



Agenda
Regular Meeting
of the Mary Esther City Council
June 3, 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**
- 7. CONSENT AGENDA**
 - 7.1. Financial Report**
 - 7.2. Public Works Report**
 - 7.3. Library Report**
 - 7.4. Fire Department Report**
 - 7.5. Community Development Report**
 - 7.6. Jacobs Report**
 - 7.7. Law Enforcement Report**
 - 7.8. Minutes of the May 6, 2024, Regular Council Meeting**
 - 7.9. Minutes of the May 16, 2024, Special Council Meeting**
- 8. CITIZENS WHO HAVE REQUESTED TO BE PLACED ON THE AGENDA**
- 9. PUBLIC COMMENT (NON-AGENDA ITEMS)**
- 10. UNFINISHED BUSINESS**
 - 10.1. Holiday Closing Schedule**
- 11. NEW BUSINESS**
 - 11.1. Proposed City Hall Floor Plan**
 - 11.2. First Reading, Ordinance 2024-01, Vacation Rentals**
 - 11.3. Resolution 24-05, Water and Wastewater Asset Management and Fiscal Sustainability Plans**
 - 11.4. Contract Change Order, Springdale Neighborhood Infrastructure Improvements**
 - 11.5. Letter of Intent to Renew the Spray Field Lease with Eglin AFB**
 - 11.6. Amendment 3 to SRF Loan Agreement DW460211**
 - 11.7. Wastewater Force Main to Okaloosa County WWTF**
 - 11.8. Renewal of Engineering Contracts**
 - 11.9. Renewal of Emergency Management Contracts**
 - 11.10. City Council Committee Appointments**
- 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.*



City of Mary Esther
Cash and Investment Balances
as of April 30, 2024

BMS Account	GENERAL FUND BANK	Summary of Investments	Fund	INTEREST RATE	Purpose of Acct.
		4/30/2024			
101251	FNBT BANK	\$139,880.00	410	0.00%	Cust. Utility Deposits Acct.
104300	GEN FUND FLORIDA PRIME	\$2,297,845.58	1	5.52%	GF Savings/Investment
104400	W/S FUND FLORIDA PRIME	\$332,699.58	410	5.52%	W/S Savings/Investment
101001	FNBT BANK	\$12,444,769.94	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	\$6,744.25	1	0.00%	HRA Account
101001	FNBT BANK	\$1,603,203.87	1 & 410	4.59%	Money Market Account
104301	FLCLASS	\$517,015.06	1	5.39%	GF Investment
104302	AMERIS BANK	\$6,512.60	1	0.00%	GF Investment

\$17,348,670.88

FY23-24 ESTIMATED BEGINNING GENERAL FUND UNRESTRICTED CASH	\$4,146,554
FY2024 Budget deficit	(\$2,427,547)
FY24 budget amendment Resolution 24-04	\$99,379

ESTIMATED GENERAL FUND TOTAL UNRESTRICTED CASH	\$1,818,386
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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
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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)
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GRAND TOTAL ALL FUNDS:	\$6,388,498
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RESTRICTED REVENUES:

IMPACT FEE REVENUE AVAILABLE FOR RELATED EXPENSES

Fire Protection	\$66,993
Law Enforcement	\$62,908
Stormwater	\$41,165
Transportation	\$66,988

Parks & Recreation	\$36,600
Water & Sewer	\$8,688

TOTAL	\$283,343
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OTHER RESTRICTED REVENUE

Committed to natural disaster relief	\$2,330,610
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TOTAL	\$2,330,610
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TOTAL RESTRICTED REVENUES	\$2,613,953
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City of Mary Esther, FL

Budget vs Actuals

Account Summary

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		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	83,247.20	2,001,275.37	2,001,275.37	88,107.63
001-00-311200	AD VALOREM TAXES-DELO	65,000.00	65,000.00	128.56	128.56	128.56	64,871.44
001-00-312130	TOURIST DEVELOPMENT TAX	180,000.00	0.00	0.00	0.00	0.00	0.00
001-00-312410	FIRST LOCAL OPTION FUEL TAX	200,000.00	200,000.00	15,669.79	109,736.63	109,736.63	90,263.37
001-00-314100	UTILITY TAXES-ELECTRIC	235,000.00	235,000.00	17,369.28	114,370.65	114,370.65	120,629.35
001-00-314200	UTILITY TAXES-COMMUNICATION SE...	255,000.00	255,000.00	13,718.01	94,532.95	94,532.95	160,467.05
001-00-314300	UTILITY TAXES-WATER	123,484.00	123,484.00	9,967.44	66,376.47	66,376.47	57,107.53
001-00-314400	UTILITY TAXES-GAS	40,000.00	40,000.00	4,492.84	28,299.53	28,299.53	11,700.47
001-00-314800	UTILITY TAXES -PROPANE GAS	0.00	0.00	0.00	241.24	241.24	-241.24
001-00-316010	BUSINESS TAX - PENALTY INT	1,000.00	1,000.00	332.50	1,091.00	1,091.00	-91.00
001-00-316100	BUSINESS TAX	95,000.00	95,000.00	16,317.50	102,950.50	102,950.50	-7,950.50
001-00-322000	BUILDING PERMITS	80,000.00	80,000.00	209.18	4,867.84	4,867.84	75,132.16
001-00-323100	ELECTRICITY FRANCHISE FEES	205,000.00	205,000.00	12,936.69	212,155.72	212,155.72	-7,155.72
001-00-323400	GAS FRANCHISE FEES	35,000.00	35,000.00	4,233.84	26,278.75	26,278.75	8,721.25
001-00-324120	IMPACT FEES-FIRE PROTECTION	0.00	0.00	-500.00	3,126.76	3,126.76	-3,126.76
001-00-324125	IMPACT FEES-LAW ENFORCEMENT	0.00	0.00	0.00	1,270.80	1,270.80	-1,270.80
001-00-329050	TRACKING FEES	1,000.00	1,000.00	100.00	1,540.00	1,540.00	-540.00
001-00-331500	FEDERAL DISASTER RELIEF	0.00	0.00	94,144.59	94,144.59	94,144.59	-94,144.59
001-00-334501	STATE DISASTER RELIEF	0.00	0.00	5,230.26	5,230.26	5,230.26	-5,230.26
001-00-335120	STATE REVENUE SHARING PROCEEDS	160,000.00	160,000.00	17,570.97	105,425.84	105,425.84	54,574.16
001-00-335150	ALCOHOLIC BEVERAGE LICENSES	500.00	500.00	97.89	489.44	489.44	10.56
001-00-335180	LOCAL GOVERNMENT 1/2 SALES TAX	460,000.00	460,000.00	35,343.55	223,227.21	223,227.21	236,772.79
001-00-338200	INTERGOV REV-COUNTY BUSINESS TAX	1,000.00	1,000.00	84.24	1,545.84	1,545.84	-545.84
001-00-338210	INTERGOV REV - LIBRARY COOP	61,000.00	61,000.00	15,780.00	47,340.00	47,340.00	13,660.00
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	121.50	8,992.50	8,992.50	-492.50
001-00-341902	NOTARY FEE REVENUE	0.00	0.00	0.00	100.00	100.00	-100.00
001-00-341910	PLAN REVIEW	0.00	0.00	500.00	500.00	500.00	-500.00
001-00-341920	SITE INSPECTION	500.00	500.00	0.00	50.00	50.00	450.00
001-00-342510	FINAL INSPECTION	1,000.00	1,000.00	60.00	210.00	210.00	790.00
001-00-342910	IMPACT FEE- STORMWATER	0.00	0.00	0.00	1,000.00	1,000.00	-1,000.00
001-00-343800	CEMETERY FEES	100.00	100.00	0.00	150.00	150.00	-50.00
001-00-344210	BOAT LAUNCH DAILY PERMIT	0.00	0.00	92.25	257.25	257.25	-257.25
001-00-344220	BOAT LAUNCH ANNUAL PERMIT	0.00	0.00	100.00	100.00	100.00	-100.00
001-00-344901	FLORIDA DOT	21,839.00	21,839.00	0.00	0.00	0.00	21,839.00
001-00-344910	IMPACT FEE- TRANSPORTATION	0.00	0.00	0.00	988.40	988.40	-988.40
001-00-349100	LIEN SEARCH FEE	1,000.00	1,000.00	180.00	1,140.00	1,140.00	-140.00
001-00-351100	COURT FINES	3,000.00	3,000.00	1,427.89	4,040.46	4,040.46	-1,040.46
001-00-352000	LIBRARY FINES/LOST BOOKS	1,500.00	1,500.00	235.00	1,157.50	1,157.50	342.50
001-00-354100	VIOLATION OF LOCAL ORDINANCE	2,500.00	2,500.00	5,000.00	5,727.00	5,727.00	-3,227.00
001-00-361000	INTEREST AND OTHER EARNINGS	0.00	0.00	-7.57	1.88	1.88	-1.88
001-00-361100	INTEREST INCOME	120,000.00	120,000.00	38,442.94	232,818.71	232,818.71	-112,818.71
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	17,000.00	1,500.00	4,250.00	4,250.00	12,750.00
001-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	870.00	1,960.46	6,313.92	6,313.92	-5,443.92
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	3,843,324.00	0.00	3,843,324.00	3,843,324.00	0.00
001-00-389400	GRANTS - OTHER SOURCES	1,187,775.00	1,281,919.59	0.00	0.00	0.00	1,281,919.59
Department: 00 - UNDESIGNATED Total:		9,225,505.00	11,822,064.59	396,086.80	7,356,880.37	7,356,880.37	4,465,184.22
Revenue Total:		9,225,505.00	11,822,064.59	396,086.80	7,356,880.37	7,356,880.37	4,465,184.22

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		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	850.00	7,005.00	7,005.00	12,195.00
001-11-51100-2110	SOCIAL SECURITY TAXES	1,200.00	1,200.00	52.70	434.31	434.31	765.69
001-11-51100-2410	WORKER'S COMPENSATION	600.00	600.00	0.00	211.86	211.86	388.14
001-11-51100-3000	MEDICARE INSURANCE	300.00	300.00	12.34	101.70	101.70	198.30
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	472.33	6,540.34	7,578.34	5,421.66
001-11-51100-4810	TROPHIES AND AWARDS	800.00	800.00	0.00	100.00	100.00	700.00
001-11-51100-4930	TRAINING	4,200.00	4,200.00	104.43	1,419.37	1,419.37	2,780.63
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	1,910.85	6,820.82	6,937.67	4,937.33
001-11-51100-5290	OPERATING SUPPLIES	2,150.00	2,150.00	0.00	308.20	308.20	1,841.80
001-11-51100-5410	BOOKS, PUBS, SUBS & MEMBS	4,600.00	4,600.00	139.00	4,240.00	4,240.00	360.00
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	3,541.65	29,614.14	30,768.99	42,906.01
Activity: 51100 - LEGISLATIVE Total:		73,675.00	73,675.00	3,541.65	29,614.14	30,768.99	42,906.01
Activity: 51200 - EXECUTIVE							
Department: 12 - CITY MANAGER							
001-12-51200-1210	SALARIES	170,700.00	160,000.00	8,731.80	82,623.10	82,623.10	77,376.90
001-12-51200-2110	SOCIAL SECURITY TAXES	10,584.00	9,920.00	541.36	6,255.06	6,255.06	3,664.94
001-12-51200-2210	RETIREMENT	23,898.00	16,197.00	1,222.46	4,122.32	4,122.32	12,074.68
001-12-51200-2310	EMPLOYEE INSURANCE	34,840.00	30,000.00	1,073.95	13,166.71	13,166.71	16,833.29
001-12-51200-2410	WORKER'S COMPENSATION	170.00	170.00	0.00	60.03	60.03	109.97
001-12-51200-3000	MEDICARE INSURANCE	2,476.00	2,320.00	126.62	1,198.33	1,198.33	1,121.67
001-12-51200-4010	TRAVEL & PER DIEM	6,100.00	6,100.00	0.00	401.00	401.00	5,699.00
001-12-51200-4930	TRAINING	3,500.00	3,500.00	0.00	50.00	50.00	3,450.00
001-12-51200-5290	OPERATING SUPPLIES	2,500.00	2,500.00	51.77	1,436.06	1,436.06	1,063.94
001-12-51200-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	0.00	277.94	277.94	1,222.06
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	235,707.00	11,747.96	109,590.55	109,590.55	126,116.45
Activity: 51200 - EXECUTIVE Total:		259,768.00	235,707.00	11,747.96	109,590.55	109,590.55	126,116.45
Activity: 51300 - FINANCE							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51300-1210	SALARIES	71,500.00	71,500.00	5,184.88	40,413.67	40,413.67	31,086.33
001-13-51300-2110	SOCIAL SECURITY TAXES	4,433.00	4,433.00	320.90	2,501.39	2,501.39	1,931.61
001-13-51300-2210	RETIREMENT	10,010.00	10,010.00	672.09	5,260.37	5,260.37	4,749.63
001-13-51300-2310	EMPLOYEE INSURANCE	4,400.00	4,400.00	304.77	2,618.65	2,618.65	1,781.35
001-13-51300-2410	WORKER'S COMPENSATION	70.00	70.00	0.00	24.72	24.72	45.28
001-13-51300-3000	MEDICARE INSURANCE	1,037.00	1,037.00	75.07	585.09	585.09	451.91
001-13-51300-3210	ACCOUNTING AND AUDITING	23,230.00	23,230.00	230.00	21,730.00	21,730.00	1,500.00
001-13-51300-4010	TRAVEL & PER DIEM	3,500.00	3,500.00	0.00	33.99	728.37	2,771.63
001-13-51300-4710	PRINTING & BINDING	1,900.00	1,900.00	0.00	236.25	236.25	1,663.75
001-13-51300-4915	CREDIT CARD FEE EXPENSES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
001-13-51300-4920	MISCELLANEOUS CHARGES	0.00	0.00	0.00	13.50	13.50	-13.50
001-13-51300-4921	BANK FEES	1,000.00	1,000.00	114.00	604.13	604.13	395.87
001-13-51300-4930	TRAINING	2,500.00	2,500.00	550.00	1,040.00	1,040.00	1,460.00
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	155.00	320.00	320.00	535.00
Department: 13 - ADMINISTRATIVE SERVICES Total:		128,835.00	128,835.00	7,606.71	75,381.76	76,076.14	52,758.86
Activity: 51300 - FINANCE Total:		128,835.00	128,835.00	7,606.71	75,381.76	76,076.14	52,758.86
Activity: 51310 - HUMAN RESOURCES							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51310-1210	SALARIES	13,450.00	11,000.00	0.00	4,935.16	4,935.16	6,064.84

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-13-51310-2110	SOCIAL SECURITY TAXES	835.00	682.00	0.00	305.96	305.96	376.04
001-13-51310-2210	RETIREMENT	1,883.00	0.00	0.00	200.00	200.00	-200.00
001-13-51310-2220	RETIRED EMPLOYEE LIFE INSURANCE	900.00	700.00	50.22	401.76	401.76	298.24
001-13-51310-2230	RETIRED EMPLOYEE DENTAL INSURA...	4,500.00	4,000.00	276.21	2,209.68	2,209.68	1,790.32
001-13-51310-2310	EMPLOYEE INSURANCE	5,380.00	4,170.00	0.00	2,199.88	2,199.88	1,970.12
001-13-51310-2410	WORKER'S COMPENSATION	20.00	20.00	0.00	7.05	7.05	12.95
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	160.00	0.00	71.51	71.51	88.49
001-13-51310-3100	PROFESSIONAL SERVICES	7,000.00	18,000.00	363.51	11,005.02	17,805.02	194.98
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	2,500.00	663.82	1,208.01	1,208.01	1,291.99
001-13-51310-4015	RECRUITMENT	0.00	0.00	734.00	734.00	734.00	-734.00
001-13-51310-4540	EMPLOYEE APPRECIATION	2,500.00	3,500.00	110.05	2,738.33	2,738.33	761.67
001-13-51310-4710	PRINTING & BINDING	500.00	500.00	0.00	90.70	90.70	409.30
001-13-51310-4930	TRAINING	2,500.00	1,500.00	0.00	300.00	300.00	1,200.00
001-13-51310-4934	TUITION	21,000.00	17,050.00	0.00	1,294.87	1,294.87	15,755.13
001-13-51310-4946	LEGAL & RETAIL ADVERTISEMENTS	1,500.00	2,500.00	0.00	1,379.02	1,379.02	1,120.98
001-13-51310-5290	OPERATING SUPPLIES	500.00	1,500.00	0.00	847.44	847.44	652.56
001-13-51310-5410	BOOKS, PUBS, SUBS & MEMBS	750.00	750.00	20.00	284.00	284.00	466.00
Department: 13 - ADMINISTRATIVE SERVICES Total:		70,114.00	73,732.00	2,217.81	30,212.39	37,012.39	36,719.61
Activity: 51310 - HUMAN RESOURCES Total:		70,114.00	73,732.00	2,217.81	30,212.39	37,012.39	36,719.61
Activity: 51400 - LEGAL							
Department: 14 - CITY ATTORNEY							
001-14-51400-3111	LEGAL COUNSEL	70,000.00	70,000.00	3,280.00	19,098.66	19,098.66	50,901.34
Department: 14 - CITY ATTORNEY Total:		70,000.00	70,000.00	3,280.00	19,098.66	19,098.66	50,901.34
Activity: 51400 - LEGAL Total:		70,000.00	70,000.00	3,280.00	19,098.66	19,098.66	50,901.34
Activity: 51500 - PLANNING AND ZONING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-51500-1210	SALARIES	92,000.00	69,000.00	6,770.34	23,150.97	23,150.97	45,849.03
001-30-51500-2110	SOCIAL SECURITY TAXES	5,704.00	4,704.00	419.77	1,435.36	1,435.36	3,268.64
001-30-51500-2210	RETIREMENT	12,880.00	4,824.00	87.60	645.56	645.56	4,178.44
001-30-51500-2310	EMPLOYEE INSURANCE	29,190.00	15,540.00	1,528.28	7,109.96	7,109.96	8,430.04
001-30-51500-2410	WORKER'S COMPENSATION	320.00	320.00	0.00	214.73	214.73	105.27
001-30-51500-3000	MEDICARE INSURANCE	1,334.00	1,334.00	98.18	335.81	335.81	998.19
001-30-51500-3100	PROFESSIONAL SERVICES	25,000.00	25,000.00	7,786.75	11,622.00	19,744.66	5,255.34
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	123,972.00	16,690.92	44,514.39	52,637.05	71,334.95
Activity: 51500 - PLANNING AND ZONING Total:		169,678.00	123,972.00	16,690.92	44,514.39	52,637.05	71,334.95
Activity: 51600 - NON-COURT INFORMATION SYSTEMS							
Department: 16 - CITY CLERK							
001-16-51600-1210	SALARIES	82,500.00	58,500.00	5,476.80	21,589.09	21,589.09	36,910.91
001-16-51600-1310	PART-TIME SALARIES	32,000.00	0.00	0.00	0.00	0.00	0.00
001-16-51600-2110	SOCIAL SECURITY TAXES	7,099.00	3,699.00	339.56	1,329.09	1,329.09	2,369.91
001-16-51600-2210	RETIREMENT	11,500.00	5,400.00	383.38	2,639.10	2,639.10	2,760.90
001-16-51600-2310	EMPLOYEE INSURANCE	26,900.00	20,850.00	1,136.55	4,621.53	4,621.53	16,228.47
001-16-51600-2410	WORKER'S COMPENSATION	200.00	200.00	0.00	52.98	52.98	147.02
001-16-51600-3000	MEDICARE INSURANCE	1,661.00	1,000.00	79.42	310.83	310.83	689.17
001-16-51600-3100	PROFESSIONAL SERVICES	2,350.00	2,350.00	0.00	471.21	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	742.00	742.00	742.00	758.00
001-16-51600-4946	LEGAL & RETAIL ADVERTISEMENTS	8,700.00	8,700.00	0.00	1,387.41	1,387.41	7,312.59

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-16-51600-5110	OFFICE SUPPLIES	1,605.00	1,605.00	3.30	98.94	98.94	1,506.06
001-16-51600-5290	OPERATING SUPPLIES	600.00	600.00	17.20	36.98	36.98	563.02
001-16-51600-5410	BOOKS, PUBS, SUBS & MEMBS	1,200.00	1,200.00	111.57	111.57	296.57	903.43
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	112,904.00	8,289.78	37,505.97	38,499.76	74,404.24
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:		185,115.00	112,904.00	8,289.78	37,505.97	38,499.76	74,404.24
Activity: 51610 - INFORMATION TECHNOLOGY							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51610-3100	PROFESSIONAL SERVICES	30,000.00	59,000.00	2,428.43	12,156.18	12,936.18	46,063.82
001-13-51610-4110	TELEPHONE & INTERNET	10,068.00	10,068.00	5,078.98	8,172.13	8,172.13	1,895.87
001-13-51610-4655	COMPUTER HARDWARE & SOFTWARE...	69,526.00	78,726.00	29,888.02	63,853.27	76,525.01	2,200.99
001-13-51610-4660	COPIER MAINTENANCE	7,500.00	7,500.00	1,085.08	3,934.49	7,006.80	493.20
001-13-51610-6400	COMPUTER SOFTWARE & EQUIPMENT	8,000.00	8,000.00	0.00	3,283.48	3,283.48	4,716.52
Department: 13 - ADMINISTRATIVE SERVICES Total:		125,094.00	163,294.00	38,480.51	91,399.55	107,923.60	55,370.40
Activity: 51610 - INFORMATION TECHNOLOGY Total:		125,094.00	163,294.00	38,480.51	91,399.55	107,923.60	55,370.40
Activity: 51900 - GENERAL GOVERNMENT							
Department: 99 - NON DEPARTMENTAL							
001-99-51900-4100	POSTAGE & SHIPPING	4,000.00	4,000.00	17.65	1,255.32	1,255.32	2,744.68
001-99-51900-4520	LIABILITY INSURANCE	61,332.00	61,332.00	0.00	47,449.00	47,449.00	13,883.00
001-99-51900-5110	OFFICE SUPPLIES	4,500.00	4,500.00	50.21	401.70	401.70	4,098.30
001-99-51900-5410	BOOKS, PUBS, SUBS & MEMBS	900.00	900.00	0.00	0.00	0.00	900.00
001-99-51900-7301	OTHER DEBT SERVICE	0.00	46,025.00	0.00	46,025.00	46,025.00	0.00
Department: 99 - NON DEPARTMENTAL Total:		70,732.00	116,757.00	67.86	95,131.02	95,131.02	21,625.98
Activity: 51900 - GENERAL GOVERNMENT Total:		70,732.00	116,757.00	67.86	95,131.02	95,131.02	21,625.98
Activity: 51910 - FACILITIES							
Department: 50 - PUBLIC WORKS							
001-50-51910-1210	SALARIES	38,500.00	34,000.00	2,509.92	18,116.09	18,116.09	15,883.91
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	2,108.00	155.45	1,122.17	1,122.17	985.83
001-50-51910-2210	RETIREMENT	5,460.00	3,979.00	147.99	1,073.28	1,073.28	2,905.72
001-50-51910-2310	EMPLOYEE INSURANCE	13,990.00	10,090.00	749.41	5,565.80	5,565.80	4,524.20
001-50-51910-2410	WORKER'S COMPENSATION	1,750.00	1,460.00	0.00	1,131.21	1,131.21	328.79
001-50-51910-3000	MEDICARE INSURANCE	566.00	493.00	36.34	262.33	262.33	230.67
001-50-51910-3100	PROFESSIONAL SERVICES	16,015.00	16,015.00	498.00	6,012.90	7,426.30	8,588.70
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	991.11	7,835.48	7,835.48	13,164.52
001-50-51910-4320	WATER	7,900.00	7,900.00	643.71	4,867.44	4,867.44	3,032.56
001-50-51910-4330	SOLID WASTE	3,760.00	3,760.00	235.01	1,691.42	1,691.42	2,068.58
001-50-51910-4340	NATURAL GAS	1,100.00	1,100.00	172.82	818.78	818.78	281.22
001-50-51910-4410	EQUIPMENT RENTAL	2,060.00	2,060.00	0.00	210.10	210.10	1,849.90
001-50-51910-4521	PROPERTY INSURANCE	18,498.00	18,498.00	0.00	16,424.00	16,424.00	2,074.00
001-50-51910-4522	VEHICLE INSURANCE	1,298.00	1,298.00	0.00	859.25	859.25	438.75
001-50-51910-4610	VEHICLE R & M	0.00	0.00	0.00	97.32	97.32	-97.32
001-50-51910-4611	BUILDING R & M	45,000.00	30,000.00	499.00	7,053.27	12,715.04	17,284.96
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	1,263.57	0.00	282.61	282.61	980.96
001-50-51910-4930	TRAINING	1,000.00	1,000.00	0.00	239.31	239.31	760.69
001-50-51910-5110	OFFICE SUPPLIES	750.00	750.00	0.00	481.87	481.87	268.13
001-50-51910-5210	FUEL, OIL, & LUBRICANTS	5,000.00	5,000.00	327.10	993.11	993.11	4,006.89
001-50-51910-5220	UNIFORMS	800.00	800.00	95.90	172.82	172.82	627.18
001-50-51910-5221	PERSONAL PROTECTIVE EQUIPMENT	1,000.00	1,000.00	0.00	728.66	728.66	271.34
001-50-51910-5230	JANITORIAL SUPPLIES	3,000.00	3,000.00	0.00	848.48	848.48	2,151.52
001-50-51910-5231	SEASONAL DECORATIONS	0.00	0.00	0.00	694.71	694.71	-694.71
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	144.17	1,340.14	1,950.42	-450.42
001-50-51910-5290	OPERATING SUPPLIES	4,000.00	4,000.00	70.76	636.87	636.87	3,363.13

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-50-51910-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	100.00	100.00	0.00
001-50-51910-6100	LAND	0.00	1,096,402.00	0.00	1,096,402.00	1,096,402.00	0.00
001-50-51910-6210	BUILDINGS	300,000.00	2,034,087.71	0.00	1,291,308.51	1,348,799.51	685,288.20
001-50-51910-6410	MACHINERY & EQUIPMENT	0.00	0.00	1,956.00	1,956.00	12,832.60	-12,832.60
Department: 50 - PUBLIC WORKS Total:		498,965.00	3,305,164.28	9,232.69	2,469,325.93	2,545,378.98	759,785.30
Activity: 51910 - FACILITIES Total:		498,965.00	3,305,164.28	9,232.69	2,469,325.93	2,545,378.98	759,785.30
Activity: 52100 - LAW ENFORCEMENT							
Department: 20 - PUBLIC SAFETY							
001-20-52100-3405	CONTRACT FOR SERVICES	285,334.00	285,334.00	22,836.67	159,856.69	159,856.69	125,477.31
Department: 20 - PUBLIC SAFETY Total:		285,334.00	285,334.00	22,836.67	159,856.69	159,856.69	125,477.31
Activity: 52100 - LAW ENFORCEMENT Total:		285,334.00	285,334.00	22,836.67	159,856.69	159,856.69	125,477.31
Activity: 52200 - FIRE							
Department: 20 - PUBLIC SAFETY							
001-20-52200-3405	CONTRACT FOR SERVICES	1,113,088.00	1,113,088.00	278,272.27	556,544.54	556,544.54	556,543.46
Department: 20 - PUBLIC SAFETY Total:		1,113,088.00	1,113,088.00	278,272.27	556,544.54	556,544.54	556,543.46
Activity: 52200 - FIRE Total:		1,113,088.00	1,113,088.00	278,272.27	556,544.54	556,544.54	556,543.46
Activity: 52400 - CODE COMPLIANCE							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52400-1210	SALARIES	54,000.00	54,000.00	4,001.59	25,700.22	25,700.22	28,299.78
001-30-52400-2110	SOCIAL SECURITY TAXES	3,348.00	3,348.00	248.11	1,593.30	1,593.30	1,754.70
001-30-52400-2210	RETIREMENT	7,560.00	6,293.00	306.58	2,259.47	2,259.47	4,033.53
001-30-52400-2310	EMPLOYEE INSURANCE	13,050.00	13,050.00	911.81	6,578.68	6,578.68	6,471.32
001-30-52400-2410	WORKER'S COMPENSATION	710.00	710.00	0.00	386.55	386.55	323.45
001-30-52400-3000	MEDICARE INSURANCE	783.00	783.00	58.03	372.71	372.71	410.29
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	240.08	240.08	259.92
001-30-52400-4522	VEHICLE INSURANCE	1,352.00	1,352.00	0.00	918.00	918.00	434.00
001-30-52400-4610	VEHICLE R & M	500.00	500.00	0.00	229.50	229.50	270.50
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	175.00	250.00	250.00	750.00
001-30-52400-5110	OFFICE SUPPLIES	150.00	150.00	0.00	23.99	23.99	126.01
001-30-52400-5210	FUEL, OIL, & LUBRICANTS	800.00	800.00	71.61	494.84	494.84	305.16
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	0.00	75.95	75.95	74.05
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	84,986.00	5,812.74	39,123.29	39,123.29	45,862.71
Activity: 52400 - CODE COMPLIANCE Total:		86,253.00	84,986.00	5,812.74	39,123.29	39,123.29	45,862.71
Activity: 52410 - BUILDING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52410-1210	SALARIES	45,000.00	40,000.00	3,308.15	16,589.06	16,589.06	23,410.94
001-30-52410-2110	SOCIAL SECURITY TAXES	2,790.00	2,790.00	205.09	1,028.47	1,028.47	1,761.53
001-30-52410-2210	RETIREMENT	6,300.00	4,000.00	43.80	322.80	322.80	3,677.20
001-30-52410-2310	EMPLOYEE INSURANCE	14,260.00	10,360.00	890.43	5,662.59	5,662.59	4,697.41
001-30-52410-2410	WORKER'S COMPENSATION	170.00	170.00	0.00	42.94	42.94	127.06
001-30-52410-3000	MEDICARE INSURANCE	653.00	653.00	47.95	240.38	240.38	412.62
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	47.00	47.00	47.00	253.00
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	139,973.00	4,542.42	23,933.24	23,933.24	116,039.76
Activity: 52410 - BUILDING Total:		151,173.00	139,973.00	4,542.42	23,933.24	23,933.24	116,039.76

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Activity: 53800 - STORMWATER							
Department: 50 - PUBLIC WORKS							
001-50-53800-1210	SALARIES	66,500.00	58,000.00	4,258.65	30,531.55	30,531.55	27,468.45
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	3,596.00	263.69	1,890.46	1,890.46	1,705.54
001-50-53800-2210	RETIREMENT	9,380.00	6,550.00	295.96	2,146.53	2,146.53	4,403.47
001-50-53800-2310	EMPLOYEE INSURANCE	25,290.00	17,490.00	1,328.75	10,047.58	10,047.58	7,442.42
001-50-53800-2410	WORKER'S COMPENSATION	3,490.00	5,810.00	0.00	2,262.42	2,262.42	3,547.58
001-50-53800-3000	MEDICARE INSURANCE	972.00	841.00	61.67	442.18	442.18	398.82
001-50-53800-3100	Professional Services	12,785.00	12,785.00	955.00	2,922.50	2,922.50	9,862.50
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	0.00	859.24	859.24	438.76
001-50-53800-4615	FENCING AND LANDSCAPING	2,500.00	2,500.00	0.00	23.64	23.64	2,476.36
001-50-53800-4637	CURBS/GUTTERS/STORM DRAINS R&M	500.00	4,200.00	0.00	0.00	0.00	4,200.00
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	6,050.00	0.00	5,794.19	5,794.19	255.81
001-50-53800-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	600.00	0.00	600.00	600.00	0.00
001-50-53800-6310	INFRASTRUCTURE	1,429,728.00	1,429,728.00	12,557.50	68,961.45	93,239.02	1,336,488.98
Department: 50 - PUBLIC WORKS Total:		1,558,197.00	1,550,698.00	19,721.22	126,481.74	150,759.31	1,399,938.69
Activity: 53800 - STORMWATER Total:		1,558,197.00	1,550,698.00	19,721.22	126,481.74	150,759.31	1,399,938.69
Activity: 54100 - STREETS							
Department: 50 - PUBLIC WORKS							
001-50-54100-1210	SALARIES	66,500.00	57,000.00	4,258.65	30,531.55	30,531.55	26,468.45
001-50-54100-1310	PART-TIME SALARIES	0.00	12,000.00	0.00	0.00	0.00	12,000.00
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	4,309.00	263.69	1,890.46	1,890.46	2,418.54
001-50-54100-2210	RETIREMENT	9,380.00	6,549.00	295.96	2,146.53	2,146.53	4,402.47
001-50-54100-2310	EMPLOYEE INSURANCE	25,290.00	17,490.00	1,328.75	10,069.84	10,069.84	7,420.16
001-50-54100-2410	WORKER'S COMPENSATION	3,490.00	3,780.00	0.00	2,302.51	2,302.51	1,477.49
001-50-54100-3000	MEDICARE INSURANCE	972.00	1,008.00	61.67	442.18	442.18	565.82
001-50-54100-3100	PROFESSIONAL SERVICES	0.00	6,170.00	0.00	6,170.00	7,605.00	-1,435.00
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	4,409.34	26,834.46	26,834.46	29,165.54
001-50-54100-4320	WATER	500.00	500.00	31.77	189.11	189.11	310.89
001-50-54100-4330	Solid Waste	3,500.00	10,000.00	63.54	3,413.41	3,736.07	6,263.93
001-50-54100-4410	EQUIPMENT RENTAL	2,500.00	2,500.00	0.00	310.07	310.07	2,189.93
001-50-54100-4522	VEHICLE INSURANCE	2,607.00	2,607.00	0.00	859.24	859.24	1,747.76
001-50-54100-4610	VEHICLE R & M	3,500.00	3,500.00	0.00	487.80	487.80	3,012.20
001-50-54100-4615	FENCING AND LANDSCAPING	0.00	5,500.00	2,114.48	6,597.95	6,597.95	-1,097.95
001-50-54100-4623	HEAVY EQUIPMENT R & M	15,000.00	15,000.00	2,591.04	4,548.50	6,977.50	8,022.50
001-50-54100-4631	STREET REPAVING	10,000.00	15,000.00	0.00	6,482.89	7,309.83	7,690.17
001-50-54100-4636	TRAFFIC CONTROL/SIGNS R&M	3,000.00	5,000.00	519.97	533.57	533.57	4,466.43
001-50-54100-4930	TRAINING	1,000.00	1,000.00	0.00	600.00	600.00	400.00
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	327.09	1,362.05	1,362.05	2,337.95
001-50-54100-5220	UNIFORMS	250.00	250.00	0.00	0.00	137.50	112.50
001-50-54100-5221	PERSONAL PROTECTIVE EQUIPMENT	500.00	500.00	0.00	450.78	450.78	49.22
001-50-54100-5260	TOOLS	1,000.00	1,000.00	150.00	327.93	731.27	268.73
001-50-54100-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	232.69	765.33	765.33	734.67
001-50-54100-5290	OPERATING SUPPLIES	4,000.00	7,328.71	219.94	4,351.50	5,504.26	1,824.45
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	10,290.00	10,290.00	4,283,048.00
001-50-54100-6410	MACHINERY & EQUIPMENT	50,000.00	119,962.22	13,332.05	108,294.27	108,294.27	11,667.95
Department: 50 - PUBLIC WORKS Total:		4,563,381.00	4,654,191.93	30,200.63	230,343.93	237,051.13	4,417,140.80
Activity: 54100 - STREETS Total:		4,563,381.00	4,654,191.93	30,200.63	230,343.93	237,051.13	4,417,140.80

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
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	19,932.95	142,137.50	142,137.50	127,862.50
001-71-57100-1310	SALARIES - PART TIME	39,000.00	39,000.00	2,886.50	19,504.19	19,504.19	19,495.81
001-71-57100-2110	SOCIAL SECURITY TAXES	19,158.00	19,158.00	1,404.27	9,935.71	9,935.71	9,222.29
001-71-57100-2210	RETIREMENT	37,800.00	37,800.00	2,790.61	19,899.23	19,899.23	17,900.77
001-71-57100-2310	EMPLOYEE INSURANCE	56,360.00	56,360.00	2,979.76	27,103.64	27,103.64	29,256.36
001-71-57100-2410	WORKER'S COMPENSATION	500.00	500.00	0.00	247.17	247.17	252.83
001-71-57100-3000	MEDICARE INSURANCE	4,481.00	4,481.00	328.42	2,323.60	2,323.60	2,157.40
001-71-57100-4010	TRAVEL & PER DIEM	1,200.00	1,200.00	0.00	246.48	246.48	953.52
001-71-57100-4100	POSTAGE & SHIPPING	0.00	1,000.00	0.00	482.65	482.65	517.35
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	183.63	593.13	593.13	1,306.87
001-71-57100-5110	OFFICE SUPPLIES	2,700.00	2,700.00	152.13	1,046.94	1,046.94	1,653.06
001-71-57100-5410	BOOKS, PUBS, SUBS & MEMBS	12,000.00	17,800.00	1,373.47	6,494.10	7,194.10	10,605.90
001-71-57100-5415	LIBRARY BOOK LEASES	6,800.00	0.00	0.00	0.00	0.00	0.00
001-71-57100-5417	LIBRARY E-BOOK LEASES	10,000.00	10,000.00	0.00	3,100.61	3,100.61	6,899.39
001-71-57100-5420	MEMBERSHIPS	1,000.00	1,000.00	104.26	1,071.26	1,071.26	-71.26
Department: 71 - LIBRARY Total:		465,299.00	465,299.00	32,136.00	234,186.21	234,886.21	230,412.79
Activity: 57100 - LIBRARY Total:		465,299.00	465,299.00	32,136.00	234,186.21	234,886.21	230,412.79
Activity: 57200 - PARKS							
Department: 50 - PUBLIC WORKS							
001-50-57200-1210	SALARIES	160,500.00	193,500.00	10,266.02	73,478.39	73,478.39	120,021.61
001-50-57200-1310	PART-TIME SALARIES	0.00	28,000.00	0.00	0.00	0.00	28,000.00
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	13,764.00	635.62	4,548.88	4,548.88	9,215.12
001-50-57200-2210	RETIREMENT	22,540.00	23,517.00	739.86	5,365.84	5,365.84	18,151.16
001-50-57200-2310	EMPLOYEE INSURANCE	61,880.00	69,280.00	3,269.85	24,784.46	24,784.46	44,495.54
001-50-57200-2410	WORKER'S COMPENSATION	8,720.00	9,300.00	0.00	5,656.05	5,656.05	3,643.95
001-50-57200-3000	MEDICARE INSURANCE	2,335.00	3,219.00	148.67	1,063.89	1,063.89	2,155.11
001-50-57200-3100	PROFESSIONAL SERVICES	0.00	3,478.00	0.00	3,478.00	3,478.00	0.00
001-50-57200-4010	TRAVEL & PER DIEM	500.00	1,470.00	0.00	1,481.87	1,481.87	-11.87
001-50-57200-4310	ELECTRICITY	5,000.00	5,000.00	429.74	2,447.70	2,447.70	2,552.30
001-50-57200-4320	WATER	3,800.00	3,800.00	243.14	1,454.03	1,454.03	2,345.97
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	0.00	7,344.00	7,344.00	1,752.00
001-50-57200-4522	VEHICLE INSURANCE	1,298.00	1,298.00	0.00	859.25	859.25	438.75
001-50-57200-4611	BUILDING R & M	5,000.00	2,000.00	0.00	1,491.81	1,491.81	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	105,300.00	1,506.44	46,399.51	56,707.09	48,592.91
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	436.11	1,423.67	1,423.67	2,076.33
001-50-57200-5231	SEASONAL DECORATIONS	2,500.00	14,560.00	0.00	14,556.42	14,556.42	3.58
001-50-57200-5270	MACHINERY & EQUIPMENT	1,000.00	2,000.00	908.42	1,539.04	1,849.03	150.97
001-50-57200-5290	OPERATING SUPPLIES	0.00	1,000.00	68.65	1,107.49	1,107.49	-107.49
001-50-57200-5295	OPERATING SUPPLIES/JANITORIAL	2,500.00	2,500.00	753.76	1,871.51	2,690.51	-190.51
001-50-57200-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	360.00	0.00	165.63	205.63	154.37
001-50-57200-5741	COMMUNITY EVENTS	10,000.00	10,780.00	104.00	8,392.98	8,392.98	2,387.02
001-50-57200-6310	INFRASTRUCTURE	1,275,000.00	933,800.00	79.08	111,692.54	112,210.54	821,589.46

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-50-57200-6410 MACHINERY & EQUIPMENT	0.00	5,000.00	0.00	0.00	199.00	4,801.00
Department: 50 - PUBLIC WORKS Total:	1,593,351.00	1,447,622.00	19,589.36	320,602.96	332,796.53	1,114,825.47
Activity: 57200 - PARKS Total:	1,593,351.00	1,447,622.00	19,589.36	320,602.96	332,796.53	1,114,825.47
Activity: 58100 - INTERFUND TRANSFER						
Department: 99 - NON DEPARTMENTAL						
001-99-58100-7120 LOAN DEBT PRINCIPAL	93,834.00	0.00	0.00	0.00	0.00	0.00
001-99-58100-7220 LOAN DEBT INTEREST	86,166.00	0.00	0.00	0.00	0.00	0.00
Department: 99 - NON DEPARTMENTAL Total:	180,000.00	0.00	0.00	0.00	0.00	0.00
Activity: 58100 - INTERFUND TRANSFER Total:	180,000.00	0.00	0.00	0.00	0.00	0.00
Expense Total:	11,653,052.00	14,150,232.21	514,267.20	4,692,846.96	4,847,068.08	9,303,164.13
Fund: 001 - GENERAL FUND Surplus (Deficit):	-2,427,547.00	-2,328,167.62	-118,180.40	2,664,033.41	2,509,812.29	-4,837,979.91

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		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	30,267.57	223,624.95	223,624.95	251,375.05
101-00-361100	INTEREST INCOME	20,000.00	20,000.00	8,016.18	50,829.76	50,829.76	-30,829.76
Department: 00 - UNDESIGNATED Total:		495,000.00	495,000.00	38,283.75	274,454.71	274,454.71	220,545.29
Revenue Total:		495,000.00	495,000.00	38,283.75	274,454.71	274,454.71	220,545.29

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

	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	38,283.75	274,454.71	274,454.71	-2,190,599.71

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		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	99,849.05	716,914.74	716,914.74	567,319.26
410-00-343320	WATER UTIL - PENALTIES	15,000.00	15,000.00	1,622.65	-148,370.94	-148,370.94	163,370.94
410-00-343340	BACKFLOW PREVENTER INSPECTION F...	6,700.00	6,700.00	50.00	1,050.00	1,050.00	5,650.00
410-00-343351	TURN-ON & CUT-OFF FEES	12,000.00	12,000.00	720.00	2,670.00	2,670.00	9,330.00
410-00-343510	SEWER UTIL REV - OPER INCOME	1,838,163.00	1,838,163.00	142,738.85	1,029,061.52	1,029,061.52	809,101.48
410-00-343520	SEWER UTILITY PENALTIES	15,000.00	15,000.00	1,625.72	9,753.53	9,753.53	5,246.47
410-00-343611	IMPACT FEES WATER	0.00	0.00	0.00	494.20	494.20	-494.20
410-00-343612	IMPACT FEES SEWER	0.00	0.00	0.00	494.20	494.20	-494.20
410-00-359000	OTHER REVENUE & RETURN CHECKS	200.00	200.00	60.00	960.69	960.69	-760.69
410-00-361000	INTEREST AND OTHER EARNINGS	10,000.00	10,000.00	18,605.99	128,485.23	128,485.23	-118,485.23
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	28,635.57	124,586.01	124,586.01	65,573.99
410-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	682.56	11,879.59	11,879.59	-11,879.59
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	294,590.39	1,872,773.98	1,872,773.98	6,162,988.02
Revenue Total:		8,035,762.00	8,035,762.00	294,590.39	1,872,773.98	1,872,773.98	6,162,988.02

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 51700 - DEBT SERVICE PAYMENT							
Department: 99 - NON DEPARTMENTAL							
410-99-51700-7220	SRF LOAN INTEREST	0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Department: 99 - NON DEPARTMENTAL Total:		0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 51700 - DEBT SERVICE PAYMENT Total:		0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 53300 - WATER							
Department: 50 - PUBLIC WORKS							
410-50-53300-1210	SALARIES	106,000.00	106,000.00	7,884.60	59,710.05	59,710.05	46,289.95
410-50-53300-2110	SOCIAL SECURITY TAXES	6,572.00	6,572.00	487.73	3,124.85	3,124.85	3,447.15
410-50-53300-2210	RETIREMENT	14,840.00	14,840.00	672.97	5,316.15	5,316.15	9,523.85
410-50-53300-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,834.00	13,985.88	13,985.88	13,569.12
410-50-53300-2410	WORKER'S COMPENSATION	145.00	145.00	0.00	42.39	42.39	102.61
410-50-53300-3000	MEDICARE INSURANCE	1,537.00	1,537.00	114.10	863.43	863.43	673.57
410-50-53300-3100	PROFESSIONAL SERVICES	112,785.00	112,785.00	4,388.25	24,632.60	81,412.10	31,372.90
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	115.00	10,865.00	10,865.00	3,135.00
410-50-53300-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	0.00	425,605.24	425,605.24	424,394.76
410-50-53300-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	363.14	1,842.01	1,842.01	3,657.99
410-50-53300-4110	TELEPHONE & INTERNET	1,000.00	1,000.00	1,102.68	2,308.27	2,308.27	-1,308.27
410-50-53300-4320	Water	120,000.00	120,000.00	2,909.54	21,215.15	21,215.15	98,784.85
410-50-53300-4521	PROPERTY INSURANCE	34,847.00	34,847.00	0.00	30,641.51	30,641.51	4,205.49
410-50-53300-4613	GROUNDS MAINTENANCE	0.00	0.00	0.00	10,785.15	10,785.15	-10,785.15
410-50-53300-4617	WATER SYSTEMS MAINTENANCE	50,000.00	50,000.00	56,162.75	60,622.75	60,622.75	-10,622.75
410-50-53300-4644	ELEVATED TANKS MAINTENANCE CO...	65,000.00	65,000.00	0.00	23,233.71	23,233.71	41,766.29
410-50-53300-4650	COMPUTER OPERATIONS AND MAINT...	25,000.00	25,000.00	8,623.95	12,205.17	12,205.17	12,794.83
410-50-53300-4710	PRINTING & BINDING	2,500.00	2,500.00	112.02	1,544.85	1,544.85	955.15
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	-9.95	592.04	996.44	503.56
410-50-53300-4915	CREDIT CARD PROCESSING FEES	15,000.00	15,000.00	2,491.01	10,524.53	10,524.53	4,475.47
410-50-53300-4990	BAD DEBT EXPENSE	0.00	0.00	0.00	11.34	11.34	-11.34
410-50-53300-5270	MACHINERY & EQUIPMENT	65,000.00	65,000.00	0.00	989.96	27,211.01	37,788.99
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	40.00	1,263.14	1,263.14	-263.14
410-50-53300-6310	INFRASTRUCTURE	2,609,405.00	2,609,405.00	0.00	439,202.86	4,073,958.24	-1,464,553.24
410-50-53300-6410	MACHINERY & EQUIPMENT	79,000.00	79,000.00	0.00	27,693.23	57,195.06	21,804.94
Department: 50 - PUBLIC WORKS Total:		4,224,686.00	4,224,686.00	87,291.79	1,188,821.26	4,936,483.42	-711,797.42
Activity: 53300 - WATER Total:		4,224,686.00	4,224,686.00	87,291.79	1,188,821.26	4,936,483.42	-711,797.42
Activity: 53500 - SEWER							
Department: 50 - PUBLIC WORKS							
410-50-53500-1210	SALARIES	106,000.00	106,000.00	7,884.56	59,709.50	59,709.50	46,290.50
410-50-53500-2110	SOCIAL SECURITY TAXES	6,572.00	6,572.00	487.60	3,124.21	3,124.21	3,447.79
410-50-53500-2210	RETIREMENT	14,840.00	14,840.00	672.88	5,315.13	5,315.13	9,524.87
410-50-53500-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,834.00	13,993.26	13,993.26	13,561.74
410-50-53500-2410	WORKER'S COMPENSATION	145.00	145.00	0.00	42.39	42.39	102.61
410-50-53500-3000	MEDICARE INSURANCE	1,537.00	1,537.00	113.99	862.68	862.68	674.32
410-50-53500-3100	PROFESSIONAL SERVICES	12,785.00	12,785.00	955.00	2,922.50	22,435.50	-9,650.50
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	115.00	10,865.00	10,865.00	3,135.00
410-50-53500-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	0.00	425,605.31	425,605.31	424,394.69
410-50-53500-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	363.15	1,842.04	1,842.04	3,657.96
410-50-53500-4110	TELEPHONE & INTERNET	1,000.00	1,000.00	1,102.69	2,308.30	2,308.30	-1,308.30
410-50-53500-4320	WATER	38,000.00	38,000.00	2,674.75	12,918.52	12,918.52	25,081.48
410-50-53500-4400	SPRAYFIELD RENTAL	13,800.00	13,800.00	0.00	13,791.70	13,791.70	8.30
410-50-53500-4521	PROPERTY INSURANCE	39,212.00	39,212.00	0.00	34,094.51	34,094.51	5,117.49
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	481.53	1,508.70	21,356.66	28,643.34

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
410-50-53500-4650	COMPUTER OPERATIONS AND MAINT...	25,000.00	25,000.00	8,623.95	12,205.17	12,205.17	12,794.83
410-50-53500-4710	PRINTING & BINDING	2,500.00	2,500.00	112.03	629.42	629.42	1,870.58
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	47.95	1,055.56	1,459.96	540.04
410-50-53500-4915	CREDIT CARD PROCESSING FEES	15,000.00	15,000.00	2,491.27	10,524.86	10,524.86	4,475.14
410-50-53500-4990	Bad Debt Expense Sewer	0.00	0.00	0.00	11.35	11.35	-11.35
410-50-53500-5290	OPERATING SUPPLIES	500.00	500.00	0.00	36.99	36.99	463.01
410-50-53500-5410	BOOKS, PUBS, SUBS & MEMBS	1,000.00	1,000.00	40.00	1,263.14	1,263.14	-263.14
410-50-53500-6310	INFRASTRUCTURE	2,146,650.00	2,146,650.00	0.00	5,921.00	5,921.00	2,140,729.00
410-50-53500-6410	MACHINERY & EQUIPMENT	224,500.00	224,500.00	0.00	3,220.75	3,220.75	221,279.25
Department: 50 - PUBLIC WORKS Total:		3,652,596.00	3,652,596.00	28,000.35	623,771.99	663,537.35	2,989,058.65
Activity: 53500 - SEWER Total:		3,652,596.00	3,652,596.00	28,000.35	623,771.99	663,537.35	2,989,058.65
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	115,292.14	1,814,190.95	5,601,618.47	2,295,463.53
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):		138,680.00	138,680.00	179,298.25	58,583.03	-3,728,844.49	3,867,524.49
Report Surplus (Deficit):		-4,205,012.00	-4,105,632.62	99,401.60	2,997,071.15	-944,577.49	

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	11,822,064.59	396,086.80	7,356,880.37	7,356,880.37	4,465,184.22
Revenue Total:	9,225,505.00	11,822,064.59	396,086.80	7,356,880.37	7,356,880.37	4,465,184.22

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

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	3,541.65	29,614.14	30,768.99	42,906.01
Activity: 51100 - LEGISLATIVE Total:	73,675.00	73,675.00	3,541.65	29,614.14	30,768.99	42,906.01
Activity: 51200 - EXECUTIVE						
12 - CITY MANAGER	259,768.00	235,707.00	11,747.96	109,590.55	109,590.55	126,116.45
Activity: 51200 - EXECUTIVE Total:	259,768.00	235,707.00	11,747.96	109,590.55	109,590.55	126,116.45
Activity: 51300 - FINANCE						
13 - ADMINISTRATIVE SERVICES	128,835.00	128,835.00	7,606.71	75,381.76	76,076.14	52,758.86
Activity: 51300 - FINANCE Total:	128,835.00	128,835.00	7,606.71	75,381.76	76,076.14	52,758.86
Activity: 51310 - HUMAN RESOURCES						
13 - ADMINISTRATIVE SERVICES	70,114.00	73,732.00	2,217.81	30,212.39	37,012.39	36,719.61
Activity: 51310 - HUMAN RESOURCES Total:	70,114.00	73,732.00	2,217.81	30,212.39	37,012.39	36,719.61
Activity: 51400 - LEGAL						
14 - CITY ATTORNEY	70,000.00	70,000.00	3,280.00	19,098.66	19,098.66	50,901.34
Activity: 51400 - LEGAL Total:	70,000.00	70,000.00	3,280.00	19,098.66	19,098.66	50,901.34
Activity: 51500 - PLANNING AND ZONING						
30 - COMMUNITY DEVELOPMENT	169,678.00	123,972.00	16,690.92	44,514.39	52,637.05	71,334.95
Activity: 51500 - PLANNING AND ZONING Total:	169,678.00	123,972.00	16,690.92	44,514.39	52,637.05	71,334.95
Activity: 51600 - NON-COURT INFORMATION SYSTEMS						
16 - CITY CLERK	185,115.00	112,904.00	8,289.78	37,505.97	38,499.76	74,404.24
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	185,115.00	112,904.00	8,289.78	37,505.97	38,499.76	74,404.24
Activity: 51610 - INFORMATION TECHNOLOGY						
13 - ADMINISTRATIVE SERVICES	125,094.00	163,294.00	38,480.51	91,399.55	107,923.60	55,370.40
Activity: 51610 - INFORMATION TECHNOLOGY Total:	125,094.00	163,294.00	38,480.51	91,399.55	107,923.60	55,370.40
Activity: 51900 - GENERAL GOVERNMENT						
99 - NON DEPARTMENTAL	70,732.00	116,757.00	67.86	95,131.02	95,131.02	21,625.98
Activity: 51900 - GENERAL GOVERNMENT Total:	70,732.00	116,757.00	67.86	95,131.02	95,131.02	21,625.98
Activity: 51910 - FACILITIES						
50 - PUBLIC WORKS	498,965.00	3,305,164.28	9,232.69	2,469,325.93	2,545,378.98	759,785.30
Activity: 51910 - FACILITIES Total:	498,965.00	3,305,164.28	9,232.69	2,469,325.93	2,545,378.98	759,785.30
Activity: 52100 - LAW ENFORCEMENT						
20 - PUBLIC SAFETY	285,334.00	285,334.00	22,836.67	159,856.69	159,856.69	125,477.31
Activity: 52100 - LAW ENFORCEMENT Total:	285,334.00	285,334.00	22,836.67	159,856.69	159,856.69	125,477.31
Activity: 52200 - FIRE						
20 - PUBLIC SAFETY	1,113,088.00	1,113,088.00	278,272.27	556,544.54	556,544.54	556,543.46
Activity: 52200 - FIRE Total:	1,113,088.00	1,113,088.00	278,272.27	556,544.54	556,544.54	556,543.46
Activity: 52400 - CODE COMPLIANCE						
30 - COMMUNITY DEVELOPMENT	86,253.00	84,986.00	5,812.74	39,123.29	39,123.29	45,862.71
Activity: 52400 - CODE COMPLIANCE Total:	86,253.00	84,986.00	5,812.74	39,123.29	39,123.29	45,862.71
Activity: 52410 - BUILDING						
30 - COMMUNITY DEVELOPMENT	151,173.00	139,973.00	4,542.42	23,933.24	23,933.24	116,039.76
Activity: 52410 - BUILDING Total:	151,173.00	139,973.00	4,542.42	23,933.24	23,933.24	116,039.76
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	1,558,197.00	1,550,698.00	19,721.22	126,481.74	150,759.31	1,399,938.69
Activity: 53800 - STORMWATER Total:	1,558,197.00	1,550,698.00	19,721.22	126,481.74	150,759.31	1,399,938.69
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	4,563,381.00	4,654,191.93	30,200.63	230,343.93	237,051.13	4,417,140.80
Activity: 54100 - STREETS Total:	4,563,381.00	4,654,191.93	30,200.63	230,343.93	237,051.13	4,417,140.80
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	32,136.00	234,186.21	234,886.21	230,412.79

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

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	32,136.00	234,186.21	234,886.21	230,412.79
Activity: 57200 - PARKS						
50 - PUBLIC WORKS	1,593,351.00	1,447,622.00	19,589.36	320,602.96	332,796.53	1,114,825.47
Activity: 57200 - PARKS Total:	1,593,351.00	1,447,622.00	19,589.36	320,602.96	332,796.53	1,114,825.47
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	180,000.00	0.00	0.00	0.00	0.00	0.00
Activity: 58100 - INTERFUND TRANSFER Total:	180,000.00	0.00	0.00	0.00	0.00	0.00
Expense Total:	11,653,052.00	14,150,232.21	514,267.20	4,692,846.96	4,847,068.08	9,303,164.13
Fund: 001 - GENERAL FUND Surplus (Deficit):	-2,427,547.00	-2,328,167.62	-118,180.40	2,664,033.41	2,509,812.29	-4,837,979.91

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

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	38,283.75	274,454.71	274,454.71	220,545.29
Revenue Total:	495,000.00	495,000.00	38,283.75	274,454.71	274,454.71	220,545.29

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

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	38,283.75	274,454.71	274,454.71	-2,190,599.71

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

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	294,590.39	1,872,773.98	1,872,773.98	6,162,988.02
Revenue Total:	8,035,762.00	8,035,762.00	294,590.39	1,872,773.98	1,872,773.98	6,162,988.02

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 04/30/2024

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 51700 - DEBT SERVICE PAYMENT						
99 - NON DEPARTMENTAL	0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 51700 - DEBT SERVICE PAYMENT Total:	0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 53300 - WATER						
50 - PUBLIC WORKS	4,224,686.00	4,224,686.00	87,291.79	1,188,821.26	4,936,483.42	-711,797.42
Activity: 53300 - WATER Total:	4,224,686.00	4,224,686.00	87,291.79	1,188,821.26	4,936,483.42	-711,797.42
Activity: 53500 - SEWER						
50 - PUBLIC WORKS	3,652,596.00	3,652,596.00	28,000.35	623,771.99	663,537.35	2,989,058.65
Activity: 53500 - SEWER Total:	3,652,596.00	3,652,596.00	28,000.35	623,771.99	663,537.35	2,989,058.65
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	115,292.14	1,814,190.95	5,601,618.47	2,295,463.53
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	138,680.00	138,680.00	179,298.25	58,583.03	-3,728,844.49	3,867,524.49
Total Surplus (Deficit):	-4,205,012.00	-4,105,632.62	99,401.60	2,997,071.15	-944,577.49	

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	-2,328,167.62	-118,180.40	2,664,033.41	2,509,812.29	-4,837,979.91
101 - DISCRETIONARY SALES ...	-1,916,145.00	-1,916,145.00	38,283.75	274,454.71	274,454.71	-2,190,599.71
410 - WATER/SEWER FUND	138,680.00	138,680.00	179,298.25	58,583.03	-3,728,844.49	3,867,524.49
Total Surplus (Deficit):	-4,205,012.00	-4,105,632.62	99,401.60	2,997,071.15	-944,577.49	

Mary Esther Public Works Report April 2024

Current and Completed Projects:

1. Started crack sealing in Ruby Circle
2. Routine Grounds Mowing in Area Parks.
3. Worked with Day of Service Event to install 90 cubic yards of certified playground mulch in Elliot Park and N. Byrn Mawr and with volunteers painted pavilions in Elliot Park and cleaned playground equipment.
4. Applied Herbicide to sod area at library and around curbs and gutters in part of Byrn Mawr Subdivision.
5. Street Sweeping – Oak Tree, S. Bryn Mawr Rd., Brewer Circle, N. Bryn Mawr, Caswel Areas
6. Installed new HVAC unit at the fire Department also had work down to library HVAC units.
7. Worked with Architects on New City Hall Design and have a floor plan to recommend after receiving comments.
8. Worked with Engineers on Stormwater, Ditch and Pond for Springdale
9. Worked with CDBG Grant Administrators to explore options for Springdale project to address current issues and timing.
10. Crews fixed concrete sidewalks on 98, Hampton Court, and Ruby Circle.
11. Purchased a new zero turn stand up mower to make mowing more efficient.
12. Applied for Grant with help from Kimberly Horn for Park, Greenways, and Trails Master Plan
13. Awarded mobile modems so security cameras can be installed at wells.
14. A survey was completed on Elliot and N. Christobal between Hollywood and Brian Circle so we can begin fixing some drainage issues.
15. Hired new Park Superintendent and Maintenance Technician position.
16. Cleaned and Mowed Shrewsbury Ditch
17. Cleaned out Bryn Mawr Ditch and fixed erosion issue caused by storm at S. Bryn Mawr Park.
18. Conducted trail clearing and widening in Oak Tree Nature Park
19. Worked on storm clean up around the city and two blockages including a french drain on Anderson and a blocked catch basin on Pryor at Overstreet.
20. Began installing Stop Bars
21. Fixed loose mortar at City Hall and sealed brick.
22. Began training of new Park Superintendent.
23. Gave two council tours of park and review of the Playground Maintenance Plan and Tasks.

Upcoming Project

1. Completion of crack sealing in Jo Anna LN/ Ruby Circle.
2. Install Stop Bars and restripe crosswalks citywide approximately 54 needed.

3. Continued pothole patching and begin training on the new infrared asphalt heater which will remove joints around patches.
4. Begin new sidewalk installation on Brian Circle and begin tear out of broken sidewalks.
5. Installation of Security Camera Systems
6. Continue herbicide treatments including broadleaf and total kills around sidewalks, curbs, and fence lines to reduce weed eating.

Mary Esther Public Library

Report for Council

June 3, 2024

Circulation Stats

	Circulation	Digital Circulation	Library Visits	Registered Users	Internet Use	Wireless Access
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
Jan-24	3920	1340	2215	2440	229	94
Feb-24	3368	1084	2559	2462	240	77
Mar-24	3697	1185	2772	2528	233	51
Apr-24	3231	973	2427	2568	222	48

Library Special Events

The second annual ***Spring into Nature*** event was May 4 and featured games, activities, and educational opportunities. The Library invited partners from the Audubon Society; the FWC with black bear information; the Girl Scouts and other community partners.

Youth Services staff attended ***“The World’s Greatest Baby Shower”*** on May 21, at the Convention Center. They distributed promotional items, board books, and OCPLC library information. This annual event is sponsored by Healthy Start Okaloosa-Walton.

Library staff has again prepared ***Hurricane Activity bags*** for children and families. The bags include books, games, small flashlights, snacks and other small items. The bags will be distributed in the event of a storm or evacuation.

Library Programs and Classes

Youth Services facilitates the ***‘Mommy and Me Book Club’*** the third Monday of the month at 10:30. Parents and caregivers have an opportunity to discuss books and share, in an environment that the babies and toddlers can play and be safe.

The Library hosts the neighborhood **Bunco Group** on the third Friday afternoon of the month at 1:00.

The Library hosts a monthly **Puzzle Exchange and Social Hour** for those who want to share puzzles, helpful hints, or pictures of their creations. This group meets the second Tuesday at 2:00.

‘LoveCraft?’ adult crafting class is held the third Wednesday at 4:00. ***‘All We Need is Hue’*** adult coloring class is the second Monday at 10:30. ***‘All About Books’*** book discussion group meets the third Wednesday at 10:30. ***‘It’s a Mystery’*** book club meets the first Monday at 10:30.

Baby Lapsit Storytime for ages 0-2 takes place three Wednesday mornings per month. ***Pre-K Storytime*** for ages 3-6 is on Thursday mornings.

The ***‘Lego Club’*** meets the third Saturday morning of each month.

Youth Services goes to **Youth Village** on Friday mornings to do **Storytime outreach** during the school year.

Saturday Monthly Movie Matinees are one Saturday afternoon per month, TBA.

Monthly ***STEAM*** classes for ages 9-14 are the first Saturday of the month.

‘Roll With It’ D & D group for teens and young adults meets the second Saturday of the month.

Summer Library Program Schedule of Events

* Asterisk indicates registration is required *

June 7th: Summer Reading Kickoff Bash

10:30am-12:00pm: A Craft! Outdoor Games! Sweet Treats!
For All Ages



Week 1:

- *6/1 @ 10:30 am: **STEAM Kids** for ages 9-14
- * 10:00 am: **Fellowship of the Brick Lego Build** for ages 18+
- 6/5 @ 10:30 am: **Baby Storytime** for ages 0-2
- 6/5 @ 9am: **Adventure Stroll at Oak Tree Nature Park** for ages 18+
- 6/6 @ 10:30 am: **Preschool Storytime** for ages 3-6
- 6/7 @ 10:30 am: **Summer Reading Kickoff Bash** for all ages
- 6/8 @ 2 pm: **Dungeons and Dragons** for ages 14+



Week 2:

- *6/11 @ 4 pm: **Nonie's Animal Ark** for ages 5-12
- 6/12 @ 10:30 am: **Baby Storytime** for ages 0-2
- 4 pm: **L.C. Adventures in Barbie Land** for ages 18+
- 6/13 @ 10:30 am: **Preschool Storytime** for ages 3-6
- *6/14 @ 10:30 am: **Adventures in the Ocean**
with Jessica Valek for ages 7-12
- 6/15 @ 10:30 am: **Lego Club** for ages 5-12



Week 3:

- 6/17 @ 10:30 am: **Mommy and Me Book Club** for moms and caregivers
- 6/20 @ 10:30 am: **Preschool Storytime** for ages 3-6
- *6/21 @ 2:30 pm: **Balloon sculpture instruction with Mr. Larry**
for ages 8-14.
- 6/22 @ 2 pm: **Movie Matinee** for all ages
- *6/29 @ 2 pm: **Adventures in Crime Solving for Teens!**
for ages 13+

Week 4:

- 6/24 @ 4:30 pm: **Family Crafternoon** for all ages
- 6/26 @ 10:30 am: **Baby Storytime** for ages 0-2
- 6/27 @ 10:30 am: **Preschool Storytime** for ages 3-6
- *6/28 @ 10:30 am: **Adventures in Mushrooms**
for ages 7-12



Week 5:

- 7/3 @ 10:30 am: **Baby Storytime** for ages 0-2
- *7/5 @ 10:30 am: **Adventures in Art** for ages 7-12
- 7/6 @ 10:30 am: **STEAM Kids** for ages 9-14

Week 6:

- *7/8 @ 10:30 am: **Adventures in Archaeology** for ages 7-12
- 7/10 @ 10:30 am: **Baby Storytime** for ages 0-2
- * **Environmental Adventures**
2 pm: for ages 7-12
4 pm: for Teens and Adults
- 7/11 @ 10:30 am: **Preschool Storytime** for ages 3-6
- 7/13 @ 2:00 pm: **Dungeons and Dragons** for ages 14+



Week 7:

- 7/15 @ 10:30 am: **Mommy and Me Book Club** for moms and caregivers
- *7/16 @ 3pm: **Adventures with CBA** for ages 7-12
- *7/17 @ 4 pm: **LoveCrafts- Adventures in Crafting** for ages 18+
- 7/18 @ 10:30 am: **Preschool Storytime** for ages 3-6
- *7/19 @ 10:30 am: **Adventures in Food** for ages 7-12
- 7/20 @ 10:30 am: **Lego Club** for ages 5-12
- 3 pm: **Adventure with Zentangle for Teens!** for ages 13+

Week 8:

- *7/23 @ 2 pm **Adventures in Murder!** for ages 18+
- 7/24 @ 10:30 am: **Baby Storytime** for ages 0-2
- 7/25 @ 10:30 am: **Preschool Storytime** for ages 3-6
- 7/26 @ 10:30 am: **School Supplies Giveaway** for all ages
- 7/27 @ 8:00 am: **Interlibrary Beach Cleanup** for all ages



1450 Miracle Strip Parkway SE, Fort Walton Beach, 32548

For Ages 7-12

READ 3 IN A ROW (UP AND DOWN, SIDE TO SIDE OR DIAGONALLY!)
BRING YOUR CARD BACK EVERY TIME YOU FINISH TO GET A NEW CARD AND
TO ENTER FOR A GREAT PRIZE!

ADVENTURE YOUR LIBRARY		
READ A NOVEL OR COMIC BOOK	READ A BOOK ABOUT INSECTS	READ A BIOGRAPHY
READ A NON-FICTION BOOK	READ ANY BOOK YOU WANT	READ A PICTURE BOOK
BRING A PICTURE FROM YOUR FAVORITE BOOK	READ OUTSIDE FOR 30 MINUTES	READ TO YOUR PET OR YOUR FAVORITE CLOUPED ANIMAL



Please Note: Children ages 12 and under
must have a parent, guardian, caregiver
on library premises at all times.

Staff Training

We congratulate Library Technician **Lillie Ealum** for her hard work and dedication in completing her **Bachelor's in Library Information Systems** on May 10, through the University of Southern Mississippi.

The Library Director attended the ***Regional Library Directors' Meeting*** in Chipley on May 3.

Penny Murnane attended the ***FLA Conference*** May 15-17 in Orlando. The Friends of the Mary Esther Library paid the conference registration fees and all expenses.

OCPLC Governing Board

The next meeting of the Governing Board will be Wednesday, **July 24, 2024** at 2:00 p.m. in Niceville. Cntr. Bernie Oder is Mary Esther's Governing Board Representative.



Ocean City-Wright Fire Control District

May 22, 2024

TO: Honorable Mayor and Council Members, City of Mary Esther
RE: Monthly Report, Fire Department, April 21st, 2024 – May 20th, 2024

Mayor and Council Members,

I would like to express my heartfelt gratitude to the City Manager and the Public Works director for their invaluable support and coordination in the replacement of the air conditioner for the office side of the fire station. I understand that this was an unexpected expense, but I and the crews working there are truly grateful for your efforts. Your support is a testament to the strong partnership between the Fire Department and the City, and we are honored to be a part of it.

April and May have been busy months of training around the department, which highlight the wide variety of skills that our members need to practice to maintain high efficiency. First, we hosted the flight crews from Air Methods, who collaborated with Division Chief Good to conduct advance airway training. This covered numerous methods of intubation in several different sets of circumstances. Next, C Shift's Captain Ferres conducted a training to review and practice methods of decontamination for our responders as the exit the "hot zone" of a hazardous materials incident. This includes things most people wouldn't necessarily consider such as collecting all the water and soap runoff to prevent creating another hazardous materials incident. Finally, we practiced our bread-and-butter operation of the pumps on our engines and moving as a crew with a hose line under fire conditions. As you can see, firefighters maintain a wide variety of skills to maintain our ability to respond in all circumstances effectively.

During this reporting period, our Inspections Division has completed 12 annual inspections and three re-inspections, completing all inspections scheduled for April 2024. Engine 11 Responded to 81 calls for service.

Respectfully,

A blue ink signature of Jeff Wagner, Fire Chief.

Jeff Wagner, Fire Chief

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

Station 11 Call Volume - Monthly from May 2023- May 20, 2024



Ocean City-Wright Fire Control District

STATION COUNT

OCW Station 1: 279

OCW Station 2: 131

OCW Station 3: 124

OCW Station 11: 81

TOTAL: 615

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

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Activity Report

Reporting Period

April 24, 2024 – May 22, 2024

Code Enforcement

Activities			
Complaints	7	Inspections	11
Agency Assist	0	Consultations	11
Verbal Warning	2	Advisements On Codes to Citizens	4
Notice of violations	5	Courtesy Notice	3
Release of liens	3		

Permitting

Permit Type	
Fence	2
Accessory Structures	2
Signage Commercial	1
Revoked Fence Permit	1
Right-of-way permit issued to LiveOak Fiber/Okaloosa Gas	2
Inspections	6

From Kelvin Cherry: Code Compliance had its quarterly magistrate hearing on May 16, 2024. I am happy to report that all 3 cases have been resolved. I worked closely with all the properties prior to the hearing and helped them come into compliance by the hearing date. Notices of compliance will be issued to the property owners this month.

Development Review

Application Type	
Pre-Application	2
Rezone/FLUM	0
Variance	0
Subdivision	0
Site Plan	0
Special Exception	0

Proposals from our continuing services contract consultants are being reviewed for the City's 2050 Comprehensive Plan. The much need update to the current comprehensive plan is due to the State Feb. 28, 2025. Once we have selected the consultants to help develop the new comprehensive plan, it will take 8-9 months to finalize the document.

Department Applications for development processes are being updated to reflect the requirements of the current code, comprehensive plan and vision plan. The department hopes to have all the applications update by the end of June 2024.

Staff is working with Santa Rosa Mall property owner for the next application stage after attending the Pre-Application conference with the property owner, consultants and County and City Staff. During the pre-app conference and subsequent meetings with the property owner, Staff recommended to the applicant to submit a rezone and future land use map amendment application for the site. Staff has developed a report that outlines this need which is currently being reviewed by the City attorney and will be sent to the applicant by the end of this week.



May 10, 2024

April 2024 Monthly Report

Dear Mr. Jared Cobb,

I have compiled the ongoing activities for the Jacobs Mary Esther Florida Project for April 2024.

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:

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

Call Outs for April

- On 04/05/2024 at 1 – 15 Mary Esther Dr there was a scheduled Maintenance by Talcon who put into place 2 inserta valves and secured the water source from the old system with a cap.

Link to Work Orders for April:

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 free for 1,074 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 received and installed.
- Clarifier 2 is now operational and returned to service.

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.

Preventative maintenance was performed on all operational equipment.

Sanitary Sewer Collection & Lift Stations

All lift stations were cleaned, and residual grease removed.

The grounds were mowed, and all litter removed.

Preventative 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 & Distribution

April 2024 Water Well Production was 11,929,000 gallons.

Running annual average unaccounted-for water: 8.0%.

Preventative 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: 31, (2.79%). 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 Engineering Group

Cc: Project File

Kyle Holder

MARY ESTHER CHART April 2024

Total Calls for Service	488
Day Shift	317
Night Shift	171

Priority 1 Calls	135
calls under 5 minutes	105
calls under 6 minutes	115
calls over 6 minutes	20

Property Crimes	16
Burglary	4
Larceny-Theft	10
Motor Vehicle Theft	1
Arson	0
Criminal Mischief	1

Violent Crime	0
Murder	0
Forcible Rape	0
Robbery	0
Aggravated Assault	0

Traffic Violations-stops	68
Arrest-traffic	3
Citation-traffic	11
Warning-traffic	50
DUI--traffic	4

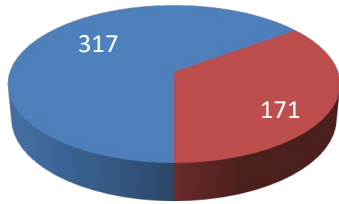
Marine Violations	1
Marine Citations	0
Marine Warnings	0
Marine Crashes	1

Traffic Crash	26
Traffic crash w/injuries	3
Traffic crash w/o injuries	23
Traffic Crash-Fatal	0

City Ord. Violations	0
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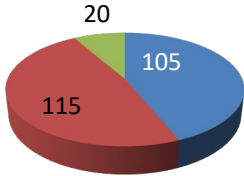
Total Calls for Service

Day Shift Night Shift

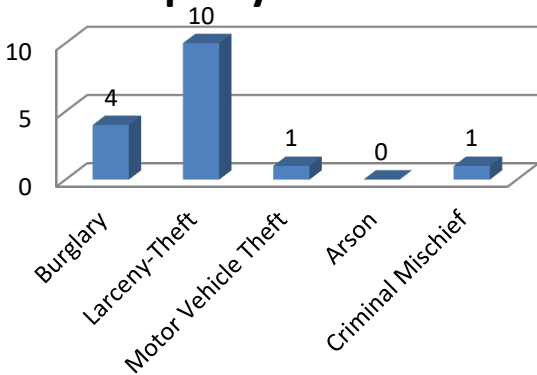


Total Priority One Calls

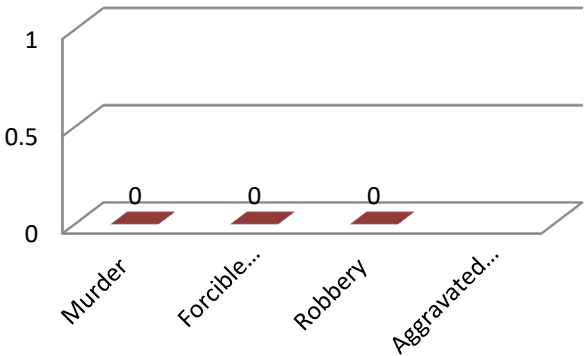
calls under 5 minutes calls under 6 minutes calls over 6 minutes



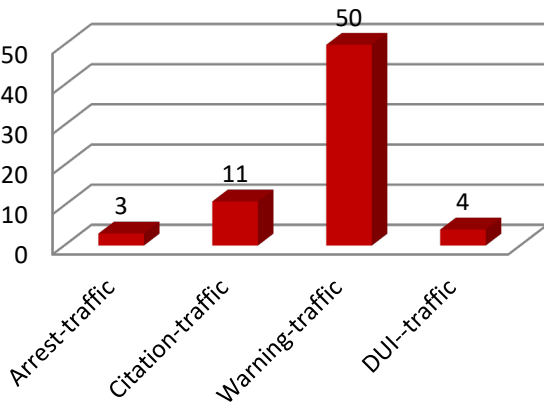
Property Crimes



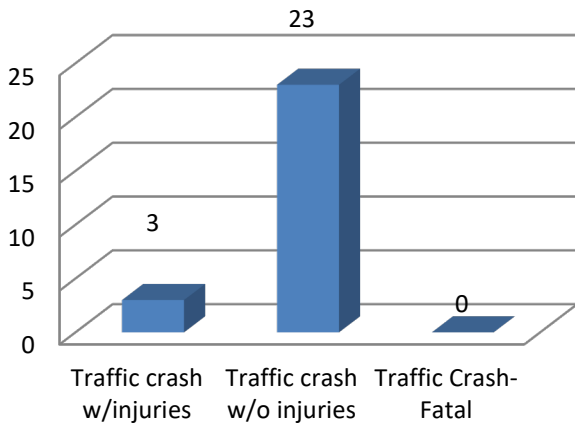
Violent Crime



Traffic Stop Data



Traffic Crashes



Prepared by Crime Analyst W. Rivero on May 2, 2024

Distressed Swimmers	0
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Drownings	0
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**MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
May 6, 2024 - 6:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
Richard Lawson, Councilmember

Larry Carter, Councilmember
April Sutton, Mayor Pro Tem

CITY STAFF PRESENT

Jared Cobb, City Manager
Hayward Dykes, City Attorney
Dillon Morris, City Clerk

Kelvin Cherry, Code Compliance Officer
Heather Day, Finance Director
Shawn Lindsey, Public Works Director

OTHERS PRESENT

Chad Rewis, OSCO Captain
Randall Killian, Project Manager, Jacobs

Jeff Wagner, OCWFD Chief
Josh Robinson, Collection & Distribution Supervisor,
Jacobs

1. INVOCATION

Jeff Wagner, Fire Chief, Ocean City-Wright Fire Control District, 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 City Clerk called the roll as reflected above.

5. APPROVAL OF THE AGENDA

Mayor Stein asked if the council wished to make any changes to the agenda. Hearing none, Mayor Stein asked for a motion. Councilmember Carter initiated the motion, seconded by Councilmember Lawson. The motion passed 3-0.

RESULT:	PASSED (3-0)
MOVER:	Councilmember Larry Carter
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, April Sutton, Richard Lawson
NAYS:	None

6. SPECIAL PRESENTATIONS

None.

7. CONSENT AGENDA

Mayor Stein asked if the council wished to make any changes to the consent agenda. Hearing none, Mayor Stein asked for a motion. Councilmember Lawson initiated the motion, seconded by Councilmember Carter. The motion passed 3-0.

RESULT:	PASSED (3-0)
MOVER:	Councilmember Richard Lawson
SECOND:	Councilmember Larry Carter
AYES:	Larry Carter, April Sutton, Richard Lawson
NAYS:	None

7.1. Financial Report

7.2. Public Works Report

7.3. Library Report

7.4. Fire Department Report

7.5. Code Compliance Report

7.6. Jacobs Report

7.7. Law Enforcement Report

7.8. Minutes of the April 1, 2024, Regular City Council Meeting

8. CITIZENS WHO HAVE REQUESTED TO BE PLACED ON THE AGENDA

None.

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

Mayor Stein asked if any citizens would like to make any comments. He asked if the candidates for the city council vacancy appointment are present, thanking them for coming but that the appointment will take place in a future council meeting.

Damion Green, 101 Anderson Drive, asked mayor and council what they believe the major things coming in the next year are. Mayor Stein stated the infrastructure and the parks renovations. Mayor Pro Tem Sutton commented on the Highway 98 expansion, infrastructure, and improving and maintaining the parks. Mr. Green asked how much of the funding is local funding and state funding. Mayor Pro Tem Sutton stated that it is a combination, citing the water bill the citizens pay, the staff securing grant funding, and mayor and council working to get grant funding. Councilmember Carter mentioned establishing Mary Esther as a brand, managed growth, and increasing the quality of life for the citizens.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

11.1. Resolution 24-04, General Fund Budget Amendment

Finance Director Day stated that the 24-04 Budget Amendment is an amendment from the previous meeting, to increase general fund revenues and general fund expenses. This resolution would formally approve the budget transfer the mayor and council approved at the previous meeting. Mayor Stein asked City Clerk Morris to read the resolution, which he read as follows: Resolution 24-04. A resolution of the city council of the City of Mary Esther, Florida providing for an increase in the general fund revenue budget, in the amount of \$2,596,559.59; and an increase in the general fund expense budget, in the amount of \$2,497,180.21; and providing for an effective date of April 1, 2024.

Mayor Stein asked for a motion to approve the resolution. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed 3-0.

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

11.2. Revised 2024 City Council Meeting Schedule

Finance Director Day discussed that the council meeting schedule has been revised due to budget hearings, working around the school district and the county. July 1st was moved to July 8th, a special meeting was added on July 22nd, September 3rd was moved to the 4th, and September 23rd was added. Mayor Stein asked council if any more adjustments were needed. Mayor Pro Tem Sutton asked to move the September 23rd meeting to the 24th.

Mayor Stein asked if anyone else had any other changes. Upon hearing none, Mayor Stein asked for a motion to approve the revised dates. Councilmember Lawson initiated the motion, seconded by Mayor Pro Tem Sutton. The motion passed 3-0.

RESULT:	(3-0)
MOVER:	Councilmember Richard Lawson
SECOND:	Mayor Pro Tem April Sutton
AYES:	Larry Carter, April Sutton, Richard Lawson
NAYS:	None

11.3. Holiday Closing Schedule

City Manager Cobb discussed that last meeting council directed staff to continue the closure as in years past and that they asked for dates for the closure. The dates provided are closed from noon on Friday, December 20th, 2024, reopening on Thursday, January 2nd, 2025, citing that employees would need to take four (4) additional days of leave. Mayor Pro Tem Sutton asked that it would be for all city departments, which City Manager Cobb clarified that it is for all departments. Mayor Stein asked if Jacobs would be off, but Jacobs are contracted all year round. Mayor Pro Tem Sutton asked if this topic could be voted on at the next council meeting, which City Manager Cobb said it could be tabled.

Mayor Stein asked for a motion to move item 11.3 to the next council meeting. Councilmember Carter initiated the motion, seconded by Mayor Pro Tem Sutton. City Manager Cobb asked to clarify if it was being moved to the next special council meeting or the next regular council meeting. After some deliberation, the consensus is that it will be moved to June 3rd regular council meeting. The motion passed 3-0.

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

Mayor Stein opted to combine councils' standing committee status reports and other comments together.

Mayor Pro Tem Sutton remarked she had nothing at the time.

Councilmember Lawson remarked he had nothing at the time.

Mayor Stein discussed his attendance at the Eagle Claw ceremony at Hurlburt, the breakfast at the Fort Walton Beach Greater Chamber of Commerce, and the upcoming Billy Bowlegs event for Fort Walton Beach.

Councilmember Carter discussed the pre-planning for the Veterans Day Parade and the possibility of

adding a roof to the float. He also discussed the recent Okaloosa County League of Cities dinner, stating he liked the food.

City Attorney Dykes remarked he had nothing at the time.

City Clerk Morris discussed that he will hear back from his notary application in the coming weeks, the dinner received a lot of positive compliments, and the upcoming Christobal Waterfront Park workshop.

City Manager Cobb discussed more on the Christobal Waterfront Park and thanked Public Works Director Lindsey for organizing a volunteer beautification event.

13. ADJOURN

The council meeting adjourned at 6:28 PM.

Minutes approved at the _____ meeting.

Dillon Morris, City Clerk



**MINUTES
SPECIAL MEETING
of THE MARY ESTHER CITY COUNCIL
May 16, 2024 - 6:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
Bernie Oder, Councilmember
Richard Lawson, Councilmember

Larry Carter, Councilmember
April Sutton, Mayor Pro Tem

CITY STAFF PRESENT

Jared Cobb, City Manager
Hayward Dykes, City Attorney

Shawn Lindsey, Public Works Director
Dillon Morris, City Clerk

OTHERS PRESENT

1. INVOCATION

No invocation was given.

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 City Clerk called the roll as reflected above.

5. APPROVAL OF THE AGENDA

Mayor Stein asked if the council wished to make any changes to the agenda. Hearing none, Mayor Stein asked for a motion. Councilmember Oder initiated the motion, seconded by Councilmember Lawson. The motion passed 4-0.

RESULT:	PASSED (4-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson
NAYS:	None

6. NEW BUSINESS

6.1.

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

Public Works Director Lindsey discussed the previously approved bid for restrooms in the fire hall. The contractor selected decided not to sign the contract and the city asked Florida Architects to find additional bids. A bid was submitted by Trotter's General Contractors for \$99,487.50. Councilmember Carter asked if the contract was reviewed, and he was satisfied with the details. Public Works Director Lindsey said that it was just a bid and the contract would come later to sign. Councilmember Oder asked where they were based out of with City Manager Cobb stating they are from Destin, Florida.

Mayor Stein asked for a motion to approve Trotter's General Contractors, INC for the Fire Hall Bathroom addition/renovation project for an amount not to exceed \$99,487.50 and to authorize the mayor to execute the agreement. Councilmember Oder initiated the motion, seconded by Councilmember Carter. The motion passed 4-0.

RESULT:	PASSED (4-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Larry Carter
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson
NAYS:	None

6.2. City Council Vacancy Appointment

Mayor Stein asked the respective candidates to step out of the room for council to discuss questions for the interview. Mayor and council discussed the questions the candidates would be asked, along with how the council would ask them, and who asks in what order. The questions agreed upon are as follows:

1. (Sutton) What motivates you to serve on the Mary Esther City Council?
2. (Lawson) How do you plan to contribute to the community through your role on the City Council?
3. (Stein) What do you see as the biggest challenge facing our city, and how would you address it?
4. (Carter) Can you tell us about your previous involvement in local community projects or initiatives?
5. (Oder) City Council requires a significant time commitment, usually 1-2 meetings a month, as well as reading prep prior to meetings. How will this fit in with your other commitments?
6. (Sutton) Are you familiar with municipal government?
7. (Lawson) What skills and experience do you have that you believe would be beneficial to you as a Councilmember?
8. (Stein) What is your approach to handling controversial and complicated issues?
9. (Carter) Do you think you have any personal or professional relationships that could become a conflict of interest while serving as a Councilmember?
10. (Oder) What do you believe is the role of the City Council in our Community?
11. (Sutton) What previous community involvement have you had in Mary Esther or in another city?

(For the purpose of the minutes, the candidates answers will be numbered in their interviews as they relate to the questions above.)

Damion Green Interview

1. Mr. Green sees a lot of changes coming to the city, mentioning items about transgenderism and gay rights and wanting to protect against it.
2. He seeks to give benefits to the community to support families, discussing the problem with housing prices in the area.
3. He views scarcity of land as a pressing issue.
4. He mentioned helping in fund drives and voting elections.
5. He discussed that he would not have issues with timing.

6. He has read the charter, is familiar with state politics but not familiar with local.
7. He mentioned he has read the constitution and keeps up with state regulations.
8. Mr. Green discussed that he believes his views try to align with what the founding fathers intended.
9. He said he did not.
10. He said that council determines where money is spent and allocated and why is the city spending the money.
11. He mentioned he has moved a lot in his career but hangs out at local coffee shops.

Mayor and council asked if he had any questions. Mr. Green asked why the city boundaries are not defined in the city charter. Councilmember Oder discussed the process of changing the charter, how much time it takes, and how costly it is.

K.C. Woods Interview

1. Mr. Woods discussed his family and wanting to take part in the community.
2. He wants to be a voice for young families, discussing parks as well, wanting to make a city for both retirees and families.
3. He views progress as the biggest challenge and figuring out how to blend the citizens of retirees and families together for an identity.
4. He mentioned that his position involves him in the community, being an assistant principal and football coach, and taking opportunities to take part in the community.
5. He mentioned that he would not have applied if he did not have the time, and that anything meaningful requires time.
6. He discussed being in small towns and his experience talking with local officials, as well as working with education administration.
7. He talked about being a career educator, working closely with schools, and having good relationships with knowing people.
8. He discussed often working with controversy in the education system, respecting everyone, understanding both sides, and that he is good at finding common ground.
9. He stated he did not.
10. He views city council as a voice for the people, and maintaining the city's identity while also moving forward.
11. He mentioned taking part in his previous communities, being a part of park planning and building, school improvements plans, and getting to know candidates in meet and greets.

Mayor and council asked if he had any questions for them. Mr. Woods asked what they view as the biggest challenges facing the city. Mayor Pro Tem Sutton discussed the city's infrastructure and updating the parks, doing things to help the community and their identity. Councilmember Carter agreed about the infrastructure and discussed funding. Mr. Woods asked what is the most fulfilling and unfulfilling parts of sitting in the councilmember seat. Mayor Pro Tem Sutton mentioned the best part is discussing and hearing from and about the community. She mentioned the negative is sometimes dealing with the politics. Councilmember Oder added to the discussion about infrastructure, encouraging more forward thinking and looking ahead, and how some things the city does are things the city has to do per regulations or that more services require more funding. Councilmember Oder asked Mr. Woods is familiar with the Sunshine Law, to which he commented that he is.

Julia Thomas Interview

1. Ms. Thomas stated she wants to be more involved in the community.
2. She believes she can bring a unique perspective to the city council that not everyone may experience.
3. She stated more community outreach.
4. She mentioned being involved in book drives and community clean-up programs.
5. She stated it would fit in fine and that she would have no problem reading the agenda.

6. She stated she is familiar.
7. She discussed reaching out to community members and organizing.
8. She said she will discuss with all parties.
9. She stated she did not.
10. She discussed helping the city grow and evolve, keeping up with projects, and dealing with damage control.
11. She discussed working with a rescue program for cats and dogs, being a local drama instructor, and volunteering with beach clean ups.

Mayor and council asked if she had any questions for them. Ms. Thomas asked what the most difficult tasks facing them this fiscal year. Mayor Pro Tem Sutton discussed the water and sewer updates.

Council wrote their votes down on paper which City Clerk Morris took up and City Manager Cobb compiled the votes and read the rankings as follows:

1. K.C. Woods
2. Julia Thomas
3. Damion Green

Mayor Stein asked for a motion to appoint K.C. Woods as a councilmember for the City of Mary Esther to fill an unexpired term until a special election called and the results are certified. Councilmember Oder initiated the motion, seconded by Councilmember Carter. The motion passed 3-1.

RESULT:	(3-1)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Larry Carter
AYES:	Larry Carter, Bernie Oder, April Sutton
NAYS:	Richard Lawson

Mayor Stein discussed a bit more to Mr. Woods about the financial disclose and the upcoming election process. Councilmember Carter said that he was still impressed with Ms. Thomas and encouraged her to still run in the special election. Mayor Pro Tem Sutton seconded his statement, encouraging her to run. Councilmember Oder discussed a candidate university discussing how to handle the process of becoming a councilmember. After discussion, City Clerk Morris swore in Mr. Woods, making him officially Councilmember Woods.

7. **ADJOURN**

The council meeting adjourned at 7:30 PM.

Minutes approved at the _____ meeting.

Dillon Morris, City Clerk

AGENDA ITEM

Agenda Item 10.1.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: June 3, 2024

SUBJECT: Holiday Closing Schedule

BACKGROUND:

The week between Christmas and New Year's is typically slow for essential government business activities. It is also difficult to maintain minimum staffing levels, as employees request additional time off to travel and spend time with family. For these reasons, the City Council has historically closed city facilities during this period. At the regular meeting on Monday, April 1, the City Council directed staff to provide dates for the holiday closure for consideration at the regular meeting on Monday, May 6. Subsequently, the agenda item was tabled until the regular meeting on Monday, June 3.

DISCUSSION:

This year we propose closing at noon on Friday, December 20, and reopening on Thursday, January 2. This would require staff to use four (4) days of vacation or personal leave. Employees are permitted to work during this period. However, offices will remain closed to the public. The closure does not apply to essential services, including water and sewer operations.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to authorize the closing of City facilities during the holiday period beginning at noon on December 20, 2024, and reopening on January 2, 2025.

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 11.1.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: June 3, 2024

SUBJECT: Proposed City Hall Floor Plan

BACKGROUND:

On March 4, 2024, the City Council approved a task order (attached below) with Florida Architects to re-purpose the former First Florida Bank building as the future City Hall. Staff have been working with their team to develop a floor plan for the City Council to review and consider.

DISCUSSION:

The renovation's goal is to build a Council Chambers, improve building security, and provide adequate office space for current staff while preserving flexibility for future growth or changes in operations (i.e. space behind Council Chambers). As designed, the floor plan has private offices for the city manager and department heads and one flex office for use by the Mayor, City Councilmembers, and/or our contract OCSO deputies. A public restroom was also added so that, during normal operating hours, staff offices would be secure and segregated from the public. Due to the size of the Council Chambers, all three restrooms will need to be available during meetings.

FINANCIAL IMPACT:

This is the first approval of the design process. The approval of the floor plan does not incur a cost. The renovation budget is \$574,500.

RECOMMENDATION:

Motion to approve the floor plan as presented.

ATTACHMENT(S):

1. Task Order - Florida Architects
2. Probable Cost Comparison
3. Proposed City Hall Floor Plan



THE CITY of
Mary Esther
FLORIDA

The City of Mary Esther, Florida
Florida Architects, Inc. Proposal
for Professional AE Services
Exhibit "2" to the Owner-Architect Agreement
Task Order #2
City Hall Adaptive Re-Use Project
Continuing Contract RFQ #2021



NOTICE TO PROCEED

You are hereby notified to commence WORK in accordance with this NOTICE TO PROCEED dated February 22, 2024 and you are to complete the work within the calendar days specified in the attached Architect's Proposal dated February 8, 2024.

Section I. BACKGROUND

Location – 302 Mary Esther Blvd in the City of Mary Esther, Florida 32569.

Section II. SCOPE OF SERVICES

Provide design services for: Task #2 – City Hall Adaptive Re-Use Project. Services include Design and Construction Administration Services as per attached Architect's Proposal dated February 8, 2024 and as required by the Owner-Architect Agreement dated June 21, 2021.

Section III. DELIVERABLES

As per Scope of Services for design documents as included in the Owner-Architect Agreement, dated June 21, 2021 and the attached Architect's Proposal dated February 8, 2024.

Section IV. SCHEDULE

As outlined within the Notice to Proceed and the attached Architect's Proposal dated February 8, 2024, unless otherwise approved by the City of Mary Esther, City Manager.

Section V. METHOD OF COMPENSATION

Per the Design Services Contract between the City of Mary Esther Board of City Commissioners and Florida Architects, Inc. Task # in the amount of \$54,991.00 Fee plus Reimbursable Expenses Not-To-Exceed \$2,500 invoiced according to the Owner-Architect Agreement, dated June 21, 2021 and as described in attached Architect's Proposal dated February 8, 2024.

City of Mary Esther, FL Contact:

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

Attachment (2)

1. Florida Architects, Inc. Task #2 Proposal dated February 8, 2024
2. FL DMS AE Fee Guideline Cost Worksheets

Florida Architects, Inc.

City of Mary Esther, Florida

Joseph J. Sorci, AIA, President

Mr. Jared Cobb, City Manager of Mary Esther

02/08/24
Date

Date

NEW CITY HALL FROM EXISTING BANK ADAPTIVE RE-USE PROJECT
THE CITY OF MARY ESTHER
Proposal for Professional Architectural & Engineering Services
Date: February 8, 2024



To: Mr. Jared Cobb, City Manager
City of Mary Esther, FL
195 Christobal Rd
Mary Esther, FL 32569
850-243-3566 Ext 114
(Via: cmgr@cityofmaryesther.com)

Re: PROPOSED TASK ORDER #2: NEW CITY HALL FROM EXISTING BANK ADAPTIVE RE-USE PROJECT

Thank you for meeting with us and for the opportunity to submit this proposal regarding professional services to prepare a Probable Cost Analysis of making improvements to the existing bank building to function as the new City Hall vs. building a completely new facility. Now that the City has decided to purchase the existing bank building, the City needs the Architect to develop plans and specifications for the relatively minor modifications to the existing building. The professional services offered are consistent with the current continuing Professional Services Agreement requirements between the Owner and Architect. Florida Architects, Inc. (FLA) will make this another efficient, and quality successful project.

The following items and descriptions represent FLA's proposed professional architectural and engineering services scope-of-work, deliverables, schedule, and related compensation.

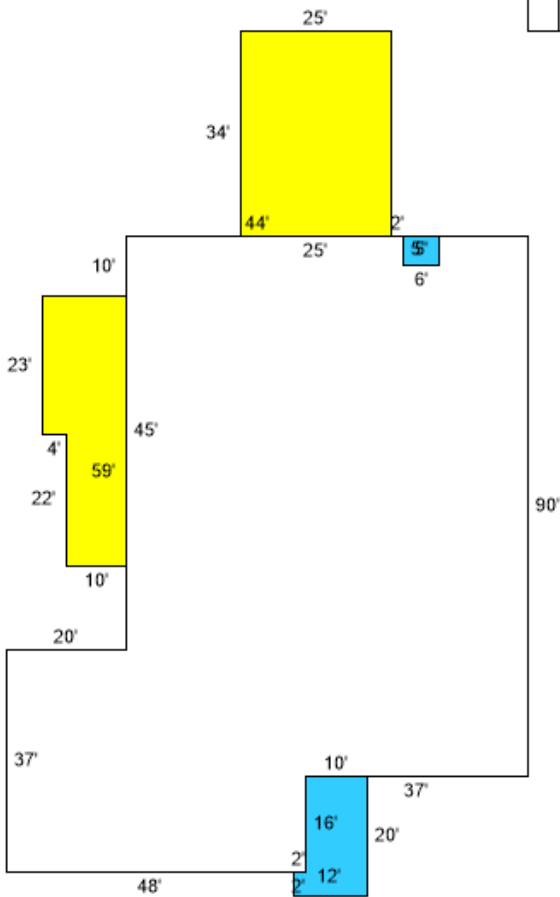
The proposed site is located at 302 Mary Esther Blvd in the City of Mary Esther, Florida: Approx. 1.01-acres; Parcel ID #16-2S-24-0000-0001-001D. There is an approx. 8,850-GSF, single story masonry structure with a stucco finish originally constructed in 1978 located on the property.

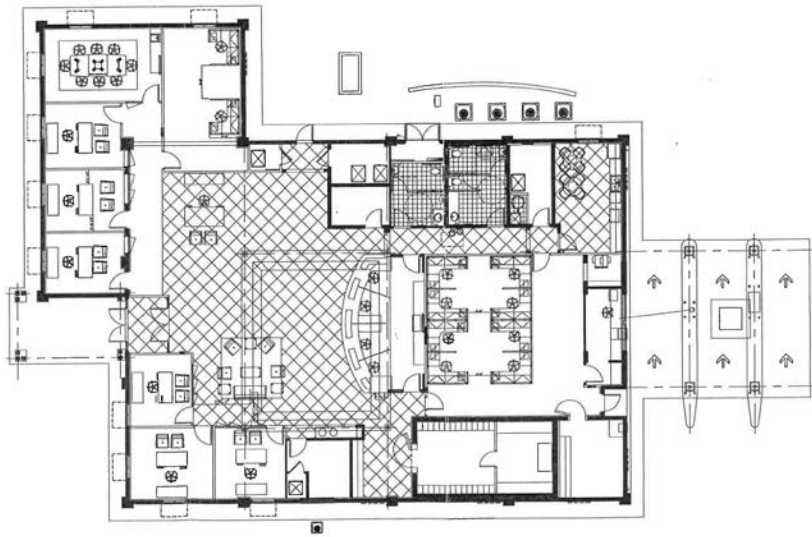


THE CITY OF MARY ESTHER
 NEW CITY HALL FROM EXISTING BANK ADAPTIVE RE-USE PROJECT
 Proposal for Professional Architectural & Engineering Services
 Date: February 8, 2024

The proposed City of Mary Esther Bank Improvements project is a partial interior remodeling within the existing First Florida Bank. The structure is a CMU building with concrete block, a stucco finish, and a standing seam metal roof. The proposed interior spaces to be remodeled are the main Lobby, the Entry/Vestibule together with the south side offices, the large office area located on the north side of the building, and other minor modifications. The Entry/Vestibule space will be renovated into a Lobby with Reception area and desk, the existing main Lobby will be turned into a Chamber Room which will encompass an existing office and work room to allow for a larger space with windows, and the office area on the north side of the building will have improved office desks/cubicles. The other areas in the building like the restrooms, individual offices, break/work rooms, vault/safes, and IT rooms will remain existing with little to no improvements. Architect to look at a couple of layout options and some ideas of how to make the exterior appear more civic rather than commercial for the City’s consideration. The City of Mary Esther plans to transform this existing bank into a new improved City Hall that will allow room for their team to grow.

FOP	F OPN PRCH	208	2013
UOP	UNF OP PRH	542	2013
FCP	F CARPORT	850	2013
FOP	F OPN PRCH	30	1978
BAS	BASE AREA	7220	1978





1.0 UNDERSTANDING OF PROJECT (Assumptions & Scope-Of-Work):

1.1. GENERAL DESCRIPTION & BUDGET:

CLIENT'S MISSION: The City's goals and mission is to develop a couple of plan concepts for review and discussion with the City, and then to complete the design and construction administration of the City selected plan. Improving the existing First Florida Bank building for use as the City Hall facility will require field measuring and drawing the existing structure for use during the design and construction processes.

The Architect's work is to be consistent with the Florida Building Code 2020 (FBC with all referenced appendices), the Americans with Disabilities Act (ADA), The Florida Fire Prevention Code, and applicable City Ordinances.

The Architect's work to be consistent with the current continuing Professional Services Agreement requirements between the Owner and Architect. Florida Architects, Inc. dated June 21, 2021, or AIA Document B104-2017 (prepared by the AE) if preferred by the City.

OWNERS BUDGET:

Construction Budget for partially remodeling the existing structure \$574,500 as described in the Probable Cost Statement dated 10/02/23.

The following represents the Owner's basic scope-of-work this proposal is based upon. Work not described herein will be considered as Additional Services.

1.2. BASIC INFORMATION:

a. WORK BY OWNER:

- Collaborate with the Architect, review design concepts, and make timely design choice decisions that will best serve the Client.
- Provide a boundary and topographic Survey in AutoCAD or 3D Civil file format with all easements and physical improvements shown.
- Data/communications and AV system would remain existing with possible additional conduit and boxes for additional systems support. Owner shall provide any modifications to the structured cabling and devices.
- Security intrusion alarm and camera systems are to be by the Owner.
- Participate in the Bidding and Construction Phases of Work as the Owner's Representative and make timely decisions.

b. FLA SCOPE-OF-WORK

- Architect to provide a couple of conceptual plan options for review and discussion with the City, and then to complete the design and construction administration of the City selected plan.
- The existing mechanical system would remain with modifications to HVAC distribution.
- The existing electrical system would remain with modifications to power distribution and interior lighting.
- The existing mechanical plumbing system and fixtures would remain with minor modifications to include code required drinking fountain.
- Fire alarm and sprinkler systems will be modified to reflect the new interior configuration as necessary.
- Data/communications and AV system would remain existing with possible additional conduit and boxes for additional systems support. Owner shall provide any modifications to the structured cabling and devices.
- Security intrusion alarm and camera systems are to be by the Owner.
- Include access control to exterior entrances.
- Prepare a Probable Cost Statement analysis for making improvements to the existing building and the construction of a partially remodeled adaptive re-use facility.

1.3. ARCHITECT'S CONSULTANTS:

- a. None required exceeding \$20,000 fee per Contract.

2.0 PRE-DESIGN & SCHEMATIC DESIGN PHASE:

- 2.1 The Architect will make initial site visits at the site to: visually observe existing conditions; take representative measurements; make field notes; take photographs; and compare field observations with available as-built drawings. The Architect to prepare a basic set of existing drawings for the Client's records and for use in the design and construction phases of the project. This work will be done concurrently with the Schematic Design Phase.
- 2.2 The Architect will conduct a Concept Design Workshop(s) with The City of Mary Esther to establish functional plans that best works for the user groups. Provide a Schematic Design of the proposed alterations to the building spaces to support the improved use of the interior spaces to accomplish the City of Mary Esther's goals and mission as described herein through Owner-Architect design workshops with Owner input and guidance. Include accessible routes as required with ADA compliance and safe egress requirements and building design requirements per the Florida Building Code 2020. Prepare and present a Schematic Design Phase package for the Owner's approval. Prepare a Probable Statement of Cost for the Owners consideration and approval. Consider minor improvements to the exterior to make building appear more civic rather than commercial.
- 2.3 Pre-Design Deliverables:
- a. Basic Existing Building Drawings (Architectural & M/E/P): (24" x 36" full size) in digital PDF format.
 - b. Representative Building Photographs for reference.

2.4 Schematic Design Deliverables:

- a. 20% Construction Drawings: (24" x 36" full size) in digital PDF format.
- b. AE Project Schedule.
- c. Preliminary Probable Cost Statement.
- d. PowerPoint SD Presentation.

2.5 Duration: Twenty-One (21) calendar days following receipt of the Client's signed Task Order and Notice-To-Proceed.

3.0 DESIGN DEVELOPMENT:

3.1 The Architect will conduct several Design Workshops with The City of Mary Esther to further refine the functional plans that work best for the user group. Identify basic design components necessary for the project. Develop preliminary finishes and systems required. Architect to use 3D tools and graphics so the stakeholders can see the space plan in multiple proportional views, and in virtual 3D demonstrations during the design process.

3.2 The Architect will refine 3D base drawings of conditions and prepare progress drawings for review with the Client and coordination with the Client and Design Team.

3.3 A 60% complete drawing set in digital PDF format will be provided for the Client's review and comments.

3.4 The Architect will meet with the Client and user groups to review and discuss comments and concerns to be addressed in the next phase.

3.5 Design Development Deliverables.

- a. 60% Construction Drawings: (24" x 36" full size) in digital PDF format.
- b. Multiple interior and exterior renderings in digital PDF format.
- c. Preliminary finish selection proof sheets.
- d. Updated AE Project Schedule.
- e. Updated Preliminary Probable Cost Statement.
- f. PowerPoint DD Presentation.

3.6 Duration: Twenty-One (21) calendar days (including two-Client/Stakeholder Design Workshops) following completion of the As Built Drawings.

4.0 BIDDING & PERMIT SET CONSTRUCTION DOCUMENTS PHASE:

4.1. Once the Owner approves the Design Development submittal, the Architect will consult and work with the Owner to refine the architectural building systems, detailing, specifications, etc. for the final scope-of-work, and will prepare final bid, construction, and permit documents for the project.

- a. Architect will conduct in-person 90% and on-line 100% Design Submittal Review Workshops as needed with the Owner.
- b. Architect to prepare Meeting Minutes for the review meeting and incorporate comments.

4.2. 90% and 100% Bidding & Permit Set Construction Documents Deliverables:

- a. 90% and 100% Bidding & Permit Set Construction AE Drawings: Two (2) black line print sets signed and sealed documents for submittal to the Building Department (including digital PDF copies) for Owner approval and permitting. Plans review, building permit, and any inspection and impact fees will be paid for by the Owner.
- b. 100% Bidding & Permit Set Project Manual & Specifications (8.5" x 11") in PDF format (signed and sealed).
- c. Updated final architectural interior and exterior renderings in PDF file format. Provide at least three (3) interior and three (3) exterior color, high-resolution Construction Documents Phase renderings (24" x 36" one set color printed and mounted design boards (2) and PDF files).
- d. Prepare the FBC required Energy and Product Approval Forms.

- 4.3 Duration: Thirty (30) calendar days (including two-Client/Stakeholder Design Workshops) following completion of the Design Development Drawings.

5.0 PERMITTING & BIDDING ASSISTANCE:

- 5.1. Architect to prepare the advertisement of the Intent to Negotiate (ITN) or Request for Proposals and provide to Owner for placing notification in the local newspaper.
- 5.2. Architect to manage the bidding process and develop and maintain secure Project Bidding Website(s) utilizing BaseCamp for 24/7/365 access via internet connection for all registered Bidding Contractors, Owner, and Design Team correspondence, documentation, and file sharing, including Intent to Negotiate/Bidding Documents, Bid Set Drawings and Specifications, Requests for Information, and Addenda, etc. throughout the advertising and bidding process at no additional cost to the Owner.
- 5.3. Architect to provide responses to the Owner, bidding contractors and authorities having jurisdiction (AHJ's) review comments and RFI's as necessary. and to assist in developing the contract pricing and for required building construction permits.
- 5.4. The Architect will incorporate RFI's and Addenda into the bid documents and issue a Conformed Set of Drawings, Project Manual and Specifications in digital PDF format that includes any Addenda, RFI's, or ASI's to date of the Notice-To-Proceed to the Contractor for construction.
- 5.5. Manage the Bidding Process:
 - a. Prepare bidding advertisement for Owner to publish in local newspaper and submit to the Construction Journal for national bid list. Architect to respond to RFI's during bidding and prepare Addenda, etc.
 - b. Prepare and manage registered bidders' website.

- c. Conduct the bid opening and recording of bid proposals. Review bid proposals and make recommendations to the Owner regarding award of bid.
- d. Prepare AIA Construction Agreement for review and approval by Owner.
- e. Review bonds and insurance submittals from Contract for compliance with the specified requirements and recommend issuance of the Notice-To-Proceed.

6.0 INSURANCE:

- 6.1. FLA carries Professional Liability, General Liability, and Worker's Compensation insurance according to the 2021 Continuing Contract Agreement. A project specific COI(s) will be sent to the City.

7.0 A/E COMPENSATION:

- 7.1. The Basic Services Fee for the Project shall be a Stipulated Amount. Any other Additional Services that may become necessary will be negotiated as the need arises or based on the time required to each description of work at the Architect's Standard Hourly Rate Schedule as included in the Prime Agreement.
- 7.2. Work not described in this Proposal is not included and considered as Additional Services.
- 7.3. Significant changes to the Design Development or Construction Documents based on the Client's request once production of the Documents begins shall be considered an Additional Service.
- 7.4 Architect's Services Fee Compensation: Stipulated Sum based on the Florida Department of Management Services Fee Calculation and a Probable Cost of \$ \$574,500 (Refer to Attachment "A" DMS Cost & Fee Worksheets)

BASIC SERVICES FEE

Basic Services Stipulated Amounts (refer to attached DMS Fee Curve 'C', *Repairs and Renovations* Complexity for this Task):

Total Task #2 Basic Services Fee Stipulated Amount: $\$574,500 \times +/- 9.15\% = \$52,591.00$

ADDITIONAL SERVICES

1. Field measure and prepare existing basic architectural, M/E/P layout drawings:
Stipulated Amount: \$2,400.00

TOTAL BASIC AND ADDITIONAL SERVICES FEE: \$54,991.00

7.4. REIMBURSABLE EXPENSES:

Reimbursable expenses are in addition to the basic services fee and invoiced at the direct cost times 1.10. The Architect shall

THE CITY OF MARY ESTHER
NEW CITY HALL FROM EXISTING BANK ADAPTIVE RE-USE PROJECT
Proposal for Professional Architectural & Engineering Services
Date: February 8, 2024

be reimbursed by the Client Not-To-Exceed: Two-Thousand-Five-Hundred U.S. Dollars (\$2,500) for travel (mileage at \$0.51/mile), printing, reproductions, color mounted presentation boards, postage, and delivery.

Thank you for your consideration and the opportunity to *best serve* The City of Mary Esther.

Respectfully Submitted By
FLORIDA ARCHITECTS, INC.

Prepared By: Joseph J. Sorci, AIA, NCARB, LEED BD+C, GGP
President

Encl: FL DMS AE Fee Guideline Worksheets
Task Order #2, Dated 02/08/24

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Architect-Engineer Fee Guidelines

The competitive negotiation of A/E fees represents some of the most important proactive dollars expended on a project. These funds are an investment that affects both the quality and successful completion of a project. It is for this reason that the schedules used as a guideline for determining fees by the Department have been updated to reflect the current market conditions. The original fee guidelines were generated in 1969 when the Engineering News Record (ENR) Construction Cost Index was 1,269. The published 2020 ENR yearly average Construction Cost Index was 11,455 which represents an 903 percent increase in construction costs and, subsequently, a significant shortfall in the fee guideline calculation. As a result, the formulas used in the fee guidelines have been updated to be marketplace relevant and will be reviewed on a three-year basis.

Architect-Engineer Fee Guidelines

[Fee Guide Calculator For AE Services](#)

DEFINITIONS:

Basic Services: The fee guides shown on the following page labeled "Fee Calculator" are for "basic" architectural and standard engineering services including full-service phases for

design, bidding and construction. The fee is only to be used as a guide, with the actual fees justified by the architect or engineer via a detailed proposal in accordance with the format established by the Division of Real Estate Development and Management.

Additional Services: Additional services are not included within the "basic" fee guides. Additional services may include any special consultants required by the project and are typically those furnished beyond what is shown in the Form of Agreement Between Owner and Architect-Engineer used by the Division of Real Estate Development and Management. Additional services, including but not limited to those itemized on the next page labeled "Fee Calculator" shall have additional fees/expenses negotiated based on the project specific scope of services.

FORMULAS:

("Fee Calculator" formulas are provided for informational purposes.)

- **"A" Curve - $0.187547 - (0.01836 * \text{LOG}(\text{Construction Cost}/9.03))$**
- **"B" Curve - $0.164145 - (0.015303 * \text{LOG}(\text{Construction Cost}/9.03))$**
- **"C" Curve - $0.142432 - (0.010594 * \text{LOG}(\text{Construction Cost}/9.03))$**
- **"D" Curve - $0.141419 - (0.01236 * \text{LOG}(\text{Construction Cost}/9.03))$**
- **"E" Curve - $0.118011 - (0.009279 * \text{LOG}(\text{Construction Cost}/9.03))$**
- **"F" Curve - $0.09521 - (0.006301 * \text{LOG}(\text{Construction Cost}/9.03))$**

- "G" Curve - $(\text{EXP}(-0.460517 * \text{LOG}(\text{Construction Cost}/9.03)) + (0.0075 * \text{LOG}((\text{Construction Cost}/9.03)/100000))))$

[Proceed to Fee Guide Calculator](#)

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Fee Guide Calculator For AE Services

Instructions: Fill in probable construction cost at left and the calculations will automatically appear in the corresponding cells.

Architect-Engineer Fee Guidelines

Fee Guide Calculator For AE Services

Project Name	CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE PROJECT						
CONSTRUCTION COST FOR BUILDING (Sitework Not Included)	COMPLEXITY GROUP - PERCENTAGE						
	A	B	C	D	E	F	G
\$ 574,500	9.94%	9.06%	9.15%	8.20%	7.34%	6.49%	10.82%
CALCULATED FEE	\$57,078	\$52,070	\$52,591	\$47,136	\$42,190	\$37,309	\$62,149

GROUP DEFINITIONS

"A" - CONSIDERABLY MORE THAN AVERAGE COMPLEXITY:

Complex Laboratories, Medical Hospitals

"B" - MORE THAN AVERAGE COMPLEXITY: *Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms, Libraries, Auditoriums, Museums, Air Terminals, Food Service Facilities, Specialized Detention Areas, Detention-Treatment Areas, Residences, Emergency Management Centers*

"C" - REPAIRS AND RENOVATIONS: *Miscellaneous Repairs and Renovations, Alterations to Office Space or Dormitory Space, Fire Code Corrective Work*

"D" - AVERAGE COMPLEXITY: *General Office Space, General Teaching Space, Gymnasiums, General Detention Living Facilities, Factory Buildings*

"E" - LESS THAN AVERAGE COMPLEXITY: *Apartment Buildings, Dormitory Buildings, Service Garages, Stadiums, Repetitive Design Facilities, Office Buildings With Undefined Interior Space (open for later partitioning), Specialized Parking Structures*

"F"- CONSIDERABLY LESS THAN AVERAGE COMPLEXITY:
Warehouses, Parking Garages, Storage Facilities

"G" -BUILDING ENGINEERING SERVICES: *Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction (Not including Site Civil)*

ADDITIONAL SERVICES & EXPENSES:

The following services are considered Additional to Basic Services and are not included within the basic fee represented by the fee guides:

- Feasibility Studies/ Analysis
- Facility Programming
- Master Planning
- Soils Investigations/Reports
- Surveys -Topographic/Boundary
 - Vegetation/Improvements/Utilities
- Measured Drawings of Existing Facilities
- Existing Facilities Analysis
- Toxic Substance Mitigation Surveys and Consultation
- Site Environmental Assessments
- Site DRI, PUD, Site Plan Review and/or Zoning Modifications
- Traffic Analysis and Traffic Signal Warrant Studies
- Civil Engineering Design including Paving/Grading/Utilities/Drainage/Storm-water Management/Environmental & All Site Permitting
- Existing Site Utility Infrastructure Improvements
- Site Lighting Design
- Landscape Architectural & Irrigation Design
- Specialty Consultants
 - Voice/Data Communications; Electronic/Audio Visual; Food Service Equipment; Hazardous Material; Hospital/Laboratory; Interior Design; Indoor Air Quality; Quality Control; Theater/Acoustical; Security

- LEED Consultation
- Graphic and Signage Design
- Special Code Reviews including ACHA
- Detailed Cost Estimates
- Documents Prepared For:
 - Alternate Bids Exceeding Contract Scope
 - Excessive Change Orders
 - Multiple Construction Contracts
 - Record Documents/As Builts
- Prolonged Construction Contract Administration Services
- Structural Threshold Inspections
- Project Representation During

Life Cycle Cost (ROI) and/or Federal DOE Energy Analysis	Construction Beyond Bi-Monthly Administration - Additional Construction Contract - Administration Services for Multiple
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* As defined in the Division of Real Estate Development and Management Form of Agreement Between Owner and Architect - Engineer.

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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).

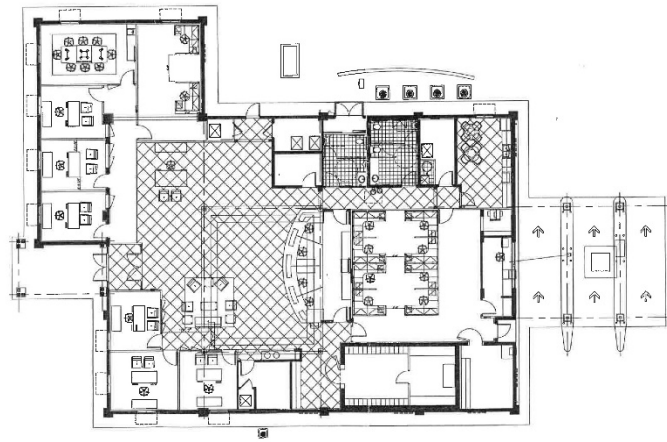
The following items and descriptions represent Florida Architects, Inc. proposed professional architectural and engineering services scope-of-work, deliverables, schedule, and related compensation.

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



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.

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.

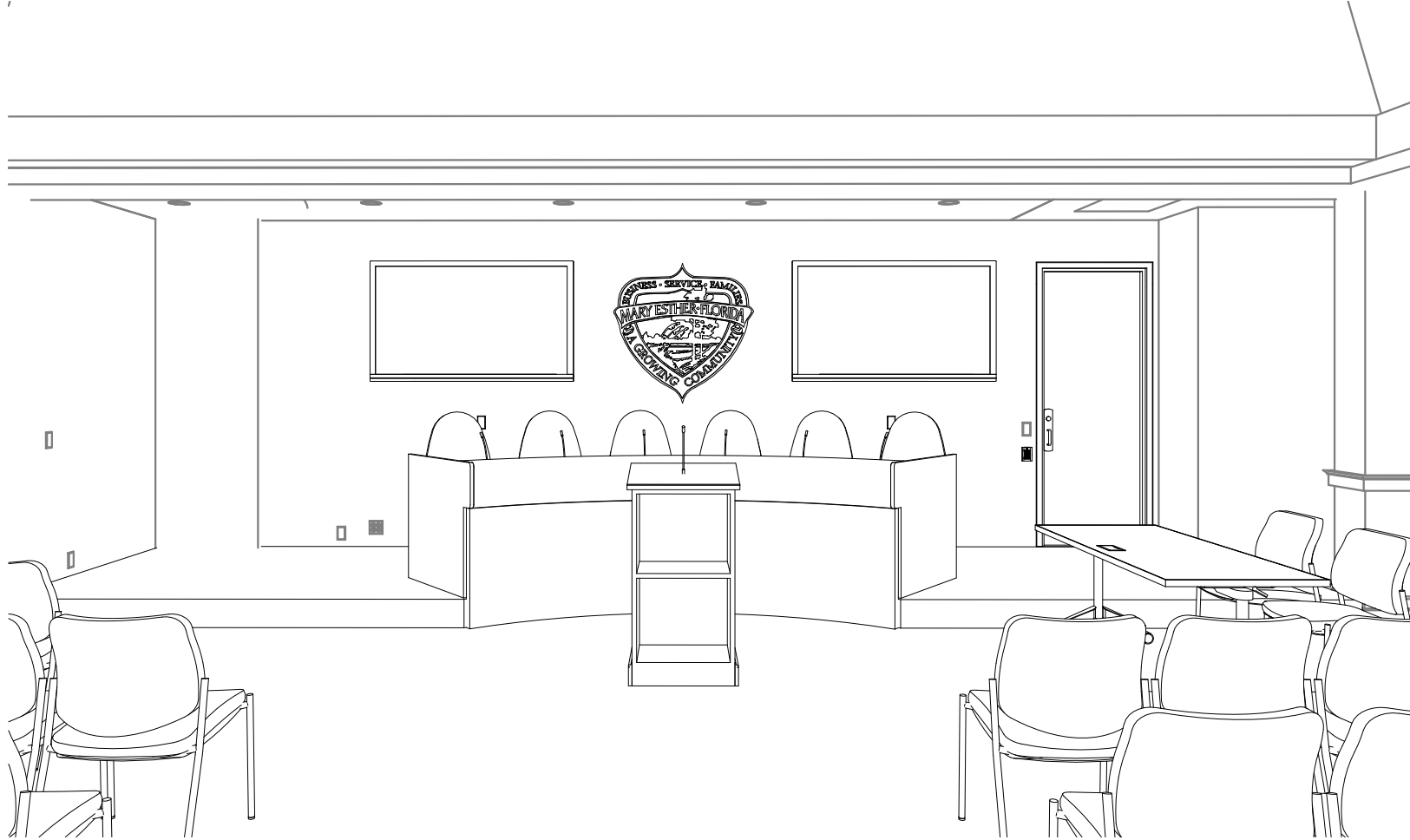
Division Description	Total
A Substructure	\$93,213.45
B Shell	\$868,455.76
C Interiors	\$525,957.90
D Services	\$681,206.67
E Equipment & Furnishings	\$24,653.98
G Building Sitework	\$384,009.01
Subtotal	\$2,577,496.77
General Contractor's Markup on Subs	5.00% \$0.00
Subtotal	\$2,577,496.77
General Conditions	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



FLOOR PLAN LEGEND:	
---	-1 HR FIRE RATED PARTITION
----	-SMOKE RATED PARTITION
1-100	-ROOM NUMBER DESIGNATION
1-100	-DOOR NUMBER DESIGNATION
A	-WINDOW NUMBER DESIGNATION
11	-WALL TYPE NUMBER DESIGNATION

NEW CONSTRUCTION ROOM SCHEDULE		
NUMBER	NAME	Area
101	FOYER	95 SF
102	LOBBY	317 SF
102A	RESTROOM	60 SF
102B	HALL	137 SF
102C	HALL	172 SF
103	RECEPTION AREA	399 SF
104	CHAMBER	948 SF
105	STORAGE	128 SF
106	MECH. CLOSET	15 SF
107	OFFICE	150 SF
108	OFFICE	150 SF
109	OFFICE	103 SF
110	OFFICE	153 SF
111	OFFICE	156 SF
112	OFFICE	157 SF
113	CONFERENCE	278 SF
114	CITY MAN. ASSISTANT	147 SF
114B	CITY MANAGER	205 SF
115	HALL	110 SF
116	MECHANICAL	26 SF
117	VESTIBULE	38 SF
118	MECHANICAL ROOM	78 SF
119	I.T. ROOM	68 SF
120	ELECTRICAL ROOM	29 SF
121	MENS RESTROOM	108 SF
122	WOMENS RESTROOM	142 SF
123	UTILITY ROOM	109 SF
124	BREAK ROOM	212 SF
125	HALL	103 SF
126	WORK ROOM	761 SF
126B	STORAGE	52 SF
127	OFFICE	155 SF
130	VAULT FOYER	132 SF
131	EXISTING VAULT 1A	178 SF
132	EXISTING VAULT 1B	129 SF
133	EXISTING VAULT 2	152 SF

NOTE:
PER FBC SECTION 303.1.1 A BUILDING OR TENANT SPACE USED FOR ASSEMBLY PURPOSES WITH AN OCCUPANT LOAD OF LESS THAN 50 PERSONS SHALL BE CLASSIFIED AS A GROUP B OCCUPANCY.
CHAMBER SEATING AREA DESIGNED FOR 41 INDIVIDUAL SEATS WITH CITY COUNCIL SEATING/DESK SPACE DESIGNED FOR 8 INDIVIDUAL SEATS FOR A TOTAL OF 49 SEATS



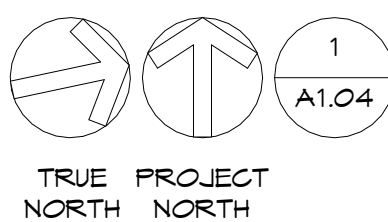
4 COUNCIL 3D ISOMETRIC

NOTE: FINISH COLOR AND MATERIALS TBD



3 LOBBY 3D ISOMETRIC

NOTE: FINISH COLOR AND MATERIALS TBD



NEW CONSTRUCTION 1ST FLOOR PLAN

3/16" = 1'-0"

OWNER / CONTRACTOR TO FIELD
VERIFY ALL EXISTING DIMENSIONS /
CONDITIONS PRIOR TO
DEMOLITION/CONSTRUCTION AND/OR
EQUIPMENT INSTALLATION

103 W 5TH STREET
PANAMA CITY, FL 32401
(850) 257-5400

CLIENT:

THE CITY OF
Mary Esther
FLORIDA

CITY OF MARY ESTHER, FL

PROJECT:

CITY OF MARY ESTHER CITY
HALL ADAPTIVE RE-USE
302 MARY ESTHER BLVD,
MARY
ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY
ARCHITECT ON THE DATE ADJACENT TO THE SEAL.
PRINTED COPIES OF THIS DOCUMENT ARE NOT
CONSIDERED SIGNED AND SEALED
AND THE SIGNATURE MUST BE VERIFIED ON ANY
ELECTRONIC COPIES.

DESIGN
DEVELOPMENT

SCALE:	DATE:	
As Indicated	05/17/24	
DRAWN BY:	CHECKED BY:	
MA,JD	JS	
NO	REVISION	DATE

SHEET TITLE:

NEW
CONSTRUCTION
1ST FLOOR PLAN

PROJECT NO.

4315-02

SHEET NO.

A1.04

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Page 72 of 381

AGENDA ITEM

Agenda Item 11.2.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: June 3, 2024

SUBJECT: First Reading, Ordinance 2024-01, Vacation Rentals

BACKGROUND:

On August 21, 2023, the City Council held a workshop to develop a framework for a new ordinance regulating vacation rentals. The council reviewed a draft ordinance on March 4, 2024. The attached draft has since been updated to include new provisions adopted by the Florida Legislature and is being presented for a potential first reading.

DISCUSSION:

The ordinance is presented for review, discussion, and consideration. If a first reading is approved, staff will prepare and publish a business impact statement as required by state statute. Subsequently, the City Council may consider a second reading and adoption.

FINANCIAL IMPACT:

Fees and fines associated with the registration program will be established by resolution and may be updated periodically by the City Council.

RECOMMENDATION:

Suggest additional changes, or make a motion to approve a first reading of Ordinance 2024-01 by Title Only. If approved, the City Clerk will read the ordinance number and title into the public record.

ATTACHMENT(S):

1. Ordinance 2024-01, Vacation Rentals

ORDINANCE 2024-01

AN ORDINANCE OF THE CITY OF MARY ESTHER, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF MARY ESTHER TO ADD A NEW ARTICLE VII TO CHAPTER 13 ENTITLED “VACATION RENTALS”; MAKING LEGISLATIVE FINDINGS REGARDING THE NEED TO REGULATE VACATION RENTALS; PROVIDING FOR THE REGULATION OF VACATION RENTALS CONSISTENT WITH STATE LAW; REQUIRING REGISTRATION AND REQUIRING A CERTIFICATE OF REGISTRATION; PROVIDING REQUIREMENTS FOR REGISTRATION, INCLUDING THE DESIGNATION OF A RESPONSIBLE PARTY FOR EACH VACATION RENTAL AND MINIMUM POSTING REQUIREMENTS; PROVIDING FOR MAXIMUM OCCUPANCY LIMITS; ESTABLISHING PENALTIES FOR VIOLATIONS; PROVIDING FOR FEES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2(b) of the Florida Constitution, Chapters 166 Florida Statutes, and Sec. 1.02 of the City Charter which provides municipalities with the authority to exercise any powers for municipal purposes except when prohibited by law; and

WHEREAS, Section 509.032(7)(b) Florida Statutes, prohibits municipalities from enacting a local law, ordinance, or regulation to prohibit “vacation rentals” and further provides that a municipality may not regulate the duration or frequency of guest stays in a vacation rental; and

WHEREAS, Section 509.013, Florida Statutes, makes a distinction between “transient public lodging establishments” which are rented, advertised, or held out for rental guests more than three times in a calendar year for periods of less than 30 days or one calendar month, whichever is less; and “non-transient public lodging establishments” which are rented, or advertised or held out for rental to guests for periods of at least 30 days or one calendar month, whichever is less; and

WHEREAS, Section 509.242(1)(c), Florida Statutes, further classifies transient public lodging establishments into seven (7) categories, including hotels, motels and bed and breakfast inns; and

WHEREAS, one of these seven (7) categories is called “vacation rental” which is defined to mean “any unit or group of units in a condominium or cooperative or any individually or collectively owned single family, two family, three family or four-family house or dwelling unit” that is also a transient public lodging establishment, but that is not a timeshare project; and

WHEREAS, vacation rentals are designated by the Florida Statutes as public lodging establishments, the same as hotels, motels and bed and breakfasts; and

WHEREAS, rental of houses or dwelling units to transient visitors can result in adverse impacts to nearby residential units, including, but not necessarily limited to, increased noise, problems with garbage collection, litter, and parking; and

WHEREAS, the owners of vacation rentals often do not live in the neighborhood of the properties they rent to visitors and do not personally experience the negative impacts that may be associated with unregulated vacation rentals in those areas; and

WHEREAS, Florida law recognizes the “appointed agent” of the owner of a public lodging establishment, including a vacation rental, to exercise all the owner’s rights to eject undesirable guests, to refuse service to an undesirable guest and to be immune from criminal or civil liability for false arrest of a disorderly guest (See Sections 509.013(2); 509.141; 509.142; and 509.143, Florida Statutes); and

WHEREAS, vacation rentals are currently being operated within the City of Mary Esther; and

WHEREAS, the City Council desires to be proactive in its regulation of vacation rentals to protect the public safety and welfare of the residents and visitors of the City of Mary Esther; and

WHEREAS, it is necessary, appropriate, and in the best interests of the public health, safety, and welfare to monitor and provide a reasonable means for residents of the City of Mary Esther to mitigate adverse impacts of vacation rentals on neighboring residential uses; and

WHEREAS, the regulation of vacation rentals in the manner herein provided will help to achieve a greater level of compatibility between resident-occupied homes and visitor-occupied vacation rentals; and

WHEREAS, this ordinance does not prohibit vacation rentals and does not regulate the frequency or duration of guest stays in vacation rentals; and

WHEREAS, the City Council finds an ordinance regulating vacation rentals is in the best interest of the citizens and visitors of the City of Mary Esther.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA, AS FOLLOWS:

Section 1. INCORPORATION OF RECITALS. The above recitals and findings set forth are hereby adopted as additional legislative findings. (NOTE: New ordinance text is underlined, deleted text is ~~struck through~~).

Section 2. A new Article VII shall be added to Chapter 13 of the Code of Ordinances:

Chapter 13 – LICENSES AND BUSINESS REGULATIONS

ARTICLE VII. – VACATION RENTALS

Sec. 13-191. – Statement of Intent.

(a) It is the intent of this Article to regulate vacation rentals located in all zoning areas

of the City of Mary Esther, Florida, as defined by the Florida Statutes and this ordinance.

- (b) The general purpose of this Article is to ensure residents the peaceful enjoyment of their homes and neighborhoods, to mitigate incompatibilities between vacation rentals and resident-occupied homes, and to protect the safety of occupants of vacation rentals and their guests.
- (c) Complaints associated with unsupervised vacation rentals will be addressed in the manner set forth herein, including, but not limited to establishing a mandatory annual registration system for vacation rentals; requiring the owner of a vacation rental to designate an individual to be responsible for the vacation rental and to quickly respond to complaints and immediate problems associated with the vacation rental.

Sec. 13-192. – Definitions.

For purposes of this Article, the following terms, words, and phrases shall have the meaning set forth in this Article. Whenever applicable, the singular shall include the plural.

- (a) *Certificate of Registration* means the document that the City issues in accordance with Sec. 13-194 to show that the vacation rental described on the certificate is currently registered with the City as required by Sec. 13-193.
- (b) *Designated Responsible Party* means the owner of a vacation rental or a natural person who has been designated by the owner to be called upon to answer for the maintenance of the vacation rental property and to respond to inquiries or complaints regarding the conduct of the vacation rental occupants and their guests as provided in Sec. 13-201.
- (c) *Guest* means any person physically within the vacation rental or on its grounds with the knowledge of an occupant.
- (d) *Maximum Occupancy* means the maximum number of persons who may be occupants of a vacation rental at the same time.
- (e) *Occupant* means any person who occupies a vacation rental overnight.
- (f) *Owner or Vacation Rental Owner* means a natural person or legal entity holding all or a portion of the fee simple title to a vacation rental, whether an individual, partnership, corporation, limited liability company, trust, or other entity. If the vacation rental owner is not an individual, each person who owns an equitable interest in the vacation rental shall be considered an Owner.
- (g) *Owner Occupied* means a vacation rental that is the primary and permanent

residence of the owner of the property.

- (h) Vacation Rental shall have the meaning as defined in Chapter 509, Florida Statutes, as may be amended.

Sec. 13-193. – Mandatory Registration.

- (a) No Vacation Rental shall be rented or offered for rent without a current valid Certificate of Registration. Failure to possess a current valid Certificate of Registration while renting or occupying a Vacation Rental is a violation of this Section. Every Vacation Rental Owner, either personally, or through an agent, shall apply to the City for an initial Certificate of Registration, utilizing forms promulgated by the City by no later than September 30, 2024. Every Vacation Rental Owner, either personally or through an agent, shall apply to the City for a renewed Certificate of Registration, utilizing forms promulgated by the City, each successive year by no later than September 30. A separate Certificate of Registration shall be required for each Vacation Rental. The operation of a Vacation Rental without a Certificate Registration after October 1, 2024, shall be a violation of this Section. Every day of such operation without registration shall constitute a separate violation.
- (b) An application for a Certificate of Registration shall contain a statement from the Vacation Rental Owner, under penalty of perjury, that the Owner represents that the information provided on the application and the information submitted with the application is true and accurate to the best of the Owner's knowledge and belief. The following materials and information shall accompany the application:
- 1) A completed application for a Vacation Rental Certificate of Registration form supplied by the City of Mary Esther. At a minimum, the application form shall include the street address of the Vacation Rental, the legal description of the property on which the Vacation Rental is located; the name, mailing address, electronic mail address, and telephone number of the vacation rental owner(s); and the name, mailing address, electronic mail address, and telephone number of the Designated Responsible Party if different from the owner.
 - 2) Proof of current ownership of the Vacation Rental property.
 - 3) Payment of the annual registration fee.
 - 4) A form supplied by the City entitled "Designation of Responsible Party" signed by the Owner of the Vacation Rental or authorized representative, naming a Designated Responsible Party who shall have the duties listed in Sec. 13-201. The Vacation Rental Owners may appoint themselves as the Designated Responsible Party or shall otherwise designate someone to act as the Designated Responsible Party on their behalf.

- 5) A written acknowledgment form signed by the Designated Responsible Party acknowledging that they are aware of the provisions of this Article and agree to serve as the Designated Responsible Party for the Vacation Rental being registered and to discharge the duties of a Designated Responsible Party as set forth in Sec. 13-201.
 - 6) A copy of the business tax receipt showing payment of the City of Mary Esther local business tax for the Vacation Rental for the current fiscal year or other proof of payment.
 - 7) Evidence that the Vacation Rental has a current and active account with the Okaloosa County Clerk of the Circuit Court and County Comptroller for collecting and remitting tourist development taxes and any other taxes required by law.
 - 8) A copy of a current and active license for the Vacation Rental issued by the State of Florida Department of Business and Professional Regulation showing that the Vacation Rental is licensed as a transient public lodging establishment.
 - 9) A copy of the current and active Certificate of Registration with the State of Florida Department of Revenue for the Vacation Rental showing that the Vacation Rental is registered for the purposes of collecting and remitting sales taxes, transient rental taxes, and any other taxes required by law to be submitted to the Florida Department of Revenue.
 - 10) State on the registration form and comply with the maximum overnight occupancy of the vacation rental as defined in Sec. 13-202.
 - 11) If the application for registration is submitted on behalf of the property owner, a letter of authorization from the Owner naming the authorized representative shall be required.
 - 12) Any other information that the City may reasonably request to verify compliance with the terms of this Article.
- (c) Applications shall be processed within fifteen (15) business days. An application will be considered incomplete if there are any unpaid registration fees, an active code compliance case, or other penalties, fines, or outstanding liens at the address of the Vacation Rental. The applicant and the City may agree to extend the timeframe in the event of a force majeure or other extraordinary circumstance.
- (d) If the application is denied a vacation rental registration, the denial will be in writing and delivered electronically or by U.S. mail. The Vacation Rental owner or authorized representative may reapply at any time.

Sec. 13-194. – Certificate of Registration.

- (a) A Certificate of Registration for a Vacation Rental shall be issued once the applicant has satisfied the requirements of Sec. 13-193.
- (a) All Certificates of Registration shall be valid and issued from October 1 – September 30 unless suspended in accordance with Sec. 13-205.
- (b) Each Vacation Rental shall require a separate Certificate of Registration. The Certificate of Registration shall contain the street address of the Vacation Rental, the name of the Vacation Rental Owner, the name and telephone number of the Designated Responsible Party, the expiration date of the certificate, and the Maximum Occupancy of the Vacation Rental.
- (c) A copy of the Certificate of Registration shall be submitted to the Florida Department of Professional Regulation within five (5) calendar days of issuance.

Sec. 13-195. – Renewal of Registration.

- (a) All Certificates of Registration shall expire on September 30 of each year. An Owner or authorized representative shall renew the registration annually and obtain a new Certificate of Registration prior to expiration.
- (b) A Certificate of Registration shall not be renewed if the Sec. 13-205 conditions apply.

Sec. 13-196. – Amendment of Certificate of Registration and Amendment Event.

An amendment of the Certificate of Registration shall be required if there is an increase in the maximum occupancy of the Vacation Rental, change or transfer in ownership of the Vacation Rental, or change in the Designated Responsible Party, which shall be known as an “Amendment Event”. Upon the occurrence of an Amendment Event, the Certificate of Registration shall be updated within fifteen (15) calendar days to reflect the most accurate information regarding the Vacation Rental. Failure to seek timely amendment of a Certificate of Registration may result in the Certificate of Registration being suspended and fines accruing after written notice and fifteen (15) calendar days to cure.

Sec. 13-197. – No Vested Rights, Estoppel or Waiver.

The issuance of a Certificate of Registration as required by Sec. 13-193 above shall not be construed to create any vested rights or entitle the Owner of the registered Vacation Rental to any rights under the theory of estoppel. The issuance of a Certificate of Registration shall not be construed as a waiver of any other requirements contained within the City of Mary Esther Code of Ordinances.

Sec. 13-198. – Schedule of Fees and Fines.

A schedule of fees including, but not limited to, the registration, renewal, and amendment

of the Certificate of Registration, and fines for violations of this Article, shall be adopted by resolution of the City Council and maintained by the City Clerk.

Sec. 13-199. - RESERVED.

Sec. 13-200. – Minimum Posting Requirements.

A copy of the Certificate of Registration for the Vacation Rental shall be posted next to or on the interior side of the primary door to the Vacation Rental.

Sec. 13-201. – Designated Responsible Party.

- (a) The duties of the Designated Responsible Party, whether the Owner or the Owner's authorized representative, are as follows:
 - 1) To be available by telephone at one of the listed phone numbers provided to the City in the application for registration twenty-four (24) hours a day, (7) seven days a week, and to be capable of responding within one (1) hour in accordance with this Article or the City of Mary Esther Code of Ordinances.
 - 2) To receive service of any legal notice on behalf of the Owner for violations of this Article or other law or ordinance.
 - 3) To exercise all rights of the Owner under Section 509.141, 509.142, and 509.143, Florida Statutes, to deal with unruly occupants and their guests in the Vacation Rental, including removal, refusal of service, or detainment.
 - 4) To maintain continuous compliance with the interior posting requirements of Sec. 13-200.
 - 5) Able to produce upon request to the City or local law enforcement a copy of any written rental agreement for the Vacation Rental. Such rental agreement shall include the maximum overnight occupancy of the Vacation Rental.
 - 6) To provide the City with notice of resignation as Designated Responsible Party in writing at least one week in advance of the effective date of the resignation.
- (b) A Designated Responsible Party must have the authority to consent to allow official code compliance, fire safety, and building inspectors access to the Vacation Rental property to conduct any required inspections.
- (c) It shall be the sole responsibility of the Owner to appoint a reliable Designated Responsible Party and to inform the City of their contact information as a part of the applicable registration as provided in Sec. 13-193 above. Failure to do so shall not be a defense to an alleged violation of this Article.

- (d) An Owner or authorized agent may amend the Certificate of Registration to change the Designated Responsible Party temporarily or permanently. However, there shall only be one Designated Responsible Party for each Vacation Rental property at any one time. To change the Designated Responsible Party, the Owner shall notify the City in writing on a form to be provided by the City at least seven (7) calendar days in advance and post the new Certificate of Registration in accordance with Sec. 13-200.
- (e) Personal service on, mailing, or emailing a notice of violation or other notices to the Designated Responsible Party shall be deemed valid service and notification of the Owner or occupant.

Sec. 13-202. – Maximum Occupancy.

The maximum overnight occupancy of a vacation rental shall not exceed either two persons per bedroom plus an additional two persons in one common area or more than two persons per bedroom if there is at least 50 square feet per person plus an additional two persons in one common area, whichever is greater.

Sec. 13-203. – Advertising.

Any advertising of the Vacation Rental shall conform to the information submitted with the application for registration of the Vacation Rental and to the information shown on the Certificate of Registration for the Vacation Rental. It shall be a violation of this Article for the Owner to advertise the Vacation Rental as being available for occupancy at a level that exceeds the Maximum Occupancy established for the Vacation Rental under this Article. The existence of advertising through any medium which describes the Vacation Rental as being available for occupancy at a level that exceeds the Maximum Occupancy established for the Vacation Rental under this Article shall create a rebuttable presumption that the Vacation Rental identified in the advertising or advertisement was used in violation of this Section.

Sec. 13-204. – Violations of this Article.

- (a) Non-compliance with any provision of this Article shall constitute a violation of this Article. Violations of this Article shall specifically include, but not be limited to, the following unlawful conduct:
- 1) It is unlawful to rent out a Vacation Rental without a current Certificate of Registration issued by the City in accordance with this Article.
 - 2) It is unlawful to advertise or otherwise offer a Vacation Rental for rent without a current Certificate of Registration issued by the City in accordance with this Article and a written vacation rental agreement listing the number of bedrooms and maximum occupancy for the Vacation Rental.

- 3) It is unlawful to rent a Vacation Rental for occupancy more than the applicable Maximum Occupancy.
 - 4) It is unlawful to be an occupant of a Vacation Rental at any time when the number of occupants exceeds its Maximum Occupancy.
 - 5) It is unlawful to fail to post a copy of the Certificate of Registration in a Vacation Rental as required by this Article.
 - 6) It is unlawful to provide any false or misleading information in connection with any application for a Certificate of Registration, or for modification or renewal of a Certificate of Registration, as required by this Article. Any knowing and intentionally false statements made in any such application, or any intentionally misleading information submitted in connection with an application, may subject the applicant to a fine, revocation of the Certificate of Registration and such further penalties as described herein or otherwise provided by law.
- (b) Each day a violation exists shall constitute a separate and distinct violation.

Sec. 13-205. – Enforcement and Remedies.

- (a) Code enforcement related to this Article's violations shall be undertaken per Chapter 162 of the Florida Statutes, the City of Mary Esther Code of Ordinances, and this Article.
- (b) Nothing herein shall prevent the City from seeking all other available remedies which may include, but shall not be limited to, suspension of a Certificate of Registration, injunctive relief, liens, and other civil and criminal penalties as provided by law, as well as referral to other enforcing agencies.
- (c) Before issuing a fine under Sec. 13-204, written notice shall be provided granting the rental operator fifteen (15) calendar days to cure the violation. Fines may be issued if the vacation rental operator has not cured the violation within this period. This provision only applies to violations under Sec. 13-204 and does not regulate the enforcement of uniformly applied violations without regard to whether the residential property is used as a vacation rental.
- (d) If the code enforcement board or special magistrate finds a code violation related to the vacation rental to be a material violation of a local law, ordinance, or regulation that does not solely apply to vacation rentals and is directly related to the vacation rental premises, a written notice of such violation shall be re required.
- (e) If a code violation related to the vacation rental is found to be a material violation of local law, ordinance, or regulation as described in the foregoing subsection, the code enforcement board or special magistrate must make a recommendation as to whether a Certificate of Registration should be suspended.

- (f) The code enforcement board or special magistrate must recommend the suspension of the Certificate of Registration if there are:
- (i) One or more violations on five (5) separate days during a sixty (60) day period;
 - (ii) One or more violations on five (5) separate days during a thirty (30) day period;
or
 - (iii) One or more violations after two (2) prior suspensions of the Certificate of Registration.
- (g) If the code enforcement board or special magistrate recommends suspension of a Certificate of Registration, the suspension is limited to a period of:
- (i) Up to thirty (30) days for one (1) or more violations on five (5) separate days during a sixty (60) day period;
 - (ii) Up to sixty (60) days or one or more violations on five (5) separate days during a thirty (3) day period; or
 - (iii) Up to ninety (90) days for one or more violations after two (2) prior suspensions of a Certificate of Registration.
- (h) Certificate of Registration shall not be suspended for violations of a local law, ordinance, or regulation that are not directly related to the vacation rental premises.
- (i) The vacation rental operator and the DPBR shall be notified of the suspension of their registration within five (5) calendar days after the suspension. Such notice shall include the start date of the suspension, which must be at least twenty-one (21) calendar days after the suspension notice is sent to the rental operator and DPBR.
- (j) A Certificate of Registration may be revoked or, ineligible for renewal, if:
- (i) The Certificate of Registration has been suspended three (3) times pursuant to paragraph (h);
 - (ii) There is an unsatisfied, recorded municipal lien or county lien on the real property of the vacation rental. However, the local government shall allow the vacation rental operator at least sixty (60) days before the revocation of a registration to satisfy the recorded municipal lien or county lien; or
 - (iii) The vacation rental premises and their owner are the subject of a final order or judgment by a court of competent jurisdiction lawfully directing the termination of the premises' use as a vacation rental.
- (k) Notice shall be provided to the vacation rental operator and DPBR within five (5)

days after the revocation of, or refusal to renew, a Certificate of Registration. The notice must include the date of revocation or nonrenewal, which must be at least twenty-one (21) days after the date such notice is sent.

- (l) A vacation rental operator may appeal a denial, suspension, or revocation of a Certificate of Registration or a refusal to renew such registration to the circuit court. An appeal must be filed within thirty (30) days after the issuance of the denial, suspension, or revocation of, or refusal to renew, the Certificate of Registration. The court may assess and award reasonable attorney fees, costs, and damages to the prevailing party.

Section 3. CONFLICTS. All ordinances or parts of ordinances of the Code of Ordinances of the City of Mary Esther, Florida in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 4. SEVERABILITY. In the event that any word(s), phrase(s), portion(s), section(s), subsection(s) of this Article is (or are) contrary to law, or against public policy, or shall for any reason whatsoever be held invalid, illegal or unconstitutional by any court of competent jurisdiction, such word(s), phrase(s), portion(s), section(s), subsection(s) of this Article shall be null and void and shall be deemed severed and shall be a separate, distinct and independent provision from the remaining provisions of this Article; and such holding shall in no manner affect the validity of the remaining words, phrases, portions, sections or subsections of this Article, which shall remain in full force and effect.

Section 5. SCRIVENER'S ERRORS. Corrections of typographical errors which do not affect the intent of this ordinance may be authorized by the City attorney without public hearing by filing a corrected or recodified copy with the City Clerk.

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

Section 7. CODIFICATION. It is the intent of the City Council that this ordinance shall become and be made part of the Code of Ordinances for the City of Mary Esther, Florida. Accordingly, the sections of this ordinance may be renumbered, or re-lettered and the word "ordinance" may be changed to "section" or "article" or other appropriate designation to make it compatible with current city code.

Section 8. EFFECTIVE DATE. This ordinance shall take effect immediately upon approval at second reading by the City Council and signature of the Mayor.

SO DONE this ____ day of _____ 2024.

By: _____
Chris Stein, Mayor

ATTEST:

Dillon Morris
City Clerk

1st Reading:
Published:
2nd Reading:

DRAFT

AGENDA ITEM

Agenda Item 11.3.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: June 3, 2024

SUBJECT: Resolution 24-05, Water and Wastewater Asset Management and Fiscal Sustainability Plans

BACKGROUND:

The Florida Rural Water Association has been working on an Asset Management Plan and Fiscal Sustainability Plan (AMFS) for our water and wastewater systems. These plans are required for our State Revolving Loan funds. They are living documents that need to be updated yearly and approved by resolution of the City Council.

DISCUSSION:

The plans for both systems and the proposed Resolution 24-05 are attached. These plans will help our organization take a proactive approach to managing our water and wastewater systems both operationally and fiscally.

FINANCIAL IMPACT:

This report helps us manage and understand our financial needs so we can plan ahead and consider short—and long-term strategies. This should lead to cost savings as we take a more proactive approach to managing our water and wastewater systems and provide better service to our customers.

RECOMMENDATION:

Motion to approve Resolution 24-05 and accept the Asset Management and Fiscal Sustainability Plans as presented by the Florida Rural Water Association.

ATTACHMENT(S):

1. Resolution 24-05, Water and Wastewater Asset Management and Fiscal Sustainability Plans
2. Water System Asset Management Plan
3. Wastewater System Asset Management Plan
4. Mary Esther Wastewater System Asset Management and Fiscal Sustainability Plan Summary of Findings
5. Mary Esther Water System Asset Management and Fiscal Sustainability Plan Summary of Findings

RESOLUTION NO. 24-05

A RESOLUTION OF THE CITY OF MARY ESTHER APPROVING THE WATER AND WASTEWATER SYSTEM ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLANS; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies and public systems to finance construction of utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the City of Mary Esther's water and wastewater system improvements, identified in the Asset Management and Fiscal Sustainability Plans, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the system is required to implement an Asset Management and Fiscal Sustainability Plan for the City's Water and Wastewater System Improvements; and

WHEREAS, the Council for the City of Mary Esther has determined that approval of the attached Asset Management and Fiscal Sustainability Plans for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

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

Section 1. That the City of Mary Esther Council hereby approves the Mary Esther Water and Wastewater System Asset Management and Fiscal Sustainability Plans, attached hereto and incorporated by reference as a part of this Resolution.

Section 2. That the City Manager is authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water and Wastewater System Asset Management and Fiscal Sustainability Plans in accordance with applicable Florida law and Commission direction in order to obtain funding from the SRF.

Section 3. That the City of Mary Esther will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water and Wastewater System Asset Management and Fiscal Sustainability Plans or in proportion to the City's needs as determined by the Council in its discretion.

Section 4. That this Resolution shall become effective immediately upon its adoption.

SO DONE this _____ day of _____, 2024.

By: _____
Chris Stein, Mayor

ATTEST:

Dillon Morris, City Clerk

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

June 3, 2024

Mr. Chris Stein, Mayor
City of Mary Esther
195 Christobal Road N
Mary Esther, FL 32569

Dear Mayor Stein:

The Florida Rural Water Association (FRWA) is pleased to submit the Water System Asset Management and Fiscal Sustainability (AMFS) plan to the City of Mary Esther. FRWA prepared this Plan in partnership with the FDEP Safe Drinking Water State Revolving Fund (SDWSRF) Program to identify your system's most urgent and critical needs.

Water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This report assesses the current conditions of your water fixed capital assets (e.g., water production facilities, distribution system, hydrants, and valves), and more importantly provides recommendations, procedures, and tools to assist with long range asset protection and water utility reinvestment. FRWA will be available to support the City of Mary Esther's AMFS plan recommendations and implementation.

The following report is considered a living document with tools for your use which must be updated at least annually (quarterly updates are recommended) by the system's utility management. FRWA will provide electronic copies for your use and future modification and will remain available to assist in updating and revising the system's AMFS plan.

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of drinking water system fiscal sustainability and maintaining your valuable utility assets. Florida Rural Water Association has enjoyed serving you and wishes your system the best in all its future endeavors.

Sincerely,

Ron Nalley
FRWA Utility Asset Management Team

Copy: Eric Myers, DWSRF State Revolving Fund
Gary Williams, Florida Rural Water Association, Executive Director

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City of Mary Esther Asset Management and Fiscal Sustainability Plan



Prepared for:

**City of Mary Esther
PWS #1460455**

Prepared by:

**FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
and
State Revolving Fund Program**





City of Mary Esther
Table of Contents

Executive Summary4

1. Introduction.....12

2. Asset Management Plan14

3. System Description20

4. Current Asset Conditions.....24

5. Operations and Maintenance Strategies (O&M).....35

6. Capital Improvement Plan.....39

7. Financial.....41

8. Energy Management.....52

9. Conclusions.....55

Closing.....60

APPENDIX A: Sample Resolution61

APPENDIX B: Master Asset List.....63

APPENDIX C: RevPlan Recommended Scenario.....108

Executive Summary

Asset Management Plan Defined

Asset Management Plan (AMP): The International Infrastructure Management Manual defines an asset management plan as a “plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques (including technical and financial) over the life cycle of the asset in the most cost-effective manner to provide a specific level of service.”

Lowest life cycle cost refers to the most appropriate cost for rehabilitating, repairing, or replacing an asset. While the level of service is determined by the utility consisting of its staff, customers, board members and regulators. Asset management is implemented through an asset management program and includes a written asset management plan.

Benefits of an AMP

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers, such as:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions.
- Increased operational efficiencies.
- Informed operational and management decisions.
- Increased knowledge of asset criticality.
- Meeting consumer demands with a focus on system sustainability and improved communication.
- Setting rates based on sound operational and financial planning.
- Budgeting by focusing on activities critical to sustained performance.
- Meeting system service expectations and regulatory requirements.
- Improving responses to emergencies.
- Improving security and safety of assets.
- Capital improvement projects that meet the true needs of the system and community.
- Provides an impartial unbiased report to help explain rate sufficiency to the community.

State Revolving Fund Requirement

An active Asset Management Plan (AMP) is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in Rulemaking Authority FS. Law Implemented 403.8532 (FS. History–New 4-7-98, Amended 8-10-98, 7-17-17) and in Florida Administrative Code (FAC) 62-503.700(7). To be accepted for the interest rate adjustment and to be eligible for reimbursement, an asset

management plan must be adopted by ordinance or resolution and written procedures must be in place to not only implement the plan, but to do so in a timely manner.

The plan must include each of the following:

- (a) Identification of all assets within the system.
- (b) An evaluation of the current age, condition, and anticipated useful life of each asset.
- (c) The current value of the assets.
- (d) The cost of operating and maintaining all assets.
- (e) A capital improvement plan based on a survey of industry standards, life expectancy, life cycle analysis, and remaining useful life.
- (f) An analysis of funding needs.
- (g) An analysis of population growth and drinking water use projections, as applicable, for the planning area, and an impact fee model, if applicable, for commercial, industrial, and residential rate structures.
- (h) The establishment of an adequate funding rate structure.
- (i) A threshold rate set to ensure the proper operation of the utility. If the system transfers any of the utility proceeds to other funds, the rates must be set higher than the threshold rate to facilitate the transfer and proper operation of the utility.
- (j) A plan to preserve the assets including renewal, replacement, and repair of the assets, as necessary and a risk-benefit analysis to determine the optimum renewal or replacement time.

AMP Development Stakeholders

The development of this AMFS plan involved the collective efforts of system Management and Staff, the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF), and the Florida Rural Water Association (FRWA). Resources included Engineers (technical and financial), Certified Operators (operation and maintenance), Rate Sufficiency Analysts and utility staff with first-hand experience with the system.

Critical Assets and Priority Action List

The Table located below contains a listing of the City of Mary Esther's Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. Please see [Section 4](#) for a detailed description of the asset improvements listed below.

Critical Assets List				
Name	Installed	Design Life	Condition	Consequence of Failure
Hydrant Valve	2017	25	Failed	Moderate
Hydrant Valves - 11	Varies	25	Poor	Moderate
Hydrants - 2	1977 and 1986	50	Failed	Moderate
Hydrants - 14	Varies	50	Poor	Moderate
System Valves - 24	Varies	25	Failed	Moderate
System Valves - 64	Varies	25	Poor	Moderate
Well 4 Dosing Pump	1993	25	Poor	Moderate
Irrigation Pump and Well - Garden	2012	20	Poor	Minor
Asbestos Concrete Water Mains	Varies	50	Poor	Moderate
Well 1 and Components	Varies	50	Poor	Major

Based on the list of Critical Assets and Processes that were found to need Capital and/or Operational funding and the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action List was developed to help Mary Esther prioritize action items and establish target dates for timely completion. The Priority Action List is found on the following page.

CITY OF MARY ESTHER PRIORITY ACTION LIST				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
1. Pass Resolution Adopting AMFS Plan and Rate Schedule	Within 60 to 90 Days from Receipt of Final Plan	Administrative	No Cost	City Council and City Manager
2. Train Staff and Begin Using AMFS Tools (Diamond Maps or similar).	90 Days after Adoption	Administrative	Annual Cost - \$600 + local provider charge Training – No Cost *	City Manager or Designee
3. Train Staff and Begin Using RevPlan.	90 Days after Adoption	Administrative	No Cost *	City Manager or Designee
4. Develop Valve Exercising and Replacement Program	Within 6 Months after Adoption	Planning	No Cost *	Public Works Director or Designee
5. Develop Hydrant Flushing, Flow Testing and Maintenance Program	Within 6 months after Adoption	Planning	No Cost *	Public Works Director or Designee
6. Explore Financial Assistance Options	On-going beginning FY 2024	Administrative	No Cost	City Manager and Finance Staff
7. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Capital Projects (Water Improvement Projects)	On-going beginning FY 2024	Capital	Professional Service and Construction Cost based on Project Scope	City Manager and Public Works Director
8. Document Water Line Condition and Develop Replacement Strategy	On-going beginning FY 2024	Planning	No Cost	Public Works Director or Designee
9. Clean and Remove Obstructions, Debris, and Obsolete Equipment from Well Sites and Buildings	FY 2024	Operational	\$3,000	Public Works Director or Designee

CITY OF MARY ESTHER PRIORITY ACTION LIST				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
10. Replace or Repair Water Production Facility Components found in Poor or Failed Condition	Failed and Poor in FY 2024	Operational	\$2,000	Public Works Director or Designee
11. Replace Hydrant in Failed Condition; Repair/Replace Hydrants in Poor Condition; Install 10 Hydrant Valves; and begin Replacing 1 Hydrant/Valve Assembly Annually	Failed in FY 2024 Poor in FY 2025-2026 and On-going beginning in FY 2027	Capital	Failed - \$7,000; Poor - \$13,000; Valves - \$6,000; and Annual Replacement (3) - \$15,000 per year	Public Works Director or Designee
12. Replace Valve in Failed Condition; Repair/ Replace Valves in Poor Condition; Begin Replacing 4 Valves Annually with Collars; and Raise Valves to Match Ground Level with Concrete Collar	Failed in FY 2024-2025 Poor in FY 2026-2027 and On-going beginning in FY 2028	Capital	Failed - \$28,000; Poor - \$40,300; and Annual Replacement (20) - \$24,000 per year	Public Works Director or Designee
13. Replace 1 Control Valve Annually	On-going beginning in FY 2025	Capital	Annual Replacement (1) - \$1,000	Public Works Director or Designee
14. Consider Alternative Rate Structure	Within 1 Year after Adoption	Planning	No Cost *	City Manager and Finance Staff
15. Develop Operation and Maintenance Program and Procedures	Within 1 Year after Adoption	Planning	No Cost *	Public Works Director or Designee
16. Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement	Within 1 Year after Adoption	Planning	No Cost *	Council, Manager, Staff and Public

CITY OF MARY ESTHER PRIORITY ACTION LIST				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
17. Develop Change Out/Repair and Replacement Program for Critical Assets	Within 1 Year after Adoption	Planning	No Cost *	Public Works Director or Designee
18. Develop Comprehensive Capital Improvement Plan for Water System	Within 1 Year after Adoption	Planning	No Cost *	Public, Council, Public Works Director, Operator and Staff
19. Locate, Clean Out and Evaluate Buried or Unlocated Valves Shown on System Maps	On-Going beginning in FY 2025	Operational	No Cost *	Public Works Director or Designee
20. Energy Audit Recommendations	On-Going beginning in FY 2025	Operational	Construction Cost to be rolled into Water Improvement Projects	Public Works Director or Designee
21. Complete Maintenance Activities at Storage Tanks as Outlined in Inspection Report	On-Going beginning in FY 2025	Operational	Construction Cost Based on Project Scope	Public Works Director or Designee
22. Complete Remaining Phases of Water Improvement Projects - Construction	FY 2027 – FY 2032	Capital	Total Cost - \$6,565,000	Engineer, City Manager and Public Works Director
23. Water Meter Project – Planning and Construction	FY 2030	Capital	Total Cost - \$1,096,000	Public Works Director and Staff
24. Update Water System Mapping	On-going	Administrative	No Cost	Public Works Director or Designee
25. Provide Additional Staff Training Opportunities	On-going	Administrative	Cost May Vary *	City Manager or Designee

CITY OF MARY ESTHER PRIORITY ACTION LIST				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
26. Implement Annual Asset Replacement Program	Annually	Operational	Cost will Vary Based on Asset Replacement Program and Strategy	City Council, City Manager, Public Works Director and Staff
27. Conduct Rate Sufficiency Study and Adjust Rate Structure as Needed with RevPlan	Annually	Planning	No Cost *	City Manager and Finance Staff
28. Revise AMFS Plan and RevPlan Model	Annually	Administrative	No Cost *	City Council, City Manager, Public Works Director and Staff
29. Update Energy Audit	Every 2 to 3 Years	Administrative	No Cost *	City Manager or Designee

* As a member of the Florida Rural Water Association, FRWA is able to assist Mary Esther with this Service.

Fiscal Strategy and AMP Process Recommendations.

Based on this asset management and fiscal sustainability study, **specific recommendations** related to capital expenditures and operating expenditures over the next five years found in the Priority Action List are as follows:

1. Adopt this Asset Management and Fiscal Sustainability Plan (AMFS) study in the form of a Resolution. Appendix A contains a sample Resolution for the City of Mary Esther.
2. Engage a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical capital and operational action items as recommended in this AMFS study.
3. Make funding applications to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study. A synopsis of water utility funding programs can be found at the following link:
<http://www.frwa.net/funding.html>.
 - a. FDEP-State Revolving Fund (SRF)
 - b. Regional Water Management District
 - c. Florida Department of Economic Opportunity Community Development Block Grant (CDBG)
 - d. USDA Rural Development Direct Loan/Grant (USDA RD)
 - e. FDEO Rural Infrastructure Fund Grant (RIF)
 - f. Local Funding Initiative Requests
4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.
5. Begin using Diamond Maps for Asset Management Planning (AMP) and Computerized Maintenance Management System (or another CMMS of your choice).
6. Continue to build your asset management program by:
 - a. Collecting critical field data and attributes on any new or remaining assets.
 - b. Improve processes which provide cost savings and improved service.
 - c. Implementing a checklist of routine maintenance measures.
 - d. Benchmarking critical processes annually.
 - e. Develop policies that will support funding improvements.
 - f. Develop manuals, SOPs, and guidelines for critical processes.
 - g. Identify responsible persons or groups to implement processes to protect critical assets.
 - h. Attend asset management training annually.

1. Introduction

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an Asset Management Plan for all funded assets to promote the utility system's long-term sustainability. To be accepted for the ***financing rate adjustment and to be eligible for principal forgiveness/reimbursement***, an asset management plan must:

- A. Be adopted by Resolution or Ordinance.
- B. Have written procedures in place to implement the plan.
- C. Be implemented in a timely manner.

The plan must include each of the following:

1. Identification of all assets within the utility system.
2. An evaluation of the utility system assets' current:
 - a. Age
 - b. Condition
 - c. Anticipated useful life of each asset.
3. Current value of utility system assets.
4. Operation and maintenance cost of all utility system assets.
5. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life.
6. An analysis of funding needs.
7. The establishment of an adequate funding rate structure.
8. An asset preservation plan that includes:
 - a. Renewal
 - b. Replacement
 - c. Repair
 - d. A risk-benefit analysis to determine optimum renewal or replacement timing.
9. An analysis of population growth and water treatment demand projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial, and residential rate structures; and

10. A threshold rate set to ensure proper water system operation and maintenance; if the potential exists for the project sponsor to transfer *any* of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of system assets. It assists in determining such things as:

- a. Asset maintenance, repair, or replacement cost.
- b. Accurate and timely capital improvement project budgeting.
- c. Forecasting near and long-term capital improvement needs.
- d. Whether the system is equipped for projected growth.
- e. Whether adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the system's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound asset management. Conversely, asset management requires a healthy fiscal outlook since servicing and care of current assets is not free. Timely expenditures for proper servicing and care of current assets are relatively small when compared to repair and replacement expenditures that inevitably occur with component failure due to neglect.

Having a solid AMFS plan in place will benefit Mary Esther in determining which assets are to be insured and for what amount, and to more effectively and efficiently identify its capital improvement needs and solutions. Additionally, the State Revolving Fund (SRF) requires a system to adopt and implement an AMFS plan to qualify for loan interest rate reduction if funding is sought. An AMFS helps a system more effectively and efficiently identify its capital improvement needs and solutions.

This AMFSP's intended approach is to assist Mary Esther with conducting a basic inventory and condition assessment of its current assets. It is expected that the System will periodically re-evaluate the condition of its assets, at least annually, to determine asset remaining useful life. A reminder can be established for staff that a given component is nearing time for servicing, repair, or replacement. Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved. In short, **this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document.** It is recommended that the System conduct at least an annual plan review and revise it as necessary throughout the year, resulting in a practical and useful tool for staff.

2. Asset Management Plan

Components of Asset Management

Asset Management can be described as ‘a process for maintaining a desired level of customer service at the best appropriate cost.’ Within that statement, ‘a desired level of service’ is simply what the utility wants their assets to provide. ‘Best appropriate cost’ is the lowest cost for an asset throughout its life. The goal is to provide safe, reliable service while at the same time being conscious of the costs involved both short and long term.

Asset Management includes building an inventory of the utility’s assets, developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders, and developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue. By performing these tasks, targeting the system’s future needs will be much easier.

Asset Management provides documentation that helps the utility understand the assets they have, how long these assets will last, and how much it will cost to maintain or replace these assets. The Plan also provides financial projections which show the utility whether rates and other revenue mechanisms are sufficient to supply the utility’s future needs, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions:

1. What is the current status and condition of the utility’s assets?
2. What is Level of Service (LOS) required?
3. What assets are considered critical to meeting the required LOS?
4. What are the utility’s Capital Improvement Program Plan (CIPP), Operations and maintenance plan (O&M), and asset’s Minimum Life Cycle Cost strategies?
5. What is the utility’s long term financial strategy?

The purpose of an Asset Management and Fiscal Sustainability plan is to help the utility operate and maintain their system in the most effective and financially sound manner. An AMFS plan is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

Implementation

In developing this plan, FRWA has collected information on most of the water system assets. The information has been entered into Diamond Maps; a cloud based geographical information system (GIS). FRWA, in partnership with FDEP, has contracted with Diamond Maps to develop

Asset Management software specifically for small systems at an affordable cost. Continuing with Diamond Maps will cost \$20 per month for a single license, or as many licenses as necessary at the rates listed in the following table.

The software is easy to use, as it is set up for small communities and for water/wastewater systems. Since Mary Esther has around 2,192 connections, the cost would be approximately \$45 per month for unlimited users.

Meter Count	Unlimited Use Subscription
250	\$15/month
500	\$20/month
1,000	\$30/month
2,000	\$45/month
3,000	\$60/month
4,000	\$75/month
5,000	\$90/month
10,000	\$165/month

Diamond Maps can be explored at <http://diamondmaps.com>. Since the City of Mary Esther has recently begun using Diamond Maps as their asset management tool, it will be easy to move the data collected by FRWA to the system's account.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders and assigning tasks to personnel who will perform the work and update in the system.

In addition to the CMMS tool, Diamond Maps, the Florida Rural Water Association (FRWA) has partnered with the Florida Department of Environmental Protection (FDEP) State Revolving Loan (SRF) program and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

By inputting your accurate budgetary, operation and maintenance costs, capital improvement plan costs, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome:

- The tool is only as accurate as the information used.
- One person should be assigned the task of annual RevPlan updates.
- Updating asset information in Diamond Maps is essential.

FRWA staff has entered a preliminary model into RevPlan to help the utility get started. The assets collected along with financial information provided by the system were entered to create the model. Each year (or as projects come about) the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in the financial section of the plan.

Level of Service (LOS)

As a provider of water services, a utility must decide what Level of Service (LOS) is required for its customers. When setting these goals, most importantly, the utility must decide the level of service it will provide. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement.' This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. There are four key elements regarding LOS:

1. Provide safe and reliable water service while meeting regulatory requirements.
2. Budget improvement projects focused on assets critical to sustained performance based on sound operational and financial planning.
3. Maintain realistic rates and adjust as necessary to ensure adequate revenue reserves for targeted asset improvement.
4. Ensure long-term system resilience and sustainability.

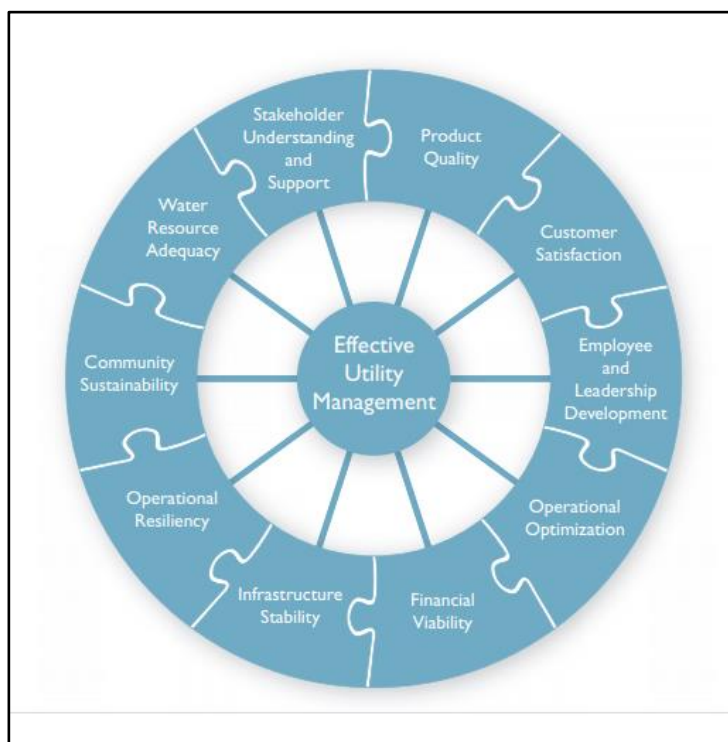
Targets must be set for individual parameters. Metrics should be created to help the utility direct efforts and resources toward predetermined goals. The established goals must include consideration of costs, budgets, rates, service levels, and level of risk. These goals are set in an agreement between the utility and its customers.

In 2008, a unique coalition representing the "Collaborating Organizations," which include the U.S. Environmental Protection Agency and a growing number of major water sector associations supported an approach developed by water sector leaders for water utility management. The approach is based around the Ten Attributes of an Effectively Managed Utility and Five Keys to Management Success—known as Effective Utility Management (EUM). These Attributes provide a clear set of reference points and are intended to help utilities maintain a balanced focus on all important operational areas rather than reactively moving from one problem to the next or focusing on the "problem of the day."

The Ten Attributes of an Effectively Managed Utility provide useful and concise goals for water sector utility managers seeking to improve organization-wide performance. The Attributes describe desired outcomes that are applicable to all water and wastewater utilities. They comprise a comprehensive framework related to operations, infrastructure, customer satisfaction, community sustainability, natural resource stewardship, and financial performance.

Water and wastewater utilities can use the Attributes to select priorities for improvement, based on each organization's strategic objectives and the needs of the community it serves. The Attributes are not presented in a

particular order, but rather can be viewed as a set of opportunities for improving utility management and operations.



To begin, the utility will assess current conditions by ranking the importance of each Attribute to the utility, based on the utility's vision, goals, and specific needs. The ranking should reflect the interests and considerations of all stakeholders (managers, staff, customers, regulators, elected officials, community interests, and others). Once you have chosen to improve one or more Attributes, the next step is to develop and implement a plan for making the desired improvements. Improvement plans support the implementation of effective practices in your chosen attribute area(s). An effective improvement plan will:

1. **Set Near- and Long-term Goals:** Set goals as part of the improvement plan to help define what is being worked toward. Near- and long-term goals for the utility should be linked to the strategic business plan, asset management plan, and financial plan. Goals should also be "SMART."
 - **S – Specific:** What exactly will be achieved? Make the goals specific and well defined. Each goal should be clear to anyone with even a basic knowledge of the utility.
 - **M – Measurable:** Can you measure whether you are achieving the objective? You must be able to tell how close you are to achieving the goal. You must also be able to determine when success is achieved.

- **A – Assignable and Attainable:** Can you specify who is responsible for each segment of the objective? Is the goal attainable? Setting a goal to have zero water outages is great, but unrealistic. A better choice might be to set a goal that states no outage will exceed six hours.
 - **R – Realistic:** Do you have the capacity, funding, and other resources available? The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a role in setting realistic targets.
 - **T – Time-Based:** What is the timeframe for achieving the objective? There must be a deadline for reaching the goal. Adequate time must be included to meet the target. However, too much time can lead to apathy and negatively affect the utility's performance.
2. **Identify Effective Practices:** Each Attribute area for improvement will be supported by effective practices implemented by the utility. A substantial number of water sector resources exist that detail effective utility practices for each of the Attributes.
 3. **Identify Resources Available and Resources Needed:** For each practice/activity to be implemented as part of the improvement plan, identify resources (financial, informational, staff, or other) that exist on-hand, and those that are needed, to support implementation.
 4. **Identify Challenges:** For the overall improvement plan and for specific practices/activities to be implemented, identify key challenges that will need to be addressed.
 5. **Assign Roles and Responsibilities:** For each improvement action, identify roles and responsibilities for bringing the implementation to completion.
 6. **Define a Timeline:** Establish start date, milestones, and a completion target for each activity/improvement action.
 7. **Establish Measures:** Establish at least one (or more) measure of performance for items to be implemented under the improvement plan.

More information and resources on Effective Utility Management (EUM) can be found at www.WaterEUM.org.

The idea is to set goals and meet them. Reaching the goals should not be overly easy. Effort should be involved. The goals should target areas where a need exists. If the bar is set too low, the process is pointless. Most importantly, the utility must decide the level of service it will provide. The following table shows examples of what might be included as Level of Service goals. The LOS items for Mary Esther must be specific to the system and ideally conveyed to the utility's customers via a 'Level of Service Agreement.' This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so.

Mary Esther Drinking Water (DW) Level of Service Goals			
Attribute and Service Area	Goal	Performance Targets	Timeframe/ Reporting
Service Delivery - Health, Safety and Security	Reduce "down time" for water outages and reduce the number and duration of Boil Water Notices	Provide water distribution employees with training necessary to be proactive in water system maintenance and to rapidly and efficiently make emergency water system repairs.	Annual report to City Council
Infrastructure Stability - Asset Preservation and Condition	Improve system wide preventive maintenance (PM)	Develop a comprehensive Preventive Maintenance monthly schedule for equipment and water system components (including valve exercising) and complete all preventative maintenance tasks as scheduled.	Monthly report to City Manager/ Annual report to City Council
Infrastructure Stability - Asset Preservation and Condition	Establish a Predictive Maintenance Schedule (PdMS)	Develop a weekly PdMS to continuously monitor equipment for signs of unexpected problems. Adjust the PdMS as needed.	Monthly report to City Manager/Annual report to City Council
Infrastructure Stability - Asset Preservation and Condition	Develop an Asset Replacement Strategy	Develop an asset replacement strategy to be updated at least annually, including financing options.	Monthly report to City Manager/Annual Report to City Council
Financial Viability - Service Quality and Cost	Assure that the utility is financially self-sustaining.	Perform an annual utilities rate analysis and make any needed rate adjustments every three to five years.	Annual Report to Manager, Finance and City Council
Financial Viability - Service Quality and Cost	Enact automatic inflationary rate adjustments	Annual evaluation of the adequacy of inflationary rate adjustments	Annual report to City Manager, Finance and City Council
Financial Viability - Service Quality and Cost	Minimize Life of Asset Ownership costs	Bi-annual evaluation of unexpected equipment repairs compared to the Preventive Maintenance Schedule (PMS). Adjust the PMS if warranted.	Annual report to City Manager and City Council
Infrastructure Stability - Conservation, Compliance, Enhancement	Improve reliability of water distribution through the distribution system	Annual evaluation of the water distribution system, including piping, valves, and fire hydrants. Develop a long-range plan for replacements and improvements with timelines and funding options.	Monthly report to City Manager/Annual report to City Council

3. System Description

Overview

The City of Mary Esther is noted as one of the first areas settled in Northwest Florida. The first settler of Mary Esther came in 1842 when Jesse Rogers and his family drove a large cattle herd from Louisiana to the shores of Santa Rosa Sound. During the mid-1850's John Newton, a minister and teacher, settled in the area west of Fort Walton Beach known as the Narrows, today known as Mary Esther. Reverend Newton founded the first school, which also doubled as a church during the Civil War and was Mary Esther's first postmaster. Mary Esther received its name from a combination of Reverend Newton's two daughters, Esther and Mary Christine Newton. Mary Esther was incorporated in 1946 with E. Roger Pryor serving as the first Mayor.

The City of Mary Esther encompasses 1.5 square miles and is located in Okaloosa County. Based on the latest demographic data, Mary Esther serves approximately 4,038 people residing in 1,477 households. The average household size is 2.7. The median income per household is \$73,281 with approximately 4.5% of people living below the poverty line.

The Drinking Water system is currently comprised of 2,192 metered connections to the System's water supply. The water is supplied from four wells located at Christobal Road, Andalusia Road, Mary Esther Drive and Town Lane. According to the most recent sanitary survey, the system's designed capacity is 2,160,000 GPD. The total storage capacity is 776,000 gallons.

Water Treatment is achieved by the use of chlorination, aeration and granular activated carbon filtration.

Form of Government

The City of Mary Esther City Council is composed of six members who are elected at large from the City residents. Board members serve staggered four-year terms. The Mayor is elected for a two-year term and presides over all meetings and performs all acts and duties usually performed by an executive and presiding officer as well as other duties as the office requires. The Council is the legislative body with the power to exercise all the legislative powers of the City. The Board appoints a City Manager to oversee the day-to-day activities of the City operations.

System Government

City of Mary Esther City Council	
Chris Stein	Mayor
April Sutton	Mayor Pro-Tem
Larry Carter	Councilmember
Richard Lawson	Councilmember
Bernie Oder	Councilmember
K.C. Woods	Councilmember

System Management and Water Staff

The success of Mary Esther's Water System results from the partnerships, diverse skills, and unselfish contributions of their respective staff members. Mary Esther contracts with Jacobs for the operation and maintenance of their system. Jacobs employs ten full-time staff members for the Mary Esther water and wastewater operations. Mary Esther has three water system operator positions currently filled by Josh Robinson (Class C), Mike Bennett (Class C), and Michael Gaines (Class C). FRWA appreciates the assistance of those employees that helped in the preparation of this Plan.

Name	Job Title
Jared Cobb	Town Manager
Heather Day	Finance Director
Shawn Lindsey	Public Works Director
Josh Robinson	Operations Supervisor - Jacobs

System Components

The System's water is supplied from four wells which use onsite treatment of chlorination, aeration and granular activated carbon filtration. The system has a design capacity of 2.16 MGD, an average daily demand of 0.414 MGD and a maximum daily demand of 0.758 MGD (2021 sanitary survey). Storage components for water total 0.776 MGD. Both Wells 1 and 2 were offline at the time of the assessment.

Name	Capacity	Material
Ground Storage Tank – Main 1	40,000 Gallons	Steel
Ground Storage Tank - Main 2	43,000 Gallons	Steel
Ground Storage Tank – Main 3	43,000 Gallons	Steel
Ground Storage Tank – Well 3	50,000 Gallons	Steel
Elevated Storage Tank - Main	100,000 Gallons	Steel
Elevated Storage Tank – Well 3	250,000 Gallons	Steel
Elevated Storage Tank – Well 4	250,000 Gallons	Steel

The System has each of the tanks inspected regularly. The storage tanks were last inspected in February of 2021 (Ground Storage Tank – Well 3), June of 2021 (Ground Storage Tanks Main 1 – 3), April of 2022 (Elevated Storage Tank – Well 3), and March of 2023 (Elevated Storage Tanks – Main and Well 4).

- Ground Storage Tank – Main 1 (Well 1 Christobal Road) – Last inspected in June of 2021, the interior was reported to need renovation as soon as possible, while the exterior needs to be overcoated, the roof vent replaced, and an interior ladder installed.
- Ground Storage Tank – Main 2 (Well 1 Tank 3 Roserita Place) Last inspected in June of 2021, the interior was reported to need renovation as soon as possible, while the exterior needs to be overcoated, the roof vent replaced, and an interior ladder installed.
- Ground Storage Tank – Main 3 (Well 1 Tank 2 Roserita Place) Last inspected in June of 2021, the interior was reported to need renovation as soon as possible, while the exterior needs to be overcoated and the roof vent replaced.
- Ground Storage Tank – Well 3 (Mary Esther Drive) – Last inspected in February of 2021, the exterior was reported to be in good condition while the interior was reported to need renovation as soon as possible.
- Elevated Storage Tank – Main (Christobal Road) – Last inspected in March of 2023, the interior and exterior were found to be in good condition. No other deficiencies to the tank were noted during the inspection.
- Elevated Storage Tank – Well 3 (Mary Esther Drive) – Last inspected in April of 2022, the interior and exterior were found to be in average condition. It was noted that the exterior roof has rust from grinding dust and welding sparks.
- Elevated Storage Tank – Well 4 (Town Lane) – Last inspected in March of 2023, the tank was later renovated including the replacement of some support rods. The report lists no other deficiencies to the tank.

The distribution system was originally installed in the mid 1950's to the early 1960's. Since that time, the distribution system has been updated, replaced and/or expanded to better meet the needs of the System, however the original system still exists in some areas of the City. The system is comprised of primarily Polyvinyl Chloride (PVC) Pipe, Cast Iron (CI) Pipe, Ductile Iron (DI) Pipe and Asbestos Concrete (AC) Pipe. The piping sizes range from two inches to ten inches used in the transmission and distribution of the finished water. The treatment process is achieved through chlorination, aeration and granulated activated carbon filtration.

In March of 2020, Mott McDonald completed a Water Facilities Plan for the City. The Plan states that *"the old piping does not meet current regulatory requirements for pipe material, joint types, and pipe size. The deteriorating condition of these aging water system components results in water loss, leaks and breaks, lessened hydraulic capacity, and can have a negative effect on the health and safety of the City's citizens. Also, the undersized pipes and lessened hydraulic capacity of the pipelines limit the placement of hydrants for fire protection. Further, some of the older system is known to contain asbestos cement pipe, galvanized pipe, lead joints, and copper components. Finally, because of the aging pipes, there are brown water complaints from the citizens of the City."* The Plan goes on to state that upgrades and replacements are also needed at Well 1. As a result, Mott McDonald recommended water system improvement projects for the City to address the problems associated with the aging treatment plant and distribution system. Due to funding constraints the projects are proposed to be phased in over 10 years.

According to the last sanitary survey (April 2021) and the last consumer confidence report, water quality and most of the system's equipment were in satisfactory condition and met all standards. Two areas of concern were noted on the sanitary survey and have since been corrected by the City: Meeting the cross-connection control requirements and performing timely tank inspections/washouts.

Number of Connections and Average Use

The System has 2,192 metered connections but only 2,155 are currently active. These include:

Category	# of Meters	Average Monthly Use
Residential	1,684	7,148,417
Commercial 1	257	495,500
Commercial 2	214	1,871,500
Totals	2,155	9,515,417

4. Current Asset Conditions

Assets Critical to Sustained Performance

The System's water utility is composed of **critical infrastructure**. The utility provides essential services for the community. The proper provision of these services protects the public health and the environment. The Florida Department of Environmental Protection has strict requirements for the proper operation and maintenance of the utility system, and the System is responsible for meeting these requirements.

Every water and wastewater system are made up of assets. Some you can see, while some you cannot. These are the physical components of the system, such as blowers, pumps, valves, pipes, tanks, motors, manholes, and buildings. Each is important in its own way and serves a function to make the system operate as it should.

One trait common to all assets is that they lose value over time. With age comes deterioration; with deterioration comes a decreased ability to provide the level and type of service the utility should give to its customers. Another trait common to assets is that they must be maintained. Maintenance costs increase as these assets age. Operation costs can rise with age as equipment becomes worn and less efficient. At some point, it is wiser to replace components rather than continue with more frequent and costly repairs. Failed or failing equipment can cause inadequate treatment, customer complaints, damage to private property, negative environmental impacts, permit violations, and regulatory fines.

Another unfortunate reality is that all assets will ultimately fail, and if not properly maintained, some will fail prematurely. How the utility manages the consequences of these failures is vital. Not every asset presents the same failure risk. Not every asset is equally critical to the performance of the utility. Factors that contribute to asset failure are numerous and include age, environment (e.g., weather, corrosive environments), excessive use and improper or inadequate maintenance.

Replacement versus rehabilitation is always a consideration. What is best for the utility? What is best for the customer? The proper decision must be made based on information gleaned from all available resources. Continuing the use of a Computerized Maintenance Management System (CMMS) will ensure the System's assets last longer, perform better, and provide more reliable service. Utilizing data contained in Diamond Maps, maintenance schedules can be created following both manufacturer's recommendations as well as those of industry professionals. Work orders should be created and scheduled to ensure that work is assigned and completed. Tracking and recording maintenance tasks encourages accountability of staff assigned to maintain the equipment. Diamond Maps can do this for you and is included with an active account. FRWA staff can assist the System in creating these schedules as well as provide training in Diamond Maps.

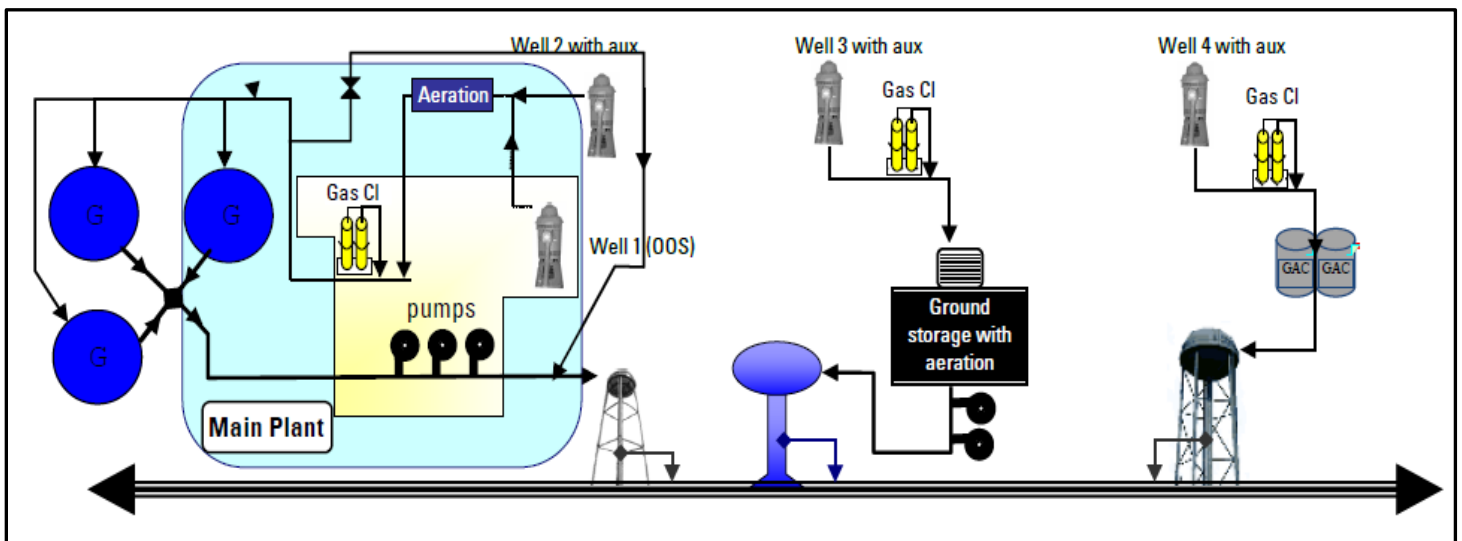
Collection and Assessment

It is the goal of FRWA and the AMP program to assess as close to 100% as possible the production and distribution assets of the System. The System's Water Mains and Water Meters were not assessed as a part of this report due to the time and difficulty in properly evaluating these components. These assets are shown to be in average condition; however, a percentage of these assets are likely to be found in poor or failed condition. FRWA encourages the system to update the age and condition of these components in Diamond Maps and the Plan when better information is made available.

Water Production Facilities

With the recent upgrades and rehabilitation projects, the water production facilities are overall in average to good condition with no major deficiencies noted on the last FDEP inspection. Previous tank inspections also concluded that there were no serious issues with the storage tanks associated with the water facility other than several are in need of interior rehabilitation. During the assessment, Well 2 was off-line and rehabilitation of Well 1 was underway along with system improvements being made to the Mary Esther Drive and Well 3 service area. While some of the water facility assets had reached the end of their useful life, many were functioning as intended at the time of our assessment. With proper maintenance and repairs, the life of these assets can be extended, however, it is important to develop an Asset Replacement Program to begin the systematic replacement of these older assets.

System Schematic (Not to Scale) – FDEP Sanitary Survey (2021)



During the assessment of the facilities assets the items that were found to be in poor or failed condition or in average condition with immediate maintenance needs are as follows:

Asset Name	Condition	Reported Issue
Well 1	Poor	Not operational at this time. The Well 1 facility was in the process of being rehabbed.
Well 4 Dosing Pump	Poor	Not operational at this time.
Irrigation Well and Pump – Community Garden	Poor	Leaking.

The active assets at the water production facilities are generally in average to good condition. It was noted that some older equipment showed signs of deterioration and corrosion. Regular maintenance and upkeep of the equipment and supply lines at the wells and plants will ensure a longer life before the need for replacement. Time should also be taken to clean debris and remove obsolete equipment no longer needed in the operation of the facilities. It is recommended that the System develop a maintenance and replacement strategy for all the components at the well facilities.

Distribution System

The water distribution system was originally installed in the mid to late 1950's and early 1960's. Since that time, the distribution system has been updated, replaced and/or expanded to better meet the needs of the System. The system is comprised of primarily Polyvinyl Chloride (PVC) Pipe, Cast Iron (CI) Pipe, Ductile Iron (DI) Pipe and Asbestos Concrete (AC) Pipe. There are approximately 24.4 miles of pipes ranging from two inch (2") to ten inches (10") used in the transmission and distribution of the finished water.

As lines begin to approach the end of their useful lives, many will begin to deteriorate making full repairs difficult. The combination of main breaks and system leaks may cause challenges for the system and higher than expected water loss. As with most systems, water loss can be a significant portion of the water produced by a utility. The most commonly accepted maximum water loss is ten percent (10%) of water produced, with accepted ranges from seven and a half percent (7.5%) to twenty five percent (25%). While an assessment of the distribution piping was not conducted during this phase, the System should keep close records of the work conducted on the mains. This should include pictures of the interior of pipes, coupons when new taps are installed, and work orders of all service and main repairs. By compiling this data over time, the System will be able to determine which areas of the distribution system need further evaluation, and which may need replacement. This documentation can be compiled through the use of the work order component of Diamond Maps. The replacement of failing lines and older meters will help improve the System's unaccounted loss of around 14%.

It is important to understand both Unaccounted Water Loss and Non-Revenue Water Loss. Unaccounted Water Loss lets the utility know the amount of water lost to leaks in the distribution system. It is the difference between water supplied and water billed or accounted for through known operations. Non-Revenue Water Loss lets the utility assess the impact of water losses on revenue. It is the difference between the water supplied and water billed. The unaccounted water loss is above the commonly accepted maximum water loss, indicating there is some amount of water lost to leakage.

Old or poorly constructed pipelines, inadequate corrosion protection, poorly maintained valves and mechanical damage are some of the factors contributing to leakage. It is recommended that Mary Esther begin a leak detection program to search for and reduce previously undetected leaks. Water lost after treatment and pressurization, but before delivered for the intended use, is water, money and energy wasted. Accurate location and repair of leaking water pipes in a supply system reduces these losses. Once a leak is detected, Mary Esther must take corrective action to minimize water losses in the water distribution system.

Regular maintenance, collecting coupons and documenting water main breaks and water quality complaints is an effective way to monitor the existing conditions of the piping, as it is often difficult to adequately assess. This documentation will provide the System a good starting point on developing a replacement strategy for some of the older or problematic water mains, including the asbestos concrete pipe. Issues like lead service line connections or lead poured joints are a common occurrence with older water mains and should be removed from service, as well as any asbestos pipe which also contain health risks.

Other than the recommendations from the Water Master Plan and for valve and meter replacements found in Section 4, the System should begin a leak detection program, a regular operational maintenance program and the replacement of specific lines following the creation of a Replacement Strategy or Capital Improvement Plan.

Hydrants

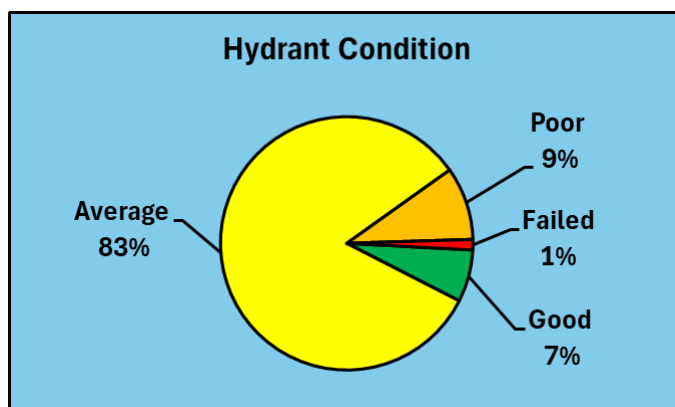
FRWA assessed all of the known 150 fire hydrants. The majority of hydrants assessed were in average working order and did not require any immediate need for repairs. Routine maintenance items like painting, replacing nozzle gaskets, repairing chains, and lubricating operating nuts and threads were the only deficiencies that were noted.

Fire hydrants have an expected life cycle of 50 years or more with proper routine maintenance and exercising. Approximately fifteen percent (15%) of the hydrants were installed before 1980 meaning that some hydrants have already reached or are near to reaching the end of their useful life. The fire hydrants serve as a critical tool for firefighting and flushing water from dead-end lines. The hydrants should be inspected and exercised at least annually. The flow should be measured and recorded for each hydrant. Records of the flows and dates assessed and exercised can then be updated into Diamond Maps to create a historic database and a good record of work

that has been or needs to be done. The work order feature in Diamond Maps may be utilized for the task of creating a hydrant maintenance and exercising program.

Of the 150 hydrants, seventy nine percent (79%) have hydrant valves. It is recommended that when a hydrant is added or replaced, that a hydrant valve be installed to match existing ground level with the addition of a concrete collar. During the course of the assessment, FRWA assessed or visually inspected 150 hydrants. Of these:

- Ten (10) hydrants were in good condition (7%).
- One Hundred Twenty-four (124) hydrants were in average condition (83%) – Minor to moderate corrosion, broken chains, minor leaks during flushing, needs painting and/or minor maintenance deficiencies.
- Fourteen (14) hydrants were in poor condition (9%) – Moderate to heavy corrosion, some difficulty turning, leaking before flushing, damaged, and/or too low to the ground.
- Two (2) hydrants were in failed condition (1%) – Significant leaks. All outlets or operating nut seized.



Hydrant ID	Condition	Reported Issue	GPS Location
Hydrant - 38	Failed	Seized. Unable to turn.	30.4134151 -86.6506546
Hydrant - 112	Failed	Broken foot valve.	30.411041 -86.663365
Hydrant - 2	Poor	Does not meet 18" clearance requirement.	30.4143153 -86.6620533
Hydrant - 5	Poor	Bad foot valve.	30.4184696 -86.6607081
Hydrant - 18	Poor	Does not meet 18" clearance requirement.	30.4201311 -86.6639725
Hydrant - 20	Poor	Does not meet 18" clearance requirement.	30.420021 -86.6582189
Hydrant - 24	Poor	Does not meet 18" clearance requirement.	30.4206464 -86.6584885
Hydrant - 35	Poor	Does not meet 18" clearance requirement.	30.4174673 -86.6489588
Hydrant - 42	Poor	Recheck. Condition issue not reported.	30.4140597 -86.6498187
Hydrant - 53	Poor	Does not meet 18" clearance requirement.	30.4095411 -86.6529099
Hydrant - 77	Poor	Leaning greater than 30 degrees.	30.4135245 -86.6544031
Hydrant - 106	Poor	Does not meet 18" clearance requirement.	30.4097998 -86.6705038
Hydrant - 120	Poor	Does not meet 18" clearance requirement.	30.4080893 -86.654478
Hydrant - 127	Poor	Does not meet 18" clearance requirement.	30.4077831 -86.6474225
Hydrant - 133	Poor	Does not meet 18" clearance requirement.	30.4195603 -86.6530645
Hydrant - 150	Poor	Does not meet 18" clearance requirement.	30.4147871 -86.6533947

As the hydrant conditions change, poor condition hydrants need to be serviced, repaired, or replaced within two years. Failed hydrants should be repaired or replaced immediately for fire prevention capabilities as well as system flushing. A minimum of \$3,500 should be budgeted for each hydrant replacement and an additional \$1,200 for hydrants without a valve. This amount at a minimum should be budgeted for hydrant replacements until all hydrants have been repaired or replaced that are in a failed or poor condition. Poor condition hydrants need to be evaluated and repaired as needed. In some instances, the repair may be as simple as adding grease, while other repairs may include rebuilding or raising the hydrant. A minimum of \$500 should be placed aside for repair of each hydrant rated as poor.

For future assessments of the hydrants, a flow test should be performed annually, and a report should be presented to the System with the findings. Typically, this is done by the local fire departments. Having the hydrants flow tested is a crucial piece of information needed for fire protection. Simply flowing the hydrant is different from a flow test. A special meter must be used to accurately measure the flow and gallons per minute (gpm) for each hydrant.

It is recommended that the system develop a written maintenance, exercise, and flushing plan for the hydrants. As the hydrants begin to reach the end of their useful life, it is recommended that the System begin an annual hydrant replacement program and plan for the upgrading of any lines that do not have adequate fire protection due to restrictive pipe sizes and distance to existing fire hydrants. It is also recommended that the System install hydrant valves as hydrants are added or replaced in the system.

Estimated total cost to replace/repair hydrants throughout system: \$20,000

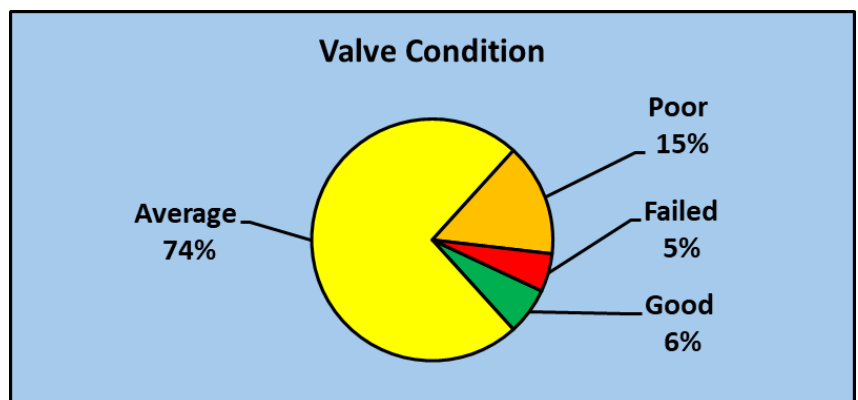
- **Estimated cost to repair failed condition hydrants: \$7,000**
- **Estimated cost to repair poor condition hydrants: \$13,000**
- **Estimated cost to add hydrant valve to 5 poor hydrants: \$6,000**

System and Hydrant Valves

A total of 372 System Valves and 118 Hydrant Valves were collected and assessed by FRWA.

During the course of the assessment:

- Thirty-One (31) valves were in good condition (6%).
- Three Hundred Sixty (360) valves were in average condition (74%).
- Seventy-Four (74) valves were in poor condition (15%).



- Twenty-Five (25) valves were in failed condition (5%).

FDEP requires a valve exercising program to be administered where all valves are turned at least once a year. Doing this will not only extend the life span of the valves but will help ensure that they are operational in a time of need. As the System begins exercising, repairing, and replacing valves, the ratings can be updated in Diamond Maps. Notating in Diamond Maps valves that are not operational and those that require repairs or replacement is useful information when they are used during emergencies and flushing programs.

Water valves used for the isolation of water are a crucial asset when dealing with water line breaks and to help direct flushing of clean water to a certain point or side of the system. These valves have a life span of 25 years or more and can continue to remain operational after that with proper exercise. During exercising, valves can be assessed or evaluated by closing off valves and checking flows at hydrants and other flush points. Some valves are required to be turned up and down multiple times if not exercised, to properly operate. While exercising valves, it is good practice to have a flush point open, if possible (hydrant or other flushing device fitting), to help wash out the buildup and deposits that form inside the seat of the valve.

Additionally, it was reported by the system that some valves may be completely buried or paved over. Buried valves should be located and the GPS locations of these valves should be updated during the implementation phase to reflect current conditions and changes should be made to locations if they are found to be inaccurate. As old lines are replaced or water breaks necessitate, new valves should be installed in order to better isolate sections of the system and to replace the smaller line size wheel valves.

Valve ID	Condition	Reported Issue	GPS Location
Valve - 44	Failed	Seized.	30.4132587 -86.6527725
Well 1 Valve - 59	Failed	Valve broken per system.	30.4111004 -86.6631501
Valve - 103	Failed	Broken stem.	30.4173712 -86.6506024
Valve - 106	Failed	Seized.	30.4174226 -86.6533115
Valve - 119	Failed	Seized.	30.4133169 -86.6535627
Valve - 132	Failed	Unknown box. Unable to set operating nut.	30.4132288 -86.649904
Valve - 136	Failed	Stem broken. Spins.	30.4098663 -86.6504134
Valve - 143	Failed	Seized. Check with system.	30.4133312 -86.6544566
Valve - 173	Failed	Seized.	30.4131502 -86.6470124
Valve - 175	Failed	Seized.	30.4133462 -86.649166
Valve - 184	Failed	Stem broken. Spins.	30.4133594 -86.6688717
Valve - 203	Failed	Seized.	30.4120229 -86.6796368
Valve - 210	Failed	Seized. Valve may no longer be in service.	30.4135136 -86.6770536
Valve - 227	Failed	Operating nut broken.	30.4096853 -86.6674078
Valve - 245	Failed	Stem broken. Spins.	30.4113343 -86.6626116

Valve ID	Condition	Reported Issue	GPS Location
Valve - 250	Failed	Seized.	30.4105992 -86.6635102
Valve - 251	Failed	Seized. Difficult to turn. Only turned 4 times.	30.4135267 -86.6633222
Valve - 274	Failed	Operating nut broken. Spins.	30.4089618 -86.6500454
Valve - 288	Failed	Seized.	30.407735 -86.6412127
Valve - 307	Failed	Seized.	30.4206418 -86.6573918
Valve - 322	Failed	Seized. Old valve. Can be removed.	30.4110526 -86.6634002
Valve - 332	Failed	Stem broken. Spins.	30.4112434 -86.6706671
Valve - 340	Failed	Seized. This valve may no longer be in service.	30.4135183 -86.6770771
Well 4 EST Isolation Valve - 378	Failed	Does not close per system.	30.4118157 -86.6492499
Valve - 1	Poor	Broken stem. Spins.	30.4143245 -86.6632605
Valve - 3	Poor	Only turned 9 times.	30.4192081 -86.6606855
Valve - 22	Poor	Only turned 14 times for 6" line.	30.4201148 -86.652126
Valve - 31	Poor	2" wheel valve. Did not turn and assess.	30.4152446 -86.6486531
Valve - 37	Poor	2" wheel valve. Did not turn and assess.	30.4115677 -86.6486464
Valve - 52	Poor	Does not close all the way per system.	30.413901 -86.6798447
Valve - 69	Poor	Only turned 10 times.	30.4123657 -86.6436085
Valve - 70	Poor	Only turned 12 times.	30.4124157 -86.6452679
Valve - 77	Poor	Only turned 1 time.	30.4131605 -86.6473423
Valve - 82	Poor	Full of sand. Unable to set operating nut.	30.4087017 -86.6457617
Valve - 85	Poor	Valve box offset.	30.413359 -86.6483318
Valve - 91	Poor	Vehicle parked on top.	30.4140633 -86.6498825
Valve - 98	Poor	Only turned 4 times.	30.4173526 -86.6497606
Valve - 99	Poor	Very stiff. Only turned 4 times.	30.4200497 -86.6497112
Valve - 102	Poor	Valve box offset. Only turned 2 times.	30.4200553 -86.6505058
Valve - 120	Poor	Valve box offset.	30.4132981 -86.6527771
Valve - 139	Poor	On busy street. Did not assess.	30.4094762 -86.6545609
Valve - 144	Poor	Only turned 11 times.	30.4133244 -86.6544865
Valve - 158	Poor	PVC pipe full of trash. Unsure if valve.	30.4134987 -86.6727773
Valve - 161	Poor	Turned 5 times. Needs new valve box and lid.	30.4133551 -86.6682781
Valve - 166	Poor	Paved over or Buried. Unable to locate.	30.4083626 -86.6437072
Valve - 167	Poor	Buried or paved over. Unable to locate.	30.4083819 -86.6437463
Valve - 168	Poor	Buried. Unable to locate and assess.	30.4095915 -86.6448257
Valve - 170	Poor	Unable to locate and assess.	30.4123718 -86.6436177
Valve - 172	Poor	Only turned 12 times.	30.4103221 -86.6451093
Valve - 176	Poor	Paved over. Unable to open and assess.	30.4133182 -86.6491553
Valve - 177	Poor	Paved over. Unable to turn and assess.	30.4133188 -86.6491759

Valve ID	Condition	Reported Issue	GPS Location
Valve - 180	Poor	Paved over or Buried. Unable to locate.	30.4122952 -86.6546143
Valve - 181	Poor	Paved over or buried. Unable to locate.	30.4137588 -86.6543707
Valve - 183	Poor	Valve box offset. Unable to turn and assess.	30.4173996 -86.6533583
Valve - 191	Poor	Buried or paved over. Unable to locate.	30.4100715 -86.6709011
Valve - 192	Poor	Paved. Unable to turn. Location marked.	30.4101452 -86.6728881
Valve - 211	Poor	3 turns. Tracing wire locks down valve.	30.4130617 -86.6791972
Valve - 218	Poor	Paved over. Unable to open and assess.	30.4100286 -86.6754564
Valve - 220	Poor	Unable to locate. Shown on system map.	30.4099726 -86.6727556
Valve - 223	Poor	Buried. Unable to locate and assess.	30.4098827 -86.6705161
Valve - 228	Poor	Buried. Unable to locate and assess.	30.4096871 -86.6646519
Valve - 229	Poor	Buried or paved over. Unable to locate.	30.4095832 -86.6646702
Valve - 230	Poor	Paved over. Unable to locate and assess.	30.4095709 -86.6635066
Valve - 231	Poor	Paved over. Unable to locate and assess.	30.4095665 -86.6634452
Valve - 232	Poor	Buried or paved over. Unable to locate.	30.4095207 -86.6635317
Valve - 233	Poor	Buried or paved over. Unable to locate.	30.4095236 -86.6634583
Valve - 234	Poor	Buried. Unable to locate and assess.	30.4095373 -86.6631406
Valve - 236	Poor	Paved over. Unable to open and assess.	30.4094861 -86.6620409
Valve - 237	Poor	Paved over. Unable to open and assess.	30.4094959 -86.6620358
Valve - 239	Poor	Buried or paved over. Unable to locate.	30.4094617 -86.6611494
Valve - 240	Poor	Unable to set operating nut. Did not assess.	30.4105111 -86.6619314
Valve - 255	Poor	Difficult to turn. Turned 22 times.	30.4137777 -86.6634607
Valve - 262	Poor	Very stiff. Turned 13 times.	30.4086849 -86.6561442
Valve - 265	Poor	Paved over. Unable to open and assess.	30.409271 -86.6550835
Valve - 266	Poor	Buried or paved. Unable to locate and assess.	30.4092327 -86.6551358
Valve - 283	Poor	Buried or paved over. Unable to locate.	30.4083423 -86.6453758
Valve - 292	Poor	Unable to locate. Shown on system map.	30.4160217 -86.6641295
Valve - 294	Poor	Unable to locate. Shown on system map.	30.4166645 -86.6641056
Valve - 295	Poor	Unable to locate. Shown on system map.	30.417705 -86.6640655
Valve - 299	Poor	Only turned 11 times.	30.4203102 -86.6616364
Valve - 304	Poor	Unable to locate. Shown on system map.	30.4191865 -86.6595385
Valve - 308	Poor	Buried. Unable to open and assess.	30.4191265 -86.6578948
Valve - 309	Poor	Unable to locate. Buried or paved over.	30.4192772 -86.6578954
Valve - 310	Poor	Buried or paved over. Unable to locate.	30.4192431 -86.6569905
Valve - 316	Poor	Sealed. Unable to open and assess.	30.413674 -86.6580891
Valve - 348	Poor	Cemented over. Busy Road. Unable to open.	30.4101318 -86.6781351
Valve - 350	Poor	Paved over. Unable to open and assess.	30.4100269 -86.6755312

Hydrant Valve ID	Condition	Reported Issue	GIS Location
Hydrant Valve - 86	Failed	Seized.	30.4081365 -86.6488326
Hydrant Valve - 6	Poor	Only turned 11 times.	30.4202695 -86.6594855
Hydrant Valve - 15	Poor	Buried, could not locate.	30.415962 -86.6515793
Hydrant Valve - 27	Poor	Valve box offset. Unable to set operating nut.	30.4108886 -86.652295
Hydrant Valve - 57	Poor	Packing leaking. Does not close all the way.	30.4132254 -86.6498793
Hydrant Valve - 81	Poor	Lid sealed. Unable to open and assess.	30.4098207 -86.6633945
Hydrant Valve - 83	Poor	Paved over. Unable to open and assess.	30.4079654 -86.6567604
Hydrant Valve - 88	Poor	Buried under landscaping. Did not assess.	30.4077826 -86.647415
Hydrant Valve - 89	Poor	Lid concreted over. Unable to open and assess.	30.4086165 -86.647047
Hydrant Valve - 121	Poor	Very stiff. Only turned 11 times.	30.4150335 -86.6523977
Hydrant Valve - 122	Poor	Only turned 13 times. Very stiff.	30.4147868 -86.6533886
Hydrant Valve - 125	Poor	Paved over. Unable to open and assess.	30.4098627 -86.6730239

It is recommended that all valves buried or paved over be located, mapped, and assessed. It is also recommended that inline wheel valves be replaced and that all valves be raised to match the existing ground level with the addition of a concrete collar to prevent damage from mowers or adjacent road work.

- **Estimated cost to replace failed condition valves: \$28,000**
- **Estimated cost to replace/repair poor condition valves: \$40,300**
- **Estimated cost to replace annually up to 20 valves throughout system: \$24,000**
- **Cost to locate, evaluate, clean out and reset valve boxes: Free if done by system.**

Control Valves

The System currently has 28 control valves which consists of flushing hydrants, air release valves, and check valves. During the course of the assessment:

- Three (3) control valves were in good condition. (11%).
- Twenty-Five (25) control valves were in average condition (89%).

It is estimated that approximately 50% of the control valves within the system have reached the end of their useful life and that some of the slant check valves may not be functioning properly. Many of these are found in the treatment facilities and will likely be updated during renovations. If not included in future renovations, it is recommended that the system make plans now to upgrade or replace the control valves that have exceeded their 25-year design life or after further assessment found to be not functioning as intended.

Water Meters

The System currently has and maintains 2,192 water meters throughout the System for residential and commercial use. The guidelines for meter replacement vary from different manufactures but industry standards are set at replacement being done every 20 years or 1,000,000 gallons. Older meters slow down over time and lead to higher numbers of unaccounted for water and lost revenue. It is recommended that the System begin putting funds aside to replace their meters.

- **Estimated cost to replace meters throughout the system (approximately 2,192 customers @ \$500 per meter): \$1,096,000.**

The numbers above are an illustration from a system that has went through a meter replacement project recently and incorporated newer technology that lets the system obtain meter readings remotely. The actual cost will vary by the vendor and technology that is chosen to best fit the System's needs.

Water meters should be considered a critical component of the System's revenue stream. Inaccurate meters can cost a System thousands of dollars over time. Therefore, making sure that meters are working properly, and replacing old and broken meters annually, is an industry standard and best management practice. Regular testing of large meters (two inches and above) or meters installed at high use locations is also recommended. Meters testing below AWWA standards should be repaired or replaced ensuring accuracy and preventing lost revenue.

5. Operations and Maintenance Strategies (O&M)

O&M consists of preventive and emergency/reactive maintenance. The strategy for O&M varies by the asset, criticality, condition, and operating history. All assets have a certain risk associated with their failure. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed, at established intervals, or during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore it can reduce the overall risk of the asset failing. This maintenance strategy should be revisited annually.

Two important considerations in planning O&M strategies are:

- Unplanned repairs should be held at 30% or less of annual maintenance activities.
- Unplanned maintenance in excess of 30% indicates a need to evaluate causes and adjust strategies.

Staff Training

Utility maintenance is quite unique. It can involve one or a combination of water system repairs, customer service issues, troubleshooting and repair, pump and motor repairs and other technical work. This skill set is not common. Training staff, whether they are new or long-term employees, is especially important. It is recommended that the System initiate or enhance their training program for its employees. In addition to technical training, safety training is also necessary. Treatment Plants and distribution/collection systems can be dangerous places to work. Electrical safety, troubleshooting panel boxes, trenching and shoring, and confined space entry are just a few of the topics that could benefit the System and its staff.

FRWA personnel can provide some of the training needed by Mary Esther staff members. Training services that we offer to members are listed on our website <http://www.frwa.net> under the Training Tab.

There is no such thing as too much training. The more your staff knows, the more capable, safe, and professional they become. This enhanced sense of professionalism will improve the quality of overall service and accountability to the community.

Preventive Maintenance

Preventive maintenance is the day-to-day work necessary to keep assets operating properly, which includes the following:

1. Regular and ongoing annual tasks necessary to keep the assets at their required service level.
2. Day-to-day and general upkeep designed to keep the assets operating at the required levels of service.
3. Tasks that provide for the normal care and attention of the asset including repairs and minor replacements.
4. Performing the base level of preventative maintenance as defined in equipment owner's manuals.

These preventative maintenance guidelines are supplemented by industry accepted best management practices (BMPs).

Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased two to three times when compared to "run till failure" mode of operation. Communities that have disregarded preventive maintenance practices can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed due to inadequate funding or staffing must be programmed into future operating budgets. Proper funding provides staffing and supplies to achieve life expectancy projected by the manufacturer and engineer.

Table 5.A on the following page is a sample O&M Program for this system and is based on best management practices, manufacturers' recommended service intervals, staff experience, and other sources. *This schedule is only an example.* The true schedule must be created by Mary Esther staff, based on their historical knowledge and information gleaned from the O&M Manuals and other sources.

Diamond Maps can be used to schedule maintenance tasks. Recurring items (e.g., annual flow meter calibrations) can be set up in advance. In fact, all maintenance activities can be coordinated in Diamond Maps using its work order feature.

Table 5.B on the following page is a sample of work orders that are specific to Mary Esther.

Table 5.A: Sample O&M Program

Task Name	Frequency	Task Name	Frequency
Visually Inspect Well Site for Damage or Tampering	Per Visit	Respond to any complaints	As they occur
Ensure proper operation of equipment (note any issues)	Per Visit	Decommission unnecessary equipment	As they occur
Calibrate all meters and necessary equipment	Per Visit	Inspect CL2 system and alarms	Every six months
Check plant as per DEP requirements	Per Visit	Perform P/M on pumps and motors	Manufacturer recommendation
Complete all log work	Per Visit	Perform P/M on plant and safety equipment	Manufacturer recommendation
Collect all samples	As required by Permit	Inspect storage tank	Annually
Perform general housekeeping on grounds and building.	Weekly	Calibrate meters and backflows	Annually
Exercise Generator	Monthly	Exercise hydrants and valves	Annually
Confirm submittal of monthly reports	Monthly	Update AMFSP	Annually

Table 5.B: Sample Work Orders – Diamond Maps

WO#	Status	Description	Type	Date Planned	Recurring	Date Started	Date Completed
W1001	Planned	Replace Hydrant.	Basic Work Order	3/18/2024			
W1002	Planned	Repair or Replace Hydrant.	Basic Work Order	3/18/2024			
W1003	Planned	Replace Hydrant Valve.	Basic Work Order	3/18/2024			
W1004	Planned	Repair or Replace Valve.	Basic Work Order	3/18/2024			
W1005	Planned	Repair or Replace Valve.	Basic Work Order	3/18/2024			
W1006	Planned	Repair or Replace Valve.	Basic Work Order	3/18/2024			
W1007	Planned	Repair or Replace Valve.	Basic Work Order	3/18/2024			
W1008	Planned	Repair or Replace Valve.	Basic Work Order	3/18/2024			
W1009	Planned	Repair or Replace Valve.	Basic Work Order	3/18/2024			
W1010	Planned	Repair or Replace Valve.	Basic Work Order	3/18/2024			
W1011	Planned	Locate and Assess Valve.	Basic Work Order	3/18/2024			
W1012	Planned	Locate and Assess Valve.	Basic Work Order	3/18/2024			
W1013	Planned	Locate and Assess Valve.	Basic Work Order	3/18/2024			
W1014	Planned	Locate and Assess Valve.	Basic Work Order	3/18/2024			
W1015	Planned	Repair Leak at Irrigation Well	Basic Work Order	3/18/2024			
W1016	Planned	Repair or Replace Well 4 Dosing Pump.	Basic Work Order	3/18/2024			
RECUR1017	Planned	Operate Generator on Full Load	Basic Work Order		Monthly 15		

Performing the work is important. Tracking the work is also important. Being able to easily check on when specific maintenance tasks were performed or are scheduled will make the utility run more efficiently and prolong the life of critical equipment.

Best Management Practices (BMP)

Utility owners, managers, and operators are expected to be responsible stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMPs) is an excellent tool and philosophy to implement. BMPs can be described as utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility's resources.

Proactive vs Reactive Maintenance

Reactive maintenance is often carried out by customer requests or sudden asset failures. Required service and maintenance to fix the customer's issue(s) or asset failure is identified by staff inspection and corrective action is then taken. Reactive maintenance is sometimes performed under emergency conditions, such as a main break at the treatment plant causing a water disruption. As mentioned above, if your system is responding to and performing reactive/emergency maintenance more than 30% of the time, you will need to adjust your maintenance schedules and increase proactive maintenance schedules.

Proactive maintenance consists of preventive and predictive maintenance. Preventive maintenance includes scheduled tasks to keep equipment operable. Predictive maintenance tasks try to determine potential failure points. An example of predictive maintenance is infrared analysis of electrical connections. Using special equipment, a technician can "see" loose or corroded connections that would be invisible to the naked eye. This allows the utility to "predict" and correct a potential problem early. Assets are monitored frequently, and routine maintenance is performed to increase asset longevity and prevent failure.

Upon adoption of this AMFS plan or any DEP-approved AMP, the FRWA Utility Asset Management (UAM) team intends to upload Mary Esther's asset data definition file into "Diamond Maps", described in [Section 2](#), and will populate the field data. The appropriate System personnel will be trained in Diamond Maps functionality and can immediately begin using it for scheduling and tracking system asset routine and preventive maintenance.

6. Capital Improvement Plan

A Capital Improvement Plan is a multi-year financial planning tool that looks into the future to forecast the System's asset needs. It encourages the system and the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to plan for the acquisition of the asset more carefully. The CIP is designed to be a flexible planning tool and is updated and revised on an annual basis.

Capital improvement projects generally create a new asset that previously did not exist or upgrades or improves an existing component's capacity. These projects are the consequence of growth, environmental needs, or regulatory requirements. Included in a CIP are typically:

1. Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
2. Any upgrades that increase asset capacity.
3. Any construction designed to produce an improvement in an asset's standard operation beyond its present ability.

Capital improvement projects will populate this list. Renewal expenditures do not increase the asset's design capacity, but restores an existing asset to its original capacity, such as:

1. Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition, and capacity, for example, rebuilding an existing pump).
2. Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition (e.g., distribution main repair or hydrant replacement).

In making renewal decisions, the utility considers several categories other than the normally recognized physical failure or breakage. Such renewal decisions include the following:

1. Structural
2. Capacity
3. Level of service failures
4. Outdated functionality
5. Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. The utility staff members can take these reminders and recommendations into account. Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes.

It is recommended that Mary Esther develop a comprehensive CIP for their utilities and continue their work in planning and identifying improvement projects. Asset recommendations from this Plan can be incorporated into the process of developing and approving a Capital Improvement Plan as part of the annual budget process.

Mary Esther, City of											
Scenario 1 FY23 (use of Reserves)											
Fiscal Year: 2023/2024											
Capital Improvement Plan Schedule											
Description	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Water R&R Costs	Water Revenues	\$0	\$0	\$41,700	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Wastewater R&R Costs	Wastewater Revenues	\$0	\$0	\$96,600	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Misc. Capital Outlay	Water Revenues	\$75,000	\$78,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer software & Equipment	Water Revenues	\$2,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Machinery & Equipment	Water Revenues	\$22,747	\$79,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Well #1 Rehab	Grant	\$1,347,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood WI	Water Revenues	\$115,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvments	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvements	Future Loan	\$0	\$0	\$969,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Capital Outlay	Wastewater Revenues	\$75,000	\$243,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improvements	Future Loan	\$0	\$0	\$1,277,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improvements	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood WI	Wastewater Revenues	\$155,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totaled by	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Water Revenues	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
	Wastewater Revenues	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
	Future Loan	\$0	\$0	\$2,247,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Grant	\$1,347,900	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$1,794,615	\$400,000	\$3,547,500	\$276,400	\$414,700	\$552,800	\$691,100	\$829,200	\$967,500	\$1,105,600

Once a more comprehensive Capital Improvement Plan is developed, FRWA can assist Mary Esther in developing a “Proposed Projects Cost Allocation Worksheet” based on the Priority Action List. This worksheet can be incorporated into future updates to the Asset Management Plan.

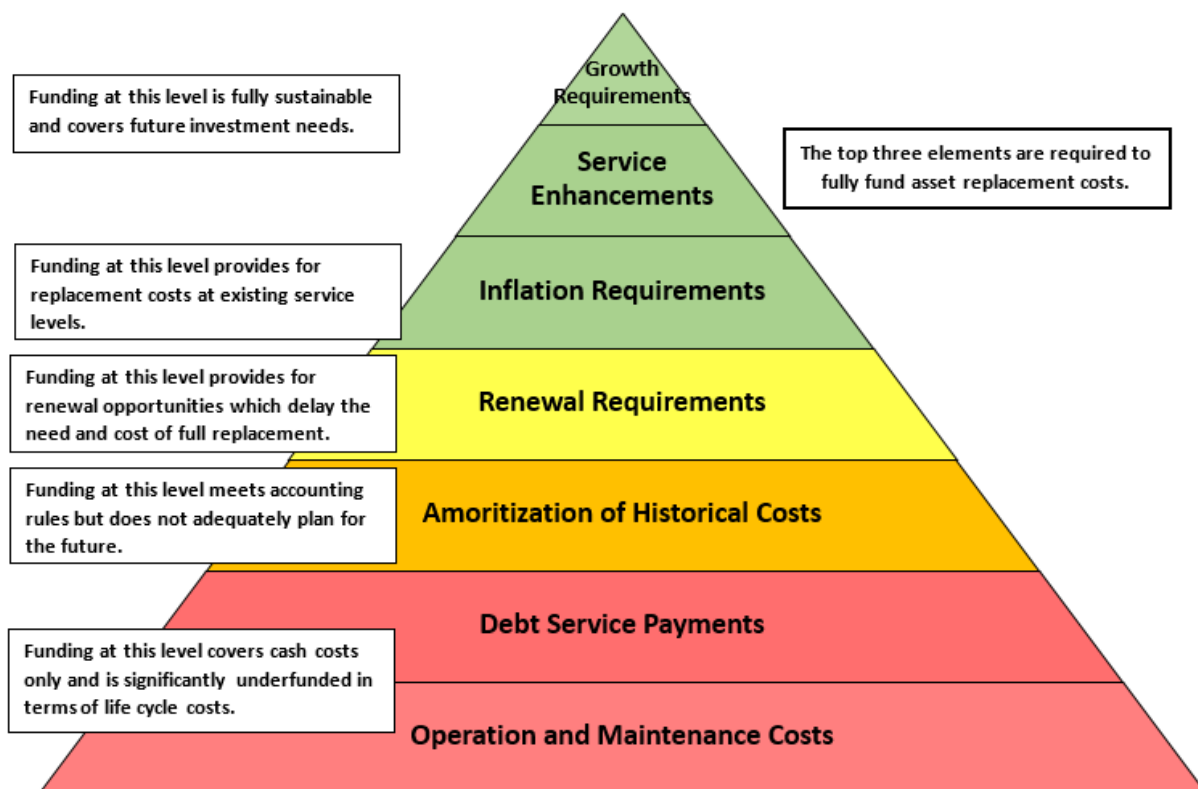
The “Proposed Projects Cost Allocation Worksheet” will identify the repair and maintenance projects identified in the Priority Action List, the proposed capital projects identified in the Plan, the fiscal year in which the project is proposed, the five-year annual maintenance budget of the System and the revenue that would be generated from the proposed change recommended in the rate schedule. As the rates are more firmly established, the System’s annual Capital Requirement identified in RevPlan of \$333,238, begins to build a cash reserve, allows for the completion of capital projects, and generates sufficient revenue to cover the full cost of operating a water system.

7. Financial

Budget/Financial Sufficiency

In order for an Asset Management Plan to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow Mary Esther to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

The pyramid below depicts the various cost elements and resulting funding levels that should be incorporated into Asset Plans that are based on best practices.



This report, with the assistance of RevPlan, helps develop such a financial plan by presenting a couple of scenarios for consideration and culminating with final recommendations.

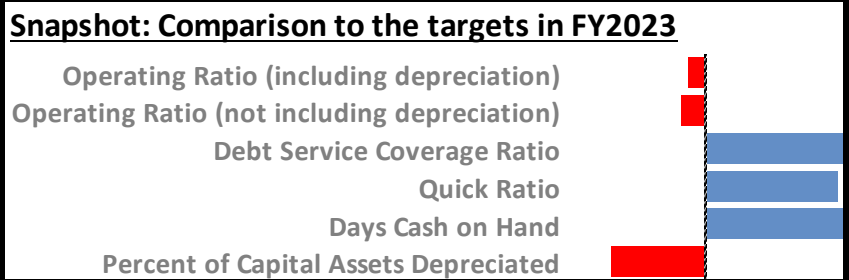
The assets collected, along with financial information provided by the system, were entered into RevPlan to create a preliminary financial sufficiency model for the System. Each year the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in Appendix C.

The use of RevPlan allows the system to input current financial data and develop their own financial planning projections based on various time frames. The System will have the ability to modify the rate structure to determine which proposed rate scenarios may support current and upcoming debt and expenses. Members of FRWA staff are available to assist the System with RevPlan and updating financial models.

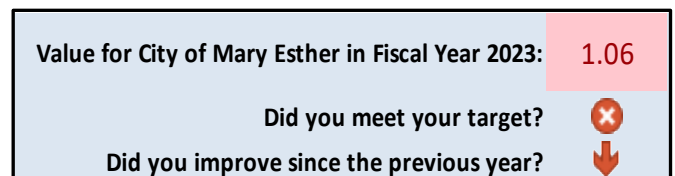
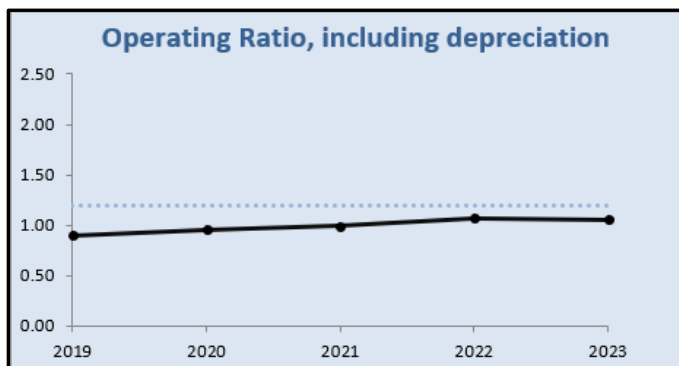
Financial Performance

Financial data available from the annual financial statements were copied into a Financial Health Checkup tool provided by the Environmental Finance Center at the University of Chapel Hill. This free tool assists in the assessment of the financial performance of a utility fund by computing key financial indicators that measure a variety of important metrics. Each metric is compared against targets and demonstrates the financial strengths and weaknesses of the utility fund over the past five years.

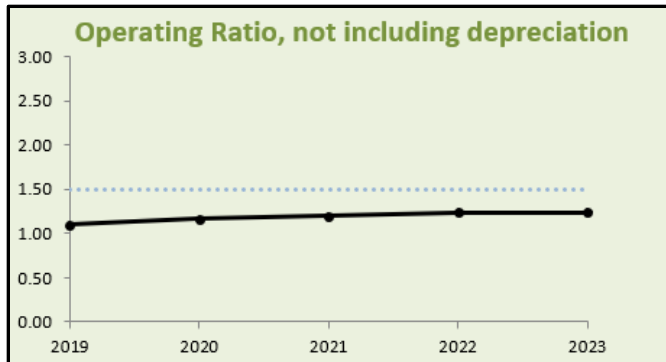
As indicated by the Snapshot chart, Mary Esther met three out of the six financial targets indicating some work is needed in improving the financial strength in the utility fund.



Operating Ratio (including depreciation): Did the system generate the revenue needed to pay for O&M and a little for capital? Benchmark is 1.2.



Operating Ratio (not including depreciation): Did the system generate the revenues to pay for O&M by itself? Benchmark is 1.5.



Value for City of Mary Esther in Fiscal Year 2023: 1.24

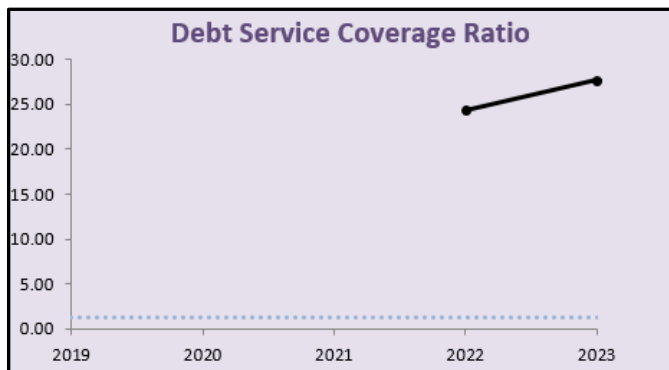
Did you meet your target in Fiscal Year 2023?



Did you improve since the previous year?



Debt Service Coverage: Did the system generate the revenues needed to pay for O&M and existing debt service? Benchmark is >1.2.



Value for City of Mary Esther in Fiscal Year 2023: 27.70

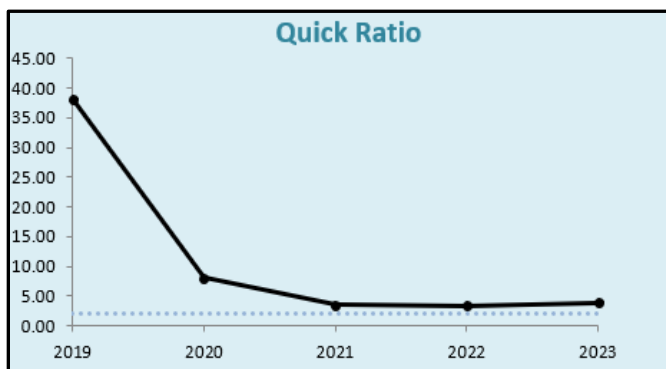
Did you meet your target in Fiscal Year 2023?



Did you improve since the previous year?



Quick Ratio: Did you have enough liquidity to pay your current liabilities at the end of the year? Benchmark is at least 2.0.



Value for City of Mary Esther in Fiscal Year 2023: 3.9

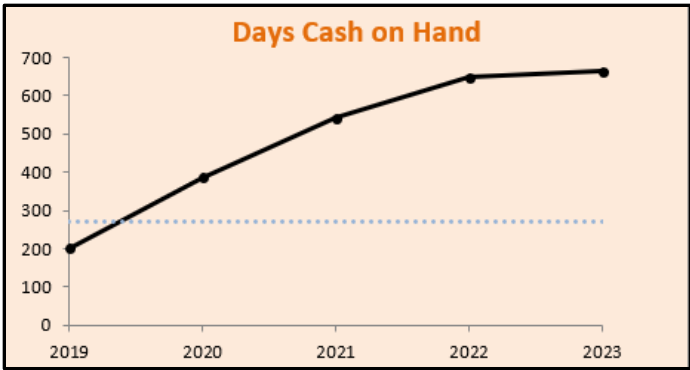
Did you meet your target in Fiscal Year 2023?



Did you improve since the previous year?

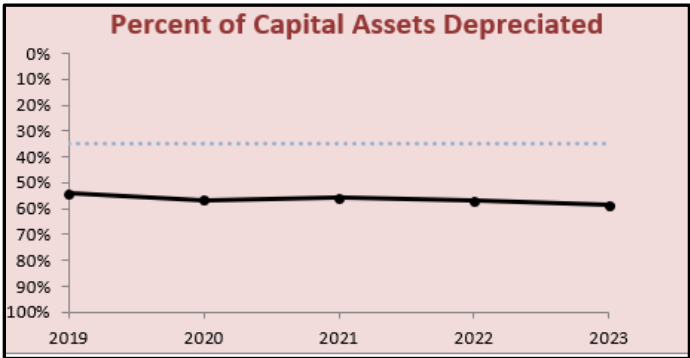


Days Cash on Hand: How many days could you continue to operate the utility with the cash levels available? Benchmark is 270 days.



Value for City of Mary Esther in Fiscal Year 2023:	663
Did you meet your target in Fiscal Year 2023?	✓
Did you improve since the previous year?	↑

Percent of Capital Assets Depreciated: How much have your utility's assets depreciated (nearing the end of their lives)? Benchmark is staying away from 100%.



Value for City of Mary Esther in Fiscal Year 2023:	59%
Did you meet your target in Fiscal Year 2023?	✗
Did you improve since the previous year?	↓

Based on the results of the key financial indicators it is recommended that Mary Esther continue their current practices of strengthening their utility fund in order to have enough funds to cover daily expenses, debt service, capital replacement costs, emergencies, and unexpected revenue shortfalls. As the water system ages and the percent of assets depreciated increases each year, it is important for the water fund to become fully sustainable by securing funding levels that provide for renewal opportunities, the full replacement costs of assets, service enhancements and growth requirements.

Asset Statistics

The table below summarizes the asset information from the System collected by FRWA and found in RevPlan:

Mary Esther Water System	
Total Replacement Cost of Water System	\$11,471,698
Percent of Assets Needing Replacement	6.18 %
Cost of Replacing All Assets Needing Replacement	\$708,483
Annual Replacement Cost of System	\$333,238

Please note that the \$11.47 million dollar replacement cost of the water system documented above, along with the annual replacement cost of \$333,238 for the system is low. These figures do not include certain assets such as large equipment, vehicles, and some property improvements normally associated with maintaining a utility system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the System.

Based on the findings of the Asset Management Plan, it is important for Mary Esther to start setting aside reserves for the replacement of its assets, to make sure that the base charge is adequately covering fixed costs and that its usage charges are sufficient to fund its variable costs.

Reserves

Reserve balances for utility systems are funds set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. All types of reserves can play a significant role in addressing current and future challenges facing utility systems, such as demand volatility, water supply costs, large capital requirements, asset replacements, natural disasters and potential liabilities from system failures associated with aged infrastructure. All utilities should establish formal financial policies relative to reserves. Such policies should articulate how these balances are established, their use, and how the adequacy of each respective reserve fund balance is determined. Once reserve targets are established, they should be reviewed annually during the budgeting process.

In Mary Esther, the unrestricted cash available at end of FY 2023 was \$4,545,488, with annual operating expenses (without depreciation) of approximately \$2,502,256 in FY 2023 giving the System 662 days of cash on hand.

For planning purposes and without a stated reserve policy from the System, FRWA builds the financial model by increasing the annual unrestricted reserve funding to 270 days of the current year operation and maintenance budget. While there is not a one size fits all approach to building reserves, FRWA cautions utilities about dropping below 90 days and encourages them to work towards a balance of cash on hand equal to or greater than 270 days. Cash reserves are essential to ensure a utility's long-term financial sustainability and resiliency. Each utility system has its own unique circumstances and considerations that should be factored into the selection of the types of reserves and corresponding policies that best meet its needs and objectives.

Rates

A 'rule of thumb' FRWA subscribes to regarding rates is that base charges pay for fixed expenses and usage charges fund the variable expenses. Rates should generate sufficient revenue to cover the full cost of operating a water system. By charging customers the full cost of water, small water systems send a message that water is a valued commodity that must be used wisely and not wasted. When rates are set to cover the full cost of production, water systems are more likely to have financial stability and security.

A recent rate study completed by FRWA concluded that base rates and the usage charge need to be increased for all customers.

The current residential and commercial rate structure is as follows:

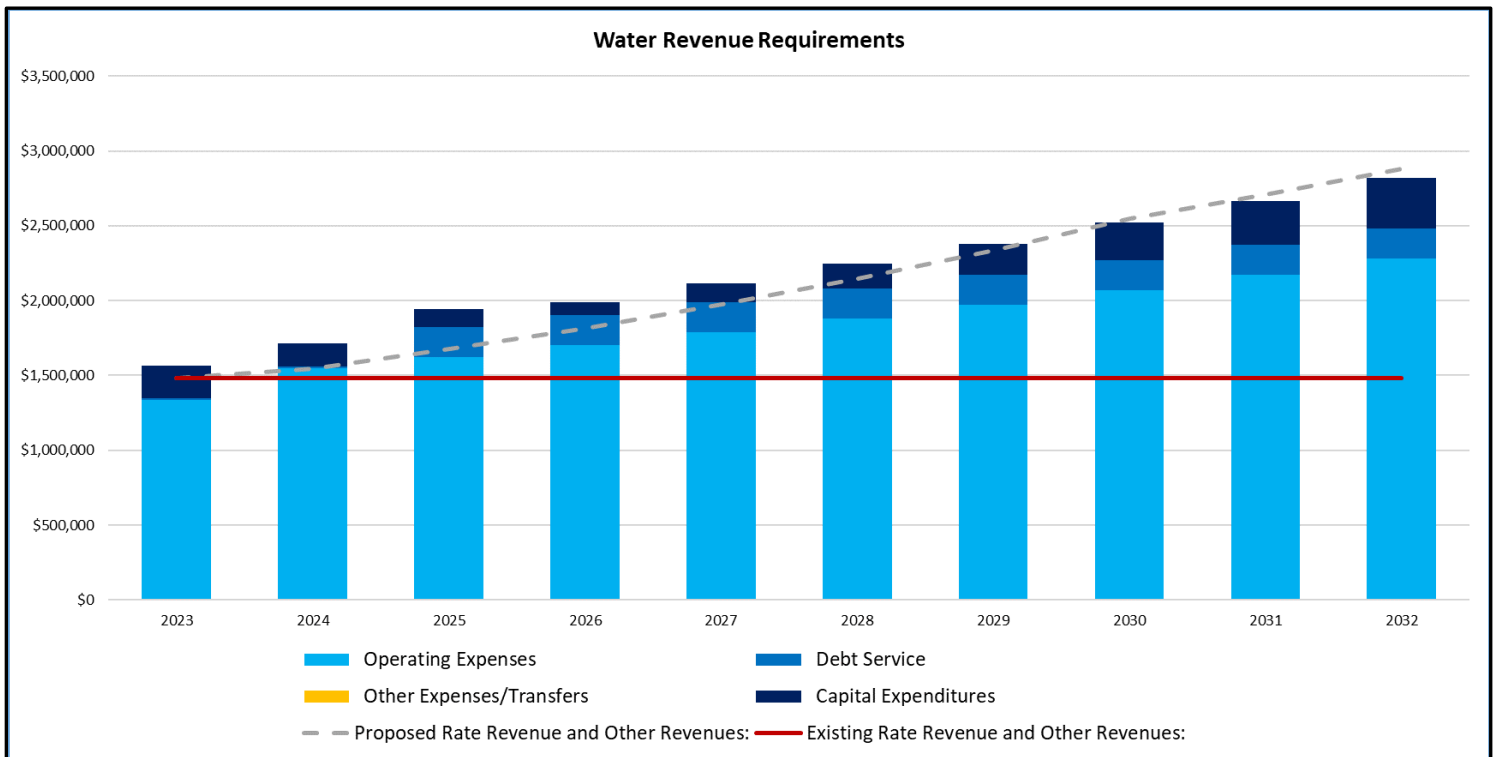
Water Base Rates	Residential	Commercial 1	Commercial 2
Ready to Serve Rate	\$ 19.25	\$ 28.88	\$ 57.77

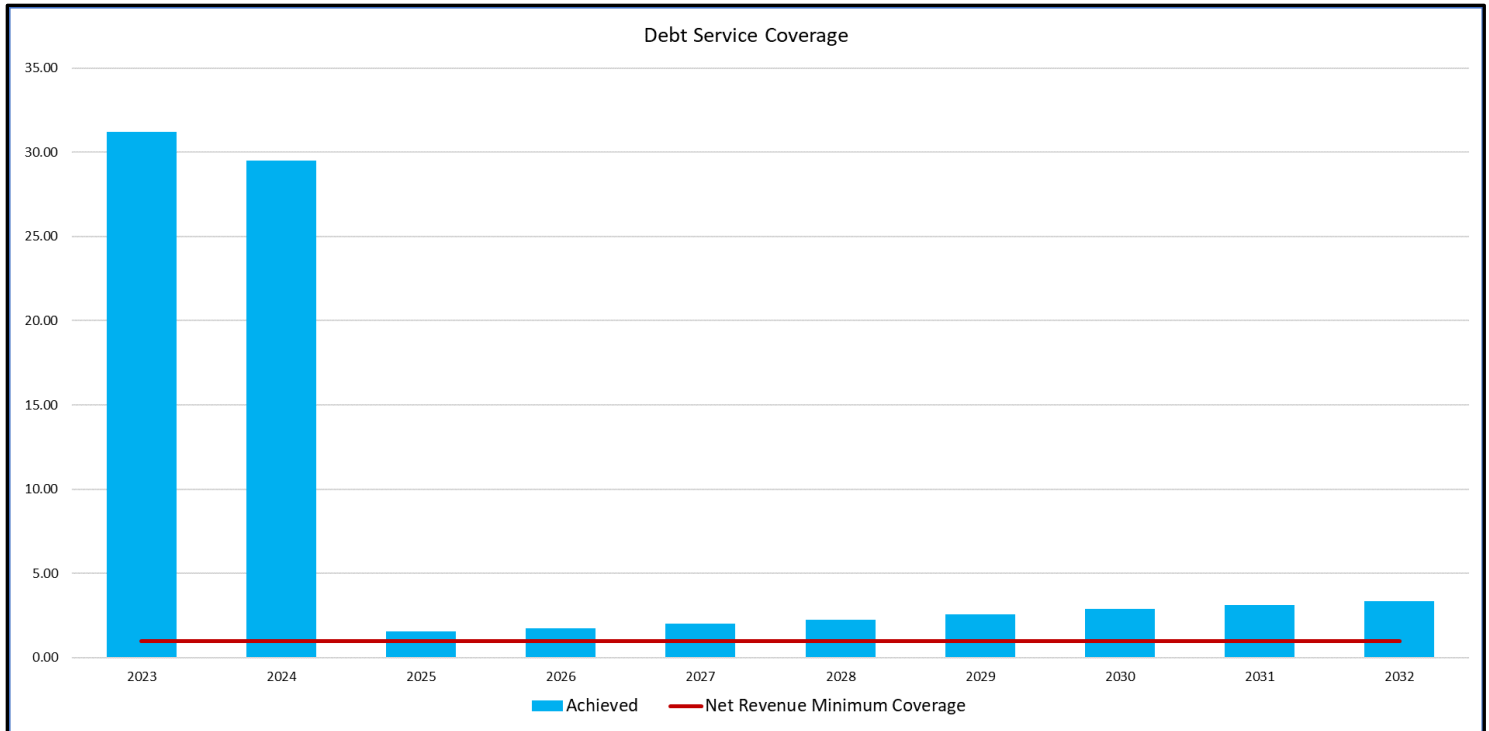
Water Usage Rates	Residential and Commercial
0 to 3,000 Gallons	\$ 5.15
3,001 to 6,000 Gallons	\$ 5.95
6,001 to 9,000 Gallons	\$ 6.74
9,001 Gallons or More	\$ 7.93

Based on the available financial information, water production reports and billing information, FRWA developed a rate scenario that shows the rate adjustments necessary to adequately fund the water system using the existing rate structure. The proposed Scenario shows the rate adjustments necessary to adequately fund the water system by establishing rate increases of 5% in 2024, 10% in 2025 through 2030, 7% in 2031 and 2032 followed by annual rate increases of 5% in subsequent years.

Proposed Rate Adjustments										
	Fiscal Year									
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Base Charge Adjustments										
Drinking Water	5%	10%	10%	10%	10%	10%	10%	7%	7%	5%
Usage Charge Adjustments										
Drinking Water	5%	10%	10%	10%	10%	10%	10%	7%	7%	5%

Proposed Scenario:





The proposed Scenario shows the rate adjustments necessary to adequately fund the water system:

Once established, the rate increases will satisfy:

- The existing operational expenses.
- The existing debt service requirements.
- The annual replacement costs for the system and future capital improvement costs.
- The new operating expenses (assets in failed or poor condition) detailed in Section 4 of this plan.
- The future debt needed to adequately replace and sustain the assets of the system.
- The annual reserve requirements.

Rate Recommendation:

Based on the preliminary financial sufficiency model developed by RevPlan, the annual asset investment requirement, and the water production reports and billing information, FRWA recommends that the System pursue the proposed Scenario presented above. In addition, FRWA encourages the System to review RevPlan, growth projections and Consumer Price Index (CPI) changes at least annually to determine if additional rate increases are needed as well as to pursue aggressively alternative revenue funding sources for the future capital projects identified in the Capital Improvements Plan. It is also recommended that the system consider an alternative rate structure based on line size to reduce the complexity of Commercial billing.

Proposed Water Base and Usage Rates

Water Base Rates	Current Residential Rate	Current Commercial 1 Rate	Current Commercial 2 Rate	Proposed Residential Rate	Proposed Commercial 1 Rate	Proposed Commercial 2 Rate
Ready to Serve Rate	\$ 19.25	\$ 28.88	\$ 57.77	\$ 21.18	\$ 31.77	\$ 63.55

Water Usage Rates	Current Residential Rates	Current Commercial 1 & 2 Rates	Proposed Residential Rates	Proposed Commercial 1 & 2 Rates
0 to 3,000 Gallons	\$ 5.15	\$ 5.15	\$ 5.67	\$ 5.67
3,001 to 6,000 Gallons	\$ 5.95	\$ 5.95	\$ 6.55	\$ 6.55
6,001 to 9,000 Gallons	\$ 6.74	\$ 6.74	\$ 7.42	\$ 7.42
9,001 Gallons or More	\$ 7.93	\$ 7.93	\$ 8.73	\$ 8.73

Typical Monthly Bill – Proposed Residential Rates

Typical Monthly Water Bill With Proposed Residential Rates At 5,000 Gallons					
	2023	2024	2025	2026	2027
Base Charge	\$ 18.34	\$ 19.26	\$ 21.18	\$ 23.30	\$ 25.63
Usage Charge	\$ 26.07	\$ 27.37	\$ 30.11	\$ 33.12	\$ 36.43
Combined Bill	\$ 44.41	\$ 46.63	\$ 51.29	\$ 56.42	\$ 62.06

Typical Monthly Water Bill With Proposed Residential Rates At 5,000 Gallons					
	2028	2029	2030	2031	2032
Base Charge	\$ 28.19	\$ 31.01	\$ 34.11	\$ 36.50	\$ 39.06
Usage Charge	\$ 40.08	\$ 44.09	\$ 48.49	\$ 51.89	\$ 55.52
Combined Bill	\$ 68.27	\$ 75.10	\$ 82.60	\$ 88.39	\$ 94.58

Existing Rate vs. Proposed Rate Sufficiency

Mary Esther, City of										
Scenario 1 FY23 (use of Reserves)										
Fiscal Year: 2023/2024										
Water Revenue Requirements										
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue Requirements:										
Operating Expenses	\$1,339,589	\$1,546,281	\$1,623,595	\$1,704,775	\$1,790,014	\$1,879,514	\$1,973,490	\$2,072,164	\$2,175,773	\$2,284,561
Debt Service	\$11,400	\$11,400	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900
Other Expenses/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Gross Revenue Requirements	\$1,566,904	\$1,714,681	\$1,946,295	\$1,987,975	\$2,114,914	\$2,246,014	\$2,381,690	\$2,521,964	\$2,667,273	\$2,817,661
Less: Other Revenue	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100
Net Revenue Requirements	\$1,319,804	\$1,467,581	\$1,699,195	\$1,740,875	\$1,867,814	\$1,998,914	\$2,134,590	\$2,274,864	\$2,420,173	\$2,570,561
Existing Rate Sufficiency:										
Revenue from Existing Rates	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000
Revenue Surplus/(Deficiency)	-\$83,804	-\$231,581	-\$463,195	-\$504,875	-\$631,814	-\$762,914	-\$898,590	-\$1,038,864	-\$1,184,173	-\$1,334,561
Proposed Rate Sufficiency:										
Revenue from Proposed Rates	\$1,236,000	\$1,297,800	\$1,427,600	\$1,570,400	\$1,727,400	\$1,900,200	\$2,090,200	\$2,299,200	\$2,460,100	\$2,632,300
Increase in Revenue	\$0	\$61,800	\$191,600	\$334,400	\$491,400	\$664,200	\$854,200	\$1,063,200	\$1,224,100	\$1,396,300
Cumulative %										
All Customer Classes										
Base Charges	0.00%	5.00%	15.50%	27.05%	39.76%	53.73%	69.10%	86.01%	99.03%	112.97%
Usage Charges	0.00%	5.00%	15.50%	27.05%	39.76%	53.73%	69.10%	86.01%	99.03%	112.97%
Current Year %										
All Customer Classes										
Base Charges	0.00%	5.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	7.00%	7.00%
Usage Charges	0.00%	5.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	7.00%	7.00%
Revenue Surplus/(Deficiency)	-\$83,804	-\$169,781	-\$271,595	-\$170,475	-\$140,414	-\$98,714	-\$44,390	\$24,336	\$39,927	\$61,739

Proposed Rate Schedule

Mary Esther, City of										
Scenario 1 FY23 (use of Reserves)										
Fiscal Year: 2023/2024										
Rate Schedule										
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Drinking Water										
Residential										
Base Charges Inside City										
5/8-inch	\$18.34	\$19.26	\$21.18	\$23.30	\$25.63	\$28.19	\$31.01	\$34.11	\$36.50	\$39.06
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial I										
Base Charges Inside City										
5/8-inch	\$27.51	\$28.89	\$31.77	\$34.95	\$38.45	\$42.29	\$46.52	\$51.17	\$54.75	\$58.59
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial II										
Base Charges Inside City										
5/8-inch	\$55.02	\$57.77	\$63.55	\$69.90	\$76.89	\$84.58	\$93.04	\$102.34	\$109.51	\$117.17
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial I (Base rate only)										
Base Charges Inside City										
5/8-inch	\$27.51	\$28.89	\$31.77	\$34.95	\$38.45	\$42.29	\$46.52	\$51.17	\$54.75	\$58.59

8. Energy Management

Energy costs often make up twenty-five to thirty percent of a utility's total operation and maintenance costs. They also represent the largest controllable cost of providing water and wastewater services. EPA's *"Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities"* provides details to support utilities in energy management and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency and measure the effectiveness of energy projects.

Energy Conservation and Cost Savings

The System should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. The following are common energy management initiatives the System should implement going forward:

1. Load management.
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing.
4. On-demand hot water heaters.
5. Variable frequency driven pumps and electrical equipment.
6. Energy efficient infrastructure.
7. LED lighting.
8. Meg electric motors.
9. MCC electrical lug thermal investigation.
10. Flag underperforming assets for rehabilitation or replacement.

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system-wide and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical or operational changes.

Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. For example, an audit of an individual water treatment plant (WTP) will attempt to pinpoint wasted or unneeded facility energy consumption.

With the cost of electricity rising, the reduction of energy use should be a priority for systems. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another

source of inefficient usage of energy in WTPs across the country. The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

Energy Conservation Measures

The following table provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Using Operations	Energy Saving Measures
Lighting	• Motion sensors • T5 low and high bay fixtures • Pulse start metal halide • Indirect fluorescent • Super-efficient T8s • Comprehensive control for large buildings
Heating, Ventilation, Air Conditioning (HVAC)	• Water source heat pumps • Prescriptive incentives for remote telemetry units • Custom incentives for larger units • Low volume fume hood • Occupancy controls • Heat pump for generator oil sump

Energy Audit Approach

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and costs through physical and operational changes. Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. An audit of an individual treatment plant is an attempt to pinpoint wasted or unneeded facility energy consumption. It is recommended to perform an energy audit every two to three years to analyze a return on investment.

A water system energy audit approach checklist, similar to the one on the following page for pumps and motors, can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them.

Minimum Equipment Information to Gather	Additional Equipment Information to Gather	Conditions to Consider
• Pump style • Number of pump stages • Pump and motor speed(s) • Pump rated head (name plate) • Motor rated power and voltage (name plate) • Full load amps • Rated and actual pump discharge • Operation schedules	• Pump manufacturer's pump curves • Actual pump curve • Power factor • Load profile • Analysis of variable frequency drives (vfd's) if present • Pipe sizes • Water level (source) • Motor current • Pump suction pressure • Discharge pressure	• Maintenance records • Consistently throttled values • Excessive noise or vibrations • Buildup of sand and/or grit • Evidence of wear or cavitation on pump, impellers, or pump bearings. • Out-of-alignment conditions • Significant flow rate/ pressure variations • Active by-pass piping • Restrictions in pipes or pumps • Restrictive/leaking pump shaft packing

In 2023, an Energy Assessment was conducted by FRWA staff at the System's facilities. The result of that assessment is summarized in the table below:

Mary Esther Energy Audit Recommendations
1. Install VFD's at Well 2.
2. Move operations to off peak hours to extent practicable.

According to the Assessment, an investment of \$5,000, depending upon the highly variable cost of procuring the needed equipment, could potentially save the City of Mary Esther \$1,282 annually against its drinking water treatment system total expenditures, while moving more operations to off peak hours will reduce the demand surcharge on the City's energy bill.

Several grants and loans are available to systems for completing such projects. A list of common funding sources is found in Section 9 of this Plan.

Please know that FRWA offers Energy Assessments to our members and SRF recipients that are participating in the AMFSP program. It is recommended that audits be completed every two to three years. For future energy assessments, please contact your local Circuit Rider or the FRWA office to participate.

9. Conclusions

Our conclusions are based on our observations during the data collection procedure, discussions with Mary Esther staff, regulatory inspection data, and our experience related to similar assets.

Areas needing attention are detailed in Section 4 and include:

Water Production and Distribution System:

- Make needed repairs to the poor and failed assets and develop a maintenance and replacement strategy for all the components at the water production facilities. If equipment is no longer needed in the operation of the facility, it is recommended that the equipment be surplused and removed from the site.
- Clean and remove any obstructions and debris in buildings and around water production sites.
- Continue implementation of the water system improvement projects found in the Water Master Plan from 2020. These recommendations address the problems associated with the aging treatment facilities and distribution system.
- Provide for the maintenance activities at the Storage Tanks as outlined in the inspection reports.
- Develop a regular operational maintenance program for the system.
- Document water line condition and water line breaks and develop a replacement strategy for any older or problematic water mains outside of the recommendations found in the Water Master Plan. Develop a plan to replace or abandon the Asbestos Concrete lines.
- Create and then regularly update the Capital Improvement Plan to fund the replacement of production and distribution assets following the creation of a Replacement Strategy.

Hydrants and Hydrant Valves:

- Develop an annual hydrant maintenance program to coincide with the current flushing program and record any deficiencies inside Diamond Maps.
- Repair all poor condition hydrants and hydrant valves and replace all failed condition hydrants and hydrant valves.
- Ensure operation of accompanying hydrant valves and install new valves with any hydrant installation.
- Conduct an annual flow test at each of the hydrants.
- Begin an annual hydrant replacement program.
- Raise hydrant valves to match the existing ground level with the addition of a concrete collar.

Water Valves:

- Continue the annual valve exercising program and record any deficiencies inside Diamond Maps.
- Repair all poor condition system valves and replace all failed condition system valves. Begin replacing any inline 2" wheel valves throughout system.
- Locate and clean out buried valve boxes and exercise if possible. Evaluate any remaining valves throughout system for accurate representation in Diamond Maps.
- Raise system valves to match the existing ground level with the addition of a concrete collar.
- As old lines are replaced or water breaks necessitate, new valves should be installed in order to isolate sections of the system.

Water Meters:

- Implement a meter replacement program or pursue alternative revenue sources to replace all the meters throughout the system with Advanced Metering Infrastructure (AMI).

Energy Audit:

- Incorporate energy audit recommendations found in Section 8 of this Plan by including their costs into the Operational Budget and/or Capital Improvement Plan.

Other Areas:

- An Asset Management Planning (AMP) and Computerized Maintenance Management System (CMMS) program must be implemented to maintain assets efficiently and effectively.
- Develop a Capital Improvement Plan and work in planning and identifying water system improvement projects. Pursue alternative revenue funding sources for capital improvement projects.
- Staff training on maintenance, safety, and use of the AMP/CMMS tool must be completed.
- Strengthen the water system fund in order to cover daily expenses, debt service, capital replacement costs, emergencies, and unexpected revenue shortfalls. Rates must be increased and routinely monitored to ensure adequate funding for operations and system improvements. Cash reserves are essential to a utility's operation, and it is recommended that the System continue building a water fund cash reserve.
- Consider an alternative rate structure based on line size to reduce the complexity of Commercial billing.

- Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement.
- Perform regular audits of Energy Saving initiatives. Even small changes in energy use can result in large savings.
- ***The Asset Management Plan must be adopted by Resolution or Ordinance.*** This demonstrates the utility's commitment to the plan. After adoption, implementation of the AMP must occur.

Implementing this Asset Management and Fiscal Sustainability Plan

Implementing an Asset Management and Fiscal Sustainability Plan requires several items:

1. **Assign specific personnel** to oversee and perform the tasks of Asset Management.
2. **Develop and use a Computerized Maintenance Management System (CMMS) program.** The information provided in this AMFS plan will give the utility a good starting point to begin. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially large savings for the utility. Diamond Maps is one example among many options that are available. FRWA can help with set up and implementation.
3. **Develop specific Level of Service items.** Create a Level of Service (LOS) Agreement and inform customers of the Utility's commitment to providing the stated LOS. Successes can be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale. We have included a sample LOS list in Section 2.
4. **Develop specific Change Out/Repair/Replacement Programs.** The System budgets for Repair and Replacement and should continue to evaluate the system to adjust the annual budgeted amounts accordingly. An example includes budgeting for a certain number of stepped system refurbishments each year.
5. **Modify the existing rate structure.** The System should make changes to their rate structure to capture all possible revenue and share the burden of maintaining the system among all classes of users. Continue to make sure adequate funds are available to properly operate and maintain the facilities. Rate increases, when required, can be accomplished in a stepped fashion rather than an 'all now' approach to lessen the resulting customer impact.

6. **Explore financial assistance options.** Financial assistance is especially useful in the beginning stages of Asset Management since budget shortfalls are likely to exist and high cost items may be needed quickly. For a table of common funding sources, see Section 9.
7. **Revisit the AMFS plan annually.** An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Common updates or revisions include:
 - Changes to your asset management team.
 - Updates to the asset inventory.
 - Updates to asset condition and criticality ranking charts.
 - Updates to asset condition and criticality assessment procedures.
 - Updates to operation and maintenance activities.
 - Changes to financial strategies and long-term funding plans.

The annual review should begin by asking yourself:

“What changes have occurred since our last Asset Management and Fiscal Sustainability Plan update?”

Funding Sources for Water and Wastewater Systems

On the following page is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans, grants, or a combination of both.

FRWA offers funding and technical assistance in the form of preparing funding documentation. This includes Request for Inclusion (RFIs), Applications, and Disbursement Requests. FRWA offers this as a free service to communities in Florida using knowledgeable employees dedicated to assisting with funding. For more information on how your system can benefit from this assistance, please contact the FRWA office.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	https://floridadep.gov/wra/srf/content/dwsrf-program	Eric Meyers eric.v.meyers@FloridaDEP.gov 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Mike Chase Michael.Chase@FloridaDEP.gov 850-245-2969
USDA Rural Development- Water and Wastewater Direct Loans and Grants	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Jeanie Isler jeanie.isler@fl.usda.gov 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/states/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppld=294771	Greg Vaday gvaday@eda.gov 404-730-3009
National Rural Water Association- Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Gary Williams Gary.Williams@frwa.net 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com 850-717-8417
Northwest Florida Water Management System - Cooperative Funding Initiative (CFI)	https://www.nwfwater.com/Water-Resources/Funding-Programs	Christina Coger Christina.Coger@nwfwater.com 850-539-5999

Closing

This Asset Management and Fiscal Sustainability plan is presented to the City of Mary Esther for consideration and final adoption. Its creation would not have been possible without the cooperation of the System staff and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF).

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. The Asset Management and Fiscal Sustainability Plan is an unbiased, impartial, independent review and is solely intended for achievement of drinking water and wastewater system fiscal sustainability and maintaining your valuable utility assets. The Florida Rural Water Association has enjoyed serving you and will happily assist the City of Mary Esther with any future projects to ensure your Asset Management Plan is a success.

APPENDIX A: Sample Resolution

RESOLUTION NO. 2023-_____

A RESOLUTION OF THE CITY OF MARY ESTHER, APPROVING THE WATER SYSTEM ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies and public systems to finance construction of utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the City of Mary Esther's water system improvements, identified in the Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the system is required to implement an Asset Management and Fiscal Sustainability Plan for the City's Water System Improvements; and

WHEREAS, the Council for the City of Mary Esther has determined that approval of the attached Asset Management and Fiscal Sustainability Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE MARY ESTHER CITY COUNCIL the following:

Section 1. That the City of Mary Esther Council hereby approves the Mary Esther Water System Asset Management and Fiscal Sustainability Plan, attached hereto and incorporated by reference as a part of this Resolution.

Section 2. That the City Manager is authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water System Asset Management

and Fiscal Sustainability Plan in accordance with applicable Florida law and Commission direction in order to obtain funding from the SRF.

Section 3. That the City of Mary Esther will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water System Asset Management and Fiscal Sustainability Plan or in proportion to the City’s needs as determined by the Council in its discretion.

Section 4. That this Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this _____ day of _____, 2023.

CITY OF MARY ESTHER

Chris Stein, Mayor

ATTEST:

APPROVED AS TO FORM:

Valarie Broxson, City Clerk

City of Mary Esther Attorney

Appendix B: Master Asset List

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Buildings						
Well 3 Building	1979	50	\$ 60,000	Average	Moderate	2047
Well 4 Building	1994	50	\$ 35,000	Average	Moderate	2047
Well 2 Building	1979	50	\$ 25,000	Average	Moderate	2047
Well 1 Building	1982	50	\$ 120,000	Average	Moderate	2048
Well 3 HSP Building	1979	50	\$ 32,000	Average	Moderate	2049
Control Valves						
Well 4 Flushing Hydrant	2017	25	\$ 1,000	Average	Moderate	2034
Flushing Hydrant	2005	25	\$ 1,000	Average	Moderate	2035
Flushing Hydrant	2012	25	\$ 1,000	Average	Moderate	2035
Flushing Hydrant	1984	25	\$ 1,000	Average	Moderate	2035
Flushing Hydrant	1981	25	\$ 1,000	Average	Moderate	2035
Flushing Hydrant	2016	25	\$ 1,000	Average	Moderate	2035
Flushing Hydrant	2010	25	\$ 1,000	Average	Moderate	2035
Flushing Hydrant	2022	25	\$ 1,000	Average	Moderate	2035
Flushing Hydrant	1980	25	\$ 1,000	Average	Moderate	2035
Well 2 Check Valve	2015	25	\$ 4,000	Average	Moderate	2035
Well 2 Air Release Valve	2015	25	\$ 500	Average	Moderate	2035
Well 4 Air Release Valve	1993	25	\$ 500	Average	Moderate	2035
Well 4 Check Valve	1993	25	\$ 4,000	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Well 3 Air Release Valve	1986	25	\$ 1,000	Average	Moderate	2035
Well 3 Check Valve	2017	25	\$ 4,000	Average	Moderate	2035
Well 3 HSP 2 Check Valve	1986	25	\$ 4,000	Average	Moderate	2035
Well 3 HSP 1 Check Valve	1986	25	\$ 4,000	Average	Moderate	2035
Well 3 HSP Automatic Control Valve	1986	25	\$ 8,000	Average	Moderate	2035
Well 4 Chlorine Air Release Valve	1993	25	\$ 200	Average	Moderate	2035
Well 3 Backflow Preventer	2010	25	\$ 1,000	Average	Moderate	2036
Well 3 HSP 1 ARV	1986	25	\$ 500	Average	Moderate	2036
Well 3 HSP 2 ARV	1986	25	\$ 500	Average	Moderate	2036
Well 3 EST Pressure Transducer	1993	25	\$ 500	Average	Moderate	2036
Well 1 Check Valve	2016	25	\$ 3,500	Average	Moderate	2036
Well 1 Air Release Valve	2016	25	\$ 1,500	Average	Moderate	2036
Flushing Hydrant	2020	25	\$ 1,000	Good	Moderate	2040
Well 1 HSP 1 Check Valve	2023	25	\$ 4,000	Good	Moderate	2041
Well1 HSP 2 Check Valve	2023	25	\$ 4,000	Good	Moderate	2041
Electrical Equipment						
Well 3 Disconnect Switch	1986	20	\$ 2,000	Average	Moderate	2032
Well 3 Control Panel	1986	20	\$ 5,000	Average	Moderate	2032
Well 3 HSP 1 Panel	1986	20	\$ 3,000	Average	Moderate	2032
Well 4 Control Panel	1993	20	\$ 5,000	Average	Moderate	2032
Well 4 Generator	1993	20	\$ 65,000	Average	Moderate	2032
Well 1 Generator	1986	20	\$ 65,000	Average	Moderate	2032

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Well 2 Control Panel	1986	20	\$ 5,000	Average	Moderate	2032
Well 2 Lighting Panel	1979	20	\$ 1,000	Average	Moderate	2033
Well 2 Building Disconnect Switch	1979	20	\$ 1,000	Average	Moderate	2033
Well 2 Transformer	1979	20	\$ 2,000	Average	Moderate	2033
Well 2 Disconnect Switch 2	1979	20	\$ 1,000	Average	Moderate	2033
Well 2 Power Supply	1979	20	\$ 2,000	Average	Moderate	2033
Well 2 Disconnect Switch 1	1979	20	\$ 1,000	Average	Moderate	2033
Well 1 Power Supply	1979	20	\$ 2,000	Average	Moderate	2033
Well 1 Disconnect Switch	1979	20	\$ 1,000	Average	Moderate	2033
Well 4 Generator Transfer Switch	1993	20	\$ 2,000	Average	Moderate	2033
Well 4 Power Distribution - Box P	1993	20	\$ 3,000	Average	Moderate	2033
Well 4 Lighting Panel - Box L	1993	20	\$ 500	Average	Moderate	2033
Well 4 Chlorine Pump Control Panel	1993	20	\$ 2,000	Average	Moderate	2033
Well 4 Pump Control Panel	1993	20	\$ 3,000	Average	Moderate	2033
Well 4 Main Disconnect Switch	1993	20	\$ 1,500	Average	Moderate	2033
Well 3 HSP Control Panel	1986	20	\$ 5,000	Average	Moderate	2033
Well 3 Tank Control Panel	1986	20	\$ 5,000	Average	Moderate	2033
Well 3 Transfer Switch	1986	20	\$ 2,000	Average	Moderate	2033
Well 2 Generator	1986	20	\$ 45,000	Average	Moderate	2033
Well 4 Chlorine Disconnect Switch	1993	20	\$ 1,000	Average	Moderate	2033
Well 3 Electric Panel	1986	20	\$ 2,000	Average	Moderate	2034
Well 3 HSP 2 Control Panel	1986	20	\$ 3,000	Average	Moderate	2034

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Well 3 HSP Service Panel	1986	20	\$ 2,000	Average	Moderate	2034
Well 3 HSP Disconnect Switch	1986	20	\$ 1,000	Average	Moderate	2034
Well 3 EST Electric Panel	1993	20	\$ 1,000	Average	Moderate	2034
Well 3 Generator	2021	20	\$ 45,000	Good	Moderate	2036
Hydrants						
Hydrant	1979	50	\$ 3,500	Average	Moderate	2047
Hydrant	1979	50	\$ 3,500	Average	Moderate	2047
Hydrant	1978	50	\$ 3,500	Average	Moderate	2047
Hydrant	1982	50	\$ 3,500	Average	Moderate	2047
Hydrant	2010	50	\$ 3,500	Average	Moderate	2047
Hydrant	2003	50	\$ 3,500	Average	Moderate	2047
Hydrant	1980	50	\$ 3,500	Average	Moderate	2047
Hydrant	2007	50	\$ 3,500	Average	Moderate	2047
Hydrant	1979	50	\$ 3,500	Average	Moderate	2047
Hydrant	1979	50	\$ 3,500	Average	Moderate	2047
Hydrant	1982	50	\$ 3,500	Average	Moderate	2047
Hydrant	1979	50	\$ 3,500	Average	Moderate	2047
Hydrant	2016	50	\$ 3,500	Average	Moderate	2047
Hydrant	1984	50	\$ 3,500	Average	Moderate	2047
Hydrant	1997	50	\$ 3,500	Average	Moderate	2047
Hydrant	1999	50	\$ 3,500	Average	Moderate	2047
Hydrant	1989	50	\$ 3,500	Average	Moderate	2047

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant	1989	50	\$ 3,500	Average	Moderate	2047
Hydrant	1997	50	\$ 3,500	Average	Moderate	2047
Hydrant	1980	50	\$ 3,500	Average	Moderate	2047
Hydrant	2000	50	\$ 3,500	Average	Moderate	2047
Hydrant	1981	50	\$ 3,500	Average	Moderate	2047
Hydrant	2003	50	\$ 3,500	Average	Moderate	2047
Hydrant	2001	50	\$ 3,500	Average	Moderate	2047
Hydrant	2001	50	\$ 3,500	Average	Moderate	2047
Hydrant	2002	50	\$ 3,500	Average	Moderate	2047
Hydrant	2002	50	\$ 3,500	Average	Moderate	2047
Hydrant	2001	50	\$ 3,500	Average	Moderate	2047
Hydrant	2001	50	\$ 3,500	Average	Moderate	2047
Hydrant	2002	50	\$ 3,500	Average	Moderate	2047
Hydrant	1994	50	\$ 3,500	Average	Moderate	2047
Hydrant	2002	50	\$ 3,500	Average	Moderate	2047
Hydrant	2001	50	\$ 3,500	Average	Moderate	2047
Hydrant	2016	50	\$ 3,500	Average	Moderate	2047
Hydrant	1999	50	\$ 3,500	Average	Moderate	2047
Hydrant	2011	50	\$ 3,500	Average	Moderate	2047
Hydrant	1999	50	\$ 3,500	Average	Moderate	2047
Hydrant	1999	50	\$ 3,500	Average	Moderate	2047
Hydrant	2001	50	\$ 3,500	Average	Moderate	2047

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant	2006	50	\$ 3,500	Average	Moderate	2047
Hydrant	1999	50	\$ 3,500	Average	Moderate	2047
Hydrant	2001	50	\$ 3,500	Average	Moderate	2047
Hydrant	2001	50	\$ 3,500	Average	Moderate	2047
Hydrant	1995	50	\$ 3,500	Average	Moderate	2047
Hydrant	2003	50	\$ 3,500	Average	Moderate	2047
Hydrant	2007	50	\$ 3,500	Average	Moderate	2047
Hydrant	2011	50	\$ 3,500	Average	Moderate	2047
Hydrant	2016	50	\$ 3,500	Average	Moderate	2048
Hydrant	1973	50	\$ 3,500	Average	Moderate	2048
Hydrant	1989	50	\$ 3,500	Average	Moderate	2048
Hydrant	1971	50	\$ 3,500	Average	Moderate	2048
Hydrant	2009	50	\$ 3,500	Average	Moderate	2048
Hydrant	2007	50	\$ 3,500	Average	Moderate	2048
Hydrant	2007	50	\$ 3,500	Average	Moderate	2048
Hydrant	1977	50	\$ 3,500	Average	Moderate	2048
Hydrant	2016	50	\$ 3,500	Average	Moderate	2048
Hydrant	1999	50	\$ 3,500	Average	Moderate	2048
Hydrant	1999	50	\$ 3,500	Average	Moderate	2048
Hydrant	1999	50	\$ 3,500	Average	Moderate	2048
Hydrant	1999	50	\$ 3,500	Average	Moderate	2048
Hydrant	2017	50	\$ 3,500	Average	Moderate	2048

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant	2010	50	\$ 3,500	Average	Moderate	2048
Hydrant	1996	50	\$ 3,500	Average	Moderate	2048
Hydrant	1983	50	\$ 3,500	Average	Moderate	2048
Hydrant	1979	50	\$ 3,500	Average	Moderate	2048
Hydrant	2009	50	\$ 3,500	Average	Moderate	2048
Hydrant	2006	50	\$ 3,500	Average	Moderate	2048
Hydrant	1999	50	\$ 3,500	Average	Moderate	2048
Hydrant	2001	50	\$ 3,500	Average	Moderate	2048
Hydrant	1995	50	\$ 3,500	Average	Moderate	2048
Hydrant	1995	50	\$ 3,500	Average	Moderate	2048
Hydrant	1982	50	\$ 3,500	Average	Moderate	2048
Hydrant	2004	50	\$ 3,500	Average	Moderate	2048
Hydrant	2016	50	\$ 3,500	Average	Moderate	2048
Hydrant	2012	50	\$ 3,500	Average	Moderate	2048
Hydrant	2011	50	\$ 3,500	Average	Moderate	2048
Hydrant	2001	50	\$ 3,500	Average	Moderate	2048
Hydrant	2016	50	\$ 3,500	Average	Moderate	2048
Hydrant	1969	50	\$ 3,500	Average	Moderate	2048
Hydrant	1982	50	\$ 3,500	Average	Moderate	2048
Hydrant	2017	50	\$ 3,500	Average	Moderate	2048
Hydrant	2017	50	\$ 3,500	Average	Moderate	2048
Hydrant	2013	50	\$ 3,500	Average	Moderate	2048

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant	2013	50	\$ 3,500	Average	Moderate	2048
Hydrant	1968	50	\$ 3,500	Average	Moderate	2048
Hydrant	2008	50	\$ 3,500	Average	Moderate	2048
Hydrant	1985	50	\$ 3,500	Average	Moderate	2048
Hydrant	2001	50	\$ 3,500	Average	Moderate	2048
Hydrant	2016	50	\$ 3,500	Average	Moderate	2048
Hydrant	1994	50	\$ 3,500	Average	Moderate	2048
Hydrant	2003	50	\$ 3,500	Average	Moderate	2048
Hydrant	2003	50	\$ 3,500	Average	Moderate	2048
Hydrant	2004	50	\$ 3,500	Average	Moderate	2048
Hydrant	2001	50	\$ 3,500	Average	Moderate	2048
Hydrant	1984	50	\$ 3,500	Average	Moderate	2048
Hydrant	1991	50	\$ 3,500	Average	Moderate	2048
Hydrant	1998	50	\$ 3,500	Average	Moderate	2048
Hydrant	2003	50	\$ 3,500	Average	Moderate	2048
Hydrant	1983	50	\$ 3,500	Average	Moderate	2048
Hydrant	2017	50	\$ 3,500	Average	Moderate	2048
Hydrant	1994	50	\$ 3,500	Average	Moderate	2048
Hydrant	1983	50	\$ 3,500	Average	Moderate	2048
Hydrant	1978	50	\$ 3,500	Average	Moderate	2048
Hydrant	2008	50	\$ 3,500	Average	Moderate	2048
Hydrant	2017	50	\$ 3,500	Average	Moderate	2048

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant	1992	50	\$ 3,500	Average	Moderate	2048
Hydrant	1991	50	\$ 3,500	Average	Moderate	2048
Hydrant	1994	50	\$ 3,500	Average	Moderate	2048
Hydrant	2008	50	\$ 3,500	Average	Moderate	2048
Hydrant	1998	50	\$ 3,500	Average	Moderate	2048
Hydrant	2016	50	\$ 3,500	Average	Moderate	2048
Hydrant	1974	50	\$ 3,500	Average	Moderate	2048
Hydrant	2005	50	\$ 3,500	Average	Moderate	2048
Hydrant	1999	50	\$ 3,500	Average	Moderate	2048
Hydrant	1984	50	\$ 3,500	Average	Moderate	2048
Hydrant	1984	50	\$ 3,500	Average	Moderate	2048
Hydrant	2005	50	\$ 3,500	Average	Moderate	2048
Hydrant	2015	50	\$ 3,500	Average	Moderate	2048
Hydrant	2015	50	\$ 3,500	Average	Moderate	2048
Hydrant	2007	50	\$ 3,500	Average	Moderate	2048
Hydrant	1998	50	\$ 3,500	Average	Moderate	2048
Hydrant	1958	50	\$ 3,500	Average	Moderate	2048
Hydrant	1994	50	\$ 3,500	Average	Moderate	2048
Hydrant	2003	50	\$ 3,500	Average	Moderate	2048
Hydrant	1977	50	\$ 3,500	Failed	Moderate	2022
Hydrant	1986	50	\$ 3,500	Failed	Moderate	2023
Hydrant	2023	50	\$ 3,500	Good	Moderate	2057

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant	2023	50	\$ 3,500	Good	Moderate	2058
Hydrant	2023	50	\$ 3,500	Good	Moderate	2058
Hydrant	2022	50	\$ 3,500	Good	Moderate	2058
Hydrant	2023	50	\$ 3,500	Good	Moderate	2058
Hydrant	2023	50	\$ 3,500	Good	Moderate	2058
Hydrant	2023	50	\$ 3,500	Good	Moderate	2058
Hydrant	2023	50	\$ 3,500	Good	Moderate	2058
Hydrant	2023	50	\$ 3,500	Good	Moderate	2058
Hydrant	2023	50	\$ 3,500	Good	Moderate	2058
Hydrant	1982	50	\$ 3,500	Poor	Moderate	2037
Hydrant	1979	50	\$ 3,500	Poor	Moderate	2037
Hydrant	1979	50	\$ 3,500	Poor	Moderate	2037
Hydrant	1989	50	\$ 3,500	Poor	Moderate	2037
Hydrant	1989	50	\$ 3,500	Poor	Moderate	2037
Hydrant	1988	50	\$ 3,500	Poor	Moderate	2037
Hydrant	2001	50	\$ 3,500	Poor	Moderate	2037
Hydrant	1973	50	\$ 3,500	Poor	Moderate	2037
Hydrant	1972	50	\$ 3,500	Poor	Moderate	2038
Hydrant	1958	50	\$ 3,500	Poor	Moderate	2038
Hydrant	1990	50	\$ 3,500	Poor	Moderate	2038
Hydrant	2010	50	\$ 3,500	Poor	Moderate	2038
Hydrant	1976	50	\$ 3,500	Poor	Moderate	2038

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant	1994	50	\$ 3,500	Poor	Moderate	2038
Hydrant Valves						
Hydrant Valve	1979	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1982	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1980	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1980	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1980	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1989	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1989	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1997	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1989	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1980	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2000	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1981	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2003	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2002	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2001	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2002	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1988	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1977	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2002	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1900	25	\$ 1,200	Average	Moderate	2034

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant Valve	2016	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1998	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2006	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2001	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2003	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2011	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2016	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2016	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1989	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2009	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2007	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1977	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2016	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1973	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2001	25	\$ 1,200	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant Valve	2001	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2002	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2017	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2010	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2001	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2006	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1995	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1995	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1996	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1986	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1972	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2009	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2016	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2012	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2001	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1982	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2017	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2017	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2013	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2012	25	\$ 1,200	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant Valve	2013	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2008	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2003	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2003	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1986	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1991	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2017	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1994	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1994	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2008	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1998	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2016	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1982	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1979	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1982	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1980	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1980	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	1979	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1999	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1984	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2005	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2015	25	\$ 1,200	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant Valve	2015	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1989	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2016	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1969	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1998	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1998	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1958	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2003	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1990	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1978	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	2008	25	\$ 1,200	Average	Moderate	2035
Hydrant Valve	1995	25	\$ 1,200	Average	Moderate	2034
Hydrant Valve	2017	25	\$ 1,200	Failed	Moderate	2023
Hydrant Valve	2023	25	\$ 1,200	Good	Moderate	2040
Hydrant Valve	2023	25	\$ 1,200	Good	Moderate	2040
Hydrant Valve	2023	25	\$ 1,200	Good	Moderate	2040
Hydrant Valve	2023	25	\$ 1,200	Good	Moderate	2040
Hydrant Valve	2023	25	\$ 1,200	Good	Moderate	2040
Hydrant Valve	2023	25	\$ 1,200	Good	Moderate	2040
Hydrant Valve	2023	25	\$ 1,200	Good	Moderate	2040
Hydrant Valve	2023	25	\$ 1,200	Good	Moderate	2040
Hydrant Valve	1997	25	\$ 1,200	Poor	Moderate	2029

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Hydrant Valve	2001	25	\$ 1,200	Poor	Moderate	2029
Hydrant Valve	2001	25	\$ 1,200	Poor	Moderate	2029
Hydrant Valve	1999	25	\$ 1,200	Poor	Moderate	2030
Hydrant Valve	1984	25	\$ 1,200	Poor	Moderate	2030
Hydrant Valve	2003	25	\$ 1,200	Poor	Moderate	2030
Hydrant Valve	2010	25	\$ 1,200	Poor	Moderate	2030
Hydrant Valve	1991	25	\$ 1,200	Poor	Moderate	2030
Hydrant Valve	1994	25	\$ 1,200	Poor	Moderate	2030
Hydrant Valve	1994	25	\$ 1,200	Poor	Moderate	2030
Hydrant Valve	2001	25	\$ 1,200	Poor	Moderate	2030
Instruments and Controls						
Well 4 Pressure Switch	1993	20	\$ 500	Average	Moderate	2033
Well 4 Chart Recorder	2020	20	\$ 2,000	Average	Moderate	2033
Well 4 EST Level Transducer	2023	20	\$ 500	Average	Moderate	2033
Well 2 SCADA	2020	20	\$ 3,000	Average	Moderate	2033
Well 4 Vacuum Monitor	2016	20	\$ 2,000	Average	Moderate	2033
Well 4 Chlorine Rotameters x2	2020	20	\$ 1,000	Average	Moderate	2033
Well 4 Chlorine Scale	2016	20	\$ 2,000	Average	Moderate	2033
Well 4 RTU	2020	20	\$ 1,000	Average	Moderate	2033
Well 3 Chlorine Scales	1986	20	\$ 2,000	Average	Moderate	2034
Well 3 Rotameter x2	2018	20	\$ 2,000	Average	Moderate	2034
Well 3 Vacuum Monitor	2018	20	\$ 2,000	Average	Moderate	2034

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Well 1 Chlorine Scales	1986	20	\$ 2,000	Average	Moderate	2034
Well 1 MCC	2023	20	\$ 150,000	Good	Moderate	2036
Well 3 RTU	2018	20	\$ 1,000	Good	Moderate	2038
Well 1 Vacuum Monitor	2023	20	\$ 2,000	Good	Moderate	2038
Well 1 RTU	2023	20	\$ 1,000	Good	Moderate	2038
Meters - Utility						
Well 3 Flow Meter	2018	15	\$ 3,500	Average	Moderate	2029
Well 4 Flow Meter	2020	15	\$ 6,000	Average	Moderate	2029
Well 4 Chlorine Feed Meter	1993	15	\$ 1,000	Average	Moderate	2029
Well 2 Meter	2018	15	\$ 500	Average	Moderate	2029
Well 2 Flow Meter	2018	15	\$ 3,500	Average	Moderate	2030
Well 4 Lube Line Meter	1993	15	\$ 200	Average	Moderate	2030
Well 1 Flow Meter	2016	15	\$ 1,000	Average	Moderate	2031
Well 3 HSP Meter	2022	15	\$ 500	Good	Moderate	2034
Well 1 HSP 1 Flow Meter	2023	15	\$ 4,000	Good	Moderate	2034
Well 1 HSP 2 Flow Meter	2023	15	\$ 4,000	Good	Moderate	2034
Motors						
Well 2 Motor	2011	20	\$ 5,000	Average	Moderate	2032
Well 4 Motor	1993	20	\$ 8,000	Average	Moderate	2033
Well 3 Motor	1979	20	\$ 7,000	Average	Moderate	2033
Well 3 HSP 1 Motor	1986	20	\$ 3,000	Average	Moderate	2033
Well 3 HSP 2 Motor	1986	20	\$ 3,000	Average	Moderate	2033

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Well 1 HSP 1 Motor	2023	20	\$ 10,000	Good	Moderate	2038
Well1 HSP 2 Motor	2023	20	\$ 10,000	Good	Moderate	2038
Well 1 Motor	2023	20	\$ 10,000	Good	Moderate	2038
Other Equipment and Tools						
Well 3 Eyewash Station	1986	20	\$ 1,000	Average	Minor	2032
Well 3 Chlorine Detector and Alarm	2018	20	\$ 3,000	Average	Moderate	2032
Well 4 SCBA	1993	20	\$ 3,500	Average	Moderate	2032
Well 4 Eyewash Station	1993	20	\$ 1,000	Average	Minor	2032
Well 1 Eyewash Station	1982	20	\$ 1,000	Average	Minor	2032
Well 2 Diesel Tank	1995	20	\$ 2,000	Average	Moderate	2033
Well 4 Chlorine Detector	2020	20	\$ 2,000	Average	Moderate	2033
Well 3 Diesel Tank	1986	20	\$ 3,000	Average	Moderate	2034
Well 3 SCBA	1995	20	\$ 3,500	Good	Moderate	2036
Well 1 Chlorine Detector and Alarm	2023	20	\$ 3,000	Good	Moderate	2038
Pumps						
Well 3 HSP 1 Pump	1986	20	\$ 10,000	Average	Major	2032
Well 3 HSP 2 Pump	1986	20	\$ 10,000	Average	Major	2032
Well 2 Pump	1986	20	\$ 40,000	Average	Major	2032
Well 3 Pump	1986	20	\$ 50,000	Average	Major	2033
Well 4 Pump	1993	20	\$ 60,000	Average	Major	2033
Well 1 HSP 1 Pump	2023	20	\$ 18,000	Good	Major	2038
Well 1 HSP 2 Pump	2023	20	\$ 18,000	Good	Major	2038

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Well 1 Pump	2023	20	\$ 60,000	Good	Major	2038
Irrigation Pump	2012	20	\$ 1,000	Poor	Major	2029
Security Equipment						
Well 1 Security Fencing	1982	20	\$ 8,000	Average	Moderate	2034
Well 1 GST Fencing	1982	20	\$ 7,000	Average	Moderate	2034
Well 2 Security Fencing	1980	20	\$ 12,000	Average	Moderate	2034
Well 4 Security Fencing	1994	20	\$ 5,000	Average	Moderate	2034
Well 3 Security Fencing	1980	20	\$ 12,000	Average	Moderate	2034
Storage Tanks						
Well 3 Elevated Storage Tank	1992	30	\$ 1,250,000	Average	Major	2037
Well 3 Ground Storage Tank	1984	30	\$ 250,000	Average	Major	2037
Well 4 Carbon Tank 2	2008	30	\$ 50,000	Average	Moderate	2037
Well 4 Carbon Tank 1	2008	30	\$ 50,000	Average	Moderate	2037
Well 4 Elevated Storage Tank	1978	30	\$ 1,250,000	Average	Major	2037
Main Elevated Storage Tank 1	1958	30	\$ 500,000	Average	Major	2037
Main Ground Storage Tank 1	1958	30	\$ 200,000	Average	Major	2037
Main Ground Storage Tank 3	1982	30	\$ 215,000	Average	Major	2037
Main Ground Storage Tank 2	1959	30	\$ 215,000	Average	Major	2037
System Valves						
Valve	1982	25	\$ 1,200	Average	Moderate	2034
Valve	1980	25	\$ 1,200	Average	Moderate	2034
Valve	1980	25	\$ 1,200	Average	Moderate	2034

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1980	25	\$ 800	Average	Moderate	2034
Valve	1980	25	\$ 400	Average	Moderate	2034
Valve	1980	25	\$ 400	Average	Moderate	2034
Valve	1980	25	\$ 1,200	Average	Moderate	2034
Valve	1980	25	\$ 800	Average	Moderate	2034
Valve	1980	25	\$ 1,200	Average	Moderate	2034
Valve	1980	25	\$ 800	Average	Moderate	2034
Valve	1980	25	\$ 1,200	Average	Moderate	2034
Valve	1980	25	\$ 1,200	Average	Moderate	2034
Valve	1997	25	\$ 400	Average	Moderate	2034
Valve	1989	25	\$ 1,200	Average	Moderate	2034
Valve	1989	25	\$ 1,200	Average	Moderate	2034
Valve	2000	25	\$ 1,200	Average	Moderate	2034
Valve	2002	25	\$ 1,200	Average	Moderate	2034
Valve	2001	25	\$ 1,200	Average	Moderate	2034
Valve	2001	25	\$ 1,200	Average	Moderate	2034
Valve	2001	25	\$ 1,200	Average	Moderate	2034
Valve	2002	25	\$ 1,200	Average	Moderate	2034
Valve	2002	25	\$ 1,200	Average	Moderate	2034
Valve	1973	25	\$ 1,200	Average	Moderate	2034
Valve	1973	25	\$ 1,200	Average	Moderate	2034
Valve	1973	25	\$ 400	Average	Moderate	2034

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1999	25	\$ 1,200	Average	Moderate	2034
Valve	1973	25	\$ 1,200	Average	Moderate	2034
Valve	1973	25	\$ 400	Average	Moderate	2034
Valve	2006	25	\$ 2,000	Average	Moderate	2034
Valve	1999	25	\$ 1,200	Average	Moderate	2034
Valve	2001	25	\$ 1,200	Average	Moderate	2034
Valve	1999	25	\$ 1,200	Average	Moderate	2034
Valve	1999	25	\$ 1,200	Average	Moderate	2034
Well 3 Tower Isolation Valve	2023	25	\$ 2,000	Average	Moderate	2034
Valve	2023	25	\$ 1,600	Average	Moderate	2034
Valve	1986	25	\$ 1,600	Average	Moderate	2034
Well 3 GST Facility Valve	1986	25	\$ 1,600	Average	Moderate	2034
Well 3 GST Facility Valve	1986	25	\$ 1,600	Average	Moderate	2034
Well 4 Facility Valve	1978	25	\$ 1,200	Average	Moderate	2034
Well 4 Facility Valve	1994	25	\$ 1,600	Average	Moderate	2034
Valve	1994	25	\$ 1,600	Average	Moderate	2034
Valve	1900	25	\$ 1,200	Average	Moderate	2034
Well 4 Facility Valve	1974	25	\$ 1,200	Average	Moderate	2034
EST 1 Isolation Valve	1979	25	\$ 2,000	Average	Moderate	2034
EST 1 Isolation Valve	1979	25	\$ 2,000	Average	Moderate	2034
Well 1 Facility Valve	1979	25	\$ 1,600	Average	Moderate	2034
Well 1 Facility Valve	1900	25	\$ 1,600	Average	Moderate	2034

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Well 1 Facility Valve	1979	25	\$ 1,600	Average	Moderate	2034
GST 2 Facility Valve	1982	25	\$ 1,600	Average	Moderate	2034
GST 2 Facility Valve	1982	25	\$ 1,600	Average	Moderate	2034
GST 3 Facility Valve	1982	25	\$ 1,600	Average	Moderate	2034
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 600	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1991	25	\$ 800	Average	Moderate	2035
Valve	1991	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	2001	25	\$ 1,200	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1973	25	\$ 600	Average	Moderate	2035
Valve	2001	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 600	Average	Moderate	2035
Valve	1991	25	\$ 800	Average	Moderate	2035
Valve	2001	25	\$ 1,200	Average	Moderate	2035
Valve	2001	25	\$ 1,200	Average	Moderate	2035
Valve	2001	25	\$ 1,200	Average	Moderate	2035
Valve	2001	25	\$ 1,200	Average	Moderate	2035
Valve	2002	25	\$ 1,200	Average	Moderate	2035
Valve	2002	25	\$ 1,200	Average	Moderate	2035
Valve	2010	25	\$ 1,200	Average	Moderate	2035
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	2000	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 600	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	2001	25	\$ 1,200	Average	Moderate	2035
Valve	2001	25	\$ 1,200	Average	Moderate	2035
Valve	2005	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2034
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	1999	25	\$ 1,200	Average	Moderate	2035
Valve	2001	25	\$ 1,200	Average	Moderate	2034
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 200	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 200	Average	Moderate	2035
Valve	1995	25	\$ 1,200	Average	Moderate	2035
Valve	1986	25	\$ 800	Average	Moderate	2035
Valve	2012	25	\$ 400	Average	Moderate	2035
Valve	2009	25	\$ 1,200	Average	Moderate	2035
Valve	2004	25	\$ 1,200	Average	Moderate	2035
Valve	2004	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1969	25	\$ 1,200	Average	Moderate	2035
Valve	1969	25	\$ 1,200	Average	Moderate	2035
Valve	1982	25	\$ 400	Average	Moderate	2035
Valve	1990	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,600	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 800	Average	Moderate	2035
Valve	1983	25	\$ 800	Average	Moderate	2035
Valve	1983	25	\$ 800	Average	Moderate	2035
Valve	1973	25	\$ 1,600	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1982	25	\$ 400	Average	Moderate	2035
Valve	1968	25	\$ 400	Average	Moderate	2035
Valve	2017	25	\$ 1,200	Average	Moderate	2035
Valve	2013	25	\$ 1,200	Average	Moderate	2035
Valve	2012	25	\$ 1,200	Average	Moderate	2035
Valve	2012	25	\$ 400	Average	Moderate	2035
Valve	2005	25	\$ 1,200	Average	Moderate	2035
Valve	2012	25	\$ 1,200	Average	Moderate	2035
Valve	2012	25	\$ 1,200	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1990	25	\$ 400	Average	Moderate	2035
Valve	1990	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	2003	25	\$ 1,600	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	2016	25	\$ 400	Average	Moderate	2035
Valve	2003	25	\$ 1,600	Average	Moderate	2035
Valve	2003	25	\$ 1,600	Average	Moderate	2035
Valve	1984	25	\$ 400	Average	Moderate	2035
Valve	2003	25	\$ 1,600	Average	Moderate	2035
Valve	1994	25	\$ 1,600	Average	Moderate	2035
Valve	1084	25	\$ 400	Average	Moderate	2035
Valve	1980	25	\$ 2,000	Average	Moderate	2035
Valve	1991	25	\$ 400	Average	Moderate	2035
Valve	1982	25	\$ 1,200	Average	Moderate	2035
Valve	1982	25	\$ 2,000	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1980	25	\$ 400	Average	Moderate	2035
Valve	1980	25	\$ 400	Average	Moderate	2035
Valve	1980	25	\$ 400	Average	Moderate	2035
Valve	1980	25	\$ 400	Average	Moderate	2035
Valve	1983	25	\$ 1,200	Average	Moderate	2035
Valve	1983	25	\$ 400	Average	Moderate	2035
Valve	1983	25	\$ 400	Average	Moderate	2035
Valve	1983	25	\$ 400	Average	Moderate	2035
Valve	1983	25	\$ 100	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1981	25	\$ 1,200	Average	Moderate	2035
Valve	1981	25	\$ 1,200	Average	Moderate	2035
Valve	1981	25	\$ 1,200	Average	Moderate	2035
Valve	2010	25	\$ 1,200	Average	Moderate	2035
Valve	2010	25	\$ 1,200	Average	Moderate	2035
Valve	2010	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 1,200	Average	Moderate	2035
Valve	1976	25	\$ 1,200	Average	Moderate	2035
Valve	1994	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1984	25	\$ 1,200	Average	Moderate	2035
Valve	1984	25	\$ 1,200	Average	Moderate	2035
Valve	1980	25	\$ 800	Average	Moderate	2035
Valve	1980	25	\$ 400	Average	Moderate	2035
Valve	1980	25	\$ 1,200	Average	Moderate	2035
Valve	1980	25	\$ 1,200	Average	Moderate	2035
Valve	1990	25	\$ 1,200	Average	Moderate	2035
Valve	1980	25	\$ 400	Average	Moderate	2035
Valve	1980	25	\$ 400	Average	Moderate	2035
Valve	1979	25	\$ 1,200	Average	Moderate	2035
Valve	1979	25	\$ 1,200	Average	Moderate	2035
Valve	1981	25	\$ 1,200	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1984	25	\$ 1,200	Average	Moderate	2035
Valve	1984	25	\$ 1,200	Average	Moderate	2035
Valve	1979	25	\$ 1,200	Average	Moderate	2035
Valve	1984	25	\$ 1,200	Average	Moderate	2035
Valve	1984	25	\$ 1,200	Average	Moderate	2035
Valve	1991	25	\$ 1,200	Average	Moderate	2035
Valve	2023	25	\$ 1,600	Average	Moderate	2035
Valve	1984	25	\$ 1,200	Average	Moderate	2035
Valve	1984	25	\$ 400	Average	Moderate	2035
Valve	2001	25	\$ 400	Average	Moderate	2035
Valve	2001	25	\$ 400	Average	Moderate	2035
Valve	1984	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 1,200	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1973	25	\$ 400	Average	Moderate	2035
Valve	1982	25	\$ 1,200	Average	Moderate	2035
Valve	2022	25	\$ 400	Average	Moderate	2035
Valve	1994	25	\$ 1,600	Average	Moderate	2035
Valve	1994	25	\$ 1,600	Average	Moderate	2035
Valve	1994	25	\$ 1,600	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1985	25	\$ 400	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	2001	25	\$ 1,200	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	1994	25	\$ 400	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Valve	2003	25	\$ 1,200	Average	Moderate	2035
Valve	2003	25	\$ 1,200	Average	Moderate	2035
Valve	1983	25	\$ 1,200	Average	Moderate	2035
Valve	1992	25	\$ 800	Average	Moderate	2035
Valve	1976	25	\$ 400	Average	Moderate	2035
Well 2 Discharge Valve	2015	25	\$ 1,600	Average	Moderate	2035
Well 2 Facility Valve 1	2015	25	\$ 1,600	Average	Moderate	2035
Well 2 Isolation Valve	2015	25	\$ 1,600	Average	Moderate	2035
Well 1 Facility Valve	1979	25	\$ 1,600	Average	Moderate	2035
Well 1 Discharge Valve	1979	25	\$ 1,200	Average	Moderate	2035
Well 1 Facility Valve	1979	25	\$ 2,000	Average	Moderate	2035
GST 1 Isolation Valve	1979	25	\$ 2,000	Average	Moderate	2035
GST 1 Facility Valve	1979	25	\$ 2,000	Average	Moderate	2035
GST 1 Drainage Valve	1979	25	\$ 600	Average	Moderate	2035
Well 1 Facility Valve - Aerator	1988	25	\$ 1,600	Average	Moderate	2035
Well 1 Facility Valve - Aerator	1988	25	\$ 1,600	Average	Moderate	2035
Well 1 Facility Valve - Aerator	1988	25	\$ 1,600	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
GST 3 Facility Valve	1982	25	\$ 1,600	Average	Moderate	2035
GST 3 Tank Drainage Valve	1982	25	\$ 1,600	Average	Moderate	2035
Well 4 Isolation Valve	1993	25	\$ 1,600	Average	Moderate	2035
Well 2 GAC Outlet Valve	2008	25	\$ 1,600	Average	Moderate	2035
Well 2 GAC Inlet Valve	2008	25	\$ 1,600	Average	Moderate	2035
Well 4 Facility Valve	1978	25	\$ 2,000	Average	Moderate	2035
Well 3 EST Drain Valve	1978	25	\$ 1,600	Average	Moderate	2035
Well 4 EST Secondary Drain Valve	1978	25	\$ 1,600	Average	Moderate	2035
Well 3 Facility Valve	2018	25	\$ 1,600	Average	Moderate	2035
Well 3 Tank Drainage Valve	1986	25	\$ 1,600	Average	Moderate	2035
Well 3 HSP 1 Isolation Valve 2	1986	25	\$ 1,600	Average	Moderate	2035
Well 3 HSP 1 Isolation Valve 1	1979	25	\$ 1,600	Average	Moderate	2035
Well 3 HSP 2 Isolation Valve 2	1986	25	\$ 1,600	Average	Moderate	2035
Well 3 HSP 2 Isolation Valve 1	1979	25	\$ 1,600	Average	Moderate	2035
Valve	1996	25	\$ 1,200	Average	Moderate	2035
Well 1 Isolation Valve	2016	25	\$ 1,200	Average	Moderate	2036
Hydrant Valve	2007	25	\$ 2,000	Average	Moderate	2035
Valve	1999	25	\$ 1,200	Failed	Moderate	2022
Well 1 Facility Valve	1979	25	\$ 2,000	Failed	Moderate	2022
Valve	1973	25	\$ 800	Failed	Moderate	2023
Valve	2017	25	\$ 1,200	Failed	Moderate	2023
Valve	2006	25	\$ 1,600	Failed	Moderate	2023

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1973	25	\$ 1,200	Failed	Moderate	2023
Valve	1973	25	\$ 400	Failed	Moderate	2023
Valve	1999	25	\$ 1,200	Failed	Moderate	2023
Valve	1973	25	\$ 800	Failed	Moderate	2023
Valve	1973	25	\$ 2,000	Failed	Moderate	2023
Valve	1973	25	\$ 400	Failed	Moderate	2023
Valve	2013	25	\$ 1,200	Failed	Moderate	2023
Valve	1972	25	\$ 400	Failed	Moderate	2023
Valve	1976	25	\$ 400	Failed	Moderate	2023
Valve	1984	25	\$ 1,600	Failed	Moderate	2023
Valve	1984	25	\$ 400	Failed	Moderate	2023
Valve	1973	25	\$ 2,000	Failed	Moderate	2023
Valve	1976	25	\$ 400	Failed	Moderate	2023
Valve	1976	25	\$ 1,200	Failed	Moderate	2023
Valve	1989	25	\$ 1,200	Failed	Moderate	2023
Valve	1980	25	\$ 1,600	Failed	Moderate	2023
Valve	1973	25	\$ 1,200	Failed	Moderate	2023
Valve	1972	25	\$ 400	Failed	Moderate	2023
Well 4 EST Isolation Valve	1978	25	\$ 2,000	Failed	Moderate	2023
Valve	2020	25	\$ 400	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Valve	2023	25	\$ 2,000	Good	Moderate	2040
Well 1 Facility Valve	2023	25	\$ 1,600	Good	Moderate	2040
Well 1 Facility Valve	2023	25	\$ 2,000	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Valve	2023	25	\$ 1,600	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Valve	2023	25	\$ 1,200	Good	Moderate	2040
Well 1 HSP 1 Isolation Valve 2	2023	25	\$ 1,600	Good	Moderate	2041
Well 1 HSP 2 Isolation Valve 2	2023	25	\$ 1,600	Good	Moderate	2041
Well 1 HSP 1 Isolation Valve 1	2023	25	\$ 1,600	Good	Moderate	2041
Well 1 HSP 2 Isolation Valve 1	2023	25	\$ 1,600	Good	Moderate	2041
Well 1 Facility Valve	2023	25	\$ 1,600	Good	Moderate	2041
Well 1 Facility Valve	2023	25	\$ 1,600	Good	Moderate	2041
Valve	1982	25	\$ 1,200	Poor	Moderate	2029
Valve	1980	25	\$ 1,200	Poor	Moderate	2029

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1973	25	\$ 1,200	Poor	Moderate	2029
Valve	1973	25	\$ 400	Poor	Moderate	2029
Valve	1973	25	\$ 400	Poor	Moderate	2029
Valve	1986	25	\$ 2,000	Poor	Moderate	2029
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1973	25	\$ 400	Poor	Moderate	2030
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1973	25	\$ 400	Poor	Moderate	2030
Valve	1973	25	\$ 800	Poor	Moderate	2030
Valve	1973	25	\$ 800	Poor	Moderate	2030
Valve	1973	25	\$ 800	Poor	Moderate	2030
Valve	1999	25	\$ 1,600	Poor	Moderate	2030
Valve	1995	25	\$ 1,200	Poor	Moderate	2030
Valve	1999	25	\$ 1,200	Poor	Moderate	2030
Valve	1981	25	\$ 400	Poor	Moderate	2030
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1977	25	\$ 1,200	Poor	Moderate	2030
Valve	1991	25	\$ 800	Poor	Moderate	2030
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1973	25	\$ 1,200	Poor	Moderate	2030

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1983	25	\$ 1,200	Poor	Moderate	2030
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1973	25	\$ 1,200	Poor	Moderate	2030
Valve	1973	25	\$ 400	Poor	Moderate	2030
Valve	1969	25	\$ 1,200	Poor	Moderate	2030
Valve	2012	25	\$ 1,200	Poor	Moderate	2030
Valve	1976	25	\$ 400	Poor	Moderate	2030
Valve	1976	25	\$ 1,200	Poor	Moderate	2030
Valve	1976	25	\$ 1,200	Poor	Moderate	2030
Valve	1976	25	\$ 1,200	Poor	Moderate	2030
Valve	1976	25	\$ 1,200	Poor	Moderate	2030
Valve	1976	25	\$ 1,200	Poor	Moderate	2030
Valve	1976	25	\$ 1,200	Poor	Moderate	2030
Valve	1976	25	\$ 400	Poor	Moderate	2030
Valve	1976	25	\$ 400	Poor	Moderate	2030
Valve	1976	25	\$ 200	Poor	Moderate	2030
Valve	1976	25	\$ 400	Poor	Moderate	2030
Valve	1976	25	\$ 400	Poor	Moderate	2030
Valve	1976	25	\$ 400	Poor	Moderate	2030

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Valve	1984	25	\$ 400	Poor	Moderate	2030
Valve	1982	25	\$ 2,000	Poor	Moderate	2030
Valve	1983	25	\$ 1,200	Poor	Moderate	2030
Valve	1976	25	\$ 1,200	Poor	Moderate	2030
Valve	1976	25	\$ 400	Poor	Moderate	2030
Valve	1976	25	\$ 400	Poor	Moderate	2030
Valve	1980	25	\$ 1,200	Poor	Moderate	2030
Valve	1980	25	\$ 1,200	Poor	Moderate	2030
Valve	1980	25	\$ 1,200	Poor	Moderate	2030
Valve	1980	25	\$ 1,200	Poor	Moderate	2030
Valve	1979	25	\$ 1,200	Poor	Moderate	2030
Valve	1989	25	\$ 800	Poor	Moderate	2030
Valve	1989	25	\$ 800	Poor	Moderate	2030
Valve	1989	25	\$ 800	Poor	Moderate	2030
Valve	1980	25	\$ 2,000	Poor	Moderate	2030
Valve	1977	25	\$ 1,200	Poor	Moderate	2030
Valve	1976	25	\$ 1,200	Poor	Moderate	2030
Treatment Equipment						
Well 3 Regulators x2	2018	25	\$ 5,000	Average	Moderate	2034
Well 4 Chlorine Regulators x2	2020	25	\$ 5,000	Average	Moderate	2034
Well 1 Air Stripper	1979	25	\$ 50,000	Average	Moderate	2035
Well 4 Chlorine Injectors x2	2020	25	\$ 2,000	Average	Moderate	2035

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Well 4 Chlorine Pump	1993	25	\$ 1,000	Average	Moderate	2035
Well 4 GAC Filter System	2008	25	\$ 500,000	Average	Moderate	2035
Well 3 Chlorine Pump	2000	20	\$ 1,000	Average	Moderate	2033
Well 3 GST Aerator	1984	25	\$ 25,000	Average	Moderate	2036
Well 3 Chlorine Injectors x2	2018	25	\$ 2,000	Average	Moderate	2036
Well 1 Regulator	2021	25	\$ 2,500	Average	Moderate	2036
Well 1 Chlorine Injector	2018	25	\$ 1,000	Average	Moderate	2036
Well 4 Dosing Pump	1993	25	\$ 1,000	Poor	Moderate	2030
Water Mains						
Water Main	1973	50	\$ 50,000	Average	Moderate	2048
Water Main	1991	50	\$ 5,000	Average	Moderate	2048
Water Main	1991	50	\$ 7,000	Average	Moderate	2048
Water Main	1991	50	\$ 3,000	Average	Moderate	2048
Water Main	1991	50	\$ 7,000	Average	Moderate	2048
Water Main	1973	50	\$ 21,000	Average	Moderate	2048
Water Main	1991	50	\$ 4,000	Average	Moderate	2048
Water Main	1973	50	\$ 54,000	Average	Moderate	2048
Water Main	1973	50	\$ 44,000	Average	Moderate	2048
Water Main	1973	50	\$ 51,000	Average	Moderate	2048
Water Main	1973	50	\$ 9,000	Average	Moderate	2048
Water Main	1973	50	\$ 23,000	Average	Moderate	2048
Water Main	1973	50	\$ 8,000	Average	Moderate	2048

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Water Main	1973	50	\$ 29,000	Average	Moderate	2048
Water Main	1995	50	\$ 5,000	Average	Moderate	2048
Water Main	1973	50	\$ 59,000	Average	Moderate	2048
Water Main	1973	50	\$ 29,000	Average	Moderate	2048
Water Main	1973	50	\$ 26,000	Average	Moderate	2048
Water Main	1973	50	\$ 5,000	Average	Moderate	2048
Water Main	1973	50	\$ 37,000	Average	Moderate	2048
Water Main	1991	50	\$ 8,000	Average	Moderate	2048
Water Main	1973	50	\$ 1,000	Average	Moderate	2048
Water Main	1973	50	\$ 2,000	Average	Moderate	2048
Water Main	1991	50	\$ 13,000	Average	Moderate	2048
Water Main	1973	50	\$ 115,000	Average	Moderate	2048
Water Main	1973	50	\$ 47,000	Average	Moderate	2048
Water Main	1973	50	\$ 20,000	Average	Moderate	2048
Water Main	1991	50	\$ 5,000	Average	Moderate	2048
Water Main	1973	50	\$ 7,000	Average	Moderate	2048
Water Main	1973	50	\$ 21,000	Average	Moderate	2048
Water Main	1991	50	\$ 9,000	Average	Moderate	2048
Water Main	1973	50	\$ 35,000	Average	Moderate	2048
Water Main	1991	50	\$ 6,000	Average	Moderate	2048
Water Main	1983	50	\$ 2,000	Average	Moderate	2048
Water Main	1983	50	\$ 8,000	Average	Moderate	2048

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Water Main	1983	50	\$ 6,000	Average	Moderate	2048
Water Main	1983	50	\$ 10,000	Average	Moderate	2048
Water Main	1973	50	\$ 46,000	Average	Moderate	2048
Water Main	1973	50	\$ 39,000	Average	Moderate	2048
Water Main	1991	50	\$ 6,000	Average	Moderate	2048
Water Main	1991	50	\$ 17,000	Average	Moderate	2048
Water Main	1991	50	\$ 2,000	Average	Moderate	2048
Water Main	1973	50	\$ 71,000	Average	Moderate	2048
Water Main	1973	50	\$ 61,000	Average	Moderate	2048
Water Main	1973	50	\$ 10,000	Average	Moderate	2048
Water Main	1973	50	\$ 20,000	Average	Moderate	2048
Water Main	1973	50	\$ 30,000	Average	Moderate	2048
Water Main	1973	50	\$ 20,000	Average	Moderate	2048
Water Main	1973	50	\$ 42,000	Average	Moderate	2048
Water Main	2001	50	\$ 8,000	Average	Moderate	2048
Water Main	1973	50	\$ 50,000	Average	Moderate	2048
Water Main	1973	50	\$ 4,000	Average	Moderate	2048
Water Main	1973	50	\$ 3,000	Average	Moderate	2048
Water Main	1992	50	\$ 55,000	Average	Moderate	2048
Water Main	1992	50	\$ 10,000	Average	Moderate	2048
Water Main	1976	50	\$ 17,000	Average	Moderate	2048
Water Main	1978	50	\$ 71,000	Average	Moderate	2048

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Water Main	1989	50	\$ 7,000	Average	Moderate	2048
Water Main	1989	50	\$ 17,000	Average	Moderate	2048
Water Main	1997	50	\$ 13,000	Average	Moderate	2048
Water Main	1997	50	\$ 3,000	Average	Moderate	2048
Water Main	1997	50	\$ 3,000	Average	Moderate	2048
Water Main	1980	50	\$ 29,000	Average	Moderate	2048
Water Main	1980	50	\$ 32,000	Average	Moderate	2048
Water Main	1980	50	\$ 74,000	Average	Moderate	2048
Water Main	1980	50	\$ 31,000	Average	Moderate	2048
Water Main	1980	50	\$ 2,000	Average	Moderate	2048
Water Main	1980	50	\$ 31,000	Average	Moderate	2048
Water Main	1980	50	\$ 2,000	Average	Moderate	2048
Water Main	1980	50	\$ 61,000	Average	Moderate	2048
Water Main	1980	50	\$ 1,000	Average	Moderate	2048
Water Main	1980	50	\$ 12,000	Average	Moderate	2048
Water Main	1980	50	\$ 11,000	Average	Moderate	2048
Water Main	1980	50	\$ 42,000	Average	Moderate	2048
Water Main	1980	50	\$ 2,000	Average	Moderate	2048
Water Main	1980	50	\$ 3,000	Average	Moderate	2048
Water Main	1980	50	\$ 7,000	Average	Moderate	2048
Water Main	1973	50	\$ 134,000	Average	Moderate	2048
Water Main	1973	50	\$ 9,000	Average	Moderate	2048

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Water Main	1982	50	\$ 5,000	Average	Moderate	2049
Water Main	1982	50	\$ 30,000	Average	Moderate	2049
Water Main	1982	50	\$ 6,000	Average	Moderate	2049
Water Main	1982	50	\$ 4,000	Average	Moderate	2049
Water Main	1982	50	\$ 14,000	Average	Moderate	2049
Water Main	1982	50	\$ 20,000	Average	Moderate	2049
Water Main	1982	50	\$ 2,000	Average	Moderate	2049
Water Main	1982	50	\$ 21,000	Average	Moderate	2049
Water Main	1982	50	\$ 12,000	Average	Moderate	2049
Water Main	1982	50	\$ 13,000	Average	Moderate	2049
Water Main	1982	50	\$ 9,000	Average	Moderate	2049
Water Main	1982	50	\$ 26,000	Average	Moderate	2049
Water Main	1982	50	\$ 7,000	Average	Moderate	2049
Water Main	1982	50	\$ 11,000	Average	Moderate	2049
Water Main	1992	50	\$ 18,000	Average	Moderate	2049
Water Main	1982	50	\$ 40,000	Average	Moderate	2049
Water Main	1982	50	\$ 39,000	Average	Moderate	2049
Water Main	1982	50	\$ 8,000	Average	Moderate	2049
Water Main	1982	50	\$ 26,000	Average	Moderate	2049
Water Main	1982	50	\$ 8,000	Average	Moderate	2049
Water Main	1982	50	\$ 8,000	Average	Moderate	2049
Water Main	1982	50	\$ 8,000	Average	Moderate	2049

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Water Main	1982	50	\$ 42,000	Average	Moderate	2049
Water Main	1982	50	\$ 14,000	Average	Moderate	2049
Water Main	1982	50	\$ 1,000	Average	Moderate	2049
Water Main	1982	50	\$ 2,000	Average	Moderate	2049
Water Main	1982	50	\$ 45,000	Average	Moderate	2049
Water Main	1982	50	\$ 3,000	Average	Moderate	2049
Water Main	1982	50	\$ 43,000	Average	Moderate	2049
Water Main	1982	50	\$ 8,000	Average	Moderate	2049
Water Main	1982	50	\$ 16,000	Average	Moderate	2049
Water Main	1982	50	\$ 11,000	Average	Moderate	2049
Water Main	2013	50	\$ 24,000	Average	Moderate	2049
Water Main	1992	50	\$ 5,000	Average	Moderate	2049
Water Main	1992	50	\$ 16,000	Average	Moderate	2049
Water Main	1992	50	\$ 34,000	Average	Moderate	2049
Water Main	1992	50	\$ 6,000	Average	Moderate	2049
Water Main	2023	50	\$ 2,000	Average	Moderate	2049
Water Main	2023	50	\$ 2,000	Average	Moderate	2049
Water Main	1973	50	\$ 20,000	Average	Moderate	2049
Water Main	1998	50	\$ 46,000	Average	Moderate	2049
Water Main	1984	50	\$ 31,000	Average	Moderate	2049
Water Main	1984	50	\$ 21,000	Average	Moderate	2049
Water Main	1984	50	\$ 352,000	Average	Moderate	2049

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Water Main	1984	50	\$ 13,000	Average	Moderate	2049
Water Main	1984	50	\$ 60,000	Average	Moderate	2049
Water Main	1984	50	\$ 1,000	Average	Moderate	2049
Water Main	1973	50	\$ 3,000	Average	Moderate	2049
Water Main	1984	50	\$ 15,000	Average	Moderate	2049
Water Main	2010	50	\$ 14,000	Average	Moderate	2049
Water Main	2010	50	\$ 1,000	Average	Moderate	2049
Water Main	1978	50	\$ 19,000	Average	Moderate	2049
Water Main	2017	50	\$ 8,000	Average	Moderate	2049
Water Main	2017	50	\$ 3,000	Average	Moderate	2049
Water Main	1992	50	\$ 13,000	Average	Moderate	2049
Water Main	1980	50	\$ 7,000	Average	Moderate	2049
Water Main	1980	50	\$ 2,000	Average	Moderate	2049
Water Main	1980	50	\$ 4,000	Average	Moderate	2049
Water Main	1980	50	\$ 3,000	Average	Moderate	2049
Water Main	1983	50	\$ 8,000	Average	Moderate	2049
Water Main	1983	50	\$ 5,000	Average	Moderate	2049
Water Main	2003	50	\$ 16,000	Average	Moderate	2049
Water Main	1984	50	\$ 3,000	Average	Moderate	2049
Water Main	1984	50	\$ 32,000	Average	Moderate	2049
Water Main	1984	50	\$ 1,000	Average	Moderate	2049
Water Main	1984	50	\$ 4,000	Average	Moderate	2049

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Water Main	1984	50	\$ 9,000	Average	Moderate	2049
Water Main	1984	50	\$ 11,000	Average	Moderate	2049
Water Main	1984	50	\$ 15,000	Average	Moderate	2049
Water Main	1982	50	\$ 18,000	Average	Moderate	2049
Water Main	1984	50	\$ 2,000	Average	Moderate	2049
Water Main	1982	50	\$ 13,000	Average	Moderate	2049
Water Main	1984	50	\$ 3,000	Average	Moderate	2049
Water Main	1982	50	\$ 6,000	Average	Moderate	2049
Water Main	1984	50	\$ 2,000	Average	Moderate	2049
Water Main	2000	50	\$ 53,000	Average	Moderate	2049
Water Main	1973	50	\$ 51,000	Average	Moderate	2049
Water Main	1991	50	\$ 1,000	Average	Moderate	2049
Water Main	1991	50	\$ 6,000	Average	Moderate	2049
Water Main	1984	50	\$ 16,000	Average	Moderate	2049
Water Main	2023	50	\$ 2,000	Average	Moderate	2049
Water Main	1984	50	\$ 3,000	Average	Moderate	2049
Water Main	1984	50	\$ 1,000	Average	Moderate	2049
Water Main	1984	50	\$ 4,000	Average	Moderate	2049
Water Main	2003	50	\$ 22,000	Average	Moderate	2049
Water Main	1984	50	\$ 2,000	Average	Moderate	2049
Water Main	2003	50	\$ 4,000	Average	Moderate	2049
Water Main	1984	50	\$ 3,000	Average	Moderate	2049

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Wells						
Well 3	1986	50	\$ 365,000	Average	Major	2047
Well 4	1993	50	\$ 100,000	Average	Major	2047
Well 2	1964	50	\$ 375,000	Average	Moderate	2047
Well 1	1959	50	\$ 325,000	Poor	Major	2037
Irrigation Well - Community Garden	1990	50	\$ 5,000	Poor	Minor	2038

Appendix C: RevPlan Recommended Scenario

Mary Esther, City of									
Scenario 1 FY23 (use of Reserves)									
Fiscal Year: 2023/2024									
									
FLORIDA RURAL WATER ASSOCIATION 2970 WELLINGTON CIRCLE TALLAHASSEE, FL 32309 850-668-2746 Completed by: Dyana Jo Stewart March 25, 2024									

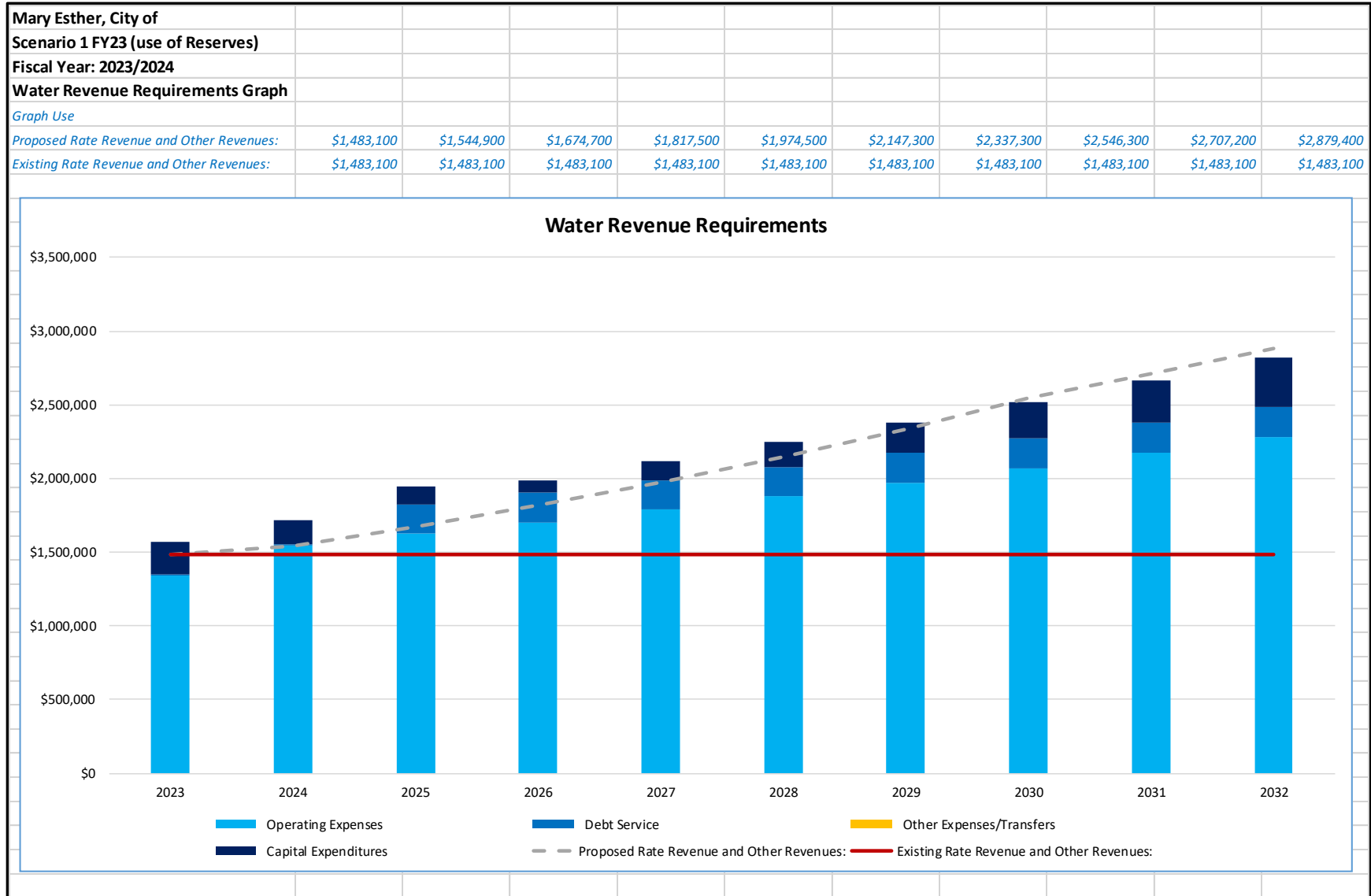
Asset Management and Fiscal Sustainability Plan

Mary Esther, City of										
Scenario 1 FY23 (use of Reserves)										
Fiscal Year: 2023/2024										
Proposed Rate Adjustments										
The information used in this Rate Scenario was based on the actual expenses from FY21-22 and FY22-23. It also used the Budgeted expenses for FY 23-24. Revenues were generated from existing rates, customer counts and customer billed usage for a years time. This scenario will require the use of existing reserves in some furture years until the DW is self-sufficient in FY29-30. WW may need to start borrowin from Reserves in FY29-30 if expenses do not drop with the Wastewater being sent to the County. This scenario also takes into consideration the additional costs for Annual Asset Maintenance needed. Please note that these costs could increase as the Utility staff continues to locate and add assets and as replacement costs increase or decrease should city reduce assests. This rate scenario has applied an annual Consumer Price Index (CPI) (shown in figure 1), increase on all budgeted O&M expenses after FY24. If the CPI for any given year exceeds percentages in Figure 1, rates may need to be increased by the percentage difference. <u>It is suggest that the City conduct annual rate studies and possibly review an alternative rate schedule.</u>										
Escalation Factor FY										
Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
CIP	0	0	5	5	5	5	5	5	5	5
Figure 1										
Fiscal Year										
Rate Class	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
ALL DW Classes										
Base	0	5	10	10	10	10	10	10	7	7
Usage	0	5	10	10	10	10	10	10	7	7
ALL WW Classes										
Base	0	5	5	5	5	5	5	5	5	5
Usage	0	5	5	5	5	5	5	5	5	5
Figure 2										

Asset Management and Fiscal Sustainability Plan

Mary Esther, City of										
Scenario 1 FY23 (use of Reserves)										
Fiscal Year: 2023/2024										
Water Revenue Requirements										
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue Requirements:										
Operating Expenses	\$1,339,589	\$1,546,281	\$1,623,595	\$1,704,775	\$1,790,014	\$1,879,514	\$1,973,490	\$2,072,164	\$2,175,773	\$2,284,561
Debt Service	\$11,400	\$11,400	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900
Other Expenses/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Gross Revenue Requirements	\$1,566,904	\$1,714,681	\$1,946,295	\$1,987,975	\$2,114,914	\$2,246,014	\$2,381,690	\$2,521,964	\$2,667,273	\$2,817,661
Less: Other Revenue	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100
Net Revenue Requirements	\$1,319,804	\$1,467,581	\$1,699,195	\$1,740,875	\$1,867,814	\$1,998,914	\$2,134,590	\$2,274,864	\$2,420,173	\$2,570,561
Existing Rate Sufficiency:										
Revenue from Existing Rates	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000
Revenue Surplus/(Deficiency)	-\$83,804	-\$231,581	-\$463,195	-\$504,875	-\$631,814	-\$762,914	-\$898,590	-\$1,038,864	-\$1,184,173	-\$1,334,561
Proposed Rate Sufficiency:										
Revenue from Proposed Rates	\$1,236,000	\$1,297,800	\$1,427,600	\$1,570,400	\$1,727,400	\$1,900,200	\$2,090,200	\$2,299,200	\$2,460,100	\$2,632,300
Increase in Revenue	\$0	\$61,800	\$191,600	\$334,400	\$491,400	\$664,200	\$854,200	\$1,063,200	\$1,224,100	\$1,396,300
Cumulative %										
All Customer Classes										
Base Charges	0.00%	5.00%	15.50%	27.05%	39.76%	53.73%	69.10%	86.01%	99.03%	112.97%
Usage Charges	0.00%	5.00%	15.50%	27.05%	39.76%	53.73%	69.10%	86.01%	99.03%	112.97%
Current Year %										
All Customer Classes										
Base Charges	0.00%	5.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	7.00%	7.00%
Usage Charges	0.00%	5.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	7.00%	7.00%
Revenue Surplus/(Deficiency)	-\$83,804	-\$169,781	-\$271,595	-\$170,475	-\$140,414	-\$98,714	-\$44,390	\$24,336	\$39,927	\$61,739

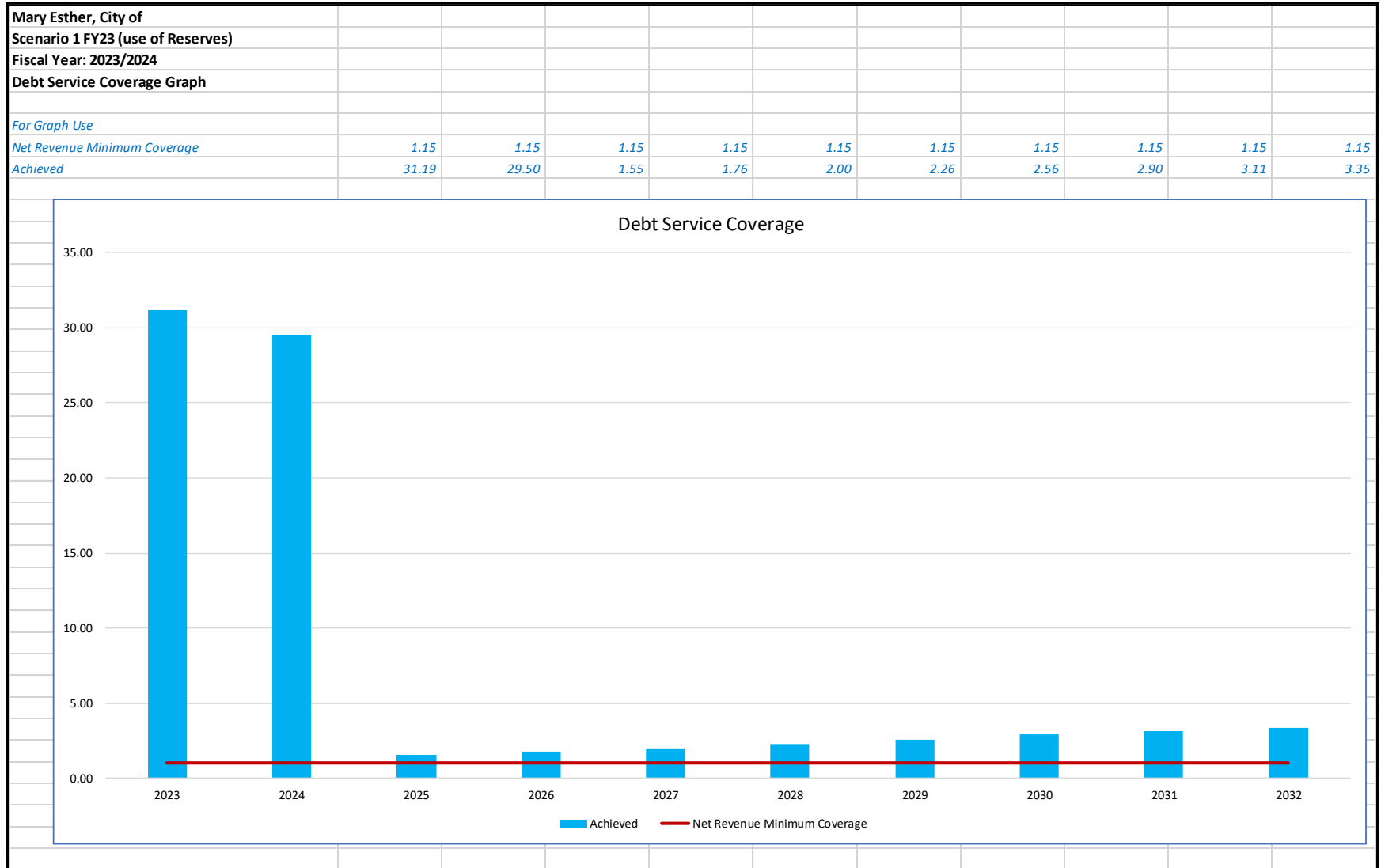
Asset Management and Fiscal Sustainability Plan



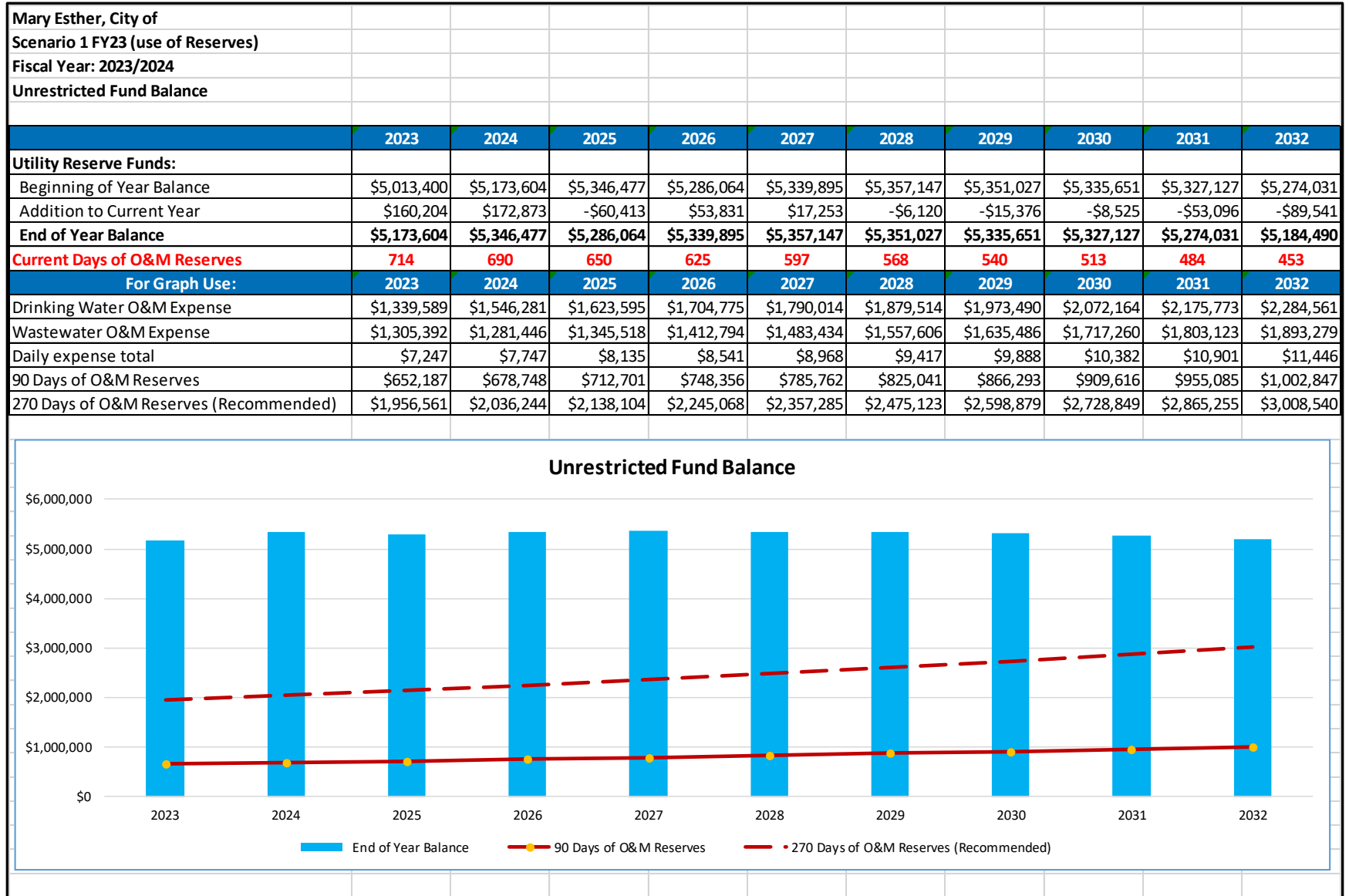
Asset Management and Fiscal Sustainability Plan

Mary Esther, City of										
Scenario 1 FY23 (use of Reserves)										
Fiscal Year: 2023/2024										
Debt Service Coverage										
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue:										
Revenue from Proposed Drinking Water Rates	\$1,236,000	\$1,297,800	\$1,427,600	\$1,570,400	\$1,727,400	\$1,900,200	\$2,090,200	\$2,299,200	\$2,460,100	\$2,632,300
Revenue from Proposed Wastewater Rates	\$1,737,900	\$1,824,800	\$1,916,100	\$2,011,900	\$2,112,500	\$2,218,100	\$2,329,000	\$2,445,400	\$2,567,700	\$2,696,100
Subtotal - Rate Revenue	\$2,973,900	\$3,122,600	\$3,343,700	\$3,582,300	\$3,839,900	\$4,118,300	\$4,419,200	\$4,744,600	\$5,027,800	\$5,328,400
Miscellaneous Revenue - Drinking Water	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100
Miscellaneous Revenue - Wastewater	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000
Total Revenue	\$3,272,000	\$3,420,700	\$3,641,800	\$3,880,400	\$4,138,000	\$4,416,400	\$4,717,300	\$5,042,700	\$5,325,900	\$5,626,500
Operating Expenses:										
Drinking Water	\$1,339,589	\$1,546,281	\$1,623,595	\$1,704,775	\$1,790,014	\$1,879,514	\$1,973,490	\$2,072,164	\$2,175,773	\$2,284,561
Wastewater	\$1,305,392	\$1,281,446	\$1,345,518	\$1,412,794	\$1,483,434	\$1,557,606	\$1,635,486	\$1,717,260	\$1,803,123	\$1,893,279
Total Operating Expenses	\$2,644,981	\$2,827,727	\$2,969,113	\$3,117,569	\$3,273,447	\$3,437,120	\$3,608,976	\$3,789,425	\$3,978,896	\$4,177,841
Net Revenue	\$627,019	\$592,973	\$672,687	\$762,831	\$864,553	\$979,280	\$1,108,324	\$1,253,275	\$1,347,004	\$1,448,659
Debt Service:										
Drinking Water	\$11,400	\$11,400	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900
Wastewater	\$8,700	\$8,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700
Total Debt Service	\$20,100	\$20,100	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600
Debt Service Coverage	31.19	29.50	1.55	1.76	2.00	2.26	2.56	2.90	3.11	3.35
Net Revenue Less Debt Service	\$606,919	\$572,873	\$240,087	\$330,231	\$431,953	\$546,680	\$675,724	\$820,675	\$914,404	\$1,016,059
Capital Expenditures:										
Drinking Water	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Wastewater	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Total Capital Expenditures	\$446,715	\$400,000	\$300,500	\$276,400	\$414,700	\$552,800	\$691,100	\$829,200	\$967,500	\$1,105,600
Other Expenses/Transfers:										
Drinking Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wastewater	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Expenses/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Surplus/(Deficiency)	\$160,204	\$172,873	-\$60,413	\$53,831	\$17,253	-\$6,120	-\$15,376	-\$8,525	-\$53,096	-\$89,541

Asset Management and Fiscal Sustainability Plan



Asset Management and Fiscal Sustainability Plan



Asset Management and Fiscal Sustainability Plan

Mary Esther, City of											
Scenario 1 FY23 (use of Reserves)											
Fiscal Year: 2023/2024											
CIP Schedule											
Description	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Water R&R Costs	Water Revenues	\$0	\$0	\$41,700	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Wastewater R&R Costs	Wastewater Revenues	\$0	\$0	\$96,600	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Misc. Capital Outlay	Water Revenues	\$75,000	\$78,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer software & Equipment	Water Revenues	\$2,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Machinery & Equipment	Water Revenues	\$22,747	\$79,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Well #1 Rehab	Grant	\$1,347,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood WI	Water Revenues	\$115,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvments	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvements	Future Loan	\$0	\$0	\$969,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Capital Outlay	Wastewater Revenues	\$75,000	\$243,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improvements	Future Loan	\$0	\$0	\$1,277,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improvements	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood WI	Wastewater Revenues	\$155,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totaled by	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Water Revenues	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
	Wastewater Revenues	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
	Future Loan	\$0	\$0	\$2,247,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Grant	\$1,347,900	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$1,794,615	\$400,000	\$3,547,500	\$276,400	\$414,700	\$552,800	\$691,100	\$829,200	\$967,500	\$1,105,600

Asset Management and Fiscal Sustainability Plan

Mary Esther, City of													
Scenario 1 FY23 (use of Reserves)													
Fiscal Year: 2023/2024													
Debt Service Schedule													
Debt	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Existing Debts:													
SRF DW460210	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400
SRF DW460211	\$0	\$0	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800
SRF WW460200	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700
SRF WW460201	\$0	\$0	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100
Anticipated Debts:													
Azalea Park CWSRF Loan	\$0	\$0	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900
Azalea Park DWSRF Loan	\$0	\$0	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700
Total													
Drinking Water	\$11,400	\$11,400	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900
Wastewater	\$8,700	\$8,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700

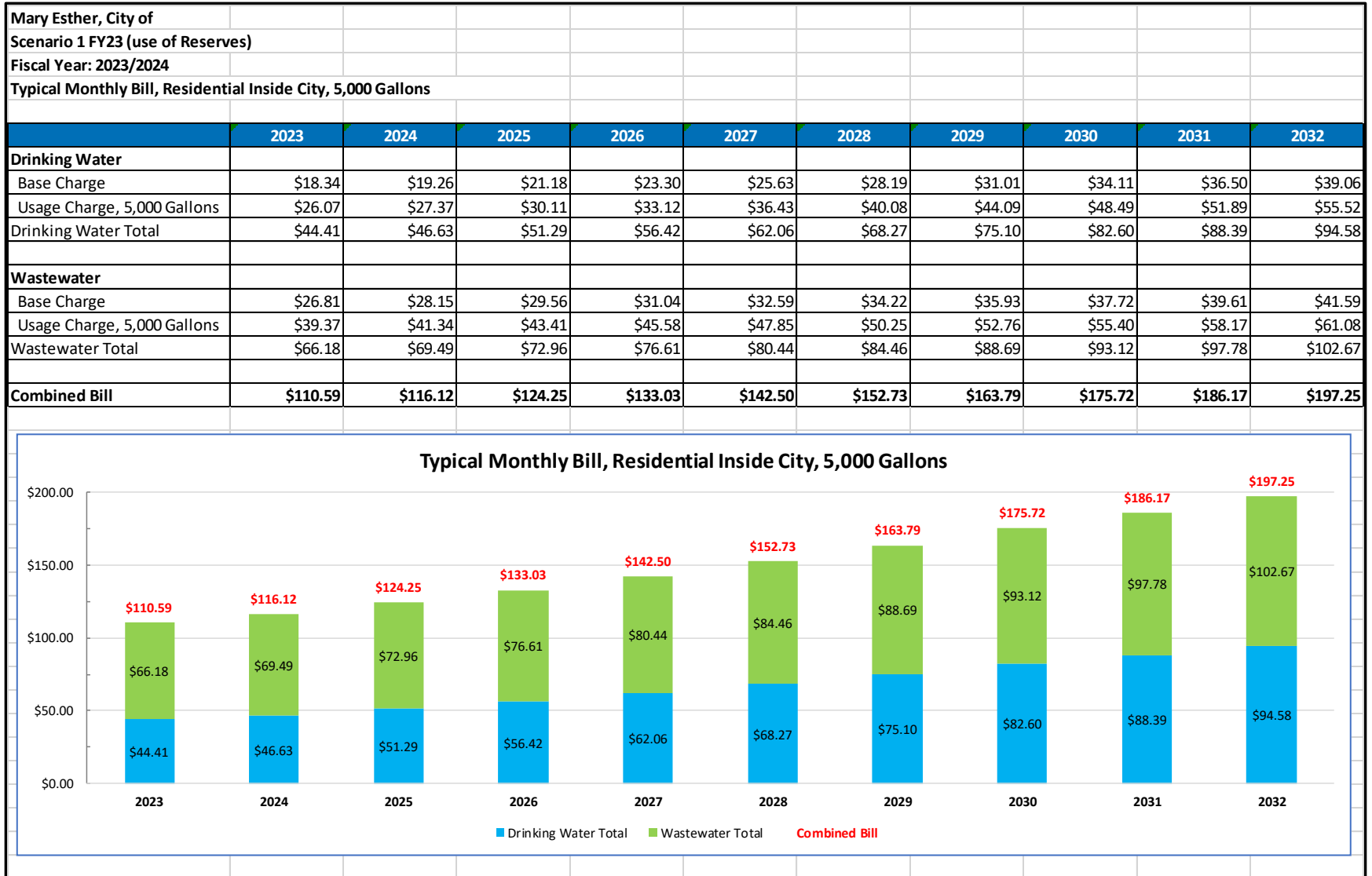
Asset Management and Fiscal Sustainability Plan

Mary Esther, City of Scenario 1 FY23 (use of Reserves) Fiscal Year: 2023/2024 Operating Expense Projection															
Fund Name	Type of Expense	Cost Allocation	Description	Historical 2022	Budget 2023	Escalation Factor	2024	2025	2026	2027	2028	2029	2030	2031	2032
410-50-53300-1210	Personnel	100% Water	Salaries	\$102,300	\$94,345	CPI	\$106,000	\$111,300	\$116,865	\$122,708	\$128,844	\$135,286	\$142,050	\$149,153	\$156,610
410-50-53300-2110	Personnel	100% Water	SOCIAL SECURITY TAXES	\$6,400	\$5,850	CPI	\$6,572	\$6,901	\$7,246	\$7,608	\$7,988	\$8,388	\$8,807	\$9,247	\$9,710
410-50-53300-2210	Personnel	100% Water	RETIREMENT	\$7,600	\$8,295	CPI	\$14,840	\$15,582	\$16,361	\$17,179	\$18,038	\$18,940	\$19,887	\$20,881	\$21,925
410-50-53300-2310	Personnel	100% Water	EMPLOYEE INSURANCE	\$12,500	\$17,360	CPI	\$27,555	\$28,933	\$30,379	\$31,898	\$33,493	\$35,168	\$36,926	\$38,773	\$40,711
410-50-53300-2410	Personnel	100% Water	WORKER'S COMPENSATION	\$50	\$60	CPI	\$145	\$152	\$160	\$168	\$176	\$185	\$194	\$204	\$214
410-50-53300-3000	Personnel	100% Water	MEDICARE INSURANCE	\$1,300	\$1,368	CPI	\$1,537	\$1,614	\$1,695	\$1,779	\$1,868	\$1,962	\$2,060	\$2,163	\$2,271
410-50-53300-3100	Professional Services	100% Water	PROFESSIONAL SERVICES	\$28,000	\$0	CPI	\$112,785	\$118,424	\$124,345	\$130,563	\$137,091	\$143,945	\$151,143	\$158,700	\$166,635
410-50-53300-3210	Professional Services	100% Water	ACCOUNTING AND AUDITING	\$8,000	\$11,115	CPI	\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684
410-50-53300-3405	Professional Services	100% Water	CONTRACT FOR SERVICES	\$794,100	\$831,423	CPI	\$850,000	\$892,500	\$937,125	\$983,981	\$1,033,180	\$1,084,839	\$1,139,081	\$1,196,035	\$1,255,837
410-50-53300-4100	O&M	100% Water	POSTAGE & SHIPPING	\$4,100	\$5,000	CPI	\$5,500	\$5,775	\$6,064	\$6,367	\$6,685	\$7,020	\$7,371	\$7,739	\$8,126
410-50-53300-4110	O&M	100% Water	TELEPHONE & INTERNET	\$3,800	\$4,800	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
410-50-53300-4310	O&M	100% Water	ELECTRICITY	\$300	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53300-4320	O&M	100% Water	Water	\$19,600	\$110,000	CPI	\$120,000	\$126,000	\$132,300	\$138,915	\$145,861	\$153,154	\$160,811	\$168,852	\$177,295
410-50-53300-4521	O&M	100% Water	PROPERTY INSURANCE	\$20,800	\$23,231	CPI	\$34,847	\$36,589	\$38,419	\$40,340	\$42,357	\$44,475	\$46,698	\$49,033	\$51,485
410-50-53300-4613	O&M	100% Water	GROUNDS MAINTENANCE	\$0	\$25,000	CPI	\$10,000	\$10,500	\$11,025	\$11,576	\$12,155	\$12,763	\$13,401	\$14,071	\$14,775
410-50-53300-4617	Maintenance	100% Water	WATER SYSTEMS MAINTENANCE	\$4,000	\$65,000	CPI	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873
410-50-53300-4623	O&M	100% Water	HEAVY EQUIPMENT R & M	\$2,000	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53300-4644	Maintenance	100% Water	ELEVATED TANKS MAINTENANCE CONT...	\$30,100	\$30,076	CPI	\$65,000	\$68,250	\$71,663	\$75,246	\$79,008	\$82,958	\$87,106	\$91,462	\$96,035
410-50-53300-4650	O&M	100% Water	COMPUTER OPERATIONS AND MAINTENANCE	\$19,400	\$21,800	CPI	\$25,000	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936
410-50-53300-4710	O&M	100% Water	PRINTING & BINDING	\$1,900	\$2,000	CPI	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191	\$3,350	\$3,518	\$3,694
410-50-53300-4905	O&M	100% Water	WTP/STP OPERATING PERMITS	\$0	\$0	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
410-50-53300-4906	O&M	100% Water	OTHER CHARGES	\$1,000	\$1,000	CPI	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216
410-50-53300-4915	O&M	100% Water	CREDIT CARD FEE EXPENSE	\$0	\$15,000	CPI	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162
410-50-53300-4990	O&M	100% Water	BAD DEBT EXPENSE	\$27,300	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53300-5110	O&M	100% Water	OFFICE SUPPLIES	\$500	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53300-5270	O&M	100% Water	MACHINERY & EQUIPMENT	\$28,100	\$59,000	CPI	\$65,000	\$68,250	\$71,663	\$75,246	\$79,008	\$82,958	\$87,106	\$91,462	\$96,035
410-50-53300-5290	O&M	100% Water	OPERATING SUPPLIES	\$60	\$1,000	CPI	\$500	\$525	\$551	\$579	\$608	\$638	\$670	\$704	\$739
410-50-53300-3150	Professional Services	100% Water	ENGINEERING, CONSULTING SERVIC	\$0	\$6,000	CPI	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162
410-50-53300-5410	O&M	100% Water	BOOKS, PUBS, SUBS & MEMBS	\$500	\$866	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
410-50-53500-1210	Personnel	100% Wastewater	SALARIES	\$102,300	\$94,345	CPI	\$106,000	\$111,300	\$116,865	\$122,708	\$128,844	\$135,286	\$142,050	\$149,153	\$156,610
410-50-53500-2110	Personnel	100% Wastewater	SOCIAL SECURITY TAXES	\$6,400	\$5,850	CPI	\$6,572	\$6,901	\$7,246	\$7,608	\$7,988	\$8,388	\$8,807	\$9,247	\$9,710
410-50-53500-2210	Personnel	100% Wastewater	RETIREMENT	\$7,600	\$8,295	CPI	\$14,840	\$15,582	\$16,361	\$17,179	\$18,038	\$18,940	\$19,887	\$20,881	\$21,925
410-50-53500-2310	Personnel	100% Wastewater	EMPLOYEE INSURANCE	\$12,500	\$17,360	CPI	\$27,555	\$28,933	\$30,379	\$31,898	\$33,493	\$35,168	\$36,926	\$38,773	\$40,711
410-50-53500-2410	Personnel	100% Wastewater	WORKER'S COMPENSATION	\$50	\$60	CPI	\$145	\$152	\$160	\$168	\$176	\$185	\$194	\$204	\$214
410-50-53500-3000	Personnel	100% Wastewater	MEDICARE INSURANCE	\$1,300	\$1,368	CPI	\$1,537	\$1,614	\$1,695	\$1,779	\$1,868	\$1,962	\$2,060	\$2,163	\$2,271
410-50-53500-3100	Professional Services	100% Wastewater	PROFESSIONAL SERVICES	\$12,000	\$23,055	CPI	\$12,785	\$13,424	\$14,095	\$14,800	\$15,540	\$16,317	\$17,133	\$17,990	\$18,889
410-50-53500-3150	Professional Services	100% Wastewater	ENGINEERING, CONSULT. SERVICES & P...	\$32,200	\$5,000	CPI	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162
410-50-53500-3210	Professional Services	100% Wastewater	ACCOUNTING AND AUDITING	\$8,000	\$11,115	CPI	\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684
410-50-53500-3405	Professional Services	100% Wastewater	CONTRACT FOR SERVICES	\$794,100	\$831,423	CPI	\$850,000	\$892,500	\$937,125	\$983,981	\$1,033,180	\$1,084,839	\$1,139,081	\$1,196,035	\$1,255,837
410-50-53500-4100	O&M	100% Wastewater	POSTAGE & SHIPPING	\$4,100	\$5,000	CPI	\$5,500	\$5,775	\$6,064	\$6,367	\$6,685	\$7,020	\$7,371	\$7,739	\$8,126
410-50-53500-4110	O&M	100% Wastewater	TELEPHONE & INTERNET	\$3,800	\$4,780	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
410-50-53500-4310	O&M	100% Wastewater	ELECTRICITY	\$0	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53500-4320	O&M	100% Wastewater	WATER	\$47,200	\$35,000	CPI	\$38,000	\$39,900	\$41,895	\$43,990	\$46,189	\$48,499	\$50,924	\$53,470	\$56,143
410-50-53500-4400	O&M	100% Wastewater	SPRAYFIELD RENTAL	\$13,000	\$13,390	CPI	\$13,800	\$14,490	\$15,215	\$15,975	\$16,774	\$17,613	\$18,493	\$19,418	\$20,389

Asset Management and Fiscal Sustainability Plan

Fund Name	Type of Expense	Cost Allocation	Description	Historical 2022	Budget 2023	Escalation Factor	2024	2025	2026	2027	2028	2029	2030	2031	2032
410-50-53500-4521	O&M	100% Wastewater	PROPERTY INSURANCE	\$22,400	\$26,141	CPI	\$39,212	\$41,173	\$43,231	\$45,393	\$47,662	\$50,046	\$52,548	\$55,175	\$57,934
410-50-53500-4611	Maintenance	100% Wastewater	BUILDING R & M	\$0	\$3,500	CPI	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171
410-50-53500-4613	O&M	100% Wastewater	GROUPS MAINTENANCE	\$0	\$0	CPI	\$35,000	\$36,750	\$38,588	\$40,517	\$42,543	\$44,670	\$46,903	\$49,249	\$51,711
410-50-53500-4618	Maintenance	100% Wastewater	SEWER SYSTEMS MAINTENANCE	\$201,500	\$177,350	CPI	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873
410-50-53500-4623	O&M	100% Wastewater	HEAVY EQUIPMENT R & M	\$2,000	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53500-4650	O&M	100% Wastewater	COMPUTER OPERATIONS AND MAINTENANCE	\$19,500	\$21,800	CPI	\$25,000	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936
410-50-53500-4710	O&M	100% Wastewater	PRINTING & BINDING	\$1,500	\$2,000	CPI	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191	\$3,350	\$3,518	\$3,694
410-50-53500-4905	O&M	100% Wastewater	WTP/STP OPERATING PERMITS	\$500	\$0	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
410-50-53500-4906	O&M	100% Wastewater	OTHER CHARGES	\$900	\$2,000	CPI	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955
410-50-53500-4915	O&M	100% Wastewater	CREDIT CARD FEE EXPENSE	\$0	\$15,000	CPI	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162
410-50-53500-5110	O&M	100% Wastewater	OFFICE SUPPLIES	\$500	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53500-5270	O&M	100% Wastewater	MACHINERY & EQUIPMENT	\$2,600	\$224	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53500-5290	O&M	100% Wastewater	OPERATING SUPPLIES	\$60	\$470	CPI	\$500	\$525	\$551	\$579	\$608	\$638	\$670	\$704	\$739
410-50-53500-5410	O&M	100% Wastewater	BOOKS, PUBS, SUBS & MEMBS	\$500	\$866	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
			Total	\$2,420,220	\$2,644,981		\$2,827,727	\$2,969,113	\$3,117,569	\$3,273,447	\$3,437,120	\$3,608,976	\$3,789,425	\$3,978,896	\$4,177,841
			Drinking Water Total	\$1,123,710	\$1,339,589		\$1,546,281	\$1,623,595	\$1,704,775	\$1,790,014	\$1,879,514	\$1,973,490	\$2,072,164	\$2,175,773	\$2,284,561
			Wastewater Total	\$1,296,510	\$1,305,392		\$1,281,446	\$1,345,518	\$1,412,794	\$1,483,434	\$1,557,606	\$1,635,486	\$1,717,260	\$1,803,123	\$1,893,279

Asset Management and Fiscal Sustainability Plan



Asset Management and Fiscal Sustainability Plan

Mary Esther, City of										
Scenario 1 FY23 (use of Reserves)										
Fiscal Year: 2023/2024										
Rate Schedule										
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Drinking Water										
Residential										
Base Charges Inside City										
5/8-inch	\$18.34	\$19.26	\$21.18	\$23.30	\$25.63	\$28.19	\$31.01	\$34.11	\$36.50	\$39.06
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial I										
Base Charges Inside City										
5/8-inch	\$27.51	\$28.89	\$31.77	\$34.95	\$38.45	\$42.29	\$46.52	\$51.17	\$54.75	\$58.59
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial II										
Base Charges Inside City										
5/8-inch	\$55.02	\$57.77	\$63.55	\$69.90	\$76.89	\$84.58	\$93.04	\$102.34	\$109.51	\$117.17
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial I (Base rate only)										
Base Charges Inside City										
5/8-inch	\$27.51	\$28.89	\$31.77	\$34.95	\$38.45	\$42.29	\$46.52	\$51.17	\$54.75	\$58.59

Asset Management and Fiscal Sustainability Plan

Mary Esther, City of				
Scenario 1 FY23 (use of Reserves)				
Fiscal Year: 2023/2024				
Rate Revenue, Existing Rates for Fiscal Year 2023				
Base Charge Revenues	Meter Sizes	Base Charge	Number of Connections	Annual Revenue
Drinking Water				
Residential				
Base Charges Inside City				
	5/8-inch	\$18.34	1,684.00	\$370,614.72
Commercial I				
Base Charges Inside City				
	5/8-inch	\$27.51	257.00	\$84,840.84
Commercial II				
Base Charges Inside City				
	5/8-inch	\$55.02	214.00	\$141,291.36
Commercial I (Base rate only)				
Base Charges Inside City				
	5/8-inch	\$27.51	0.00	\$0.00
Subtotal				\$596,746.92

Asset Management and Fiscal Sustainability Plan

Usage Charge Revenues	Gallon Range	Rate per Thousand Gallons	Monthly Water Sold (kgal)	Annual Revenue
Drinking Water				
Residential				
Usage Charges Inside City				
Block 1	0 to 3,000 gallons	\$4.91	5,052.00	\$297,663.84
Block 2	3,001 to 6,000 gallons	\$5.67	2,096.42	\$142,640.19
Block 3	6,001 to 9,000 gallons	\$6.42	0.00	\$0.00
Block 4	9,001 gallons or more	\$7.56	0.00	\$0.00
Commercial I				
Usage Charges Inside City				
Block 1	0 to 3,000 gallons	\$4.91	495.50	\$29,194.86
Block 2	3,001 to 6,000 gallons	\$5.67	0.00	\$0.00
Block 3	6,001 to 9,000 gallons	\$6.42	0.00	\$0.00
Block 4	9,001 gallons or more	\$7.56	0.00	\$0.00
Commercial II				
Usage Charges Inside City				
Block 1	0 to 3,000 gallons	\$4.91	0.00	\$0.00
Block 2	3,001 to 6,000 gallons	\$5.67	0.00	\$0.00
Block 3	6,001 to 9,000 gallons	\$6.42	0.00	\$0.00
Block 4	9,001 gallons or more	\$7.56	1,871.50	\$169,782.48
Subtotal				\$639,281.37

	FLORIDA RURAL WATER ASSOCIATION 2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813 (850) 668-2746
BOARD OF DIRECTORS <i>PATRICIA CICHON</i> Monticello President <i>BRUCE MORRISON</i> Niceville Vice President <i>POONAM KALKAT</i> Boynton Beach Secretary/Treasurer <i>ROBERT MUNRO</i> Orlando National Director <i>JOHN BOSTOC III</i> Zephyrhills <i>MELISSA PILCHER</i> Santa Rosa Beach <i>SCOTT KELLY</i> Atlantic Beach EXECUTIVE DIRECTOR <i>GARY WILLIAMS</i> Tallahassee  EMAIL frwa@frwa.net WEBSITE www.frwa.net	June 3, 2024 Mayor Chris Stein City of Mary Esther 195 Christobal Road N Mary Esther, FL 32569 Dear Mayor Stein: The Florida Rural Water Association (FRWA) is pleased to submit the Wastewater System Asset Management and Fiscal Sustainability (AMFS) plan to the City of Mary Esther. FRWA prepared this Plan for the City in partnership with the FDEP Clean Water State Revolving Fund (CWSRF) Program to identify your wastewater system’s most urgent and critical needs. Water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This report assesses the current conditions of your wastewater fixed capital assets (e.g. wastewater treatment plant, collection system, manholes), and more importantly provides recommendations, procedures, and tools to assist with long range asset protection and wastewater utility reinvestment. FRWA will be available to support the City’s AMFS plan recommendations and implementation. The following report is considered a living document with tools for your use which must be updated at least annually (quarterly updates are recommended) by the City’s utility management. FRWA will provide electronic copies for your use and future modification and will remain available to assist in updating and revising the AMFS plan. As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of wastewater system fiscal sustainability and maintaining your valuable utility assets. Florida Rural Water Association has enjoyed serving you and wishes your system the best in all its future endeavors. Sincerely, Matt Hollingsworth FRWA Utility Asset Management Team Copy: Mike Chase, FDEP, CW State Revolving Fund Gary Williams, Florida Rural Water Association, Executive Director

City of Mary Esther Wastewater Asset Management and Fiscal Sustainability Plan



Prepared for:

City of Mary Esther
FLA010191

Prepared By:

FLORIDA RURAL WATER ASSOCIATION
Asset Management Program

In Partnership with
Florida Department of Environmental Protection
And
Clean Water State Revolving Fund Program





Table of Contents

Executive Summary..... 4

1. Introduction 11

2. Asset Management Plan 12

3. System Description 19

4. Current Asset Conditions 21

5. Operations and Maintenance Strategies: (O&M) 28

6. Capital Improvement Plan..... 32

7. Financial 34

8. Energy Conservation 43

9. Conclusions 46

Implementing this Asset Management and Fiscal Sustainability Plan:..... 47

Closing:..... 50

APPENDIX A: Sample Resolution..... 51

APPENDIX B: Master Asset List 53

APPENDIX C: RevPlan Model.....91

Executive Summary

Asset Management Plan Defined

Asset Management Plan (AMP) - The International Infrastructure Management Manual defines an asset management plan as a “plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques (including technical and financial) over the life cycle of the asset in the most cost-effective manner to provide a specific level of service.”

Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing, or replacing an asset. While the level of service is determined by the utility consisting of its staff, customers, board members and regulators. Asset management is implemented through an asset management program and includes a written asset management plan.

Benefits of an AMP:

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers, such as:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions through informed, efficient and focused operations and maintenance.
- Increased operational efficiencies.
- Informed operational and management decisions.
- Increased knowledge of asset criticality.
- Meeting consumer demands with a focus on system sustainability and improved communication.
- Setting rates based on sound operational and financial planning.
- Budgeting by focusing on activities critical to sustained performance.
- Meeting system service expectations and regulatory requirements.
- Improving responses to emergencies.
- Improving security and safety of assets.
- Capital improvement projects that meet the true needs of the system and community.
- Provides an impartial unbiased report to help explain rate sufficiency to the community.

State Revolving Fund Requirement:

An active Asset Management Plan (AMP) is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in Rulemaking Authority FS. Law Implemented 403.8532 (FS. History—New 4-7-98, Amended 8-10-98, 7-17-17) and Florida Administrative Code (FAC) 62-503.700(7). To be accepted for the interest rate adjustment and to be eligible for reimbursement, an asset management plan must be adopted by ordinance or resolution and written procedures must be in place to not only implement the plan, but to do so in a timely manner.

The plan must include each of the following:

- (a) Identification of all assets within the project sponsor's system;
- (b) An evaluation of the current age, condition, and anticipated useful life of each asset;
- (c) The current value of the assets;
- (d) The cost to operate and maintain all assets;
- (e) A capital improvement plan based on a survey of industry standards, life expectancy, life cycle analysis, and remaining useful life;
- (f) An analysis of funding needs;
- (g) An analysis of population growth and drinking water use projections, as applicable, for the sponsor's planning area, and a model, if applicable, for impact fees; commercial, industrial and residential rate structures;
- (h) The establishment of an adequate funding rate structure;
- (i) A threshold rate set to ensure the proper operation of the utility; if the sponsor transfers any of the utility proceeds to other funds, the rates must be set higher than the threshold rate to facilitate the transfer and proper operation of the utility; and,
- (j) A plan to preserve the assets; renewal, replacement, and repair of the assets, as necessary; and a risk-benefit analysis to determine the optimum renewal or replacement time.

AMP Development Stakeholders:

The development of this AMFS plan involved the collective efforts of the City Management and Staff, the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF), and the Florida Rural Water Association (FRWA). Resources included Engineers (technical and financial), Certified Operators (operation and maintenance), Rate Sufficiency Analysts and utility staff with first-hand experience with the system.

Critical Assets and Priority Action List:

The Table below contains a listing of the City of Mary Esther's Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. Please see Section 4 for a detailed description of the asset improvements listed below.

City of Mary Esther Critical Assets List				
Name	Installed	Design Life	Condition	COF
Spray Field Pump 1 Check	1988	25	Failed	Moderate
Control Valves - 2	1982	25	Poor	Moderate
Electrical Equipment - 20	Varies	20	Poor	Moderate
Manholes - 1	1990	50	Very Poor	Moderate
Manholes - 55	Varies	50	Poor	Moderate
Manholes - 96	Varies	50	Unknown	Moderate
Motors - 5	Varies	20	Failed	Moderate
Motors - 5	Varies	20	Poor	Moderate

City of Mary Esther Critical Assets List				
Pumps - 4	Varies	20	Failed	Moderate
Pumps - 4	Varies	20	Poor	Moderate
Oxidation Ditch 1	1993	30	Failed	Moderate
Storage Tanks - 2	1992	30	Poor	Moderate
EQ Tank Valve 2	1995	25	Failed	Moderate
System Valves - 6	Varies	25	Poor	Moderate

Based on the list of Critical Assets and Process that were found to need Capital and/or Operational funding and the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action Plan was developed to help the City prioritize action items and establish target dates for timely completion. The Priority Action Plan is found on the following page.

City of Mary Esther				
Priority Action List				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
1. Pass Resolution Adopting AMFS Plan and Rate Schedule	Within 60 Days from Receipt of Final Plan	Administrative	No Cost	City Council and City Manager
2. Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement	90 Days after Adoption	Planning	No Cost	City Council, City Manager, Staff and Public
3. Train Staff and Begin Using AMFS Tools (Diamond Maps or similar)	90 Days After Adoption	Administrative	Annual Cost - \$450 + Local Service Provider; Training - No Cost*	City Manager or Designee
4. Train Staff and Begin Using RevPlan	90 Days After Adoption	Administrative	No Cost*	City Manager or Designee
5. Develop Operation and Maintenance Program and Procedures	Within One(1) Year After Adoption	Planning	No Cost*	Public Works Director or Designee
6. Perform Lift Station Energy Audit	90 Days After Adoption	Administrative	No Cost*	Public Works Director or Designee
7. Locate, Map and Assess Manholes in Unknown Condition	90 Days After Adoption	Administrative	No Cost*	Public Works Director or Designee

City of Mary Esther				
Priority Action List				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
8. Install Inflow Shields in Collection System	On-going beginning FY 2025	Capital	Starting at \$150/inflow shield. Total Estimated Cost \$45,450.	Public Works Director and Designee
9. Rehabilitate/Replace Poor Condition Manholes	On-going Beginning FY 2025	Capital	Estimated \$16,000/manhole Cost variable depending on Professional Services Scope of Work	Engineer, City Manager and Public Works Director
10. Conduct Rate Sufficiency Study and Adjust Rate Structure as Needed with RevPlan	Annually	Planning	No Cost	City Manager and Finance Staff
11. Develop Change Out/Repair and Replacement Program for Critical Assets	Within One (1) Year After Adoption	Planning	No Cost*	Public Works Director or Designee
14. Implement Annual Asset Replacement Program	Annually	Operational	Cost will Vary Based on Asset Replacement Program and Strategy	City Council, City Manager, Public Works Director and Staff

City of Mary Esther				
Priority Action List				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
15. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Raw Wastewater Pump Station and Decommission WWTP	Within One (1) Year After Adoption	Capital	Professional Service and Construction Cost based on Project Scope	City Manager and Public Works Director
16. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Air Base Lift Station Rehabilitation	Within One (1) Year After Adoption	Capital	Professional Service and Construction Cost based on Project Scope	City Manager and Public Works Director
17. Revise AMFS Plan and RevPlan Model	Annually	Administrative	No Cost	City Council, City Manager, Public Works Director and Staff
18. Update Energy Audit	Every 2 to 3 Years	Administrative	No Cost	Public Works Director or Designee
19. Provide Additional Staff Training Opportunities	On-going	Administrative	Cost May Vary*	City Manager and Staff
20. Explore Financial Assistance Programs	On-going Beginning FY 2024	Administrative	No Cost	City Manager and Financial Staff
21. Conduct Smoke Test	Within One(1) Year After Adoption	Planning	\$1,000*	Public Works Director and Staff
22. Document Sewer Line Condition and Develop Replacement Strategy	On-going Beginning FY 2024	Planning	No Cost	Public Works Director and Staff

* As a member of the Florida Rural Water Association, FRWA is able to assist the City of Mary Esther with this Service.

Fiscal Strategy and AMP Process Recommendations:

Based on this asset management and fiscal sustainability study, **specific recommendations** related to capital expenditures and operating expenditures over the next five years found in the Preliminary Action List are as follows:

1. Adopt this Asset Management and Fiscal Sustainability Plan (AMFS) study in the form of a Resolution. Appendix A contains a sample AMFS Resolution for the City of Mary Esther.
2. Engage a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical capital and operational action items as recommended in this AMFS study.
3. Make funding applications to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study. A synopsis of utility funding programs can be found at the following link: <http://www.frwa.net/funding.html>
 - a. FDEP-State Revolving Fund (SRF)
 - b. Regional Water Management District
 - c. Florida Department of Economic Opportunity Community Development Block Grant (CDBG)
 - d. USDA Rural Development Direct Loan/Grant (USDA RD)
 - e. FDEO Rural Infrastructure Fund Grant (RIF)
 - f. Local Funding Initiative Requests
4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.
5. Begin using Diamond Maps for Asset Management Planning (AMP) and Computerized Maintenance Management System (or another CMMS of your choice).
6. Continue to build your asset management program by:
 - A. Collecting critical field data and attributes on any new or remaining assets.
 - B. Improving on processes which provide cost savings and improved service.
 - C. Implementing a checklist of routine maintenance measures.
 - D. Benchmarking critical processes annually.
 - E. Develop policies that will support funding improvements.
 - F. Develop manuals, standard operating procedures and guidelines for critical processes.
 - G. Identify responsible persons to implement processes to protect critical assets.
 - H. Attend asset management training annually.

1. Introduction

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an asset management plan to promote utility system long-term sustainability. To be accepted for the **financing rate adjustment and to be eligible for principal forgiveness/reimbursement**, an asset management plan must:

1. Be adopted by Ordinance or Resolution.
2. Have written procedures in place to implement the plan.
3. Be implemented in a timely manner.

The plan must include each of the following:

- A. Identification of all assets within the project sponsor's (utility) system.
- B. An evaluation of utility system assets' current age, condition and anticipated useful life of each asset.
- C. Current value of utility system assets.
- D. Operation and maintenance cost of all utility system assets.
- E. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life.
- F. An analysis of funding needs.
- G. The establishment of an adequate funding rate structure.
- H. An asset preservation plan to include renewal, replacement, repair as necessary and a risk assesment to identify risks and consequences of failure as it pertains to replacement.
- I. An analysis of population growth and wastewater treatment demand projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial and residential rate structures.
- J. A threshold rate set to ensure proper wastewater system operation and maintenance. If the potential exists for the project sponsor to transfer any of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of system assets. It assists in determining such things as:

1. Asset maintenance, repair, or replacement cost;
2. Accurate and timely capital improvement project budgeting;
3. Forecasting near and long-term capital improvement needs;
4. Whether the system is equipped for projected growth; and
5. Adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the system's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound asset management. Conversely, asset management requires a healthy fiscal outlook, since servicing and care of current assets is not free. Timely expenditures for proper servicing and care of current assets are relatively small when compared to repair and replacement expenditures that inevitably occur with component failure due to neglect.

Having a solid AMFS plan in place will benefit the City of Mary Esther in determining which assets are to be insured and for what amount, and to more effectively and efficiently identify its capital improvement needs and solutions. Additionally, the State Revolving Fund (SRF) requires a system to adopt and implement an AMFS plan to qualify for loan interest rate reduction if funding is sought. An AMFS helps a system more effectively and efficiently identify its capital improvement needs and solutions.

This AMFSP's intended approach is to assist the City of Mary Esther with conducting a basic inventory and condition assessment of its current assets. It is expected that the City will periodically re-evaluate the condition of its assets, at least annually, to determine asset remaining useful life. A reminder can be established for staff that a given component is nearing time for servicing, repair, or replacement. Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved.

In short, this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document. It is recommended that the City conduct at least an annual plan review and revise it as necessary throughout the year, resulting in a practical and useful tool for staff.

2. Asset Management Plan

Components of Asset Management:

Asset Management can be described as 'a process for maintaining a desired level of customer service at the best appropriate cost'. Within that statement, 'a desired level of service' is simply what the utility wants their assets to provide. 'Best appropriate cost' is the lowest cost for an asset throughout its life. The goal is providing safe, reliable service while at the same time being conscious of the costs involved both short and long term.

Asset Management includes building an inventory of the utility's assets, developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders, and developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue. By performing these tasks, targeting the system's future needs will be much easier.

Asset Management provides documentation that helps the utility understand the assets they have, how long these assets will last, and how much it will cost to maintain or replace these assets. The Plan also provides financial projections which show the utility whether rates and other revenue mechanisms are sufficient to supply the utility's future needs, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions:

1. What is the current status and condition of the utility's assets?
2. What is Level of Service (LOS) required?
3. What assets are considered critical to meeting the required LOS?
4. What are the utility's Capital Improvement Program Plan (CIPP), Operations and maintenance plan (O&M), and asset's Minimum Life Cycle Cost strategies?
5. What is the utility's long term financial strategy?

Implementation:

information has been entered into Diamond Maps; a cloud based geographical information system (GIS). FRWA, in partnership with FDEP, has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost. Continuing with Diamond Maps will cost \$20 per month for a single license, or as many licenses as necessary at the rates listed in the following table.

The software is easy to use, as it is set up for small communities and for water/wastewater systems. Since Mary Esther has around 2,192 connections, the cost would be approximately \$45 per month for unlimited users.

Meter Count	Unlimited Use Subscription
250	\$15/month
500	\$20/month
1,000	\$30/month
2,000	\$45/month
3,000	\$60/month
4,000	\$75/month
5,000	\$90/month
10,000	\$165/month

Diamond Maps can be explored at <http://diamondmaps.com>. Since the City of Mary Esther has recently begun using Diamond Maps as their asset management tool, it will be easy to move the data collected by FRWA to the system's account.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders and assigning tasks to personnel who will perform the work and update in the system.

In addition to the CMMS tool, Diamond Maps, the Florida Rural Water Association (FRWA) has partnered with the Florida Department of Environmental Protection (FDEP) State Revolving Loan (SRF) program and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

By inputting your accurate budgetary, operation and maintenance costs, capital improvement plan costs, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome:

- The tool is only as accurate as the information used.
- One person should be assigned the task of annual RevPlan updates.
- Updating asset information in Diamond Maps is essential.

FRWA staff has entered a preliminary model into RevPlan to help the utility get started. The assets collected along with financial information provided by the system were entered to create the model. Each year (or as projects come about) the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in the financial section of the plan.

Level of Service (LOS):

As a provider of wastewater services, a utility must decide what Level of Service (LOS) is required for its customers. When setting these goals, most importantly, the utility must decide the level of service it will provide. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's

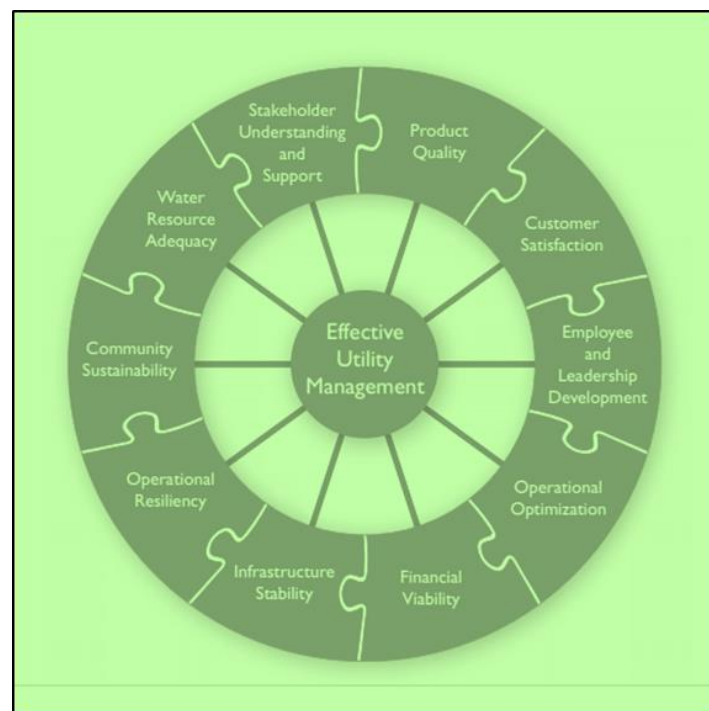
accountability in meeting the customer's needs and its commitment to do so. Below are four key elements regarding LOS:

1. Provide safe and reliable service while meeting regulatory requirements;
2. Budget improvement projects focused on assets critical to sustained performance based on sound operational and financial planning;
3. Maintain realistic rates and adjust as necessary to ensure adequate revenue reserves for targeted asset improvement; and,
4. Ensure long-term system resilience and sustainability.

Targets must be set for individual parameters. Metrics should be created to help the utility direct efforts and resources toward predetermined goals. The established goals must include consideration of costs, budgets, rates, service levels, and level of risk. These goals are set in an agreement between the utility and its customers.

In 2008, a unique coalition representing the “Collaborating Organizations,” which include the U.S. Environmental Protection Agency and a growing number of major water sector associations, supported an approach developed by water sector leaders for water utility management. This approach can be used by the wastewater sector as well and is based around the Ten Attributes of an Effectively Managed Utility and Five Keys to Management Success—known as Effective Utility Management (EUM). These Attributes provide a clear set of reference points and are intended to help utilities maintain a balanced focus on all important operational areas rather than reactively moving from one problem to the next or focusing on the “problem of the day.”

The Ten Attributes of an Effectively Managed Utility provide useful and concise goals for utility managers seeking to improve organization-wide performance. The Attributes describe desired outcomes that are applicable to all water and wastewater utilities. They comprise a comprehensive framework related to operations, infrastructure, customer satisfaction, community sustainability, natural resource stewardship, and financial performance. Water and wastewater utilities can use the Attributes to select priorities for improvement, based on each organization's strategic objectives and the needs of the community it serves. The Attributes are



not presented in a particular order, but rather can be viewed as a set of opportunities for improving utility management and operations.

To begin, the utility will assess current conditions by ranking the importance of each Attribute to the utility, based on the utility's vision, goals, and specific needs. The ranking should reflect the interests and considerations of all stakeholders (managers, staff, customers, regulators, elected officials, community interests, and others).

Once you have chosen to improve one or more Attributes, the next step is to develop and implement a plan for making the desired improvements. Improvement plans support the implementation of effective practices in your chosen attribute area(s). An effective improvement plan will:

1. **Set Near- and Long-term Goals:** Set goals as part of the improvement plan to help define what is being worked toward. Near- and long-term goals for the utility should be linked to the strategic business plan, asset management plan, and financial plan. Goals should also be "SMART."
- **S – Specific:** What exactly will be achieved? Make the goals specific and well defined. Each goal should be clear to anyone with even a basic knowledge of the utility.
 - **M – Measurable:** Can you measure whether you are achieving the objective? You must be able to tell how close you are to achieving the goal. You must also be able to determine when success is achieved.
 - **A – Assignable and Attainable:** Can you specify who is responsible for each segment of the objective? Is the goal attainable? Setting a goal to have zero sewer overflows is great, but perhaps unrealistic, knowing operators do not have control over when and where overflows happen in systems. A better choice might be to set a goal that states the utility will undertake an extraneous flow reduction project to reduce the impact of illegal storm connections.
 - **R – Realistic:** Do you have the capacity, funding, and other resources available? The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a role in setting realistic targets.
 - **T – Time-Based:** What is the timeframe for achieving the objective? There must be a deadline for reaching the goal. Adequate time must be included to meet the target. However, too much time can lead to apathy and negatively affect the utility's performance.

2. Identify Effective Practices: Each Attribute area for improvement will be supported by effective practices implemented by the utility. A substantial number of water sector resources exist that detail effective utility practices for each of the Attributes.
3. Identify Resources Available and Resources Needed: For each practice/activity to be implemented as part of the improvement plan, identify resources (financial, informational, staff, or other) that exist on-hand, and those that are needed, to support implementation.
4. Identify Challenges: For the overall improvement plan and for specific practices/activities to be implemented, identify key challenges that will need to be addressed.
5. Assign Roles and Responsibilities: For each improvement action, identify roles and responsibilities for bringing the implementation to completion.
6. Define a Timeline: Establish start date, milestones, and a completion target for each activity/improvement action.
7. Establish Measures: Establish at least one (or more) measure of performance for items to be implemented under the improvement plan.

More information and resources on Effective Utility Management (EUM) can be found at www.WaterEUM.org.

The idea is to set goals and meet them. Reaching the goals should not be overly easy. Effort should be involved. The goals should target areas where a need exists. If the bar is set too low, the process is pointless. Most importantly, the utility must decide the level of service it will provide.

The table on the following page shows examples of what might be included as Level of Service goals. The LOS items for the City of Mary Esther must be specific to the system and ideally, conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so.

Mary Esther Wastewater (WW) Level of Service Goals Examples			
Attribute and Service Area	Goal	Performance Targets	Timeframe/ Reporting
Service Delivery - Health, Safety and Security	Reduce the number and duration of sewer overflows	Provide employees with training necessary to be proactive in system maintenance and to rapidly and efficiently make emergency system repairs.	Annual report to Council
Infrastructure Stability - Asset Preservation and Condition	Improve system wide preventive maintenance (PM)	Develop a comprehensive Preventive Maintenance weekly schedule for equipment and system components and complete all preventative maintenance tasks as scheduled.	Weekly report to Public Works Director and Monthly report to City Manager
Infrastructure Stability - Asset Preservation and Condition	Establish a Predictive Maintenance Schedule (PdMS)	Develop a weekly PdMS to continuously monitor equipment for signs of unexpected problems. Adjust the PdMS as needed.	Weekly report to Public Works Director and Monthly report to City Manager
Infrastructure Stability - Asset Preservation and Condition	Develop an Asset Replacement Strategy	Develop an asset replacement strategy to be updated at least annually, including financing options.	Annual report to City Manager and Council
Financial Viability - Service Quality and Cost	Assure that the utility is financially self-sustaining.	Perform an annual utilities rate analysis and make any needed rate adjustments every three to five years.	Annual Report to Public Works Director, City Manager and Council
Financial Viability - Service Quality and Cost	Enact automatic inflationary rate adjustments	Annual evaluation of the adequacy of inflationary rate adjustments	Annual report to Public Works Director, City Manager and Council
Financial Viability - Service Quality and Cost	Minimize Life of Asset Ownership costs	Bi-annual evaluation of unexpected equipment repairs compared to the Preventive Maintenance Schedule (PMS). Adjust the PMS if warranted.	Bi Annual report to Public Works Director and Annual report to City Manager
Infrastructure Stability - Conservation, Compliance, Enhancement	Improve reliability of the collection system	Annual evaluation of the collection system, including piping, manholes, and lift stations. Develop a long range plan for replacements and improvements with timelines and funding options.	Annual report to Public Works Director, City Manager and Council
Infrastructure Stability - Asset Preservation and Condition	Identify Inflow and Infiltration	Smoke test specific sections of the collection system	Annual report to Public Works Director, City Manager and Council

Best Management Practices: (BMP):

Utility owners, managers, and operators are expected to be responsible stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMPs) is an excellent tool and philosophy to implement. BMPs can be described as utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility's resources.

The purpose of an Asset Management and Fiscal Sustainability plan is to help the utility operate and maintain their system in the most effective and financially sound manner. An AMFS plan is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

3. System Description

City of Mary Esther Overview:

The City of Mary Esther is noted as one of the first areas settled in Northwest Florida. The first settler of Mary Esther came in 1842 when Jesse Rogers and his family drove a large cattle herd from Louisiana to the shores of Santa Rosa Sound. During the mid-1850's John Newton, a minister and teacher, settled in the area west of Fort Walton Beach known as the Narrows, today known as Mary Esther. Reverend Newton founded the first school, which also doubled as a church during the Civil War and was Mary Esther's first postmaster. Mary Esther received its name from a combination of Reverend Newton's two daughters, Esther and Mary Christine Newton. Mary Esther was incorporated in 1946 with E. Roger Pryor serving as the first Mayor.

Mary Esther is a city located in Okaloosa County, Florida with a 2024 population of 4,147. Mary Esther is currently growing at a rate of 0.97% annually and its population has increased by 3.96% since its most recent census. The Average household income in Mary Eshter is \$122,660 with a poverty rate of 3.9%.

Form of Government:

The City Council is composed of a Mayor, a Mayor Pro-Tem, and four elected Council members who are elected by the people of the City of Mary Esther. The Mayor and City Council act together as the Governing Body. The Mayor is elected for a two-year term. All City Council members serve staggered four-year terms and form the legislative body of the City with the power to adopt ordinances (including the annual budget), resolutions, regulations, and determines the general goals and policies for the City. The Council appoints a City Manager to oversee the day-to-day operations of the City operations.

City of Mary Esther	
Chris Stein	Mayor
April Sutton	Mayor Pro-Tem
Richard Lawson	Councilmember
K.C. Woods	Councilmember
Bernie Oder	Councilmember
Larry Carter	Councilmember

City Wastewater Staff:

The success of the City of Mary Esther Utilities Department results from the partnerships among its divisions and the diverse skills and unselfish contributions of their respective staff. Mary Esther contracts with Jacobs for the operation and maintenance of their system. Jacobs employs ten full-time staff members for the Mary Esther water and wastewater operations. FRWA appreciates the assistance of those employees that helped in the preparation of this Plan.

Name	Department
Jared Cobb	City Manager
Heather Day	Finance Director
Shawn Lindsey	Public Works Director
Josh Robinson	Operations Supervisor - Jacobs

System Overview:

The City of Mary Esther wastewater treatment system is an existing 0.9 MGD annual average daily flow (AADF) wastewater treatment plant consisting of two static screens each with 0.06-inch opening. This is equipped with a screening washing compactor, a vortex type 8-ft diameter degritter system with grit decanter, a 200,000 gallon holding capacity flow equalization tank with mechanical surface aerator, three dry-pit submersible non-clog sewage pumps to transfer flow from equalization basin, splitter box to control flow between three 0.30 MGD brush aerator type oxidation ditches. There is also one 0.50 MGD dual treatment train conventional activated sludge package treatment plant, three secondary clarifiers, and two chlorine contact chambers with automatic chlorine gas feed system. The reclaimed water from the WWTP is pumped by three vertical turbine pumps to another pump station on Hurlburt Field from which it is pumped to the 6 million gallon lined wet weather storage pond at the spray field. The 0.50 MGD package treatment plant consists of a primary clarifier, two aerobic treatment basins, and two secondary clarifiers. The package plant discharges effluent to the facilities two chlorine contact chambers. The biosolids treatment process consists of two aerobic digesters set up as a primary and secondary stage system, with coarse bubble diffusers and three plastic media drying beds that produce Class B biosolids.

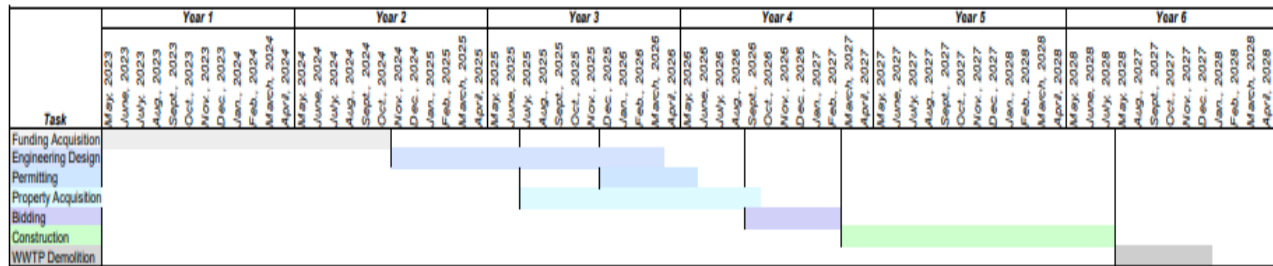
The system also has Land Application R-001: an existing 1.100 MGD AADF permitted capacity slow rate restricted public access spray field. R-001 is a 180 wetted acre spray field located on 240 acres that is at latitude 30.28.18 N, longitude 86.39.39 W, on Eglin AFB property. The 6 million gallon lined wet weather storage pond is adjacent to a small lined polishing pond with a capacity of 485,000 gallons, from where reclaimed water is pumped to irrigate the spray field.

4. Current Asset Conditions

Wastewater Treatment Plant:

The Wastewater Treatment Plant (WWTP) is considered to be in overall poor condition. According to the latest Amended Consent Order(ACO) with FDEP, the Wastewater Treatment Plant is to be decommissioned and replaced with a Master pump station that will pump the City's raw wastewater to Okaloosa County WRF. This project is still in the funding acquisition stage with a tentative completion date slated for the middle of 2028. The tentative agenda for this project can be seen below.

Proposed Project Schedule
Decommissioning of Mary Esther WWTP and Connection to Okaloosa County, Florida WWTF



During the assessment of the Wastewater Treatment Plant assets, FRWA noted that the system was running at approximately 35% capacity with a majority of the assets placed out of service. Clarifiers 1 and 2 along with all associated RAS, WAS pump were offline at the time of assessment. Oxidation ditch 1 and 2 were also offline at the time of assessment. Clarifier 3 and oxidation ditch 3 were fully operational. All other components such as digesters, contact chambers, chlorination equipment and effluent pumps were operating at full capacity. Assets listed in Failed or Poor condition were as follows:

Asset ID	Condition	Install Year	Design Life	Reported Issue	GPS Location
Clarifier 1 RAS 2 Motor	Failed	1990	20	Not in service.	30.4116279 -86.6644857
Clarifier 1 RAS 1 Motor	Failed	1990	20	Not in service.	30.4116233 -86.6644794
Oxidation Ditch 1 Motor	Failed	1991	20	Not in service.	30.4119485 -86.664494
Clarifier 2 Pump 1 Motor	Poor	1990	20	Not in service.	30.4124494 -86.6644568
Clarifier 2 Pump 2 Motor	Poor	1993	20	Not in service.	30.4124574 -86.6644385
Clarifier 1 Drive Motor	Poor	1982	20	Not in service.	30.4115644 -86.6645448
Oxidation Ditch 2 Motor 2	Poor	1993	20	Not in service.	30.4123483 -86.6645766
Oxidation Ditch 2 Motor 1	Poor	2020	20	Not in service.	30.4121366 -86.6644878
Clarifier 1 RAS 1 Check	Poor	1982	25	Not in service.	30.4116169 -86.6644837
Clarifier 1 RAS 2 Check	Poor	1982	25	Not in service.	30.4116253 -86.6644922
Decant Pump Panel	Poor	1993	20	Not in service.	30.4120734 -86.6643822
Clarifier 2 Pump 1 Panel	Poor	1993	20	Not in service.	30.4124513 -86.6644823
RAS pump no.2 panel	Poor	1993	20	Not in service.	30.412438 -86.664473
Primary Clarifier Panel	Poor	1993	20	Removed from Clarifier.	30.4125107 -86.6645174
Clarifier 2 RAS Pump 2 Panel	Poor	1993	20	Not operational.	30.412443 -86.6644751
Clarifier 1 Ras 2 control panel	Poor	1982	20	Not in service.	30.4116061 -86.6644901
Clarifier 1 RAS 1 control panel	Poor	1982	20	Not in service.	30.411609 -86.6644858
Clarifier 1 control panel	Poor	1982	20	Not in service.	30.4116118 -86.664482
Clarifier 1 rotor 2	Poor	1982	20	Not in service.	30.4116151 -86.6644786
Clarifier 1 rotor 1	Poor	1982	20	Not in service.	30.4116206 -86.664473
Clarifier 2 WAS Pump 2 panel	Poor	1993	20	Enclosure is broken	30.4122003 -86.6643732
Clarifier 2 WAS Pump 1 Disconnect	Poor	1993	20	Corroded	30.4121942 -86.6643731

Asset ID	Condition	Install Year	Design Life	Reported Issue	GPS Location
Clarifier 2 WAS Pump 1 panel	Poor	1993	20	Enclosure is broken	30.4121856 -86.6643717
Clarifier 1 Abandoned Pump	Failed	1993	20	Abandoned	30.4116357 -86.664488
Sludge pump 3	Failed	2006	20	Pump removed. Out of service	30.411585 -86.6643628
Clarifier 2 RAS Pump 2	Poor	1993	20	Not in service.	30.4124669 -86.6644499
Clarifier 2 RAS Pump 1	Poor	1993	20	Not in service.	30.4124624 -86.6644617
Oxidation Ditch 1	Failed	1993	30	Abandoned.	30.4118418 -86.6645536
Clarifier 2	Poor	1993	30	Out of Service	30.4125251 -86.6645148
Oxidation Ditch 2	Poor	1993	30	Out of Service	30.4122493 -86.6645289
Clarifier 1 Drain	Poor	1984	25	Not in service.	30.4115966 -86.6644776
Clarifier 1 RAS 1 Inlet Plug	Poor	1982	25	Not in service.	30.4116123 -86.6644894
Clarifier 1 RAS 1 Discharge Plug	Poor	1982	25	Not in service.	30.411618 -86.6644821
Clarifier 1 RAS 2 Inlet Plug	Poor	1993	25	Not in service.	30.4116198 -86.6644994
Clarifier 1 RAS 2 Discharge Plug	Poor	1982	25	Not in service.	30.4116267 -86.6644904
Clarifier 1 RAS Discharge Gate	Poor	1982	25	Not in service.	30.4116257 -86.6644741

Lift Stations:

The City has fourteen (14) lift stations throughout the system. Overall, the lift stations are considered to be in average condition. Minor build up on rails, moderate debris at wet well base, minor corrosion, and rusting on valves in the dry well were noted at some of the lift stations throughout the city.



The Airbase lift station was in overall poor condition. Pumps 1 and 3 were found to be in poor condition. While operational FRWA would recommend rehab or replacement of these pumps. These pumps also have the capabilities of operating through an angle drive. However, both generators that provide power to the angle drives were in Poor condition and non-operational at the time of the assessment. The panel boxes that house the electrical components responsible for operating the motors and pumps were found to be in poor condition also. The Airbase lift station could be utilized as part of the Amended Consent Order's (ACO) plan to pump the City's raw wastewater to Okaloosa WRF. FRWA recommends upgrading this lift station for maximum efficiency during the upcoming ACO project.

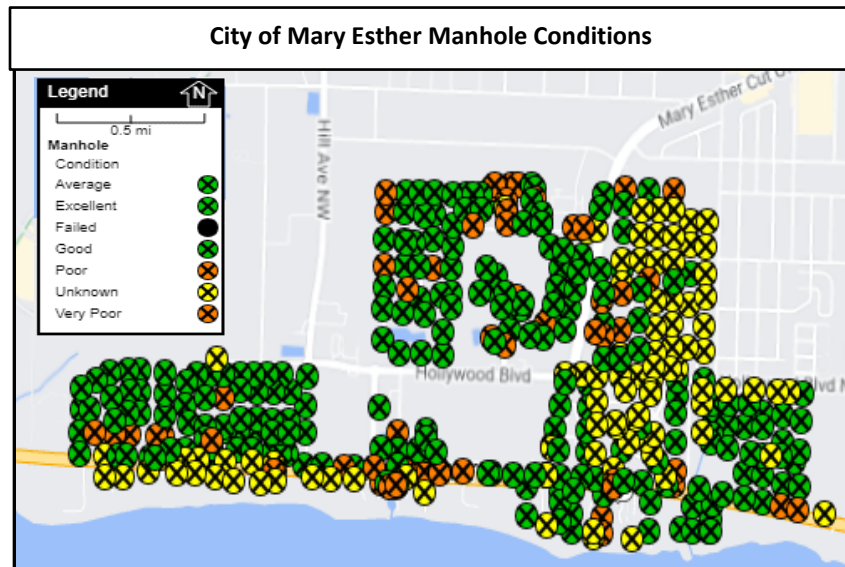
Asset Name	Condition	Install Year	Design Life	Reported Issue	GPS Location
Air Base LS panel	Poor	1982	20	Corroded	30.412932 -86.6846573
Air Base LS control panel	Poor	1982	20	Corroded	30.4129406 -86.6846824
Air Base LS Generator #1	Poor	1982	20	Rehab or replace	30.412927 -86.6846928
Air Base LS Generator #3	Poor	1982	20	Rehab or replace	30.4129271 -86.6847383
Air Base LS disconnect	Poor	1977	20	Corroded	30.4129436 -86.6846565
Air base LS control panel	Poor	1982	20	Corroded	30.4129406 -86.6846824
Air Base LS Generator #1	Poor	1982	20	Rehab or replace	30.412927 -86.6846928
Air Base Pump 1	Poor	1982	20	Rehab or replace	30.4129464 -86.684694
Air Base Pump 3	Poor	1982	20	Rehab or replace	30.4129462 -86.6847388

- The Air Base Lift Station needs to be rehabilitated and upgraded if it is to be utilized in pumping the City's raw wastewater to Okaloosa WRF.

Due to the systems past concerns with their older lift stations, inflow/infiltration and lift station failure, FRWA encourages the City to begin budgeting an annual allocation for the rehabilitation, and relining or replacement of the City's older lift stations.

Manholes:

FRWA located, inspected, and evaluated two-hundred and ninety-three (293) manholes throughout the system out of an approximate three-hundred eighty-nine (389). FRWA was unable to assess ninety-six (96) manholes due to the placement of manholes in inaccessible easements or high traffic areas. The majority of manholes assessed were in average condition. During the inspection, FRWA noted manholes that are sealed shut or paved over, contain debris, lid and ring deficiencies, blockages or water entering into the system in any way other than the pipes (inflow and infiltration).



All of the manholes have an expected life cycle of 50 years or more with proper routine maintenance. Manholes serve as an important part of the collection system allowing cleaning, inspection, connections, and repairs to the system. Manholes should be inspected at least every two to three years. Records of the inspections and any maintenance can then be updated into

Diamond Maps to create a historic data base and a good record of work that has been or needs to be done. The work order feature in Diamond Maps may be utilized for the task of creating an inspection and maintenance program.

Many of the manholes in the system will be nearing the end of their useful life around the same time period. When it comes to damaged or aging manholes, rehabilitation may be a cost-effective solution for many systems. Rather than replacing manholes, the City should explore rehabilitation processes that involve returning the structural integrity to the existing manhole without the purchase of an entirely new manhole.

During the course of the assessment, FRWA assessed 389 manholes. Of these:

- Two-Hundred and Thirty-Seven (237) manholes were found to be in Average condition (61%).
- Fifty-Five (55) manholes were found to be in Poor condition (14%).
- One (1) manhole was found to be in Very Poor condition (<1%).
- Ninety-Six (96) manholes were Unknown in condition (25%).

Manhole ID	Condition	Install Year	Design Life	Reported Issue	GPS Location
wwManH-458	Very Poor	1990	50	Backed up. Extensive deterioration.	30.414826 -86.6586379
wwManH-5	Poor	1980	50	Infiltration. No plug in shield.	30.4175455 -86.6616565
wwManH-7	Poor	1980	50	Signs of infiltration around inlets	30.4176036 -86.6641185
wwManH-18	Poor	1980	50	Shield under ring. Cannot assess.	30.4196286 -86.6640626
wwManH-29	Poor	1980	50	Minor infiltration. Chimney deteriorating.	30.4191195 -86.6596202
wwManH-38	Poor	1992	50	Chimney deteriorating. Blockage in main.	30.4205819 -86.6586314
wwManH-39	Poor	1992	50	Shield under ring. Cannot assess	30.4207027 -86.6575924
wwManH-40	Poor	1992	50	Shield under ring. Cannot assess	30.4207191 -86.6584557
wwManH-41	Poor	1992	50	Shield under ring. Cannot assess.	30.4206871 -86.6573015
wwManH-45	Poor	1992	50	Shield under ring. Cannot assess.	30.4201896 -86.6564234
wwManH-47	Poor	1992	50	Shield under ring. Cannot assess.	30.4200823 -86.6578797
wwManH-73	Poor	1967	50	Backed up. Needs to be jetted. Cannot assess.	30.4125465 -86.6723606
wwManH-87	Poor	1967	50	Suspected manhole covered by asphalt	30.410904 -86.6729654
wwManH-88	Poor	1967	50	Infiltration in wall. Holes in lid	30.4110819 -86.675434
wwManH-89	Poor	1967	50	Chimney and well in poor condition. Infiltration.	30.4111579 -86.6772084
wwManH-90	Poor	1967	50	Paint worn on chimney and wall.	30.4111075 -86.6758522
wwManH-91	Poor	1967	50	Clean out manhole. Infiltration from wall base.	30.411186 -86.677988
wwManH-109	Poor	1967	50	Hole in shield. Infiltration around wall.	30.4112048 -86.6789441
wwManH-180	Poor	1964	50	Could not assess.	30.4097135 -86.6620594
wwManH-181	Poor	1964	50	Could not assess.	30.4097469 -86.6630132

Manhole ID	Condition	Install Year	Design Life	Reported Issue	GPS Location
wwManH-186	Poor	1981	50	Heavy infiltration.	30.4079488 -86.6529531
wwManH-187	Poor	1981	50	Infiltration.	30.4073982 -86.6529723
wwManH-199	Poor	1964	50	Backed up	30.4084061 -86.6438068
wwManH-277	Poor	1964	50	Infiltration.	30.4082957 -86.6429501
wwManH-285	Poor	1964	50	Wall in poor condition. Minor infiltration.	30.4092164 -86.6492596
wwManH-286	Poor	1964	50	Recommend lining	30.4097723 -86.649242
wwManH-311	Poor	1964	50	Coating spalling. Ring is rusted. Minor infiltration.	30.4205271 -86.6518104
wwManH-316	Poor	1964	50	Maps indicate manhole. Cannot find or assess.	30.4204655 -86.6493163
wwManH-341	Poor	1964	50	Ring sealed. Could not assess.	30.4170391 -86.6505473
wwManH-348	Poor	1983	50	Maps indicate manhole. Cannot find or assess.	30.4151157 -86.6519926
wwManH-349	Poor	1983	50	Lid sealed shut. Could not assess.	30.4165301 -86.6519115
wwManH-351	Poor	1983	50	Lid sealed shut. Could not assess.	30.4148965 -86.6529071
wwManH-355	Poor	1983	50	Lid sealed shut. Could not assess.	30.4150723 -86.6533135
wwManH-372	Poor	1964	50	Moderate erosion around inverts.	30.4094078 -86.6523623
wwManH-392	Poor	1964	50	Infiltration.	30.4097088 -86.6600624
wwManH-395	Poor	1964	50	Lid sealed shut. Could not assess.	30.4112135 -86.6634371
wwManH-400	Poor	1964	50	Could not assess.	30.4096849 -86.6613384
wwManH-404	Poor	1964	50	Bench covered. Manhole full.	30.4092833 -86.6642853
wwManH-405	Poor	1964	50	Ring corroded. Spaling in liner.	30.4098756 -86.6646168
wwManH-408	Poor	1981	50	Infiltration. Tuberculation.	30.4091222 -86.6523526
wwManH-413	Poor	1967	50	Inaccessible through brush.	30.4099234 -86.666182
wwManH-418	Poor	1980	50		30.4167158 -86.6628943
wwManH-421	Poor	1980	50	Minor inflow around wall.	30.4204108 -86.6640193
wwManH-426	Poor	1984	50	Maps indicate manhole. Cannot find or assess.	30.4196469 -86.6578946
wwManH-427	Poor	1984	50	Maps indicate manhole. Cannot find or assess.	30.4192352 -86.6578892
wwManH-429	Poor	1984	50	Maps indicate manhole. Cannot find or assess.	30.419189 -86.6560975
wwManH-434	Poor	1984	50	Maps indicate manhole. Cannot find or assess.	30.4190562 -86.6544594
wwManH-435	Poor	1984	50	Maps indicate manhole. Cannot find or assess.	30.4190447 -86.653938
wwManH-440	Poor	1990	50	Paved over. Unable to assess.	30.4153944 -86.6558951
wwManH-454	Poor	1990	50	Paved over. Unable to assess.	30.4164201 -86.6573144
wwManH-462	Poor	1990	50	Ring badly corroded. Wall is slightly deteriorated.	30.4145745 -86.6579659
wwManH-488	Poor	1967	50	Buried. Possible location marked on GIS map.	30.4097113 -86.6697019
wwManH-489	Poor	1967	50	Buried. Possible location marked on map.	30.4097182 -86.6697983
wwManH-507	Poor	1983	50	Ring corroded badly. Clean.	30.4162227 -86.6529585
wwManH-519	Poor	1964	50	Bolted shut. Unable to open and assess.	30.4091791 -86.6639167
wwManH-521	Poor	1964	50	Sealed shut. Unable to open and assess.	30.4092625 -86.6635321

Manholes that are considered to be in poor condition when assessed will be found to have at least one of the following deficiencies: moderate to heavy corrosion, being sealed or buried, blockages, moderate cracks in the wall or chimney, infiltration of any amount, ring or lid deficiencies or mortar failure.

FRWA recommends that when manholes are found in “poor” or “unknown” condition, they should be located, opened, and inspected by staff to determine what rehabilitation measures may be necessary and work with an engineering firm to finalize a cost effectiveness analysis and recommendations for sewer system manhole improvements. Cost estimates for each manhole improvement can vary from a few hundred dollars to a few thousand dollars. Manholes requiring major rehabilitation may cost upwards of \$5,000 per manhole.

Gravity and Force Mains:

During data collection, FRWA staff did not evaluate the condition of the sewer and force mains. System Maps indicate there are approximately 19.43 miles of gravity sewer mains and an additional 1.72 miles of sewer force mains. The system consists of a mix of PVC, ductile iron and clay tile lines.

As with the manholes, many of the gravity and force mains in the system will be nearing the end of their useful life around the same time period. Due to concerns with inflow/infiltration, the City should begin setting aside allocations for collection system renewal and replacement. FRWA encourages the City to begin budgeting for the construction practice of rehabilitation, relining or replacement of older or problematic lines.

Inflow and Infiltration:

As systems age, inflow and infiltration becomes more of an issue with the collection system. Often the issue is left unaddressed simply because the problems lie underground and out of sight. Left unattended, inflow and infiltration can lead to higher flows at the treatment plant, increased treatment costs, increased wear and maintenance on equipment, and ultimately decreased life expectancy. In addition, a wastewater plant is not designed to treat ground or surface water. Too much fresh water can lead to adverse effects during the biological treatment process. The less inflow and infiltration sent to the lift stations and wastewater plant, the lower the treatment cost and wear on critical assets.

Often, where there is infiltration, there is also exfiltration. This means that untreated wastewater can “leak” out of the collection system and into the surrounding ground. This may lead to collapsed sewer mains or blockages due to the buildup of dirt/mud or sand producing backups and sanitary sewer overflows (SSOs).

It is recommended that the City periodically conduct smoke testing throughout the system or at a minimum in critical or problematic areas to determine the need for improvements. While the City would need to purchase the liquid smoke, the smoke testing equipment can be borrowed from FRWA to help ease some of this cost. In addition to smoke testing, FRWA also recommends inspection and cleaning of the collection system. With the help of an engineering firm, the City can begin to develop additional future capital repair projects that identify and record the location and severity of any defects. This is a results-driven approach which seeks to maximize the effectiveness of the investigation through total system maintenance along with inflow and infiltration removal. FRWA also recommends considering the purchase of Inflow shields to assist in low lying or flood prone areas of the system. Of the 389 manholes in the system, FRWA was able to identify 86 manholes that have these inflow shields. Most were in average condition with a few having some minor deficiencies. These dishes start around \$150.00 and can be installed in phases by staff when funding is available.

Estimated total cost to acquire and install approximately 303 inflow shields: \$45,450.

5. Operations and Maintenance Strategies: (O&M)

O&M consists of preventive and emergency/reactive maintenance. The strategy for O&M varies by the asset, criticality, condition, and operating history. All assets have a certain risk associated with their failure. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed, at established intervals, or during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore it can reduce the overall risk of the asset failing. The maintenance strategy will be revisited annually.

Two important considerations in planning O&M strategies are:

- Unplanned repairs should be held at 30% or less of annual maintenance activities.
- Unplanned maintenance in excess of 30% indicates a need to evaluate causes and adjust strategies.

Staff Training:

Utility maintenance is quite unique. It can involve one or a combination of water system repairs, customer service issues, troubleshooting and repair, pump and motor repairs and other technical work. This skill set is not common. Training staff, whether they are new or long-term employees,

is very important. It is recommended that the City initiate or enhance their training program for its employees. In addition to technical training, safety training is also necessary. Treatment Plants and distribution/collection systems can be dangerous places to work. Electrical safety, troubleshooting panel boxes, trenching and shoring, and confined space entry are just a few of the topics that could benefit the City and its staff.

FRWA personnel can provide some of the training needed by the City of Mary Esther staff members. Training services that we offer to members are listed on our website <http://www.frwa.net/> under the Training Tab.

There is no such thing as too much training. The more your staff knows, the more capable, safe, and professional they become. This enhanced sense of professionalism will improve the quality of overall service and accountability to the community.

Preventive Maintenance:

Preventive maintenance is performing the day-to-day work necessary to keep assets operating properly, which includes the following:

- Regular and ongoing annual tasks necessary to keep the assets at their required service level.
- Day-to-day and general upkeep designed to keep the assets operating at the required levels of service.
- Tasks that provide for the normal care and attention of the asset including repairs and minor replacements.
- The base level of preventative maintenance as defined in equipment owner's manuals.

These preventative maintenance guidelines are supplemented by industry accepted best management practices (BMPs).

Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased two to three times when compared to "run till failure" mode of operation. Communities that have disregarded preventive maintenance practices can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed due to inadequate funding or staffing must be programmed into future operating budgets. Proper funding provides staffing and supplies to achieve life expectancy projected by the manufacturer and engineer.

Table 5.A on the following page is a sample O&M Program for this system and is based on best management practices, manufacturers' recommended service intervals, staff experience, and other sources. This schedule is only an example. The true schedule must be created by City of

Mary Esther staff, based on their historical knowledge and information gleaned from the O&M Manuals and other sources.

Table 5.A: Sample O&M Program. This schedule is only an example.

Task Name	Frequency	Task Name	Frequency
Visually Inspect Plant and Lift Stations for Damage or Tampering	Per Visit	Respond to any complaints	As they Occur
Ensure proper operation of equipment (note any issues)	Per Visit	Decommission unnecessary equipment	As they Occur
Calibrate all meters and necessary equipment	Per Visit	Perform P/M on pumps and motors	Manufacturer Recommendation
Check plant per DEP requirements	Per Visit	Perform P/M at plant and lift stations and on safety equipment	Manufacturer Recommendation
Complete all log work	Per Visit	Exercise vales in system and at lift stations	Annually
Collect all samples	As Required by Permit	Inspect storage tanks	Annually
Perform general housekeeping	Weekly	Calibrate meter and backflows	Annually
Exercise Generator	Monthly	Inspect manholes	Annually
Confirm submittal of monthly reports	Monthly	Update FSAMP	Annually

Diamond Maps can be used to schedule maintenance tasks. Recurring items can be set up in advance. In fact, all maintenance activities can be coordinated in Diamond Maps using its work order feature. Table 5.B, found on the following page, is a sample of work orders that are specific to the City of Mary Esther.

Table 5.B: Sample Work Orders – Diamond Maps.

WO#	Status	Title	Description	Date Started	Date Completed	Date Planned	Recurring	Priority
W1008	Planned	Basic Work Order	Take abandoned pump out of service			3/24/2022	No	Low
RECUR1009	Planned	Basic Work Order	Update Diamond maps regularly.				Monthly	High
W1010	Planned	Basic Work Order	Bring LS14 up to operational status			3/21/2024	No	High
W1011	Planned	Basic Work Order	Rehab Air Base LS			3/21/2024	No	High
W1012	Planned	Basic Work Order	Locate, Map and assess manholes.			3/21/2024	No	Moderate
W1013	Planned	Basic Work Order	Jet manhole and assess.			3/21/2024	No	High
W1014	Planned	Basic Work Order	Locate, map and assess manholes.			3/21/2024	No	Moderate
W1015	Planned	Basic Work Order	Locate, map and assess manholes.			3/21/2024	No	Moderate

Performing the work is important. Tracking the work is also important. Being able to easily check on when specific maintenance tasks were performed or are scheduled will make a utility run more efficiently and prolong the life of critical equipment.

Proactive vs Reactive Maintenance:

Reactive maintenance is often carried out by customer requests or sudden asset failures. Required service and maintenance to fix the customer's issue(s) or asset failure is identified by staff inspection and corrective action is then taken. Reactive maintenance is sometimes performed under emergency conditions, such as a lift station failing causing a sewer backup. As mentioned above, if your system is responding to and performing reactive/emergency maintenance more than 30% of the time, you will need to adjust your maintenance schedules and increase proactive maintenance schedules.

Proactive maintenance consists of preventive and predictive maintenance. Preventive maintenance includes scheduled tasks to keep equipment operable. Predictive maintenance tasks try to determine potential failure points. An example of predictive maintenance is infrared analysis of electrical connections. Using special equipment, a technician can “see” loose or corroded connections that would be invisible to the naked eye. This allows the utility to “predict” and correct a potential problem early. Assets are monitored frequently, and routine maintenance is performed to increase asset longevity and prevent failure. Upon adoption of this FSAMP plan, the FRWA Utility Asset Management (UAM) team will upload the City of Mary Esther asset data definition file into “Diamond Maps” and will populate the field data. The appropriate City personnel will be trained on Diamond Maps functionality and can immediately begin using it for scheduling and tracking system asset routine and preventive maintenance.

6. Capital Improvement Plan

A Capital Improvement Plan is a multi-year financial planning tool that looks into the future to forecast the City's asset needs. It encourages the system and the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to more properly plan for the acquisition of the asset. The CIP is designed to be a flexible planning tool and is updated and revised on an annual basis.

Capital improvement projects generally create a new asset that previously did not exist or upgrades or improves an existing component's capacity. These projects are the consequence of growth, environmental needs, or regulatory requirements. Included in a CIP are typically:

1. Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
2. Any upgrades that increase asset capacity.
3. Any construction designed to produce an improvement in an asset's standard operation beyond its present ability.

Capital improvement projects will populate this list. Renewal expenditures do not increase the asset's design capacity, but restores an existing asset to its original capacity, such as:

1. Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition and capacity, for example, rebuilding an existing pump).
2. Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition (e.g. distribution main repair or hydrant replacement).

In making renewal decisions, the utility considers several categories other than the normally recognized physical failure or breakage. Such renewal decisions include the following:

1. Structural
2. Capacity
3. Level of service failures
4. Outdated functionality
5. Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle

recommendations. The utility staff members can take these reminders and recommendations into account. Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes.

It is recommended that Mary Esther develop a comprehensive CIP for their utilities and continue their work in planning and identifying improvement projects. Asset recommendations from this Plan can be incorporated into the process of developing and approving a Capital Improvement Plan as part of the annual budget process.

**City of Mary Esther
CIP Schedule**

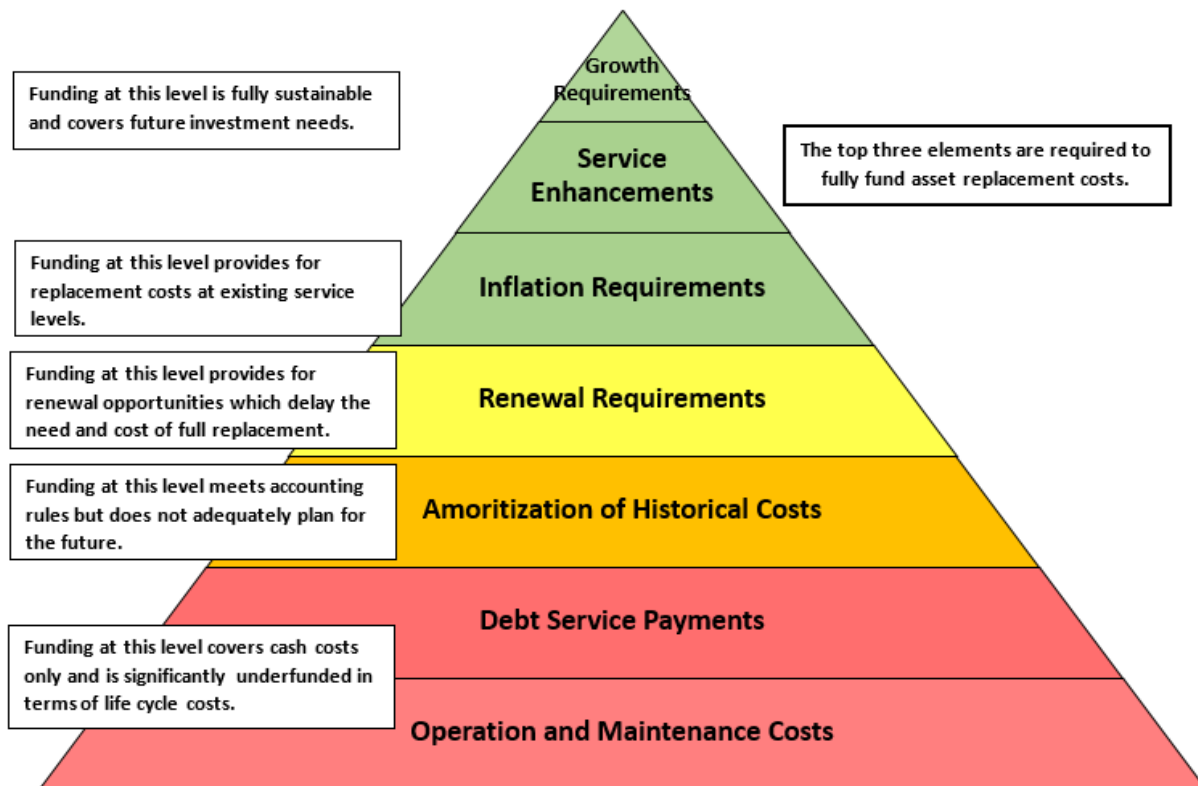
Description	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Water R&R Costs	Water Revenues	\$0	\$0	\$41,700	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Wastewater R&R Costs	Wastewater Revenues	\$0	\$0	\$96,600	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Misc. Capital Outlay	Water Revenues	\$75,000	\$78,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer software & Equipment	Water Revenues	\$2,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Machinery & Equipment	Water Revenues	\$22,747	\$79,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Well #1 Rehab	Grant	\$1,347,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood WI	Water Revenues	\$115,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvements	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvements	Future Loan	\$0	\$0	\$969,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Capital Outlay	Wastewater Revenues	\$75,000	\$243,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improvements	Future Loan	\$0	\$0	\$1,277,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improvements	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood WI	Wastewater Revenues	\$155,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totaled by	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Water Revenues	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
	Wastewater Revenues	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
	Future Loan	\$0	\$0	\$2,247,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Grant	\$1,347,900	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$1,794,615	\$400,000	\$3,547,500	\$276,400	\$414,700	\$552,800	\$691,100	\$829,200	\$967,500	\$1,105,600

7. Financial

Budget/Financial Sufficiency:

In order for an Asset Management Plan to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow Mary Esther to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

The pyramid below depicts the various cost elements and resulting funding levels that should be incorporated into Asset Plans that are based on best practices.



This report, with the assistance of RevPlan, helps develop such a financial plan by presenting a couple of scenarios for consideration and culminating with final recommendations.

The assets collected, along with financial information provided by the system, were entered into RevPlan to create a preliminary financial sufficiency model for the System. Each year the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in Appendix C.

The use of RevPlan allows the system to input current financial data and develop their own financial planning projections based on various time frames. The System will have the ability to modify the rate structure to determine which proposed rate scenarios may support current and upcoming debt and expenses. Members of FRWA staff are available to assist the System with RevPlan and updating financial models.

Asset Statistics:

The table below summarizes the asset information collected for the City of Mary Esther.

City of Mary Esther Wastewater System	
Total Replacement Cost of Wastewater System	\$27,948,022.11
Percent of Wastewater Assets Needing Replacement	15.60%
Cost of Replacing All Wastewater Assets Needing Replacement	\$4,358,716.66
Annual Replacement Cost of Wastewater System	\$772,403.90

Please note that the \$27.9 million dollar replacement cost of the wastewater system documented above, along with the annual replacement cost of \$722,403.90 for the system is low. These figures do not include certain assets such as sewer lines, large equipment, and certain property improvements along with other operational items normally associated with maintaining a utility system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the City.

Based on the findings of the Asset Management Plan, it is important for the City of Mary Esther to start setting aside reserves for the replacement of its assets, to make sure that the base charge is adequately covering operational expenditures and that its usage charges are sufficient to fund a capital improvement program.

Reserves:

Reserve balances for utility systems are funds set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. All types of reserves can play a significant role in addressing current and future challenges facing utility systems, such as demand volatility, water supply costs, large capital requirements, asset replacements, natural disasters and potential liabilities from system failures associated with aged infrastructure. All utilities should establish formal financial policies relative to reserves. Such policies should articulate how these balances are established, their use, and how the adequacy of each respective reserve fund balance is determined. Once reserve targets are established, they should be reviewed annually during the budgeting process.

In Mary Esther, the unrestricted cash available at end of FY 2023 was \$4,545,488, with annual operating expenses (without depreciation) of approximately \$2,502,256 in FY 2023 giving the System 662 days of cash on hand.

For planning purposes and without a stated reserve policy from the System, FRWA builds the financial model by increasing the annual unrestricted reserve funding to 270 days of the current year operation and maintenance budget. While there is not a one size fits all approach to building reserves, FRWA cautions utilities about dropping below 90 days and encourages them to work towards a balance of cash on hand equal to or greater than 270 days. Cash reserves are essential to ensure a utility's long-term financial sustainability and resiliency. Each utility system has its own unique circumstances and considerations that should be factored into the selection of the types of reserves and corresponding policies that best meet its needs and objectives.

Rates:

A 'rule of thumb' FRWA subscribes to regarding rates is that base charges pay for fixed expenses (Operations) and usage charges fund the variable expenses (Capital Projects). Rates should generate sufficient revenue to cover the full cost of operating a water system. By charging customers the full cost of water, small water systems send a message that water is a valued commodity that must be used wisely and not wasted. When rates are set to cover the full cost of production, water systems are more likely to have financial stability and security.

The current residential and commercial rate structure is as follows:

City of Mary Esther Wastewater Base Rates		
Residential	Commercial I	Commercial II
\$26.81	\$39.50	\$79.01

City of Mary Esther Usage Rates					
Residential		Commercial I		Commercial II	
0 to 3,000 gallons	\$7.45	0 to 3,000 gallons	\$7.45	0 to 3,000 gallons	\$7.45
3,001 to 6,000 gallons	\$8.51	3,001 to 6,000 gallons	\$8.51	3,001 to 6,000 gallons	\$8.51
6,001 to 9,000 gallons	\$9.64	6,001 to 9,000 gallons	\$9.64	6,001 to 9,000 gallons	\$9.64
9,001 gallons or more	\$11.31	9,001 gallons or more	\$11.31	9,001 gallons or more	\$11.31

Rate Recommendation:

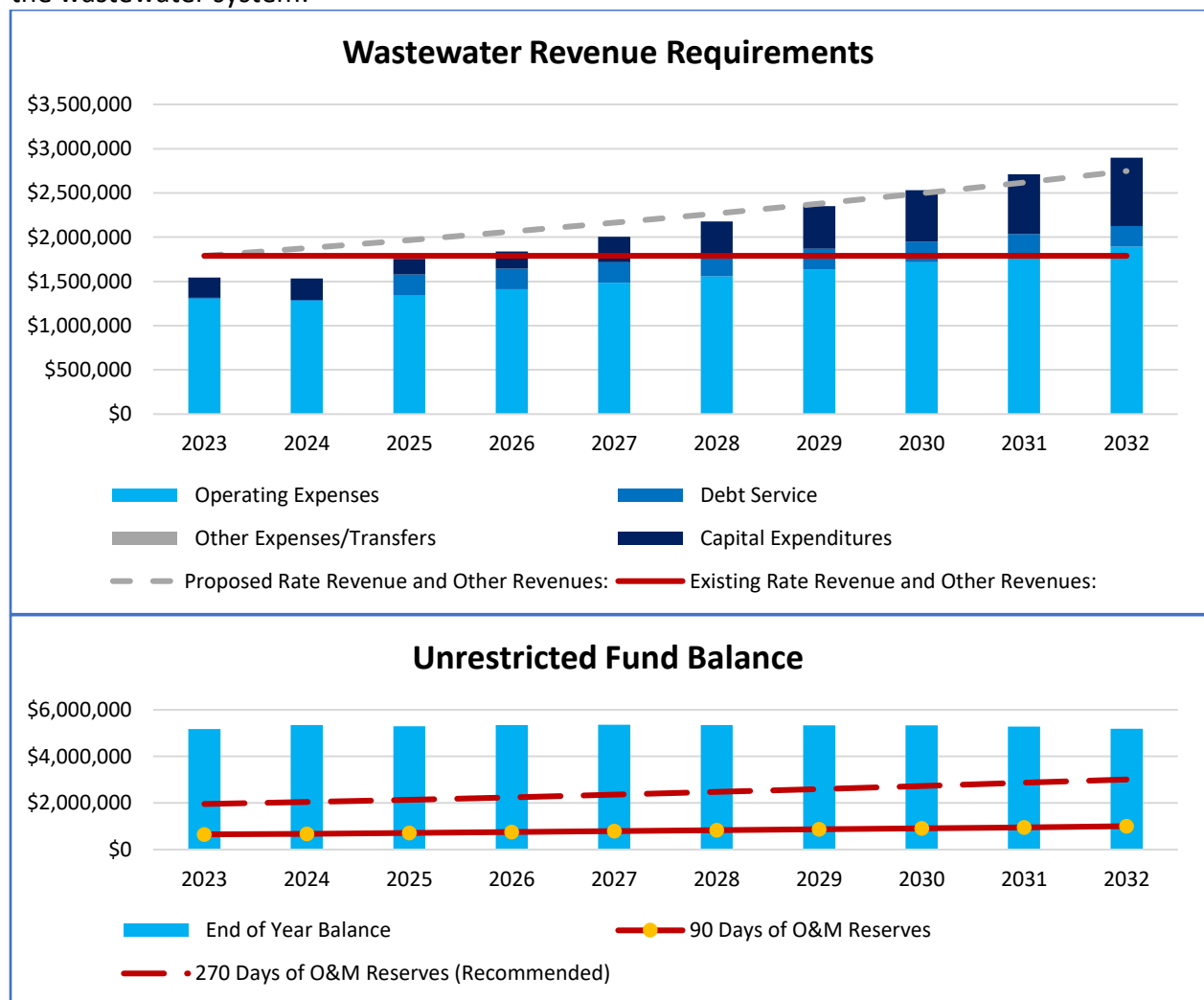
Based on the available financial information, water production reports and billing information, FRWA developed a rate scenario (see **Appendix C for complete rate scenario**) that shows the rate adjustments necessary to adequately fund the water system using the existing rate structure. The proposed Scenario shows the rate adjustments necessary to adequately fund the wastewater system by establishing rate

increases of 5% annually starting in FY2024 through FY2032, followed by annual rate increases matching the Consumer Price Index (CPI) in subsequent years.

Proposed Rate Adjustments										
Fiscal Year										
ALL WW Classes	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Base Charge Adjustment	0%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Usage Charge Adjustment	0%	5%	5%	5%	5%	5%	5%	5%	5%	5%

Proposed Scenario:

The proposed Scenario shows the rate adjustments necessary to adequately fund the wastewater system:



Once established, the rate increases will satisfy:

- The existing operational expenses;
- The existing debt service requirements;
- The annual replacement costs for the system and future capital improvement costs;
- The new operating expenses (assets in failed or poor condition) detailed in Section of this plan;
- The future debt needed to adequately replace and sustain the assets of the system;
- The annual reserve requirements; and,
- The need to preserve the existing amount of funds in retained earnings.

Based on the preliminary financial sufficiency model developed by RevPlan, the annual asset investment requirement, the need to build cash reserves, and the water production reports and billing information FRWA recommends that the System pursue the proposed Rate Scenario presented above. In addition, FRWA encourages the System to review RevPlan, growth projections and Consumer Price Index (CPI) changes at least annually to determine if additional rate increases are needed as well as to pursue aggressively alternative revenue funding sources for the future capital projects identified in the Capital Improvements Plan.

Proposed Wastewater Base and Usage Rates:

City of Mary Esther Proposed Wastewater Base Rates		
Residential	Commercial I	Commercial II
\$28.15	\$41.47	\$82.96

City of Mary Esther Proposed Usage Rates					
Residential		Commercial I		Commercial II	
0 to 3,000 gallons	\$7.82	0 to 3,000 gallons	\$7.82	0 to 3,000 gallons	\$7.82
3,001 to 6,000 gallons	\$8.93	3,001 to 6,000 gallons	\$8.94	3,001 to 6,000 gallons	\$8.94
6,001 to 9,000 gallons	\$10.12	6,001 to 9,000 gallons	\$10.12	6,001 to 9,000 gallons	\$10.12
9,001 gallons or more	\$11.87	9,001 gallons or more	\$11.88	9,001 gallons or more	\$11.88

Mary Esther, City of
Scenario 1 FY23 (use of
Reserves)
Fiscal Year: 2023/2024
Rate Schedule

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Wastewater										
Residential										
Base Charges Inside City										
5/8-inch	\$26.81	\$28.15	\$29.56	\$31.04	\$32.59	\$34.22	\$35.93	\$37.72	\$39.61	\$41.59
Usage Charges Inside City										
0 to 3,000 gallons	\$7.45	\$7.82	\$8.21	\$8.62	\$9.06	\$9.51	\$9.98	\$10.48	\$11.01	\$11.56
3,001 to 6,000 gallons	\$8.51	\$8.93	\$9.38	\$9.85	\$10.34	\$10.86	\$11.40	\$11.97	\$12.57	\$13.20
6,001 to 9,000 gallons	\$9.64	\$10.12	\$10.63	\$11.16	\$11.72	\$12.30	\$12.92	\$13.56	\$14.24	\$14.95
9,001 gallons or more	\$11.31	\$11.87	\$12.47	\$13.09	\$13.75	\$14.43	\$15.16	\$15.91	\$16.71	\$17.55
Commercial I										
Base Charges Inside City										
5/8-inch	\$39.50	\$41.47	\$43.55	\$45.73	\$48.01	\$50.41	\$52.93	\$55.58	\$58.36	\$61.28
Usage Charges Inside City										
0 to 3,000 gallons	\$7.45	\$7.82	\$8.21	\$8.62	\$9.06	\$9.51	\$9.98	\$10.48	\$11.01	\$11.56
3,001 to 6,000 gallons	\$8.51	\$8.93	\$9.38	\$9.85	\$10.34	\$10.86	\$11.40	\$11.97	\$12.57	\$13.20
6,001 to 9,000 gallons	\$9.64	\$10.12	\$10.63	\$11.16	\$11.72	\$12.30	\$12.92	\$13.56	\$14.24	\$14.95
9,001 gallons or more	\$11.31	\$11.87	\$12.47	\$13.09	\$13.75	\$14.43	\$15.16	\$15.91	\$16.71	\$17.55
Commercial II										
Base Charges Inside City										

Mary Esther, City of
Scenario 1 FY23 (use of
Reserves)
Fiscal Year: 2023/2024
Rate Schedule

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
5/8-inch	\$79.01	\$82.96	\$87.11	\$91.46	\$96.04	\$100.84	\$105.88	\$111.18	\$116.73	\$122.57
Usage Charges Inside City										
0 to 3,000 gallons	\$7.45	\$7.82	\$8.21	\$8.62	\$9.06	\$9.51	\$9.98	\$10.48	\$11.01	\$11.56
3,001 to 6,000 gallons	\$8.51	\$8.93	\$9.38	\$9.85	\$10.34	\$10.86	\$11.40	\$11.97	\$12.57	\$13.20
6,001 to 9,000 gallons	\$9.64	\$10.12	\$10.63	\$11.16	\$11.72	\$12.30	\$12.92	\$13.56	\$14.24	\$14.95
9,001 gallons or more	\$11.31	\$11.87	\$12.47	\$13.09	\$13.75	\$14.43	\$15.16	\$15.91	\$16.71	\$17.55
Commercial I (Base rate only)										
Base Charges Inside City										
5/8-inch	\$39.50	\$41.47	\$43.55	\$45.73	\$48.01	\$50.41	\$52.93	\$55.58	\$58.36	\$61.28

Typical Monthly Bills – Proposed Rates

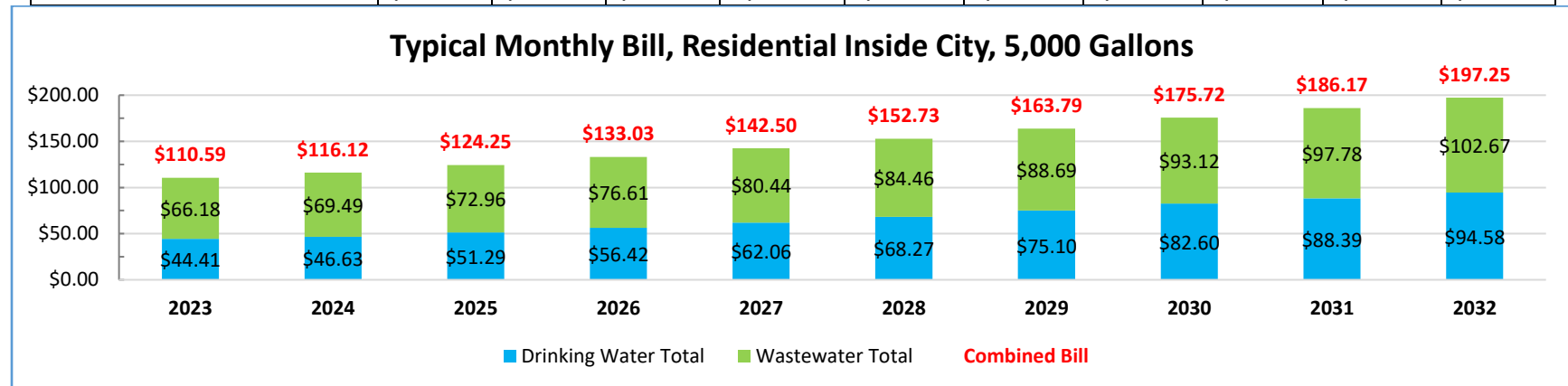
Mary Esther, City of

Scenario 1 FY23 (use of Reserves)

Fiscal Year: 2023/2024

Typical Monthly Bill, Residential Inside City, 5,000 Gallons

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Drinking Water										
Base Charge	\$18.34	\$19.26	\$21.18	\$23.30	\$25.63	\$28.19	\$31.01	\$34.11	\$36.50	\$39.06
Usage Charge, 5,000 Gallons	\$26.07	\$27.37	\$30.11	\$33.12	\$36.43	\$40.08	\$44.09	\$48.49	\$51.89	\$55.52
Drinking Water Total	\$44.41	\$46.63	\$51.29	\$56.42	\$62.06	\$68.27	\$75.10	\$82.60	\$88.39	\$94.58
Wastewater										
Base Charge	\$26.81	\$28.15	\$29.56	\$31.04	\$32.59	\$34.22	\$35.93	\$37.72	\$39.61	\$41.59
Usage Charge, 5,000 Gallons	\$39.37	\$41.34	\$43.41	\$45.58	\$47.85	\$50.25	\$52.76	\$55.40	\$58.17	\$61.08
Wastewater Total	\$66.18	\$69.49	\$72.96	\$76.61	\$80.44	\$84.46	\$88.69	\$93.12	\$97.78	\$102.67
Combined Bill	\$110.59	\$116.12	\$124.25	\$133.03	\$142.50	\$152.73	\$163.79	\$175.72	\$186.17	\$197.25



Existing Rate vs. Proposed Rate Sufficiency

Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
Wastewater Revenue Requirements

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue Requirements:										
Operating Expenses	\$1,305,392	\$1,281,446	\$1,345,518	\$1,412,794	\$1,483,434	\$1,557,606	\$1,635,486	\$1,717,260	\$1,803,123	\$1,893,279
Debt Service	\$8,700	\$8,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700
Other Expenses/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Gross Revenue Requirements	\$1,544,892	\$1,533,146	\$1,755,918	\$1,838,594	\$2,005,834	\$2,176,506	\$2,350,986	\$2,529,260	\$2,711,723	\$2,898,379
Less: Other Revenue	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000
Net Revenue Requirements	\$1,493,892	\$1,482,146	\$1,704,918	\$1,787,594	\$1,954,834	\$2,125,506	\$2,299,986	\$2,478,260	\$2,660,723	\$2,847,379
Existing Rate Sufficiency:										
Revenue from Existing Rates	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900
Revenue Surplus/(Deficiency)	\$244,008	\$255,754	\$32,982	-\$49,694	-\$216,934	-\$387,606	-\$562,086	-\$740,360	-\$922,823	-\$1,109,479
Proposed Rate Sufficiency:										
Revenue from Proposed Rates	\$1,737,900	\$1,824,800	\$1,916,100	\$2,011,900	\$2,112,500	\$2,218,100	\$2,329,000	\$2,445,400	\$2,567,700	\$2,696,100
Increase in Revenue	\$0	\$86,900	\$178,200	\$274,000	\$374,600	\$480,200	\$591,100	\$707,500	\$829,800	\$958,200
Cumulative %										
All Customer Classes										
Base Charges	0.00%	5.00%	10.25%	15.76%	21.55%	27.63%	34.01%	40.71%	47.75%	55.13%
Usage Charges	0.00%	5.00%	10.25%	15.76%	21.55%	27.63%	34.01%	40.71%	47.75%	55.13%
Current Year %										
All Customer Classes										
Base Charges	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Usage Charges	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Revenue Surplus/(Deficiency)	\$244,008	\$342,654	\$211,182	\$224,306	\$157,666	\$92,594	\$29,014	-\$32,860	-\$93,023	-\$151,279

8. Energy Conservation

Energy Conservation and Cost Savings

Energy costs often make up twenty-five to thirty percent of a utility's total operation and maintenance costs. They also represent the largest controllable cost of providing water and wastewater services. EPA's "Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities" provides details to support utilities in energy management and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency and measure the effectiveness of energy projects.

Energy Conservation Measures

The City should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. It is highly recommended that staff conduct an energy assessment or audit. The following are common energy management initiatives the City should implement going forward:

1. Load management
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing
4. On-demand water heaters
5. Variable frequency driven pumps and electrical equipment
6. Energy efficient infrastructure
7. LED lighting
8. Meg electric motors
9. MCC electrical lug thermal investigation
10. Flag underperforming assets for rehabilitation or replacement

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system-wide and identify measures that can be taken to utilize energy more efficiently.

With the cost of electricity rising, the reduction of energy use should be a priority for municipalities. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WWTPs across the country. The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

The table on the following page provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Using Operations	Energy Saving Measures
Lighting	• Motion sensors • T5 low and high bay fixtures • Pulse start metal halide • Indirect fluorescent • Super-efficient T8s • Comprehensive control for large buildings
Heating, Ventilation, Air Conditioning (HVAC)	• Water source heat pumps • Prescriptive incentives for remote telemetry units • Custom incentives for larger units • Low volume fume hood • Occupancy controls • Heat pump for generator oil sump

Energy Audit Approach

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical and operational changes. Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. An audit of an individual treatment plant is an attempt to pinpoint wasted or unneeded facility energy consumption. It is recommended to perform an energy audit every two to three years to analyze a return on investment.

A wastewater system energy audit approach checklist, similar to the one on the following page for pumps and motors, can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them.

Minimum Equipment Information to Gather	Additional Equipment Information to Gather	Conditions to Consider
- Pump style - Number of pump stages - Pump and motor speed(s) - Pump rated head (name plate) - Motor rated power and voltage (name plate) - Full load amps - Rated and actual pump discharge - Operation schedules	- Pump manufacturer's pump curves - Actual pump curve - Power factor - Load profile - Analysis of variable frequency drives (vfd's) if present - Pipe sizes - Water level (source) - Motor current - Pump suction pressure - Discharge pressure	- Maintenance records - Consistently throttled values - Excessive noise or vibrations - Buildup of sand and/or grit - Evidence of wear or cavitation on pump, impellers, or pump bearings. - Out-of-alignment conditions - Significant flow rate/ pressure variations - Active by-pass piping - Restrictions in pipes or pumps - Restrictive/leaking pump shaft packing

In 2022, an Energy Assessment was conducted by FRWA staff at the System's Wastewater Treatment Plant. A summary of the results of this audit can be found [here](#);

Cost Summary					
Purchase Item	Estimated Cost	Estimated Annual Savings	Estimated Payback Period	Estimated VFD HP	NEMA Nominal Efficiency Specification
Influent Pump 1	\$3,000	\$607	4.5 Years		92%
Influent Pump 2	\$3,000	\$607	4.5 Years		92%
Effluent Pump 1	\$3,500	\$1,078	3.9 Years		93%
Effluent Pump 2	\$3,000	\$779	3.9 Years		92.40%
Effluent Pump 3	\$3,000	\$779	3.9 Years		92.40%
VFD for Effluent Pump 1	\$2,500	\$1,432	1.8 Years	20	
VFD for Effluent Pump 2	\$2,500	\$1,074	2.3 Years	15	
VFD for Effluent Pump 3	\$2,500	\$1,074	2.3 Years	15	
Total	\$23,000	\$7,430			

Due to the WWTP being slated for decommissioning, FRWA recommends an additional energy audit be conducted and focused on the collection system assets that will continue to be used in everyday operation.

9. Conclusions

General:

Our conclusions are based on our observations during the data collection procedure, discussions with City of Mary Esther staff, regulatory inspection data, and our experience related to similar assets.

Areas needing attention are detailed in [Section 4](#) and include:

Wastewater Treatment Plant: Based on FRWA findings as well as FDEP inspections, the wastewater treatment plant is in overall poor condition. According to the latest Amended Consent Order, the WWTP is slated to be decommissioned and all City wastewater is to be pumped to Okaloosa County WRF. Engage with an engineer to plan, design, construct and decommission the WWTP in accordance with the ACO on file with FDEP.

Sewer Mains: Start budgeting for the renewal and replacement of collection system and rehabilitation, relining or replacement of older lines. Conduct smoke testing of the system to identify critical or problematic areas of the collection system. Begin practice of inspecting and cleaning of the collection system. Develop additional future capital repair projects that identify and record the location and severity of any defects.

Manholes: Any Manholes in “poor” or “unknown” condition should be located, opened, and inspected by staff to determine what rehabilitation measures are necessary. Work with an engineering firm to finalize a cost effectiveness analysis and recommendation for sewer system manhole improvements. Repair and/or line manholes in poor or failed condition. Consider the purchase of inflow shields.

Lift Stations: Due to the systems past concerns with their older lift stations, inflow/infiltration and lift station failure, FRWA encourages the City to begin budgeting an annual allocation for the rehabilitation, and relining or replacement of the City’s older lift stations, pumps and components. Engage with an engineer to plan, design and construct any repairs/upgrades to the Air Base LS for the City’s future wastewater project involving the decommissioning of the WWTP.

Other Areas:

- An Asset Management Planning (AMP) and Computerized Maintenance Management System (CMMS) program must be implemented to maintain assets efficiently and effectively.
- Staff training on maintenance, safety, and use of the AMP/CMMS tool must be completed.
- Rates must be modified and monitored to ensure adequate funding for operations and system improvements.
- An audit of Energy Saving initiatives is recommended. Even small changes in energy use can result in large savings.
- The Asset Management Plan must be adopted by Resolution or Ordinance. This demonstrates the utility’s commitment to the plan. After adoption, implementation of the AMP must occur.

Implementing this Asset Management and Fiscal Sustainability Plan:

Implementing an Asset Management and Fiscal Sustainability Plan requires several items:

1. **Assign specific personnel** to oversee and perform the tasks of Asset Management.
2. **Develop and use a Computerized Maintenance Management System (CMMS) program.** The information provided in this FSAMP plan will give the utility a good starting point to begin. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially large savings for the utility. Diamond Maps is one example among many options that are available. FRWA can help with set up and implementation.
3. **Develop specific Level of Service items.** Create a Level of Service (LOS) Agreement and inform customers of the Utility's commitment to providing the stated LOS. Successes can be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale. We have included a draft LOS list in [Section 2 – Level of Service](#).
4. **Develop specific Change Out/Repair/Replacement Programs.** The City budgets for Repair and Replacement and should continue to evaluate the system to adjust the annual budgeted amounts accordingly. An example includes budgeting for a certain number of stepped system refurbishments each year.
5. **Modify the existing rate structure.** Continue to make sure adequate funds are available to properly operate and maintain the facilities. Rate increases, when required, can be accomplished in a stepped fashion rather than an 'all now' approach to lessen the resulting customer impact.
6. **Explore financial assistance options.** Financial assistance is especially useful in the beginning stages of Asset Management since budget shortfalls likely exist and high cost items may be needed quickly. For a table of common funding sources, see [Funding Sources for Water and Wastewater Systems](#).
7. **Revisit the AMFS plan annually.** An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Common updates or revisions include:
 - Changes to your asset management team;
 - Updates to the asset inventory;
 - Updates to asset condition and criticality ranking charts;
 - Updates to asset condition and criticality assessment procedures
 - Updates to operation and maintenance activities;
 - Changes to financial strategies and long-term funding plans.

The annual review should begin by asking yourself:

“What changes have occurred since our last AMFS plan update?”

Funding Sources for Water and Wastewater Systems

On the following page is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans, grants or a combination of both.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	https://floridadep.gov/wra/srf/content/dwsrf-program	Shanin Speas-Frost shanin.speasfrost@dep.state.fl.us 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Raymond Chase Raymond.chase@dep.state.fl.us 850-245-2969
USDA Rural Development- Water and Wastewater Direct Loans and Grants	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Jeanie Isler jeanie.isler@fl.usda.gov 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/states/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppld=294771	Greg Vaday gvaday@eda.gov 404-730-3009
National Rural Water Association- Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Gary Williams Gary.Williams@frwa.net 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com 850-717-8417
Northwest Florida Water Management City - Cooperative Funding Initiative (CFI)	https://www.nwfwater.com/Water-Resources/Funding-Programs	Christina Coger Christina.Coger@nwfwater.com 850-539-5999

Closing:

This Asset Management and Fiscal Sustainability plan is presented to the City of Mary Esther for consideration and final adoption. Its creation would not be possible without the cooperation of the City staff and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF).

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. The Asset Management and Fiscal Sustainability Plan is an unbiased, impartial, independent review and is solely intended for achievement of drinking water and wastewater system fiscal sustainability and maintaining your valuable utility assets. The Florida Rural Water Association has enjoyed serving you and will happily assist the City of Mary Esther with any future projects to ensure your Asset Management Plan is a success.

APPENDIX A: Sample Resolution

RESOLUTION NO. 2024-_____

A RESOLUTION OF THE CITY OF MARY ESTHER FLORIDA, APPROVING THE CITY OF MARY ESTHER WASTEWATER ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the municipal utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the City of Mary Esther Utility System Improvements identified in the Wastewater Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the City is required to implement an Asset Management and Fiscal Sustainability Plan for the City's Utility System Improvements; and

WHEREAS, the City Council of the City of Mary Esther has determined that approval of the attached Wastewater Asset Management and Fiscal Sustainability Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MARY ESTHER CITY COUNCIL the following:

Section 1. That the City Council hereby approves the City of Mary Esther Wastewater Asset Management and Fiscal Sustainability Plan, attached hereto and incorporated by reference as a part of this Resolution.

Section 2. That the City Manager is authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Wastewater Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

Section 3. That the City will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendation found in the Wastewater Asset Management and Fiscal Sustainability Plan or in proportion to the City's needs as determined by the Council in its discretion.

Section 4. That this Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this _____ day of _____, 2024.

City of Mary Esther, FLORIDA

Chris Stein, Mayor

ATTEST:

Valarie Broxson, City Clerk

REVIEWED AND APPROVED:

City Attorney

APPENDIX B: Master Asset List

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence	EOL
Buildings						
Storage building	1993	50	\$33,500	Average	Moderate	2046
Admin/Lab/Chlorine Building	1993	50	\$147,000	Average	Moderate	2046
Main LS building (Ls 10)	1969	50	\$9,000	Average	Moderate	2046
LS 10 Generator building	1991	50	\$165,000	Average	Moderate	2046
LS 8	1997	50	\$7,500	Average	Moderate	2048
Polymer Pump Building	1993	50	\$3,000	Average	Moderate	2048
Digester 1 Control Building	1993	50	\$17,000	Average	Moderate	2048
Clean Outs						
Clean Out	1964	50	\$500	Average	Moderate	2049
Clean Out	1964	50	\$500	Average	Moderate	2049
Clean Out	1964	50	\$500	Average	Moderate	2049
Clean Out	1964	50	\$500	Average	Moderate	2049
Clean Out	1964	50	\$500	Average	Moderate	2049
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048

Clean Out	1981	50	\$500	Average	Moderate	2048
Clean Out	1981	50	\$500	Average	Moderate	2048
Clean Out	1981	50	\$500	Average	Moderate	2048
Clean Out	1981	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1964	50	\$500	Average	Moderate	2048
Clean Out	1984	50	\$500	Average	Moderate	2048
Clean Out	1967	50	\$500	Average	Moderate	2048
Control Valves						
LS 2 Check 1	1981	25	\$2,500	Average	Moderate	2035
LS 2 Check 2	1981	25	\$2,500	Average	Moderate	2035
LS 7 Check 1	2020	25	\$2,500	Average	Moderate	2035
LS 7 Check 2	2020	25	\$2,500	Average	Moderate	2035
LS 8 Bypass Check Valve	1997	25	\$2,500	Average	Moderate	2035
LS 8 Check 1	2015	25	\$2,500	Average	Moderate	2035
LS 8 Check 2	2015	25	\$2,500	Average	Moderate	2035
LS Check Valve 1	1992	25	\$2,500	Average	Moderate	2035
LS 9 Check Valve 2	1992	25	\$2,500	Average	Moderate	2035
LS 3 Check Valve 1	2009	25	\$2,500	Average	Moderate	2035
LS 3 Check Valve 2	2009	25	\$2,500	Average	Moderate	2035
LS 4 Check Valve 1	2009	25	\$2,500	Average	Moderate	2035
LS 4 Check Valve 2	2009	25	\$2,500	Average	Moderate	2035
LS 5 Control Panel 2	2012	25	\$2,500	Average	Moderate	2035
LS 5 Control Panel 1	2012	25	\$2,500	Average	Moderate	2035
LS 5 Bypass Check Valve	2012	25	\$2,500	Average	Moderate	2035
LS 10 Bypass Check	2015	25	\$3,500	Average	Moderate	2035
LS 10 Check 2	2020	25	\$5,000	Average	Moderate	2035
LS 10 Check 1	2020	25	\$5,000	Average	Moderate	2035

Asset Management and Fiscal Sustainability Plan

LS 6 Bypass Check	2001	25	\$2,500	Average	Moderate	2035
LS 6 Check Valve 1	2001	25	\$2,500	Average	Moderate	2035
LS 6 Check Valve	2001	25	\$2,500	Average	Moderate	2035
LS 11 Check Valve 1	2001	25	\$1,500	Average	Moderate	2035
LS 11 Check Valve 2	2001	25	\$1,500	Average	Moderate	2035
LS 13 Check Valve	2010	25	\$2,500	Average	Moderate	2035
LS 13 Check Valve	2010	25	\$2,500	Average	Moderate	2035
LS 911 Check	2001	25	\$2,000	Average	Moderate	2035
Lab LS Bypass Check	1962	25	\$2,000	Average	Moderate	2035
Effluent Pump 1 Check	2002	25	\$3,500	Average	Moderate	2035
Effluent Pump 2 Check	2001	25	\$3,500	Average	Moderate	2035
Effluent Pump 3 Check	2002	25	\$3,500	Average	Moderate	2035
Effluent Air Release	1977	25	\$450	Average	Moderate	2035
Sludge Pump 1 Check	2006	25	\$3,500	Average	Moderate	2035
Sludge Pump 1 Air Release	2006	25	\$150	Average	Moderate	2035
Sludge Pump 2 Air Release	2006	25	\$150	Average	Moderate	2035
Sludge Pump 3 Air Release	2006	25	\$150	Average	Moderate	2035
Sludge Pump 2 Check	2006	25	\$3,500	Average	Moderate	2035
Sludge Pump 3 Check	2006	25	\$3,500	Average	Moderate	2035
Clarifier 3 WAS 1 Check	2006	25	\$2,500	Average	Moderate	2035
Clarifier 3 WAS 2 Check	2006	25	\$2,500	Average	Moderate	2035
Clarifier 3 RAS 2 Check	2006	25	\$3,500	Average	Moderate	2035
Clarifier 3 RAS 1 Check	2006	25	\$3,500	Average	Moderate	2035
Clarifier 3 RAS 2 Air Release	2022	25	\$150	Average	Moderate	2035
Clarifier 3 RAS 1 Air Release	2017	25	\$150	Average	Moderate	2035
Clarifier 3 WAS 2 Air Release	2006	25	\$150	Average	Moderate	2035
Clarifier 3 Was 1 Air Release	2022	25	\$150	Average	Moderate	2035
Clarifier 2 Pump 1 Check Valve	1993	25	\$2,500	Average	Moderate	2035
Clarifier 2 Pump 2 Check Valve	1993	25	\$2,500	Average	Moderate	2035
Air Base LS Air Release	1977	25	\$450	Average	Moderate	2035

Asset Management and Fiscal Sustainability Plan

Pump 1 check	1982	25	\$5,000	Average	Moderate	2035
Pump 3 check	1982	25	\$5,000	Average	Moderate	2035
Air Base LS Pump 2 Check	1982	25	\$5,000	Average	Moderate	2035
Spray Field Air Release Post-meter	1988	25	\$450	Average	Moderate	2035
Spray Field Air Release Pre-meter	1988	25	\$450	Average	Moderate	2035
Spray Field Pump 3 Check	2017	25	\$4,000	Average	Moderate	2035
Spray Field Pump 2 Check	1988	25	\$4,000	Average	Moderate	2035
Spray Field Pumps Air Release	1988	25	\$450	Average	Moderate	2035
Decant Pump Check Valve	1993	25	\$2,500	Average	Moderate	2035
Clarifier 2 WAS 2 Check	1993	25	\$2,500	Average	Moderate	2035
Spray Field Pump 1 Check	1988	25	\$4,000	Failed	Moderate	2023
Dry Wells						
LS 7 Bypass Pump Check	2020	25	\$2,500	Good	Moderate	2040
Clarifier 1 RAS 1 Check	1982	25	\$2,500	Poor	Moderate	2030
Clarifier 1 RAS 2 Check	1982	25	\$2,500	Poor	Moderate	2030
LS 9 Dry Well	1992	50	\$15,000	Average	Moderate	2046
LS 7 Dry Well	2018	50	\$15,000	Average	Moderate	2046
LS 6 Dry Well	2001	50	\$15,000	Average	Moderate	2046
LS 11 Dry Well	2001	50	\$500	Average	Moderate	2046
LS 13 Dry Well	2010	50	\$15,000	Average	Moderate	2046
LS 2 Dry Well	1981	50	\$15,000	Average	Moderate	2046
LS 3 Dry Well	2009	50	\$15,000	Average	Moderate	2046
LS 4 Dry Well	2009	50	\$15,000	Average	Moderate	2046
LS 1 Dry Well	1900	50	\$15,000	Average	Moderate	2046
LS 8 Dry Well	1997	50	\$15,000	Average	Moderate	2048
LS 911 Dry Well	2001	50	\$15,000	Poor	Moderate	2036
Electrical Equipment						
Equalization pumps panel	1993	20	\$3,000	Average	Moderate	2031
Service pump panel	1993	20	\$1,500	Average	Moderate	2031
Screw Conveyor Panel	1993	20	\$1,500	Average	Moderate	2031

Asset Management and Fiscal Sustainability Plan

EQ tank panel	1993	20	\$1,500	Average	Moderate	2031
Grit king panel	1993	20	\$3,000	Average	Moderate	2031
Main switch	1993	20	\$1,500	Average	Moderate	2031
Generator Transfer Switch	2020	20	\$1,500	Average	Moderate	2031
WW Plant genset	1993	20	\$187,500	Average	Moderate	2031
Blower 1 panel	1993	20	\$3,000	Average	Moderate	2031
Blower 2 Panel	1993	20	\$3,000	Average	Moderate	2031
Blower 3 panel	1993	20	\$3,000	Average	Moderate	2031
Clarifier 2 Low Level Shutdown Panel	1993	20	\$1,500	Average	Moderate	2031
Oxidation Ditch 2 Rotary 2 Panel	1993	20	\$2,000	Average	Moderate	2031
Oxidation Ditch 2 Rotary 1 Panel	1993	20	\$2,000	Average	Moderate	2031
Oxidation ditch panel	1993	20	\$1,900	Average	Moderate	2031
Clarifier 3 RAS Control Panel	1993	20	\$5,000	Average	Moderate	2031
Clarifier 3 WAS Control Panel	1993	20	\$5,000	Average	Moderate	2031
Clarifier 3 Control Panel	1993	20	\$3,000	Average	Moderate	2031
Control panel	2020	20	\$1,500	Average	Moderate	2031
Lift station 9	1992	20	\$3,000	Average	Moderate	2031
LS 7 control panel	2020	20	\$1,500	Average	Moderate	2031
LS 11 control panel	2001	20	\$3,000	Average	Moderate	2031
LS 13	2010	20	\$3,000	Average	Moderate	2031
Ls 1 panel	2009	20	\$3,000	Average	Moderate	2031
LS 2 Panel	2009	20	\$3,000	Average	Moderate	2031
LS 10 panel	2020	20	\$3,000	Average	Moderate	2031
LS 3 panel	2009	20	\$3,000	Average	Moderate	2031
LS 4 panel	2009	20	\$1,500	Average	Moderate	2031
LS 5 panel	2012	20	\$3,000	Average	Moderate	2031
L/S 2 disconnect	2009	20	\$1,000	Average	Moderate	2033
L/S 1 disconnect	2009	20	\$1,000	Average	Moderate	2033
L/S 7 special purpose a/c	2020	20	\$4,000	Average	Moderate	2033
L/S 8	1994	20	\$1,000	Average	Moderate	2033

Asset Management and Fiscal Sustainability Plan

L/S 8	1994	20	\$1,000	Average	Moderate	2033
L/S 9	1992	20	\$1,000	Average	Moderate	2033
L/S 3	2009	20	\$1,000	Average	Moderate	2033
L/S 3	2009	20	\$1,500	Average	Moderate	2033
L/S 3	2009	20	\$1,000	Average	Moderate	2033
L/S 4	2009	20	\$1,000	Average	Moderate	2033
L/S 5	2012	20	\$1,000	Average	Moderate	2033
L/S 5	2012	20	\$1,000	Average	Moderate	2033
L/S 5	2012	20	\$1,500	Average	Moderate	2033
L/S 10	2020	20	\$1,000	Average	Moderate	2033
L/S 10	2020	20	\$1,500	Average	Moderate	2033
L/S 10	2020	20	\$1,000	Average	Moderate	2033
L/S 10	2020	20	\$3,500	Average	Moderate	2033
L/S 10	1991	20	\$1,500	Average	Moderate	2033
LS 6 control panel	2001	20	\$3,000	Average	Moderate	2033
L/S 6	2001	20	\$3,000	Average	Moderate	2033
L/S 6	2001	20	\$1,000	Average	Moderate	2033
L/S 6	2001	20	\$1,000	Average	Moderate	2033
LS 11 Disconnect Switch	2001	20	\$1,000	Average	Moderate	2033
L/S 13	2010	20	\$1,000	Average	Moderate	2033
L/S 13	2010	20	\$1,000	Average	Moderate	2033
L/S 911	2001	20	\$1,000	Average	Moderate	2033
L/S 911	2001	20	\$1,000	Average	Moderate	2033
Lab	1993	20	\$500	Average	Moderate	2033
Lab	1994	20	\$1,000	Average	Moderate	2033
Lab LS disconnect	1993	20	\$1,000	Average	Moderate	2033
Effluent	1993	20	\$1,000	Average	Moderate	2033
Clarifier 3 Disconnect Switch	1993	20	\$1,000	Average	Moderate	2033
Digester 2 Control Panel	1993	20	\$3,000	Average	Moderate	2033
Air Base LS transformer	1982	20	\$3,000	Average	Moderate	2033

Asset Management and Fiscal Sustainability Plan

Decant Pump Disconnect Switch	1993	20	\$1,000	Average	Moderate	2033
Spray Field Power Distribution	1988	20	\$3,500	Average	Moderate	2033
Spray Field Transformer	1988	20	\$3,000	Average	Moderate	2033
Spray Field Control Panel	1988	20	\$3,000	Average	Moderate	2033
Spray field disconnect	1988	20	\$1,000	Average	Moderate	2033
Decant Tank Mixer Control Panel	1993	20	\$2,000	Average	Moderate	2033
WWTP Main Disconnect Switch	1993	20	\$2,000	Average	Moderate	2033
Maintenance breaker	2018	20	\$3,000	Average	Moderate	2033
Decant pump control panel	1993	20	\$3,000	Average	Moderate	2033
Ras 1 digester control panel	2021	20	\$3,000	Average	Moderate	2033
Ras 2 digester control panel	2021	20	\$3,000	Average	Moderate	2033
Was digester control panel	2021	20	\$3,000	Average	Moderate	2033
Northside breaker box	1994	20	\$3,500	Average	Moderate	2033
Drying Beds LS Control Panel	2000	20	\$2,000	Average	Moderate	2033
Drying Beds LS Disconnect Switch	2000	20	\$1,000	Average	Moderate	2033
Transfer switch distribution	2018	20	\$1,000	Average	Moderate	2033
Panel A Lead	1994	20	\$1,000	Average	Moderate	2033
Panel A	1994	20	\$1,000	Average	Moderate	2033
Sludge Transfer Switch Control Panel	1993	20	\$2,000	Average	Moderate	2033
Clarifier 2 WAS 2 Disconnect	1993	20	\$1,000	Average	Moderate	2033
Emergency disconnect	1993	20	\$1,500	Good	Moderate	2035
Ls 10 Generator 80kw	1991	20	\$35,000	Good	Moderate	2035
L/S 7 disconnect	2020	20	\$1,000	Good	Moderate	2037
Decant Pump Panel	1993	20	\$1,500	Poor	Moderate	2027
Chlorinator 2 Pump 1 Panel	1993	20	\$2,000	Poor	Moderate	2027
RAS pump no.2 panel	1993	20	\$1,500	Poor	Moderate	2027
Primary Clarifier Panel	1993	20	\$2,000	Poor	Moderate	2027
LS 12 panel	2001	20	\$3,000	Poor	Moderate	2027
Air Base LS panel	1982	20	\$3,000	Poor	Moderate	2027
L/S 12	2001	20	\$1,000	Poor	Moderate	2029

Asset Management and Fiscal Sustainability Plan

Clarifier 2 RAS Pump 2 Panel	1993	20	\$2,000	Poor	Moderate	2029
Clarifier 1 Ras 2 control panel	1982	20	\$3,000	Poor	Moderate	2029
Clarifier 1 RAS 1 control panel	1982	20	\$3,000	Poor	Moderate	2029
Clarifier 1 control panel	1982	20	\$3,000	Poor	Moderate	2029
Clarifier 1 rotor 2	1982	20	\$3,000	Poor	Moderate	2029
Clarifier 1 rotor 1	1982	20	\$3,000	Poor	Moderate	2029
Air base LS control panel	1982	20	\$3,000	Poor	Moderate	2029
Air Base LS Generator #1	1982	20	\$35,000	Poor	Moderate	2029
Air Base LS Generator #3	1982	20	\$35,000	Poor	Moderate	2029
Air Base LS disconnect	1977	20	\$1,000	Poor	Moderate	2029
Clarifier 2 WAS Pump 2 control panel	1993	20	\$3,000	Poor	Moderate	2029
Clarifier 2 WAS Pump 1 Disconnect	1993	20	\$1,000	Poor	Moderate	2029
Clarifier 2 WAS Pump 1 control panel	1993	20	\$3,000	Poor	Moderate	2029
Force Mains						
Force Main	2001	50	\$23,300	Average	Moderate	2048
Force Main	2009	50	\$9,100	Average	Moderate	2048
Force Main	1992	50	\$16,900	Average	Moderate	2048
Force Main	2018	50	\$98,300	Average	Moderate	2048
Force Main	1997	50	\$2,800	Average	Moderate	2048
Force Main	1991	50	\$33,400	Average	Moderate	2048
Force Main	2012	50	\$47,800	Average	Moderate	2048
Force Main	2009	50	\$6,200	Average	Moderate	2048
Force Main	1991	50	\$232,000	Average	Moderate	2048
Force Main	1997	50	\$17,100	Average	Moderate	2048
Gravity Mains						
Sewer Main	1964	50	\$73,000	Average	Moderate	2048
Sewer Main	1964	50	\$34,000	Average	Moderate	2048
Sewer Main	1964	50	\$18,000	Average	Moderate	2048
Sewer Main	1964	50	\$75,000	Average	Moderate	2048
Sewer Main	1964	50	\$18,000	Average	Moderate	2048

Asset Management and Fiscal Sustainability Plan

Sewer Main	1964	50	\$19,000	Average	Moderate	2048
Sewer Main	1964	50	\$21,000	Average	Moderate	2048
Sewer Main	1964	50	\$47,000	Average	Moderate	2048
Sewer Main	1964	50	\$31,000	Average	Moderate	2048
Sewer Main	1964	50	\$25,000	Average	Moderate	2048
Sewer Main	1964	50	\$91,000	Average	Moderate	2048
Sewer Main	1964	50	\$3,000	Average	Moderate	2048
Sewer Main	1964	50	\$44,000	Average	Moderate	2048
Sewer Main	1964	50	\$34,000	Average	Moderate	2048
Sewer Main	1964	50	\$15,000	Average	Moderate	2048
Sewer Main	1964	50	\$44,000	Average	Moderate	2048
Sewer Main	1964	50	\$89,000	Average	Moderate	2048
Sewer Main	1964	50	\$68,000	Average	Moderate	2048
Sewer Main	1964	50	\$1,000	Average	Moderate	2048
Sewer Main	1964	50	\$21,000	Average	Moderate	2048
Sewer Main	1964	50	\$50,000	Average	Moderate	2048
Sewer Main	1964	50	\$43,000	Average	Moderate	2048
Sewer Main	1964	50	\$43,000	Average	Moderate	2048
Sewer Main	1964	50	\$44,000	Average	Moderate	2048
Sewer Main	1964	50	\$10,000	Average	Moderate	2048
Sewer Main	1964	50	\$5,000	Average	Moderate	2048
Sewer Main	1964	50	\$41,000	Average	Moderate	2048
Sewer Main	1964	50	\$15,000	Average	Moderate	2048
Sewer Main	1964	50	\$24,000	Average	Moderate	2048
Sewer Main	1964	50	\$10,000	Average	Moderate	2048
Sewer Main	1964	50	\$65,000	Average	Moderate	2048
Sewer Main	1964	50	\$5,000	Average	Moderate	2048
Sewer Main	1964	50	\$4,000	Average	Moderate	2048
Sewer Main	1964	50	\$36,000	Average	Moderate	2048
Sewer Main	1964	50	\$35,000	Average	Moderate	2048

Asset Management and Fiscal Sustainability Plan

Sewer Main	1964	50	\$10,000	Average	Moderate	2048
Sewer Main	1983	50	\$58,000	Average	Moderate	2048
Sewer Main	1983	50	\$49,000	Average	Moderate	2048
Sewer Main	1983	50	\$9,000	Average	Moderate	2048
Sewer Main	1964	50	\$4,000	Average	Moderate	2048
Sewer Main	1964	50	\$75,000	Average	Moderate	2048
Sewer Main	1964	50	\$11,000	Average	Moderate	2048
Sewer Main	1964	50	\$60,000	Average	Moderate	2048
Sewer Main	1964	50	\$4,000	Average	Moderate	2048
Sewer Main	1964	50	\$5,000	Average	Moderate	2048
Sewer Main	1964	50	\$5,000	Average	Moderate	2048
Sewer Main	1964	50	\$3,000	Average	Moderate	2048
Sewer Main	1964	50	\$3,000	Average	Moderate	2048
Sewer Main	1964	50	\$6,000	Average	Moderate	2048
Sewer Main	1964	50	\$4,000	Average	Moderate	2048
Sewer Main	1964	50	\$4,000	Average	Moderate	2048
Sewer Main	1964	50	\$4,000	Average	Moderate	2048
Sewer Main	1964	50	\$34,000	Average	Moderate	2048
Sewer Main	1964	50	\$25,000	Average	Moderate	2048
Sewer Main	1964	50	\$30,000	Average	Moderate	2048
Sewer Main	1964	50	\$19,000	Average	Moderate	2048
Sewer Main	1964	50	\$28,000	Average	Moderate	2048
Sewer Main	1964	50	\$187,000	Average	Moderate	2048
Sewer Main	1964	50	\$66,000	Average	Moderate	2048
Sewer Main	1964	50	\$107,000	Average	Moderate	2048
Sewer Main	1964	50	\$9,000	Average	Moderate	2048
Sewer Main	1964	50	\$30,000	Average	Moderate	2048
Sewer Main	1964	50	\$47,000	Average	Moderate	2048
Sewer Main	1964	50	\$73,000	Average	Moderate	2048
Sewer Main	1964	50	\$84,000	Average	Moderate	2048

Asset Management and Fiscal Sustainability Plan

Sewer Main	1964	50	\$6,000	Average	Moderate	2048
Sewer Main	1981	50	\$38,000	Average	Moderate	2048
Sewer Main	1981	50	\$5,000	Average	Moderate	2048
Sewer Main	1981	50	\$5,000	Average	Moderate	2048
Sewer Main	1981	50	\$5,000	Average	Moderate	2048
Sewer Main	1981	50	\$5,000	Average	Moderate	2048
Sewer Main	1964	50	\$38,000	Average	Moderate	2048
Sewer Main	1964	50	\$15,000	Average	Moderate	2048
Sewer Main	1995	50	\$36,000	Average	Moderate	2048
Sewer Main	1995	50	\$8,000	Average	Moderate	2048
Sewer Main	1964	50	\$158,000	Average	Moderate	2048
Sewer Main	1964	50	\$47,000	Average	Moderate	2048
Sewer Main	1964	50	\$30,000	Average	Moderate	2048
Sewer Main	1964	50	\$11,000	Average	Moderate	2048
Sewer Main	1964	50	\$72,000	Average	Moderate	2048
Sewer Main	1984	50	\$4,000	Average	Moderate	2048
Sewer Main	1984	50	\$1,000	Average	Moderate	2048
Sewer Main	1981	50	\$32,000	Average	Moderate	2048
Sewer Main	1981	50	\$79,000	Average	Moderate	2048
Sewer Main	1981	50	\$63,000	Average	Moderate	2048
Sewer Main	1964	50	\$121,000	Average	Moderate	2048
Sewer Main	1967	50	\$61,000	Average	Moderate	2048
Sewer Main	1980	50	\$65,000	Average	Moderate	2048
Sewer Main	1980	50	\$71,000	Average	Moderate	2048
Sewer Main	1980	50	\$24,000	Average	Moderate	2048
Sewer Main	1980	50	\$56,000	Average	Moderate	2048
Sewer Main	1980	50	\$58,000	Average	Moderate	2048
Sewer Main	1980	50	\$19,000	Average	Moderate	2048
Sewer Main	1980	50	\$9,000	Average	Moderate	2048
Sewer Main	1980	50	\$32,000	Average	Moderate	2048

Asset Management and Fiscal Sustainability Plan

Sewer Main	1980	50	\$81,000	Average	Moderate	2048
Sewer Main	1980	50	\$10,000	Average	Moderate	2048
Sewer Main	1980	50	\$45,000	Average	Moderate	2048
Sewer Main	1980	50	\$55,000	Average	Moderate	2048
Sewer Main	1980	50	\$96,000	Average	Moderate	2048
Sewer Main	1980	50	\$7,000	Average	Moderate	2048
Sewer Main	1980	50	\$7,000	Average	Moderate	2048
Sewer Main	1980	50	\$7,000	Average	Moderate	2048
Sewer Main	1980	50	\$7,000	Average	Moderate	2048
Sewer Main	1980	50	\$45,000	Average	Moderate	2048
Sewer Main	1992	50	\$44,000	Average	Moderate	2048
Sewer Main	1992	50	\$54,000	Average	Moderate	2048
Sewer Main	1992	50	\$20,000	Average	Moderate	2048
Sewer Main	1984	50	\$45,000	Average	Moderate	2048
Sewer Main	1984	50	\$11,000	Average	Moderate	2048
Sewer Main	1964	50	\$40,000	Average	Moderate	2048
Sewer Main	1984	50	\$14,000	Average	Moderate	2048
Sewer Main	1990	50	\$50,000	Average	Moderate	2048
Sewer Main	1990	50	\$18,000	Average	Moderate	2048
Sewer Main	1990	50	\$14,000	Average	Moderate	2048
Sewer Main	1990	50	\$147,000	Average	Moderate	2048
Sewer Main	1990	50	\$46,000	Average	Moderate	2048
Sewer Main	1990	50	\$27,000	Average	Moderate	2048
Sewer Main	1990	50	\$28,000	Average	Moderate	2048
Sewer Main	1990	50	\$14,000	Average	Moderate	2048
Sewer Main	1990	50	\$23,000	Average	Moderate	2048
Sewer Main	1984	50	\$81,000	Average	Moderate	2048
Sewer Main	1984	50	\$14,000	Average	Moderate	2048
Sewer Main	1967	50	\$25,000	Average	Moderate	2048
Sewer Main	1967	50	\$34,000	Average	Moderate	2048

Asset Management and Fiscal Sustainability Plan

Sewer Main	1967	50	\$46,000	Average	Moderate	2048
Sewer Main	1967	50	\$10,000	Average	Moderate	2048
Sewer Main	1967	50	\$25,000	Average	Moderate	2048
Sewer Main	1967	50	\$24,000	Average	Moderate	2048
Sewer Main	1967	50	\$50,000	Average	Moderate	2048
Sewer Main	1967	50	\$24,000	Average	Moderate	2048
Sewer Main	1967	50	\$56,000	Average	Moderate	2048
Sewer Main	1967	50	\$24,000	Average	Moderate	2048
Sewer Main	1967	50	\$48,000	Average	Moderate	2048
Sewer Main	1967	50	\$54,000	Average	Moderate	2048
Sewer Main	1967	50	\$10,000	Average	Moderate	2048
Sewer Main	1967	50	\$75,000	Average	Moderate	2048
Sewer Main	1967	50	\$32,000	Average	Moderate	2048
Sewer Main	1967	50	\$65,000	Average	Moderate	2048
Sewer Main	1967	50	\$35,000	Average	Moderate	2048
Sewer Main	1967	50	\$18,000	Average	Moderate	2048
Sewer Main	1967	50	\$7,000	Average	Moderate	2048
Sewer Main	1967	50	\$14,000	Average	Moderate	2048
Sewer Main	1967	50	\$51,000	Average	Moderate	2048
Sewer Main	1967	50	\$74,000	Average	Moderate	2048
Sewer Main	1967	50	\$8,000	Average	Moderate	2048
Sewer Main	1967	50	\$7,000	Average	Moderate	2048
Sewer Main	1967	50	\$17,000	Average	Moderate	2048
Sewer Main	1967	50	\$89,000	Average	Moderate	2048
Sewer Main	1984	50	\$39,000	Average	Moderate	2048
Sewer Main	1967	50	\$34,000	Average	Moderate	2048
Sewer Main	1967	50	\$34,000	Average	Moderate	2048
Sewer Main	1967	50	\$34,000	Average	Moderate	2048
Sewer Main	1967	50	\$34,000	Average	Moderate	2048
Sewer Main	1967	50	\$28,000	Average	Moderate	2048

Asset Management and Fiscal Sustainability Plan

Sewer Main	1967	50	\$19,000	Average	Moderate	2048
Sewer Main	1967	50	\$124,000	Average	Moderate	2048
Sewer Main	1967	50	\$38,000	Average	Moderate	2048
Sewer Main	1984	50	\$9,000	Average	Moderate	2048
Sewer Main	1984	50	\$4,000	Average	Moderate	2048
Sewer Main	1984	50	\$50,000	Average	Moderate	2048
Sewer Main	1967	50	\$6,000	Average	Moderate	2048
Sewer Main	1967	50	\$31,000	Average	Moderate	2048
Sewer Main	1967	50	\$9,000	Average	Moderate	2048
Sewer Main	1967	50	\$83,000	Average	Moderate	2048
Sewer Main	1967	50	\$56,000	Average	Moderate	2048
Sewer Main	1995	50	\$10,000	Average	Moderate	2048
Sewer Main	1983	50	\$6,000	Average	Moderate	2049
Sewer Main	1983	50	\$19,000	Average	Moderate	2049
Sewer Main	1983	50	\$12,000	Average	Moderate	2049
Sewer Main	1981	50	\$34,000	Average	Moderate	2049
Sewer Main	1981	50	\$12,000	Average	Moderate	2049
Sewer Main	1981	50	\$17,000	Average	Moderate	2049
Sewer Main	1981	50	\$34,000	Average	Moderate	2049
Sewer Main	1981	50	\$2,000	Average	Moderate	2049
Sewer Main	1981	50	\$25,000	Average	Moderate	2049
Sewer Main	1981	50	\$2,000	Average	Moderate	2049
Sewer Main	1981	50	\$24,000	Average	Moderate	2049
Sewer Main	1981	50	\$2,000	Average	Moderate	2049
Sewer Main	1964	50	\$27,000	Average	Moderate	2048
Instruments and Controls						
LS 2 Scada	2015	20	\$3,000	Average	Moderate	2033
LS 1 Scada	2015	20	\$3,000	Average	Moderate	2033
LS 7 Scada	2020	20	\$3,000	Average	Moderate	2033
LS 8 Scada	2015	20	\$3,000	Average	Moderate	2033

LS 9 Scada	2015	20	\$3,000	Average	Moderate	2033
LS 3 Scada	2015	20	\$3,000	Average	Moderate	2033
LS 4 Scada	2015	20	\$3,000	Average	Moderate	2033
LS 5 Scada	2015	20	\$3,000	Average	Moderate	2033
LS 10 Scada	2015	20	\$3,000	Average	Moderate	2033
LS 6 Scada	2015	20	\$3,000	Average	Moderate	2033
LS 11 Scada	2015	20	\$3,000	Average	Moderate	2033
LS 12 Scada	2015	20	\$3,000	Average	Moderate	2033
LS 13 Scada	2015	20	\$3,000	Average	Moderate	2033
Effluent Scada	2015	20	\$3,000	Average	Moderate	2033
Instruments and Controls						
Level and Flow Monitor	2018	20	\$500	Average	Moderate	2033
Polymer Scales	2015	20	\$1,500	Average	Moderate	2033
Air Base LS Scada	2015	20	\$3,000	Average	Moderate	2033
Decanter Tank Level Monitor	2022	20	\$500	Average	Moderate	2033
Lab Equipment						
Oven	1993	15	\$1,500	Average	Moderate	2030
Vacuum pump	1993	15	\$750	Average	Moderate	2030
Muffle furnace	1993	15	\$3,500	Average	Moderate	2030
Fume hood	1993	15	\$7,500	Average	Moderate	2030
Scale	1993	15	\$3,000	Average	Moderate	2030
PH probe	1993	15	\$1,000	Average	Moderate	2030
Chlorine colorimeter	1993	15	\$1,000	Average	Moderate	2030
Microscope	1993	15	\$750	Average	Moderate	2030
Chart recorder	1993	15	\$3,500	Average	Moderate	2030
Manholes						
Manhole	1993	50	\$9,000	Average	Moderate	2046
Manhole	1980	50	\$8,000	Average	Moderate	2046
Manhole	1980	50	\$11,000	Average	Moderate	2046

Asset Management and Fiscal Sustainability Plan

Manhole	1980	50	\$10,000	Average	Moderate	2046
Manhole	1980	50	\$20,000	Average	Moderate	2046
Manhole	1980	50	\$22,000	Average	Moderate	2046
Manhole	1980	50	\$24,000	Average	Moderate	2046
Manhole	1980	50	\$15,000	Average	Moderate	2046
Manhole	1980	50	\$17,000	Average	Moderate	2046
Manhole	1980	50	\$16,000	Average	Moderate	2046
Manhole	1980	50	\$11,000	Average	Moderate	2046
Manhole	1980	50	\$10,000	Average	Moderate	2046
Manhole	1980	50	\$9,000	Average	Moderate	2046
Manhole	1980	50	\$14,000	Average	Moderate	2046
Manhole	1980	50	\$9,000	Average	Moderate	2046
Manhole	1980	50	\$11,000	Average	Moderate	2046
Manhole	1980	50	\$8,000	Average	Moderate	2046
Manhole	1980	50	\$9,000	Average	Moderate	2046
Manhole	1980	50	\$8,000	Average	Moderate	2046
Manhole	1980	50	\$8,000	Average	Moderate	2046
Manhole	1980	50	\$9,000	Average	Moderate	2046
Manhole	1980	50	\$13,000	Average	Moderate	2046
Manhole	1980	50	\$8,000	Average	Moderate	2046
Manhole	1980	50	\$11,000	Average	Moderate	2046
Manhole	1980	50	\$9,000	Average	Moderate	2046
Manhole	1980	50	\$9,000	Average	Moderate	2046
Manhole	1980	50	\$9,000	Average	Moderate	2046
Manhole	1980	50	\$8,000	Average	Moderate	2046
Manhole	1980	50	\$8,000	Average	Moderate	2046
Manhole	1992	50	\$10,000	Average	Moderate	2046
Manhole	1992	50	\$10,000	Average	Moderate	2046
Manhole	1992	50	\$11,000	Average	Moderate	2046
Manhole	1992	50	\$11,000	Average	Moderate	2046

Asset Management and Fiscal Sustainability Plan

Manhole	1992	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$19,000	Average	Moderate	2046
Manhole	1967	50	\$23,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$18,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$18,000	Average	Moderate	2046
Manhole	1967	50	\$13,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046
Manhole	1967	50	\$10,000	Average	Moderate	2046
Manhole	1967	50	\$15,000	Average	Moderate	2046
Manhole	1967	50	\$16,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046
Manhole	1967	50	\$13,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$8,000	Average	Moderate	2046
Manhole	1967	50	\$9,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046

Asset Management and Fiscal Sustainability Plan

Manhole	1967	50	\$9,000	Average	Moderate	2046
Manhole	1967	50	\$9,000	Average	Moderate	2046
Manhole	1967	50	\$13,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$14,000	Average	Moderate	2046
Manhole	1967	50	\$16,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046
Manhole	1967	50	\$9,000	Average	Moderate	2046
Manhole	1967	50	\$14,000	Average	Moderate	2046
Manhole	1967	50	\$8,000	Average	Moderate	2046
Manhole	1967	50	\$15,000	Average	Moderate	2046
Manhole	1967	50	\$15,000	Average	Moderate	2046
Manhole	1967	50	\$17,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$10,000	Average	Moderate	2046
Manhole	1967	50	\$12,000	Average	Moderate	2046
Manhole	1967	50	\$11,000	Average	Moderate	2046
Manhole	1967	50	\$20,000	Average	Moderate	2046
Manhole	1967	50	\$10,000	Average	Moderate	2046
Manhole	1967	50	\$8,000	Average	Moderate	2046
Manhole	1967	50	\$8,000	Average	Moderate	2046
Manhole	1967	50	\$8,000	Average	Moderate	2046
Manhole	1967	50	\$10,000	Average	Moderate	2046
Manhole	1967	50	\$8,000	Average	Moderate	2046
Manhole	1967	50	\$9,000	Average	Moderate	2046
Manhole	1967	50	\$15,000	Average	Moderate	2046
Manhole	1967	50	\$10,000	Average	Moderate	2046
Manhole	1967	50	\$21,000	Average	Moderate	2046
Manhole	1981	50	\$9,000	Average	Moderate	2047
Manhole	1981	50	\$15,000	Average	Moderate	2047

Asset Management and Fiscal Sustainability Plan

Manhole	1981	50	\$14,000	Average	Moderate	2048
Manhole	1981	50	\$13,000	Average	Moderate	2048
Manhole	1981	50	\$9,000	Average	Moderate	2048
Manhole	1981	50	\$13,000	Average	Moderate	2048
Manhole	1981	50	\$8,000	Average	Moderate	2048
Manhole	1981	50	\$10,000	Average	Moderate	2048
Manhole	1981	50	\$15,000	Average	Moderate	2048
Manhole	1981	50	\$10,000	Average	Moderate	2048
Manhole	1981	50	\$12,000	Average	Moderate	2048
Manhole	1964	50	\$10,000	Average	Moderate	2049
Manhole	1964	50	\$7,000	Average	Moderate	2049
Manhole	1964	50	\$9,000	Average	Moderate	2049
Manhole	1964	50	\$8,000	Average	Moderate	2049
Manhole	1964	50	\$8,000	Average	Moderate	2049
Manhole	1964	50	\$20,000	Average	Moderate	2049
Manhole	1964	50	\$11,000	Average	Moderate	2049
Manhole	1964	50	\$24,000	Average	Moderate	2049
Manhole	1964	50	\$12,000	Average	Moderate	2049
Manhole	1964	50	\$15,000	Average	Moderate	2049
Manhole	1964	50	\$12,000	Average	Moderate	2049
Manhole	1964	50	\$11,000	Average	Moderate	2049
Manhole	1964	50	\$8,000	Average	Moderate	2049
Manhole	1964	50	\$9,000	Average	Moderate	2049
Manhole	1964	50	\$8,000	Average	Moderate	2049
Manhole	1964	50	\$14,000	Average	Moderate	2049
Manhole	1964	50	\$15,000	Average	Moderate	2049
Manhole	1964	50	\$20,000	Average	Moderate	2048
Manhole	1964	50	\$9,000	Average	Moderate	2049
Manhole	1964	50	\$11,000	Average	Moderate	2049
Manhole	1964	50	\$9,000	Average	Moderate	2049

Asset Management and Fiscal Sustainability Plan

Manhole	1964	50	\$15,000	Average	Moderate	2049
Manhole	1964	50	\$15,000	Average	Moderate	2049
Manhole	1964	50	\$13,000	Average	Moderate	2049
Manhole	1964	50	\$7,000	Average	Moderate	2049
Manhole	1964	50	\$20,000	Average	Moderate	2049
Manhole	1964	50	\$14,000	Average	Moderate	2049
Manhole	1964	50	\$24,000	Average	Moderate	2049
Manhole	1964	50	\$20,000	Average	Moderate	2049
Manhole	1964	50	\$18,000	Average	Moderate	2049
Manhole	1964	50	\$13,000	Average	Moderate	2049
Manhole	1964	50	\$13,000	Average	Moderate	2049
Manhole	1964	50	\$16,000	Average	Moderate	2049
Manhole	1964	50	\$11,000	Average	Moderate	2049
Manhole	1964	50	\$15,000	Average	Moderate	2049
Manhole	1964	50	\$11,000	Average	Moderate	2048
Manhole	1964	50	\$15,000	Average	Moderate	2048
Manhole	1964	50	\$14,000	Average	Moderate	2048
Manhole	1964	50	\$17,000	Average	Moderate	2048
Manhole	1964	50	\$22,000	Average	Moderate	2048
Manhole	1964	50	\$10,000	Average	Moderate	2048
Manhole	1964	50	\$11,000	Average	Moderate	2048
Manhole	1964	50	\$12,000	Average	Moderate	2048
Manhole	1964	50	\$14,000	Average	Moderate	2048
Manhole	1964	50	\$15,000	Average	Moderate	2048
Manhole	1983	50	\$7,000	Average	Moderate	2048
Manhole	1983	50	\$11,000	Average	Moderate	2048
Manhole	1983	50	\$12,000	Average	Moderate	2048
Manhole	1964	50	\$18,000	Average	Moderate	2048
Manhole	1964	50	\$15,000	Average	Moderate	2048
Manhole	1964	50	\$21,000	Average	Moderate	2048

Asset Management and Fiscal Sustainability Plan

Manhole	1964	50	\$11,000	Average	Moderate	2048
Manhole	1964	50	\$12,000	Average	Moderate	2048
Manhole	1964	50	\$26,000	Average	Moderate	2048
Manhole	1964	50	\$12,000	Average	Moderate	2048
Manhole	1964	50	\$22,000	Average	Moderate	2048
Manhole	1964	50	\$17,000	Average	Moderate	2048
Manhole	1981	50	\$14,000	Average	Moderate	2048
Manhole	1981	50	\$9,000	Average	Moderate	2048
Manhole	1981	50	\$17,000	Average	Moderate	2048
Manhole	1964	50	\$28,000	Average	Moderate	2048
Manhole	1964	50	\$28,000	Average	Moderate	2048
Manhole	1995	50	\$26,000	Average	Moderate	2048
Manhole	1964	50	\$27,000	Average	Moderate	2048
Manhole	1984	50	\$20,000	Average	Moderate	2048
Manhole	1995	50	\$11,000	Average	Moderate	2048
Manhole	1964	50	\$24,000	Average	Moderate	2048
Manhole	1984	50	\$20,000	Average	Moderate	2048
Manhole	1964	50	\$10,000	Average	Moderate	2048
Manhole	1964	50	\$12,000	Average	Moderate	2048
Manhole	1964	50	\$7,000	Average	Moderate	2048
Manhole	1981	50	\$12,000	Average	Moderate	2048
Manhole	1981	50	\$13,000	Average	Moderate	2048
Manhole	1967	50	\$29,000	Average	Moderate	2048
Manhole	1980	50	\$16,000	Average	Moderate	2048
Manhole	1980	50	\$12,000	Average	Moderate	2048
Manhole	1980	50	\$18,000	Average	Moderate	2048
Manhole	1980	50	\$19,000	Average	Moderate	2048
Manhole	1980	50	\$11,000	Average	Moderate	2048
Manhole	1980	50	\$9,000	Average	Moderate	2048
Manhole	1980	50	\$10,000	Average	Moderate	2048

Asset Management and Fiscal Sustainability Plan

Manhole	1984	50	\$12,000	Average	Moderate	2048
Manhole	1984	50	\$13,000	Average	Moderate	2048
Manhole	1984	50	\$11,000	Average	Moderate	2048
Manhole	1964	50	\$9,000	Average	Moderate	2048
Manhole	1990	50	\$13,000	Average	Moderate	2048
Manhole	1990	50	\$19,000	Average	Moderate	2048
Manhole	1990	50	\$22,000	Average	Moderate	2048
Manhole	1990	50	\$25,000	Average	Moderate	2048
Manhole	1990	50	\$14,000	Average	Moderate	2048
Manhole	1990	50	\$24,000	Average	Moderate	2048
Manhole	1990	50	\$10,000	Average	Moderate	2048
Manhole	1990	50	\$11,000	Average	Moderate	2048
Manhole	1990	50	\$17,000	Average	Moderate	2048
Manhole	1990	50	\$17,000	Average	Moderate	2048
Manhole	1990	50	\$33,000	Average	Moderate	2048
Manhole	1990	50	\$29,000	Average	Moderate	2048
Manhole	1990	50	\$26,000	Average	Moderate	2048
Manhole	1990	50	\$30,000	Average	Moderate	2048
Manhole	1990	50	\$26,000	Average	Moderate	2048
Manhole	1990	50	\$23,000	Average	Moderate	2048
Manhole	1990	50	\$18,000	Average	Moderate	2048
Manhole	1990	50	\$15,000	Average	Moderate	2048
Manhole	1990	50	\$25,000	Average	Moderate	2048
Manhole	1990	50	\$20,000	Average	Moderate	2048
Manhole	1984	50	\$13,000	Average	Moderate	2048
Manhole	1984	50	\$13,000	Average	Moderate	2048
Manhole	1984	50	\$15,000	Average	Moderate	2048
Manhole	1984	50	\$12,000	Average	Moderate	2048
Manhole	1967	50	\$25,000	Average	Moderate	2048
Manhole	1967	50	\$11,000	Average	Moderate	2048

Asset Management and Fiscal Sustainability Plan

Manhole	1967	50	\$12,000	Average	Moderate	2048
Manhole	1967	50	\$26,000	Average	Moderate	2048
Manhole	1967	50	\$20,000	Average	Moderate	2048
Manhole	1980	50	\$10,000	Average	Moderate	2049
Manhole	1967	50	\$13,000	Average	Moderate	2049
Manhole	1964	50	\$16,000	Average	Moderate	2049
Manhole	1984	50	\$11,000	Average	Moderate	2049
Manhole	1964	50	\$13,000	Average	Moderate	2049
Manhole	1984	50	\$11,000	Average	Moderate	2049
Manhole	1983	50	\$11,000	Average	Moderate	2049
Manhole	1983	50	\$19,000	Average	Moderate	2049
Manhole	1964	50	\$15,000	Average	Moderate	2049
Manhole	1990	50	\$7,000	Average	Moderate	2049
Manhole	1990	50	\$16,000	Average	Moderate	2049
Manhole	1990	50	\$20,000	Average	Moderate	2049
Manhole	1990	50	\$24,000	Average	Moderate	2049
Manhole	1990	50	\$10,000	Average	Moderate	2049
Manhole	1964	50	\$12,000	Average	Moderate	2049
Manhole	1964	50	\$26,000	Average	Moderate	2049
Manhole	1967	50	\$24,000	Average	Moderate	2049
Manhole	1964	50	\$8,000	Average	Moderate	2048
Manhole	1964	50	\$8,000	Average	Moderate	2049
Manhole	1981	50	\$11,000	Average	Moderate	2049
Manhole	1981	50	\$13,000	Average	Moderate	2049
Manhole	1980	50	\$13,000	Poor	Moderate	2036
Manhole	1980	50	\$21,000	Poor	Moderate	2036
Manhole	1980	50	\$13,000	Poor	Moderate	2036
Manhole	1980	50	\$10,000	Poor	Moderate	2036
Manhole	1992	50	\$9,000	Poor	Moderate	2036
Manhole	1992	50	\$8,000	Poor	Moderate	2036

Asset Management and Fiscal Sustainability Plan

Manhole	1992	50	\$8,000	Poor	Moderate	2036
Manhole	1992	50	\$9,000	Poor	Moderate	2036
Manhole	1992	50	\$12,000	Poor	Moderate	2036
Manhole	1992	50	\$13,000	Poor	Moderate	2036
Manhole	1967	50	\$12,000	Poor	Moderate	2036
Manhole	1967	50	\$14,000	Poor	Moderate	2036
Manhole	1967	50	\$19,000	Poor	Moderate	2036
Manhole	1967	50	\$18,000	Poor	Moderate	2036
Manhole	1967	50	\$20,000	Poor	Moderate	2036
Manhole	1967	50	\$19,000	Poor	Moderate	2036
Manhole	1967	50	\$16,000	Poor	Moderate	2036
Manhole	1964	50	\$28,000	Poor	Moderate	2037
Manhole	1964	50	\$28,000	Poor	Moderate	2037
Manhole	1981	50	\$15,000	Poor	Moderate	2038
Manhole	1981	50	\$15,000	Poor	Moderate	2038
Manhole	1964	50	\$24,000	Poor	Moderate	2038
Manhole	1964	50	\$26,000	Poor	Moderate	2038
Manhole	1964	50	\$22,000	Poor	Moderate	2038
Manhole	1964	50	\$16,000	Poor	Moderate	2038
Manhole	1964	50	\$14,000	Poor	Moderate	2038
Manhole	1964	50	\$9,000	Poor	Moderate	2038
Manhole	1964	50	\$13,000	Poor	Moderate	2038
Manhole	1983	50	\$12,000	Poor	Moderate	2038
Manhole	1983	50	\$13,000	Poor	Moderate	2038
Manhole	1983	50	\$8,000	Poor	Moderate	2038
Manhole	1983	50	\$7,000	Poor	Moderate	2038
Manhole	1964	50	\$14,000	Poor	Moderate	2038
Manhole	1964	50	\$29,000	Poor	Moderate	2038
Manhole	1964	50	\$23,000	Poor	Moderate	2038
Manhole	1964	50	\$27,000	Poor	Moderate	2038

Asset Management and Fiscal Sustainability Plan

Manhole	1964	50	\$9,000	Poor	Moderate	2038
Manhole	1964	50	\$29,000	Poor	Moderate	2038
Manhole	1981	50	\$8,000	Poor	Moderate	2038
Manhole	1967	50	\$29,000	Poor	Moderate	2038
Manhole	1980	50	\$21,000	Poor	Moderate	2038
Manhole	1980	50	\$13,000	Poor	Moderate	2038
Manhole	1984	50	\$14,000	Poor	Moderate	2038
Manhole	1984	50	\$14,000	Poor	Moderate	2038
Manhole	1984	50	\$11,000	Poor	Moderate	2038
Manhole	1984	50	\$13,000	Poor	Moderate	2038
Manhole	1984	50	\$13,000	Poor	Moderate	2038
Manhole	1990	50	\$26,000	Poor	Moderate	2038
Manhole	1990	50	\$22,000	Poor	Moderate	2038
Manhole	1990	50	\$34,000	Poor	Moderate	2038
Manhole	1967	50	\$17,000	Poor	Moderate	2038
Manhole	1967	50	\$17,000	Poor	Moderate	2038
Manhole	1983	50	\$10,000	Poor	Moderate	2038
Manhole	1964	50	\$8,000	Poor	Moderate	2038
Manhole	1964	50	\$8,000	Poor	Moderate	2038
Manhole	1990	50	\$17,000	Unknown	Moderate	2040
Manhole	1964	50	\$14,000	Unknown	Moderate	2014
Manhole	1964	50	\$20,000	Unknown	Moderate	2014
Manhole	1964	50	\$19,000	Unknown	Moderate	2014
Manhole	1964	50	\$18,000	Unknown	Moderate	2014
Manhole	1964	50	\$18,000	Unknown	Moderate	2014
Manhole	1964	50	\$18,000	Unknown	Moderate	2014
Manhole	1964	50	\$17,000	Unknown	Moderate	2014
Manhole	1964	50	\$17,000	Unknown	Moderate	2014
Manhole	1964	50	\$13,000	Unknown	Moderate	2014
Manhole	1964	50	\$14,000	Unknown	Moderate	2014

Asset Management and Fiscal Sustainability Plan

Manhole	1964	50	\$13,000	Unknown	Moderate	2014
Manhole	1964	50	\$13,000	Unknown	Moderate	2014
Manhole	1964	50	\$14,000	Unknown	Moderate	2014
Manhole	1964	50	\$13,000	Unknown	Moderate	2014
Manhole	1964	50	\$15,000	Unknown	Moderate	2014
Manhole	1964	50	\$15,000	Unknown	Moderate	2014
Manhole	1964	50	\$16,000	Unknown	Moderate	2014
Manhole	1964	50	\$19,000	Unknown	Moderate	2014
Manhole	1964	50	\$20,000	Unknown	Moderate	2014
Manhole	1964	50	\$20,000	Unknown	Moderate	2014
Manhole	1964	50	\$19,000	Unknown	Moderate	2014
Manhole	1964	50	\$19,000	Unknown	Moderate	2014
Manhole	1964	50	\$19,000	Unknown	Moderate	2014
Manhole	1964	50	\$20,000	Unknown	Moderate	2014
Manhole	1964	50	\$19,000	Unknown	Moderate	2014
Manhole	1964	50	\$19,000	Unknown	Moderate	2014
Manhole	1964	50	\$19,000	Unknown	Moderate	2014
Manhole	1964	50	\$15,000	Unknown	Moderate	2014
Manhole	1964	50	\$16,000	Unknown	Moderate	2014
Manhole	1964	50	\$14,000	Unknown	Moderate	2014
Manhole	1964	50	\$13,000	Unknown	Moderate	2014
Manhole	1964	50	\$14,000	Unknown	Moderate	2014
Manhole	1964	50	\$13,000	Unknown	Moderate	2014
Manhole	1964	50	\$13,000	Unknown	Moderate	2014
Manhole	1964	50	\$14,000	Unknown	Moderate	2014
Manhole	1964	50	\$15,000	Unknown	Moderate	2014
Manhole	1964	50	\$14,000	Unknown	Moderate	2014
Manhole	1964	50	\$14,000	Unknown	Moderate	2014
Manhole	1964	50	\$15,000	Unknown	Moderate	2014

Asset Management and Fiscal Sustainability Plan

Manhole	1964	50	\$17,000	Unknown	Moderate	2014
Manhole	1964	50	\$17,000	Unknown	Moderate	2014
Manhole	1964	50	\$16,000	Unknown	Moderate	2014
Manhole	1983	50	\$12,000	Unknown	Moderate	2033
Manhole	1964	50	\$15,000	Unknown	Moderate	2014
Manhole	1964	50	\$11,000	Unknown	Moderate	2014
Manhole	1964	50	\$10,000	Unknown	Moderate	2014
Manhole	1964	50	\$10,000	Unknown	Moderate	2014
Manhole	1964	50	\$12,000	Unknown	Moderate	2014
Manhole	1964	50	\$11,000	Unknown	Moderate	2014
Manhole	1964	50	\$10,000	Unknown	Moderate	2014
Manhole	1964	50	\$10,000	Unknown	Moderate	2014
Manhole	1964	50	\$13,000	Unknown	Moderate	2014
Manhole	1964	50	\$11,000	Unknown	Moderate	2014
Manhole	1964	50	\$14,000	Unknown	Moderate	2014
Manhole	1964	50	\$15,000	Unknown	Moderate	2014
Manhole	1964	50	\$14,000	Unknown	Moderate	2014
Manhole	1964	50	\$17,000	Unknown	Moderate	2014
Manhole	1964	50	\$17,000	Unknown	Moderate	2014
Manhole	1964	50	\$17,000	Unknown	Moderate	2014
Manhole	1984	50	\$27,000	Unknown	Moderate	2034
Manhole	1964	50	\$27,000	Unknown	Moderate	2014
Manhole	1981	50	\$13,000	Unknown	Moderate	2031
Manhole	1964	50	\$16,000	Unknown	Moderate	2014
Manhole	1964	50	\$26,000	Unknown	Moderate	2014
Manhole	1981	50	\$13,000	Unknown	Moderate	2031
Manhole	1981	50	\$14,000	Unknown	Moderate	2031
Manhole	1981	50	\$12,000	Unknown	Moderate	2031
Manhole	1992	50	\$13,000	Unknown	Moderate	2042
Manhole	1992	50	\$13,000	Unknown	Moderate	2042

Asset Management and Fiscal Sustainability Plan

Manhole	1964	50	\$14,000	Unknown	Moderate	2014
Manhole	1964	50	\$11,000	Unknown	Moderate	2014
Manhole	1984	50	\$15,000	Unknown	Moderate	2034
Manhole	1967	50	\$10,000	Unknown	Moderate	2017
Manhole	1967	50	\$15,000	Unknown	Moderate	2017
Manhole	1967	50	\$8,000	Unknown	Moderate	2017
Manhole	1967	50	\$9,000	Unknown	Moderate	2017
Manhole	1967	50	\$10,000	Unknown	Moderate	2017
Manhole	1967	50	\$18,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$10,000	Unknown	Moderate	2017
Manhole	1984	50	\$18,000	Unknown	Moderate	2034
Manhole	1967	50	\$18,000	Unknown	Moderate	2017
Manhole	1984	50	\$18,000	Unknown	Moderate	2034
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1967	50	\$17,000	Unknown	Moderate	2017
Manhole	1964	50	\$25,000	Unknown	Moderate	2014
Manhole	1990	50	\$9,000	Very Poor	Moderate	2028
Meters - Utility						
Effluent flow meter	2017	15	\$6,000	Average	Moderate	2030
Air Base LS effluent flow meter	1982	15	\$10,000	Average	Moderate	2030
Spray Field Flowmeter	1988	15	\$8,000	Average	Moderate	2030

Asset Management and Fiscal Sustainability Plan

Oxidation ditch 2 flowmeter	1993	15	\$10,000	Unknown	Moderate	2008
Ditch 2 4" flowmeter	1993	15	\$4,000	Unknown	Moderate	2008
Motors						
Effluent Motor 1	1990	20	\$4,000	Average	Moderate	2031
Effluent Motor 2	1990	20	\$4,000	Average	Moderate	2031
Effluent Motor 3	1990	20	\$4,000	Average	Moderate	2031
Decant Pump Motor	1993	20	\$3,000	Average	Moderate	2031
Blower #1 Motor	1990	20	\$3,500	Average	Moderate	2031
Blower #2 Motor	1990	20	\$3,500	Average	Moderate	2031
Blower #3 Motor	1990	20	\$3,500	Average	Moderate	2031
Clarifier 3 Motor	1990	20	\$2,000	Average	Moderate	2031
LS 8 Motor 1	2019	20	\$3,000	Average	Moderate	2031
LS 1 Motor	2009	20	\$3,000	Average	Moderate	2031
LS 2 Motor 2	2009	20	\$2,000	Average	Moderate	2031
LS 2 Motor 1	2009	20	\$2,000	Average	Moderate	2033
LS 8 Motor 2	2015	20	\$3,000	Average	Moderate	2033
LS 10 Blower Motor	1969	20	\$1,000	Average	Moderate	2033
911 LS 14 Motor	2001	20	\$1,500	Average	Moderate	2033
Digester 2 Motor	1993	20	\$3,500	Average	Moderate	2033
Oxidation Ditch 3 Motor 1	1993	20	\$3,500	Average	Moderate	2033
Oxidation Ditch 3 Motor 2	1993	20	\$3,500	Average	Moderate	2033
Air Base LS pump 1	1982	20	\$12,000	Average	Moderate	2033
Air base LS pump 3	1982	20	\$12,000	Average	Moderate	2033
Airbase pump 2 motor	1982	20	\$12,000	Average	Moderate	2033
Spray Field Pump 2 Motor	2001	20	\$12,000	Average	Moderate	2033
Decant Mixer Motor	1993	20	\$3,000	Average	Moderate	2033
LS 1 Motor 2	2009	20	\$2,000	Average	Moderate	2034
Abandoned Motor Clarifier 1 RAS 2	1990	20	\$3,500	Failed	Moderate	2021
Abandoned Motor Clarifier 1 RAS 1	1990	20	\$3,500	Failed	Moderate	2021
Oxidation Ditch 1 Motor	1991	20	\$3,000	Failed	Moderate	2023

Asset Management and Fiscal Sustainability Plan

Spray Field Pump 1 Motor	2001	20	\$12,000	Failed	Moderate	2024
Spray Field Pump 3 Motor	2001	20	\$12,000	Failed	Moderate	2024
Clarifier 2 Pump 1 Motor	1990	20	\$3,500	Poor	Moderate	2027
Clarifier 2 Pump 2 Motor	1993	20	\$3,500	Poor	Moderate	2027
Clarifier 1 Drive Motor	1982	20	\$2,000	Poor	Moderate	2029
Oxidation Ditch 2 Motor 2	1993	20	\$3,500	Poor	Moderate	2029
Oxidation Ditch 2 Motor 1	2020	20	\$3,500	Poor	Moderate	2029
Other Equipment and Tools						
Generator fuel tank	1991	20	\$1,500	Average	Moderate	2033
Lab Eyewash	1993	20	\$1,000	Average	Moderate	2033
1000. Gal diesel fuel	1993	20	\$5,000	Average	Moderate	2033
Air base LS fuel tank	1982	20	\$2,500	Average	Moderate	2033
Pumps						
Effluent Pump #1	1993	20	\$17,000	Average	Moderate	2031
Effluent Pump #2	1993	20	\$17,000	Average	Moderate	2031
Effluent Pump #3	1993	20	\$17,000	Average	Moderate	2031
Decant Pump	1993	20	\$10,000	Average	Moderate	2031
LS 8 Pump 1	2019	20	\$7,500	Average	Moderate	2031
LS 7 Pump 2	2020	20	\$7,500	Average	Moderate	2031
LS 6 Pump 1	2001	20	\$3,000	Average	Moderate	2031
Ls 11 pump	2001	20	\$2,000	Average	Moderate	2031
LS 12 pump 1	2001	20	\$2,000	Average	Moderate	2031
LS 911 pump	2001	20	\$1,000	Average	Moderate	2031
LS 10 Pump 2	2020	20	\$13,090	Average	Moderate	2031
LS 3 Pump 1	2009	20	\$5,000	Average	Moderate	2031
LS 4 Pump 2	2009	20	\$3,000	Average	Moderate	2031
LS 5 Pump 1	2012	20	\$5,000	Average	Moderate	2031
Air Base Pump 2	1982	20	\$85,000	Average	Moderate	2031
LS 2 Pump 2	2009	20	\$3,000	Average	Moderate	2033
LS 2 Pump 1	2009	20	\$3,000	Average	Moderate	2033

Asset Management and Fiscal Sustainability Plan

LS 7 Pump 1	2020	20	\$7,500	Average	Moderate	2033
LS 8 Pump 2	2015	20	\$7,500	Average	Moderate	2033
LS 3 Pump 2	2009	20	\$5,000	Average	Moderate	2033
LS 4 Pump 1	2009	20	\$2,000	Average	Moderate	2033
LS 5 Pump 2	2012	20	\$5,000	Average	Moderate	2033
LS 10 Pump 1	2020	20	\$13,090	Average	Moderate	2033
LS 6 Pump 2	2001	20	\$3,000	Average	Moderate	2033
LS 11 Pump 2	2001	20	\$2,000	Average	Moderate	2033
Pumps						
LS 12 Pump 2	2001	20	\$2,000	Average	Moderate	2033
LS 13 Pump 1	2010	20	\$3,000	Average	Moderate	2033
LS 13 Pump 2	2010	20	\$3,000	Average	Moderate	2033
Lab effluent pump	2007	20	\$5,000	Average	Moderate	2033
Effluent reuse	2011	20	\$750	Average	Moderate	2033
Sludge pump 1	2006	20	\$12,000	Average	Moderate	2033
Sludge pump 2	2006	20	\$12,000	Average	Moderate	2033
Clarifier 3 RAS Pump 1	2006	20	\$3,600	Average	Moderate	2033
Spray Field Pump 2	1988	20	\$85,000	Average	Moderate	2033
Sludge transfer pump	1991	20	\$21,250	Average	Moderate	2033
Drying bed LS pump 1	1993	20	\$2,000	Average	Moderate	2033
Drying bed LS pump 2	1993	20	\$2,000	Average	Moderate	2033
Clarifier 2 WAS Pump 2	1993	20	\$10,000	Average	Moderate	2033
Clarifier 1 Abandoned Pump	1993	20	\$10,000	Failed	Moderate	2021
Sludge pump 3	2006	20	\$12,000	Failed	Moderate	2023
Spray Field Pump 3	1988	20	\$85,000	Failed	Moderate	2023
Spray Field Pump 1	1988	20	\$85,000	Failed	Moderate	2023
LS 7 Bypass pump	2020	20	\$100,000	Good	Moderate	2035
Clarifier 3 WAS Pump 1	2023	20	\$7,400	Good	Moderate	2037
Clarifier 3 WAS Pump 2	2023	20	\$7,400	Good	Moderate	2037
Clarifier 3 RAS Pump 2	2023	20	\$6,200	Good	Moderate	2037

Clarifier 2 RAS Pump 2	1993	20	\$10,000	Poor	Moderate	2027
Air Base Pump 1	1982	20	\$85,000	Poor	Moderate	2027
Air Base Pump 3	1982	20	\$85,000	Poor	Moderate	2027
Clarifier 2 RAS Pump 1	1993	20	\$10,000	Poor	Moderate	2029
Sampling Stations						
Effluent Auto Sampler	1995	15	\$3,000	Average	Moderate	2028
Influent Auto Sampler	1995	15	\$3,000	Average	Moderate	2028
Security Equipment						
WWTP Fence	1993	20	\$31,500	Average	Moderate	2034
Storage Tanks						
EQ Tank	1993	30	\$1,083,000	Average	Moderate	2036
Clarifier 1	1993	30	\$625,000	Average	Moderate	2036
Decanter Tank	1993	30	\$745,000	Average	Moderate	2036
Oxidation Ditch 3	1993	30	\$1,630,000	Average	Moderate	2036
Clarifier 3	1993	30	\$435,000	Average	Moderate	2036
Chlorine Contact Chamber 1	1962	30	\$68,000	Average	Moderate	2038
Chlorine Contact Chamber 2	1962	30	\$68,000	Average	Moderate	2038
Digester 2	1993	30	\$2,115,000	Average	Moderate	2038
Oxidation Ditch 1	1993	30	\$1,905,000	Failed	Moderate	2021
Clarifier 2	1993	30	\$420,000	Poor	Moderate	2030
Oxidation Ditch 2	1993	30	\$1,905,000	Poor	Moderate	2031
System Valves						
Sewer Valve	1993	25	\$1,600	Average	Moderate	2033
Sewer Valve	1993	25	\$1,600	Average	Moderate	2033
Sewer Valve	1993	25	\$1,600	Average	Moderate	2033
Sewer Valve	1984	25	\$1,200	Average	Moderate	2033
Oxidation Ditch 2 Valve 1	1993	25	\$2,000	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033

Asset Management and Fiscal Sustainability Plan

Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Sewer valve	1993	25	\$1,600	Average	Moderate	2033
Bypass plug	1981	25	\$800	Average	Moderate	2035
#2 plug	1981	25	\$800	Average	Moderate	2035
#1 plug	1981	25	\$800	Average	Moderate	2035
#1 Gate valve	2020	25	\$800	Average	Moderate	2035
#2 Gate valve	2020	25	\$800	Average	Moderate	2035
LS 7 Valve	2020	25	\$800	Average	Moderate	2035
LS 7 Valve	2020	25	\$800	Average	Moderate	2035
LS 7 Valve	2020	25	\$800	Average	Moderate	2035
LS 7 Valve	2020	25	\$800	Average	Moderate	2035
LS 8 Bypass Valve 1	1997	25	\$800	Average	Moderate	2035
LS 8 Bypass Valve 2	1997	25	\$800	Average	Moderate	2035
LS 8 Bypass Valve 3	1997	25	\$800	Average	Moderate	2035
LS 8 Pump 1 Discharge	2015	25	\$800	Average	Moderate	2035
LS 8 Pump 2 Discharge	2015	25	\$800	Average	Moderate	2035
LS 9 Valve 1	1992	25	\$800	Average	Moderate	2035
LS 9 Valve 2	1992	25	\$800	Average	Moderate	2035
LS 3 Valve 1	2009	25	\$800	Average	Moderate	2035
LS 3 Valve 2	2009	25	\$800	Average	Moderate	2035
LS 3 Bypass Valve 1	2009	25	\$800	Average	Moderate	2035
LS 3 Bypass Valve 2	2009	25	\$800	Average	Moderate	2035

Asset Management and Fiscal Sustainability Plan

LS 4 Valve 1	2009	25	\$800	Average	Moderate	2035
LS 4 Valve 2	2009	25	\$800	Average	Moderate	2035
LS 4 Bypass Valve	2009	25	\$800	Average	Moderate	2035
LS 5 Valve 1	2012	25	\$800	Average	Moderate	2035
LS 5 Valve 2	2012	25	\$800	Average	Moderate	2035
LS 5 Bypass Valve	2012	25	\$800	Average	Moderate	2035
LS Valve	2012	25	\$800	Average	Moderate	2035
LS 10 Discharge Gate 1	2020	25	\$1,600	Average	Moderate	2035
LS 10 Discharge Gate 2	2020	25	\$1,600	Average	Moderate	2035
LS 6 Bypass	2001	25	\$800	Average	Moderate	2035
LS 6 Valve 1	2001	25	\$800	Average	Moderate	2035
LS 6 Valve 2	2001	25	\$800	Average	Moderate	2035
LS 6 Valve	2001	25	\$800	Average	Moderate	2035
LS 11 Valve 1	2001	25	\$400	Average	Moderate	2035
LS 11 Valve 2	2001	25	\$400	Average	Moderate	2035
LS 11 Bypass Valve	2001	25	\$400	Average	Moderate	2035
LS 13 Valve 1	2010	25	\$800	Average	Moderate	2035
LS 13 Valve 2	2010	25	\$800	Average	Moderate	2035
LS 13 Bypass Valve	2010	25	\$800	Average	Moderate	2035
911 LS 14 valve	2001	25	\$600	Average	Moderate	2035
Lab LS isolation valve	1964	25	\$600	Average	Moderate	2035
Effluent Pump 3 Discharge	1977	25	\$1,200	Average	Moderate	2035
Effluent Pump 2 Discharge	2001	25	\$1,200	Average	Moderate	2035
Effluent Pump 1 Discharge	1977	25	\$1,200	Average	Moderate	2035
Sludge Pump 1 Discharge Plug	2006	25	\$1,200	Average	Moderate	2033
Sludge Pump 1 Inlet plug	2006	25	\$1,600	Average	Moderate	2035
Sludge Pump 2 Inlet Plug	2006	25	\$1,600	Average	Moderate	2035
Sludge Pump 3 Inlet Plug	2006	25	\$1,600	Average	Moderate	2035
Sludge Pump 2 Discharge Plug	2006	25	\$1,200	Average	Moderate	2035
Sludge Pump 3 Discharge Plug	2006	25	\$1,200	Average	Moderate	2035

Asset Management and Fiscal Sustainability Plan

EQ tank valve 1	1994	25	\$1,600	Average	Moderate	2035
EQ tank valve 3	2006	25	\$1,600	Average	Moderate	2035
EQ tank valve 4	2006	25	\$1,600	Average	Moderate	2035
Clarifier 3 RAS 1 Discharge Plug	2006	25	\$1,200	Average	Moderate	2035
Clarifier 3 RAS 2 Discharge Plug	2006	25	\$1,200	Average	Moderate	2035
Clarifier 3 WAS 2 Discharge Plug	2006	25	\$800	Average	Moderate	2035
Clarifier 3 WAS 1 Discharge Plug	2006	25	\$800	Average	Moderate	2035
Clarifier 3 Ras 1 Inlet Plug	2006	25	\$1,200	Average	Moderate	2035
Clarifier 3 Ras 2 Inlet Plug	2006	25	\$1,200	Average	Moderate	2035
Clarifier 3 Was 2 Inlet Plug	2006	25	\$800	Average	Moderate	2035
Clarifier 3 Was 1 Inlet Plug	2006	25	\$800	Average	Moderate	2035
Digester 2 drain valve	1993	25	\$1,200	Average	Moderate	2035
Blower 1 Valve	1993	25	\$800	Average	Moderate	2035
Blower 2 Valve	1993	25	\$800	Average	Moderate	2035
Blower 3 Valve	1993	25	\$800	Average	Moderate	2035
Blower Isolation Valve 1	1993	25	\$1,200	Average	Moderate	2035
Blower Isolation Valve 2	1993	25	\$1,200	Average	Moderate	2035
Blower Digester Tank Valve	1993	25	\$1,200	Average	Moderate	2035
Blower Valve 1	1993	25	\$1,200	Average	Moderate	2035
Clarifier 2 Pump 1 Valve	1993	25	\$1,200	Average	Moderate	2035
Clarifier 2 Pump 1 Valve 2	1993	25	\$800	Average	Moderate	2035
Clarifier 2 Pump 2 Valve 2	1993	25	\$800	Average	Moderate	2035
Clarifier 2 Pump 2 Valve 1	1993	25	\$1,200	Average	Moderate	2035
Oxidation Ditch Valve 2	1993	25	\$800	Average	Moderate	2035
Oxidation Ditch Valve 2	1993	25	\$1,200	Average	Moderate	2035
Air Base LS Pump 3 Discharge	1977	25	\$2,000	Average	Moderate	2035
Oxidation Ditch Valve 1	1993	25	\$2,000	Average	Moderate	2035
Air base LS pump 2 discharge	1977	25	\$2,000	Average	Moderate	2035
Pump 1 discharge	1977	25	\$2,000	Average	Moderate	2035
Oxidation Ditch 1 Valve	1993	25	\$2,000	Average	Moderate	2035

Asset Management and Fiscal Sustainability Plan

Post-meter Air Release Isolation	1988	25	\$400	Average	Moderate	2035
Pre-meter Air Release Isolation	1988	25	\$400	Average	Moderate	2035
Spray Field Pump 3 Gate	1088	25	\$1,600	Average	Moderate	2035
Spray Field Pump 2 Gate	1988	25	\$1,600	Average	Moderate	2035
Spray Field Pump 1 Gate	1988	25	\$1,600	Average	Moderate	2035
Decant Pump Valve	1993	25	\$800	Average	Moderate	2035
Decant Tank Valve	1993	25	\$1,200	Average	Moderate	2035
Drying Beds Valve 3	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 1	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 2	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 4	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 5	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 6	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 7	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 8	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 9	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 10	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 11	1993	25	\$800	Average	Moderate	2035
Drying Beds Valve 12	1993	25	\$800	Average	Moderate	2035
Drying Beds Inlet Valve 1	1993	25	\$800	Average	Moderate	2035
Drying Beds Inlet Valve 2	1993	25	\$800	Average	Moderate	2035
Drying Beds Inlet Valve 3	1993	25	\$800	Average	Moderate	2035
Drying Beds Inlet Valve 4	1993	25	\$800	Average	Moderate	2035
Decant Inlet Butterfly	1994	25	\$800	Average	Moderate	2035
Drying bed valve	2016	25	\$800	Average	Moderate	2035
Drying bed plug 2	2016	25	\$800	Average	Moderate	2035
Clarifier 2 WAS stubout	1993	25	\$1,200	Average	Moderate	2035
EQ tank valve 2	1995	25	\$1,600	Failed	Moderate	2023
Clarifier 1 RAS 1 Inlet Plug	1982	25	\$1,200	Poor	Moderate	2030
Clarifier 1 RAS 1 Discharge Plug	1982	25	\$800	Poor	Moderate	2030

Asset Management and Fiscal Sustainability Plan

Clarifier 1 RAS 2 Inlet Plug	1993	25	\$1,200	Poor	Moderate	2030
Clarifier 1 RAS 2 Discharge Plug	1982	25	\$800	Poor	Moderate	2030
Clarifier 1 RAS Discharge Gate	1982	25	\$800	Poor	Moderate	2030
Contact Chamber 1 Discharge	1962	25	\$1,600	Unknown	Moderate	1987
Contact Chamber 1 Drain	1962	25	\$1,600	Unknown	Moderate	1987
Contact Chamber 2 Drain	1962	25	\$1,600	Unknown	Moderate	1987
Contact Chamber 2 Discharge	1962	25	\$1,600	Unknown	Moderate	1987
Clarifier 1 Drain	1984	25	\$1,600	Unknown	Moderate	2009
Sewer Valve	1993	25	\$1,600	Unknown	Moderate	2018
Sewer Valve	1993	25	\$1,600	Unknown	Moderate	2018
Treatment Equipment						
Headworks	1993	25	\$35,000	Average	Moderate	2033
Barscreen, Bar, and Rack	1993	25	\$100,000	Average	Moderate	2033
EQ Aerator	1993	25	\$40,000	Average	Moderate	2033
Grit King	1993	25	\$50,000	Average	Moderate	2033
Blower #1	2017	25	\$25,000	Average	Moderate	2033
Blower #2	1993	25	\$25,000	Average	Moderate	2033
Blower #3	2017	25	\$25,000	Average	Moderate	2033
Grit king Grit chamber	2005	25	\$50,000	Average	Moderate	2035
Digester 2 Mixer	1993	25	\$2,500	Average	Moderate	2035
Polymer Chemical Pump	2018	25	\$1,500	Average	Moderate	2035
Decanter Tank Mixer	1993	25	\$2,500	Average	Moderate	2035
WWTP Drying Beds	1993	25	\$20,000	Average	Moderate	2035
Wet Wells						
LS 9 Wet Well	1992	50	\$11,000	Average	Moderate	2046
LS 7 Wet Well	2020	50	\$15,000	Average	Moderate	2046
LS 6 Wet Well	2001	50	\$11,500	Average	Moderate	2046
LS 11 Wet Well	2001	50	\$6,000	Average	Major	2046
LS 12 Wet Well	2001	50	\$7,500	Average	Moderate	2046
LS 13 Wet Well	2010	50	\$8,500	Average	Moderate	2046

Asset Management and Fiscal Sustainability Plan

LS 1 Wet Well	2009	50	\$12,000	Average	Moderate	2046
LS 2 Wet Well	1981	50	\$13,500	Average	Moderate	2046
LS 10 Wet Well	1969	50	\$14,500	Average	Moderate	2046
LS 3 Wet Well	2009	50	\$10,500	Average	Moderate	2046
LS 4 Wet Well	2009	50	\$16,500	Average	Moderate	2046
LS 5 Wet Well	2012	50	\$13,500	Average	Moderate	2046
Air base wet well	1977	50	\$16,500	Average	Moderate	2046
LS 8 Wetwell	1997	50	\$8,000	Average	Moderate	2048
Lab Wet Well	1993	15	\$3,000	Average	Moderate	2030
Effluent wetwell	1993	50	\$12,000	Average	Moderate	2048
Spray Field Wetwell	1988	50	\$8,000	Average	Moderate	2048
Drying Beds LS Wet Well	1993	15	\$3,000	Average	Moderate	2030
911 lift station (wet well)	2001	50	\$10,000	Failed	Moderate	2021

Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024



FLORIDA RURAL WATER ASSOCIATION
2970 WELLINGTON CIRCLE
TALLAHASSEE, FL 32309
850-668-2746
Completed by: Dyana Jo Stewart
March 22, 2024

Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
Proposed Rate Adjustments

The information used in this Rate Scenario was based on the actual expenses from FY21-22 and FY22-23. It also used the Budgeted expenses for FY 23-24. Revenues were generated from existing rates, customer counts and customer billed usage for a year's time. This scenario will require the use of existing reserves in some future years until the DW is self-sufficient in FY29-30. WW may need to start borrowing from Reserves in FY29-30 if expenses do not drop with the Wastewater being sent to the County. This scenario also takes into consideration the additional costs for Annual Asset Maintenance needed. Please note that these costs could increase as the Utility staff continues to locate and add assets and as replacement costs increase or decrease should city reduce assets.

This rate scenario has applied an annual Consumer Price Index (CPI) (shown in figure 1), increase on all budgeted O&M expenses after FY24. If the CPI for any given year exceeds percentages in Figure 1, rates may need to be increased by the percentage difference. **It is suggested that the City conduct annual rate studies and possibly review an alternative rate schedule.**

Description	Escalation Factor FY									
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
CIP	0	0	5	5	5	5	5	5	5	5

Figure 1

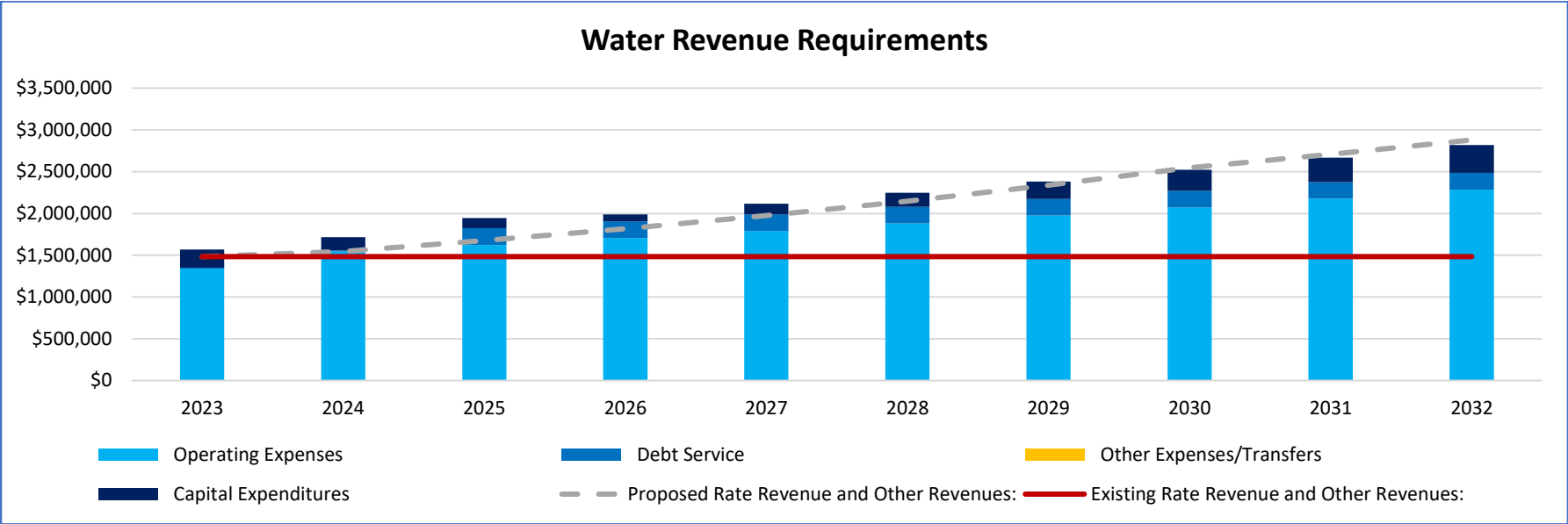
Rate Class	Fiscal Year									
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
ALL DW Classes										
Base	0	5	10	10	10	10	10	10	7	7
Usage	0	5	10	10	10	10	10	10	7	7
ALL WW Classes										
Base	0	5	5	5	5	5	5	5	5	5
Usage	0	5	5	5	5	5	5	5	5	5

Figure 2

Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
Water Revenue Requirements

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue Requirements:										
Operating Expenses	\$1,339,589	\$1,546,281	\$1,623,595	\$1,704,775	\$1,790,014	\$1,879,514	\$1,973,490	\$2,072,164	\$2,175,773	\$2,284,561
Debt Service	\$11,400	\$11,400	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900
Other Expenses/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Gross Revenue Requirements	\$1,566,904	\$1,714,681	\$1,946,295	\$1,987,975	\$2,114,914	\$2,246,014	\$2,381,690	\$2,521,964	\$2,667,273	\$2,817,661
Less: Other Revenue	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100
Net Revenue Requirements	\$1,319,804	\$1,467,581	\$1,699,195	\$1,740,875	\$1,867,814	\$1,998,914	\$2,134,590	\$2,274,864	\$2,420,173	\$2,570,561
Existing Rate Sufficiency:										
Revenue from Existing Rates	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000
Revenue Surplus/(Deficiency)	-\$83,804	-\$231,581	-\$463,195	-\$504,875	-\$631,814	-\$762,914	-\$898,590	\$1,038,864	\$1,184,173	\$1,334,561
Proposed Rate Sufficiency:										
Revenue from Proposed Rates	\$1,236,000	\$1,297,800	\$1,427,600	\$1,570,400	\$1,727,400	\$1,900,200	\$2,090,200	\$2,299,200	\$2,460,100	\$2,632,300
Increase in Revenue	\$0	\$61,800	\$191,600	\$334,400	\$491,400	\$664,200	\$854,200	\$1,063,200	\$1,224,100	\$1,396,300
Cumulative %										
All Customer Classes										
Base Charges	0.00%	5.00%	15.50%	27.05%	39.76%	53.73%	69.10%	86.01%	99.03%	112.97%
Usage Charges	0.00%	5.00%	15.50%	27.05%	39.76%	53.73%	69.10%	86.01%	99.03%	112.97%
Current Year %										
All Customer Classes										
Base Charges	0.00%	5.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	7.00%	7.00%
Usage Charges	0.00%	5.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	7.00%	7.00%
Revenue Surplus/(Deficiency)	-\$83,804	-\$169,781	-\$271,595	-\$170,475	-\$140,414	-\$98,714	-\$44,390	\$24,336	\$39,927	\$61,739

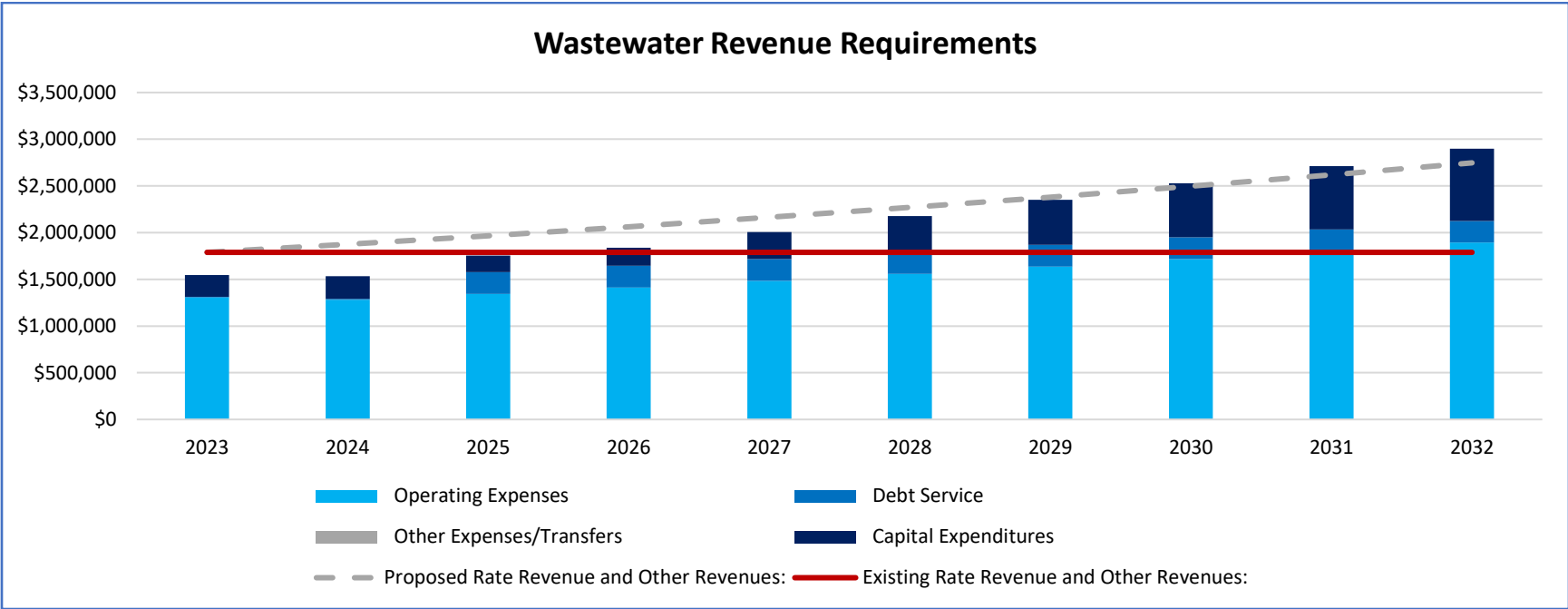
Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
Water Revenue Requirements
Graph



Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
Wastewater Revenue Requirements

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue Requirements:										
Operating Expenses	\$1,305,392	\$1,281,446	\$1,345,518	\$1,412,794	\$1,483,434	\$1,557,606	\$1,635,486	\$1,717,260	\$1,803,123	\$1,893,279
Debt Service	\$8,700	\$8,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700
Other Expenses/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Gross Revenue Requirements	\$1,544,892	\$1,533,146	\$1,755,918	\$1,838,594	\$2,005,834	\$2,176,506	\$2,350,986	\$2,529,260	\$2,711,723	\$2,898,379
Less: Other Revenue	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000
Net Revenue Requirements	\$1,493,892	\$1,482,146	\$1,704,918	\$1,787,594	\$1,954,834	\$2,125,506	\$2,299,986	\$2,478,260	\$2,660,723	\$2,847,379
Existing Rate Sufficiency:										
Revenue from Existing Rates	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900
Revenue Surplus/(Deficiency)	\$244,008	\$255,754	\$32,982	-\$49,694	-\$216,934	-\$387,606	-\$562,086	-\$740,360	-\$922,823	\$1,109,479
Proposed Rate Sufficiency:										
Revenue from Proposed Rates	\$1,737,900	\$1,824,800	\$1,916,100	\$2,011,900	\$2,112,500	\$2,218,100	\$2,329,000	\$2,445,400	\$2,567,700	\$2,696,100
Increase in Revenue	\$0	\$86,900	\$178,200	\$274,000	\$374,600	\$480,200	\$591,100	\$707,500	\$829,800	\$958,200
Cumulative %										
All Customer Classes										
Base Charges	0.00%	5.00%	10.25%	15.76%	21.55%	27.63%	34.01%	40.71%	47.75%	55.13%
Usage Charges	0.00%	5.00%	10.25%	15.76%	21.55%	27.63%	34.01%	40.71%	47.75%	55.13%
Current Year %										
All Customer Classes										
Base Charges	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Usage Charges	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Revenue Surplus/(Deficiency)	\$244,008	\$342,654	\$211,182	\$224,306	\$157,666	\$92,594	\$29,014	-\$32,860	-\$93,023	-\$151,279

Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
Wastewater Revenue Requirements Graph



Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
Debt Service Coverage

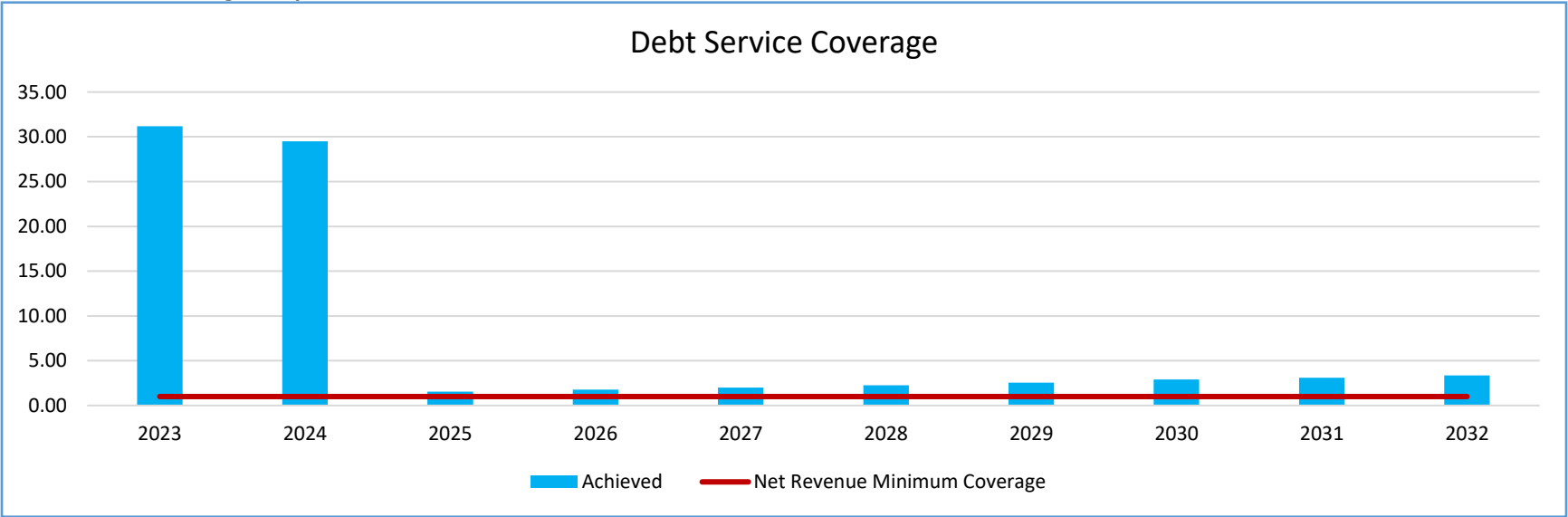
Asset Management and Fiscal Sustainability Plan

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue:										
Revenue from Proposed Drinking Water Rates	\$1,236,000	\$1,297,800	\$1,427,600	\$1,570,400	\$1,727,400	\$1,900,200	\$2,090,200	\$2,299,200	\$2,460,100	\$2,632,300
Revenue from Proposed Wastewater Rates	\$1,737,900	\$1,824,800	\$1,916,100	\$2,011,900	\$2,112,500	\$2,218,100	\$2,329,000	\$2,445,400	\$2,567,700	\$2,696,100
Subtotal - Rate Revenue	\$2,973,900	\$3,122,600	\$3,343,700	\$3,582,300	\$3,839,900	\$4,118,300	\$4,419,200	\$4,744,600	\$5,027,800	\$5,328,400
Miscellaneous Revenue - Drinking Water	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100
Miscellaneous Revenue - Wastewater	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000
Total Revenue	\$3,272,000	\$3,420,700	\$3,641,800	\$3,880,400	\$4,138,000	\$4,416,400	\$4,717,300	\$5,042,700	\$5,325,900	\$5,626,500
Operating Expenses:										
Drinking Water	\$1,339,589	\$1,546,281	\$1,623,595	\$1,704,775	\$1,790,014	\$1,879,514	\$1,973,490	\$2,072,164	\$2,175,773	\$2,284,561
Wastewater	\$1,305,392	\$1,281,446	\$1,345,518	\$1,412,794	\$1,483,434	\$1,557,606	\$1,635,486	\$1,717,260	\$1,803,123	\$1,893,279
Total Operating Expenses	\$2,644,981	\$2,827,727	\$2,969,113	\$3,117,569	\$3,273,447	\$3,437,120	\$3,608,976	\$3,789,425	\$3,978,896	\$4,177,841
Net Revenue	\$627,019	\$592,973	\$672,687	\$762,831	\$864,553	\$979,280	\$1,108,324	\$1,253,275	\$1,347,004	\$1,448,659
Debt Service:										
Drinking Water	\$11,400	\$11,400	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900
Wastewater	\$8,700	\$8,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700
Total Debt Service	\$20,100	\$20,100	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600
Debt Service Coverage	31.19	29.50	1.55	1.76	2.00	2.26	2.56	2.90	3.11	3.35
Net Revenue Less Debt Service	\$606,919	\$572,873	\$240,087	\$330,231	\$431,953	\$546,680	\$675,724	\$820,675	\$914,404	\$1,016,059
Capital Expenditures:										
Drinking Water	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Wastewater	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Total Capital Expenditures	\$446,715	\$400,000	\$300,500	\$276,400	\$414,700	\$552,800	\$691,100	\$829,200	\$967,500	\$1,105,600
Other Expenses/Transfers:										

Asset Management and Fiscal Sustainability Plan

Drinking Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wastewater	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Expenses/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Surplus/(Deficiency)	\$160,204	\$172,873	-\$60,413	\$53,831	\$17,253	-\$6,120	-\$15,376	-\$8,525	-\$53,096	-\$89,541

Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
Debt Service Coverage Graph

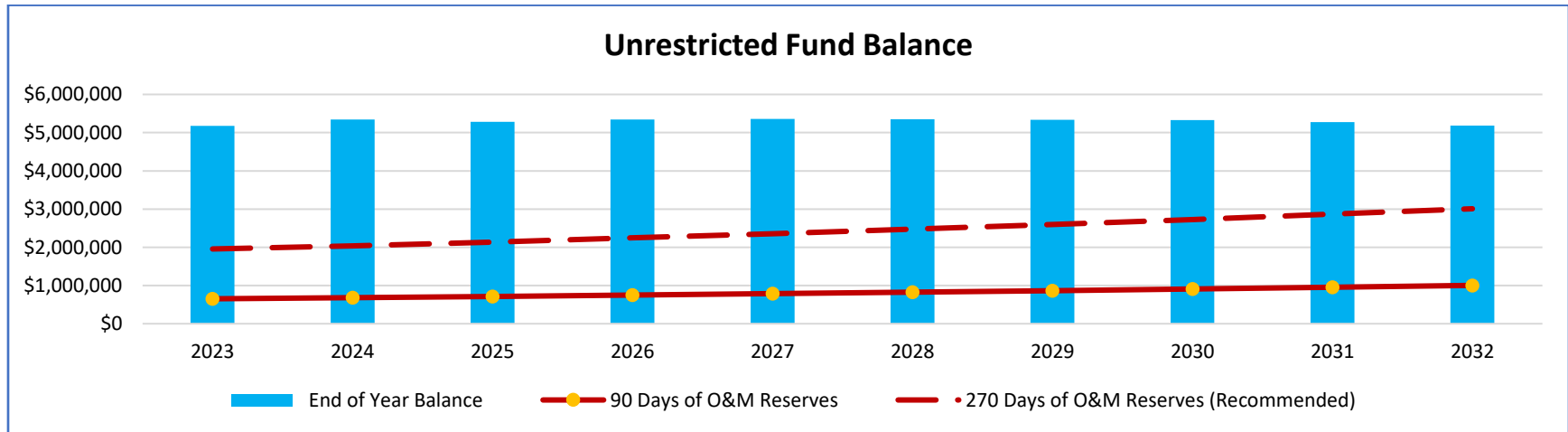


Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
Unrestricted Fund Balance

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Utility Reserve Funds:										

Asset Management and Fiscal Sustainability Plan

Beginning of Year Balance	\$5,013,400	\$5,173,604	\$5,346,477	\$5,286,064	\$5,339,895	\$5,357,147	\$5,351,027	\$5,335,651	\$5,327,127	\$5,274,031
Addition to Current Year	\$160,204	\$172,873	-\$60,413	\$53,831	\$17,253	-\$6,120	-\$15,376	-\$8,525	-\$53,096	-\$89,541
End of Year Balance	\$5,173,604	\$5,346,477	\$5,286,064	\$5,339,895	\$5,357,147	\$5,351,027	\$5,335,651	\$5,327,127	\$5,274,031	\$5,184,490
Current Days of O&M Reserves	714	690	650	625	597	568	540	513	484	453
For Graph Use:	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Drinking Water O&M Expense	\$1,339,589	\$1,546,281	\$1,623,595	\$1,704,775	\$1,790,014	\$1,879,514	\$1,973,490	\$2,072,164	\$2,175,773	\$2,284,561
Wastewater O&M Expense	\$1,305,392	\$1,281,446	\$1,345,518	\$1,412,794	\$1,483,434	\$1,557,606	\$1,635,486	\$1,717,260	\$1,803,123	\$1,893,279
Daily expense total	\$7,247	\$7,747	\$8,135	\$8,541	\$8,968	\$9,417	\$9,888	\$10,382	\$10,901	\$11,446
90 Days of O&M Reserves	\$652,187	\$678,748	\$712,701	\$748,356	\$785,762	\$825,041	\$866,293	\$909,616	\$955,085	\$1,002,847
270 Days of O&M Reserves (Recommended)	\$1,956,561	\$2,036,244	\$2,138,104	\$2,245,068	\$2,357,285	\$2,475,123	\$2,598,879	\$2,728,849	\$2,865,255	\$3,008,540



Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
CIP Schedule

Description	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Water R&R Costs	Water Revenues	\$0	\$0	\$41,700	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Wastewater R&R Costs	Wastewater Revenues	\$0	\$0	\$96,600	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Misc. Capital Outlay	Water Revenues	\$75,000	\$78,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer software & Equipment	Water Revenues	\$2,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Machinery & Equipment	Water Revenues	\$22,747	\$79,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Well #1 Rehab	Grant	\$1,347,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood WI	Water Revenues	\$115,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvments	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvements	Future Loan	\$0	\$0	\$969,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Capital Outlay	Wastewater Revenues	\$75,000	\$243,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improvements	Future Loan	\$0	\$0	\$1,277,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improvements	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood WI	Wastewater Revenues	\$155,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totaled by	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032

Asset Management and Fiscal Sustainability Plan

	Water Revenues	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
	Wastewater Revenues	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
	Future Loan	\$0	\$0	\$2,247,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Grant	\$1,347,900	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$1,794,615	\$400,000	\$3,547,500	\$276,400	\$414,700	\$552,800	\$691,100	\$829,200	\$967,500	\$1,105,600

Scenario 1 FY23 (use of
Reserves)
Fiscal Year:
2023/2024
Debt Service
Schedule

Debt	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Existing Debts:													
SRF DW460210	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400
SRF DW460211	\$0	\$0	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800	\$124,800
SRF WW460200	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700
SRF WW460201	\$0	\$0	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100	\$140,100
Anticipated Debts:													
Azalea Park CWSRF Loan	\$0	\$0	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900	\$83,900
Azalea Park DWSRF Loan	\$0	\$0	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700	\$63,700
Total	\$20,100	\$20,100	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600	\$432,600
Drinking Water	\$11,400	\$11,400	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900
Wastewater	\$8,700	\$8,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700

Scenario 1 FY23 (use of Reserves)

Fiscal Year: 2023/2024

Operating Expense Projection

Fund Name	Type of Expense	Cost Allocation	Description	Historical 2022	Budget 2023	Escalation Factor	2024	2025	2026	2027	2028	2029	2030	2031	2032
410-50-53300-1210	Personnel	100% Water	Salaries	\$102,300	\$94,345	CPI	\$106,000	\$111,300	\$116,865	\$122,708	\$128,844	\$135,286	\$142,050	\$149,153	\$156,610
410-50-53300-2110	Personnel	100% Water	SOCIAL SECURITY TAXES	\$6,400	\$5,850	CPI	\$6,572	\$6,901	\$7,246	\$7,608	\$7,988	\$8,388	\$8,807	\$9,247	\$9,710
410-50-53300-2210	Personnel	100% Water	RETIREMENT	\$7,600	\$8,295	CPI	\$14,840	\$15,582	\$16,361	\$17,179	\$18,038	\$18,940	\$19,887	\$20,881	\$21,925
410-50-53300-2310	Personnel	100% Water	EMPLOYEE INSURANCE	\$12,500	\$17,360	CPI	\$27,555	\$28,933	\$30,379	\$31,898	\$33,493	\$35,168	\$36,926	\$38,773	\$40,711
410-50-53300-2410	Personnel	100% Water	WORKER'S COMPENSATION	\$50	\$60	CPI	\$145	\$152	\$160	\$168	\$176	\$185	\$194	\$204	\$214
410-50-53300-3000	Personnel	100% Water	MEDICARE INSURANCE	\$1,300	\$1,368	CPI	\$1,537	\$1,614	\$1,695	\$1,779	\$1,868	\$1,962	\$2,060	\$2,163	\$2,271
410-50-53300-3100	Professional Services	100% Water	PROFESSIONAL SERVICES	\$28,000	\$0	CPI	\$112,785	\$118,424	\$124,345	\$130,563	\$137,091	\$143,945	\$151,143	\$158,700	\$166,635
410-50-53300-3210	Professional Services	100% Water	ACCOUNTING AND AUDITING	\$8,000	\$11,115	CPI	\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684

Asset Management and Fiscal Sustainability Plan

410-50-53300-3405	Professional Services	100% Water	CONTRACT FOR SERVICES	\$794,100	\$831,423	CPI	\$850,000	\$892,500	\$937,125	\$983,981	\$1,033,180	\$1,084,839	\$1,139,081	\$1,196,035	\$1,255,837
410-50-53300-4100	O&M	100% Water	POSTAGE & SHIPPING	\$4,100	\$5,000	CPI	\$5,500	\$5,775	\$6,064	\$6,367	\$6,685	\$7,020	\$7,371	\$7,739	\$8,126
410-50-53300-4110	O&M	100% Water	TELEPHONE & INTERNET	\$3,800	\$4,800	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
410-50-53300-4310	O&M	100% Water	ELECTRICITY	\$300	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53300-4320	O&M	100% Water	Water	\$19,600	\$110,000	CPI	\$120,000	\$126,000	\$132,300	\$138,915	\$145,861	\$153,154	\$160,811	\$168,852	\$177,295
410-50-53300-4521	O&M	100% Water	PROPERTY INSURANCE	\$20,800	\$23,231	CPI	\$34,847	\$36,589	\$38,419	\$40,340	\$42,357	\$44,475	\$46,698	\$49,033	\$51,485
410-50-53300-4613	O&M	100% Water	GROUNDS MAINTENANCE	\$0	\$25,000	CPI	\$10,000	\$10,500	\$11,025	\$11,576	\$12,155	\$12,763	\$13,401	\$14,071	\$14,775
410-50-53300-4617	Maintenance	100% Water	WATER SYSTEMS MAINTENANCE	\$4,000	\$65,000	CPI	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873
410-50-53300-4623	O&M	100% Water	HEAVY EQUIPMENT R & M	\$2,000	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53300-4644	Maintenance	100% Water	ELEVATED TANKS MAINTENANCE CONT...	\$30,100	\$30,076	CPI	\$65,000	\$68,250	\$71,663	\$75,246	\$79,008	\$82,958	\$87,106	\$91,462	\$96,035
410-50-53300-4650	O&M	100% Water	COMPUTER OPERATIONS AND MAINTENANCE	\$19,400	\$21,800	CPI	\$25,000	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936
410-50-53300-4710	O&M	100% Water	PRINTING & BINDING	\$1,900	\$2,000	CPI	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191	\$3,350	\$3,518	\$3,694

Asset Management and Fiscal Sustainability Plan

410-50-53300-4905	O&M	100% Water	WTP/STP OPERATING PERMITS	\$0	\$0	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
410-50-53300-4906	O&M	100% Water	OTHER CHARGES	\$1,000	\$1,000	CPI	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216
410-50-53300-4915	O&M	100% Water	CREDIT CARD FEE EXPENSE	\$0	\$15,000	CPI	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162
410-50-53300-4990	O&M	100% Water	BAD DEBT EXPENSE	\$27,300	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53300-5110	O&M	100% Water	OFFICE SUPPLIES	\$500	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53300-5270	O&M	100% Water	MACHINERY & EQUIPMENT	\$28,100	\$59,000	CPI	\$65,000	\$68,250	\$71,663	\$75,246	\$79,008	\$82,958	\$87,106	\$91,462	\$96,035
410-50-53300-5290	O&M	100% Water	OPERATING SUPPLIES	\$60	\$1,000	CPI	\$500	\$525	\$551	\$579	\$608	\$638	\$670	\$704	\$739
410-50-53300-3150	Professional Services	100% Water	ENGINEERING, CONSULTING SERVICE	\$0	\$6,000	CPI	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162
410-50-53300-5410	O&M	100% Water	BOOKS, PUBS, SUBS & MEMBS	\$500	\$866	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
410-50-53500-1210	Personnel	100% Wastewater	SALARIES	\$102,300	\$94,345	CPI	\$106,000	\$111,300	\$116,865	\$122,708	\$128,844	\$135,286	\$142,050	\$149,153	\$156,610
410-50-53500-2110	Personnel	100% Wastewater	SOCIAL SECURITY TAXES	\$6,400	\$5,850	CPI	\$6,572	\$6,901	\$7,246	\$7,608	\$7,988	\$8,388	\$8,807	\$9,247	\$9,710
410-50-53500-2210	Personnel	100% Wastewater	RETIREMENT	\$7,600	\$8,295	CPI	\$14,840	\$15,582	\$16,361	\$17,179	\$18,038	\$18,940	\$19,887	\$20,881	\$21,925

Asset Management and Fiscal Sustainability Plan

410-50-53500-2310	Personnel	100% Wastewater	EMPLOYEE INSURANCE	\$12,500	\$17,360	CPI	\$27,555	\$28,933	\$30,379	\$31,898	\$33,493	\$35,168	\$36,926	\$38,773	\$40,711
410-50-53500-2410	Personnel	100% Wastewater	WORKER'S COMPENSATION	\$50	\$60	CPI	\$145	\$152	\$160	\$168	\$176	\$185	\$194	\$204	\$214
410-50-53500-3000	Personnel	100% Wastewater	MEDICARE INSURANCE	\$1,300	\$1,368	CPI	\$1,537	\$1,614	\$1,695	\$1,779	\$1,868	\$1,962	\$2,060	\$2,163	\$2,271
410-50-53500-3100	Professional Services	100% Wastewater	PROFESSIONAL SERVICES	\$12,000	\$23,055	CPI	\$12,785	\$13,424	\$14,095	\$14,800	\$15,540	\$16,317	\$17,133	\$17,990	\$18,889
410-50-53500-3150	Professional Services	100% Wastewater	ENGINEERING, CONSULT. SERVICES & P...	\$32,200	\$5,000	CPI	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162
410-50-53500-3210	Professional Services	100% Wastewater	ACCOUNTING AND AUDITING	\$8,000	\$11,115	CPI	\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684
410-50-53500-3405	Professional Services	100% Wastewater	CONTRACT FOR SERVICES	\$794,100	\$831,423	CPI	\$850,000	\$892,500	\$937,125	\$983,981	\$1,033,180	\$1,084,839	\$1,139,081	\$1,196,035	\$1,255,837
410-50-53500-4100	O&M	100% Wastewater	POSTAGE & SHIPPING	\$4,100	\$5,000	CPI	\$5,500	\$5,775	\$6,064	\$6,367	\$6,685	\$7,020	\$7,371	\$7,739	\$8,126
410-50-53500-4110	O&M	100% Wastewater	TELEPHONE & INTERNET	\$3,800	\$4,780	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
410-50-53500-4310	O&M	100% Wastewater	ELECTRICITY	\$0	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53500-4320	O&M	100% Wastewater	WATER	\$47,200	\$35,000	CPI	\$38,000	\$39,900	\$41,895	\$43,990	\$46,189	\$48,499	\$50,924	\$53,470	\$56,143
410-50-53500-4400	O&M	100% Wastewater	SPRAYFIELD RENTAL	\$13,000	\$13,390	CPI	\$13,800	\$14,490	\$15,215	\$15,975	\$16,774	\$17,613	\$18,493	\$19,418	\$20,389

Asset Management and Fiscal Sustainability Plan

410-50-53500-4521	O&M	100% Wastewater	PROPERTY INSURANCE	\$22,400	\$26,141	CPI	\$39,212	\$41,173	\$43,231	\$45,393	\$47,662	\$50,046	\$52,548	\$55,175	\$57,934
410-50-53500-4611	Maintenance	100% Wastewater	BUILDING R & M	\$0	\$3,500	CPI	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171
410-50-53500-4613	O&M	100% Wastewater	GROUND MAINTENANCE	\$0	\$0	CPI	\$35,000	\$36,750	\$38,588	\$40,517	\$42,543	\$44,670	\$46,903	\$49,249	\$51,711
410-50-53500-4618	Maintenance	100% Wastewater	SEWER SYSTEMS MAINTENANCE	\$201,500	\$177,350	CPI	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873
410-50-53500-4623	O&M	100% Wastewater	HEAVY EQUIPMENT R & M	\$2,000	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53500-4650	O&M	100% Wastewater	COMPUTER OPERATIONS AND MAINTENANCE	\$19,500	\$21,800	CPI	\$25,000	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936
410-50-53500-4710	O&M	100% Wastewater	PRINTING & BINDING	\$1,500	\$2,000	CPI	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191	\$3,350	\$3,518	\$3,694
410-50-53500-4905	O&M	100% Wastewater	WTP/STP OPERATING PERMITS	\$500	\$0	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
410-50-53500-4906	O&M	100% Wastewater	OTHER CHARGES	\$900	\$2,000	CPI	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955
410-50-53500-4915	O&M	100% Wastewater	CREDIT CARD FEE EXPENSE	\$0	\$15,000	CPI	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162
410-50-53500-5110	O&M	100% Wastewater	OFFICE SUPPLIES	\$500	\$0	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
410-50-53500-5270	O&M	100% Wastewater	MACHINERY & EQUIPMENT	\$2,600	\$224	CPI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

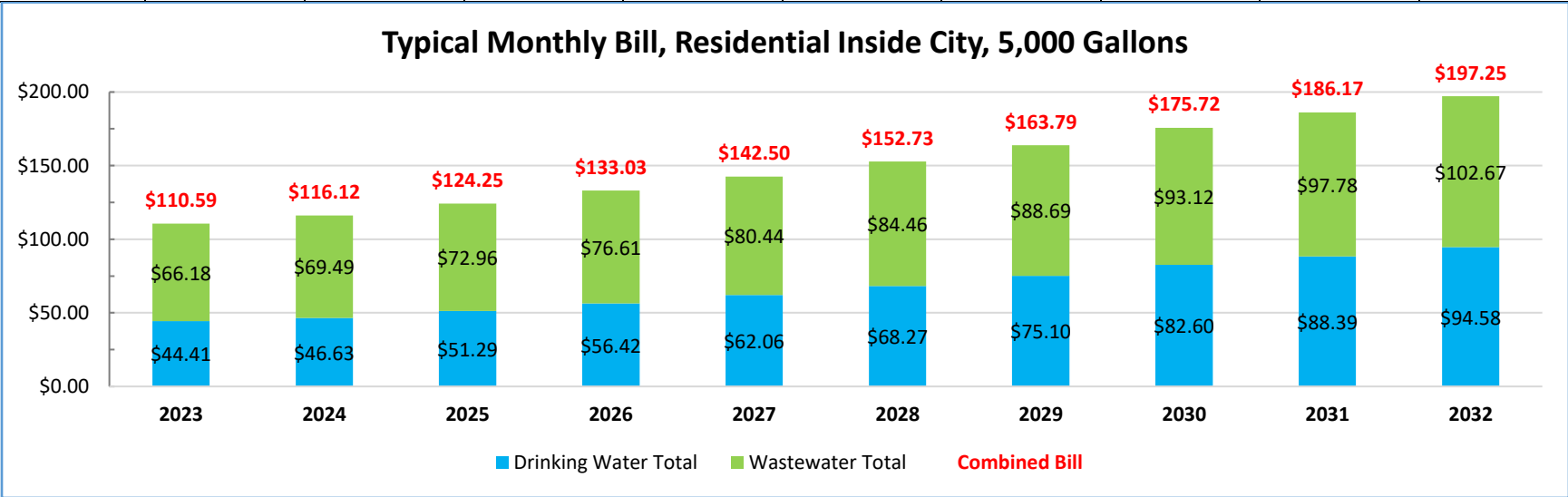
Asset Management and Fiscal Sustainability Plan

410-50-53500-5290	O&M	100% Wastewater	OPERATING SUPPLIES	\$60	\$470	CPI	\$500	\$525	\$551	\$579	\$608	\$638	\$670	\$704	\$739
410-50-53500-5410	O&M	100% Wastewater	BOOKS, PUBS, SUBS & MEMBS	\$500	\$866	CPI	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477
			Total	\$2,420,220	\$2,644,981		\$2,827,727	\$2,969,113	\$3,117,569	\$3,273,447	\$3,437,120	\$3,608,976	\$3,789,425	\$3,978,896	\$4,177,841
			Drinking Water Total	\$1,123,710	\$1,339,589		\$1,546,281	\$1,623,595	\$1,704,775	\$1,790,014	\$1,879,514	\$1,973,490	\$2,072,164	\$2,175,773	\$2,284,561
			Wastewater Total	\$1,296,510	\$1,305,392		\$1,281,446	\$1,345,518	\$1,412,794	\$1,483,434	\$1,557,606	\$1,635,486	\$1,717,260	\$1,803,123	\$1,893,279

Fiscal Year: 2023/2024

Typical Monthly Bill, Residential Inside City, 5,000 Gallons

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Drinking Water										
Base Charge	\$18.34	\$19.26	\$21.18	\$23.30	\$25.63	\$28.19	\$31.01	\$34.11	\$36.50	\$39.06
Usage Charge, 5,000 Gallons	\$26.07	\$27.37	\$30.11	\$33.12	\$36.43	\$40.08	\$44.09	\$48.49	\$51.89	\$55.52
Drinking Water Total	\$44.41	\$46.63	\$51.29	\$56.42	\$62.06	\$68.27	\$75.10	\$82.60	\$88.39	\$94.58
Wastewater										
Base Charge	\$26.81	\$28.15	\$29.56	\$31.04	\$32.59	\$34.22	\$35.93	\$37.72	\$39.61	\$41.59
Usage Charge, 5,000 Gallons	\$39.37	\$41.34	\$43.41	\$45.58	\$47.85	\$50.25	\$52.76	\$55.40	\$58.17	\$61.08
Wastewater Total	\$66.18	\$69.49	\$72.96	\$76.61	\$80.44	\$84.46	\$88.69	\$93.12	\$97.78	\$102.67
Combined Bill	\$110.59	\$116.12	\$124.25	\$133.03	\$142.50	\$152.73	\$163.79	\$175.72	\$186.17	\$197.25



Mary Esther, City of

**Scenario 1 FY23 (use of
Reserves)
Fiscal Year: 2023/2024
Rate Schedule**

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Drinking Water										
Residential										
Base Charges Inside City										
5/8-inch	\$18.34	\$19.26	\$21.18	\$23.30	\$25.63	\$28.19	\$31.01	\$34.11	\$36.50	\$39.06
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial I										
Base Charges Inside City										
5/8-inch	\$27.51	\$28.89	\$31.77	\$34.95	\$38.45	\$42.29	\$46.52	\$51.17	\$54.75	\$58.59
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial II										
Base Charges Inside City										
5/8-inch	\$55.02	\$57.77	\$63.55	\$69.90	\$76.89	\$84.58	\$93.04	\$102.34	\$109.51	\$117.17

Asset Management and Fiscal Sustainability Plan

Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial I (Base rate only)										
Base Charges Inside City										
5/8-inch	\$27.51	\$28.89	\$31.77	\$34.95	\$38.45	\$42.29	\$46.52	\$51.17	\$54.75	\$58.59
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Wastewater										
Residential										
Base Charges Inside City										
5/8-inch	\$26.81	\$28.15	\$29.56	\$31.04	\$32.59	\$34.22	\$35.93	\$37.72	\$39.61	\$41.59
Usage Charges Inside City										
0 to 3,000 gallons	\$7.45	\$7.82	\$8.21	\$8.62	\$9.06	\$9.51	\$9.98	\$10.48	\$11.01	\$11.56
3,001 to 6,000 gallons	\$8.51	\$8.94	\$9.38	\$9.85	\$10.34	\$10.86	\$11.40	\$11.97	\$12.57	\$13.20
6,001 to 9,000 gallons	\$9.64	\$10.12	\$10.63	\$11.16	\$11.72	\$12.30	\$12.92	\$13.56	\$14.24	\$14.95
9,001 gallons or more	\$11.31	\$11.88	\$12.47	\$13.09	\$13.75	\$14.43	\$15.16	\$15.91	\$16.71	\$17.55
Commercial I										
Base Charges Inside City										
5/8-inch	\$39.50	\$41.48	\$43.55	\$45.73	\$48.01	\$50.41	\$52.93	\$55.58	\$58.36	\$61.28
Usage Charges Inside City										
0 to 3,000 gallons	\$7.45	\$7.82	\$8.21	\$8.62	\$9.06	\$9.51	\$9.98	\$10.48	\$11.01	\$11.56
3,001 to 6,000 gallons	\$8.51	\$8.94	\$9.38	\$9.85	\$10.34	\$10.86	\$11.40	\$11.97	\$12.57	\$13.20
6,001 to 9,000 gallons	\$9.64	\$10.12	\$10.63	\$11.16	\$11.72	\$12.30	\$12.92	\$13.56	\$14.24	\$14.95
9,001 gallons or more	\$11.31	\$11.88	\$12.47	\$13.09	\$13.75	\$14.43	\$15.16	\$15.91	\$16.71	\$17.55

Commercial II										
Base Charges Inside City										
5/8-inch	\$79.01	\$82.96	\$87.11	\$91.46	\$96.04	\$100.84	\$105.88	\$111.18	\$116.73	\$122.57
Usage Charges Inside City										
0 to 3,000 gallons	\$7.45	\$7.82	\$8.21	\$8.62	\$9.06	\$9.51	\$9.98	\$10.48	\$11.01	\$11.56
3,001 to 6,000 gallons	\$8.51	\$8.94	\$9.38	\$9.85	\$10.34	\$10.86	\$11.40	\$11.97	\$12.57	\$13.20
6,001 to 9,000 gallons	\$9.64	\$10.12	\$10.63	\$11.16	\$11.72	\$12.30	\$12.92	\$13.56	\$14.24	\$14.95
9,001 gallons or more	\$11.31	\$11.88	\$12.47	\$13.09	\$13.75	\$14.43	\$15.16	\$15.91	\$16.71	\$17.55
Commercial I (Base rate only)										
Base Charges Inside City										
5/8-inch	\$39.50	\$41.48	\$43.55	\$45.73	\$48.01	\$50.41	\$52.93	\$55.58	\$58.36	\$61.28

Mary Esther, City of
 Scenario 1 FY23 (use of Reserves)
 Fiscal Year: 2023/2024
 Rate Revenue, Existing Rates for Fiscal
 Year 2023

Base Charge Revenues	Meter Sizes	Base Charge	Number of Connections	Annual Revenue
Drinking Water				
Residential				
Base Charges Inside City				
	5/8-inch	\$18.34	1,684.00	\$370,614.72
Commercial I				
Base Charges Inside City				
	5/8-inch	\$27.51	257.00	\$84,840.84
Commercial II				
Base Charges Inside City				
	5/8-inch	\$55.02	214.00	\$141,291.36
Commercial I (Base rate only)				
Base Charges Inside City				
	5/8-inch	\$27.51	0.00	\$0.00
Subtotal				\$596,746.92
Wastewater				
Residential				
Base Charges Inside City				
	5/8-inch	\$26.81	1,675.00	\$538,881.00
Commercial I				
Base Charges Inside City				
	5/8-inch	\$39.50	198.00	\$93,852.00

Commercial II				
Base Charges Inside City				
	5/8-inch	\$79.01	212.00	\$201,001.44
Commercial I (Base rate only)				
Base Charges Inside City				
	5/8-inch	\$39.50	0.00	\$0.00
Subtotal				\$833,734.44
Total				\$1,430,481.36
Usage Charge Revenues	Gallon Range	Rate per Thousand Gallons	Monthly Water Sold (kgal)	Annual Revenue
Drinking Water				
Residential				
Usage Charges Inside City				
Block 1	0 to 3,000 gallons	\$4.91	5,052.00	\$297,663.84
Block 2	3,001 to 6,000 gallons	\$5.67	2,096.42	\$142,640.19
Block 3	6,001 to 9,000 gallons	\$6.42	0.00	\$0.00
Block 4	9,001 gallons or more	\$7.56	0.00	\$0.00
Commercial I				
Usage Charges Inside City				
Block 1	0 to 3,000 gallons	\$4.91	495.50	\$29,194.86
Block 2	3,001 to 6,000 gallons	\$5.67	0.00	\$0.00
Block 3	6,001 to 9,000 gallons	\$6.42	0.00	\$0.00
Block 4	9,001 gallons or more	\$7.56	0.00	\$0.00
Commercial II				
Usage Charges Inside City				
Block 1	0 to 3,000 gallons	\$4.91	0.00	\$0.00
Block 2	3,001 to 6,000 gallons	\$5.67	0.00	\$0.00
Block 3	6,001 to 9,000 gallons	\$6.42	0.00	\$0.00
Block 4	9,001 gallons or more	\$7.56	1,871.50	\$169,782.48
Subtotal				\$639,281.37

Usage Charge Revenues	Gallon Range	Rate per Thousand Gallons	Monthly Water Sold (kgal)	Annual Revenue
Wastewater				
Residential				
Usage Charges Inside City				
Block 1	0 to 3,000 gallons	\$7.45	5,025.00	\$449,235.00
Block 2	3,001 to 6,000 gallons	\$8.51	2,094.58	\$213,898.85
Block 3	6,001 to 9,000 gallons	\$9.64	0.00	\$0.00
Block 4	9,001 gallons or more	\$11.31	0.00	\$0.00
Commercial I				
Usage Charges Inside City				
Block 1	0 to 3,000 gallons	\$7.45	319.08	\$28,526.05
Block 2	3,001 to 6,000 gallons	\$8.51	0.00	\$0.00
Block 3	6,001 to 9,000 gallons	\$9.64	0.00	\$0.00
Block 4	9,001 gallons or more	\$11.31	0.00	\$0.00
Commercial II				
Usage Charges Inside City				
Block 1	0 to 3,000 gallons	\$7.45	0.00	\$0.00
Block 2	3,001 to 6,000 gallons	\$8.51	0.00	\$0.00
Block 3	6,001 to 9,000 gallons	\$9.64	0.00	\$0.00
Block 4	9,001 gallons or more	\$11.31	1,566.00	\$212,537.52
Subtotal				\$904,197.42
Total				\$1,543,478.79
Combined Revenues				Annual Revenue
Drinking Water				
Base Charge Revenue				\$596,746.92
Usage Charge Revenue				\$639,281.37
Other Revenue				\$247,100.00

Subtotal				\$1,483,128.29
Wastewater				
Base Charge Revenue				\$833,734.44
Usage Charge Revenue				\$904,197.42
Other Revenue				\$51,000.00
Subtotal				\$1,788,931.86
Total				\$3,272,060.15

**City of Mary Esther
Wastewater System Asset Management
And Fiscal Sustainability Plan**



**Summary of Findings
June 3rd, 2024**

**Prepared by:
FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
and
Clean Water State Revolving Fund Program**

Introduction

Municipal infrastructure provides the foundation for the economic, social and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

This Asset Management Plan (AMP) outlines the current state of wastewater infrastructure in the City of Mary Esther. It identifies the current practices and strategies that are in place to manage wastewater infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, Mary Esther can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

Asset Inventory and Replacement Cost

This AMP includes the following asset categories:

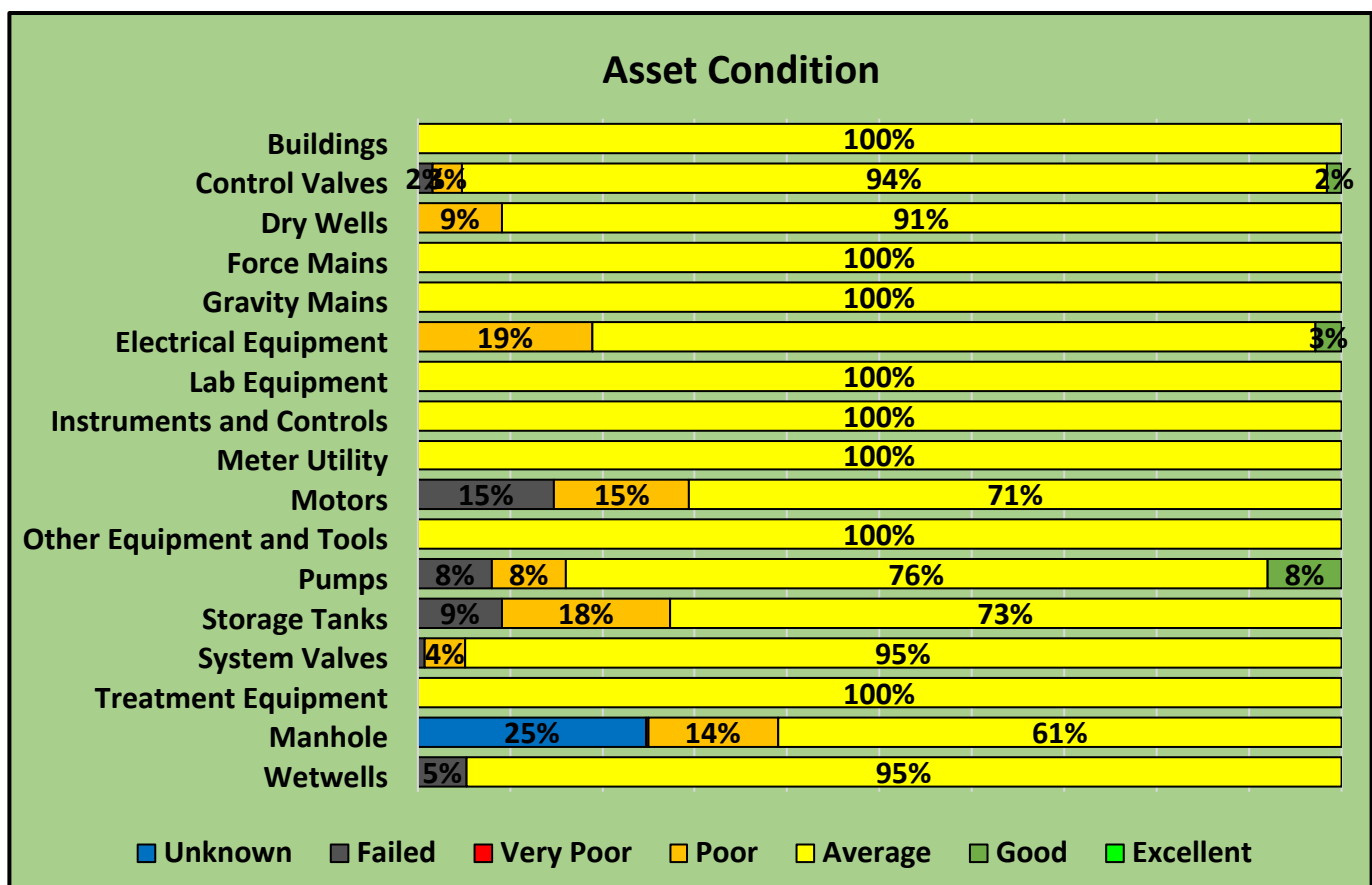
Asset Category	Number of Assets	Estimated Useful Life (Years)	% Needing Replacement	Annual Per Unit Replacement Cost	Per Unit Replacement Cost	Total Replacement Cost
Buildings	7	50	0.00%	\$ 1,042.86	\$ 52,142.86	\$ 365,000.00
Control Valves	63	25	1.59%	\$ 97.65	\$ 2,441.27	\$ 153,800.00
Dry Wells	11	50	0.00%	\$ 273.64	\$ 13,681.82	\$ 150,500.00
Manholes	389	100	0.26%	\$ 146.86	\$ 14,686.38	\$ 5,713,000.00
Electrical Equipment	106	20	0.00%	\$ 236.04	\$ 4,720.75	\$ 500,400.00
Instruments and Controls	18	20	0.00%	\$ 131.94	\$ 2,638.89	\$ 47,500.00
Lab Equipment	9	15	0.00%	\$ 329.63	\$ 4,944.44	\$ 44,500.00
Meter Utility	5	15	0.00%	\$ 506.67	\$ 7,600.00	\$ 38,000.00
Motors	34	20	14.70%	\$ 230.15	\$ 4,602.94	\$ 156,500.00
Other Equipment and Tools	4	20	0.00%	\$ 412.00	\$ 2,500.00	\$ 10,000.00
Pumps	50	20	8.00%	\$ 910.78	\$ 18,215.60	\$ 910,780.00
Storage Tanks	11	50	18.18%	\$ 19,998.18	\$ 999,909.09	\$ 10,999,000.00
System Valves	137	25	0.00%	\$ 49.75	\$ 1,243.65	\$ 150,800.00
Treatment Equipment	12	25	0.00%	\$ 1,255.00	\$ 31,375.00	\$ 376,500.00
Gravity Mains	102674.2 LF	100	0.00%	0.61 per foot	60.95 per foot	\$ 6,258,000.00
Force Mains	9083.6 LF	100	0.00%	0.54 per foot	53.60 per foot	\$ 486,900.00
Wetwells	19	50	0.00%	\$ 1,034.21	\$ 51,710.53	\$ 982,500.00

City of Mary Esther Wastewater System	
Total Replacement Cost of Wastewater System	\$27,948,022.11
Percent of Wastewater Assets Needing Replacement	15.60%
Cost of Replacing All Wastewater Assets Needing Replacement	\$4,358,716.66
Annual Replacement Cost of Wastewater System	\$772,403.90

The overall replacement cost of the asset categories and 1065 individual assets included in this AMP totals **\$27.9 million**. Please note that the \$27.9 million dollar replacement cost of the wastewater system documented above, along with the annual replacement cost of \$722,403.90 for the system is low. These figures do not include certain assets such as large equipment, and certain property improvements along with other operational items normally associated with maintaining a utility system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by Mary Esther.

Asset Condition

80.75% of all assets analyzed in this AMP are in average or better condition. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

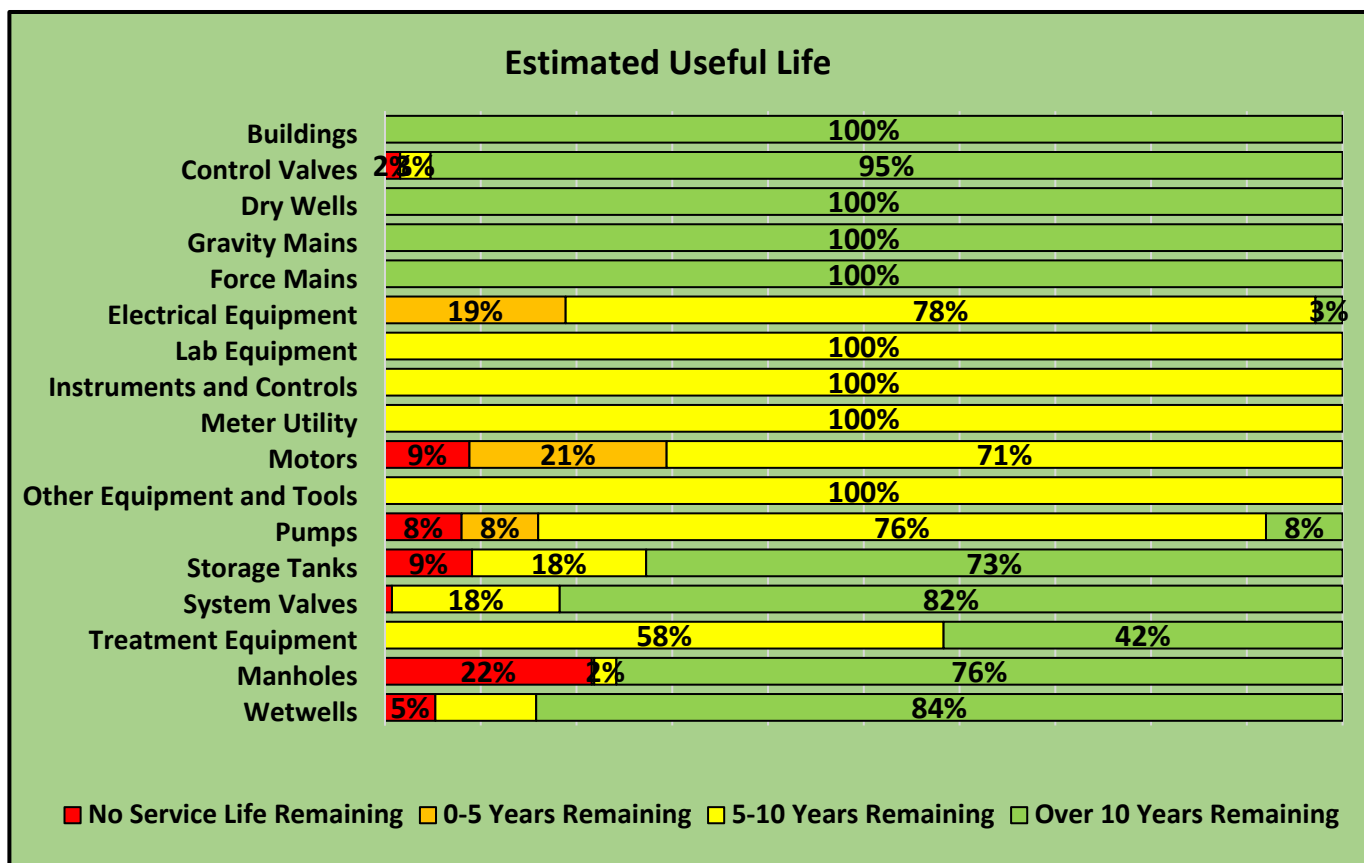


To ensure that the City's assets continue to provide an acceptable level of service, the City should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the assets. Accurate and reliable condition data allows staff to better determine the remaining service life of assets and identify the most cost-effective approach to managing assets.

Asset Estimated Useful Life and Average Age

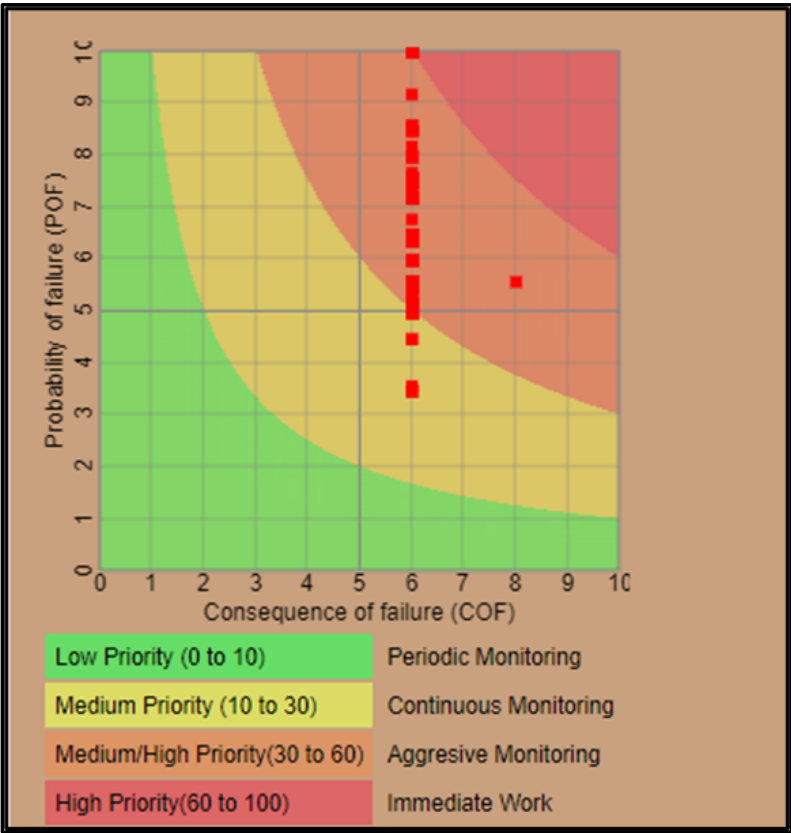
The Estimated Useful Life for assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Asset Category	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Buildings	50	35	23
Control Valves	25	23	11
Dry Wells	50	31	21
Gravity Mains	100	52	24
Force Mains	100	22	24
Electrical Equipment	20	25	8
Lab Equipment	15	31	6
Instruments and Controls	20	8	9
Meter Utility	15	29	6
Motors	20	29	6
Other Equipment and Tools	20	34	9
Pumps	20	20	7
Storage Tanks	50	37	10
System Valves	25	34	10
Treatment Equipment	25	24	10
Manholes	50	52	15
Wetwells	50	26	19



Asset Risk and Criticality

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within the asset categories based on 2024 inventory data.



Once a risk score has been assigned to each asset, the severity of the risk can be visualized in a matrix like the one above, and priorities can be established. Assets with high-risk score numbers are the highest priority and fall into the red zone; assets in the orange and yellow are medium priority; and those in the green are the lowest priority. Special attention should be given to assets with low or moderate risk scores, but which have high COF. Although these assets are in good condition, they should be targeted for routine monitoring, condition assessment and preventative maintenance to further reduce the risk of failure.

The identification of the most critical assets allows Mary Esther to determine appropriate risk mitigation strategies and treatment options. These may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data. Critical assets do not necessarily require immediate renewal or replacement.

Critical Assets

The identification of critical assets allows Mary Esther to determine appropriate risk mitigation strategies and treatment options. These may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data. Critical assets do not necessarily require immediate renewal or replacement.

The Table below contains a listing of Mary Esther's Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. Section 4 of the Asset Management Plan has a detailed description of the asset improvements listed below.

City of Mary Esther Critical Assets List				
Name	Installed	Design Life	Condition	COF
Spray Field Pump 1 Check	1988	25	Failed	Moderate
Control Valves - 2	1982	25	Poor	Moderate
LS 14 911) Dry Well	2001	50	Poor	Moderate
Electrical Equipment - 20	Varies	20	Poor	Moderate
Manholes - 1	1990	50	Very Poor	Moderate
Manholes - 55	Varies	50	Poor	Moderate
Manholes - 96	Varies	50	Unknown	Moderate
Motors - 5	Varies	20	Failed	Moderate
Motors - 5	Varies	20	Poor	Moderate
Pumps - 4	Varies	20	Failed	Moderate
Pumps - 4	Varies	20	Poor	Moderate
Oxidation Ditch 1	1993	30	Failed	Moderate
Storage Tanks - 2	1992	30	Poor	Moderate
EQ Tank Valve 2	1995	25	Failed	Moderate
System Valves - 6	Varies	25	Poor	Moderate
LS 14 911) Wet Well	2001	50	Failed	Moderate

Level of Service

A level of service (LOS) is a measure of what Mary Esther is providing to the community and the nature and quality of that service. These measures should include a combination of performance measures identified by Mary Esther as worth measuring and evaluating. This AMP focuses on measuring the current level of service provided to the community. It is recommended that current levels of service be measured, and then establish proposed levels of service over a 10-year period.

Proposed levels of service should be realistic and achievable within the timeframe outlined by Mary Esther. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals and long-term sustainability. Once proposed levels of service have been established, Mary Esther should identify a lifecycle management and financial strategy which allows these targets to be achieved.

Capital Improvement Plan

A Capital Improvement Plan is a multi-year financial planning tool that looks into the future to forecast Mary Esther's asset needs. It encourages the system and the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to more properly plan for the acquisition of the asset. The CIP is designed to be a flexible planning tool and is updated and revised on an annual basis.

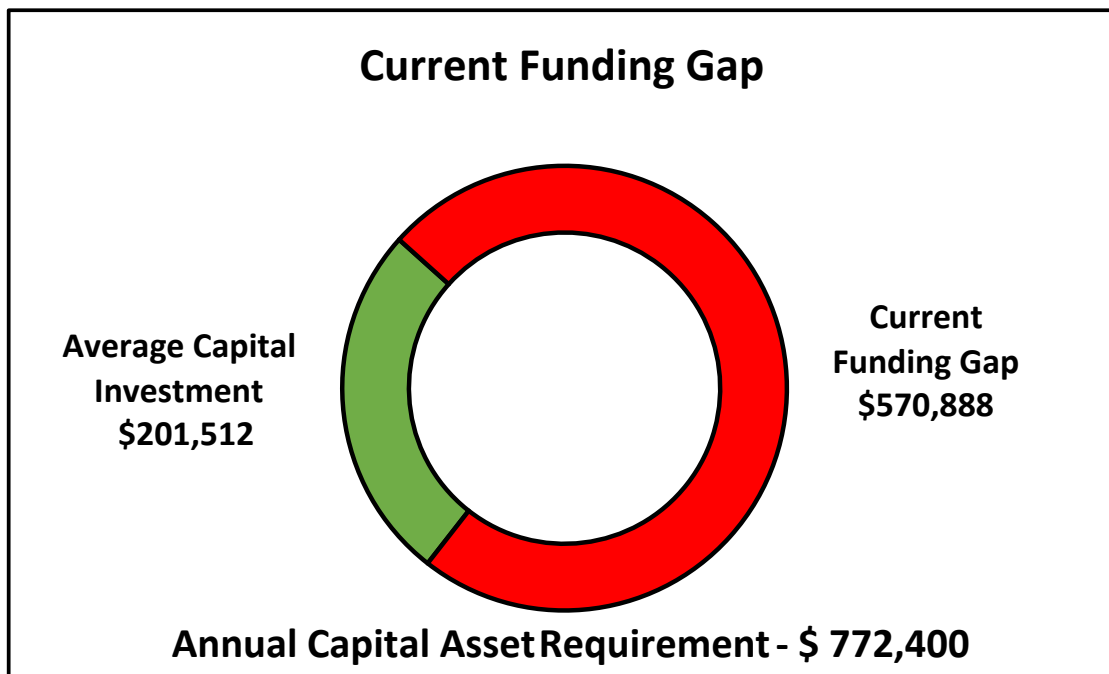
It is recommended that the City of Mary Esther initiate a more thorough capital improvement process to plan and identify projects and provide a mechanism to incorporate potential assets from this Plan into the process of developing and approving a Capital Improvement Plan as part of the annual budget process.

Mary Esther, City of											
Scenario 1 FY23 (use of Reserves)											
Fiscal Year: 2023/2024											
CIP Schedule											
Description	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Water R&R Costs	Water Revenues	\$0	\$0	\$41,700	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Wastewater R&R Costs	Wastewater Revenue	\$0	\$0	\$96,600	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Misc. Capital Outlay	Water Revenues	\$75,000	\$78,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer software & Equipment	Water Revenues	\$2,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Machinery & Equipment	Water Revenues	\$22,747	\$79,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Well #1 Rehab	Grant	\$1,347,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood W	Water Revenues	\$115,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvmen	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improveme	Future Loan	\$0	\$0	\$969,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Capital Outlay	Wastewater Revenue	\$75,000	\$243,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improveme	Future Loan	\$0	\$0	\$1,277,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improveme	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood W	Wastewater Revenue	\$155,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totaled by											
	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Water Revenues	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
	Wastewater Revenue	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
	Future Loan	\$0	\$0	\$2,247,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Grant	\$1,347,900	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$1,794,615	\$400,000	\$3,547,500	\$276,400	\$414,700	\$552,800	\$691,100	\$829,200	\$967,500	\$1,105,600

Forecasted Capital Requirements

The assets collected along with financial information provided by the system were entered into RevPlan to create a preliminary financial sufficiency model for Mary Esther. Each year the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases.

To meet capital replacement and repair/rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, Mary Esther's average annual capital requirement totals **\$772,400**. Based on a historical analysis of sustainable capital funding sources, Mary Esther is committing on average approximately \$201,512 towards capital projects per year. As a result, there is currently an annual funding gap of \$570,888.



All municipal systems should be making the effort to secure additional funding, which can be in the form of low or no interest loans, grants or a combination of both. A table of common funding sources, including web links and contact information can be found in Section 9 of the Asset Management Plan.

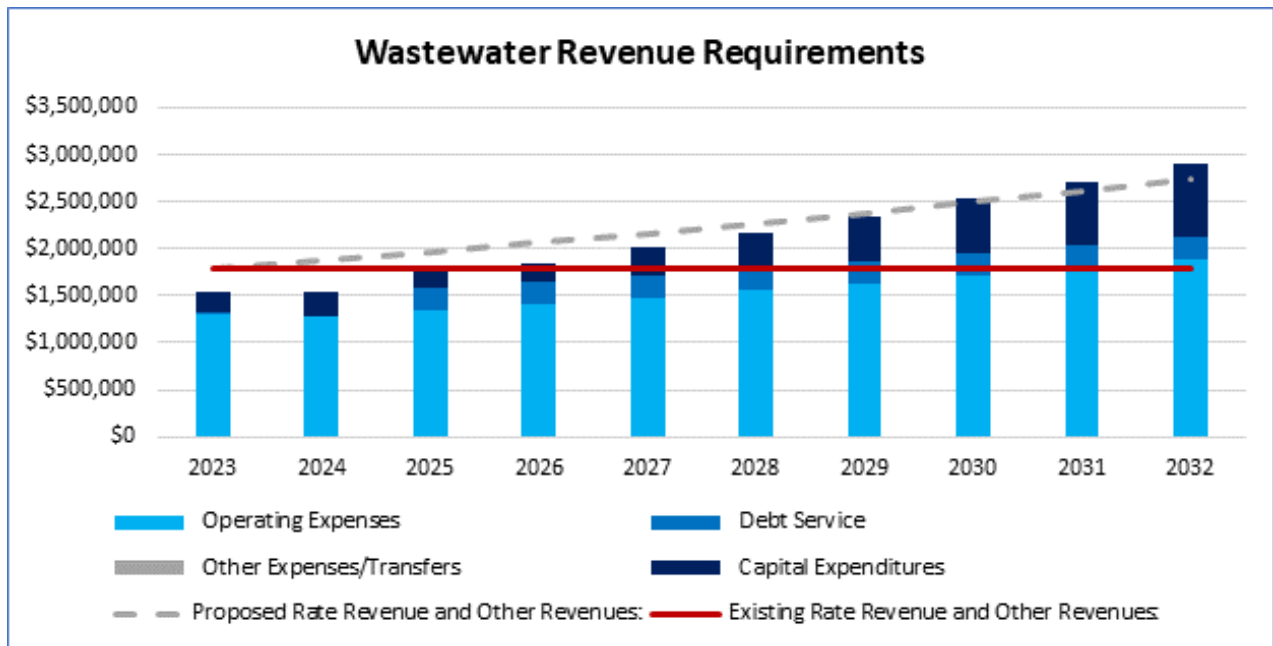
The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP has used replacement only strategies to determine the lowest cost option to maintain the current level of service.

Using RevPlan, a financial strategy was developed to address the annual capital asset funding gap.

The tables on the following page show the total and average annual rate changes required to eliminate Mary Esther's infrastructure deficit:

Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024
Wastewater Revenue Requirements

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue Requirements:										
Operating Expenses	\$1,305,392	\$1,281,446	\$1,345,518	\$1,412,794	\$1,483,434	\$1,557,606	\$1,635,486	\$1,717,260	\$1,803,123	\$1,893,279
Debt Service	\$8,700	\$8,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700	\$232,700
Other Expenses/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Gross Revenue Requirements	\$1,544,892	\$1,533,146	\$1,755,918	\$1,838,594	\$2,005,834	\$2,176,506	\$2,350,986	\$2,529,260	\$2,711,723	\$2,898,379
Less: Other Revenue	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000
Net Revenue Requirements	\$1,493,892	\$1,482,146	\$1,704,918	\$1,787,594	\$1,954,834	\$2,125,506	\$2,299,986	\$2,478,260	\$2,660,723	\$2,847,379
Existing Rate Sufficiency:										
Revenue from Existing Rates	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900	\$1,737,900
Revenue Surplus/(Deficiency)	\$244,008	\$255,754	\$32,982	-\$49,694	-\$216,934	-\$387,606	-\$562,086	-\$740,360	-\$922,823	-\$1,109,479
Proposed Rate Sufficiency:										
Revenue from Proposed Rates	\$1,737,900	\$1,824,800	\$1,916,100	\$2,011,900	\$2,112,500	\$2,218,100	\$2,329,000	\$2,445,400	\$2,567,700	\$2,696,100
Increase in Revenue	\$0	\$86,900	\$178,200	\$274,000	\$374,600	\$480,200	\$591,100	\$707,500	\$829,800	\$958,200
Cumulative %										
All Customer Classes										
Base Charges	0.00%	5.00%	10.25%	15.76%	21.55%	27.63%	34.01%	40.71%	47.75%	55.13%
Usage Charges	0.00%	5.00%	10.25%	15.76%	21.55%	27.63%	34.01%	40.71%	47.75%	55.13%
Current Year %										
All Customer Classes										
Base Charges	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Usage Charges	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Revenue Surplus/(Deficiency)	\$244,008	\$302,654	\$211,182	\$224,306	\$157,666	\$92,594	\$29,014	-\$32,860	-\$93,023	-\$151,279



Rate Recommendation

Based on the preliminary financial sufficiency model developed by RevPlan, FRWA recommends that Mary Esther pursue a rate adjustment that adequately funds the wastewater system and fully fund the asset replacement costs while building the Unrestricted Reserves by using the existing rate schedules. Rate adjustments of 5% in 2024 through 2032, followed by annual rate increases of 5% in subsequent years. In doing so, the following annual rate adjustments will satisfy:

- The existing operational expenses.
- The existing debt service requirements.
- The annual replacement costs for the system and future capital improvement costs.
- The new operating expenses (assets in failed or poor condition) detailed in Section 4 of the AMP plan.
- The future debt needed to adequately replace and sustain the assets of the system.
- The annual reserve requirements.
- The need to preserve the existing amount of funds in retained earnings.

Proposed Rate Adjustments										
Fiscal Year										
ALL WW Classes	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Base Charge Adjustment	0%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Usage Charge Adjustment	0%	5%	5%	5%	5%	5%	5%	5%	5%	5%

Following 2032 it is recommended that rates be adjusted annually by 5% or based on annual changes to the Consumer Price Index.

In addition, FRWA encourages Mary Esther to review RevPlan and growth projections at least annually to determine if additional rate increases are needed as well as to pursue aggressively alternative revenue funding sources for the remaining capital projects identified in the Capital Improvements Plan.

Proposed Wastewater Base and Usage Rates:

City of Mary Esther		
<u>Proposed Wastewater Base Rates</u>		
Residential	Commercial I	Commercial II
\$28.15	\$41.47	\$82.96

City of Mary Esther Proposed Usage Rates					
Residential		Commercial I		Commercial II	
0 to 3,000 gallons	\$7.82	0 to 3,000 gallons	\$7.82	0 to 3,000 gallons	\$7.82
3,001 to 6,000 gallons	\$8.94	3,001 to 6,000 gallons	\$8.94	3,001 to 6,000 gallons	\$8.94
6,001 to 9,000 gallons	\$10.12	6,001 to 9,000 gallons	\$10.12	6,001 to 9,000 gallons	\$10.12
9,001 gallons or more	\$11.88	9,001 gallons or more	\$11.88	9,001 gallons or more	\$11.88

Typical Monthly Bill – Proposed Residential Rate

Typical Monthly Wastewater Bill with Proposed Residential Rates at 5,000 Gallons					
	2023	2024	2025	2026	2027
Base Charge	\$26.81	\$28.15	\$29.56	\$31.04	\$32.59
Usage Charge	\$39.37	\$41.34	\$43.41	\$45.58	\$47.85
Combined Total	\$66.18	\$69.49	\$72.96	\$76.61	\$80.44

Typical Monthly Wastewater Bill with Proposed Residential Rates at 5,000 Gallons					
	2028	2029	2030	2031	2032
Base Charge	\$34.22	\$35.93	\$37.72	\$39.61	\$41.59
Usage Charge	\$50.25	\$52.76	\$55.40	\$58.17	\$61.08
Combined Total	\$84.46	\$88.69	\$93.12	\$97.78	\$102.67

Mary Esther, City of
Scenario 1 FY23 (use of Reserves)
Fiscal Year: 2023/2024

Rate Schedule

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Wastewater										
Residential										
Base Charges Inside City										
5/8-inch	\$26.81	\$28.15	\$29.56	\$31.04	\$32.59	\$34.22	\$35.93	\$37.72	\$39.61	\$41.59
Usage Charges Inside City										
0 to 3,000 gallons	\$7.45	\$7.82	\$8.21	\$8.62	\$9.06	\$9.51	\$9.98	\$10.48	\$11.01	\$11.56
3,001 to 6,000 gallons	\$8.51	\$8.93	\$9.38	\$9.85	\$10.34	\$10.86	\$11.40	\$11.97	\$12.57	\$13.20
6,001 to 9,000 gallons	\$9.64	\$10.12	\$10.63	\$11.16	\$11.72	\$12.30	\$12.92	\$13.56	\$14.24	\$14.95
9,001 gallons or more	\$11.31	\$11.87	\$12.47	\$13.09	\$13.75	\$14.43	\$15.16	\$15.91	\$16.71	\$17.55
Commercial I										
Base Charges Inside City										
5/8-inch	\$39.50	\$41.47	\$43.55	\$45.73	\$48.01	\$50.41	\$52.93	\$55.58	\$58.36	\$61.28
Usage Charges Inside City										
0 to 3,000 gallons	\$7.45	\$7.82	\$8.21	\$8.62	\$9.06	\$9.51	\$9.98	\$10.48	\$11.01	\$11.56
3,001 to 6,000 gallons	\$8.51	\$8.93	\$9.38	\$9.85	\$10.34	\$10.86	\$11.40	\$11.97	\$12.57	\$13.20
6,001 to 9,000 gallons	\$9.64	\$10.12	\$10.63	\$11.16	\$11.72	\$12.30	\$12.92	\$13.56	\$14.24	\$14.95
9,001 gallons or more	\$11.31	\$11.87	\$12.47	\$13.09	\$13.75	\$14.43	\$15.16	\$15.91	\$16.71	\$17.55
Commercial II										
Base Charges Inside City										
5/8-inch	\$79.01	\$82.96	\$87.11	\$91.46	\$96.04	\$100.84	\$105.88	\$111.18	\$116.73	\$122.57
Usage Charges Inside City										
0 to 3,000 gallons	\$7.45	\$7.82	\$8.21	\$8.62	\$9.06	\$9.51	\$9.98	\$10.48	\$11.01	\$11.56
3,001 to 6,000 gallons	\$8.51	\$8.93	\$9.38	\$9.85	\$10.34	\$10.86	\$11.40	\$11.97	\$12.57	\$13.20
6,001 to 9,000 gallons	\$9.64	\$10.12	\$10.63	\$11.16	\$11.72	\$12.30	\$12.92	\$13.56	\$14.24	\$14.95
9,001 gallons or more	\$11.31	\$11.87	\$12.47	\$13.09	\$13.75	\$14.43	\$15.16	\$15.91	\$16.71	\$17.55

Key Statistics

\$27.9 Million

Replacement Cost of
Wastewater Assets

\$6,739.33

Replacement Cost
Per Capita

80.75%

% of Assets in Fair or
Better Condition

\$722,400

Annual Capital Asset
Funding Needed

26%

% of Asset Needs
Currently Being Met

\$174.19

Annual Asset Deficit
Per Capita

Priority Action Plan

Based on the list of Critical Assets and Processes that were found to need Capital and/or Operational funding, asset management strategies and the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action Plan was developed to help Mary Esther prioritize action items and establish target dates for timely completion. The Priority Action Plan is attached to this Executive Summary.

Conclusion

An active AMP is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in the Florida Administrative Code (FAC) 62-503.700(7). To be accepted for the interest rate adjustment and to be eligible for reimbursement, an asset management plan must be adopted by ordinance or resolution and written procedures must be in place to not only implement the plan, but to do so in a timely manner.

This AMP represents a snapshot in time and is based on the best available processes, data, and information at Mary Esther. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources. Further development of a data-driven, best-practice approach to asset management is recommended to ensure Mary Esther is providing optimal value through its management of infrastructure and delivery of services.

City of Mary Esther

Priority Action List

Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
1. Pass Resolution Adopting AMFS Plan and Rate Schedule	Within 60 Days from Receipt of Final Plan	Administrative	No Cost	City Council and City Manager
2. Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement	90 Days after Adoption	Planning	No Cost	City Council, City Manager, Staff and Public
3. Train Staff and Begin Using AMFS Tools (Diamond Maps or similar)	90 Days After Adoption	Administrative	Annual Cost - \$450 + Local Service Provider; Training - No Cost*	City Manager or Designee
4. Train Staff and Begin Using RevPlan	90 Days After Adoption	Administrative	No Cost*	City Manager or Designee
5. Develop Operation and Maintenance Program and Procedures	Within One(1) Year After Adoption	Planning	No Cost*	Public Works Director or Designee
6. Perform Lift Station Energy Audit	90 Days After Adoption	Administrative	No Cost*	Public Works Director or Designee

City of Mary Esther

Priority Action List

Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
7. Locate, Map and Assess Manholes in Unknown Condition	90 Days After Adoption	Administrative	No Cost*	Public Works Director or Designee
8. Install Inflow Shields in Collection System	On-going beginning FY 2025	Capital	Starting at \$150/inflow shield. Total Estimated Cost \$45,450.	Public Works Director and Designee
9. Rehabilitate/Replace Poor Condition Manholes	On-going Beginning FY 2025	Capital	Estimated \$16,000/manhole Cost variable depending on Professional Services Scope of Work	Engineer, City Manager and Public Works Director
10. Conduct Rate Sufficiency Study and Adjust Rate Structure as Needed with RevPlan	Annually	Planning	No Cost	City Manager and Finance Staff
11. Develop Change Out/Repair and Replacement Program for Critical Assets	Within One (1) Year After Adoption	Planning	No Cost*	Public Works Director or Designee
14. Implement Annual Asset Replacement Program	Annually	Operational	Cost will Vary Based on Asset Replacement Program and Strategy	City Council, City Manager, Public Works Director and Staff

City of Mary Esther

Priority Action List

Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
15. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Raw Wastewater Pump Station and Decommission WWTP	Within One (1) Year After Adoption	Capital	Professional Service and Construction Cost based on Project Scope	City Manager and Public Works Director
16. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Air Base Lift Station Rehabilitation	Within One (1) Year After Adoption	Capital	Professional Service and Construction Cost based on Project Scope	City Manager and Public Works Director
17. Revise AMFS Plan and RevPlan Model	Annually	Administrative	No Cost	City Council, City Manager, Public Works Director and Staff
18. Update Energy Audit	Every 2 to 3 Years	Administrative	No Cost	Public Works Director or Designee
19. Provide Additional Staff Training Opportunities	On-going	Administrative	Cost May Vary*	City Manager and Staff
20. Explore Financial Assistance Programs	On-going Beginning FY 2024	Administrative	No Cost	City Manager and Financial Staff

City of Mary Esther				
Priority Action List				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
21. Conduct Smoke Test	Within One(1) Year After Adoption	Planning	\$1,000*	Public Works Director and Staff
22. Document Sewer Line Condition and Develop Replacement Strategy	On-going Beginning FY 2024	Planning	No Cost	Public Works Director and Staff

*** As a member of the Florida Rural Water Association, FRWA is able to assist the City of Mary Esther with this Service.**

**City of Mary Esther
Water System Asset Management
and Fiscal Sustainability Plan**



**Summary of Findings
June 3, 2024**

**Prepared by:
FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
and
State Revolving Fund Program**

Introduction

Utility infrastructure provides the foundation for the economic, social and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

The Asset Management Plan (AMP) outlines the current state of drinking water infrastructure in the City of Mary Esther. It identifies the current practices and strategies that are in place to manage water infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, Mary Esther can ensure that public infrastructure is managed to support the sustainable delivery of utility services.

Asset Inventory and Replacement Cost

This AMP includes the following asset categories:

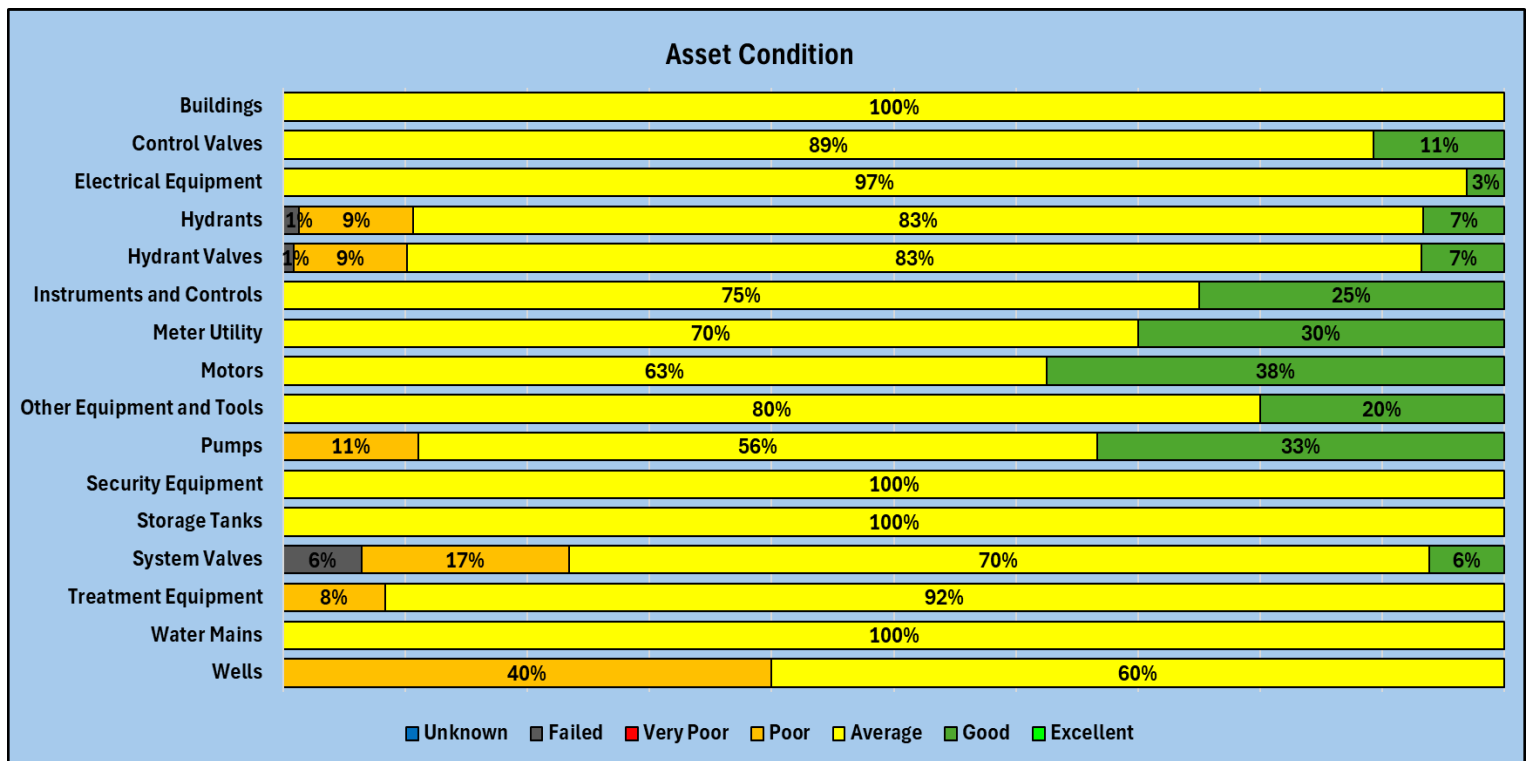
Asset Category	Number of Assets	Estimated Useful Life (Years)	% Needing Replacement	Annual Per Unit Replacement Cost	Per Unit Replacement Cost	Total Replacement Cost
Buildings	5	50	0%	1,088.00	54,400.00	272,000
Control Valves	28	25	0%	79.57	1,989.29	55,700
Electrical Equipment	32	20	0%	445.31	8,906.25	285,000
Hydrants	150	50	11%	70.00	3,500.00	525,000
Hydrant Valves	118	25	10%	48.00	1,200.00	141,600
Instruments and Controls	16	20	0%	543.75	10,875.00	174,000
Meter Utility	10	15	0%	161.33	2,420.00	24,200
Motors	8	20	0%	350.00	7,000.00	56,000
Other Equipment and Tools	10	20	0%	115.00	2,300.00	23,000
Pumps	9	20	11%	1,483.33	29,666.67	267,000
Security Equipment	5	20	0%	440.00	8,800.00	44,000
Storage Tanks	9	30	0%	14,740.74	442,222.22	3,980,000
System Valves	372	25	23%	42.81	1,070.16	398,100
Treatment Equipment	12	25	8%	1,985.00	49,625.00	595,500
Water Mains	128,742.5 LF	100	0%	0.54 per foot	26.88 per foot	3,460,000
Wells	5	50	40%	4,680.00	234,000.00	1,170,000

Mary Esther Water System	
Total Replacement Cost of Water System	\$11,471,698
Percent of Assets Needing Replacement	6.18 %
Cost of Replacing All Assets Needing Replacement	\$708,483
Annual Replacement Cost of System	\$333,238

The overall replacement cost of the asset categories and 3,148 individual assets included in this AMP totals **\$11.47 million**. Please note that the \$11.47 million dollar replacement cost documented above, along with the **annual replacement cost of \$333,238** for the system is low. These figures do not include certain assets such as large equipment and vehicles and some property improvements normally associated with maintaining a utility system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by Mary Esther.

Asset Condition

93.82% of all assets analyzed in this AMP are in average or better condition. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

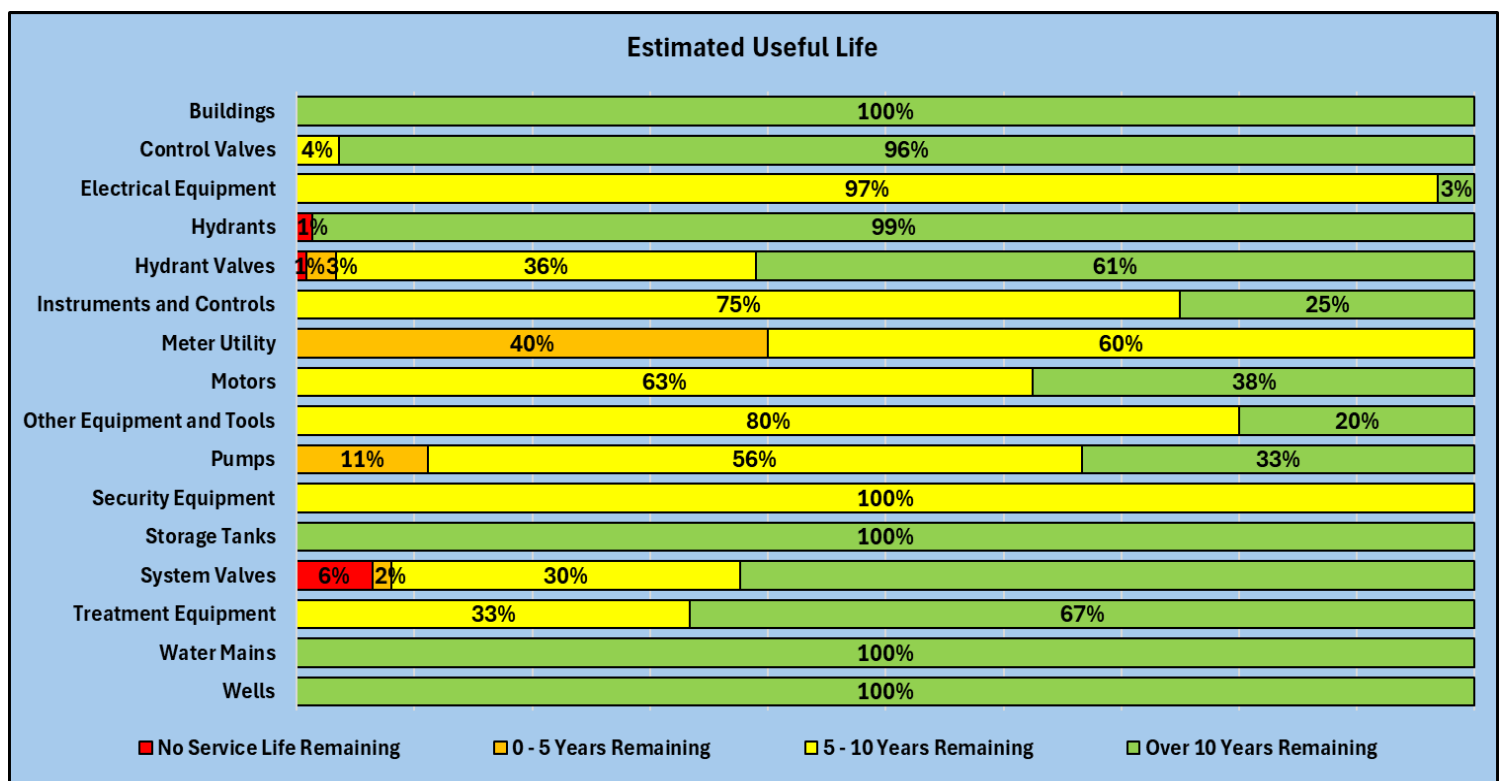


To ensure that Mary Esther’s assets continue to provide an acceptable level of service, Mary Esther should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the assets. Accurate and reliable condition data allows staff to better determine the remaining service life of assets and identify the most cost-effective approach to managing assets.

Asset Estimated Useful Life and Average Age

The Estimated Useful Life for assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

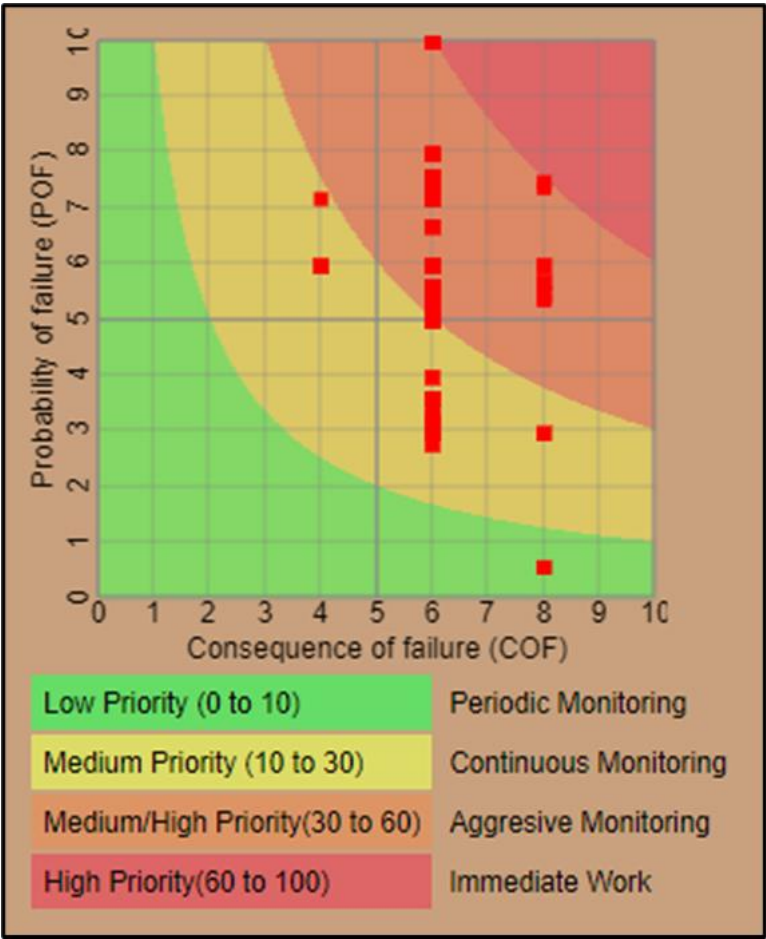
Asset Category	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Buildings	50	41	24
Control Valves	25	22	12
Electrical Equipment	20	36	9
Hydrants	50	26	23
Hydrant Valves	25	25	10
Instruments and Controls	20	10	10
Meter Utility	15	10	7
Motors	20	21	11
Other Equipment and Tools	20	25	9
Pumps	20	22	10
Security Equipment	20	40	10
Storage Tanks	30	43	13
System Valves	25	36	10
Treatment Equipment	25	18	11
Water Mains	100	40	25
Wells	50	46	19



Each asset’s Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

Asset Risk and Criticality

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within the asset categories based on 2023 inventory data.



Once a risk score has been assigned to each asset, the severity of the risk can be visualized in a matrix like the one above, and priorities can be established. Assets with high-risk score numbers are the highest priority and fall into the red zone; assets in the orange and yellow are medium priority; and those in the green are the lowest priority. Special attention should be given to assets with low or moderate risk scores, but which have high COF. Although these assets are in good condition, they should be targeted for routine monitoring, condition assessment and preventative maintenance to further reduce the risk of failure.

Critical Assets

The identification of critical assets allows Mary Esther to determine appropriate risk mitigation strategies and treatment options. These may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data. Critical assets do not necessarily require immediate renewal or replacement.

The Table below contains a listing of Mary Esther’s Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. Section 4 of the Asset Management Plan has a detailed description of the asset improvements listed below.

Critical Assets List				
Name	Installed	Design Life	Condition	Consequence of Failure
Hydrant Valve	2017	25	Failed	Moderate
Hydrant Valves - 11	Varies	25	Poor	Moderate
Hydrants - 2	1977 and 1986	50	Failed	Moderate
Hydrants - 14	Varies	50	Poor	Moderate
System Valves - 24	Varies	25	Failed	Moderate
System Valves - 64	Varies	25	Poor	Moderate
Well 4 Dosing Pump	1993	25	Poor	Moderate
Irrigation Pump and Well - Garden	2012	20	Poor	Minor
Asbestos Concrete Water Mains	Varies	50	Poor	Moderate
Well 1 and Components	Varies	50	Poor	Major

Level of Service

A level of service (LOS) is a measure of what Mary Esther is providing to the community and the nature and quality of that service. These measures should include a combination of performance measures identified by Mary Esther as worth measuring and evaluating. This AMP focuses on measuring the current level of service provided to the community. It is recommended that current levels of service be measured, and then establish proposed levels of service over a 10-year period.

Proposed levels of service should be realistic and achievable within the timeframe outlined by Mary Esther. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals, and long-term sustainability. Once proposed levels of service have been established, Mary Esther should identify a lifecycle management and financial strategy which allows these targets to be achieved.

Capital Improvement Plan

A Capital Improvement Plan is a multi-year financial planning tool that looks into the future to forecast Mary Esther’s asset needs. It encourages the system and the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources to plan for the acquisition of the asset more carefully. The CIP is designed to be a flexible planning tool and is updated and revised on an annual basis.

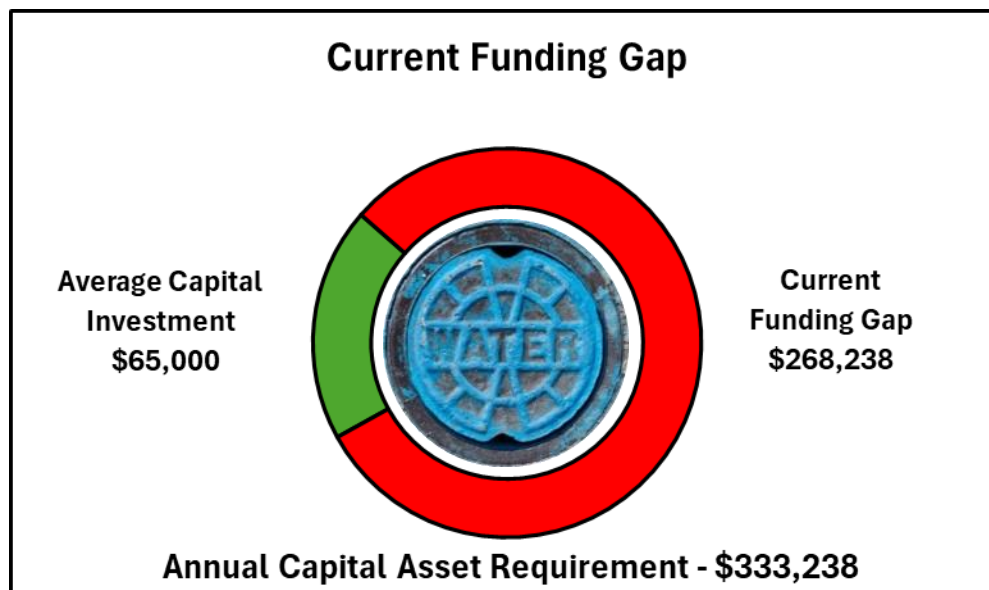
It is recommended that Mary Esther develop a more comprehensive CIP and continue their work in planning and identifying improvement projects and provide a mechanism to incorporate potential assets from this Plan into the process of developing and approving a Capital Improvement Plan as part of the annual budget process.

Mary Esther, City of											
Scenario 1 FY23 (use of Reserves)											
Fiscal Year: 2023/2024											
Capital Improvement Plan Schedule											
Description	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Water R&R Costs	Water Revenues	\$0	\$0	\$41,700	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Wastewater R&R Costs	Wastewater Revenues	\$0	\$0	\$96,600	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
Misc. Capital Outlay	Water Revenues	\$75,000	\$78,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer software & Equipment	Water Revenues	\$2,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Machinery & Equipment	Water Revenues	\$22,747	\$79,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Well #1 Rehab	Grant	\$1,347,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood WI	Water Revenues	\$115,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvements	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Water Improvements	Future Loan	\$0	\$0	\$969,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Capital Outlay	Wastewater Revenues	\$75,000	\$243,000	\$81,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improvements	Future Loan	\$0	\$0	\$1,277,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Azalea Park Neighborhood Sewer Improvements	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering for Azalea Park Neighborhood WI	Wastewater Revenues	\$155,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totaled by	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Water Revenues	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
	Wastewater Revenues	\$230,800	\$243,000	\$177,700	\$193,100	\$289,700	\$386,200	\$482,800	\$579,300	\$675,900	\$772,400
	Future Loan	\$0	\$0	\$2,247,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Grant	\$1,347,900	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$1,794,615	\$400,000	\$3,547,500	\$276,400	\$414,700	\$552,800	\$691,100	\$829,200	\$967,500	\$1,105,600

Forecasted Capital Requirements

The assets collected along with financial information provided by the system were entered into RevPlan to create a preliminary financial sufficiency model for the utility. Each year the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases.

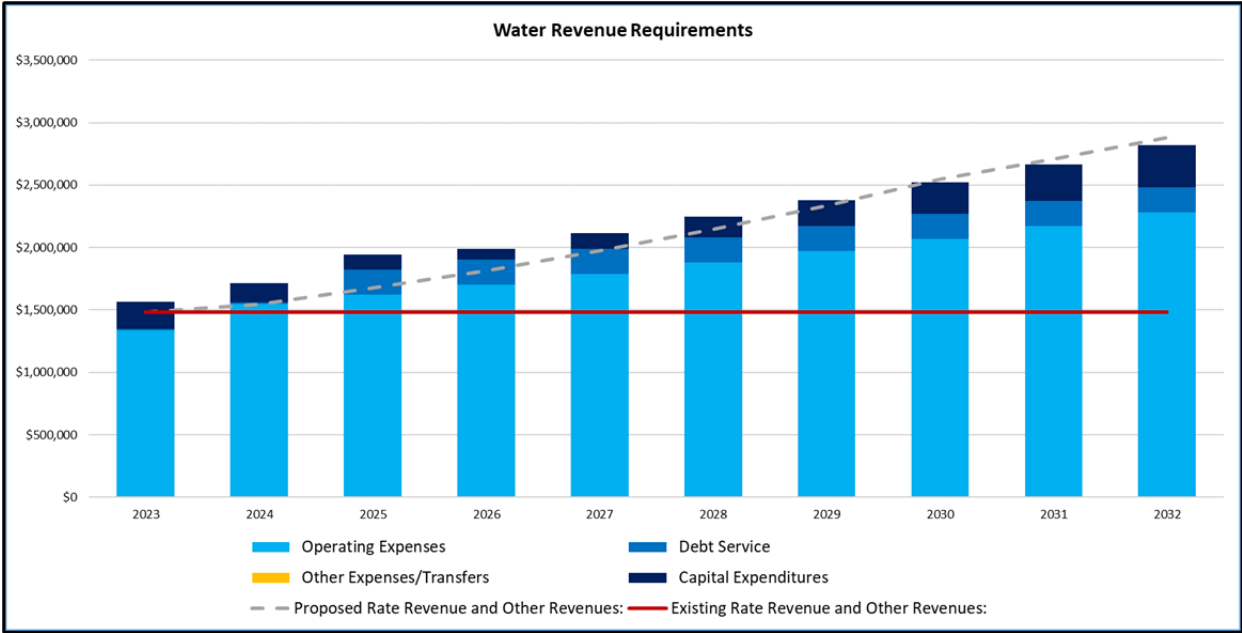
To meet capital replacement and repair/rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, Mary Esther's average annual capital requirement totals **\$333,238**. Based on a historical analysis of sustainable capital and repair funding sources, Mary Esther is committing approximately \$65,000 towards capital and repair projects per year, not including grants. As a result, there is currently an annual funding gap of \$268,238.



All systems should be making the effort to secure additional funding, which can be in the form of low or no interest loans, grants, or a combination of both. A table of common funding sources, including web links and contact information can be found in Section 9 of the Asset Management Plan. The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP has used replacement only strategies to determine the lowest cost option to maintain the current level of service. Using RevPlan, a financial strategy was developed to address the annual capital asset funding gap.

The following tables show the total and average annual rate changes required to eliminate Mary Esther’s infrastructure deficit:

Mary Esther, City of Scenario 1 FY23 (use of Reserves) Fiscal Year: 2023/2024 Water Revenue Requirements										
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue Requirements:										
Operating Expenses	\$1,339,589	\$1,546,281	\$1,623,595	\$1,704,775	\$1,790,014	\$1,879,514	\$1,973,490	\$2,072,164	\$2,175,773	\$2,284,561
Debt Service	\$11,400	\$11,400	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900	\$199,900
Other Expenses/Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$215,915	\$157,000	\$122,800	\$83,300	\$125,000	\$166,600	\$208,300	\$249,900	\$291,600	\$333,200
Gross Revenue Requirements	\$1,566,904	\$1,714,681	\$1,946,295	\$1,987,975	\$2,114,914	\$2,246,014	\$2,381,690	\$2,521,964	\$2,667,273	\$2,817,661
Less: Other Revenue	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100	\$247,100
Net Revenue Requirements	\$1,319,804	\$1,467,581	\$1,699,195	\$1,740,875	\$1,867,814	\$1,998,914	\$2,134,590	\$2,274,864	\$2,420,173	\$2,570,561
Existing Rate Sufficiency:										
Revenue from Existing Rates	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000
Revenue Surplus/(Deficiency)	-\$83,804	-\$231,581	-\$463,195	-\$504,875	-\$631,814	-\$762,914	-\$898,590	-\$1,038,864	-\$1,184,173	-\$1,334,561
Proposed Rate Sufficiency:										
Revenue from Proposed Rates	\$1,236,000	\$1,297,800	\$1,427,600	\$1,570,400	\$1,727,400	\$1,900,200	\$2,090,200	\$2,299,200	\$2,460,100	\$2,632,300
Increase in Revenue	\$0	\$61,800	\$191,600	\$334,400	\$491,400	\$664,200	\$854,200	\$1,063,200	\$1,224,100	\$1,396,300
Cumulative %										
All Customer Classes										
Base Charges	0.00%	5.00%	15.50%	27.05%	39.76%	53.73%	69.10%	86.01%	99.03%	112.97%
Usage Charges	0.00%	5.00%	15.50%	27.05%	39.76%	53.73%	69.10%	86.01%	99.03%	112.97%
Current Year %										
All Customer Classes										
Base Charges	0.00%	5.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	7.00%	7.00%
Usage Charges	0.00%	5.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	7.00%	7.00%
Revenue Surplus/(Deficiency)	-\$83,804	-\$169,781	-\$271,595	-\$170,475	-\$140,414	-\$98,714	-\$44,390	\$24,336	\$39,927	\$61,739



Rate Recommendation

Based on the preliminary financial sufficiency model developed by RevPlan, FRWA recommends that Mary Esther pursue a rate adjustment that adequately funds the water system and fully fund the asset replacement costs while building the Unrestricted Reserves by using the existing rate schedules. Rate adjustments of 5% in 2024, 10% in 2025 through 2030, 7% in 2031 and 2032, followed by annual rate increases of 5% in subsequent years. In doing so, the following annual rate adjustments will satisfy:

- The existing operational expenses.
- The existing debt service requirements.
- The annual replacement costs for the system and future capital improvement costs.
- The new operating expenses (assets in failed or poor condition) detailed in Section 4 of the AMP plan.
- The future debt needed to adequately replace and sustain the assets of the system.
- The annual reserve requirements.
- The need to preserve the existing amount of funds in retained earnings.

Proposed Rate Adjustments										
	Fiscal Year									
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Base Charge Adjustments										
Drinking Water	5%	10%	10%	10%	10%	10%	10%	7%	7%	5%
Usage Charge Adjustments										
Drinking Water	5%	10%	10%	10%	10%	10%	10%	7%	7%	5%

Following 2033 it is recommended that rates be adjusted to 5% annually or to reflect the annual changes to the Consumer Price Index. In addition, FRWA encourages Mary Esther to review RevPlan and growth projections at least annually to determine if additional rate increases are needed as well as to pursue aggressively alternative revenue funding sources for the capital projects identified in the Capital Improvements Plan.

Proposed Residential and Commercial Water Base and Usage Rates

Water Base Rates	Current Residential Rate	Current Commercial 1 Rate	Current Commercial 2 Rate	Proposed Residential Rate	Proposed Commercial 1 Rate	Proposed Commercial 2 Rate
Ready to Serve Rate	\$ 19.25	\$ 28.88	\$ 57.77	\$ 21.18	\$ 31.77	\$ 63.55

Water Usage Rates	Current Residential Rates	Current Commercial 1 & 2 Rates	Proposed Residential Rates	Proposed Commercial 1 & 2 Rates
0 to 3,000 Gallons	\$ 5.15	\$ 5.15	\$ 5.67	\$ 5.67
3,001 to 6,000 Gallons	\$ 5.95	\$ 5.95	\$ 6.55	\$ 6.55
6,001 to 9,000 Gallons	\$ 6.74	\$ 6.74	\$ 7.42	\$ 7.42
9,001 Gallons or More	\$ 7.93	\$ 7.93	\$ 8.73	\$ 8.73

Typical Monthly Bill – Proposed Residential Rates

Typical Monthly Water Bill With Proposed Residential Rates At 5,000 Gallons					
	2023	2024	2025	2026	2027
Base Charge	\$ 18.34	\$ 19.26	\$ 21.18	\$ 23.30	\$ 25.63
Usage Charge	\$ 26.07	\$ 27.37	\$ 30.11	\$ 33.12	\$ 36.43
Combined Bill	\$ 44.41	\$ 46.63	\$ 51.29	\$ 56.42	\$ 62.06

Typical Monthly Water Bill With Proposed Residential Rates At 5,000 Gallons					
	2028	2029	2030	2031	2032
Base Charge	\$ 28.19	\$ 31.01	\$ 34.11	\$ 36.50	\$ 39.06
Usage Charge	\$ 40.08	\$ 44.09	\$ 48.49	\$ 51.89	\$ 55.52
Combined Bill	\$ 68.27	\$ 75.10	\$ 82.60	\$ 88.39	\$ 94.58

Mary Esther, City of										
Scenario 1 FY23 (use of Reserves)										
Fiscal Year: 2023/2024										
Rate Schedule										
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Drinking Water										
Residential										
Base Charges Inside City										
5/8-inch	\$18.34	\$19.26	\$21.18	\$23.30	\$25.63	\$28.19	\$31.01	\$34.11	\$36.50	\$39.06
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial I										
Base Charges Inside City										
5/8-inch	\$27.51	\$28.89	\$31.77	\$34.95	\$38.45	\$42.29	\$46.52	\$51.17	\$54.75	\$58.59
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial II										
Base Charges Inside City										
5/8-inch	\$55.02	\$57.77	\$63.55	\$69.90	\$76.89	\$84.58	\$93.04	\$102.34	\$109.51	\$117.17
Usage Charges Inside City										
0 to 3,000 gallons	\$4.91	\$5.16	\$5.67	\$6.24	\$6.86	\$7.55	\$8.30	\$9.13	\$9.77	\$10.46
3,001 to 6,000 gallons	\$5.67	\$5.95	\$6.55	\$7.20	\$7.92	\$8.72	\$9.59	\$10.55	\$11.29	\$12.08
6,001 to 9,000 gallons	\$6.42	\$6.74	\$7.42	\$8.16	\$8.97	\$9.87	\$10.86	\$11.94	\$12.78	\$13.67
9,001 gallons or more	\$7.56	\$7.94	\$8.73	\$9.60	\$10.57	\$11.62	\$12.78	\$14.06	\$15.05	\$16.10
Commercial I (Base rate only)										
Base Charges Inside City										
5/8-inch	\$27.51	\$28.89	\$31.77	\$34.95	\$38.45	\$42.29	\$46.52	\$51.17	\$54.75	\$58.59

Key Statistics

\$11.47 Million

Replacement Cost of
Water Assets

\$2,841

Replacement Cost
Per Capita

93.8%

% of Assets in Fair or
Better Condition

\$333,238

Annual Capital Asset
Funding Needed

19.5%

% of Asset Needs
Currently Being Met

\$66

Annual Asset Deficit
Per Capita

Priority Action Plan

Based on the list of Critical Assets and Processes that were found to need Capital and/or Operational funding, asset management strategies and the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action Plan was developed to help Mary Esther prioritize action items and establish target dates for timely completion. The Priority Action Plan is attached to this Summary of Findings.

Conclusion

An active AMP is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in the Florida Administrative Code (FAC) 62-503.700(7). To be accepted for the interest rate adjustment and to be eligible for reimbursement, an asset management plan must be adopted by ordinance or resolution and written procedures must be in place to not only implement the plan, but to do so in a timely manner.

This AMP represents a snapshot in time and is based on the best available processes, data, and information at Mary Esther. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources. Further development of a data-driven, best-practice approach to asset management is recommended to ensure Mary Esther is providing optimal value through its management of infrastructure and delivery of services.

**CITY OF MARY ESTHER
PRIORITY ACTION LIST**

Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
1. Pass Resolution Adopting AMFS Plan and Rate Schedule	Within 60 to 90 Days from Receipt of Final Plan	Administrative	No Cost	City Council and City Manager
2. Train Staff and Begin Using AMFS Tools (Diamond Maps or similar).	90 Days after Adoption	Administrative	Annual Cost - \$600 + local provider charge Training – No Cost *	City Manager or Designee
3. Train Staff and Begin Using RevPlan.	90 Days after Adoption	Administrative	No Cost *	City Manager or Designee
4. Develop Valve Exercising and Replacement Program	Within 6 Months after Adoption	Planning	No Cost *	Public Works Director or Designee
5. Develop Hydrant Flushing, Flow Testing and Maintenance Program	Within 6 months after Adoption	Planning	No Cost *	Public Works Director or Designee
6. Explore Financial Assistance Options	On-going beginning FY 2024	Administrative	No Cost	City Manager and Finance Staff
7. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Capital Projects (Water Improvement Projects)	On-going beginning FY 2024	Capital	Professional Service and Construction Cost based on Project Scope	City Manager and Public Works Director
8. Document Water Line Condition and Develop Replacement Strategy	On-going beginning FY 2024	Planning	No Cost	Public Works Director or Designee
9. Clean and Remove Obstructions, Debris, and Obsolete Equipment from Well Sites and Buildings	FY 2024	Operational	\$3,000	Public Works Director or Designee

**CITY OF MARY ESTHER
PRIORITY ACTION LIST**

Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
10. Replace or Repair Water Production Facility Components found in Poor or Failed Condition	Failed and Poor in FY 2024	Operational	\$2,000	Public Works Director or Designee
11. Replace Hydrant in Failed Condition; Repair/Replace Hydrants in Poor Condition; Install 10 Hydrant Valves; and begin Replacing 1 Hydrant/Valve Assembly Annually	Failed in FY 2024 Poor in FY 2025-2026 and On-going beginning in FY 2027	Capital	Failed - \$7,000; Poor - \$13,000; Valves - \$6,000; and Annual Replacement (3) - \$15,000 per year	Public Works Director or Designee
12. Replace Valve in Failed Condition; Repair/ Replace Valves in Poor Condition; Begin Replacing 4 Valves Annually with Collars; and Raise Valves to Match Ground Level with Concrete Collar	Failed in FY 2024-2025 Poor in FY 2026-2027 and On-going beginning in FY 2028	Capital	Failed - \$28,000; Poor - \$40,300; and Annual Replacement (20) - \$24,000 per year	Public Works Director or Designee
13. Replace 1 Control Valve Annually	On-going beginning in FY 2025	Capital	Annual Replacement (1) - \$1,000	Public Works Director or Designee
14. Consider Alternative Rate Structure	Within 1 Year after Adoption	Planning	No Cost *	City Manager and Finance Staff
15. Develop Operation and Maintenance Program and Procedures	Within 1 Year after Adoption	Planning	No Cost *	Public Works Director or Designee
16. Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement	Within 1 Year after Adoption	Planning	No Cost *	Council, Manager, Staff and Public

**CITY OF MARY ESTHER
PRIORITY ACTION LIST**

Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
17. Develop Change Out/Repair and Replacement Program for Critical Assets	Within 1 Year after Adoption	Planning	No Cost *	Public Works Director or Designee
18. Develop Comprehensive Capital Improvement Plan for Water System	Within 1 Year after Adoption	Planning	No Cost *	Public, Council, Public Works Director, Operator and Staff
19. Locate, Clean Out and Evaluate Buried or Unlocated Valves Shown on System Maps	On-Going beginning in FY 2025	Operational	No Cost *	Public Works Director or Designee
20. Energy Audit Recommendations	On-Going beginning in FY 2025	Operational	Construction Cost to be rolled into Water Improvement Projects	Public Works Director or Designee
21. Complete Maintenance Activities at Storage Tanks as Outlined in Inspection Report	On-Going beginning in FY 2025	Operational	Construction Cost Based on Project Scope	Public Works Director or Designee
22. Complete Remaining Phases of Water Improvement Projects - Construction	FY 2027 – FY 2032	Capital	Total Cost - \$6,565,000	Engineer, City Manager and Public Works Director
23. Water Meter Project – Planning and Construction	FY 2030	Capital	Total Cost - \$1,096,000	Public Works Director and Staff
24. Update Water System Mapping	On-going	Administrative	No Cost	Public Works Director or Designee
25. Provide Additional Staff Training Opportunities	On-going	Administrative	Cost May Vary *	City Manager or Designee

CITY OF MARY ESTHER PRIORITY ACTION LIST				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
26. Implement Annual Asset Replacement Program	Annually	Operational	Cost will Vary Based on Asset Replacement Program and Strategy	City Council, City Manager, Public Works Director and Staff
27. Conduct Rate Sufficiency Study and Adjust Rate Structure as Needed with RevPlan	Annually	Planning	No Cost *	City Manager and Finance Staff
28. Revise AMFS Plan and RevPlan Model	Annually	Administrative	No Cost *	City Council, City Manager, Public Works Director and Staff
29. Update Energy Audit	Every 2 to 3 Years	Administrative	No Cost *	City Manager or Designee

* As a member of the Florida Rural Water Association, FRWA can assist Mary Esther with this Service.

AGENDA ITEM

Agenda Item 11.4.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: June 3, 2024

SUBJECT: Contract Change Order, Springdale Neighborhood Infrastructure Improvements

BACKGROUND:

On August 3, 2020, the City Council approved a task order with Jacobs for the design, engineering, and construction administration of the Springdale Neighborhood Infrastructure project.

On November 17, 2022, the City Council approved a contract with Talcon Group, LLC, in the amount of \$4,562,643 for the construction of water, sewer, street, sidewalk, and curb improvements along the following streets:

- Shamrock Drive
- Pryor Drive
- Mary Esther Drive
- North Street
- Overstreet Drive
- Kohler Drive

On December 6, 2021, the City Council approved a task order with Kimley-Horn for the design, engineering, and construction administration to rehabilitate the stormwater pond (known as Ray's Pond) that runs along the north side of North Street between Pryor Drive and Scottsdale Drive. During the permitting consultation with the Florida Department of Environmental Protection (FDEP), it was determined the pond was too small to serve the existing drainage basin, which comprises the Scottsdale and Springdale neighborhoods. Typically, the simplest solution in this scenario is to increase the size of the pond. However, in this case, there is no additional room for expansion. Kimley-Horn recommended redirecting some of the stormwater from the Springdale Neighborhood to the ditch that runs along the northern boundary of the Scottsdale and Springdale neighborhoods.

On December 5, 2023, the City Council approved a task order with Jacobs to design this drainage work, which includes adding stormwater catch basins and piping to the Springdale Neighborhood. The design work has been completed. FDEP will require an additional stormwater pond within the existing Springdale Park to treat stormwater before it is discharged into the drainage ditch, but this work can be completed at a later date when funding becomes available.

DISCUSSION:

The staff's overarching goal is to ensure uninterrupted construction and complete all the work in the Springdale Neighborhood. This project is being funded, in part, with two Community Development Block Grants (CDBG) totaling \$1,395,000. These are highly regulated and complex federal funds. In order to avoid an additional environmental review, which would require contractors to stop work for three (3) to six (6) months, staff is recommending a reduction in the project scope (area). This would allow the city to apply all CDBG funds to the smaller project area. To move forward, the City would need to:

- Approve a change order with the Talcon Group, LLC to reduce the project area.
- Advertise and hold a public hearing in accordance with CDBG requirements stating the intent to reduce the project area.
- Request approval of the reduced project area from FloridaCommerce.

Afterward, the second phase of work could be bid out and completed with city funds and our existing state appropriation (\$500,000) for the renovation of Ray's Pond.

FINANCIAL IMPACT:

As presented, the change order request received from Jacobs reduces the total project amount by \$112,990 to \$4,449,652.

The project area for the water and sewer improvements remains unchanged. The change order represents savings to the Utilities Fund on water and sewer improvements of \$297,890, primarily from abandoning and grout filling instead of removing old water lines and rehabbing fewer sewer manholes.

The project area for the street, sidewalk, and curb improvements has been reduced. The change order still includes a cost increase to the sales tax fund of \$194,910, most of which is attributed to an increase in the number of driveway aprons (51 to 134 @ \$6,000 each). The estimated cost of the remaining street, sidewalk, and curb improvements proposed for the second phase is \$505,000.

RECOMMENDATION:

Motion to approve the change order with Talcon Group, LLC, contingent upon the City holding a public hearing and receiving approval for a reduction in the project scope from FloridaCommerce.

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 11.5.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: June 3, 2024

SUBJECT: Letter of Intent to Renew the Spray Field Lease with Eglin AFB

BACKGROUND:

Our current spray field lease expires on January 8, 2026. Attached is the renewal letter for Lease #USAF-AFMC-FTFA-21-2-0050, which covers approximately 326 acres, more or less, of land for operating, repairing, and maintaining an effluent spray field on Eglin AFB property.

DISCUSSION:

We are working on a project to build a sewer force main to pipe our sewer to Okaloosa County. However, a final decision has not been made. It is likely we will need to use the spray field beyond January 8, 2026, as the engineering, permitting, and construction for a new sewer force main would extend beyond that deadline. Lease renewals with Eglin AFB typically take about two (2) years to process. The lease agreement will also require Council approval.

FINANCIAL IMPACT:

We do not have a cost for the renewal at this time, but we would expect it to increase marginally. Leases are based on a fair market value assessment, which will be completed after we submit our intent to renew.

RECOMMENDATION:

Motion to direct staff to submit a letter of intent to renew the spray field lease with Eglin AFB.

ATTACHMENT(S):

1. Renewal Letter
2. Renewal Outgrant Process



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 96TH TEST WING (AFMC)
EGLIN AIR FORCE BASE FLORIDA**

12 April 2024

Ms. Melinda A. Hazzard
96th Civil Engineer Group
501 DeLeon Street, Suite 100
Eglin AFB, FL 32542-5133

Mr. Jared Cobb
City Manager, City of Mary Esther
195 Christobal Rd
Mary Esther, FL 32569

Dear Mr. Cobb,

Please accept this letter as notification that Lease USAF-AFMC-FTFA-21-2-0050, to allow the City of Mary Esher to use approximately (+/-) 326 acres of Eglin Air Force Base (AFB) to operate, repair, and maintain an effluent spray field and for no other purpose, will expire 8 Jan 2026.

Indicate below whether or not you intend to request renewal or termination of this lease after reviewing the attached Renewal Outgrant Process. Please advise this office of **any changes** since the last approval. Once we receive your written confirmation, we will begin the process of renewing/terminating the lease.

Please note, if you elect to renew this lease, the new Fair Market Value obtained via appraisal will be effective the day after the current lease expiration date which is 8 Jan 2026. If lease cannot be renewed prior to the expiration date, a holdover letter will be signed stating the terms of the current lease continue until the lease renewal is finalized; however, new Fair Market Value rate will apply for the new lease period, which begins the day after expiration of the current lease.

If you have any questions, please contact Nicola Washington at (850) 882-4344 or nicola.washington@us.af.mil.

Sincerely

MELINDA A. HAZZARD, NH-03, DAF
Real Property Accountable Officer

INFORMED-CONNECTED-EMPOWERED

Attachment:
Renewal Outgrant Process

☐ This is my formal written request to renew USAF-AFMC-FTFA-21-2-0050.

Initials

☐ This is my formal written request to terminate USAF-AFMC-FTFA-21-2-0050.

Initials

Representative:

By: _____
Printed Name

Signature

Date



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 96TH TEST WING (AFMC)
EGLIN AIR FORCE BASE FLORIDA**

FROM: Eglin Air Force Base Real Property Office

15 September 2023

TO: Grantee

SUBJECT: Renewal Outgrant Process

Notes:

1. The renewal timeline begins only when the Real Property Office has received all required documentation from you.
2. Outgrants executed in the past may not conform to regulatory requirements of the present; only by examining the expiring outgrant will we be able to determine the need for any additional technical or instrument related documentation.
3. The renewal process length may vary based on any additional documentation/actions required.

Step 1 - Renewal Letter

Your Realty Specialist will mail you a renewal letter approximately two years prior to the expiration date of your current outgrant. Points of contact are Roberta Patti Means (850) 882-1348, Nicola Washington (850) 882-4344, and Kelli Schwendt (850) 883-1350. You can also email your renewal request to 96CEG.CEIAP.RealPropertyOffice@us.af.mil or mail to 96 CEG/CEIAP, 501 Deleon Street, Suite 100, Eglin AFB FL 32542.

Step 2 - Pre-Approval

Once the renewal letter is returned to our office, your request will be submitted to the appropriate committee for pre-approval. Requests for use of property on Eglin ranges must be pre-approved by the Range Control Configuration Committee (RC3) (meets bi-monthly) which in some cases can be elevated to the Installation Mission Sustainment Team (IMST) which meets quarterly. Requests for property on Hurlburt Field must be pre-approved by the 1st Special Operations Wing (1 SOW) Facilities Board which meets quarterly.

Step 3 - Facilities Board Approval

Once your request has been pre-approved by the appropriate committee, your Realty Specialist will submit it to the 96th Test Wing Facilities Board (FB) (meets quarterly) for installation approval.

Note: You will incur expenses for a survey, legal description, applicable environmental processes, appraisal, and/or other administrative fees for steps 4 through 7 below.

Step 4 - Outgrant Processing Phase

Once your request is approved by the FB, your Realty Specialist will notify you of any additional requirements and request a new survey, if required, which you will be required to fund. A metes and bounds survey (signed and sealed) is required and must include one hard copy and one

digital copy. Ensure the digital survey is in Adobe PDF format. In addition, provide one hard copy and one digital copy (traverse file format) of the legal description. See the attached examples.

Step 5 - Environmental Review

Once the survey is provided, your Realty Specialist will submit an AF Form 813 to the 96 CEG/CEIE (Environmental Analysis Office) to initiate the National Environmental Policy Act (NEPA) process for your outgrant request including the map/drawing you provided. The AF Form 813 process determines the level of environmental study required by NEPA. This is typically at least a two-week process.

Step 6 - Environmental Analysis

An environmental review by the base Environmental Manager will determine whether the NEPA review (Step 5) supports eligibility for a categorical exclusion or if further analysis is required through an Environmental Assessment or an Environmental Impact Statement. You will be required to fund the analysis if required. 96 CEG/CEIE will initiate an Environmental Baseline Survey (EBS) or a waiver if the area is covered by a previous EBS. If an EBS is required, you will be required to hire a contractor to complete the EBS and fund the requirement. If you select a contractor that is not familiar with the Federal NEPA process (Air Force specific), it could create additional delays in the processing of the documents. When the necessary environmental processes are complete, copies of the final documents will be provided to you and they will also become part of the outgrant. This is typically, at minimum, a three-month process.

Step 7 - Fair Market Value (FMV) Determination

With very few exclusions, Federal law requires that the USAF receive FMV for outgrants, both new and renewal. Most outgrants require an appraisal to begin rent negotiations, which you will be required to fund. The Air Force will order the appraisal through the General Services Administration (GSA) or the Corps of Engineers (CoE) once you provide the funds. The appraisal will be the property of the Federal Government and is not releasable to you. There are few exceptions to the FMV requirement; we will inform you if an exception applies to you. Rent may be paid in cash or through in-kind considerations (i.e. goods and/or services.)

Step 8 - Staffing and Execution

Once the environmental analysis and FMV determinations are complete, the outgrant will be prepared and sent to you for signature with three original signature pages and applicable exhibits. After you return the signed package, it will be forwarded to the appropriate AF level for execution.

Note: The overall timeline for an outgrant varies based on the type of request. Outgrants executed at the base level normally require a minimum of 6 to 12 months. Outgrants executed at the Air Force level typically require at minimum of 12 to 24 months and vary based on complexity. These are estimates only. Also, please understand that Eglin AFB is an active duty base, and there may be times when mission-essential duties take precedence, which may result in additional delays.

Step 9 - Completion

An executed original outgrant will be sent to you which completes the new outgrant process.

HAZZARD.MELIN
DA.A.1134059741

Digitally signed by
HAZZARD.MELINDA.A.1134059741
Date: 2022.11.09 08:25:12 -06'00'

MELINDA A. HAZZARD, NH-03, DAF
Real Property Accountable Officer

AGENDA ITEM

Agenda Item 11.6.

TO: Honorable Mayor and Members of the City Council

FROM: Heather Day, Finance Director

DATE: June 3, 2024

SUBJECT: Amendment 3 to SRF Loan Agreement DW460211

BACKGROUND:

Amendment 3 to the SRF Drinking Water Loan Agreement DW460211 is being presented to the Council for approval. This amendment seeks to extend the deadline for completing the water portion of the Springdale Park Neighborhood improvements to May 15, 2025, and also extends the start date for loan repayment activities to November 15, 2025.

DISCUSSION:

Anticipated completion of all water-related project components is by the fiscal year's end. However, a portion of the demobilization costs for Talcon Group, LLC will be billed to the SRF Drinking Water loan upon fulfillment of all obligations outlined in their contract.

FINANCIAL IMPACT:

Approval of DW460211 Amendment 3 allows additional time to complete the Springdale Park Neighborhood water improvements and extends the start of loan repayment activities.

RECOMMENDATION:

Motion to approve DW460211 Amendment 3.

ATTACHMENT(S):

1. SRF Loan Agreement DW460211 Amendment 3

**STATE REVOLVING FUND
AMENDMENT 3 TO LOAN AGREEMENT DW460211
CITY OF MARY ESTHER**

This amendment is executed by the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (Department) and the CITY OF MARY ESTHER, FLORIDA, (Project Sponsor) existing as a local governmental entity under the laws of the State of Florida. Collectively, the Department and the Project Sponsor shall be referred to as “Parties” or individually as “Party”.

The Department and the Project Sponsor entered into a State Revolving Fund Loan Agreement, Number DW460211, as amended; and

Loan repayment activities need rescheduling to give the Project Sponsor additional time to complete construction; and

Certain provisions of the Agreement need revision and provisions need to be added to the Agreement.

The Parties hereto agree as follows:

1. Section 8.16 is added to the Agreement as follows:

8.16. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.

The Project Sponsor and any contractors/subcontractors are prohibited from obligating or expending any Loan or Principal Forgiveness funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. See Section 889 of Public Law 115-232 (National Defense Authorization Act 2019). Also, see 2 CFR 200.216 and 200.471.

2. Unless repayment is further deferred by amendment of the Agreement, Semiannual Loan Payments as set forth in Section 10.05 shall be received by the Department beginning on November 15, 2025, and semiannually thereafter on May 15 and November 15 of each year until all amounts due under the Agreement have been fully paid.

3. The items scheduled under Section 10.07 of the Agreement are rescheduled as follows:

- (2) Completion of Project construction is scheduled for May 15, 2025.

- (3) Establish the Loan Debt Service Account and begin Monthly Loan Deposits no later than May 15, 2025.

(4) The first Semiannual Loan Payment in the amount of \$63,314 shall be due November 15, 2025.

4. All other terms and provisions of the Loan Agreement shall remain in effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

This Amendment 3 to Loan Agreement DW460211 may be executed in two or more counterparts, any of which shall be regarded as an original and all of which constitute but one and the same instrument.

IN WITNESS WHEREOF, the Department has caused this amendment to the Loan Agreement to be executed on its behalf by the Secretary or Designee and the Project Sponsor has caused this amendment to be executed on its behalf by its Authorized Representative and by its affixed seal. The effective date of this amendment shall be as set forth below by the Department.

for
CITY OF MARY ESTHER

Mayor

Attest:

Approved as to form and legal sufficiency:

City Clerk

City Attorney

SEAL

for
STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Secretary or Designee

Date

AGENDA ITEM

Agenda Item 11.7.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: June 3, 2024

SUBJECT: Wastewater Force Main to Okaloosa County WWTF

BACKGROUND:

Staff are engaged in discussions with the Emerald Coast Regional Council and Hurlburt Field to submit a Defense Community Infrastructure Program grant to partially fund the sewer force main to the Okaloosa County Wastewater Treatment Facility. At minimum, this will require the approval of a Council resolution. This agenda item will be updated as we receive more information early next week.

DISCUSSION:

FINANCIAL IMPACT:

RECOMMENDATION:

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 11.8.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: June 3, 2024

SUBJECT: Renewal of Engineering Contracts

BACKGROUND:

In 2021, the City Council approved agreements with multiple consulting firms to provide planning, engineering, and architectural services. The original agreements include a provision stating that firms must charge the City the same rates as offered to other governmental entities in the state of Florida. These contracts allow up to four additional one-year renewals. All five contracts are up for their third renewal (year 4 of 5).

DISCUSSION:

CPH confirmed renewal with the same rate schedule. They received an increase last year.

Barge and Florida Architects have requested approval of new rate schedules. Barge has not received an increase since 2022. Florida Architects has maintained the same rate schedule since 2021.

Kimley-Horn and Bowman Engineering have not confirmed their existing rate schedules or provided new rate schedules. If they do not confirm their existing rate schedules, staff may let these contracts expire or bring their new rate schedules to the Council for approval.

The City Council may elect to deny the proposed rate schedules for Barge Design Solutions and/or Florida Architects, effectively terminating their contracts after June 21, 2024. Any existing task orders would be completed under the existing rate schedule.

FINANCIAL IMPACT:

All projects require a task order which defines the scope of work and associated cost. In accordance with our procurement policy, projects that exceed \$25,000 require prior approval by the City Council.

RECOMMENDATION:

Motion to approve the attached rate schedules for Barge Design Solutions and Florida Architects.

ATTACHMENT(S):

1. Rate Schedule - Barge Design Solutions

2. Rate Schedule - Florida Architects

BARGE DESIGN SOLUTIONS, INC.

ATTACHMENT B SCHEDULE OF STANDARD CHARGES

The following hourly rates apply for personnel of BARGE and its wholly owned subsidiaries for time properly chargeable to the work.

Hourly Rate Schedule

Classification	Hourly Rate
Senior Officer/Principal-In Charge	\$275
Senior Technical Advisor	\$240
Sr. Project Manager/Sr. Technical Leader/Quality Control	\$235
Sr. Technical Specialist	\$215
Sr. Professional Engineer IV	\$210
Project Manager II/Engineering Manager II	\$205
Sr. Professional Engineer III/Sr. Registered Architect	\$195
Project Manager I/Engineering Manager I/Sr. Ecologist	\$190
Sr. Professional Engineer II	\$185
Sr. Professional Engineer I/Construction Manager	\$175
Professional Engineer II/Registered Architect	\$165
Professional Engineer I/Project Biologist	\$155
Engineering Associate II	\$130
Engineering Associate I/Architecture Associate	\$120
BIM Manager/Geospatial Solutions Developer	\$185
Designer III/Sr. Specialist	\$160
Designer II	\$145
Designer I	\$130
CAD Technician II/GIS Specialist II	\$125
CAD Technician I/GIS Specialist I	\$115
Sr. Registered Land Surveyor	\$195
Registered Land Surveyor	\$150
Survey Party Chief	\$115
Survey Technician	\$100
2-Man Survey Crew	\$150-\$200
Resident Project Representative III	\$130
Resident Project Representative II	\$120
Resident Project Representative I	\$110
Senior Administrative Manager	\$120
Senior Project Administrator	\$110
Project Administrator	\$90
Office Administrator	\$85
Administrative Assistant	\$80

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement plus 15 percent.

Other expenses such as travel expenses, mileage (standard IRS rates), reproduction, photography or videography, or other direct expenses incurred by Barge and related to the work will be invoiced at the actual cost incurred.

The hourly rates listed above are valid until June 1, 2025, after which the rates may be adjusted annually based on the average salary adjustment to Barge employees.

May 21, 2024

City of Mary Esther

Professional Services Agreement RFQ 2021-02

EXHIBIT A
FLORIDA ARCHITECTS, INC.
HOURLY RATE SCHEDULE
2024 - 2025



<u>Title</u>	<u>Hourly Rate</u>
Principal Architect	\$210.00
Sr. Architect/Project Director	\$195.00
Sr. Project Manager	\$175.00
Architect.....	\$160.00
Sr. Designer.....	\$130.00
Project Manager	\$130.00
Specification Writer	\$145.00
Construction Administrator	\$130.00
Designer	\$110.00
Graphics (3-D, Animations).....	\$95.00
BIM/REVIT Production.....	\$95.00
CADD Production.....	\$95.00
Administrative Assistant.....	\$55.00
Clerical/Typist	\$45.00

Reimbursable Expenses: Direct cost plus 10% (unless noted otherwise in Proposal)

Engineering¹: The hourly rate(s) for other professional services, including the required participation of engineering consultants, will be negotiated at the time a proposal for such service is required and submitted for approval. The Consultant's costs will be invoiced at cost plus 10%.

NOTE: When the proposed project fee is under \$15,000¹, one or more of the following may apply in addition to architectural services:

Technology/Communications fee:	\$1,500.00
<i>Lump Sum added to first phase of services.</i>	
Coordination/Staff Availability:	\$1,000.00
<i>Lump Sum added for project duration exceeding 6 months²:</i>	
Indirect Expenses ³ :	\$500.00

¹ Calculated by hourly rate, % of construction, lump sum or other means.

² Also applicable for delays exceeding 90 days for design phase completion and/or for construction without increased scope of work due to reasons beyond FLA's control.

³ Not including Shipping, Printing, and/or other direct reimbursable expense costs.

AGENDA ITEM

Agenda Item 11.9.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: June 3, 2024

SUBJECT: Renewal of Emergency Management Contracts

BACKGROUND:

The City Council approved agreements in 2021 with DSI for disaster recovery management, Tetra Tech for debris monitoring, and DRC for debris removal services. The original agreements included a provision stating that firms must charge the City the same rates as offered to other governmental entities in the state of Florida. These contracts allow up to four additional one-year renewals. All three contracts are up for their third renewal (year 4 of 5).

DISCUSSION:

Tetra Tech, DSI, and DRC have confirmed renewal with the same rate schedule.

FINANCIAL IMPACT:

In accordance with our procurement policy, purchases that exceed \$25,000 require prior approval by the City Council. The only exception is in an emergency. The Council is notified if an emergency procurement is required, and the expense may be ratified at the next City Council meeting.

RECOMMENDATION:

No action is required, as all contractors have agreed to a rate hold. Staff will notify contractors of our intent to renew for one (1) additional year.

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 11.10.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: June 3, 2024

SUBJECT: City Council Committee Appointments

BACKGROUND:

Mayor and Council assigned new committee appointments at the February 5th Regular Council meeting. These were temporary appointments as the council was not fully staffed at the time. With the onboarding of Councilmember Lawson and Councilmember Woods, the topic will be revisited and determined how adjustments should be made so all of mayor and council will have committees to be part of.

DISCUSSION:

Mayor and council will review current committee appointments and determine which adjustments will be made due to the inclusion of Councilmember Lawson and Councilmember Woods.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

Motion to approve the committee appointments.

ATTACHMENT(S):

1. Council Committee Appointments Updated 2-5-24

City of Mary Esther

Council Committee Appointments

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