, culture, and performance metrics. (Interim Chief Executive Officer)

United States Army | Las Vegas, NV
Regional Director / Executive Level Operations Manager
Talent Acquisitions, Operations, Training, and Development **2019 – 2021**

- Conducted analysis, leadership, and training development while based in Nevada.
- Supported 10 States within the Northwest and Southwestern Region: implementing strategies for talent acquisitions. Developed and defined training techniques for organizational improvements and performance.

- Conducted planning, training, and standard operating procedures for struggling markets while implementing training and staff assisted visits to improve performance.
- Researched, analyzed, and compiled oral and written reports for lower and higher echelons within Recruiting Command to refine and revitalize strategies and procedures for maximum growth.
- Managed all Operations and Training Department's FY travel and budget expenses.
- Coached, mentored, and developed next future generation of leaders through culture and diversity training.
- Managed overall leader development program: coaching, mentoring, and all performance counseling's.
- Organized and managed multiple complex projects simultaneously through collaboration with higher echelons to assess and improve stakeholders' shares.
- Assistant Team Lead on Executive Level Organizational Inspection / Command Inspection Program for all subordinate organizations to integrate internal and external audits, external inspections, and Staff-Assistance Visits (SAVs)

United States Army | Plano, TX
Senior Talent Acquisitions Manager / *Training and Development* **2016 – 2019**

- Served as the chief advisor in North and Northeast Texas region on organization, development, training, and talent acquisitions.
- Modernized the development of junior and senior personnel to streamline marketing strategies, personnel management, training, and critical thinking.
- Enhanced operational readiness and fostered community relations through college and community events; grassroot efforts, and local business / schools outreach programs.
- Managed entire leader development program: coaching, mentoring, and all performance counseling's.
- Increased digital proficiencies across the organization to dominate an information-centric virtual space by leveraging social-media platforms and technology.
- Lead Instructor on policy and regulations utilizing adult learning methods to ensure training is effective and efficient.

United States Army | Indianapolis, IN
Senior Operations Manager / *Operations, Training, and Development* **2013 – 2016**

- Supervised operations and personnel in creating policy, plans, and guidance providing immediate communication support to senior military leaders regarding recruiting force structure throughout Indiana and Illinois.
- Oversaw scheduling, hiring, and training of all incoming personnel through company onboarding processes.
- Lead Instructor on policy and regulations utilizing adult learning methods to ensure training is effective and efficient.
- Developed innovative technical training programs, techniques, to increase production.
- Evaluated results and applying findings to develop, implement, and plan new training products.
- Managed leader development program; coaching, mentoring, and all performance counseling's.

EDUCATION | CERTIFICATIONS | SPECIALIZED TRAINING

University of Texas El Paso (UTEP) **El Paso, TX**
Master of Arts, Leadership Studies

Post University **Waterbury, CT**
Bachelor of Science, Business Management

Training Certificates:
Master Resilience Trainer Level I - 2019
Guidance Counselor / Operations Course - 2013

United States Federal Government Clearance: Secret - PRSC-T3R - 20180608

RUTH BOCCHINO 816-805-5316 ruth.e.bocchino@gmail.com

EDUCATION AND CERTIFICATIONS

High School Degree, Stanberry R-II High School, Stanberry, MO
Benedictine College, Atchison, KS-2 years
Certified Municipal Clerk, International Institute of Municipal Clerks
Master Municipal Clerk, International Institute of Municipal Clerks
Missouri Registered Clerk, Missouri City Clerk and Finance Officer's Association

EXPERIENCE

Agenda Coordinator, Development Services, Corpus Christi, TX	2022-present
Assistant City Secretary, Corpus Christi, TX	2021-2022
City Clerk, City of Gladstone, MO	2014-2021
Legal Assistant, City of Gladstone, MO	2013-2014
Executive Administrative Assistant to the Clay County Commission and County Administrator, Clay County, MO	2001-2013
Peter Schloss Law Firm	1999-2000
Domestic Engineer	1995-1999
Airport Systems	1993-1995

BACKGROUND

The City of Corpus Christi, Texas, has a population of 327,000, 3700 employees, along with several miles of shoreline. This job opportunity offered me the chance to expand my experience and grow in my profession. I am able to improve myself with added responsibilities on a much larger scale, including budget and management responsibilities. I supervised four employees as Assistant City Secretary. I am now the Agenda Coordinator for Development Services, in the Land Development portion.

The City of Gladstone is a nine square mile city surrounded by Kansas City, MO, with a population of 27,000. I lived in Gladstone for eight years. I was hired as a legal assistant to the City Attorney in February 2013. When the City Clerk retired, I applied for the position and gratefully accepted. This felt like a natural course for me to take based on my long experience with Clay County Government. Working for a Municipal Government has given me the opportunity to bring my skill set to the particular and oldest position in Municipal Government, City Clerk. I served the citizens of Gladstone on a daily basis. Gladstone is a close knit community. Prior to moving to Gladstone, which was a requirement for the City Clerk position; I lived in Liberty, MO, just a short distance away. My commitment to the City of Gladstone was demonstrated by my willingness to move my family to a new, exciting, growing community. Gladstone made major adjustments in the past ten years bringing a lively, economically sound base to the downtown area. It was exciting to be part of the economic development: a new hotel, new apartment complex, upscale dining, and a thriving entertainment district to our downtown area. Gladstone passed a sales tax increase to support a new ambulance and Public Safety Headquarters. Our community supported our well-run government.

The City of Gladstone has approximately 250 full time employees with part time employees in the summer months. I did not directly supervise any employees in my duties as City Clerk, but I have supervised up to 10 employees in my former positions in California and Texas.

Our organization faced a dilemma with redevelopment. Since Gladstone is surrounded by Kansas City, MO, we had no room to expand. Therefore, we took the real estate options very seriously. We were able to acquire land within our limits to create parks, restaurants, hotels, and many, many trails in cooperation with Kansas City. We have a Community Center, City Hall, Linden Square (concerts, summer fests, etc.) in our downtown area and we made great strides to make this area work for all our residents from all over the City. We have been able to utilize otherwise empty buildings to create an entrepreneurs center, and artist's co-op, and we recently built the Northland Innovation Center/Education Center, all near to the main corridor.

GENERAL MANAGEMENT STYLE AND EXPERIENCE

I so enjoy working for government because I really do like serving citizens. When I worked at Clay County, I had the most amazing Commissioners and County Administrators and it was a pleasure to work for them. My interest in government only grew and the City Clerk is the best extension of my career that I could imagine. I love working with other City Clerks, meeting new people, discussing our issues and offering each other solutions. It really is a tight knit community we have. I'm ready to bring my experience and ideas to a new City while continuing to be a life-long learner.

As the City Clerk is the oldest position in Municipal Government, I am very proud to hold this title. Along with great customer service to our citizens and our internal staff, the City Clerk is the hub of the city that touches every department and serves the elected officials on a daily basis. It is our job to make sure the City Council is furnished with the best information possible to make the decisions for the City.

I have so much experience in government. Aside from obtaining my CMC and MMC and MRCC, I have also taken several training classes along with attending the Missouri Municipal League conferences, IIMC Annual Conferences, Annual Spring Training, and have grown in this position to make positive changes. I have applied and been awarded over $2500.00 in scholarships to attend these trainings. I am very budget conscious. I am detail oriented, I am an awesome proofreader, and I love serving communities. I am loyal to my Council, City Manager, and the citizens I serve. I have an education of life in government. I am personable and I treat others with respect. My references will speak to this attribute.

I have been a member of Leadership Teams for the past 22 years. I deal with every department on a daily basis. Although we don't see each other every day, I am in contact with the Department Heads. We work together for the common goal of bettering our City. We respect our differences in approach to any issues that may arise. I get along well with my peers.

The City Council needs to know any and all information regarding the Freedom of Information Act and what is allowed as to meetings, quorums, votes, closed sessions, open sessions, elections, Personal Financial Disclosure reports, campaign reports, lobbying reports, issues in the community, messages from citizens and constituents, and interactions with Department Heads and the City Manager. Since Council is not a full time position, we mainly communicate via email. This captures information for purposes of verification regarding Sunshine Laws/Open Records Requests.

I think my Council would say I'm detailed, to the point, without a lot of fluff. I like to stick to the facts and deal with issues immediately. I also have received positive reviews concerning my job as City Clerk. Very rarely have I made any errors on the agenda and/or minutes for the City Council.

My strengths are my commitment to the City, accuracy and thought into the meetings, agendas, minutes, sunshine requests, and dealing with the public in a positive manner. I rarely miss a day of work outside of vacation. Thank goodness!

My main weakness is probably my impatience. I like to get to the heart of things and figure issues out quickly. I like being able to leave work with a clean desk and a plan for the next day.

My achievements as City Clerk for Gladstone are things such as our Records Room and shredding. The City records room was full of boxes past the shred date. I processed three shredding events and worked with all departments to update their records for archived documents. The first shedding event I conducted took two days, and we shredded over 400 boxes. The last shredding event we had took only 3 hours and we shredded over 150 boxes. I got rid of all the items in the records room that had been 'dumped' there, just as a storage place that no one looked at. Now, the room is neat, organized, and we can walk through the aisles of shelves. There is actually room on the shelves for storage as required. Another accomplishment I am proud of was the codification. When I started in 2013, it had not been updated for a few years. I took on that project and was in charge of it since. I scheduled the ninth supplement and the online codification became up to date for the citizens. I created a web page for the City Clerk. I created fillable forms on the website for solicitation permits and all liquor applications. This helped our community immensely.

At Clay County, I had been asked to keep information from other Commissioners. If the information was pertinent to the County and citizens, I discussed with my County Administrator for a solution. I don't have an example of any ethical dilemma because I have been fortunate to work for and with a super City Council and Commission. I am a very trustworthy person.

My customers are internal and external. I provide the most current information because I keep myself educated about the duties of a City Clerk. If I don't know the answer, I will admit it and find the answer. I am very good about answering inquiries. I don't dismiss anything because it is 'not my job.' I'm not that kind of person. I serve those who I work with, the citizens, and the City Council. I follow up on all inquiries and keep records.

When I feel dissatisfied with a co-worker or the work they are performing that affects my work as City Clerk, I would talk to the person directly first. If that doesn't work, I would talk to my supervisor for additional information on how to resolve the situation. I would explain the issue clearly and in a calm manner. I would not show emotion or anger, because there is most likely an explanation or reason that I am not aware of that could be causing the problem. I am direct and easy to work with. I take all aspects into consideration.

What I would hope to achieve in the first six months would include getting to know the Council and staff. I would focus on the standard practices and learn how the system works. I would concentrate on the daily duties of the City Clerk and any pressing issues. I'm not afraid to work overtime to get the job done while in the learning process.

I do not currently work with the media. We have a public relations person at this time. I do answer questions usually around election time from the media. I send the newspapers our Council Agendas.

I am proud of my past and my work history. I have learned from all of my personal and professional experiences. I have nothing that would embarrass any employer or me.

There would be no one to mar my position as City Clerk. There are always disgruntled citizens who may think that their concerns are not met, but I deal with everyone in a fair and equitable manner.

My husband and I like to go camping, fishing, and boating. We like to go to art festivals and other summer festivals. We also love to hike. We love being with our kids and family. I am an avid reader and I like to watch movies.

REASON FOR WANTING TO LEAVE CURRENT OR MOST RECENT JOB SECTION

I am incredibly happy in my position as Agenda Coordinator for Development Services. The reason I am interested in the job is to further my career and use my capabilities in a vibrant community. I can bring positive, trusting change to the city. I am extremely excited to have this opportunity to serve. I am thrilled to come to a smaller community to reach out to citizens on a daily basis and on a more personal level, in order to contribute to the community and citizens.

SIX ADJECTIVES OR PHRASES I WOULD USE TO DESCRIBE MYSELF

- Harmonic Personality
- Empathetic
- Adaptable
- Consistent
- Trustworthy
- Conscientious

RUTH BOCCHINO
5410 Neela Lane
Corpus Christi, TX 78413
ruth.e.bocchino@gmai.com
816/805-5316 Cell

OBJECTIVE

To pursue a challenging and rewarding career path that fully utilizes my executive level assistant skills, high-level legal/government/clerical experience and non-profit, public organization business experience and offer an increased opportunity for professional growth. I have earned my Certified Municipal Clerk and Master Municipal Clerk designations from the International Institute of Municipal Clerks, and my Missouri Registered City Clerk designation from the Missouri City Clerks and Finance Officers Association.

EXPERIENCE

December 2022 present

CITY OF CORPUS CHRISTI, TEXAS GOVERNMENT, DEVELOPMENT SERVICES
Agenda Coordinator
As Agenda Coordinator, I work with the Planning and Engineering Departments for five boards: Capital Improvement Advisory Committee, Planning Commission, Landmark Commission, Zoning Board of Adjustment, and the Construction Trade Appeal and Advisory Board. I create agendas for each board, schedule meetings, provide calendars and deadline calendars, process reports for upcoming items on each agenda to Management staff, serve as the recording secretary for each board and complete the minutes. I adhere to the Sunshine Law and posting requirements, serve as parliamentary with assistance from the attorney, and gather documents for distribution to board members. I supervise one person at this time. I work with Legistar daily.

September 2021 to December 2022

CITY OF CORPUS CHRISTI, TEXAS GOVERNMENT, CITY SECRETARY
Assistant City Secretary
As Assistant City Secretary, population 327,000, with eight Council members and one Mayor, I oversee the daily operations of the City Secretary's office which includes personnel management for four staff; municipal elections; and the City's records management program. Provide support to City Council members, prepare and oversee annual budget and expenditures for City Secretary, City Council, and Major Memberships. Oversee daily operations of the City Secretary's office including approval of payroll, drafting department procedures, leading, training, and guiding staff; preparation of orientation information for new members; ensuring compliance with Open Meetings Law Training; maintain records of terminations/vacancies, and prepare agenda items. I oversee board appeals, street renaming, and requests and initiative referendum petitions. Assist with preparation and posting of the City Council agenda and verify the accuracy of legislative numbering in each City Council agenda. Manage and safeguard the integrity of the city's legislative actions to ensure the correct document is filed and review the numbering system for ordinances, resolutions, and motions. Publish legal notices and oversee quarterly audits of petty cash. Prepare City Council agenda items for the Office of the City Secretary, Assist with coordination of municipal elections by maintaining proficiency in Texas Election Laws; reviewing necessary ordinances calling for the election; preparing City Council and Mayoral candidate kits. Assist with contracting with Nueces County for the use of election equipment and polling places, tabulation of votes and related election reporting. Assist candidates filing process for City Council and Mayoral offices; coordinate and file City Council candidate and designation of Campaign Treasurer forms; campaign contribution and expenditure forms; city and state ethics reporting forms; personal financial statements and other forms that candidates file as required by state election laws; and answering candidates questions. Oversee requests for documents from the City Council, City Departments and the public. Perform City Secretary duties in their absence. Assist with management of the City's records management program in compliance with local laws. Maintain professional and technical knowledge and skills in election Law. Involved in 2021-2022 Redistricting process. I am also a member of the Texas Municipal Clerks Association continuing my education and training.I have been a Notary Public for over 15 years.

April 2014 to August 2021

CITY OF GLADSTONE, MISSOURI GOVERNMENT, Gladstone, MO
City Clerk
As City Clerk, my responsibilities include attending all sessions of the City Council, keep minutes, record votes, tape and transcribe; prepare the City Council agendas, prepare resolutions and ordinances, official keeper of the records for the City of Gladstone, administer official oaths, prepare public notices for public hearings, serve as the Liquor Control Officer maintaining liquor applications and renewals, maintain contracts for the City of Gladstone. I also perform administrative duties for five Council members, serve as secretary to the Gladstone Special Road District and attend Leadership Team meetings. I am involved in budget preparation for the City and work closely with the City Counselor. I maintain our codification with Municipal Code Corporation and am responsible for supplemental updates. I provide many other support functions in this position, deal with the business and public on a daily basis. I am involved in the Missouri City Clerks and Finance Officers Association as well as the International Institute for Municipal Clerks.

February 2013 to April 2014 — **CITY OF GLADSTONE, MISSOURI GOVERNMENT, Gladstone, MO**

Legal Assistant / City Counselor

As *Legal Assistant / City Counselor,* my responsibilities included but were not limited to the City of Gladstone's Codification maintenance. In 2013, I worked diligently with all departments and Municipal Code Corporation to ensure the entire Codification was current and I maintained an accurate account of Codification books, supplement updates, and other pertinent information. I worked with the City Clerk to assist in tracking of ordinances, resolutions, cover memos, and associated attachments for council review. I prepared all types of correspondence via US post, email, and telephone communication for the City Counselor. I created an electronic filing system and continued to maintain the filing system on a day-to-day basis for the City Counselor's many responsibilities. I maintained and archived department file records. I assisted with the preparation of the department budget. I was responsible for contract upkeep to make certain all required departments had an original contract document for their files. I created a current bankruptcy spreadsheet and tracked monies owed to the City of Gladstone and filed Proof of Claims for payments to the City. I scheduled meetings, made travel arrangements, researched and compiled data for legal documents and reports. I provided financial input and tracking duties for the department including budget, bill paying, and expense reimbursement. I coordinated and attended monthly Building Commission meetings, prepared packets for public hearings, took minutes and assimilated a spreadsheet with up to date information on the status of structures identified as dangerous buildings. I attended the Administrative Assistants monthly meetings. I furnished support for other departments as needed.

January 2001 to January 2013 — **CLAY COUNTY MISSOURI GOVERNMENT, Liberty, MO**

Executive Administrative Assistant / Commission

As *Executive Administration Assistant / Commission*, my responsibilities included but were not limited to overseeing executive level administrative duties and procedures for three Clay County Commissioners, including the Presiding Commissioner. Confidential administrative assistance and support service to both the Clay County Commission and Clay County Administration Offices was critical in my position. In that facet, I researched and resolved issues and problems and relayed that information to select departments as needed by and in direct support of the Clay County Commission. I developed and maintained a comprehensive file base for the County's Boards and Commissions. In addition, I provided continuity in preparation, research, support, documentation and reporting of the County's Budget. I wrote and assembled documentation for the Clay County Commission meetings, including but not limited to Resolutions and Ordinances. I attended Department Head staff meetings, took notes and prepared the minutes. In conjunction with my work for the Clay County Commissioners and Administration Offices, I interacted with the public on a daily basis and handled situations as they may arise. I interacted closely with the Clay County Clerk's office in posting of all meetings when required, developed an innate understanding of the Missouri Sunshine Law, and had a strong supportive relationship with the County Counselor's office. I had direct first contact with the public for Commission inquiries. I was also responsible for ensuring travel arrangements were provided for the Commissioners and executive level administrative staff. In addition to these assignations, I was also responsible for other duties as needed.

May 1999 to December 2000 — **PETER SCHLOSS LAW FIRM, Liberty, MO**

Office Manager / Legal Assistant

As *Office Manager / Legal Assistant* my responsibilities focused on conducting executive level legal administrative and managerial support in a fast paced, high profile legal environment. My duties included but were not limited to daily direct interaction with Clay County Circuit Courts and the public. I was responsible for producing a variety of accurate legal documentation, using dictation and both the computer and typewriter. I maintained and monitored the law firm's filing system and storage, to ensure compliance with federal, state and county laws. As part of my clerical work, I also answered a multi-line phone system and ordered legal and office supplies as needed. I was also responsible for other duties as assigned.

February 1995 to May 1999 — **DOMESTIC ENGINEER**

Domestic Engineer

As *Domestic Engineer*, I took very seriously and excelled at my domestic engineering and parenting work. It was mutually agreed upon and vitally important that we rear our newborn twin boys in their formative years, in a stable home environment populated with at least one full-time parent. Due to our reduced household income, I worked within a very constrained budget, yet regularly improved our home life with my "can-do" attitude, creative endeavors and teamwork oriented focus, building and maintaining a balanced and positive domestic environment.

June 1993 to February 1995 — **AIRPORT SYSTEMS INTERNATIONAL, Overland Park, KS**

Senior Production Control Planner

As *Senior Production Control Planner*, my responsibilities comprised integrating complex product flow coordination throughout the manufacturing cycle. This included planning, scheduling, coordinating and monitoring specified products in order to meet customer shipments. I was responsible for providing a "build schedule" to the manufacturing supervisory staff for navigational equipment assemblage. I interacted as liaison between the Engineering and Purchasing Departments in order to ensure continuity

of available raw materials to manufacturing. I also interacted with the Marketing and Sales Department on a daily basis, to monitor and safeguard against labor and capacity loading. I was also responsible for other duties as assigned.

November 1992 to June 1993 **UNIMARK CORPORATION, Lenexa, KS**
Inventory Control / Production Planning Specialist
As *Inventory Control / Production Planning Specialist*, I was responsible for accurately providing inventory control through extensive analysis of materials and production supply lines. Specifically, I analyzed inventory and control requirements as outlined by Unimark Corporation; materials and inventory factoring; and manufacturing inventory order position. I was responsible for providing an inventory and production "build schedule" to manufacturing staff and monitoring inventory process flows to ensure manufacturing compliance to the "build schedule." I interacted as liaison between the Manufacturing and Sales Departments in order to provide regular updates and status notifications. I was responsible for the company's "Direct Inventory Accuracy Program." As part of this program, I spearheaded the accuracy of inventory transaction data entry and retrieval project. I analyzed cycle count data, maintained accurate, complex and detailed documentation, analyzed and reported variance anomalies, determined the cause of those anomalies and initiated corrective action. I was also responsible for other duties as assigned.

November 1990 to October 1992 **TRIMBLE NAVIGATION, LTD, Sunnyvale, CA**
Senior Production Control Planner / Buyer
As *Senior Production Control Planner / Buyer*, my duties included responsibility for accurately analyzing inventory control through extensive analysis of materials and production supply lines. I was responsible for providing planning and scheduling final approval of products through production completion cycle. I established production schedules for manufacturing staff, through analysis of labor loading, raw materials availability and manufacturing capacity requirements. I interacted as liaison between manufacturing and management by providing regular updates, inventory and product status notifications, reschedule grids in the event of product design permutations, labor capacities, raw materials and inventory modifications, order blockages, backlogs and any other schedule variation potentially causing output disruption. I was a member of the company's "Repetitive Manufacturing Implementation Team." As part of this program, I supervised ten employees and was responsible for a warehouse stockroom with more than 1,000 components vital to production. I managed and maintained accurate cycle count data, in an ever-dynamic environment. I analyzed cycle count data, maintained accurate, complex and detailed documentation, analyzed and reported variance anomalies, determined the cause of those anomalies and suggested corrective action to management. I supported all levels of management – upstream and downstream. I was responsible for accuracy of inventory transaction data to all levels of management, including but not limited to kit pulling, production staging and bar encoding. In addition, I provided support for a contingency of 45 manufacturing employees. I actively monitored and provided continuous updates on bills of material as well as an item master report in a fast paced, ever changing consumable component environment. I was also responsible for other duties as assigned.

March 1984 to September 1990 **VERILINK CORPORATION, San Jose, CA**
Inventory Control Analyst / Contract Negotiator
As *Inventory Control Analyst/Contract Negotiator*, I was responsible for accurately analyzing inventory control through for three sub-contractors and the In-House Manufacturing Department. I solicited and analyzed bids, monitoring for inconsistencies in quotations. I negotiated contracts based upon reliable research and meticulous, proven methodology. I interacted as liaison between the Engineering Department and external vendors. I placed and aggressively monitored purchase orders, working directly from engineering plans and specifications, in order to ensure production schedules were met. Performance of daily audits, variance investigation analysis, was imperative to solid production and performance measurements. Based upon these analyses, I wrote and published weekly and monthly reports for dissemination into the company's engineering report. I then worked closely with Verilink Corporation's external auditing firm, coordinating, raw materials, physical inventory, internal reports and completed cycle production data. In addition, I performed a multitude of auxiliary duties, including but not limited to sub-assemblies staging, material planning for all "freestock" inventory, control processes and procedures, cycle counting for finished goods, field service projections and work in progress. I was also responsible for other duties as assigned.

SKILLS

* Executive Level Administrative Support / Communication
* Government Applications and Processes
* Non-Profit Effectiveness and Efficiency Management
* Relationship Management / Team Oriented
* Management and Supervisory Experience
* Analysis / Development / Confidentiality Assured
* High Profile / Fast Paced / Dynamic Environment
* High Level of Microsoft Windows Office Proficiency
* Engineering / Production
* Project Oriented / Goal Driven
* Mid America Regional Council Supervisory Certificate, Executive Administration Certificate and additional courses.

EDUCATION

* Benedictine College, Atchison, KS-Business Administration - two years of credit courses taken and applied towards degree focus.
* Additional educational information specifically related to positions held, is available upon request.

INTERESTS

* Family; health; nutrition; friends; reading, camping, beaches

REFERENCES

* Available upon request.

Shaneka Brown

1014 Airport Rd, Unit 182 Destin Fl 32541.
Tel: 850-226-0396
Email: shaneka.brown45@yahoo.com

December 25, 2023

Ref: Job application

Dear Sirs:

It is with great interest and enthusiasm that I take this opportunity to extend my application for employment within your organization as a Social Worker. / Any available position that suits my resume.

My work experiences have developed me into a person who values customer service and facilitates co-operation and communication among team members.

My leadership is vision and values driven and inclusive. I am very disciplined and dedicated and am flexible with working hours and days. I believe that my experience and volunteer time offers an advantage in better understanding the competencies required in such a field.

I would like to share my resume (attached) with you in the hopes of creating an opportunity for a discussion to explore employment within your team.

It is my hope that you will find my experience and/or skills listed as potential assets to your team, however might you have any further questions or concerns, regarding such, please do not hesitate to reach out to me via email or by telephone.

Thank you for your time and consideration, I look forward to hearing from you as you it see fit.

Regards,

S. Brown_____
Shaneka Brown
850-226-0396 / shaneka.brown45@yahoo.com

SHANEKA BROWN

OBJECTIVE

Committed Customer Service Professional with 10+ years of experience in providing excellent customer service. Specialize in handling office administration. Proficient in Microsoft Word, Excel & PowerPoint among other software. Exceptional typing and data entry skills. Excellent Communication and Interpersonal skills.

SKILLS

- Privy in handling highly confidential matters with discretion.
- Excellent multi-tasking and task prioritizing abilities.
- Adept to work independently with no or minimal supervision.
- Great time management & leadership skills.
- Willing and ready to be further trained and educated.

LANGUAGES

- ENGLISH
  | • Certificate: Customer Service ,Records Management, Supervisory Management & Early Childhood Education • CXC: English Language, Spanish, Mathematics, Social Studies, Principles of business, Accounts, Home Economics and Food& Nutrition

CONTACT INFORMATION

shaneka.brown45@yahoo.com

1014 Airport Rd Unit 182, Destin, FL, USA, 32541

850226-0396

EXPERIENCE

PATIENT ACCESS REPRESENTATIVE
NOV 2022 – DEC 2023

HCA FORT WALTON DESTIN HOSPITAL, 1000 MAR WALT DRIVE . FORT WALTON BEACH, FLORIDA, USA.

Interview patients at workstation or at bedside to obtain all necessary information. Verify all insurances and obtain pre certification/authorization, Calculate and collect patient liability amount. Explain policies regarding services, pricing, insurance billing and payment of account. Interview incoming patients, his/her relatives or other responsible individuals to obtain identifying and demographical with insurance and other financial information. Secure all signature necessary for treatments, release of medical information, assignment of insurance benefit, and payment of service from legally responsible parties. Obtain copies of necessary identification and insurance cards Assign accurate insurance plan.

OPERATIONS MANAGER
AUG 2019 – DEC 2021

MYSTIC MOUNTAIN LIMITED
. OCHO RIOS, SAINT ANN PARISH, JAMAICA.

Oversee day to day operation of the company Lead and supervise a team of employees, providing guidance training and performance evaluation Collaborate with other departments to streamline processes and optimize cross functional opportunities Identify areas for process improvement and create solution to enhance productivity Develop and maintain relationship with key clients and vendors

ASSISTANT HUMAN RESOURCES MANAGER
AUG 2010 – DEC 2021

MYSTIC MOUNTAIN LIMITED
. OCHO RIOS, SAINT ANN PARISH, JAMAICA.

Maintained and updated employee files, vacation and sick leave. Conducted orientation & trained new employees. Provide counseling and support on policies and procedures Creating weekly shift schedules and daily assignment schedule Assisted with the administrating of Interviews. Disciplining or coaching employees as necessary Prepare Job Letter, Recommendation and References Perform duties such as job descriptions, job posting and promotion and hiring analytics Create, implement and manage on boarding plans Plan and implement training programs Assist in performance management and employee evaluation Maintain department log to ensure accuracy and current data Drawing up plans for future personnel hiring procedures and goals Co-ordinate, staff of the month and birthday celebration Prepare and post advertisements for vacancies through various media Maintain records of all incidents as well coordinate payment to doctors, pharmacy etc. Attending disciplinary hearings take and prepare minutes Reviews.

HUMAN RESOURCES & ACCOUNTS INTERN
AUG 2009 – AUG 2010

MYSTIC MOUNTAIN LIMITED
. OCHO RIOS, SAINT ANN PARISH, JAMAICA.

Handle a variety of administrative duties for the HR Manager Prepare petty cash Prepare hotel Voucher in Excel for Accounts Receivables Assist Cashiers Check Timecards Plan and coordinate onsite and offsite meeting S.Brown -

EDUCATION

BSC : BUSINESS ADMINISTRATION

ASSOCIATE BUSINESS ADMINISTRATION

ACHIEVEMENTS

- Consistently surpassed sales targets for 6 consecutive months. - Helped boost overall sales by 15% as 'Team Leader'.

Dear Sir or Madame,

I am writing in reference to a City Clerk position. Furthermore, I consider that my credentials and interests match your requirements and I possess the experience and talents to contribute significantly to your organization.

Presently, I am a Paralegal for the Alabama Department of Revenue, Legal Division for Assistant Counsels for Attorney General, for the last sixteen years. During these years I have equipped myself with all functions, which includes litigation, providing legal support to the 12 Assistant Counsels and exceptional writing and communication skills. Further, I understand the level of professionalism that it takes to operate as part of a successful team.

These skills combined with a strong sense of professional integrity have contributed significantly to my successes as well as my achievement. I thrive on challenges and will spend the time and effort it takes to do well. Plus, as an incentive, I enjoy sharing my experiences and training with others.

Although I am enjoying my present job, I am looking for a new opportunity since passing the **Alabama State Bar on September 25, 2023**.

I look forward to hearing from you.

Sincerely,

Sharon McGill

Enclosure:

SHARON McGill
P.O. Box 201024
Montgomery, Alabama, 36120
334-990-7968
Email: sm6031@yahoo.com

OBJECTIVE:

To secure a position with continuing learning experiences.

EXPERIENCE:

2023-Present: Appearance Attorney/Docketly

Appear on behalf of a primary attorney on a freelance basis to handle cases on their behalf, handle various tasks and a wide range of legal matters such as civil, criminal, bankruptcy hearings, arbitrations, motions, and trials to make sure the case is properly handled.

2007-Present: Paralegal, State Department of Revenue, Montgomery, AL

Assist 12 Assistant Counsels of the Attorney General office with litigating cases on behalf of the State, file injunctions against delinquent taxpayers, conduct research into legal problems arising in connection with the operations of the legal department, prepare and organize cases for trial, prepare and file documents such as complaints, motions, dismissals, service of process, padlock orders, and other adversarial documents, act as a liaison, communicate with court, attorneys, staff, and defendants on a daily basis, answer inquiries concerning accounts, and interpretation of legal documents and pleadings.

2006-2007 Substitute for Montgomery School District, Montgomery, AL

Substitute for teachers that are absence, organized lesson plans for the day, make sure students are secure at all times and follow classrooms procedures.

SKILLS AND QUALIFICATIONS:

Microsoft Word, Power point, Excel, Outlook, Lotus Notes,

EDUCATION:

2017-2020	Thomas Cooley Law School/J.D. Birmingham School of Law **(Passed Bar Sept 2023)**
2005-2008	Masters of Science, Judicial Administration
1998-2003	B.S. Justice and Public Safety Degree/Legal Studies/AUM (Cum Laude)
2008-	ABA-Advance Paralegal Certification & Legal Technician Certification, AUM
1995-1998	Computer Information System, J.P. Technical College
1991-1993	Personnel Specialist, Keesler AFB

January 24, 2024

Greetings Mr. Morris,

As a recipient of the International Institute of Municipal Clerks (IIMC) E-Briefing Newsletter, I noticed that the City of Mary Esther has an opening for the position of City Clerk. I am very interested in the position and would like to explore the possibility of becoming the next city clerk for the City of Mary Esther.

As a person who prides myself in giving my very best to those around me, I believe my work is a personal reflection of the person I am. I strive to do any job to the best of my ability. My supervisors have recognized me as being a person of honesty and integrity. I get a great sense of accomplishment from helping others.

I am currently certified through the Michigan Association of Municipal Clerks (MAMC) as a MiPMC, Michigan Professional Municipal Clerk and through the International Institute of Municipal Clerks (IIMC) as a CMC, Certified Municipal Clerk.

I have served as a local clerk in both a township and city and as the Elections Administrator and Chief Deputy Clerk at the county level in Michigan. While both the local and county levels each presented unique opportunities, I have discovered that my heart truly enjoys assisting residents at the local level.

I have obtained and maintained my election accreditation through the Michigan Bureau of Elections since becoming a clerk in March of 2017. I have a thorough knowledge of election administration. While I recognize that election law varies from state to state, I am confident that my background in election administration will assist me in understanding Florida election law processes and procedures.

On a personal note, my husband and I are true public servants. My husband served 20 years in the United States Air Force and is currently retired. Our years spent raising a family while in the military were some of the most interesting times in which we have several fond memories.

Thank you for your careful consideration of my application and resume.

Warmest regards,

Sheila S. Reitz
Phone: (269) 357-3033
Email: sheilas.reitz@gmail.com

Sheila S. Reitz

6010 Racine Drive
Stevensville, MI 49127
Phone: (269) 357-3033
Email: sheilas.reitz@gmail.com

Professional Experience

City of Bridgman, Michigan- December 2022 – Current

City Clerk

- Chief Election Administrator for all local, county, state, and federal elections for the City of Bridgman
- Responsible for all election related tasks, including but not limited to, voter registration and maintenance, issuance of ballots, processing absentee voter ballots, coordinating election inspector training and certification, and election day administration overseeing election inspectors in the precinct
- Maintains vital city records
- Recommends department operating budget for approval
- Ordered materials for department as necessary
- Attends transcribes all minutes for City Council, Planning Commission, and Corridor Improvement Authority meetings
- Coordinates and prepares meeting agendas and packets
- Maintains City website for elections and clerk department
- Prepares ordinances, resolutions, and all public notices per charter and state law
- Provides Notary Republic services to the public
- Provides customer service, including accepting and processing water utility billing payments and tax payments
- Responsible for accounts payable in computerized software

Berrien County, Michigan October 2020 – December 2022

Elections Administrator

- Responsible for programming and testing election media for all municipalities in Berrien County
- Constructed the Election Geography module within the statewide qualified voter file (QVF) for Berrien County ballot production with 100% accuracy
- Freedom of Information Act (FOIA) coordinator- responded to all election related public records request
- Coordinated and trained over 500 election inspectors and local clerks on election processes and procedures for Election Cycle 2022
- Developed all election training materials
- Assisted the County Board of Canvassers with election canvass process, including producing election result reports and State reporting processes
- Developed and maintained accurate election data and record retention policy
- Supervised and processed campaign finance filings for candidates

- Collaborated with County GIS department on redistricting/apportionment of County Commissioner districts, including the production of district map options
- Reviewed record retention schedules and implemented processes for destruction of records accordingly
- Developed and maintained relationships with the Michigan State Bureau of Elections through written and verbal communication
- Responsible to have extensive knowledge regarding election law and new legislation being introduced
- Aided local clerks with election questions regarding proper procedures

Buchanan Township, Michigan- March 2017 – October 2020

Buchanan Township Clerk

- Supervised township staff
- Performed all statutory duties of a Michigan township clerk
- Chief election official in charge of administering all local, county, state, and federal elections
- FOIA Coordinator responsible for responding to all public records request
- Implemented state mandated records retention and file maintenance
- Served as the Human Resource and Payroll Specialist
- Transcribed board minutes and prepared board packets for various boards
- Served on the Joint Water/Sewer Board collaboration between Buchanan Township and the City of Buchanan
- Greeted residents and handled questions and complaint process
- Developed training manuals for department
- Implemented IT solutions for township
- Project manager for new township hall building project

Lakeshore Public School, Stevensville Michigan- August 2011 – July 2016

Career and Technical Education Administrative Assistant

- Assisted Career and Technical Education Director with all necessary functions to maintain, promote, and support the school district's Career and Technical Education (CTE) program
- Initially set up and maintained all data pertaining to CTE students into the Michigan State Career and Technical Education Information System (CTEIS) database
- Submitted State required reports while adhering to State deadlines
- Maintained student information in district computerized student information system
- Developed relationships with other school districts' Career and Technical Education (CTE) personnel and maintained those relationships to provide a close working partnership between districts in Berrien County

Education Aug 2002- May 2005 Mississippi Gulf Coast Community College
Gautier, MS

Associates of Applied Science- Accounting
Associates of Applied Science- Microcomputer Technology

- 4.0 grade point average (Double major)
- President's Scholars List

May 1986 Arenac Eastern High School
Twining, MI

- Graduated with honors
- Member of National Honor Society
- Ranked in the top ten of class

References

Malinda Cole-Crocker, Supervisor
Buchanan Charter Township
(269) 591-1285

Angie Cole, Deputy Clerk
Niles Charter Township
(269) 684-0870 (work)

Juan Ganum, Manager
City of Bridgman
(269) 465-5144

STEPHANIE HURLEY

shurley1012@gmail.com | (850) 797-1933
211 Destin Dr. Mary Ester, FL 32569

ABOUT	I am a detail-oriented, upbeat professional with over ten years of customer service experience. I have served in multiple industries, including legal administration, office administration, food & beverage, and veterinary services. I bring problem-solving skills, a positive attitude, and a passion for making others feel included to each team I join.
EDUCATION	**South Walton High School |** General Education Diploma, Santa Rosa Beach, FL, 2006-2010 **Northwest Florida State College |** Psychology, Niceville, FL, 2010-2014 **Santa Fe College |** Animal Sciences, Gainesville, FL, 2016 **Pensacola State College |** Veterinary Technology, Pensacola, FL, 2016
CERTIFICATIONS & SKILLS	**Software Utilized** | Excel, Outlook, Word, Aloha POS **Industries served** | Office Administration, Food & Beverage, Legal (clerical), Veterinary Services **Other Certifications** | Florida ServSafe Food Handler, Clerk E-Certified, Passport Acceptance Agent Training, Criminal Justice Security Awareness Training
EXPERIENCE	*Server*, Harry T's, Destin, FL, 02/2017 – Present ➢ Provide excellent customer service to all patrons as the lead hostess and bartender ➢ Trained new employees on best practices surrounding food & beverage safety ➢ Open and close the restaurant premises and served as keyholder **Office Administrator, O'Connell & Associates Consulting Engineers, LLC**, Destin, Florida, 04/2023 -07/2023 ➢ Oversaw office operations and direct administrative projects ➢ Utilized CORE software to perform billing, invoicing, contract formation, and project management ➢ Coordinated meetings, client inspection appointments, and company functions ➢ Assisted client with inquiries via telephone and directed questions to the appropriate contact for resolution **Deputy Clerk,** Okaloosa County Courthouse, Fort Walton Beach, Florida, 02/2022 -03/2023 ➢ Collected and disbursed fines, payments, court cost, forfeitures, fees and service charges ➢ Maintained custody of all evidence and exhibits entered by the court ➢ Assisted in completing required paperwork to file actions ➢ Issued process service documents, including applications ➢ Prepared documentation of all county property ➢ Cross-trained in Circuit Civil, Civil, Domestic Relations, Criminal, Probate, Mental health clerk duties **Bartender & Lead Hostess,** Regatta Bay Grille, Destin, FL, 05/2021-01/2022 **Front Desk Receptionist and Assistant,** Payne Chiropractic Wellness Center, Destin, FL, 02/2019-04/2020 ➢ Greeted patients and assisted doctor with intake duties, including basic charting and filing ➢ Performed office administrative duties, including scheduling, inventory management, and point-of-sale transactions ➢ Maintained COVID-19 cleanliness protocols per CDC guidelines to ensure patient safety **Bartender, Trainer, & Lead Hostess,** Chili's Bar & Grill, Fort Walton Beach, FL, 05/2012-12/2018
INTERESTS	Yoga, photography, animal welfare, event planning

Yvette Marie-Morales 210-537-3998
Yvette_Marie_Morales@yahoo.com

RE: The City of Mary Esther, City Clerk Clerk

Dear Dillon Morris,

As an experienced U. S. Government employee as a Contract Officer/Procurement Specialist , the advertisement for this position sparked my interest. While reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission. I am extremely excited regarding the opportunity to serve as the official custodian of the City's records and the City seal for the City of Mary Esther as my communication skills and abilities to build relationships with intra-and inter-agency personnel, the general public, and elected and appointed officials shine as a leader, mentor and trainer.

Please review the enclosed resume for a more in-depth illustration of my work history. I would appreciate the opportunity to interview at your earliest convenience and eager to discuss how I can become an asset for the organization. I am prepared to relocate immediately if given the opportunity to do so.

Thank you for your time and consideration of my candidacy.

Sincerely,
Yvette Marie-Morales

Yvette Marie-Morales

Yvette_Marie_Morales@yahoo.com • (210) 537-3998

I am a hard working person who seeks a position with an organization that allows me to use and strengthen my interpersonal skills, academic knowledge, and years of experience; I strive to achieve professional excellence with active participation, perform team-oriented tasks, take up immediate challenges and deliver valuable results.

Summary

Dedicated to delivering continual process improvements focusing on quality, and sustainable results. Strategic problem solver proactively mitigating risk and taking steps to get to the root of problem. Committed to the development and motivation of team players achieving a culture of a high-performance, and innovative work environment. Strong work ethic and technical aptitude able to rapidly learn new systems and processes.

Areas of Expertise

- Financial Management
- Accounts Payable
- Technical Writer
- Accounting Management
- Contract Writing & Negotiation
- Inventory Management
- Property Management
- Cost Control & Reduction
- Supply Chain & Logistics
- Asset Protection
- Fiscal Duties
- Market Research
- Space and Facilities
- Graphic Design
- Investigative Abilities and Research

Education

A.A. Criminal Justice
A.A. English
A.A. Liberal Studies
B.A. UTSA Criminal Justice 2011

Accomplishments

- Relocated the US Probation Division from US Federal Building to the new US Courthouse in January 2023.
- Opened the State of Texas Driver License Office in Universal City, Pat Booker to the public with officiants in attendance, to include staffing.
- Charged with the 75th anniversary of the Zachary Construction Corporation at Sunset Station.

Career Experience

U. S. Probation Executive Office Western District of Texas, SA, TX 07/2018 - Present Procurement Specialist/Financial Coordinator (40-50 hours weekly)

- Develop contracts, terms and conditions, payment, and contract closure.
- Create and maintain tracking expenditure spreadsheets utilized for budgetary projections. Analyze data for purchase orders and Request for Quotes for cost effectiveness and projected future needs.
- Generate payment and perform desk review/reconciliation of invoices and travel.
- Negotiate price, deadlines, and contractual T&C. Obtain competitive bids, quotes, and proposals from vendors, contractors, and chain of command.
- Generate open purchase order reports and assist with clarifying contract requirements to resolve conflict, provide mediation when necessary.
- Procure supplies, equipment, services, and furniture by conducting market research, reviewing judiciary policy to determine availability and cost.

Department of Public Safety, SA, TX 02/2014-07/2018
Regional Facilities Contract Assistant (40 hours weekly)

- Manage the activities of staff to assure optimal effectiveness and cost efficiency for building repairs, purchasing contracts, building supplies, equipment leases, and renovations.
- Develop lawn contracts, specifications and requisitions identified by location requirements and cost.
- Monitor regional contract performance using fiscal data, remitting payment, and required vendor backgrounds for onsite compliance in restricted areas.
- Prepare personnel action requests, employment interviews, interview board submissions for employment performance evaluations for personnel files.
- Prepare a spectrum of correspondence, reports and create databases for tracking payments, proposals, bids, and personnel actions.
- Directly responsible for the fuel storage/dispensing operations to ensure Monthly Inventory and EPA compliance by monitoring leak inspections and mandatory certifications for fuel deliveries

Department of Public Safety, SA TX **03/2007-02/2014**
Driver License Division Regional Administrative Assistant (40-50 hours weekly)

- Charged with a variety of confidential administrative tasks for the Driver License Division for 224 employees and 38 driver license offices in reference to hiring, testing, tracking, and filling vacancies throughout the region; and in house fraud investigations.
- Prepare budget reports, travel reimbursements and vouchers, while creating and maintaining travel training, office closures, and leave calendars. Compose and disseminate all correspondence on behalf of management to maintain the integrity of DPS policy and effectively communicate with all levels of chain of command, employees and the public prioritizing interpersonal skills and multi-task-oriented support.

S.A. Police Department, SA, TX.
Senior Communication Specialist/Trainer Dispatcher (40 hours weekly) **06/2005 – 03/2007**

- Serve on a rotating, citywide district schedule while operating radio and computer-aided dispatch equipment to dispatch police officers, EMS, and the Fire Department personnel to disturbances, crime scenes, accidents, or other situations requiring law enforcement services.
- Coordinate the travel of multiple law enforcement personnel while communicating with outside law enforcement agencies engaged in pursuit tactics, or while responding to life and death situations.
- Possess prioritizing skills for consistent decisions using all available information in emergencies. Demonstrate calm and tact while evaluating situations in stressful emergencies while effectively dispatching San Antonio police officers with team-effort attitude with co-workers and supervisors.

S.A. Police Department, (HIDTA) SA, TX. **10/2003 – 06/2005**
Narcotics Crime Analyst (40-50 hours weekly)

- Collect intelligence data on narcotic traffickers and criminal organizations; study changes and emerging trends in drug related crimes by accessing local and national intelligence databases for SAPD, DEA, FBI, and Military personnel.
- Identify and stop threats to national security at the nations border focusing on terrorism detection, narcotics smuggling, Conduct deep research and complied target-suspect profiles, photos, suspect-crime correlations and Title III wiretaps and their subscriber to assist in the indictment of narcotic traffickers.
- Identified documented complex statistical data; properly developed and interpreted tables, charts, and graphs for use by Federal agencies and the U. S. Attorneys Office for Grand Jury Indictments.

Additional experience

Bexar County Sheriff's Department	Inmate Inventory Banking Clerk	San Antonio, TX 03/2003-10/2003
Zachry Construction Corporation	Construction and Procurement	San Antonio, TX 07/1999-03/2003
United States Probation and Parole	U. S. Probation Clerk	San Antonio, TX 03/1997-06/1999
City Public Service	Customer Service Clerk	San Antonio, TX 11/1984-12/1992

Computer/Technology Skills

Computer Proficiency: Advanced computer skills

- Expert level of Microsoft Word, Outlook, Excel, Adobe and most software and hardware and components.
- Multimedia elements into presentations using PowerPoint presentations and extensive graphic design.
- Create email distribution lists and complete advanced file transfers using internet and cloud-based mechanisms.

Certifications

- Hybrid IC – SAT and ICE Training 2023
- Special Categories of Procurements (COCP2) 02/2023
- Appropriations Law for the U. S. Courts 2023
- Judicial Executive Procurement Oversight Seminar 2023
- Intro to Internal Control Self-Assessment Tool 2023

Contractor Officer's COR Training 2020
Effective Digital Community Management 2023
Trust Building through Effective Communication
2023 JIFMS ICE Training 2023

The University of Texas at San Antonio

has conferred upon

Yvette Fin Marie

the degree of

Bachelor of Arts

Criminal Justice

With all the rights and privileges thereunto appertaining.
In Witness Thereof, this diploma is granted by
Board of Regents upon recommendation of the Faculty.

Presented this seventeenth day of December, two thousand eleven

Dean

President

Francisco G. Cigarroa
Chancellor

Chairman, Board of Regents

AGENDA ITEM

Agenda Item 11.5.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: February 5, 2024

SUBJECT: Purchase of a Track Loader for the Public Works Department

---

BACKGROUND:
The City of Mary Esther, in creating a Public Works department, has identified the need for a track loader. Additional attachments will be purchased for the track loader, but this item only involves the award of the track loader, so it can be ordered as it could take 2–6 months to receive.

DISCUSSION:
The track loader, often referred to as a skid steer or "Bobcat", is a very diverse piece of equipment and will be used to prepare areas for sod for landscaping and creating flower beds, patching, trail building, sidewalk construction, clean up during storm events, and many other activities depending on the attachments that are acquired.

FINANCIAL IMPACT:
This purchase will be made with existing funds that are being reallocated to cover this cost.

RECOMMENDATION:
Motion to purchase a Track Loader through a cooperative purchasing agreement for an amount not to exceed $71,781.60.

ATTACHMENT(S):
1. John Deere Track Loader Quote

Quote Summary

Prepared For:

City Of Mary Esther
FL

Prepared By:

David Campbell
Beard Equipment Company
33 Industrial Ct
Freeport, FL 32439
Phone: 850-835-3337
dcampbell@beardequipment.com

This unit is quoted off of the Sourcewell Purchasing Contract#011723-JDC.
Quote and Contract is valid until 2/29/2024.
All Purchase Orders shall be made payable to Beard Equipment Company.

Quote Id:	30203901
Created On:	09 January 2024
Last Modified On:	12 January 2024
Expiration Date:	31 January 2024

Equipment Summary	Selling Price		Qty		Extended
JOHN DEERE 317G Compact Track Loader	$ 71,781.60	X	1	=	$ 71,781.60
NPK PH-1	$ 8,957.30	X	1	=	$ 8,957.30
BLUE-DIAMOND 60" Pick up Broom	$ 7,700.00	X	1	=	$ 7,700.00
BLUE-DIAMOND Power Rake 48"	$ 8,500.00	X	1	=	$ 8,500.00
Equipment Total					**$ 96,938.90**

Quote Summary	
Equipment Total	$ 96,938.90
SubTotal	$ 96,938.90
Est. Service Agreement Tax	$ 0.00
Total	$ 96,938.90
Balance Due	**$ 96,938.90**

Salesperson : X _____ **Accepted By : X** _____

Quote Id: 30203901

JOHN DEERE 317G Compact Track Loader

Hours: 0
Stock Number: 511238

Code	Description	Qty
06L0P	JOHN DEERE 317G COMPACT TRACK LDR BASE	1
	Standard Options - Per Unit	
183E	JDLINK	1
0202	UNITED STATES MARKETING	1
0259	ENGLISH OPERATOR'S MANUAL	1
0351	TRANSLATED TEXT LABELS	1
0503	EH CABAC PQT SL 1SPD APERF&	1
1051	MECHANICAL SUSPENSION SEAT	1
1363	3-INCH SEAT BELT SHOULDER	1
5607	WZIG-ZAGMULTIBAR TRACK15.8IN	1
8052	KEYLESS START	1
8055	RADIO, AM/FM WITH BLUETOOTH	1
8057	REAR VIEW CAMERA	1
8917	72 IN. CONS BUCKET EDGE	1
	Dealer Attachments	
PF	Pallet Forks	1
	Other Charges	
	SVD Door	1

NPK PH-1

Hours: 0
Stock Number:

Code	Description	Qty
PH1	hammer	1

BLUE-DIAMOND 60" Pick up Broom

Selling Equipment

Quote Id: 30203901

Equipment Notes:
Hours: 0
Stock Number:

Code	Description	Qty
60" Pickup	Pick up broom	1

BLUE-DIAMOND Power Rake 48"

Equipment Notes:
Hours: 0
Stock Number:

Code	Description	Qty
PR	48" Power Rake	1

AGENDA ITEM

Agenda Item 11.6.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: February 5, 2024

SUBJECT: Law Enforcement Patrol Hours and Priorities

BACKGROUND:
Councilmember Sutton requested an agenda item to discuss the OCSO patrol hours and priorities. A copy of the FY 2024 Law Enforcement Services Agreement is attached for reference.

DISCUSSION:
N/A

FINANCIAL IMPACT:
N/A

RECOMMENDATION:
N/A

ATTACHMENT(S):
1. FY 2024 Law Enforcement Service Agreement

LAW ENFORCEMENT SERVICE AGREEMENT BETWEEN THE OKALOOSA COUNTY SHERIFF'S OFFICE, OKALOOSA COUNTY, FLORIDA, AND THE CITY OF MARY ESTHER, FLORIDA

THIS AGREEMENT made and entered into on this October 1, 2023, between the OKALOOSA COUNTY SHERIFF'S OFFICE of Okaloosa County, Florida, hereinafter referred to as the SHERIFF, and the CITY OF MARY ESTHER, Florida, a municipality located in OKALOOSA COUNTY, Florida, hereinafter referred to as the CITY.

WITNESSETH:

WHEREAS, Florida Statute 125.0101 provides the COUNTY may contract to provide law enforcement services to a municipality within its boundaries; and

WHEREAS, the CITY is a municipality within the boundaries of Okaloosa County, Florida, and wishes to contract with the SHERIFF for municipal law enforcement services for that area of land within its municipal boundaries for the benefit of the citizens of the CITY; and

WHEREAS, in recognition of the effort to minimize the cost of governmental services for the benefit of the citizens of the CITY; and

WHEREAS, the CITY is desirous of maintaining competent professional law enforcement services in conjunction and harmony with its program of fiscal responsibility; and

WHEREAS, the SHERIFF has agreed to render to the CITY professional law enforcement services and the CITY is desirous of contracting for such services, upon the terms and conditions hereinafter set forth; and

WHEREAS, it is the desire of the CITY that the full, complete, and entire responsibility for law enforcement within the CITY be performed by the SHERIFF.

NOW, THEREFORE, in consideration of the sums hereinafter set forth and for other good and valuable considerations, the receipt and legal sufficiency of which are hereby acknowledged, it is hereby agreed as follows:

ARTICLE I

LAW ENFORCEMENT SERVICE

The SHERIFF shall provide to the CITY competent law enforcement protection within and throughout the corporate limits of the CITY under the authority given the SHERIFF by the laws of the State of Florida. Said service shall be in addition to those law enforcement services required to be provided by the SHERIFF prior to the execution of this Agreement, by providing the

following dedicated personnel to provide law enforcement services within the corporate limits of the CITY:

a. Two (2) full time patrol SHERIFF'S deputies (FTEs), each to work a minimum of forty (40) hours per week, from October 1, 2023, through September 30, 2024, as agreed upon by an authorized representative of the CITY and the SHERIFF. These deputies will patrol within the Mary Esther City limits and shall be assigned to their normal schedule other than for leave and training requirements. In recognition of the SHERIFF's commitment, SHERIFF will continue to provide the School Crossing Guard (SCG) at no charge to the City of Mary Esther. Deputy Sheriff positions will not be backfilled in the event the deputy is on leave or in training. After assigned normal hours, or in the event previously described for leave and training, a deputy sheriff shall still respond to calls for service within the city limits of Mary Esther, whether or not the contract deputy is working.

b. One (1) School Crossing Guard (SCG) to work four hours per day, one hundred eighty days per year, as agreed upon by an authorized representative of the CITY and the SHERIFF. The cost of the SCG shall be funded by the SHERIFF.

c. Additional law enforcement services requiring a SHERIFF'S deputy when requested by an authorized representative of the CITY, and providing exclusive services to the CITY, shall be paid at the rate of $30.00 per hour per deputy.

Article I, item c., does not refer to resources tasked to support the CITY sponsored Veteran's Day Parade. This event, as well as many other civic events countywide, is supported by the SHERIFF'S Office as a mutual benefit to all Okaloosa County Residents.

ARTICLE II

CONSIDERATION

The CITY shall pay to the SHERIFF, in consideration of the services and responsibilities to be performed for the term hereof, the sum of $274,040 for service, to be paid in 12 monthly installments of $22,836.67.

The monthly installments, made payable to the SHERIFF by the CITY, shall be turned over by the SHERIFF, upon receipt, to the Board of County Commissioners of Okaloosa County in consideration and reimbursement for the County having allocated the entire amount payable under this agreement to the SHERIFF in his current budget. Any and all funds allocated to the SHERIFF by the Board of County Commissioners of Okaloosa County in consideration of this agreement shall be accounted to the general revenue fund of the SHERIFF.

ARTICLE III

EMPLOYMENT RESPONSIBILITY

For all persons appointed by the SHERIFF in the performance of such services, functions and responsibilities as described and contemplated herein for the CITY, the SHERIFF shall be required to assume any liability for or direct payment of any salaries, wages or other compensation, contributions to pension funds, insurance premiums, worker's compensation funds, vacation or compensatory time, sick leave benefits or any other amenities of employment to any SHERIFF personnel performing services, duties and responsibilities hereunder for the benefit of said CITY and the residents thereof, or any other liabilities whatsoever, unless otherwise specifically provided herein. The CITY shall not be liable, in any manner, for any activity of any employee of the SHERIFF.

ARTICLE IV

RIGHT OF CONTROL

The SHERIFF shall have and maintain the responsibility for providing the level of service determined by the City Council. The discipline of personnel and other matters pertinent to the performance of the services, duties and responsibilities as required under this agreement shall be the responsibility of the SHERIFF, and if germane, results may be made available to the City Manager. Nothing herein contained should be construed to mean that the CITY is contracting away its constitutional authority. The CITY reserves the right to request the replacement of any deputy sheriff assigned to perform services under this agreement.

ARTICLE V

AUTHORITY TO ACT

The CITY does hereby vest in each sworn officer of the SHERIFF, to the extent allowed by law, the police powers of the CITY, which are necessary to implement and carry forth the services, duties and responsibilities imposed upon the SHERIFF hereby, for the sole and limited purpose of giving official and lawful status and validity to the performance thereof by such sworn officers. Any sworn deputy sheriff duly appointed as provided by law, shall have the authority and by this agreement is vested with the power to:

1. Enforce the laws of the State of Florida;

2. Enforce the ordinances of Okaloosa County that are applicable in the CITY; however, to the extent should an ordinance of the COUNTY be in conflict with an ordinance of the CITY, the CITY ordinance shall control;

3. Enforce the Ordinances of the CITY; and

4. Provide any other law enforcement activity as authorized or directed by the City Council.

ARTICLE VI

DESIGNATION OF COLOR OF PERSONNEL UNIFORM AND PATROL CAR

The SHERIFF shall have the total responsibility for the selection of uniforms for the deputy performing duties and services pursuant to this agreement and the marking of the deputy's patrol vehicle. The SHERIFF may, at the request of the CITY, affix a mutually agreed upon City of Mary Esther Seal on patrol vehicles of deputies assigned to the City under this agreement.

ARTICLE VII

LIAISON

A liaison shall be maintained between the CITY and the SHERIFF and/or his designee. The CITY'S liaison shall be the City Manager; who shall meet and confer with the SHERIFF and/or his designee and other law enforcement officers on a regular basis to review law enforcement activity and other CITY related activities. The SHERIFF shall consult only with an authorized representative of the CITY in carrying out the terms and conditions of this agreement.

ARTICLE VIII

INSURANCE

The personnel appointed and employed by the SHERIFF pursuant to this agreement shall be covered in all respects as are other members of the SHERIFF'S office either through the SHERIFF'S Self-Insurance Fund or through a private company with comparable coverage to minimally include worker's compensation and property and liability. The SHERIFF shall provide the same insurance coverage for the vehicles used in the CITY under the terms of this agreement as is used for like vehicles in the SHERIFF's Office and shall have the CITY added as a named insured on such policy of insurance.

ARTICLE IX

TERM

This service agreement shall take effect on October 1, 2023, and shall continue through September 30, 2024, unless otherwise amended, extended or terminated in accordance with the terms hereof.

ARTICLE X

OPTION TO RENEW

For, and in consideration of, the mutual benefits herein contemplated, the sufficiency of which is hereby acknowledged, the SHERIFF does hereby extend to the CITY a continuing option to renew this service agreement on an annual basis.

ARTICLE XI

RIGHT OF CANCELLATION AND TERMINATION

Any party hereto shall have the right to cancel this agreement at any time during its existence upon giving ninety (90) days advance notice of its intention to cancel. Upon the termination of the ninety (90) day period, this agreement shall then be canceled, terminated, become null and void and has no further force and effect.

ARTICLE XII

AUTHORITY TO EXECUTE

The SHERIFF, by his execution hereof, does hereby represent to the CITY that he has full power and authority to make and execute this service agreement pursuant to the powers vested in him under Article VIII of the Constitution of the State of Florida and Section 125.0101, Florida Statutes, to the effect that his making and execution hereof shall create a legal obligation upon himself as a political subdivision of the State and as SHERIFF of Okaloosa County, Florida, which shall be legally binding upon him; and that the same shall be enforceable by the CITY according and to the extent of the provisions hereof. Nothing contained herein, nor any obligation on the part of the SHERIFF to perform hereunder, shall in any way be contrary to, or in contravention of, any policy of insurance or surety bond required of the SHERIFF pursuant to the Jaws of the State of Florida.

The CITY's Mayor, by her execution hereof, represents to the SHERIFF that she has full power and authority to execute this service agreement on behalf of the CITY OF MARY ESTHER, Florida, and nothing herein contained is in any way contrary to or in contravention of the Charter of the CITY of Mary Esther or the laws of the State of Florida.

ARTICLE XIII

RELATIONSHIP OF PARTIES

As employee(s) of the SHERIFF's Office, the Deputy Sheriff(s) is not considered an agent or employee of the CITY and will not be entitled to any of the benefits the CITY provides for its

full time employees, including, but not limited to, health insurance coverage, worker's compensation coverage, and unemployment insurance.

ARTICLE XIV

NON-ASSIGNABILITY

The SHERIFF shall not assign any of the obligations or benefits imposed hereby or contained herein, without the consent of the CITY Council, which consent must be evidenced by a duly passed action of the CITY Council and provided to the SHERIFF in writing.

ARTICLE XV

INDEMNIFICATION

Unless otherwise stated in this Agreement, each party shall be solely responsible for the conduct of its employees and agents in connection with their performance or obligations under this Agreement, and hold the other harmless for any injuries or damages arising under this Agreement, and shall defend any claims for injuries or damages, even if such claims be groundless or fraudulent, except that liability in such cases shall not exceed the waiver limitations set forth in section 768.28 F.S., as it now exists or as it may be amended. Nothing in this Agreement is intended to violate the terms of section 768.28(19), F.S., regarding indemnities between public Parties.

ARTICLE XVI

ENTIRE AGREEMENT

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

IN WITNESS WHEREOF, the parties to this Agreement have caused their respective agents to execute this instrument on their behalf, at the dates and times set forth below, to be effective October 1, 2023.

CITY OF MARY ESTHER, FLORIDA

BY: _____
Chris Stein, Mayor

CITY OF MARY ESTHER
CERTIFIED TRUE AND CORRECT COPY OF THE ORIGINAL DOCUMENT
CLERK
CERTIFIED COPY

ATTEST:
_____
Valerie Broxson, City Clerk

DATE: 10/2/2023

APPROVED AS TO FORM:
_____
City Attorney

SHERIFF OF OKALOOSA COUNTY

_____
Eric Aden, Sheriff
Okaloosa County, Florida

DATE: 10/9/2023

ATTEST:
_____

AGENDA ITEM

Agenda Item 11.7.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: February 5, 2024

SUBJECT: Expansion of Jesse Rogers Cemetery

BACKGROUND:
Mayor Stein requested an agenda item to discuss the expansion of the Jesse Rogers Cemetery.

DISCUSSION:
N/A

FINANCIAL IMPACT:
N/A

RECOMMENDATION:
N/A

ATTACHMENT(S):