



**Agenda
Regular Meeting
of the Mary Esther City Council
July 8, 2024 - 6:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

- 1. INVOCATION**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**
- 5. APPROVAL OF THE AGENDA**
- 6. SPECIAL PRESENTATIONS**
 - 6.1. Yard of the Month July 2024**
 - 6.2. Completion of the Institute for Elected Municipal Officials**
- 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 June 3, 2024, Regular Council Meeting**
 - 7.9. Minutes of the June 17, 2024, Special Council Meeting**
- 8. CITIZENS WHO HAVE REQUESTED TO BE PLACED ON THE AGENDA**
- 9. PUBLIC COMMENT (NON-AGENDA ITEMS)**
- 10. UNFINISHED BUSINESS**
- 11. NEW BUSINESS**
 - 11.1. City Manager Evaluation**
 - 11.2. Public Hearing, Reduction of Deliverables, CDBG Agreement No. 22DB-OP-01-56-02-N24**
 - 11.3. Discussion of Springdale Infrastructure Project with Jacobs Engineering**
 - 11.4. Action Minutes Discussion**
 - 11.5. Statewide Mutual Aid Agreement**
- 12. COUNCILS' STANDING COMMITTEE STATUS REPORTS**
- 13. OTHER COMMENTS**
- 14. ADJOURN**

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

WATCHING AND PARTICIPATION

To watch the meetings virtually, citizens may log onto the city's website (www.cityofmaryesther.com), click the "Public Meetings" section, and select the meeting they would like to watch.

Any citizen who would like to comment on non-agenda items must submit a service request through the city's website, call customer service at (850) 243-3566, or fill out a form at city hall. A form must be completed by 12 pm one week before the day of the meeting. If a citizen opts to participate virtually, an email will be sent with the Zoom registration link.

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.*

AGENDA ITEM

Agenda Item 6.1.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: July 8, 2024

SUBJECT: Yard of the Month July 2024

BACKGROUND:

The Yard of the Month program was established to recognize City of Mary Esther residents who demonstrate above average efforts in maintaining their property, thereby contributing to the overall appearance of the community at large. Residents may nominate any yard in the Mary Esther city limits, including their own yard.

DISCUSSION:

The City of Mary Esther received 1 nomination to be included in the July selection for Yard of the Month.

FINANCIAL IMPACT:

The City of Mary Esther provides a certificate to the winner along with items that contain City of Mary Esther branding, which can differ from month to month depending on the availability of items.

RECOMMENDATION:

The recommendation is to select an address to be nominated for the July 2024 Yard of the Month.

ATTACHMENT(S):

1. July Yard of the Month Submission(s)

641 Blackstone Rd



172 Marcia Dr



AGENDA ITEM

Agenda Item 6.2.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: July 8, 2024

SUBJECT: Completion of the Institute for Elected Municipal Officials

BACKGROUND:

On July 7th and 8th, Councilmember Lawson attended the Institute for Elected Municipal Officials held in Palm Beach Gardens by the Florida League of Cities. The Florida League of Cities has sent a certificate of completion and asked for it to be presented as an agenda item and be formally recorded in the minutes.

DISCUSSION:

City Clerk Morris will present the certificate of completion to Councilmember Lawson, reading the certificate into the microphone to be recorded into the official minutes.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

N/A.

ATTACHMENT(S):

1. Letter of Congratulations
2. Certificate of Completion



June 11, 2024

Councilmember Richard Lawson
City of Mary Esther
195 N Christobal Rd
Mary Esther, FL 32569-1911

Dear Councilmember Richard Lawson,

On behalf of the Florida League of Cities, I am pleased to award this certificate to you for the completion of the Institute for Elected Municipal Officials in Palm Beach Gardens, FL on June 7th – 8th, 2024.

It is our sincere hope that you found the program challenging and worthwhile. We encourage you take advantage of other training opportunities through FLC University. We also invite you to register for the next offering of IEMO II, when registration opens. You can find dates and locations for other trainings on our event calendar.

We strongly believe that your attendance at the Institute is indicative of your continued commitment to improving the quality of municipal government in Florida. If we may be of assistance in the future, please do not hesitate to call upon us.

Sincerely,

A handwritten signature in black ink that reads "Lynn S. Tipton".

Lynn S. Tipton
Director, FLC University
Florida League of Cities



IEMO



Certificate of Completion

June 7-8, 2024 • Palm Beach Gardens, FL

Presented to

Richard Lawson

Councilmember

City of Mary Esther





City of Mary Esther
Cash and Investment Balances
as of May 31, 2024

BMS Account	GENERAL FUND BANK	Summary of Investments	Fund	INTEREST RATE	Purpose of Acct.
		5/31/2024			
101251	FNBT BANK	\$143,080.00	410	0.00%	Cust. Utility Deposits Acct.
104300	GEN FUND FLORIDA PRIME	\$2,308,545.39	1	5.48%	GF Savings/Investment
104400	W/S FUND FLORIDA PRIME	\$334,248.77	410	5.48%	W/S Savings/Investment
101001	FNBT BANK	\$12,060,537.27	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	\$6,615.33	1	0.00%	HRA Account
101001	FNBT BANK	\$1,609,726.50	1 & 410	4.59%	Money Market Account
104301	FLCLASS	\$519,374.05	1	5.38%	GF Investment
104302	AMERIS BANK	\$6,516.20	1	0.00%	GF Investment

\$16,988,643.51

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

FY23-24 ESTIMATED BEGINNING W/S FUND UNRESTRICTED CASH	\$4,431,432
FY2024 Budget surplus	\$138,680

ESTIMATED W/S FUND TOTAL UNRESTRICTED CASH \$4,570,112

FY 23-24 BEGINNING DISCRETIONARY SALES SURTAX REVENUE FUND	\$1,888,263
FY2024 Transfer to General Fund	(\$2,411,145)
FY2024 Estimated Revenue	\$522,882

DISCRETIONARY SALES SURTAX FUND BALANCE (\$0)

GRAND TOTAL ALL FUNDS: \$6,388,498

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

OTHER RESTRICTED REVENUE

Committed to natural disaster relief	\$2,330,610
TOTAL	\$2,330,610

TOTAL RESTRICTED REVENUES \$2,613,953



City of Mary Esther, FL

Budget vs Actuals

Account Summary

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		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	29,973.82	2,031,249.19	2,031,249.19	58,133.81
001-00-311200	AD VALOREM TAXES-DELO	65,000.00	65,000.00	32.68	161.24	161.24	64,838.76
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	15,905.08	125,641.71	125,641.71	74,358.29
001-00-314100	UTILITY TAXES-ELECTRIC	235,000.00	235,000.00	18,437.87	132,808.52	132,808.52	102,191.48
001-00-314200	UTILITY TAXES-COMMUNICATION SE...	255,000.00	255,000.00	15,252.70	109,785.65	109,785.65	145,214.35
001-00-314300	UTILITY TAXES-WATER	123,484.00	123,484.00	13,571.85	79,948.32	79,948.32	43,535.68
001-00-314400	UTILITY TAXES-GAS	40,000.00	40,000.00	3,339.46	31,638.99	31,638.99	8,361.01
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	43.75	1,134.75	1,134.75	-134.75
001-00-316100	BUSINESS TAX	95,000.00	95,000.00	350.00	103,300.50	103,300.50	-8,300.50
001-00-322000	BUILDING PERMITS	80,000.00	80,000.00	357.20	5,225.04	5,225.04	74,774.96
001-00-323100	ELECTRICITY FRANCHISE FEES	205,000.00	205,000.00	12,423.56	224,579.28	224,579.28	-19,579.28
001-00-323400	GAS FRANCHISE FEES	35,000.00	35,000.00	3,100.66	29,379.41	29,379.41	5,620.59
001-00-324120	IMPACT FEES-FIRE PROTECTION	0.00	0.00	0.00	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	180.00	1,720.00	1,720.00	-720.00
001-00-331500	FEDERAL DISASTER RELIEF	0.00	0.00	0.00	94,144.59	94,144.59	-94,144.59
001-00-334501	STATE DISASTER RELIEF	0.00	0.00	0.00	5,230.26	5,230.26	-5,230.26
001-00-335120	STATE REVENUE SHARING PROCEEDS	160,000.00	160,000.00	17,570.98	122,996.82	122,996.82	37,003.18
001-00-335150	ALCOHOLIC BEVERAGE LICENSES	500.00	500.00	0.00	489.44	489.44	10.56
001-00-335180	LOCAL GOVERNMENT 1/2 SALES TAX	460,000.00	460,000.00	47,706.50	270,933.71	270,933.71	189,066.29
001-00-338200	INTERGOV REV-COUNTY BUSINESS TAX	1,000.00	1,000.00	53.62	1,599.46	1,599.46	-599.46
001-00-338210	INTERGOV REV - LIBRARY COOP	61,000.00	61,000.00	0.00	47,340.00	47,340.00	13,660.00
001-00-341200	ZONING FEES	0.00	0.00	25.00	25.00	25.00	-25.00
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	701.00	9,693.50	9,693.50	-1,193.50
001-00-341902	NOTARY FEE REVENUE	0.00	0.00	10.00	110.00	110.00	-110.00
001-00-341910	PLAN REVIEW	0.00	0.00	0.00	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	30.00	240.00	240.00	760.00
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	100.00	250.00	250.00	-150.00
001-00-344210	BOAT LAUNCH DAILY PERMIT	0.00	0.00	154.95	412.20	412.20	-412.20
001-00-344220	BOAT LAUNCH ANNUAL PERMIT	0.00	0.00	42.00	142.00	142.00	-142.00
001-00-344901	FLORIDA DOT	21,839.00	21,839.00	21,839.47	21,839.47	21,839.47	-0.47
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	100.00	1,240.00	1,240.00	-240.00
001-00-351100	COURT FINES	3,000.00	3,000.00	1,469.90	5,510.36	5,510.36	-2,510.36
001-00-352000	LIBRARY FINES/LOST BOOKS	1,500.00	1,500.00	287.00	1,444.50	1,444.50	55.50
001-00-354100	VIOLATION OF LOCAL ORDINANCE	2,500.00	2,500.00	205.00	5,932.00	5,932.00	-3,432.00
001-00-361000	INTEREST AND OTHER EARNINGS	0.00	0.00	1.83	3.71	3.71	-3.71
001-00-361100	INTEREST INCOME	120,000.00	120,000.00	41,578.26	274,396.97	274,396.97	-154,396.97
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	1,995.85	6,245.85	6,245.85	10,754.15
001-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	870.00	763.47	7,077.39	7,077.39	-6,207.39
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

Budget vs Actuals

[001-00-389400](#)

For Fiscal: 2023-2024 Period Ending: 05/31/2024						
	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
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	247,603.46	7,604,483.83	7,604,483.83	4,217,580.76
Revenue Total:	9,225,505.00	11,822,064.59	247,603.46	7,604,483.83	7,604,483.83	4,217,580.76

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		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	1,500.00	8,505.00	8,505.00	10,695.00
001-11-51100-2110	SOCIAL SECURITY TAXES	1,200.00	1,200.00	93.00	527.31	527.31	672.69
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	21.77	123.47	123.47	176.53
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	0.00	6,540.34	7,735.89	5,264.11
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	-25.00	1,394.37	1,694.37	2,505.63
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	11.02	11.02	11.02	238.98
001-11-51100-5280	LEAGUE OF CITIES DINNERS	11,875.00	11,875.00	1,091.83	7,912.65	8,560.02	3,314.98
001-11-51100-5290	OPERATING SUPPLIES	2,150.00	2,150.00	242.58	550.78	1,050.77	1,099.23
001-11-51100-5410	BOOKS, PUBS, SUBS & MEMBS	4,600.00	4,600.00	0.00	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	2,935.20	32,549.34	35,192.25	38,482.75
Activity: 51100 - LEGISLATIVE Total:		73,675.00	73,675.00	2,935.20	32,549.34	35,192.25	38,482.75
Activity: 51200 - EXECUTIVE							
Department: 12 - CITY MANAGER							
001-12-51200-1210	SALARIES	170,700.00	160,000.00	13,097.70	95,720.80	95,720.80	64,279.20
001-12-51200-2110	SOCIAL SECURITY TAXES	10,584.00	9,920.00	812.04	7,067.10	7,067.10	2,852.90
001-12-51200-2210	RETIREMENT	23,898.00	16,197.00	1,833.69	5,956.01	5,956.01	10,240.99
001-12-51200-2310	EMPLOYEE INSURANCE	34,840.00	30,000.00	1,106.95	14,273.66	14,273.66	15,726.34
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	189.93	1,388.26	1,388.26	931.74
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	192.73	1,628.79	1,628.79	871.21
001-12-51200-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	40.00	317.94	317.94	1,182.06
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	17,273.04	126,863.59	126,863.59	108,843.41
Activity: 51200 - EXECUTIVE Total:		259,768.00	235,707.00	17,273.04	126,863.59	126,863.59	108,843.41
Activity: 51300 - FINANCE							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51300-1210	SALARIES	71,500.00	71,500.00	7,732.80	48,146.47	48,146.47	23,353.53
001-13-51300-2110	SOCIAL SECURITY TAXES	4,433.00	4,433.00	478.59	2,979.98	2,979.98	1,453.02
001-13-51300-2210	RETIREMENT	10,010.00	10,010.00	778.53	6,038.90	6,038.90	3,971.10
001-13-51300-2310	EMPLOYEE INSURANCE	4,400.00	4,400.00	249.27	2,867.92	2,867.92	1,532.08
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	111.94	697.03	697.03	339.97
001-13-51300-3210	ACCOUNTING AND AUDITING	23,230.00	23,230.00	0.00	21,730.00	21,730.00	1,500.00
001-13-51300-4010	TRAVEL & PER DIEM	3,500.00	3,500.00	760.69	794.68	1,489.06	2,010.94
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	2,383.45	2,383.45	2,383.45	-383.45
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	87.00	691.13	691.13	308.87
001-13-51300-4930	TRAINING	2,500.00	2,500.00	0.00	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	0.00	320.00	320.00	535.00
Department: 13 - ADMINISTRATIVE SERVICES Total:		128,835.00	128,835.00	12,582.27	87,964.03	88,658.41	40,176.59
Activity: 51300 - FINANCE Total:		128,835.00	128,835.00	12,582.27	87,964.03	88,658.41	40,176.59
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: 05/31/2024

		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	451.98	451.98	248.02
001-13-51310-2230	RETIRED EMPLOYEE DENTAL INSURA...	4,500.00	4,000.00	276.21	2,485.89	2,485.89	1,514.11
001-13-51310-2310	EMPLOYEE INSURANCE	5,380.00	4,170.00	55.50	2,255.38	2,255.38	1,914.62
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	712.50	712.50	712.50	4,287.50
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	762.08	11,767.10	18,682.08	-682.08
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	0.00	1,208.01	1,208.01	1,291.99
001-13-51310-4015	RECRUITMENT	0.00	0.00	0.00	734.00	734.00	-734.00
001-13-51310-4540	EMPLOYEE APPRECIATION	2,500.00	3,500.00	15.96	2,754.29	2,754.29	745.71
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	4,056.76	5,351.63	5,351.63	11,698.37
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	0.00	284.00	284.00	466.00
Department: 13 - ADMINISTRATIVE SERVICES Total:		70,114.00	73,732.00	5,929.23	36,141.62	43,056.60	30,675.40
Activity: 51310 - HUMAN RESOURCES Total:		70,114.00	73,732.00	5,929.23	36,141.62	43,056.60	30,675.40
Activity: 51400 - LEGAL							
Department: 14 - CITY ATTORNEY							
001-14-51400-3111	LEGAL COUNSEL	70,000.00	70,000.00	5,154.20	24,252.86	24,252.86	45,747.14
Department: 14 - CITY ATTORNEY Total:		70,000.00	70,000.00	5,154.20	24,252.86	24,252.86	45,747.14
Activity: 51400 - LEGAL Total:		70,000.00	70,000.00	5,154.20	24,252.86	24,252.86	45,747.14
Activity: 51500 - PLANNING AND ZONING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-51500-1210	SALARIES	92,000.00	69,000.00	10,562.70	33,713.67	33,713.67	35,286.33
001-30-51500-2110	SOCIAL SECURITY TAXES	5,704.00	4,704.00	654.88	2,090.24	2,090.24	2,613.76
001-30-51500-2210	RETIREMENT	12,880.00	4,824.00	131.21	776.77	776.77	4,047.23
001-30-51500-2310	EMPLOYEE INSURANCE	29,190.00	15,540.00	1,673.35	8,783.31	8,783.31	6,756.69
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	153.20	489.01	489.01	844.99
001-30-51500-3100	PROFESSIONAL SERVICES	25,000.00	25,000.00	0.00	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	93.93	93.93	93.93	156.07
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	13,269.27	57,783.66	65,906.32	58,065.68
Activity: 51500 - PLANNING AND ZONING Total:		169,678.00	123,972.00	13,269.27	57,783.66	65,906.32	58,065.68
Activity: 51600 - NON-COURT INFORMATION SYSTEMS							
Department: 16 - CITY CLERK							
001-16-51600-1210	SALARIES	82,500.00	58,500.00	8,215.20	29,804.29	29,804.29	28,695.71
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	509.34	1,838.43	1,838.43	1,860.57
001-16-51600-2210	RETIREMENT	11,500.00	5,400.00	1,150.14	3,789.24	3,789.24	1,610.76
001-16-51600-2310	EMPLOYEE INSURANCE	26,900.00	20,850.00	1,136.52	5,758.05	5,758.05	15,091.95
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	119.13	429.96	429.96	570.04
001-16-51600-3100	PROFESSIONAL SERVICES	2,350.00	2,350.00	80.12	551.33	1,292.68	1,057.32
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	185.00	927.00	927.00	573.00
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

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		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	26.72	125.66	125.66	1,479.34
001-16-51600-5290	OPERATING SUPPLIES	600.00	600.00	0.00	36.98	36.98	563.02
001-16-51600-5410	BOOKS, PUBS, SUBS & MEMBS	1,200.00	1,200.00	185.00	296.57	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	11,607.17	49,113.14	49,854.49	63,049.51
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:		185,115.00	112,904.00	11,607.17	49,113.14	49,854.49	63,049.51
Activity: 51610 - INFORMATION TECHNOLOGY							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51610-3100	PROFESSIONAL SERVICES	30,000.00	59,000.00	7,353.25	19,509.43	19,509.43	39,490.57
001-13-51610-4110	TELEPHONE & INTERNET	10,068.00	10,068.00	360.65	8,532.78	8,532.78	1,535.22
001-13-51610-4655	COMPUTER HARDWARE & SOFTWARE...	69,526.00	78,726.00	2,352.46	66,205.73	78,877.47	-151.47
001-13-51610-4660	COPIER MAINTENANCE	7,500.00	7,500.00	83.90	4,018.39	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	10,150.26	101,549.81	117,209.96	46,084.04
Activity: 51610 - INFORMATION TECHNOLOGY Total:		125,094.00	163,294.00	10,150.26	101,549.81	117,209.96	46,084.04
Activity: 51900 - GENERAL GOVERNMENT							
Department: 99 - NON DEPARTMENTAL							
001-99-51900-4100	POSTAGE & SHIPPING	4,000.00	4,000.00	300.00	1,555.32	1,555.32	2,444.68
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	0.00	401.70	605.50	3,894.50
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	300.00	95,431.02	95,634.82	21,122.18
Activity: 51900 - GENERAL GOVERNMENT Total:		70,732.00	116,757.00	300.00	95,431.02	95,634.82	21,122.18
Activity: 51910 - FACILITIES							
Department: 50 - PUBLIC WORKS							
001-50-51910-1210	SALARIES	38,500.00	34,000.00	4,163.99	22,280.08	22,280.08	11,719.92
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	257.93	1,380.10	1,380.10	727.90
001-50-51910-2210	RETIREMENT	5,460.00	3,979.00	361.06	1,434.34	1,434.34	2,544.66
001-50-51910-2310	EMPLOYEE INSURANCE	13,990.00	10,090.00	750.96	6,316.76	6,316.76	3,773.24
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	60.33	322.66	322.66	170.34
001-50-51910-3100	PROFESSIONAL SERVICES	16,015.00	16,015.00	1,415.40	7,428.30	8,422.30	7,592.70
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	1,677.13	9,512.61	9,512.61	11,487.39
001-50-51910-4320	WATER	7,900.00	7,900.00	641.56	5,509.00	5,509.00	2,391.00
001-50-51910-4330	SOLID WASTE	3,760.00	3,760.00	235.01	1,926.43	1,926.43	1,833.57
001-50-51910-4340	NATURAL GAS	1,100.00	1,100.00	69.32	888.10	888.10	211.90
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	2,243.95	9,297.22	21,792.04	8,207.96
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	252.46	1,245.57	1,245.57	3,754.43
001-50-51910-5220	UNIFORMS	800.00	800.00	0.00	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	376.87	1,225.35	1,225.35	1,774.65
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	134.89	134.89	134.89	865.11
001-50-51910-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	0.00	1,340.14	1,950.42	-450.42
001-50-51910-5290	OPERATING SUPPLIES	4,000.00	4,000.00	534.26	1,171.13	1,171.13	2,828.87

Budget vs Actuals

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		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	0.00	1,956.00	12,832.60	-12,832.60
Department: 50 - PUBLIC WORKS Total:		498,965.00	3,305,164.28	13,175.12	2,482,501.05	2,564,967.75	740,196.53
Activity: 51910 - FACILITIES Total:		498,965.00	3,305,164.28	13,175.12	2,482,501.05	2,564,967.75	740,196.53
Activity: 52100 - LAW ENFORCEMENT							
Department: 20 - PUBLIC SAFETY							
001-20-52100-3405	CONTRACT FOR SERVICES	285,334.00	285,334.00	22,836.67	182,693.36	182,693.36	102,640.64
Department: 20 - PUBLIC SAFETY Total:		285,334.00	285,334.00	22,836.67	182,693.36	182,693.36	102,640.64
Activity: 52100 - LAW ENFORCEMENT Total:		285,334.00	285,334.00	22,836.67	182,693.36	182,693.36	102,640.64
Activity: 52200 - FIRE							
Department: 20 - PUBLIC SAFETY							
001-20-52200-3405	CONTRACT FOR SERVICES	1,113,088.00	1,113,088.00	0.00	556,544.54	556,544.54	556,543.46
Department: 20 - PUBLIC SAFETY Total:		1,113,088.00	1,113,088.00	0.00	556,544.54	556,544.54	556,543.46
Activity: 52200 - FIRE Total:		1,113,088.00	1,113,088.00	0.00	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	6,053.81	31,754.03	31,754.03	22,245.97
001-30-52400-2110	SOCIAL SECURITY TAXES	3,348.00	3,348.00	375.33	1,968.63	1,968.63	1,379.37
001-30-52400-2210	RETIREMENT	7,560.00	6,293.00	459.27	2,718.74	2,718.74	3,574.26
001-30-52400-2310	EMPLOYEE INSURANCE	13,050.00	13,050.00	932.52	7,511.20	7,511.20	5,538.80
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	87.82	460.53	460.53	322.47
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	280.09	280.09	219.91
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	0.00	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	77.27	572.11	572.11	227.89
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	8,026.03	47,149.32	47,149.32	37,836.68
Activity: 52400 - CODE COMPLIANCE Total:		86,253.00	84,986.00	8,026.03	47,149.32	47,149.32	37,836.68
Activity: 52410 - BUILDING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52410-1210	SALARIES	45,000.00	40,000.00	5,078.14	21,667.20	21,667.20	18,332.80
001-30-52410-2110	SOCIAL SECURITY TAXES	2,790.00	2,790.00	314.85	1,343.32	1,343.32	1,446.68
001-30-52410-2210	RETIREMENT	6,300.00	4,000.00	65.59	388.39	388.39	3,611.61
001-30-52410-2310	EMPLOYEE INSURANCE	14,260.00	10,360.00	931.87	6,594.46	6,594.46	3,765.54
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	73.55	313.93	313.93	339.07
001-30-52410-3100	PROFESSIONAL SERVICES	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00
001-30-52410-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-30-52410-4906	OTHER CHARGES	500.00	500.00	0.00	0.00	0.00	500.00
001-30-52410-4930	TRAINING	250.00	250.00	0.00	0.00	0.00	250.00
001-30-52410-4946	LEGAL & RETAIL ADVERTISEMENTS	300.00	300.00	0.00	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	6,464.00	30,397.24	30,397.24	109,575.76
Activity: 52410 - BUILDING Total:		151,173.00	139,973.00	6,464.00	30,397.24	30,397.24	109,575.76

Budget vs Actuals

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		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	6,135.31	36,666.86	36,666.86	21,333.14
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	379.88	2,270.34	2,270.34	1,325.66
001-50-53800-2210	RETIREMENT	9,380.00	6,550.00	562.46	2,708.99	2,708.99	3,841.01
001-50-53800-2310	EMPLOYEE INSURANCE	25,290.00	17,490.00	1,331.85	11,379.43	11,379.43	6,110.57
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	88.85	531.03	531.03	309.97
001-50-53800-3100	Professional Services	12,785.00	12,785.00	0.00	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	2,000.00	2,200.00
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	6,204.60	-154.60
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	17,604.50	86,565.95	176,439.02	1,253,288.98
Department: 50 - PUBLIC WORKS Total:		1,558,197.00	1,550,698.00	26,102.85	152,584.59	244,868.07	1,305,829.93
Activity: 53800 - STORMWATER Total:		1,558,197.00	1,550,698.00	26,102.85	152,584.59	244,868.07	1,305,829.93
Activity: 54100 - STREETS							
Department: 50 - PUBLIC WORKS							
001-50-54100-1210	SALARIES	66,500.00	57,000.00	6,135.31	36,666.86	36,666.86	20,333.14
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	379.88	2,270.34	2,270.34	2,038.66
001-50-54100-2210	RETIREMENT	9,380.00	6,549.00	562.46	2,708.99	2,708.99	3,840.01
001-50-54100-2310	EMPLOYEE INSURANCE	25,290.00	17,490.00	1,331.84	11,401.68	11,401.68	6,088.32
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	88.85	531.03	531.03	476.97
001-50-54100-3100	PROFESSIONAL SERVICES	0.00	6,170.00	1,435.00	7,605.00	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	4,311.65	31,146.11	31,146.11	24,853.89
001-50-54100-4320	WATER	500.00	500.00	31.77	220.88	220.88	279.12
001-50-54100-4330	Solid Waste	3,500.00	10,000.00	1,009.77	4,423.18	9,728.65	271.35
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	112.06	6,710.01	7,910.01	-2,410.01
001-50-54100-4623	HEAVY EQUIPMENT R & M	15,000.00	15,000.00	0.00	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	52.98	586.55	586.55	4,413.45
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	293.76	1,655.81	1,655.81	2,044.19
001-50-54100-5220	UNIFORMS	250.00	250.00	275.00	275.00	275.00	-25.00
001-50-54100-5221	PERSONAL PROTECTIVE EQUIPMENT	500.00	500.00	46.75	497.53	497.53	2.47
001-50-54100-5260	TOOLS	1,000.00	1,000.00	471.39	799.32	799.32	200.68
001-50-54100-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	693.45	1,458.78	1,458.78	41.22
001-50-54100-5290	OPERATING SUPPLIES	4,000.00	7,328.71	1,056.07	5,407.57	5,551.45	1,777.26
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	0.00	108,294.27	108,294.27	11,667.95
Department: 50 - PUBLIC WORKS Total:		4,563,381.00	4,654,191.93	18,287.99	248,631.92	258,537.21	4,395,654.72
Activity: 54100 - STREETS Total:		4,563,381.00	4,654,191.93	18,287.99	248,631.92	258,537.21	4,395,654.72

Budget vs Actuals

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		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	29,632.47	171,769.97	171,769.97	98,230.03
001-71-57100-1310	SALARIES - PART TIME	39,000.00	39,000.00	4,213.13	23,717.32	23,717.32	15,282.68
001-71-57100-2110	SOCIAL SECURITY TAXES	19,158.00	19,158.00	2,082.63	12,018.34	12,018.34	7,139.66
001-71-57100-2210	RETIREMENT	37,800.00	37,800.00	4,148.54	24,047.77	24,047.77	13,752.23
001-71-57100-2310	EMPLOYEE INSURANCE	56,360.00	56,360.00	3,012.81	30,116.45	30,116.45	26,243.55
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	487.05	2,810.65	2,810.65	1,670.35
001-71-57100-4010	TRAVEL & PER DIEM	1,200.00	1,200.00	335.00	581.48	581.48	618.52
001-71-57100-4100	POSTAGE & SHIPPING	0.00	1,000.00	68.00	550.65	550.65	449.35
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	108.97	108.97	108.97	391.03
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	206.20	799.33	799.33	1,100.67
001-71-57100-5110	OFFICE SUPPLIES	2,700.00	2,700.00	215.93	1,262.87	1,262.87	1,437.13
001-71-57100-5295	OPERATING SUPPLIES/JANITORIAL	0.00	0.00	87.57	87.57	87.57	-87.57
001-71-57100-5410	BOOKS, PUBS, SUBS & MEMBS	12,000.00	17,800.00	1,406.82	7,900.92	8,700.92	9,099.08
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	1,995.85	5,096.46	5,096.46	4,903.54
001-71-57100-5420	MEMBERSHIPS	1,000.00	1,000.00	0.00	1,071.26	1,071.26	-71.26
Department: 71 - LIBRARY Total:		465,299.00	465,299.00	48,000.97	282,187.18	282,987.18	182,311.82
Activity: 57100 - LIBRARY Total:		465,299.00	465,299.00	48,000.97	282,187.18	282,987.18	182,311.82
Activity: 57200 - PARKS							
Department: 50 - PUBLIC WORKS							
001-50-57200-1210	SALARIES	160,500.00	193,500.00	15,995.04	89,473.43	89,473.43	104,026.57
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	990.33	5,539.21	5,539.21	8,224.79
001-50-57200-2210	RETIREMENT	22,540.00	23,517.00	1,326.31	6,692.15	6,692.15	16,824.85
001-50-57200-2310	EMPLOYEE INSURANCE	61,880.00	69,280.00	3,311.57	28,096.03	28,096.03	41,183.97
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	231.59	1,295.48	1,295.48	1,923.52
001-50-57200-3100	PROFESSIONAL SERVICES	0.00	3,478.00	0.00	3,478.00	5,478.00	-2,000.00
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	403.05	2,850.75	2,850.75	2,149.25
001-50-57200-4320	WATER	3,800.00	3,800.00	249.87	1,703.90	1,703.90	2,096.10
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	5,322.93	51,722.44	57,633.57	47,666.43
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	602.91	2,026.58	2,026.58	1,473.42
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	650.62	2,189.66	2,499.65	-499.65
001-50-57200-5290	OPERATING SUPPLIES	0.00	1,000.00	0.00	1,107.49	1,107.49	-107.49
001-50-57200-5295	OPERATING SUPPLIES/JANITORIAL	2,500.00	2,500.00	1,517.36	3,388.87	3,528.06	-1,028.06
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	0.00	8,392.98	8,392.98	2,387.02
001-50-57200-6310	INFRASTRUCTURE	1,275,000.00	933,800.00	0.00	111,692.54	119,210.54	814,589.46

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 05/31/2024

	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	10,026.22	10,026.22	10,026.22	-5,026.22
Department: 50 - PUBLIC WORKS Total:	1,593,351.00	1,447,622.00	40,627.80	361,230.76	377,149.07	1,070,472.93
Activity: 57200 - PARKS Total:	1,593,351.00	1,447,622.00	40,627.80	361,230.76	377,149.07	1,070,472.93
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	262,722.07	4,955,569.03	5,191,923.04	8,958,309.17
Fund: 001 - GENERAL FUND Surplus (Deficit):	-2,427,547.00	-2,328,167.62	-15,118.61	2,648,914.80	2,412,560.79	-4,740,728.41

Budget vs Actuals

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		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	61,900.87	285,525.82	285,525.82	189,474.18
101-00-361100	INTEREST INCOME	20,000.00	20,000.00	9,202.49	60,032.25	60,032.25	-40,032.25
Department: 00 - UNDESIGNATED Total:		495,000.00	495,000.00	71,103.36	345,558.07	345,558.07	149,441.93
Revenue Total:		495,000.00	495,000.00	71,103.36	345,558.07	345,558.07	149,441.93

Budget vs Actuals

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	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	71,103.36	345,558.07	345,558.07	-2,261,703.07

Budget vs Actuals

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		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	137,620.23	854,534.97	854,534.97	429,699.03
410-00-343320	WATER UTIL - PENALTIES	15,000.00	15,000.00	169,145.93	20,774.99	20,774.99	-5,774.99
410-00-343340	BACKFLOW PREVENTER INSPECTION F...	6,700.00	6,700.00	550.00	1,600.00	1,600.00	5,100.00
410-00-343351	TURN-ON & CUT-OFF FEES	12,000.00	12,000.00	1,200.00	3,870.00	3,870.00	8,130.00
410-00-343510	SEWER UTIL REV - OPER INCOME	1,838,163.00	1,838,163.00	191,061.06	1,220,122.58	1,220,122.58	618,040.42
410-00-343520	SEWER UTILITY PENALTIES	15,000.00	15,000.00	1,539.13	11,292.66	11,292.66	3,707.34
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	95.00	1,055.69	1,055.69	-855.69
410-00-361000	INTEREST AND OTHER EARNINGS	10,000.00	10,000.00	19,793.63	148,278.86	148,278.86	-138,278.86
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	10,240.77	134,826.78	134,826.78	55,333.22
410-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	21,642.55	33,522.14	33,522.14	-33,522.14
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	552,888.30	2,425,662.28	2,425,662.28	5,610,099.72
Revenue Total:		8,035,762.00	8,035,762.00	552,888.30	2,425,662.28	2,425,662.28	5,610,099.72

Budget vs Actuals

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		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	11,802.16	71,512.21	71,512.21	34,487.79
410-50-53300-2110	SOCIAL SECURITY TAXES	6,572.00	6,572.00	730.03	3,854.88	3,854.88	2,717.12
410-50-53300-2210	RETIREMENT	14,840.00	14,840.00	1,293.94	6,610.09	6,610.09	8,229.91
410-50-53300-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,834.00	15,819.88	15,819.88	11,735.12
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	170.75	1,034.18	1,034.18	502.82
410-50-53300-3100	PROFESSIONAL SERVICES	112,785.00	112,785.00	2,939.75	27,572.35	81,412.10	31,372.90
410-50-53300-3150	ENGINEERING, CONSULTING SERVICES	15,000.00	15,000.00	0.00	0.00	8,430.00	6,570.00
410-50-53300-3210	ACCOUNTING AND AUDITING	14,000.00	14,000.00	0.00	10,865.00	10,865.00	3,135.00
410-50-53300-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	140,696.96	566,302.20	566,302.20	283,697.80
410-50-53300-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	743.73	2,585.74	2,585.74	2,914.26
410-50-53300-4110	TELEPHONE & INTERNET	1,000.00	1,000.00	180.32	2,488.59	2,488.59	-1,488.59
410-50-53300-4320	Water	120,000.00	120,000.00	0.00	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	0.00	60,622.75	60,622.75	-10,622.75
410-50-53300-4644	ELEVATED TANKS MAINTENANCE CO...	65,000.00	65,000.00	7,744.57	30,978.28	30,978.28	34,021.72
410-50-53300-4650	COMPUTER OPERATIONS AND MAINT...	25,000.00	25,000.00	1,104.00	13,309.17	13,309.17	11,690.83
410-50-53300-4710	PRINTING & BINDING	2,500.00	2,500.00	215.08	1,759.93	1,759.93	740.07
410-50-53300-4905	OPERATING PERMITS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
410-50-53300-4906	OTHER CHARGES	1,500.00	1,500.00	58.72	650.76	1,021.44	478.56
410-50-53300-4915	CREDIT CARD PROCESSING FEES	15,000.00	15,000.00	0.00	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	2,842.80	3,832.76	29,582.81	35,417.19
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	0.00	1,263.14	1,263.14	-263.14
410-50-53300-6310	INFRASTRUCTURE	2,609,405.00	2,609,405.00	99,221.78	538,424.64	644,078.22	1,965,326.78
410-50-53300-6410	MACHINERY & EQUIPMENT	79,000.00	79,000.00	1,319.99	29,013.22	57,195.06	21,804.94
Department: 50 - PUBLIC WORKS Total:		4,224,686.00	4,224,686.00	272,898.58	1,461,719.84	1,683,945.74	2,540,740.26
Activity: 53300 - WATER Total:		4,224,686.00	4,224,686.00	272,898.58	1,461,719.84	1,683,945.74	2,540,740.26
Activity: 53500 - SEWER							
Department: 50 - PUBLIC WORKS							
410-50-53500-1210	SALARIES	106,000.00	106,000.00	11,802.12	71,511.62	71,511.62	34,488.38
410-50-53500-2110	SOCIAL SECURITY TAXES	6,572.00	6,572.00	729.92	3,854.13	3,854.13	2,717.87
410-50-53500-2210	RETIREMENT	14,840.00	14,840.00	1,293.80	6,608.93	6,608.93	8,231.07
410-50-53500-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,834.01	15,827.27	15,827.27	11,727.73
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	170.69	1,033.37	1,033.37	503.63
410-50-53500-3100	PROFESSIONAL SERVICES	12,785.00	12,785.00	0.00	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	22,980.00	-7,980.00
410-50-53500-3210	ACCOUNTING AND AUDITING	14,000.00	14,000.00	0.00	10,865.00	10,865.00	3,135.00
410-50-53500-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	140,696.98	566,302.29	566,302.29	283,697.71
410-50-53500-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	743.73	2,585.77	2,585.77	2,914.23
410-50-53500-4110	TELEPHONE & INTERNET	1,000.00	1,000.00	180.32	2,488.62	2,488.62	-1,488.62
410-50-53500-4320	WATER	38,000.00	38,000.00	2,186.79	15,105.31	15,105.31	22,894.69
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	9,779.46	11,288.16	21,356.66	28,643.34

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		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	1,104.00	13,309.17	13,309.17	11,690.83
410-50-53500-4710	PRINTING & BINDING	2,500.00	2,500.00	215.08	844.50	844.50	1,655.50
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	58.72	1,114.28	1,484.96	515.04
410-50-53500-4915	CREDIT CARD PROCESSING FEES	15,000.00	15,000.00	0.00	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
410-50-53500-5270	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	7,083.00	-7,083.00
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	0.00	1,263.14	1,263.14	-263.14
410-50-53500-6310	INFRASTRUCTURE	2,146,650.00	2,146,650.00	7,866.50	13,787.50	13,787.50	2,132,862.50
410-50-53500-6410	MACHINERY & EQUIPMENT	224,500.00	224,500.00	0.00	3,220.75	5,701.97	218,798.03
Department: 50 - PUBLIC WORKS Total:		3,652,596.00	3,652,596.00	178,662.12	802,434.11	864,930.51	2,787,665.49
Activity: 53500 - SEWER Total:		3,652,596.00	3,652,596.00	178,662.12	802,434.11	864,930.51	2,787,665.49
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	451,560.70	2,265,751.65	2,550,473.95	5,346,608.05
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):		138,680.00	138,680.00	101,327.60	159,910.63	-124,811.67	263,491.67
Report Surplus (Deficit):		-4,205,012.00	-4,105,632.62	157,312.35	3,154,383.50	2,633,307.19	

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	247,603.46	7,604,483.83	7,604,483.83	4,217,580.76
Revenue Total:	9,225,505.00	11,822,064.59	247,603.46	7,604,483.83	7,604,483.83	4,217,580.76

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 05/31/2024

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	2,935.20	32,549.34	35,192.25	38,482.75
Activity: 51100 - LEGISLATIVE Total:	73,675.00	73,675.00	2,935.20	32,549.34	35,192.25	38,482.75
Activity: 51200 - EXECUTIVE						
12 - CITY MANAGER	259,768.00	235,707.00	17,273.04	126,863.59	126,863.59	108,843.41
Activity: 51200 - EXECUTIVE Total:	259,768.00	235,707.00	17,273.04	126,863.59	126,863.59	108,843.41
Activity: 51300 - FINANCE						
13 - ADMINISTRATIVE SERVICES	128,835.00	128,835.00	12,582.27	87,964.03	88,658.41	40,176.59
Activity: 51300 - FINANCE Total:	128,835.00	128,835.00	12,582.27	87,964.03	88,658.41	40,176.59
Activity: 51310 - HUMAN RESOURCES						
13 - ADMINISTRATIVE SERVICES	70,114.00	73,732.00	5,929.23	36,141.62	43,056.60	30,675.40
Activity: 51310 - HUMAN RESOURCES Total:	70,114.00	73,732.00	5,929.23	36,141.62	43,056.60	30,675.40
Activity: 51400 - LEGAL						
14 - CITY ATTORNEY	70,000.00	70,000.00	5,154.20	24,252.86	24,252.86	45,747.14
Activity: 51400 - LEGAL Total:	70,000.00	70,000.00	5,154.20	24,252.86	24,252.86	45,747.14
Activity: 51500 - PLANNING AND ZONING						
30 - COMMUNITY DEVELOPMENT	169,678.00	123,972.00	13,269.27	57,783.66	65,906.32	58,065.68
Activity: 51500 - PLANNING AND ZONING Total:	169,678.00	123,972.00	13,269.27	57,783.66	65,906.32	58,065.68
Activity: 51600 - NON-COURT INFORMATION SYSTEMS						
16 - CITY CLERK	185,115.00	112,904.00	11,607.17	49,113.14	49,854.49	63,049.51
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	185,115.00	112,904.00	11,607.17	49,113.14	49,854.49	63,049.51
Activity: 51610 - INFORMATION TECHNOLOGY						
13 - ADMINISTRATIVE SERVICES	125,094.00	163,294.00	10,150.26	101,549.81	117,209.96	46,084.04
Activity: 51610 - INFORMATION TECHNOLOGY Total:	125,094.00	163,294.00	10,150.26	101,549.81	117,209.96	46,084.04
Activity: 51900 - GENERAL GOVERNMENT						
99 - NON DEPARTMENTAL	70,732.00	116,757.00	300.00	95,431.02	95,634.82	21,122.18
Activity: 51900 - GENERAL GOVERNMENT Total:	70,732.00	116,757.00	300.00	95,431.02	95,634.82	21,122.18
Activity: 51910 - FACILITIES						
50 - PUBLIC WORKS	498,965.00	3,305,164.28	13,175.12	2,482,501.05	2,564,967.75	740,196.53
Activity: 51910 - FACILITIES Total:	498,965.00	3,305,164.28	13,175.12	2,482,501.05	2,564,967.75	740,196.53
Activity: 52100 - LAW ENFORCEMENT						
20 - PUBLIC SAFETY	285,334.00	285,334.00	22,836.67	182,693.36	182,693.36	102,640.64
Activity: 52100 - LAW ENFORCEMENT Total:	285,334.00	285,334.00	22,836.67	182,693.36	182,693.36	102,640.64
Activity: 52200 - FIRE						
20 - PUBLIC SAFETY	1,113,088.00	1,113,088.00	0.00	556,544.54	556,544.54	556,543.46
Activity: 52200 - FIRE Total:	1,113,088.00	1,113,088.00	0.00	556,544.54	556,544.54	556,543.46
Activity: 52400 - CODE COMPLIANCE						
30 - COMMUNITY DEVELOPMENT	86,253.00	84,986.00	8,026.03	47,149.32	47,149.32	37,836.68
Activity: 52400 - CODE COMPLIANCE Total:	86,253.00	84,986.00	8,026.03	47,149.32	47,149.32	37,836.68
Activity: 52410 - BUILDING						
30 - COMMUNITY DEVELOPMENT	151,173.00	139,973.00	6,464.00	30,397.24	30,397.24	109,575.76
Activity: 52410 - BUILDING Total:	151,173.00	139,973.00	6,464.00	30,397.24	30,397.24	109,575.76
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	1,558,197.00	1,550,698.00	26,102.85	152,584.59	244,868.07	1,305,829.93
Activity: 53800 - STORMWATER Total:	1,558,197.00	1,550,698.00	26,102.85	152,584.59	244,868.07	1,305,829.93
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	4,563,381.00	4,654,191.93	18,287.99	248,631.92	258,537.21	4,395,654.72
Activity: 54100 - STREETS Total:	4,563,381.00	4,654,191.93	18,287.99	248,631.92	258,537.21	4,395,654.72
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	48,000.97	282,187.18	282,987.18	182,311.82

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 05/31/2024

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	48,000.97	282,187.18	282,987.18	182,311.82
Activity: 57200 - PARKS						
50 - PUBLIC WORKS	1,593,351.00	1,447,622.00	40,627.80	361,230.76	377,149.07	1,070,472.93
Activity: 57200 - PARKS Total:	1,593,351.00	1,447,622.00	40,627.80	361,230.76	377,149.07	1,070,472.93
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	262,722.07	4,955,569.03	5,191,923.04	8,958,309.17
Fund: 001 - GENERAL FUND Surplus (Deficit):	-2,427,547.00	-2,328,167.62	-15,118.61	2,648,914.80	2,412,560.79	-4,740,728.41

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 05/31/2024

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	71,103.36	345,558.07	345,558.07	149,441.93
Revenue Total:	495,000.00	495,000.00	71,103.36	345,558.07	345,558.07	149,441.93

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 05/31/2024

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	71,103.36	345,558.07	345,558.07	-2,261,703.07

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 05/31/2024

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	552,888.30	2,425,662.28	2,425,662.28	5,610,099.72
Revenue Total:	8,035,762.00	8,035,762.00	552,888.30	2,425,662.28	2,425,662.28	5,610,099.72

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 05/31/2024

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	272,898.58	1,461,719.84	1,683,945.74	2,540,740.26
Activity: 53300 - WATER Total:	4,224,686.00	4,224,686.00	272,898.58	1,461,719.84	1,683,945.74	2,540,740.26
Activity: 53500 - SEWER						
50 - PUBLIC WORKS	3,652,596.00	3,652,596.00	178,662.12	802,434.11	864,930.51	2,787,665.49
Activity: 53500 - SEWER Total:	3,652,596.00	3,652,596.00	178,662.12	802,434.11	864,930.51	2,787,665.49
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	451,560.70	2,265,751.65	2,550,473.95	5,346,608.05
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	138,680.00	138,680.00	101,327.60	159,910.63	-124,811.67	263,491.67
Total Surplus (Deficit):	-4,205,012.00	-4,105,632.62	157,312.35	3,154,383.50	2,633,307.19	

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	-15,118.61	2,648,914.80	2,412,560.79	-4,740,728.41
101 - DISCRETIONARY SALES ...	-1,916,145.00	-1,916,145.00	71,103.36	345,558.07	345,558.07	-2,261,703.07
410 - WATER/SEWER FUND	138,680.00	138,680.00	101,327.60	159,910.63	-124,811.67	263,491.67
Total Surplus (Deficit):	-4,205,012.00	-4,105,632.62	157,312.35	3,154,383.50	2,633,307.19	

Mary Esther Public Works Report June 2024

Current and Completed Projects:

1. Repaired about ten feet of Stormwater Pipe at 136 Scottdale
2. Routine Grounds Mowing in Area Parks.
3. Removed trees and Stump for sidewalk project on Brian Circle and began forming sidewalks.
4. Applied herbicide to air potato at Oak Tree Nature Park and worked out a program to remove Chinese Tallow trees.
5. Street Sweeping – was sent off for repairs.
6. Evaluated French Drain under Anderson and plan to replace.
7. Removed and installed temporary window units for the Fire Department.
8. Performed in-house hydraulic repair and muffler repair on Backhoe.
9. Collaborated with Architects, Security, and Audio-Visual Contractors on the New City Hall Project.
10. Collaborated with Engineers on Stormwater, Ditch and Pond for Springdale
11. Worked with CDBG Grant Administrators to develop a reduction of Scope to separate out the CDBG work from Rays Pond and associated stormwater work.
12. Working on several issues throughout the city in which a fiber optic contractor has hit a water or sewer line.
13. Had training sessions on Toro Mower and Chain Saw Safety/Operation.
14. Began aggressive watering off sod at Library and adding some soil additives. Hope to start top dressing soon but want to make sure we first get sod healthier after weed kills last month.
15. Completed training on the new Asphalt Infrared heater working at Scottdale and Caswell Circle.
16. Completed training on new Vacuum/Hydrologic Excavator
17. Crews were trained on Invasive species removal.
18. Setup and took down temporary event fencing for the library.
19. Had cameras installed at City Hall and Library and each of the Well locations. These still need to be networked.
20. Cleaned fence and did canopy maintenance on trees in Azalea.
21. Tree maintenance was conducted on trees in N. Bryn Mawr.
22. Began equipment removal at Azalea Park
23. Cut several ditches and cut back right of way on N. Christobal Road.
24. Worked on Budget
25. Purchased and bridge and Pavilion elements for Azalea.

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 and infrared asphalt heater which will remove joints around patches.

4. Finish new sidewalk on Brian Circle
5. Complete Installation of Security Camera Systems
6. Complete equipment removal at Azalea.

Mary Esther Public Library

Report for Council

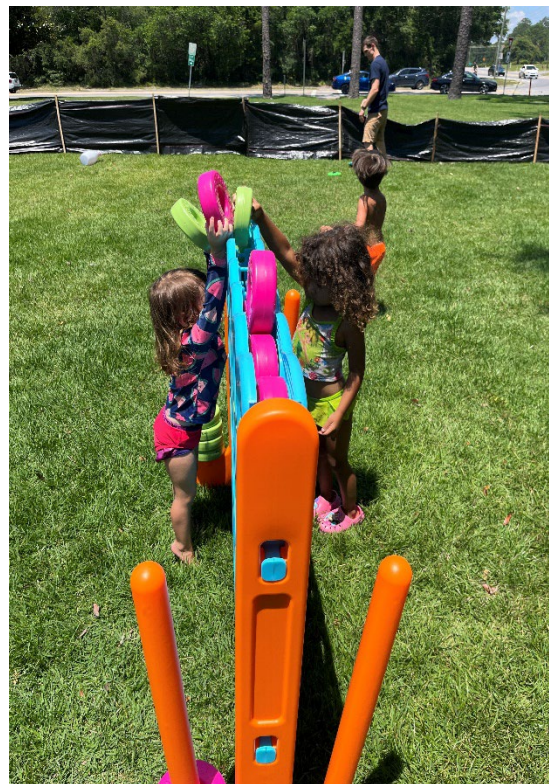
July 8, 2024

Circulation Stats

	Circulation	Digital Circulation	Library Visits	Registered Users	Internet Use	Wireless Access
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
May-24	3750	1060	2510	2607	242	60

Library Special Events

The **Summer Library Program Kick-off** was June 7. Youth Services distributed 100 Reading Logs for the kids, and almost 60 Tic-Tac-Toe reading cards were given to teens and adults. The Friends of the Library donated a water slide rental and there were many outdoor games.



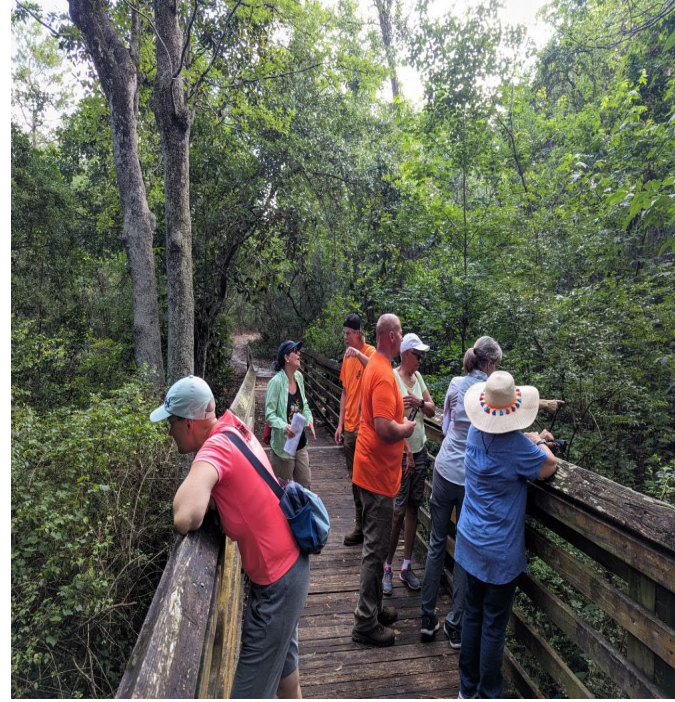
Okaloosa County Head Start came to the Kick-off to provide information as we prepare to encourage interested families for the next school year.



This year's summer theme, ***Adventure Begins at Your Library***, gives us plenty of opportunity to engage all ages in our programming. "Elvis" was in the house on June 1, to the delight of a great group, singing along with their favorite tunes!



**Adventure Stroll
at Oak
Tree
Nature
Park”**
on June
5.



“Nonie’s Animal Ark” provided education and excitement with a variety of entertaining critters on June 11.

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.

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*

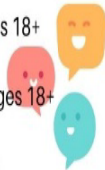
June 7th: Summer Reading Kickoff Bash

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



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 READ 3 IN A ROW YOUR LIBRARY		
GRAB A NOVEL OR COMIC BOOK	READ A BOOK ABOUT ANIMALS	READ A BIOGRAPHY
READ A NON-FICTION BOOK	READ ANY BOOK YOU WANT	READ A PICTURE BOOK
DRAW A PICTURE FROM YOUR FAVORITE BOOK	READ OUTSIDE FOR 20 MINUTES	READ TO YOUR PET OR YOUR FAVORITE TOY/PLUSH ANIMAL



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

OCPLC Governing Board

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



Ocean City-Wright Fire Control District

June 21, 2024

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

Mayor and Council Members,

As always, I want to thank the Mayor, Council, and Staff for the honor of serving the City of Mary Esther and its citizens. We will always do everything in our power to maintain positive and trusting relationships with those we work alongside and serve to ensure our citizens receive the service they deserve.

You should see a pattern this time of year as we ramp up for hurricane season. This includes preparing stations, gathering supplies, reviewing policies, and planning to ensure adequate staffing if we are directly impacted or need to deploy resources. Earlier this month we hosted a coordination meeting for fire departments throughout the county to review deployment procedures and changes in our documentation. Okaloosa county fire departments have held this meeting for the past several years and to my knowledge is the only one to put this effort into coordinating resources prior to an actual event.

Unfortunately, the appropriation request we worked with Representative Maney on, for a new aerial apparatus was line item vetoed by the Governor prior to signing the budget. For obvious reasons we never rely on that money and have budgeted to make the necessary apparatus purchases. Our next apparatus order will be placed later this year and will be a ladder truck to be placed at Station 3. Upon delivery the current E3 will be moved to Station 11 and become Engine 11.

Finally, our board recently awarded a bid for remodeling Station 3. This is a 1.5 million dollar project that should begin within the next few months. We are excited to see this project begin

During this reporting period, our Inspections Division has completed 27 annual inspections, nine re-inspections, and one pre-opening inspection completing all inspections scheduled for May 2024. Engine 11 Responded to 84 calls for service.

Respectfully,

A blue ink signature of Jeff Wagner, written in a cursive style.

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 June 2023- June 20th, 2024



Ocean City-Wright Fire Control District

STATION COUNT

OCW Station 1: 293

OCW Station 2: 93

OCW Station 3: 129

OCW Station 11: 84

TOTAL: 599

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

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Activity Report

Reporting Period

May 23, 2024 – June 20, 2024

Code Enforcement

Activities			
Complaints	15	Inspections	18
Agency Assist	0	Consultations	10
Verbal Warning	4	Advisements On Codes to Citizens	10
Notice of violations	8	Courtesy Notice	3
Release of liens	0	Fiber Inspections	3

Permitting

Permit Type	
Fence	1
Accessory Structures	3
Signage Commercial	0
Revoked Fence Permit	0
Addition	1
Right-of-way permit issued to LiveOak Fiber/Okaloosa Gas	1
Inspections	8

Code Compliance conducted a construction meeting with LiveOak Fiber at the beginning of the month to ensure that the guidelines are followed. They have been instructed to replace and repair any damage done to infrastructure, sod, keep the area clean, and to make a point of contact available for the City and citizens. Code compliance will continue to be monitored during the installation of the fiber lines.

Development Review

Application Type	
Pre-Application	1
Rezone/FLUM	1
Variance	1
Subdivision	0
Site Plan	0
Conditional Use	0
Lot Split/Combination	1

Staff are working with Okaloosa County to rezone the Christobal Landing property to Public Land (PL) to clean up the current split zoning, allow for park use without a conditional use, and be consistent with the zoning map.

A Pre-application was conducted with Patriot Technologies for their variance application. Patriot Technologies were advised to combine their two properties, which they accomplished via the City's new Lot Combination form and the County's property appraiser.

Staff are working on a new Business Tax Receipt (BTR) form and process. The new form will include

a detailed page describing the business owners who are exempt from the BTR process according to State Statutes.

Staff are exploring avenues to establish a city-wide farmer's market. We have reached out to 30A Markets and USDA for possible partnerships.

City of Mary Esther
May 2024 Monthly Report



Prepared by:
Jacobs
June 15, 2024



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1. Executive Summary

1.1 Mary Esther O&M Team

We are fully staffed consisting of 9 full-time operations and maintenance technicians. The staff maintains the Florida Department Environmental Protection operator certification requirements for Water, Wastewater, Distribution, and Backflow Tester.

Table 1.0 Personal and Certification

O&M Team		
Name	Job Title	Certification
Randall Killian	Project Manager	Class C Wastewater License
Joshua Robinson	Operations Supervisor	Class C Wastewater License, Class C Drinking Water License, and Backflow Prevention Tester Certified
Paul Price	Lead Wastewater Operator	Class C Wastewater
Michael Bennett	Lead Water Operator	Class C Wastewater, Class C Drinking Water License, and Backflow Prevention Tester Certified
Matthew Moreau	Water Operator	Class C Drinking Water License
Nathan Wilson	Operator-In-Training	Backflow Prevention Tester Certified
Michael Gaines	Water and Wastewater Operator	Class C Wastewater License and Class C Drinking Water License
Jeremy Bankston	Water Operator	Class C Drinking Water License and Backflow Prevention Tester Certified
Maxwell Boone	Distributions System Operator	Class 3 Distribution Systems Operator License

1.2 Special Projects

1.2.1 Well 1 Rehabilitation

The project began on May 1, 2023. Water Environmental was awarded the project and staff provided site orientation on May 6. The well was removed from service on May 15.

1.3 Safety

The team conducts weekly site-specific safety inspections and conducts weekly safety meetings. This month's safety topics included: LOTO, hazardous materials, slip trips and falls, and SDS review. The team is participating in the annual online confined space entry training. This month marks our new safety record - **1,105 accident-free days**.

2. Operations

2.1 Water Production & Distribution

The system produced 14,119,000 million gallons (MG) of water this month with an average daily flow rate of 455,452 gallons per day. The monthly amount of water production is summarized and presented in Appendix A. The monthly regulatory reports were submitted on 06/10/24 to FDEP.

2.1.1 Meter Reading

There are 2,111 meters to read during the month, this month 31 rereads were required. Our average meter reading accuracy is 98.9%.

Table 2.0 Meter Reading Monthly Summary

Month	Total Meters #	Meter Rereads #	Meter Reading Accuracy %
Apr '24			
Mar '24			
Feb '24	2,111	22	99.0
Jan '24	2,111	22	99.0
Dec '23	2,111	16	99.2
Nov '23	2,111	21	99.0
Oct '23	2,111	16	99.2
Sep '23	2,111	18	99.1
Aug '23	2,111	23	98.9
Jul '23	2,111	20	99.1
Jun '23	1,978	35	98.2
May '23	1,978	29	98.5
Average	2,084	22	98.9

2.2 Collections and Wastewater Treatment

During the month, all lift stations were inspected, cleaned, and if required residual grease was removed.

During the month, the facility treated 24.3 million gallons (MG) of influent water with an average daily flow rate of .78 MGD. The Wastewater Treatment Plant (WWTP) discharge permit parameter limitations were met throughout the month. The systems effluent discharge limitations and quality performance is presented in Appendix B. The monthly regulatory reports were submitted on 06/17/24.

2.2.1 Biosolids Management

During the month, drying beds 1-4 were used for dewatering the aerobically digested sludge. The biosolids removed from the beds contained 17.5% solids. This month, GreenSouth Solutions hauled approximately 2.4 tons of biosolids to be used for beneficial land application. The Biosolids Monthly Summary Report is presented in Appendix C.

3. Maintenance

3.1 Preventive Maintenance

During the month, staff completed a total of 361 preventive workorders. The completed work order report is presented in Appendix D.

3.2 City Work Order Requests and Call Outs

There were 34 work order requests completed this month.

There was only one call out this month.

- On 05/01/2024 at 192 – 198 Brewer Circle, a Contractor boring fiberoptic cable broke a 3" main. Water source had to be secured for the safety of the crew and the ability to excavate property. Line was flushed and water was restored within 3 hours.

3.3 Corrective Maintenance

3.3.1 Wastewater Plant 1

Wastewater Plant 1 is out of service and the equipment that is operational is being maintained and exercised. Design for rehabilitation project has been halted pending a county requested engineering study.

3.3.2 Spray Field Equipment

The motor for the vertical turbine pump #2 has been received. Shaft for pump #2 has been pulled and sent for repair. The replacement motor information is the following: Type KS, SN: KSFT277U027, Model Number: 5KS404DAJ6005D1.

The staff is preparing for the hay harvest. The harvest equipment has been inspected and is available for the cutting season.

3.4 Capital Improvement Projects (CIP)

3.4.1 Clarifier #2 Weir Replacement Project

The Multi Craft quotes were signed by the city and sent to the vendor, along with the purchase order number. The staff received a conformation email back from the vendor. The project can now proceed to the next phase. The Multi Craft Contractor has ordered all materials to perform the assigned work.

Appendix A: Water Production Summary

APPENDIX A

Water System Summary

Month	Well 1 Total Flow Gallons	Well 2 Total Flow Gallons	Well 3 Total Flow Gallons	Well 4 Total Flow Gallons	Total Water Production MGM	Average Daily Production MGD
Permit Limits					22.8	*0.62
May '24		0	7,552,000	6,567,000	14.1	0.455
Apr '24		498,691,000	6,126,000	5,803,000	510.6	17.021
Mar '24		0	4,329,000	7,536,000	11.9	0.396
Feb '24		0	2,853,000	8,708,000	11.6	0.399
Jan '24		0	3,095,000	9,905,000	13.0	0.433
Dec '23		0	2,839,000	9,136,000	11.9	0.397
Nov '23		0	3,156,000	8,369,000	11.5	0.384
Oct '23		0	4,592,000	7,960,000	12.6	0.405
Sep '23		0	5,425,000	7,582,000	13.0	0.434
Aug '23		0	5,612,000	8,273,000	13.7	0.455
Jul '23		0	3,522,000	9,362,000	12.9	0.416
Jun '23		0	4,177,000	8,189,000	12.4	0.412
May '23		0	4,717,000	8,318,000	13.0	0.420
Minimum		0	2,839,000	5,803,000	11.5	0.384
Maximum		498,691,000	7,552,000	9,905,000	510.6	17.021
Average		38,360,846	4,461,154	8,131,385	50.9	1.694
Annual Total		498,691,000	53,278,000	97,390,000	649	21.606

* Note - permit limit is annual average daily water production

Appendix B: Reuse Water Monthly Summary

APPENDIX B.1

Reuse System Average Monthly Summary

Month	Rainfall MGD	Flow MGD	CBOD mg/L	COD Removal %	TSS mg/L	TSS Removal %	Fecal Geo-Mean Ct/100 ml	pH Minimum SU	pH Maximum SU
Permit Limits	n/a	Report	30.0	>85	30.0	>85	200	>6.0	<8.5
May '24	15.4	0.722	9.6	97	9.6	93	12	6.8	8.0
Apr '24	6.6	0.455	5.2	99	4.1	98	1	6.2	8.0
Mar '24	8.0	0.454	6.5	98	4.2	98	1	6.8	7.8
Feb '24	3.2	0.443	10.9	96	5.2	97	2	7.2	7.6
Jan '24	6.3	0.473	6.7	97	4.8	97	1	6.8	7.7
Dec '23	5.5	0.436	4.7	98	7.2	97	1	6.9	8.0
Nov '23	3.3	0.308	3.8	99	2.6	99	1	6.8	7.8
Oct '23	1.0	0.311	4.0	99	3.1	99	1	6.9	7.8
Sep '23	3.3	0.390	3.7	99	4.1	98	2	7.2	7.8
Aug '23	5.0	0.354	5.2	98	3.4	98	1	7.1	7.8
Jul '23	6.9	0.384	5.9	98	4.5	98	1	6.8	7.9
Jun '23	4.8	0.346	11.5	96	18.4	90	4	6.9	7.7
May '23	1.6	0.357	4.7	99	6.0	97	2	6.6	7.6

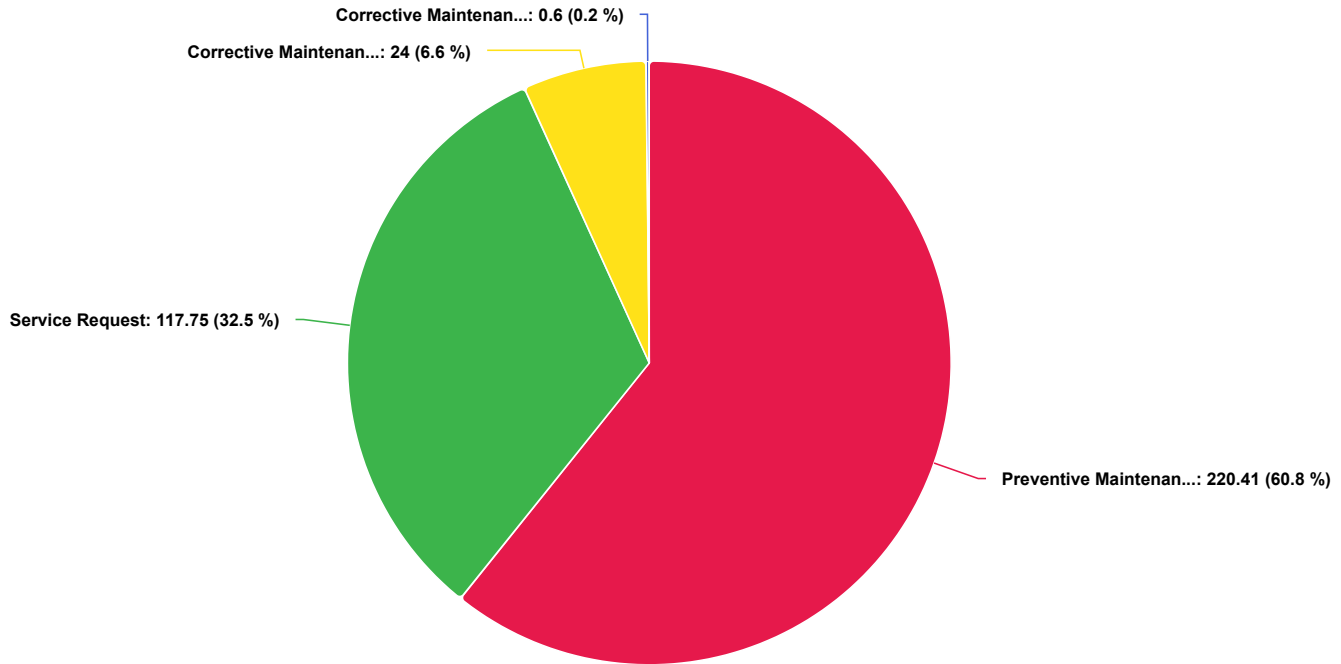
Appendix C: Biosolids Monthly Summary Report

APPENDIX C

Biosolids Summary

Month	Drying Beds\Bed 1			Drying Beds\Bed 2			Drying Beds\Bed 3			Disposal
	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Beneficial Use Dry Tons
May '24										
Apr '24	33,535	46.4	2.14	35,300	46.4	2.26	37,065	46.4	2.39	6.8
Mar '24	21,180	30.9	1.36	19,415	30.9	1.26	21,180	30.9	1.36	4.0
Feb '24										
Jan '24	14,120	20.7	1.22	15,885	20.7	1.37	14,120	20.7	1.22	3.8
Dec '23										
Nov '23	14,120	17.5	1.03	12,355	17.5	0.90	10,590	17.5	0.77	2.7
Oct '23	7,060	11.3	0.33	15,885	11.3	0.75				1.1
Sep '23	8,825	19.4	0.71	10,590	19.4	0.85				1.6
Aug '23	10,590	16.4	0.72	15,885	16.4	1.08	10,590	16.4	0.72	2.5
Jul '23	10,590	16.7	0.74	10,590	16.7	0.74				1.5
Jun '23	14,120	17.4	1.02	10,590	17.4	0.77	12,355	17.4	0.89	2.7
May '23	10,590	17.0	0.75	19,415	35.9	1.46	19,415	35.9	1.44	3.7
Annual Total	144,730	213.4	10.02	165,910	232.3	11.44	125,315	185.0	8.800	30.3
Annual Average	14,473	21.4	1.00	16,591	23.3	1.14	17,902	26.5	1.256	3.0

Work Order Actual Hours by WO Type



Report Criteria

Complete Date is between '5/1/2024' AND '5/31/2024'
 Location / Asset is **Mary Esther (MAE)**
 Repair Center is **Mary Esther**

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
Corrective Maintenance from PM/PdM						
MAE-3861864	MAE-69016	LS #14 Hurlburt Field Site	Follow-up to Work Order #3856903 (Lift Station Weekly Inspection). Please see Task(s) for additional information.	Completed as requested. Completed as requested.	5/17/2024	5/13/2024 8:22:00 AM
Corrective Maintenance from PM/PdM - 1 Total:						
Corrective Maintenance Non Emergency						
MAE-3869279	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Mary Esther Wastewater Treatment Plant Maintenance Support	Completed as requested.	5/30/2024	5/23/2024 11:30:00 AM
Corrective Maintenance Non Emergency - 1 Total:						
Preventive Maintenance						
MAE-3831566	MAE-33004	Sprayfield Pump #1 Motor	Vertical Motor Annual Lubrication Service	Completed as requested.	5/1/2024	5/6/2024 1:21:00 PM
MAE-3831567	MAE-33006	Sprayfield Pump #3 Motor	Vertical Motor Annual Lubrication Service	Completed as requested.	5/1/2024	5/6/2024 1:24:00 PM
MAE-3831568	MAE-33008	Well #2 Well Pump Motor	Vertical Motor Annual Lubrication Service	Completed as requested.	5/1/2024	5/6/2024 1:47:00 PM
MAE-3831569	MAE-33009	Well #3 Well Pump Motor	Vertical Motor Annual Lubrication Service	Completed as requested.	5/1/2024	5/6/2024 1:49:00 PM
MAE-3831570	MAE-33010	Well #4 Well Pump Motor	Vertical Motor Annual Lubrication Service	Completed as requested.	5/1/2024	5/6/2024 1:50:00 PM
MAE-3831571	MAE-33401	EFFLUENT PUMP MOTOR #1	Vertical Motor Annual Lubrication Service	Completed as requested.	5/1/2024	5/6/2024 1:51:00 PM
MAE-3831572	MAE-33402	EFFLUENT PUMP MOTOR #2	Vertical Motor Annual Lubrication Service	Completed as requested.	5/1/2024	5/6/2024 1:52:00 PM
MAE-3831573	MAE-33403	EFFLUENT PUMP MOTOR #3	Vertical Motor Annual Lubrication Service	Completed as requested.	5/1/2024	5/6/2024 1:53:00 PM
MAE-3840832	MAE-93401	Husky Shop Air Compressor	Air Compressor Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:20:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-3840833	MAE-93301	Campbell Hausfeld Air Compressor	Air Compressor Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:23:00 PM
MAE-3840835	MAE-52101	DIGESTER POLYMASTER	Polyblend unit monthly inspection	Completed as requested.	5/3/2024	5/6/2024 2:10:00 PM
MAE-3840883	MAE-LAWN-MOWER-153	Bobcat Zero Turn Mower	Monthly Mower Inspection	Completed as requested.	5/3/2024	5/6/2024 2:06:00 PM
MAE-3840884	MAE-LAWN-MOWER-154	Craftsman Push Mower	Monthly Mower Inspection	Completed as requested.	5/3/2024	5/6/2024 2:22:00 PM
MAE-3840885	MAE-LAWN-MOWER-152	Farris Zero Turn Mower	Monthly Mower Inspection	Completed as requested.	5/3/2024	5/6/2024 2:25:00 PM
MAE-3843225	MAE-31507	Oxidation Ditch 2 Rotor 1 Motor	Ox. Ditch Rotor Motor Lubrication	Completed as requested.	5/1/2024	5/6/2024 1:20:00 PM
MAE-3843226	MAE-31508	Oxidation Ditch 2 Rotor 2 Motor	Ox. Ditch Rotor Motor Lubrication	Completed as requested.	5/1/2024	5/6/2024 1:30:00 PM
MAE-3843227	MAE-33405	Oxidation Ditch 3 Rotor 1 Motor	Ox. Ditch Rotor Motor Lubrication	Completed as requested.	5/1/2024	5/6/2024 1:43:00 PM
MAE-3843228	MAE-33406	Oxidation Ditch 3 Rotor 2 Motor	Ox. Ditch Rotor Motor Lubrication	Completed as requested.	5/1/2024	5/6/2024 1:48:00 PM
MAE-3843229	MAE-31517	DIGESTER BLOWER MOTOR #1	Semi-Annual Digestor Blower Motor Lubrication	Completed as requested.	5/1/2024	5/6/2024 1:19:00 PM
MAE-3843230	MAE-31518	DIGESTER BLOWER MOTOR #2	Semi-Annual Digestor Blower Motor Lubrication	Completed as requested.	5/1/2024	5/6/2024 1:28:00 PM
MAE-3843231	MAE-31519	DIGESTER BLOWER MOTOR #3	Semi-Annual Digestor Blower Motor Lubrication	Completed as requested.	5/1/2024	5/6/2024 1:39:00 PM
MAE-3843691	MAE-02604-2	Well #1 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection	Completed as requested.	5/8/2024	5/8/2024 2:44:00 PM
MAE-3843692	MAE-02605	Well #3 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection	Completed as requested.	5/8/2024	5/8/2024 2:45:00 PM
MAE-3843693	MAE-02607	Well #4 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection	Completed as requested.	5/8/2024	5/8/2024 2:47:00 PM
MAE-3845039	MAE-02601	Main Plant CL2 Leak Detector	Chlorine Leak Detector Monthly Inspection	Completed as requested.	5/10/2024	5/10/2024 9:12:00 AM
MAE-3845040	MAE-59002	SCREENING CONVEYOR	Grit Auger Monthly Inspection	Completed as requested.	5/10/2024	5/10/2024 8:43:00 AM
MAE-3845041	MAE-22402	PRIMARY DIGESTER DECANT PUMP	Monthly Decant Pump Inspection	Completed as requested.	5/10/2024	5/10/2024 8:36:00 AM
MAE-3847605	MAE-42213	#3 CLARIFIER GEARBOX	Clarifier Annual Inspection	Completed as requested.	5/1/2024	5/3/2024 9:46:00 AM
MAE-3847606	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Monthly Emergency Light and Exit Sign Inspection	Completed as requested.	5/1/2024	5/6/2024 1:54:00 PM
MAE-3847607	MAE-WTP	Mary Esther Water System	Monthly Emergency Light and Exit Sign Inspection	Completed as requested.	5/1/2024	5/6/2024 2:02:00 PM
MAE-3847608	MAE-LS	Mary Esther Lift Stations	Monthly Emergency Light and Exit Sign Inspection	Completed as requested.	5/1/2024	5/6/2024 2:03:00 PM
MAE-3847611	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Fire Extinguisher Monthly Inspection	Completed as requested.	5/1/2024	5/3/2024 9:20:00 AM
MAE-3847612	MAE-WTP	Mary Esther Water System	Fire Extinguisher Monthly Inspection	Completed as requested.	5/1/2024	5/3/2024 9:25:00 AM
MAE-3847613	MAE-20003	#2 DITCH RAS PUMP #1	Monthly RAS Pump Inspection	Completed as requested.	5/1/2024	5/6/2024 1:18:00 PM
MAE-3847614	MAE-20004	#2 DITCH RAS PUMP #2	Monthly RAS Pump Inspection	Completed as requested.	5/1/2024	5/6/2024 1:25:00 PM
MAE-3847616	MAE-03105	Influent Auto-Sampler	Sampler Monthly Maintenance	Completed as requested.	5/1/2024	5/3/2024 9:30:00 AM
MAE-3847617	MAE-20603	Well #1 HS Pump #3	Plant High Service Pump Monthly Inspection	Completed as requested.	5/1/2024	5/3/2024 9:45:00 AM
MAE-3847618	MAE-20604	Well #3 HS Pump #1	Plant High Service Pump Monthly Inspection	Completed as requested.	5/1/2024	5/6/2024 12:25:00 PM
MAE-3847619	MAE-20605	Well #3 HS Pump #2	Plant High Service Pump Monthly Inspection	Completed as requested.	5/1/2024	5/6/2024 12:34:00 PM
MAE-3847620	MAE-91306	LS #10 Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	5/1/2024	5/3/2024 9:44:00 AM
MAE-3847621	MAE-02604-1	Well #1 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	5/1/2024	5/3/2024 1:15:00 PM
MAE-3847622	MAE-91303	Well #3 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	5/1/2024	5/6/2024 12:23:00 PM
MAE-3847623	MAE-91307	Well #3 Pump Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	5/1/2024	5/6/2024 12:31:00 PM
MAE-3847624	MAE-91304	Well #4 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	5/1/2024	5/6/2024 12:37:00 PM
MAE-	MAE-91301	CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	5/1/2024	5/6/2024

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
3847625						1:12:00 PM
MAE-3847626	MAE-91308	Digester Building Upper Level Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	5/1/2024	5/6/2024 1:16:00 PM
MAE-3847627	MAE-71903	LS #10 GENERATOR FUEL TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2024	5/3/2024 9:43:00 AM
MAE-3847628	MAE-71905	LS #14 DIESEL FUEL DAY TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2024	5/3/2024 1:12:00 PM
MAE-3847629	MAE-71904	LS #14 DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2024	5/3/2024 1:14:00 PM
MAE-3847630	MAE-71906	WELL #1 GAS STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2024	5/6/2024 12:21:00 PM
MAE-3847631	MAE-71908	WELL #3 FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2024	5/6/2024 12:28:00 PM
MAE-3847632	MAE-71907	WELL #2 FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2024	5/6/2024 12:36:00 PM
MAE-3847633	MAE-71901	DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2024	5/6/2024 1:10:00 PM
MAE-3847634	MAE-71902	GENERATOR DAY TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2024	5/6/2024 1:14:00 PM
MAE-3847635	MAE-20501	Well #4 Chlorine Booster Pump	Booster Pump Monthly Inspection	Completed as requested.	5/1/2024	5/3/2024 9:41:00 AM
MAE-3847636	MAE-20008	CL2 Sample Pump	Monthly Small Centrifugal Pump Inspection	Completed as requested.	5/1/2024	5/3/2024 9:38:00 AM
MAE-3847637	MAE-20014	Digester Transfer/Recirculation Pump	Monthly Small Centrifugal Pump Inspection	Completed as requested. Completed as requested.	5/1/2024	5/3/2024 1:11:00 PM
MAE-3847638	MAE-20009	Plant Reuse Water Pump	Monthly Small Centrifugal Pump Inspection	Completed as requested.	5/1/2024	5/6/2024 11:12:00 AM
MAE-3847639	MAE-38102	LS #14 Diesel Engine #1	Backup Engine Annual Inspection	Completed as requested.	5/1/2024	5/6/2024 1:17:00 PM
MAE-3847640	MAE-20601-2	Well #1 HS Pump #1 Engine	Backup Engine Annual Inspection	Completed as requested.	5/1/2024	5/6/2024 1:23:00 PM
MAE-3847641	MAE-38101	Well #2 Pump Engine	Backup Engine Annual Inspection	Completed as requested.	5/1/2024	5/6/2024 1:38:00 PM
MAE-3847883	MAE-60699	Concrete Saw	Monthly Concrete Saw Inspection	Completed as requested.	5/8/2024	5/8/2024 2:47:00 PM
MAE-3848095	MAE-69018	WELL #1 SITE	Wellsite Monthly Inspection	Completed as requested.	5/1/2024	5/3/2024 9:33:00 AM
MAE-3848096	MAE-69019	WELL #2 SITE	Wellsite Monthly Inspection	Completed as requested.	5/1/2024	5/3/2024 1:05:00 PM
MAE-3848097	MAE-69020	WELL #3 SITE	Wellsite Monthly Inspection	Completed as requested.	5/1/2024	5/3/2024 1:13:00 PM
MAE-3848098	MAE-69021	WELL #4 SITE	Wellsite Monthly Inspection	Completed as requested.	5/1/2024	5/3/2024 1:16:00 PM
MAE-3849199	MAE-6" Bypass Pump-5	6" Bypass Pump	Generator Monthly inspection	Completed as requested.	5/3/2024	5/6/2024 2:05:00 PM
MAE-3850132	MAE-69003	LS #1 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:34:00 PM
MAE-3850133	MAE-69004	LS #2 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:42:00 PM
MAE-3850134	MAE-69005	LS #3 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:45:00 PM
MAE-3850135	MAE-69006	LS #4 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:49:00 PM
MAE-3850136	MAE-69007	LS #5 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:50:00 PM
MAE-3850137	MAE-69008	LS #6 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:53:00 PM
MAE-3850138	MAE-69009	LS #7 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:54:00 PM
MAE-3850139	MAE-69010	LS #8 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:56:00 PM
MAE-3850140	MAE-69011	LS #9 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:57:00 PM
MAE-3850141	MAE-69012	LS #10 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/6/2024 2:59:00 PM
MAE-3850142	MAE-69013	LS #11 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/8/2024 2:16:00 PM
MAE-3850143	MAE-69014	LS #12 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/8/2024 2:18:00 PM
MAE-3850144	MAE-69023	LS #13 SITE	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/8/2024 2:20:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-3850145	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Monthly Inspection	Completed as requested.	5/3/2024	5/8/2024 2:22:00 PM
MAE-3850839	MAE-95801	Break Room First Aid Kit	Monthly First-Aid Kit Inspection	Completed as requested.	5/6/2024	5/8/2024 2:40:00 PM
MAE-3850840	MAE-95802	Well #1 First Aid Kit	Monthly First-Aid Kit Inspection	Completed as requested.	5/6/2024	5/8/2024 2:42:00 PM
MAE-3850841	MAE-69020	WELL #3 SITE	Monthly First-Aid Kit Inspection	Completed as requested.	5/6/2024	5/8/2024 2:43:00 PM
MAE-3850842	MAE-69021	WELL #4 SITE	Monthly First-Aid Kit Inspection	Completed as requested.	5/6/2024	5/8/2024 2:43:00 PM
MAE-3851420	MAE-EQUIPMENT-293	Fuel Trailer Electric	Monthly Fuel Tank Inspection	Completed as requested.	5/6/2024	5/8/2024 2:33:00 PM
MAE-3851421	MAE-EQUIPMENT-294	Fuel Trailer Flat	Monthly Fuel Tank Inspection	Completed as requested.	5/6/2024	5/8/2024 2:34:00 PM
MAE-3851463	MAE-HYDRANTS-F-10764	Soundview Landing 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/6/2024	5/8/2024 2:32:00 PM
MAE-3851973	MAE-92301	JOHN DEERE TRACTOR	Monthly Tractor Inspection	Completed as requested.	5/21/2024	5/21/2024 11:32:00 AM
MAE-3851974	MAE-92302	FORD 7740 TRACTOR (1992)	Monthly Tractor Inspection	Completed as requested.	5/21/2024	5/21/2024 11:33:00 AM
MAE-3851975	MAE-92304	Massey Ferguson 283 Tractor	Monthly Tractor Inspection	Completed as requested.	5/21/2024	5/21/2024 11:33:00 AM
MAE-3851976	MAE-92306	Massey Ferguson 4243 Tractor	Monthly Tractor Inspection	Completed as requested.	5/21/2024	5/21/2024 11:34:00 AM
MAE-3851977	MAE-92305	Massey Ferguson 5445 Tractor	Monthly Tractor Inspection	Completed as requested.	5/21/2024	5/21/2024 11:35:00 AM
MAE-3854204	MAE-95401	Well #4 SCBA	SCBA Monthly Inspection	Completed as requested.	5/9/2024	5/9/2024 10:09:00 AM
MAE-3855357	MAE-JETTER-USJETTING	HIGH-PRESSURE JETTER	Generator Monthly inspection	Completed as requested.	5/10/2024	5/10/2024 8:29:00 AM
MAE-3855359	MAE-40101	LS #14 RIGHT ANGLE DRIVE #1	Angle Drive Monthly Inspection	Completed as requested.	5/10/2024	5/10/2024 8:29:00 AM
MAE-3855360	MAE-40103	Well #2 Well Pump Right Angle Drive	Angle Drive Monthly Inspection	Completed as requested.	5/10/2024	5/10/2024 9:24:00 AM
MAE-3855361	MAE-92506	Hay Rake	Monthly Hay Rake Service	Completed as requested.	5/9/2024	5/9/2024 10:08:00 AM
MAE-3855362	MAE-92501	Bush Hog 5' Mower	Monthly Mower Service	Completed as requested.	5/9/2024	5/9/2024 10:07:00 AM
MAE-3856558	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/6/2024	5/8/2024 2:29:00 PM
MAE-3856559	MAE-SAFETY-HYDRANTS-F-7192	Point Comfort 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/6/2024	5/8/2024 2:38:00 PM
MAE-3856890	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 9:55:00 AM
MAE-3856891	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 10:07:00 AM
MAE-3856892	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 9:30:00 AM
MAE-3856893	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 9:42:00 AM
MAE-3856894	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 9:45:00 AM
MAE-3856895	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 9:57:00 AM
MAE-3856896	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 12:31:00 PM
MAE-3856897	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 12:32:00 PM
MAE-3856898	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 12:33:00 PM
MAE-3856899	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 9:51:00 AM
MAE-3856900	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 9:59:00 AM
MAE-3856901	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 10:00:00 AM
MAE-3856902	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 10:04:00 AM
MAE-3856903	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection	Completed as requested.	5/10/2024	5/10/2024 12:35:00 PM
MAE-	MAE-92505	Hay Cutter	Monthly Hay Cutter Service	Completed as requested.	5/10/2024	5/10/2024

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
3856907						8:28:00 AM
MAE-3857511	MAE-21506	LS #14 PUMP #3	Vertical Pump Monthly Inspection	Completed as requested.	5/13/2024	5/13/2024 8:25:00 AM
MAE-3858282	MAE-00109	Calle Rio 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/13/2024	5/13/2024 8:23:00 AM
MAE-3858755	MAE-93307	Onan Emergency Generator Wellsite 4	Generator Monthly inspection	Completed as requested.	5/14/2024	5/13/2024 8:28:00 AM
MAE-3859234	MAE-92504	Vermeer 504 Bailer	Monthly Bailer Service	Completed as requested.	5/14/2024	5/13/2024 8:27:00 AM
MAE-3859235	MAE-GRNDEQ-HAY-10	Woods 720 Bush Hog 6' Mower	Monthly Mower Service	Completed as requested.	5/14/2024	5/13/2024 8:27:00 AM
MAE-3860063	MAE-21511	Well #2 Well Pump	Vertical Pump Monthly Inspection	Completed as requested.	5/15/2024	5/15/2024 2:30:00 PM
MAE-3860064	MAE-21512	Well #3 Well Pump	Vertical Pump Monthly Inspection	Completed as requested.	5/15/2024	5/15/2024 2:31:00 PM
MAE-3860065	MAE-21513	Well #4 Well Pump	Vertical Pump Monthly Inspection	Completed as requested.	5/15/2024	5/15/2024 2:32:00 PM
MAE-3860071	MAE-21507	Sprayfield Pump #1	Vertical Pump Monthly Inspection	Completed as requested.	5/15/2024	5/15/2024 2:29:00 PM
MAE-3861175	MAE-26203	DIGESTER BLOWER #1	Monthly Digestor Blower Service	Completed as requested.	5/17/2024	5/17/2024 9:25:00 AM
MAE-3861176	MAE-26204	DIGESTER BLOWER #2	Monthly Digestor Blower Service	Completed as requested.	5/17/2024	5/17/2024 9:26:00 AM
MAE-3861177	MAE-26205	DIGESTER BLOWER #3	Monthly Digestor Blower Service	Completed as requested.	5/17/2024	5/17/2024 9:28:00 AM
MAE-3861179	MAE-14103	PORTABLE GENERATOR COLEMAN	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:12:00 AM
MAE-3861180	MAE-93312	EDCO STREET SAW	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:29:00 AM
MAE-3861181	MAE-93203	GR BLUE PORTABLE CENTRIGUGAL PUMP	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:30:00 AM
MAE-3861182	MAE-93311	STIHL CHOP SAW	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:31:00 AM
MAE-3861183	MAE-EQUIPMENT-276	Echo Hedge Trimmer	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:36:00 AM
MAE-3861184	MAE-EQUIPMENT-267	Echo Weed Eater 1 of 2	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:39:00 AM
MAE-3861185	MAE-EQUIPMENT-268	Echo Weed Eater 2 of 2	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:41:00 AM
MAE-3861186	MAE-GENERATOR-344	Honda 11 HP Generator	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:42:00 AM
MAE-3861187	MAE-PUMP-TRASH-PORT-29	Koshin Portable Trash Pump 1 of 2	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:56:00 AM
MAE-3861188	MAE-PUMP-TRASH-PORT-61	Honda Portable Trash Pump 1 of 2	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:51:00 AM
MAE-3861189	MAE-PUMP-TRASH-PORT-30	Koshin Portable Trash Pump 2 of 2	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:57:00 AM
MAE-3861190	MAE-WASHER-PRESSURE-23	DeWalt Pressure Washer	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 9:59:00 AM
MAE-3861191	MAE-EQUIPMENT-270	Husqvarna Chainsaw	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 10:02:00 AM
MAE-3861192	MAE-EQUIPMENT-280	Brute Force Air Compressor	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 11:09:00 AM
MAE-3861193	MAE-EQUIPMENT-271	Poulan Chainsaw 1 of 3	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 11:10:00 AM
MAE-3861194	MAE-EQUIPMENT-272	Poulan Chainsaw 2 of 3	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 11:11:00 AM
MAE-3861195	MAE-EQUIPMENT-269	Stihl Backpack Leaf Blower	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 11:12:00 AM
MAE-3861196	MAE-EQUIPMENT-275	Stihl Hedge Trimmer	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 11:21:00 AM
MAE-3861197	MAE-EQUIPMENT-285	Stihl Pole Saw	Small Equipment Monthly Service	Completed as requested.	5/31/2024	5/31/2024 11:22:00 AM
MAE-3861951	MAE-95302	Well #3 Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection	Completed as requested.	5/17/2024	5/17/2024 9:30:00 AM
MAE-3861952	MAE-95301	Main Plant Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection	Completed as requested.	5/17/2024	5/17/2024 9:31:00 AM
MAE-3861953	MAE-95303	Well #4 Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection	Completed as requested.	5/17/2024	5/17/2024 9:34:00 AM
MAE-3861954	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:31:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-3861955	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:33:00 PM
MAE-3861956	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:35:00 PM
MAE-3861957	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:38:00 PM
MAE-3861958	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:39:00 PM
MAE-3861959	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:41:00 PM
MAE-3861960	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:43:00 PM
MAE-3861961	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection	Completed as requested. Completed as requested.	5/17/2024	5/17/2024 1:45:00 PM
MAE-3861962	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:45:00 PM
MAE-3861963	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:47:00 PM
MAE-3861964	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:49:00 PM
MAE-3861965	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:50:00 PM
MAE-3861966	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection	Completed as requested.	5/17/2024	5/17/2024 1:59:00 PM
MAE-3861967	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection	Could not access at this time. No further action required.	5/17/2024	5/17/2024 2:01:00 PM
MAE-3861968	MAE-56001	BARSCREEN #1	Influent Screen Monthly Inspection	Completed as requested.	5/17/2024	5/17/2024 9:21:00 AM
MAE-3861969	MAE-56002	BARSCREEN #2	Influent Screen Monthly Inspection	Completed as requested.	5/17/2024	5/17/2024 9:22:00 AM
MAE-3861973	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Monthly Site Inspection	Completed as requested.	5/17/2024	5/17/2024 9:18:00 AM
MAE-3861974	MAE-GRNDEQ-HAY-9	Heston 4570 Square Bailer	Monthly Bailer Service	Completed as requested.	5/17/2024	5/17/2024 9:19:00 AM
MAE-3863178	MAE-VEHICLES-TRUCK-LT-370	CD5 2018 FORD F-150	Monthly Vehicle Inspection	Completed as requested.	5/20/2024	5/20/2024 2:38:00 PM
MAE-3863179	MAE-VEHICLES-TRUCK-LT-371	CD2 2018 FORD F-150	Monthly Vehicle Inspection	Completed as requested.	5/20/2024	5/20/2024 2:52:00 PM
MAE-3863180	MAE-VEHICLES-TRUCK-LT-372	CD3 2018 FORD F-150	Monthly Vehicle Inspection	Completed as requested.	5/20/2024	5/20/2024 2:50:00 PM
MAE-3863181	MAE-VEHICLES-TRUCK-LT-373	CD4 2018 FORD F-150	Monthly Vehicle Inspection	Completed as requested.	5/20/2024	5/20/2024 2:51:00 PM
MAE-3863182	MAE-VEHICLES-TRUCK-LT-374	CD6 2018 FORD F-150 4X4	Monthly Vehicle Inspection	Completed as requested.	5/20/2024	5/20/2024 2:50:00 PM
MAE-3863183	MAE-VEHICLES-TRUCK-LT-375	CD7 2017 FORD F-250	Monthly Vehicle Inspection	Completed as requested.	5/20/2024	5/20/2024 2:43:00 PM
MAE-3863184	MAE-VEHICLES-TRUCK-LT-376	CD8 2017 FORD F-350 4X4 CRANE TRUCK	Monthly Vehicle Inspection	Completed as requested.	5/20/2024	5/20/2024 2:49:00 PM
MAE-3863185	MAE-VEHICLES-TRUCK-LT-377	WT1 2009 FORD F-150	Monthly Vehicle Inspection	Completed as requested.	5/20/2024	5/20/2024 2:42:00 PM
MAE-3863186	MAE-VEHICLES-MINIEX-18	Mini-ex	Monthly Vehicle Inspection	Completed as requested.	5/20/2024	5/20/2024 2:40:00 PM
MAE-3863218	MAE-00103	Caswell Circle 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/20/2024	5/21/2024 11:28:00 AM
MAE-3864087	MAE-95402	WWTP SCBA	SCBA Monthly Inspection	Completed as requested.	5/22/2024	5/21/2024 11:41:00 AM
MAE-3865759	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/20/2024	5/21/2024 11:02:00 AM
MAE-3865760	MAE-SAFETY-HYDRANTS-F-7192	Point Comfort 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/20/2024	5/21/2024 11:30:00 AM
MAE-3866039	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 11:47:00 AM
MAE-3866040	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 11:53:00 AM
MAE-3866041	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 11:55:00 AM
MAE-3866042	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 11:58:00 AM
MAE-3866043	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 12:03:00 PM
MAE-	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
3866044						12:08:00 PM
MAE-3866045	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 12:17:00 PM
MAE-3866046	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 12:20:00 PM
MAE-3866047	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 12:21:00 PM
MAE-3866048	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 12:22:00 PM
MAE-3866049	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 12:24:00 PM
MAE-3866050	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 12:34:00 PM
MAE-3866051	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 12:36:00 PM
MAE-3866052	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection	Completed as requested.	5/24/2024	5/21/2024 12:38:00 PM
MAE-3867236	MAE-00106	Cedar Bluff 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/27/2024	5/28/2024 11:43:00 AM
MAE-3867630	MAE-62203	Oxidation Ditch 2 Rotor 1	Ox. Ditch Rotor Annual Inspection	Completed as requested.	5/28/2024	5/28/2024 12:06:00 PM
MAE-3867631	MAE-62204	Oxidation Ditch 2 Rotor 2	Ox. Ditch Rotor Annual Inspection	Completed as requested.	5/28/2024	5/28/2024 12:08:00 PM
MAE-3867632	MAE-62205	Oxidation Ditch 3 Rotor 1	Ox. Ditch Rotor Annual Inspection	Completed as requested.	5/28/2024	5/28/2024 12:16:00 PM
MAE-3867633	MAE-62206	Oxidation Ditch 3 Rotor 2	Ox. Ditch Rotor Annual Inspection	Completed as requested.	5/28/2024	5/28/2024 12:17:00 PM
MAE-3867634	MAE-77801	LS #10 Main Building	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 7:09:00 AM
MAE-3867635	MAE-BLDG-341	Sprayfield Trailer	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 7:29:00 AM
MAE-3867636	MAE-77808	LS #8 Building	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 7:34:00 AM
MAE-3867637	MAE-77802	Well #1 Building	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 7:35:00 AM
MAE-3867638	MAE-77803	Well #2 Building	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 7:37:00 AM
MAE-3867639	MAE-77804	Well #3 Building	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 7:38:00 AM
MAE-3867640	MAE-77805	Well #4 Building	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 7:40:00 AM
MAE-3867641	MAE-77809	Well #3 HS Building	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 7:48:00 AM
MAE-3867642	MAE-77002	Digester Building	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 7:57:00 AM
MAE-3867643	MAE-77101	Main Plant Building	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 8:01:00 AM
MAE-3867644	MAE-76001	WWTP-Maintenance Building	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 8:06:00 AM
MAE-3867645	MAE-77807	WWTP Maintenance Shed	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 8:08:00 AM
MAE-3867646	MAE-77806	C+D Maintenance Shop	Building Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 8:39:00 AM
MAE-3867647	MAE-14104	LS #10 GENERATOR	Generator Monthly inspection	Completed as requested.	5/28/2024	5/28/2024 12:04:00 PM
MAE-3867648	MAE-GENERATOR-EM-459	Doosan Portable Generator	Generator Monthly inspection	Completed as requested.	5/28/2024	5/28/2024 12:07:00 PM
MAE-3867649	MAE-14101	Main Plant Generator	Generator Monthly inspection	Completed as requested.	5/28/2024	5/28/2024 12:45:00 PM
MAE-3867652	MAE-21504	LS #14 PUMP #1	Vertical Pump Monthly Inspection	Completed as requested.	5/27/2024	5/28/2024 11:37:00 AM
MAE-3867653	MAE-21505	LS #14 PUMP #2	Vertical Pump Monthly Inspection	Completed as requested.	5/27/2024	5/28/2024 11:48:00 AM
MAE-3867654	MAE-21502	EFFLUENT PUMP #2	Vertical Pump Monthly Inspection	Completed as requested.	5/27/2024	5/28/2024 11:51:00 AM
MAE-3867655	MAE-21503	EFFLUENT PUMP #3	Vertical Pump Monthly Inspection	Completed as requested.	5/27/2024	5/28/2024 11:54:00 AM
MAE-3869973	MAE-69003	LS #1 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 11:39:00 AM
MAE-3869974	MAE-69004	LS #2 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 11:42:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-3869975	MAE-69005	LS #3 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 11:44:00 AM
MAE-3869976	MAE-69006	LS #4 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 11:45:00 AM
MAE-3869977	MAE-69007	LS #5 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 12:22:00 PM
MAE-3869978	MAE-69008	LS #6 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 12:34:00 PM
MAE-3869979	MAE-69009	LS #7 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 12:39:00 PM
MAE-3869980	MAE-69010	LS #8 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 12:42:00 PM
MAE-3869981	MAE-69011	LS #9 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 12:47:00 PM
MAE-3869982	MAE-69012	LS #10 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 12:54:00 PM
MAE-3869983	MAE-69013	LS #11 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 1:00:00 PM
MAE-3869984	MAE-69014	LS #12 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 1:03:00 PM
MAE-3869985	MAE-69023	LS #13 SITE	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 1:06:00 PM
MAE-3869986	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Monthly Inspection	Completed as requested.	5/31/2024	5/31/2024 1:07:00 PM
MAE-3871730	MAE-TRAILER-107	16 FT Trailer	Trailer Inspection	Completed as requested.	5/31/2024	5/31/2024 9:07:00 AM
MAE-3871731	MAE-TRAILER-108	Water and Sewer Trailer	Trailer Inspection	Completed as requested.	5/31/2024	5/31/2024 9:27:00 AM
MAE-3871732	MAE-EQUIPMENT-293	Fuel Trailer Electric	Trailer Inspection	Completed as requested.	5/31/2024	5/31/2024 9:27:00 AM
MAE-3871733	MAE-EQUIPMENT-294	Fuel Trailer Flat	Trailer Inspection	Completed as requested.	5/31/2024	5/31/2024 9:24:00 AM
MAE-3871734	MAE-OHV-TRAILER-120	24 FT Heavy Equipment trailer	Trailer Inspection	Completed as requested.	5/31/2024	5/31/2024 9:22:00 AM
MAE-3871735	MAE-TRAILER-106	Mower Trailer	Trailer Inspection	Completed as requested.	5/31/2024	5/31/2024 9:28:00 AM
Preventive Maintenance - 240 Total:						
Service Request						
MAE-3864028	MAE-99903-CD-BRYN MAWR BLVD	BRYN MAWR BLVD	Water and sewer line spot	Completed as requested.	5/21/2024	5/14/2024 1:19:00 PM
MAE-3864031	MAE-99903-CD-W MIRACLE STRIP PKWY	W MIRACLE STRIP PKWY	Water and sewer line spot	Completed as requested.	5/21/2024	5/14/2024 1:35:00 PM
MAE-3864032	MAE-99903-CD-MARY ESTHER DR	MARY ESTHER DR	Water and sewer line spot	Completed as requested.	5/21/2024	5/14/2024 1:39:00 PM
MAE-3864033	MAE-99903-CD-E HOLLYWOOD BLVD	E HOLLYWOOD BLVD	Water and sewer line spot	Completed as requested.	5/21/2024	5/14/2024 1:42:00 PM
MAE-3864034	MAE-99903-D	Mary Esther Distribution	Turn Off -- Cut-Off List	20 Addresses/Work Orders attached. Completed as requested.	5/21/2024	5/14/2024 2:08:00 PM
MAE-3864036	MAE-99903-D	Mary Esther Distribution	Door Hanger	Completed as requested.	5/21/2024	5/14/2024 2:29:00 PM
MAE-3864487	MAE-99903-D	Mary Esther Distribution	Water and sewer line spot (Copy of WO#: MAE-2890618)	Completed as requested.	5/22/2024	5/15/2024 2:35:00 PM
MAE-3864488	MAE-99903-D	Mary Esther Distribution	Turn On -- Cut Off List	All Turn On from Cut Off Work Orders for 05/14/24-05/15/24. Completed as requested.	5/22/2024	5/15/2024 2:49:00 PM
MAE-3864489	MAE-99903-CD-W MIRACLE STRIP PKWY-325	325 W MIRACLE STRIP PKWY	Turn on / New Owners	Completed as requested.	5/22/2024	5/15/2024 2:53:00 PM
MAE-3864490	MAE-99903-CD-MAKRON DR	MAKRON DR	Water and sewer line spot	Completed as requested.	5/22/2024	5/15/2024 3:00:00 PM
MAE-3864492	MAE-99903-CD-W MIRACLE STRIP PKWY	W MIRACLE STRIP PKWY	Water and sewer line spot	Completed as requested.	5/22/2024	5/15/2024 3:02:00 PM
MAE-3864493	MAE-99903-CD-PAGE BACON RD	PAGE BACON RD	Water and sewer line spot	Completed as requested.	5/22/2024	5/15/2024 3:05:00 PM
MAE-3864494	MAE-99903-CD-OLEANDER PKWY	OLEANDER PKWY	Turn on	Completed as requested.	5/22/2024	5/15/2024 3:08:00 PM
MAE-3864496	MAE-99903-CD-E MIRACLE STRIP PKWY-126	126 E MIRACLE STRIP PKWY	Door Hanger	Completed as requested.	5/22/2024	5/15/2024 3:11:00 PM
MAE-3864497	MAE-99903-CD-MARY ESTHER BLVD-300-6	300 MARY ESTHER BLVD #6	Door Hanger	Completed as requested.	5/22/2024	5/15/2024 3:15:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-3864498	MAE-8041445	Water Meter-91 PAULA CT	Water Complaint/customer concern	Work Order attached, please see notes. Completed as requested.	5/22/2024	5/15/2024 3:24:00 PM
MAE-3865279	MAE-8040696	Water Meter-124 E MIRACLE STRIP PKWY STE 602	Turn on	Completed as requested.	5/23/2024	5/16/2024 2:50:00 PM
MAE-3865280	MAE-8040641	Water Meter-126 E MIRACLE STRIP PKWY	Turn on	Completed as requested.	5/23/2024	5/16/2024 2:53:00 PM
MAE-3865281	MAE-99903-CD-GREGORY DR-210	210 GREGORY DR	Turn on	Completed as requested.	5/23/2024	5/16/2024 2:59:00 PM
MAE-3865952	MAE-99903-D	Mary Esther Distribution	Water and sewer line spot (Copy of WO#: MAE-2890618)	Completed as requested.	5/24/2024	5/17/2024 9:36:00 AM
MAE-3865953	MAE-99903-CD-SOUNDSIDE COVE	SOUNDSIDE COVE	Water and sewer line spot	Completed as requested.	5/24/2024	5/17/2024 9:40:00 AM
MAE-3865954	MAE-99903-CD-MISTY WATER LN	MISTY WATER LN	Water and sewer line spot	Completed as requested.	5/24/2024	5/17/2024 9:42:00 AM
MAE-3865955	MAE-99903-CD-CALLE RIO	CALLE RIO	Water and sewer line spot	Completed as requested.	5/24/2024	5/17/2024 9:45:00 AM
MAE-3865956	MAE-99903-CD-ISLANDVIEW DR	ISLANDVIEW DR	Water and sewer line spot	Completed as requested.	5/24/2024	5/17/2024 9:47:00 AM
MAE-3865957	MAE-99903-CD-SOUNDVIEW COURT	SOUNDVIEW COURT	Water and sewer line spot	Completed as requested.	5/24/2024	5/17/2024 9:49:00 AM
MAE-3865958	MAE-99903-D	Mary Esther Distribution	Water and sewer line spot	Completed as requested.	5/24/2024	5/17/2024 9:51:00 AM
MAE-3865959	MAE-99903-CD-CHRISTOBAL RD N	CHRISTOBAL RD N	Water and sewer line spot	Completed as requested.	5/24/2024	5/17/2024 9:56:00 AM
MAE-3867507	MAE-MTR-WATER-60639-2	Water Meter-261 ANNABELLE DR	Turn on	Completed as requested.	5/27/2024	5/20/2024 9:38:00 AM
MAE-3867508	MAE-99903-CD-BRYN MAWR BLVD-187	187 BRYN MAWR BLVD	Sewer Back Up	Completed as requested.	5/27/2024	5/20/2024 9:49:00 AM
MAE-3867509	MAE-99903-CD-ANDERSON DR-111	111 ANDERSON DR	Customer Concern or Inquiry	Completed as requested.	5/27/2024	5/20/2024 9:53:00 AM
MAE-3867510	MAE-99903-CD-ANDERSON DR-211	211 ANDERSON DR	Customer Concern or Inquiry	Completed as requested.	5/27/2024	5/20/2024 9:54:00 AM
MAE-3867511	MAE-99903-D	Mary Esther Distribution	Customer Concern or Inquiry	Completed as requested.	5/27/2024	5/20/2024 9:58:00 AM
MAE-3867513	MAE-99903-CD-BRYN MAWR BLVD-165	165 BRYN MAWR BLVD	Customer Concern or Inquiry	Completed as requested.	5/27/2024	5/20/2024 10:03:00 AM
MAE-3867539	MAE-99903-CD-ANDERSON DR-220	220 ANDERSON DR	Sewer Back Up	Completed as requested.	5/27/2024	5/20/2024 12:04:00 PM
MAE-3868039	MAE-99903-CD-S LORRAINE DR-241	241 S LORRAINE DR	Customer Concern or Inquiry	Completed as requested.	5/28/2024	5/21/2024 12:53:00 PM
MAE-3868040	MTR-WATER-48077	Water Meter-13 MARY ESTHER DR	Meter Change-Out	Completed as requested.	5/28/2024	5/21/2024 2:28:00 PM
MAE-3868529	MAE-METER-WATER-58295	Water Meter-210 S LORRAINE DR	Final Reading - Leave On	Completed as requested.	5/29/2024	5/22/2024 12:56:00 PM
MAE-3868531	MAE-99903-D	Mary Esther Distribution	Turn Off / Lock	Completed as requested.	5/29/2024	5/22/2024 1:02:00 PM
MAE-3868533	MAE-METER-60296	Water Meter-4 PRYOR DR	Turn on	Completed as requested.	5/29/2024	5/22/2024 1:05:00 PM
MAE-3868535	MAE-8040617	Water Meter-22 E LANE DR	Final Reading - LOCK	Completed as requested.	5/29/2024	5/22/2024 1:11:00 PM
MAE-3868538	MAE-MTR-WATER-60584	Water Meter-200 BRYN MAWR BLVD	Replace Meter Box Lid	Completed as requested.	5/29/2024	5/22/2024 1:14:00 PM
MAE-3868542	MAE-8040704	Water Meter-ELLIOTT PARK	Customer Concern or Inquiry	Completed as requested.	5/29/2024	5/22/2024 1:34:00 PM
MAE-3868544	MAE-8041463	Water Meter-103 POINT COMFORT RD	Turn on	Completed as requested.	5/29/2024	5/22/2024 2:03:00 PM
MAE-3868546	MAE-8040171	Water Meter-670 Blackstone Rd	Turn On -- Cut Off List	Completed as requested.	5/29/2024	5/22/2024 2:11:00 PM
MAE-3869260	MAE-METER-WATER-58043	Water Meter-3 SOUNDSIDE COVE	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 8:33:00 AM
MAE-3869289	MAE-METER-60119	Water Meter-465 AVON LN	Re-Read Meter	Unable to gain reading due to branches/debris, will need code enforcement to get access. Completed as requested.	5/30/2024	5/23/2024 12:27:00 PM
MAE-3869290	MAE-METER-WATER-59244	Water Meter-660 BRYN MAWR BLVD	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 12:35:00 PM
MAE-3869291	MAE-8040585	Water Meter-521 E HOLLYWOOD BLVD	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 12:42:00 PM
MAE-3869293	MAE-MTR-WATER-60605	Water Meter-244 OXFORD CT	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 12:48:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-3869297	MAE-MTR-WATER-60539	Water Meter-312 OXFORD CT	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 12:54:00 PM
MAE-3869299	MAE-8041372	Water Meter-310 OXFORD CT	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 12:58:00 PM
MAE-3869300	MAE-METER-WATER-58350	Water Meter-340 DAWN LN	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 1:06:00 PM
MAE-3869301	MAE-8040279	Water Meter-431 Brian Cir	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 1:09:00 PM
MAE-3869302	MAE-8040615	Water Meter-20 E LANE DR	Turn on	Completed as requested.	5/30/2024	5/23/2024 1:15:00 PM
MAE-3869303	MAE-8040936	Water Meter-100 MAKRON DR	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 1:21:00 PM
MAE-3869304	MAE-METER-WATER-59316	Water Meter-28 OVERSTREET DR	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 1:27:00 PM
MAE-3869305	MAE-METER-WATER-57907	Water Meter-605 W MIRACLE STRIP PKWY	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 1:29:00 PM
MAE-3869306	MAE-8040815	Water Meter-16 KIMBROUGH RD	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 1:45:00 PM
MAE-3869309	MAE-8041006	Water Meter-151 MARY ESTHER BLVD STE 309 A	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 2:14:00 PM
MAE-3869311	MAE-8041032	Water Meter-201 MARY ESTHER BLVD	Leak Check	Completed as requested.	5/30/2024	5/23/2024 2:21:00 PM
MAE-3869312	MAE-8040330	Water Meter-221 Bryn Athyn Blvd	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 2:25:00 PM
MAE-3869313	MAE-8040239	Water Meter-210 Brian Cir	Customer Concern or Inquiry	Completed as requested.	5/30/2024	5/23/2024 2:28:00 PM
MAE-3869314	MAE-METER-WATER-59176	Water Meter-148 BREWER CIR	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 2:36:00 PM
MAE-3869315	MAE-METER-60217	Water Meter-670 BRYN MAWR BLVD	Turn on	Completed as requested.	5/30/2024	5/23/2024 2:46:00 PM
MAE-3869316	MAE-8041215	Water Meter-174 MIRAMAR ST	Re-Read Meter	Completed as requested.	5/30/2024	5/23/2024 2:50:00 PM
MAE-3869317	MAE-99903-CD-BRYN MAWR BLVD-360	360 BRYN MAWR BLVD	Water and sewer line spot	Completed as requested.	5/30/2024	5/23/2024 2:52:00 PM
MAE-3869876	MAE-8041060	Water Meter-300 MARY ESTHER BLVD #117	Re-Read Meter	Completed as requested.	5/31/2024	5/24/2024 1:06:00 PM
MAE-3869877	MAE-99903-CD-RUBY CIR-31	31 RUBY CIR	Water and sewer line spot	Completed as requested.	5/31/2024	5/24/2024 1:09:00 PM
MAE-3869878	MAE-99903-CD-SHAMROCK DR-4	4 SHAMROCK DR	Water and sewer line spot	Completed as requested.	5/31/2024	5/24/2024 1:12:00 PM
MAE-3869881	MAE-99903-CD-SHREWSBURY RD	SHREWSBURY RD	Water and sewer line spot	Completed as requested.	5/31/2024	5/24/2024 2:00:00 PM
MAE-3869882	MAE-8040109	Water Meter-30 Ashford Ct	Temporary Shut-Off for Repair	Completed as requested.	5/31/2024	5/24/2024 2:04:00 PM
MAE-3869884	MAE-99903-CD-RUBY CIR-92	92 RUBY CIR	Door Hanger	Completed as requested.	5/31/2024	5/24/2024 2:11:00 PM
MAE-3869885	MAE-99903-CD-HAMPTON CT-3	3 HAMPTON CT	Water and sewer line spot	Completed as requested.	5/31/2024	5/24/2024 2:19:00 PM
MAE-3869886	MAE-8041710	Water Meter-380 SHREWSBURY RD	Turn on	Completed as requested.	5/31/2024	5/24/2024 2:24:00 PM
MAE-3869887	MAE-8041905	Water Meter-777 W MIRACLE STRIP PKWY	Leak Check	Completed as requested.	5/31/2024	5/24/2024 2:28:00 PM
MAE-3869888	MAE-99903-D	Mary Esther Distribution	Leak Check	Completed as requested.	5/31/2024	5/24/2024 2:32:00 PM
MAE-3871978	MAE-METER-WATER-59176	Water Meter-148 BREWER CIR	Leak Check	Completed as requested.	6/4/2024	5/28/2024 12:50:00 PM
MAE-3871982	MAE-8041031	Water Meter-193 MARY ESTHER BLVD	Water and sewer line spot	Completed as requested.	6/4/2024	5/28/2024 1:03:00 PM
MAE-3871987	MAE-8041320	Water Meter-11 OVERSTREET DR	Leak Check	Completed as requested.	6/4/2024	5/28/2024 1:33:00 PM
MAE-3872947	MAE-8041381	Water Meter-217 PAGE BACON RD #13	Turn Off / Lock	Completed as requested.	6/5/2024	5/29/2024 9:47:00 AM
MAE-3872963	MAE-99903-CD-MARY ESTHER BLVD-151-104	151 MARY ESTHER BLVD STE 104	Backflow Inpection Test	Completed as requested.	6/5/2024	5/29/2024 12:18:00 PM
MAE-3873632	MAE-99903-CD-E MIRACLE STRIP PKWY-124-201-376160	124 E MIRACLE STRIP PKWY STE 201	Backflow Preventer Inspection	Completed as requested.	6/6/2024	5/30/2024 1:54:00 PM
MAE-3873640	MAE-99903-CD-LANE DR-5C	5 LANE DR #C	Backflow Preventer Inspection	Completed as requested.	6/6/2024	5/30/2024 2:16:00 PM
MAE-3873643	MAE-99903-CD-DESTIN DR-260	260 DESTIN DR	Backflow Preventer Inspection	Completed as requested.	6/6/2024	5/30/2024 2:38:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-3873644	MAE-99903-CD-W MIRACLE STRIP PKWY-520	520 W MIRACLE STRIP PKWY	Backflow Preventer Inspection	Completed as requested.	6/6/2024	5/30/2024 2:47:00 PM

Service Request - 85 Total:

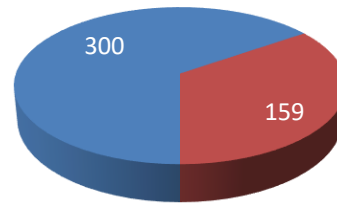
Generated By



Total Calls for Service	459
Day Shift	300
Night Shift	159
Priority 1 Calls	141
calls under 5 minutes	114
calls under 6 minutes	121
calls over 6 minutes	20
Property Crimes	1
Burglary	1
Larceny-Theft	0
Motor Vehicle Theft	0
Arson	0
Criminal Mischief	0
Violent Crime	1
Murder	0
Forcible Rape	0
Robbery	0
Assault and Battery	1
Traffic Violations-stops	76
Arrest-traffic	5
Citation-traffic	5
Warning-traffic	59
DUI--traffic	1
Marine Violations	0
Marine Citations	0
Marine Warnings	0
Marine Crashes	0
Traffic Crash	18
Traffic crash w/injuries	0
Traffic crash w/o injuries	18
Traffic Crash-Fatal	0
City Ord. Violations	0
Distressed Swimmers	0
Drownings	0

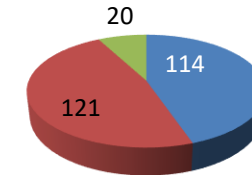
Total Calls for Service

■ Day Shift ■ Night Shift

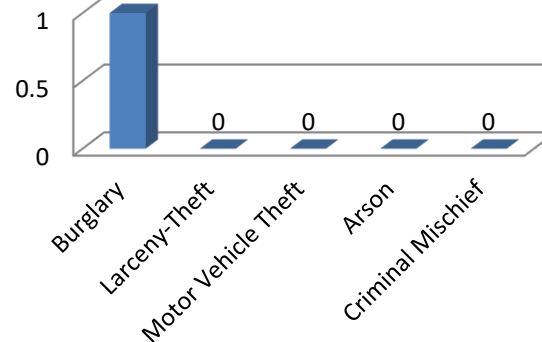


Total Priority One Calls

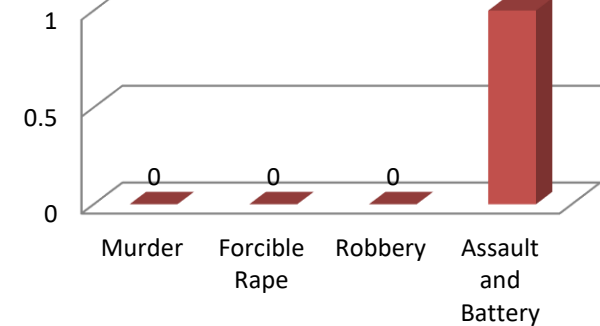
■ calls under 5 minutes ■ calls under 6 minutes ■ calls over 6 minutes



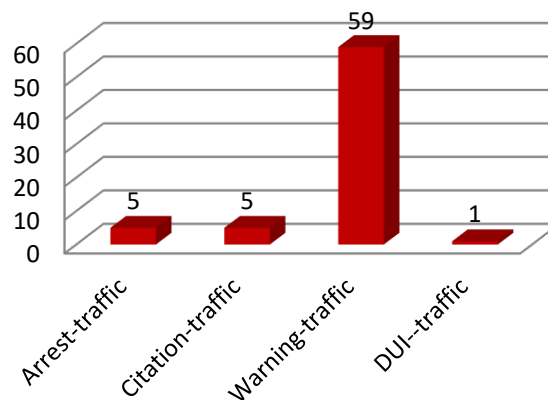
Property Crimes



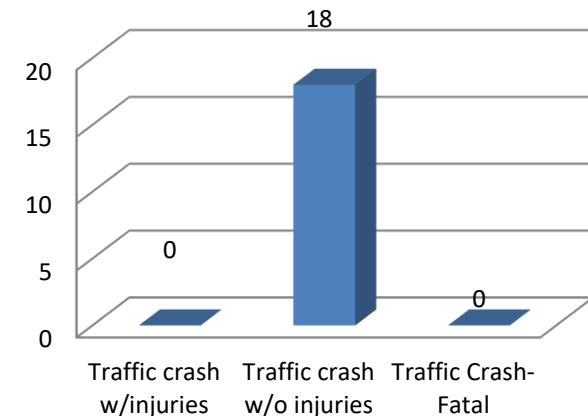
Violent Crime



Traffic Stop Data



Traffic Crashes





**MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
June 3, 2024 - 6:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
Richard Lawson, Councilmember
K.C. Woods, Councilmember

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

CITY STAFF PRESENT

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

Kelvin Cherry, Code Compliance Officer
Tyler Reed, Community Development Director
Shawn Lindsey, Public Works Director

OTHERS PRESENT

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

Jeff Wagner, OCWFD Chief

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 6:02 PM.

3. PLEDGE OF ALLEGIANCE

Mayor Stein led the pledge of allegiance.

4. ROLL CALL

The City Clerk called the roll as reflected above.

Mayor Stein asked for a motion for Councilmember Carter to participate remotely. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed 4-0.

RESULT:	PASSED (4-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember Richard Lawson
AYES:	Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

5. APPROVAL OF THE AGENDA

Mayor Stein discussed that he had a request to remove item 11.4 for additional information to be gathered and moved to the special council meeting on the 17th of June. City Manager Cobb elaborated that the information was received recently and was still being gone through before an official recommendation could be made. Mayor Stein asked for a motion to approve the agenda minus 11.4. Councilmember Oder initiated the motion, seconded by Mayor Pro Tem Sutton. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder

SECOND:	Mayor Pro Tem April Sutton
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
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 Oder initiated the motion, seconded by Mayor Pro Tem Sutton. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Mayor Pro Tem April Sutton
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

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

None.

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

Toni Hagan, 164 Scottsdale Dr, discussed that the street and easement behind their property has had issues with flooding. She is seeking assistance in dealing with the matter. City Manager Cobb stated that the city put Ray's Pond out to bid, Springdale neighborhood improvements design is complete, and the ditch is in the permitting process with FDEP. He stated that part of the issue is getting Hurlburt to sign off on it as part of it is Hurlburt property. Mayor Pro Tem Sutton discussed that the council is now very different and are working hard to address this situation. She asked to be kept informed by email about the project. City Manager Cobb stated the city would send an email with a link to the capital projects page which will be updated about the project. Mayor and council thank Ms. Hagan for her time.

10. UNFINISHED BUSINESS

10.1. Holiday Closing Schedule

City Manager Cobb discussed that any employee that takes off that period must use vacation or personal leave. If any employee wants to stay the respective department head is responsible for assigning them work. He stated the dates proposed are Friday December 20th, 2024 closing at noon and reopening Thursday January 2nd, 2025. Mayor Stein asked for a motion to approve the schedule. Councilmember Oder initiated the motion, seconded by Councilmember Woods. Mayor Stein asked if there was any discussion. Mayor Pro Tem Sutton stated she was opposed to the library being closed for the extended period of time. Councilmember Carter commented he

did an informal survey asking citizens if they plan to use the library during the proposed time, stating that he did not find anyone. Mayor Pro Tem Sutton commented that the citizens she spoke too stated they would like to use the library during the time. The motion passed 4-1.

RESULT:	PASSED (4-1)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember K.C. Woods
AYES:	Larry Carter, Bernie Oder, Richard Lawson, K.C. Woods
NAYS:	April Sutton

11. NEW BUSINESS

11.1. Proposed City Hall Floor Plan

Public Works Director Lindsey discussed that the city and architects are looking for any feedback on the floor plans and where to place the city attorney. Joseph Sorci, Florida Architects, stated that more seats can be added. City Manager Cobb stated as well that some of the items are more of a furniture discussion. He also stated they are seeking feedback if they would like the council dais raised or not. Mayor Pro Tem Sutton stated she would like it raised and she did not see a problem putting the attorney with the city manager and city clerk. Councilmember Carter stated he would like it raised and leave the decision up to the city attorney. City Attorney Dykes stated he had no preference. Councilmember Oder stated that if the city attorney is taken out of the dais, the mayor is taken out of the center. Council comes to agreement they would like the dais raised and city attorney added to their dais. Public Works Director Lindsey discussed security concerns raised as during council meetings, secure doors would need to be open to allow bathroom access. Mr. Sorci stated that if council meetings require more than 49 seats, it becomes an assembly and the extra bathrooms would need to be accessible due to code. Mayor Stein asked for a motion to approve the floorplan, elevate the council dais, and include the city attorney on the council dais. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

11.2. First Reading, Ordinance 2024-01, Vacation Rentals

City Manager Cobb stated a workshop was held last year for vacation rentals, mayor and council were given a draft ordinance in March, and that staff will answer any questions they have, and if not to proceed with a first reading. Mayor Pro Tem Sutton commented she does not believe we should do a first reading if mayor, council, and citizens are only seeing this for the first time. City Manager Cobb discussed that the legislature has made some changes that have been updated in the draft but a first reading does not need to occur tonight and move it to the special meeting or regular meeting, but that a first reading does not make it law. Mayor Pro Tem Sutton discussed the designated responsible party, commenting she does not like the legal liability of it. City Manager Cobb stated that this comes from how hotels are regulated. City Attorney Dykes discussed that this would allow the designated responsible party to give consent without waiting for the owner who may not be in the state. He stated it is similar to a power of attorney. Mayor

Pro Tem Sutton discussed further that she believes it is a security risk for city employees. Councilmember Oder stated that the previous sections stated who the responsible party is and following sections go into it further. He stated he did not have a problem with it. Councilmember Carter, discussed that he believes the city should not manage the properties, but if a violation of law occurs or a code violation is made, the city needs a vehicle to find the responsible party and protect the employees at the same time. Mayor Stein asked for a motion to move the first reading to the 17th of June. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Woods. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember K.C. Woods
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

11.3. Resolution 24-05, Water and Wastewater Asset Management and Fiscal Sustainability Plans

Public Works Director Lindsey introduced Ron Nalley and Matt Hollingsworth, Florida Rural Water, and discussed that they are seeking a resolution for the city's SRF loans, and to have a mapping plan. Ron Nalley and Matt Hollingsworth discussed their summary of findings for the water and wastewater, discussing asset conditions, asset inventory and replacement costs, estimated useful life, critical assets list, the capital improvement plan, and how to increase the current funding gap. Mayor Stein asked the city clerk to read the resolution. Mayor Stein asked for a motion to approve resolution 24-05 and accept the asset management and fiscal sustainability plans as presented by the Florida Rural Water Association. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Carter. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember Larry Carter
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

11.5. Letter of Intent to Renew the Spray Field Lease with Eglin AFB

Public Works Director Lindsey discussed that the city will still need the spray field for several years ahead as the city will not be sending wastewater to Okaloosa County yet. Mayor Stein asked for a motion to direct staff to submit a letter of intent to renew the spray field lease with Eglin AFB. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed 5-0.

RESULT:	(5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods

NAYS:	None
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11.6. Amendment 3 to SRF Loan Agreement DW460211

City Manager Cobb stated that the amendment would extend the time frames and extend the start date of loan repayment. He stated that one of the things included is demobilization which does not occur until the end, so this extension would cover the time. Mayor Stein asked for a motion to approve DW460211 Amendment 3. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Woods. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember K.C. Woods
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

11.7. Wastewater Force Main to Okaloosa County WWTF

City Manager Cobb discussed staff is planning to submit a grant application in August to seek funds and perform environmental work. This is all done with the intention of coming back next year and applying for the grant. He stated that the grants range from 1 million to 20 million dollars. He stated there is no action required for this item.

11.8. Renewal of Engineering Contracts

City Manager Cobb discussed that in 2021 the city approved agreements with various engineering firms with 1 year renewals. Barge Design Solutions have increased their rates and Florida Architects have increased their rates but the other engineering firms have stated they will have a rate hold. Mayor Stein asked for a motion to approve the attached rate schedules for Barge Design Solutions and Florida Architects. Councilmember Oder initiated the motion, seconded by Councilmember Lawson. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

11.9. Renewal of Emergency Management Contracts

City Manager Cobb stated that the emergency management contracts have agreed to a rate hold. No action is needed.

11.10. City Council Committee Appointments

City Clerk Morris mentioned that there was a discussion to bring this item back once a full council was filled to make any changes as needed with the new council members. Councilmember Woods is made the alternate for the Emerald Coast Regional Council and Councilmember Lawson is made the alternate for the Transportation Planning Organization. Mayor Stein asked for a motion to approve the changes. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Oder. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton

SECOND:	Councilmember Bernie Oder
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

Mayor Stein opted to combine sections 12 and 13.

Mayor Pro Tem Sutton thanked the public that came out for the Christobal Waterfront Park workshop and talked about a citizens 90th birthday the mayor attended.

Councilmember Woods had nothing to report at the time.

Councilmember Lawson had nothing to report at the time.

Mayor Stein discussed wanting to do yard of the month again and asked any citizens interested to email him or the city clerk.

Councilmember Oder discussed the library cooperative board next meeting and congratulated Lillie Ealum from the library receiving her bachelor's degree.

Councilmember Carter had nothing to report at the time.

City Attorney Dykes welcomed Councilmember Woods into the city council.

City Clerk Morris reminded everyone of the filing period for the special election. Councilmember Oder reminded mayor and council of the ethics disclosure form also coming up due.

City Manager Cobb mentioned that the city has a lot of projects going on and to check them on the city website as well as a position has been sent an offer letter and if accepted the city will be fully staffed.

14. ADJOURN

The council meeting adjourned at 7:35 PM.

Minutes approved at _____ meeting.

Dillon Morris, City Clerk



**MINUTES
SPECIAL MEETING
of THE MARY ESTHER CITY COUNCIL
June 17, 2024 - 6:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
Bernie Oder, Councilmember
Kenneth Woods, Councilmember

April Sutton, Mayor Pro Tem
Larry Carter, Councilmember
Richard Lawson, Councilmember

CITY STAFF PRESENT

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

Heather Day, Finance Director
Shawn Lindsey, Public Works Director

OTHERS PRESENT

Randall Killian, Jacobs
Scott Jernigan, Jacobs

Jeff Wagner, OCWFD Chief
Josh Robinson, Jacobs
Kevin Waddell, 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. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Carter. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember Larry Carter
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

6. UNFINISHED BUSINESS

6.1. City Council Committee Appointments

City Clerk Morris mentioned that at the previous meeting Mayor Stein was assigned as the alternative representative for the library co-op. He mentioned that it was brought to his attention only a councilmember with voting rights can be assigned as the alternative representative. Mayor Stein explained a little about the committee and Councilmember Lawson expressed an interest in being the alternative representative. Mayor Stein asked for a motion to appoint Councilmember Lawson as the alternative representative for the library co-op. Councilmember Oder initiated the motion, seconded by Councilmember Woods. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember K.C. Woods
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

Councilmember Oder discussed the Northwest Florida League of Cities, how the board is chosen, and how voting rights are given, mentioning that Mary Esther assigning an alternative representative does not give that person voting rights in the organization.

6.2. **First Reading, Ordinance 2024-01, Vacation Rentals**

City Manager Cobb recapped the public workshop, the draft ordinance, and a second draft incorporating changes from the senate bill 280. Mayor Pro Tem Sutton discussed she has not seen a business impact estimate, wanting to forgo the ordinance and treat it on a complaint basis. City Attorney Dykes discussed that the business impact report is before a second reading. Mayor Pro Tem Sutton discussed the ordinance fees, and how they are not clear in the ordinance. City Attorney Dykes discussed the fees and fee schedule would have to be approved by council. Mayor Stein asked for a motion to do a first reading of the ordinance. Councilmember Oder initiated the motion, seconded by Councilmember Lawson. The motion passed 3-2.

RESULT:	PASSED (3-2)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, Richard Lawson
NAYS:	April Sutton, K.C. Woods

City Clerk Morris read the title as follows: 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.

After the reading, the public audience was allowed a public comment.

Bob Hudgens, 825 E Miracle Strip, asked how the city can move forward referencing senate bill 280 if it has not been signed into law yet.

Elaine Rogers, 351 Angela Lane, discussed she believed the maximum occupancy at any time needs to be changed, as Mary Esther is trying to limit the number of people in a house during day time. She discussed senate bill 280, agreeing that there needs to be a designated contact, but the city added 2 extra items, one is supplying a copy of the rental contract, and the one hour time frame is too short of time. She added designating a natural person will not allow people to use property management companies. She discussed the fees stating that she believes the city code

will lead to ongoing charges.

Alina Ryder, Cedars Condominium, questioned how the code will be enforced correctly and equitably, stating that it would lead to selective enforcement, stating it could be a violation of fair housing laws.

Mary Walton, Cedars Condominium, discussed that Mary Esther is receiving short term rental taxes, and if the city is making income from it to not make a burden on the citizens. She asked for the city to work with the air bnb owners, not against them.

Scott Campbell, Cedars Condominium, discussed that he bought a condo, not a hotel room. He remarked the Cedars Condominiums need to be managed different than the houses of Mary Esther. He asked the city to keep in mind that there are people living in the condominiums, not wanting it to be a hotel room

7. NEW BUSINESS

7.1. Consideration of Christobal Landing Waterfront Park Conceptual Plan

City Manager Cobb recapped the purchase of the property on S Christobal Rd, the county managing development of the project, and once completed the city will assume ownership. He discussed the public workshop that was held and the feedback that was gathered. City Manager Cobb stated there were a couple comments that were address, exampling the showers as one. Mayor Pro Tem Sutton asked where the showers would be placed. Craig Coffey, Okaloosa County discussed that it has not been settled on yet. Council discussed a little more about having the showers outdoors. Mayor Pro Tem Sutton asked about the landscaping of the park. Mr. Coffey said it would meet the code and would defer to the city. Mr. Coffey also thanked the council and city for working together on the project. Councilmember Oder mentioned liking cameras there, the doors locking, the gates, and making it safe and wanting to move forward. Mr. Coffey discussed many items that are timed to go off or close at a certain time and cameras around the parks. Mayor Pro Tem Sutton made a motion to approve the Christobal Landing Waterfront Park plan as presented, seconded by Councilmember Woods. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember K.C. Woods
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

7.2. Amendment to CDBG Agreement No. 22DB-OP-01-56-02-N24

Finance Director Day discussed the amendment would extend the project time to April 30th, 2025, to prevent potential delays. Mayor Stein asked if there was any discussion. Upon hearing none, Mayor Stein asked for a motion to approve modification number 1 to CDBG Agreement No. 22DB-OP-01-56-02-N24. Councilmember Oder initiated the motion, seconded by Councilmember Lawson. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

7.3. **Consent Order In-Kind Project Amendment**

Public Works Director Lindsey discussed the city elected to do a project for the consent order, stating the generator estimate received months ago came in above estimate. He discussed that a consent order was submitted to order a bypass pump and a vacuum trailer/hydraulic excavator, commenting that it would be used for both Jacobs and public works. Councilmember Carter asked how the damages happened. Public Works Director Lindsey said the generator was in a shelter but a lightning strike might have hit it. Councilmember Carter asked if anything was being done to prevent future damages. Public Works Director Lindsey said that they have a storm enclosure around it but was not familiar with the storm damage as it was before he started working at Mary Esther. Mayor Stein asked for a motion to amend the consent order in-kind project and approve the purchase of a vacuum trailer/hydraulic excavator for an amount not to exceed \$95,000, and a 6-inch bypass pump and trailer for an amount not to exceed \$66,000 through cooperative purchasing programs. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Woods. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember K.C. Woods
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

7.4. **Contract Change Order, Springdale Neighborhood Infrastructure Improvements**

Scott Jernigan, Jacobs, discussed the Springdale Park neighborhood contract, stating that Jacobs missed the count of the driveways, missing the quantity number. They are asking for an increase to the contract for updated quantities for installation and additional driveways, and areas where they were doing sidewalk work but not water main work. Councilmember Woods asked how many driveways they were off by. Mr. Jernigan stated it was about 75 to 100. Mayor Pro Tem Sutton stated that the oversight is extreme, and she wants to know how Jacobs is going to make it right, stating she does not have confidence in them taking on future projects.

Mr. Jernigan discussed that they have met with staff to discuss ideas and alternatives to bring the cost down. Mayor Pro Tem Sutton discussed wanting to see a 50% burden of the cost at best, stating that it is not fair to the citizens to hold up the project and not approve it. Mayor Stein asked how City Manager Cobb felt. City Manager Cobb stated that the staff feels it was something that was known about earlier on and that the timing of it left the city with no options.

Councilmember Oder discussed delaying it to July 8th for Jacobs to bring solutions to the council. Councilmember Carter asked for a confirmation of the number of sidewalks and dimensions. Mr. Jernigan said that it is roughly 100, varying in size from 10 feet to 12 to 15 feet. Councilmember Carter agreed with the council he would like to see what projects Jacobs can bring forward. Councilmember Woods asked what the timeline the information was discovered before it was divulged to staff. Kevin Waddell discussed the issue that was observed from September to October of last year. Mayor Pro Tem Sutton discussed that this is a grave error and that this is a huge number of driveways to not account for.

Mayor Stein asked City Attorney Dykes how he felt. City Attorney Dykes stated he does disagree with any comments from council from a legal perspective, stating the city would have grounds to move forward legally, but to discuss it before proceeding. Councilmember Oder asked if City Clerk Morris knew who the gentleman speaking was, as he did not identify himself. Mr. Waddell identified himself as Kevin Waddell with Jacobs.

Councilmember Lawson asked if they had brought it up earlier if funds were available. City Manager Cobb stated that if it was brought forward sooner there would be options, such as asking for an extension or opting to put sidewalks on one side of the street, it would have saved

some of the cost. He stated it would be difficult now as sidewalks have already started being placed on both sides. Mayor Pro Tem Sutton asked if Jacobs had introduced any new fail safes to prevent these situations from happening in the future. Mr. Jernigan stated there is a quality control plan in place that was missing. When it started, the original plan added water mains, and the city added sidewalk design to the project, stating sidewalks interfered with driveways, and adding a driveway replacement to the plan, the quantity of driveways was off. Mayor Pro Tem Sutton discussed many things that have been missed recently with Jacobs, and asked Jacobs not to drop the ball in the future.

City Manager Cobb stated that if the change order is not approved tonight, the contractor would most likely stop work, proposing additionally to take out a block from the project. Public Works Director Lindsey discussed the project, as the section would be rebid with Rays Pond. If completed, the roads and sidewalks would be torn up after being laid to just be laid again. After discussion, Mayor Stein asked for a motion to approve Change Order No. 1 with the Talcon Group LLC, contingent on a public hearing to modify the CDBG agreement and requesting approval from FloridaCommerce to reduce the project area and scope of work, with a change of date to November 10th, and Jacobs would come up with solutions in the July 8th meeting. Councilmember Oder initiated the motion, seconded by Mayor Pro Tem Sutton. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Mayor Pro Tem April Sutton
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

8. **ADJOURN**

Mayor Pro Tem Sutton discussed her and Mayor Steins events with the local military bases.

Councilmember Woods had no additional comments.

Councilmember Lawson had no additional comments.

Mayor Stein had no additional comments.

Councilmember Carter had no additional comments.

Councilmember Oder had no additional comments.

City Clerk Morris had no additional comments.

City Manager Cobb had no additional comments.

The council meeting adjourned at 7:05 PM.

Minutes approved at _____ meeting.

AGENDA ITEM

Agenda Item 11.1.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: July 8, 2024

SUBJECT: City Manager Evaluation

BACKGROUND:

On December 5, 2023, the City Council approved an agreement with Dr. Walt Hanline of the National Center for Executive Leadership and School Board Development to facilitate the city manager's annual evaluation.

DISCUSSION:

A hard copy of the evaluation form is attached for your review. A digital copy and a copy of the city manager's annual objectives will be sent after the council meeting. The evaluation form should be completed and submitted directly to Dr. Hanline, preferably by July 16. Individual virtual meetings to discuss your submission are scheduled for August 9. Subsequently, comments will be summarized into a single evaluation document for review and consideration by the full City Council.

FINANCIAL IMPACT:

The agreement and fee, totaling \$4,000, were approved at the meeting on December 5. Funds were budgeted in the City Council budget to cover the evaluation.

RECOMMENDATION:

Dr. Hanline will attend virtually to provide an overview of the evaluation process and answer questions.

ATTACHMENT(S):

1. City Manager Evaluation Form

City of Mary Esther

EVALUATION OF THE CITY MANAGER

Council Member: _____

INSTRUCTIONS: This evaluation instrument is divided into nine categories. Each Council member is asked to rate the City Manager on the items cited in each of the categories on a scale ranging from 1 to 5. The number 1 is the lowest possible score and indicates unacceptable performance. The number 5 indicates outstanding or highly commendable performance. A definition of each numerical rating is presented as follows:

4.50 - 5.00 = EXEMPLARY - The City Manager demonstrates exemplary leadership that is a model for others.

3.75 - 4.49 = EXCELLENT - The City Manager exceeds the expectations of his/her job description.

2.75 - 3.74 = MEETS EXPECTATIONS - The City Manager meets expectations.

1.75 - 2.74 = NEEDS IMPROVEMENT - The City Manager needs to concentrate self-improvement efforts in this area.

1 - 1.74 = UNSATISFACTORY - The City Manager's performance in this category is unacceptable and requires immediate attention.

A.) RELATIONSHIP WITH THE COUNCIL OF EDUCATION

Item	Rating 1 -5
Overall Section Average Rating	
Keeps the Council informed on issues, needs, and operations of the City	
Offers professional advice to the Council on items requiring Council action	
Supports Council policy and actions in a positive and responsive manner	
Handles differences of opinion between Council members and herself/himself in an effective manner	
Engenders trust among Council members, staff, and the community.	

Comments:

B.) ADMINISTRATION OF THE CITY

Item	Rating 1 -5
Overall Section Average Rating	
Plans his/her own time so that matters of greatest importance are dealt with thoroughly.	
Periodically reviews and reorganizes staff duties and/or responsibilities to take full advantage of the staff's special competencies and interests.	
Has developed a system that assures that all significant activities or duties are performed regularly or administered promptly.	
Provides the Council with a written agenda and appropriate backup material by the determined date before each Council meeting.	

Comments:

C.) LEADERSHIP

Item	Rating 1 -5
Overall Section Average Rating	
Understands and keeps informed regarding all aspects of City services.	
Organizes and actively encourages a planned program of City-wide improvement.	
Has provided for a system of measurement and goals for staff and departments	
Exemplifies the skills and attitudes of community leader and inspires in others the highest professional standards.	
Anticipates needs.	

Comments:**D.) PERSONNEL**

Item	Rating 1 -5
Overall Section Average Rating	
Develops good staff morale and loyalty.	
Delegates authority to staff members appropriate to the position each holds.	
Develops and executes sound personnel procedures and practices.	
Provides for the systematic, organized evaluation of all staff.	
Evaluates performance of staff members, giving commendations for good work as well as constructive suggestions for improvements.	

Comments:**E.) BUSINESS AND FINANCIAL MANAGEMENT**

Item	Rating 1 -5
Overall Section Average Rating	
Plans budget information in terms of community priorities.	
Oversees budget operations with the Council in a thorough and effective manner.	
Evaluates needs and recommends adequate financing.	
Work with support staff in providing adequate data to support budgetary recommendations.	

Comments:

F.) COMMUNITY RELATIONSHIPS

Item	Rating 1 -5
Overall Section Average Rating	
Gains the trust and respect of the community on the conduct of the City operations.	
Solicits and gives attention to problems and opinions of all groups and individuals.	
Achieves status as a leader within the community.	
Provides leadership to the community.	

Comments:**G.) INDIVIDUAL CHARACTERISTICS**

Item	Rating 1 -5
Overall Section Average Rating	
Uses sound and appropriate judgment.	
Consistently exhibits composure, emotional stability and poise.	
Demonstrates high standards of ethics and good character.	
Actively engage, listen for understanding, seek to be understood in his/her interactions with stakeholders.	
Demonstrates ethical leadership in work and community related activities.	

Comments:**H.) JOB-RELATED CHARACTERISTICS**

Item	Rating 1 -5
Overall Section Average Rating	
Speaks and writes effectively.	
Acts in a decisive manner.	
Demonstrates creativity and flexibility.	
Utilizes effective techniques in managing and prioritizing his/her time and energy.	
Maintains his/her professional development by reading, conference attendance, work on professional committees and professional organizations.	

Comments:

I.) ANNUAL OBJECTIVES

Item	Rating 1 -5
Overall Section Average Rating	
Performance on addressing annual Council approved City Manager objectives.	

Comments:

Summary Comments:

AGENDA ITEM

Agenda Item 11.2.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: July 8, 2024

SUBJECT: Public Hearing, Reduction of Deliverables, CDBG Agreement No. 22DB-OP-01-56-02-N24

BACKGROUND:

The CDBG Small Cities Grant is covering many of the improvements in the Springdale Subdivision, including streets, sidewalks that still remain as well as finishing up the water and sewer work. During the past few months, we learned that any stormwater work done in Springdale would necessitate an environmental review process, causing us to halt the remaining sidewalks, curbs, and paving work for 6 months to a year. The alternative is to reduce the scope of services for the CDBG Grant for the portion of the subdivision that needs stormwater work. This section is the block of Pryor from Overstreet to North Street, which has culverts and catch basins that will likely be replaced during the Rays Pond project. By reducing the scope of the CDBG Grant, we can finish the remaining portions of Springdale and complete the roads, sidewalks, gutters, and stormwater work on this block, along with the Ray's Pond Rehabilitation project.

DISCUSSION:

There are two alternatives to reducing the scope of services:

1. Apply for an environmental review that would halt the work currently being completed for at least 6 months. We would incur the cost of remobilization, which could be up to \$200,000.
2. Complete all the work and close out the CDBG Grant before and during the stormwater work at Rays Pond and that block of Pryor. This would mean having to cut the newly completed pavement, curbs, and sidewalks, and then repave, install sidewalks and curbs for a portion of block impacted. The financial impact of this would also be close to or over \$100,000.

FINANCIAL IMPACT:

The change of scope does not decrease the funding the City of Mary Esther would receive from the CDBG, and it would save at least \$100,000 to \$200,000.

RECOMMENDATION:

1. Open the public hearing and state the date, time, and purpose of the public hearing.
2. Close the public hearing and state the time for the record.
3. Discuss and consider a motion to approve a reduction in the CDBG scope of services to remove the section of Pryor Drive from Overstreet to North Street.

ATTACHMENT(S):

1. Public Hearing to Reduce Deliverables

City of Mary Esther
CDBG Public Hearing

The City of Mary Esther has received funds from FloridaCommerce under the FFY 2019 Small Cities Community Development Block Grant (CDBG) in the amount of \$700,000 through agreement 22DBOP015602N24.

Original Project

The original project included improvements to the Mary Esther Drive neighborhood of upgrading water mains, approximately 8,900 linear feet of 6-inch water main, 200 linear feet of 8-inch water main, and 200 linear feet of 10-inch water main as well as refurbishing and lining 23 manholes and resurfacing approximately 7,200 linear feet of roadway.

Updated Project

The updated project will improve the Mary Esther Drive neighborhood by upgrading approximately 8,900 linear feet of 6-inch water main, 200 linear feet of 8-inch water main, and 200 linear feet of 10-inch water main; refurbishing and lining 23 manholes; and resurfacing approximately 4,800 linear feet of roadway.

The updated project will remove road resurfacing and the installation of sidewalks and curbs along the block of Pryor Dr from Overstreet to North Street.

The City of Mary Esther does not expect that anyone will be displaced as a result of CDBG-funded activities. If any persons are displaced as a result of the planned activities, the City of Mary Esther will assist them as described in the City's anti-displacement and relocation policy, which is available for review at City Hall.

A public hearing to provide citizens an opportunity to comment on the revised project will be held at City Hall, 195 Christobal Rd. N, Mary Esther, FL 32569, on July 8, 2024, at 6:00pm. To obtain additional information concerning the application and the public hearing, contact Jared Cobb at (850) 243-3566 x14 or by e-mail at cmgr@cityofmaryesther.com.

The public hearing is being conducted in a handicapped accessible location. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing is asked to advise the City at least five days before the hearing by contacting Jared Cobb at (850) 243-3566 x 14 or by e-mail at cmgr@cityofmaryesther.com. If you are hearing or speech impaired, please contact the City using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice). Any non-English speaking person wishing to attend the public hearing should contact Jared Cobb at (850) 243-3566 x 14 at least five days prior to the hearing and an interpreter will be provided.

THE CITY OF MARY ESTHER IS AN EQUAL OPPORTUNITY EMPLOYMENT/HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION

AGENDA ITEM

Agenda Item 11.3.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: July 8, 2024

SUBJECT: Discussion of Springdale Infrastructure Project with Jacobs Engineering

BACKGROUND:

The City Council approved a change order to our Talcon contract that included the contract period, item quantities, and the overall contract amount. Although some items were under budget, we had one major overage of \$696,000 due to an oversight on the driveway quantities (approximately 116 at \$6,000 a piece) by Jacobs Engineering. This amount did not come to light until it was too late to apply for additional funding. The change order had to be approved last month to avoid possible work delays and additional mobilization fees if work was halted. The City Council requested Jacobs Engineering to provide options at the July 8 meeting to reduce the cost of the oversight.

DISCUSSION:

The change order for Springdale was approved last month, but Jacobs Engineering has been meeting with the contractor and their Operations and Maintenance Team to find possible solutions to the oversight.

FINANCIAL IMPACT:

The oversight caused an overall contract overage of \$170,949.17, but a line item affecting the general fund of approximately \$696,000.

RECOMMENDATION:

Staff recommends moving forward with the most advantageous solution for the city. We have not received a written proposal from Jacobs. If one is received, we recommend that the Council review it and discuss it with Jacobs and the City Attorney.

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 11.4.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: July 8, 2024

SUBJECT: Action Minutes Discussion

BACKGROUND:

The City of Mary Esther currently uses the summary minutes template to record its official minutes. However, the writing of the minutes takes a lot of time from the city clerk department that could be better utilized in other tasks. Robert's Rules of Order offers a simple guideline for what should be included in meeting minutes: minutes should record what is done, not what is said.

DISCUSSION:

Many official and municipal entities use the action minutes format to log their minutes, such as Miami Springs, Lake Park, the Emerald Coast Regional Council. With the council meetings being streamed, recorded, uploaded as an on-demand video to the city website, and bookmarked, this would help free time for the department to focus on other important matters such as records disposition, creating a plan to transition to digital records, and observing better year-end records retention policies.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

Motion to approve the city clerk to write action minute summaries for all official meetings for the City of Mary Esther.

ATTACHMENT(S):

1. ECRC Minutes Example
2. Lake Park, FL Example
3. Miami Springs, FL Example

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
June 07, 2023

MEMBERS IN ATTENDANCE:

Pamn Henderson, Chair	City of Callaway
Robert Carroll	Bay County
William Dozier	Bay County
Tommy Hamm	Bay County
Doug Moore	Bay County
Clair Pease	Bay County
David Griggs	City of Callaway
Judy Vandergrift	City of Lynn Haven
Mary Coburn	City of Panama City Beach
Michael Jarman	City of Panama City Beach
Brian Grainger	City of Panama City
Michael Rohan, Sr.	City Of Panama City
Josh Street	City of Panama City

MEMBERS NOT IN ATTENDANCE:

Jenna Flint	City of Panama City
Stacie Galbreath	City of Parker
Dennis Haddock	City of Springfield
Pat Perno	City of Lynn Haven
Jerry Smith	City of Mexico Beach
Janie Lucas	City of Panama City

OTHERS IN ATTENDANCE:

Bryant Paulk	FDOT
Cory Wilkinson	HDR Engineering
Sarah Harris	Port of Panama City
Joe Schubert	Bay County
Ashley Stuckey	Bay County
Harrison Neilly	Trausder
Donna Green	FDOT
Lamar Hobbs	BayWay
Katy Nail	Bay County Clerk
H.C Henry	Burke, Blue, Hutchison, Walters & Smith, P.A.

Virtual Attendance:

Sandy Culbreath	BayWay
Gene Keen	BayWay

Rob Gregg

Madrid CPWG

Christopher Cochran

Madrid CPWG

EMERALD COAST REGIONAL COUNCIL STAFF:

Austin Mount

Mary Beth Washnock

Jill nobles

Angela Bradley

Leandra Meredith

Tiffany Bates

Virtual Attendance:

Gabrielle McVoy

John Iten

Mary Jo Gustave

Gary Kramer

Katie Fults

CALL TO ORDER / INVOCATION / PLEDGE – Chairperson Pamn Henderson

The meeting was called to order. The prayer was led, and the pledge of allegiance was recited.

APPROVAL OF AGENDA

Commissioner Aldridge moved to approve the agenda. Commissioner Dozier seconded the motion, and it was unanimously approved.

PUBLIC FORUM

There were no speakers.

FDOT UPDATE:

- 1. FDOT Update *Mr. Bryant Paulk, AICP, Florida Department of Transportation (FDOT) Urban Liaisons***

Mr. Paulk announced that FDOT was holding a meeting on the SR 20 PD&E study for the segment that covers SR 79 to US 231. He stated that in addition to looking at capacity improvements in this corridor, FDOT is also looking into safety improvements as well as elevating low light segments. Mr. Paulk informed the board that on June 20th there would be a virtual public update on this PD&E study.

PLANNING AND TRANSIT CONSENT AGENDA:

- 1. ALL COMMITTEES** - Approval of April 2023 Meeting Minutes
- 2. TPO ONLY** - Consideration of the Membership Certification for Bay County Transportation Disadvantaged Coordinating Boards – *Mr. Howard Vanselow, ECRC Staff*

Commissioner Dozier moved to approve the consent agenda items. Commissioner Hamm seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

1. **ENCLOSURE A - ALL COMMITTEES - ROLL CALL VOTE - Consideration of Resolution BAY 23-19 Adopting the Bay County TPO FY 2024-2028 Transportation Improvement Program (TIP) – Mr. Gary Kramer, ECRC Staff**

Mr. Kramer presented the TIP.

Commissioner Dozier moved to authorize the TPO chairman to sign Resolution Bay 23-19 adopting the FY2024-2028 TIP. The motion was seconded by Commissioner Street.

Roll Call Vote

Mayor Henderson	Yes
Commissioner Carroll	Yes
Commissioner Vandergrift	Yes
Commissioner Grainger	Yes
Mayor Rohan	Yes
Councilmember Coburn	Yes
Commissioner Dozier	Yes
Commissioner Griggs	Yes
Commissioner Hamm	Yes
Commissioner Jarman	Yes
Commissioner Moore	Yes
Commissioner Lucas	Yes
Commissioner Pease	Yes

The motion passed unanimously.

2. **ENCLOSURE B - ALL COMMITTEES - Request for Approval to Proceed with Amending the Bay County TPO 2045 Long Range Transportation Plan for Four Projects: (1) US 98 (Back Beach Road) Pedestrian Overpass at Brown Park; (2) DuPont Bridge; (3) Bay Parkway Phase III from Clara Avenue to Chip Seal Frank Parkway; and (4) Minge Branch Drive from Mill Bayou Boulevard to Titus Connector Road – Mr. Gary Kramer, ECRC Staff**

Mr. Paulk presented four LRTP amendments. There was a discussion about the need for the Dupont Bridge replacement. Mr. Paulk stated that Dupont Bridge has reached the need for replacement.

Commissioner Pease moved to authorize the Bay County TPO staff to proceed with the process to amend the 2045 Long Range Transportation Plan for 4 projects: (1) US 98 (Back Beach Road) Pedestrian Overpass at Frank Brown Park; (2) DuPont Bridge; (3) Bay Parkway Phase III from Clara Avenue to Chip Seal Parkway; and (4) Minge Branch Drive from Mill Bayou Boulevard to Titus Connector Road. Commissioner Street seconded the motion, and it was unanimously approved.

3. **ENCLOSURE C - ALL COMMITTEES - Consideration of Resolution of BAY 23-20 Adopting the FY 2023 - FY 2024 Unified Planning Work Program (UPWP) Year 2 (FY 2022) Amendment - *Ms. Mary Beth Washnock, ECRC Staff***

Ms. Washnock presented the Year 2 amendments to the UPWP and stated that ECRC staff is asking for approval of this document.

Commissioner Dozier moved to authorize the TPO chairman to sign Resolution Bay 23-20 adopting the FY 2023 - FY 2024 Unified Planning Work Program Year 2 (FY 2022) amendment. Commissioner Street seconded the motion, and it was unanimously approved.

4. **ENCLOSURE D - TCC AND CAC ONLY - Recommendation of Advisory Committee Chair and Vice Chair for FY 2024 (July 1, 2023 - June 30, 2024) - *Ms. Mary Beth Washnock, ECRC Staff***

PLANNING PRESENTATIONS ITEMS:

1. **ENCLOSURE E - ALL COMMITTEES - Draft Bay County TPO FY 2025-2029 Project Priorities - Mr. Gary Kramer, ECRC Staff**

Mr. Kramer gave a presentation on the Bay County TPO Project Priorities for FY 2025-2029. He gave a brief description of the priority methodology. Ms. Meredith gave an overview of the public outreach for the Project Priorities.

2. **ENCLOSURE F - ALL COMMITTEES - Update on the General Planning Consultant (GPC) Selection Process for ECRC and the TPOs - *Ms. Jill Nobles, ECRC Staff***

Ms. Nobles gave an update of the GPC selection process for ECRC and the TPO.

Legislative Update

Ms. Bates gave a legislative update. Ms. Bates stated that in honor of National Bike Month, the Federal Highway Administration (FHWA) announced new guidance to support bicycle,

pedestrian, and micro-mobility projects. The new guidance was issued to support funding opportunities offered through the Bipartisan Infrastructure Law.

Ms. Bates stated that for the State of Florida, the total budget proposal sent to the governor is \$117 billion dollars, \$7 billion more than FY 2022-2023. Ms. Bates briefly went over the total budget for DOT. She stated the FDOT Work Program is \$13.6 billion. The Moving Florida Forward Infrastructure Initiative got \$4 billion, and Bay County received \$98 million for U.S. 98 from Richard Jackson Boulevard to Hathaway Bridge. This project will widen U.S. 98 from R. Jackson Boulevard to Hathaway Bridge. The project will also include intersection improvements, bicycle and pedestrian accommodations, and safety enhancements.

Ms. Bates reported that the Transportation Bill, House Bill 1305, passed and the governor signed it on May 11, 2023. Of note in Northwest Florida, the bill addressed the Santa Rosa Bay Bridge Authority.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC April 2023 Meeting Minutes
2. Bay TPO April 2023 Actions Report
3. Amendment to the FY 2023-2027 Transportation Improvement Program (TIP) Letters
4. 2023 Bay TPO Meeting Schedule

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. **ENCLOSURE G – ALL COMMITTEES- Consideration of Resolution Bay 23-21 Approving an Invitation to Bid for a Building Contractor to Construct the Public Transportation System Bus Wash Facility - *Mr. Lamar Hobbs, Bay County Transit***

Mr. Hobbs presented. There were no questions or comments.

Commissioner Street moved to authorize the TPO chairman to sign Resolution Bay 23-21 authorizing staff to issue an Invitation to Bid for a building contractor to construct a bus wash facility. Commissioner Dozier seconded the motion, and it was unanimously approved.

2. **ENCLOSURE H – TPO ONLY - Consideration of Resolution Bay 23-22 Adopting the Bay County Board of County Commissioners Procurement Policy for Transit-Related Purchases- *Mr. Lamar Hobbs, Bay County Transit***

Mr. Hobbs presented. Mr. Ashley Stuckey stated that since the funds flow through the county, the clerk of court serves as the controller. He added that because the purchase order system is outside the county system, they might be able to see the

pre audit. He stated that the procurement policy would allow for the clerk of court to see the transit funds more efficiently pre audit.

Commissioner Dozier moved to authorize the TPO chairman to sign Resolution Bay 23-22 adopting the Bay County Board of County Commissioners' Procurement Policy for transit-related purchases only. Commissioner Street seconded the motion, and it was unanimously approved.

1. **ENCLOSURE I - ALL COMMITTEES - Consideration of Resolution Bay 23-23 Authorizing the Transit Program Administrator to Execute a Designated Safe Place Site Agreement with Anchorage Childrens' Home - *Mr. Lamar Hobbs, Bay County Transit***

Mr. Hobbs presented. He informed the board that on May 3, 2023, a representative from Anchorage Childrens' Home met with staff to discuss the possibility of making all fixed route transit buses, the Bayway administration facility, and Bayway operations facility a designated "Safe Place". Chairperson Henderson asked if there was a fee and Mr. Hobbs stated that there is no fee and the training for bus drivers is short.

Commissioner Pease moved to authorize the TPO chairman to sign Resolution Bay 23-23 authorizing the Transit Program Administrator to execute a Designated Safe Place Site agreement with Anchorage Childrens' Home. Commissioner Street seconded the motion, and it was unanimously approved.

2. **ENCLOSURE J - ALL COMMITTEES - Consideration of Resolution Bay 23-24 Authorizing Execution of a Memorandum of Agreement with Florida Department of Transportation (FDOT) District 3 for the Smart Bay Connected and Automated Vehicle Safety and Mobility Project - *Mr. Lamar Hobbs, Bay County Transit***

Mr. Hobbs stated that FDOT District 3 has implemented the Smart Bay Connected and Automated Vehicle Safety and Mobility Project in an effort to begin upgrading infrastructure along the US 98 corridor by deploying roadside units (RSU) along with onboard units (OBU) installed in passenger cars, transit vehicles, freight vehicles, and emergency vehicles. Mr. Hobbs stated that this Memorandum of Agreement authorizes FDOT D3 to install OBU in BayWay transit buses for the purpose of collecting and sending data on vehicle actions and communications with other connected vehicles, cyclists, pedestrians, and certain infrastructure along State Road 30, County Road 30A, and the US 98 Corridor.

Commissioner Dozier moved to authorize the TPO chairman to sign Resolution

Bay 23-24 authorizing execution of a Memorandum of Agreement with the Florida Department of Transportation District 3 for the Smart Bay Connected and Automated Vehicle Safety and Mobility Project. Commissioner Street seconded the motion, and it was unanimously approved.

TRANSIT UPDATE:

There was discussion on the service in Mexico Beach. Mr. Hobbs stated that there has only been one rider in the last month. Mr. Hobbs discussed efforts being made to increase ridership in Mexico Beach but stated that service might not last.

GTC UPDATE:

Mr. Cochran gave a progress update on the Bay County GTC. He stated that the committee has made great strides at moving the project forward. He stated that the GTC will establish the board structure at the next meeting as well as bill language.

TRANSIT INFORMATION PACKAGE (no presentation necessary): none

LEGAL UPDATE – Burke, Blue, Hutchison, Walters & Smith, P.A.

OTHER BUSINESS – The next Bay TPO meeting will be held on **August 02, 2023**. The TCC will meet at 11:00 a.m., the CAC at 1:30 p.m., and the TPO at 3:30 p.m. All meetings will be held at the Bay County Transit Office, 1010 Cone Ave Panama City, FL 32401.

ADJOURNMENT – The meeting was adjourned.

Regular Commission Meeting Action Minutes of August 3, 2022



- A. **CALL TO ORDER/ ROLL CALL:** 8:07 P.M.
- B. **PLEDGE OF ALLEGIANCE:** Igor Almeida
- C. **SPECIAL PRESENTATION/REPORTS:**
1. Presentation on the Findings of the Pavements Condition Study and Recurring Pavements Management Services, and Recommendations Regarding Best Practices For the Preservation and Restoration of Town-Owned Pavements.
- D. **PUBLIC COMMENT:** Mr. Michael Barnett
- E. **CONSENT AGENDA:**
2. June 11, 2022 Second Parks Master Plan Workshop Minutes.
 3. June 25, 2022 Mobility Plan Community Workshop Minutes.
 4. July 20, 2022 Regular Commission Meeting Minutes.
 5. Resolution 43-08-22 Authorizing and Directing the Mayor to Sign a Grant Agreement with Palm Beach County for Funding Through the Community Development Block Grant Program for the Purchase of Playground Equipment in Ilex Park.
 6. Resolution 44-08-22 Authorizing the Mayor to Execute Two Agreements with Professional Cleaning Services Corporation (PCS) for the Provision of Custodial and Cleaning Services at Public Officers and Restrooms, per the Pricing, Terms, and Conditions of the Town of Lantana/PCS Agreement Invitation to Bid 2019-09-PW and Invitation to Bid 2019-10-PW (Cooperative Purchase).

All Items On The Consent Agenda Were Approved

- F. **PUBLIC HEARING(S) ORDINANCE ON FIRST READING:**
7. Ordinance 10-2022 Repealing Portions of Ordinance No. 10-2021 Amending the General Text and Certain Objectives and Policies within the Capital Improvements And Transportation Elements. Approved
- G. **PUBLIC HEARING(S) ORDINANCE ON SECOND READING:**
- H. **NEW BUSINESS:**
8. Resolution 45-08-22 Approving the Plat of Dalfen Watertower Industrial. Approved
 9. Demonstration of Various Tyler Technologies (Contractor) Solutions and Resolution 46-08-22 Authorizing and Directing the Mayor to Execute an Agreement With the Contractor for the Provision of Professional Services Associated with Software Subscription Services for the Various Town Departments. Approved
 10. Update from CAP Government Regarding House Bill 423.
 11. WGI's Parks Master Plan for the Town – Presentation of Options for Commission Discussion. Commission gave consensus

12. 1100 2nd Court Review and Discussion of Two Proposals. Highest Offer Accepted.

13. Update on the Stormwater Utility Fund and Recommendation for Equivalent Storm Unit (ESU) Rate for Fiscal Year 2023. Moved to August 17, 2022

14. Update on the Sanitation Utility Fund, Findings from the Multi-Family Rate-Study, And Proposed Rate Updates for Fiscal Year 2023. Moved to August 17, 2022

15. Discussion Regarding Medequa LLC / King Salaman Humanitarian Aid and Relief Centre (KSRelief). Moved to August 17, 2022

I. PUBLIC COMMENT: None

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS: None

K. REQUEST FOR FUTURE AGENDA ITEMS: None

L. ADJOURNMENT: 11:00 pm



City of Miami Springs, Florida

City Council Meeting

Regular Meeting Minutes

Monday, April 8, 2024 at 7:00 p.m.

City Hall, Council Chambers, 201 Westward Drive, Miami Springs, Florida

In-Person/Virtual Council Meeting

- 1. Call to Order/Roll Call:** The meeting was called to order by the Mayor at 7:00 p.m.

Present were the following:

Mayor Maria Puente Mitchell

Vice Mayor Walter Fajet, Ph.D.

Councilman Jorge Santin

Councilwoman Jacky Bravo

Councilman Victor Vazquez. Ph.D.

City Manager JC Jimenez

Assistant City Manager Tammy Romero

City Clerk Erika Gonzalez

City Attorney Haydee Sera

City Attorney Susan Trevarthen

City Planner Silvia Vargas

- 2. Invocation:** Offered by Councilman Victor Vazquez
Pledge of Allegiance: The audience led in the pledge.

- 3. Agenda / Order of Business:**

- 4. Awards & Presentations:**

A) Introduction by candidate for Miami-Dade County Sheriff, Joe Sanchez

Mr. Sanchez introduced himself and also addressed the City Council to provide an overview of what to expect during the transition from Police Director to Sheriff of Miami-Dade County.

B) Recognition of Roman's Pizza for 40 Years as Miami Springs restaurant

Mayor Mitchell took a moment to recognize Vice Mayor Edgar Ayala and Councilperson Lizelh Rodriguez who assisted in recognizing Jesus Roman owner of Roman's Pizzeria. Mr. Roman was present to accept his award in recognition of being in business in the City for forty years. He thanked the Mayor, City Council and his family for the support over the years.

C) Yard of the Month Award for April 2024 – 1005 Ludlum Drive – Renee and Teresa Cheng

Mayor Mitchell announced the yard of the month for April. Mr. and Mrs. Cheng were present to receive their award, then thanked the Mayor and City Council for the recognition.

D) Presentation by Susan Trevarthen from Weiss Serota on the Live Local Act

City Attorney Susan Trevarthen gave a visual and oral presentation on the Live Local Act. She explained that the Act is designed to increase availability of affordable housing opportunities to Florida's workforce. The City Attorney was available to address the City Council's questions.

E) Proclaiming April 26, 2024 as National Arbor Day; Encouraging all Citizens to celebrate Arbor Day and taking steps to protect our trees and woodlands

Mayor Mitchell read the proclamation for Arbor Day, she proclaimed April 26, 2024 as National Arbor Day. A date for a tree planting is to be determined.

5. Open Forum: The following members of the public addressed the City Council: Matthew Gonzalez, 1101 Swan Avenue; Noel Gonzalez, 1101 Swan Avenue.

6. Approval of Council Minutes:

A) March 25, 2024 – Regular Meeting

Vice Mayor Fajet moved to approve the minutes of March 25, 2024 Regular Meeting. Councilwoman Bravo seconded the motion, which carried 5-0 on roll call vote. The vote was as follows: Vice Mayor Fajet, Councilman Santin, Councilwoman Bravo, Councilman Vazquez and Mayor Mitchell voting Yes.

7. Reports from Boards & Commissions: None at this time.

8. Public Hearings:

A) **Resolution** – A Resolution Of The Mayor And The City Council Of The City Of Miami Springs, Florida, [Approving/Approving With Conditions/Denying] An Application By Guillermo Porras For Property Located At 341 De Leon Drive, Miami Springs, Florida, For A Variance To Provide An 18 Foot-5 Inch Rear Yard Setback Where Section 150-142(F) Of The Miami Springs Code Requires A Minimum Of 25 Feet; Providing Findings; Providing For Conditions; And Providing For An Effective Date

Vice Mayor Fajet moved to approve the Resolution as recommended. Councilman Vazquez seconded the motion, which carried 4-1 on roll call vote. The vote was as follows: Vice Mayor Fajet, Councilman Santin, Councilman Vazquez and Mayor Mitchell voting Yes; Councilwoman Bravo voting No.

9. Consent Agenda: (Funded and/or Budgeted):

A) **Resolution** – A Resolution Of The Mayor And The City Council Of The City Of Miami Springs, Florida, Approving A First Amendment To The Municipal Transit Services Agreement With Limousines Of South Florida, Inc. D/B/A LSF Shuttle; Providing For Authorization; And Providing For An Effective Date

B) **Resolution** – A Resolution Of The Mayor And The City Council Of The City Of Miami Springs, Florida, Approving A First Amendment To The Professional Services Agreement With Ceres Environmental Services, Inc.; Providing For Authorization; And Providing For An Effective Date

C) **Resolution** – A Resolution Of The Mayor And City Council Of The City Of Miami Springs, Florida, Accepting A State Appropriations Grant In The Amount Of \$500,000; Approving A Grant Agreement With The Florida Department Of Environmental Protection (FDEP) For Water Quality Improvements Relating To The C-6 Miami Canal East Drive And Oakwood Drive Drainage Improvements Project; Providing For Authorization; And Providing For An Effective Date

D) **Resolution** – A Resolution Of The Mayor And City Council Of The City Of Miami Springs, Florida, Approving An Easement And Hold Harmless Agreement With 1800 Oakwood, LLC; Providing For Authorization; Providing For Implementation; And Providing For An Effective Date

Vice Mayor Fajet moved to approve the Consent Agenda. Councilwoman Bravo seconded the motion, which carried 5-0 on roll call vote. The vote was as follows: Vice Mayor Fajet, Councilman Santin, Councilwoman Bravo, Councilman Vazquez and Mayor Mitchell voting Yes.

10. Old Business: None at this time.

11. New Business:

A) **Resolution** – A Resolution Of The Mayor And City Council Of The City Of Miami Springs, Florida, Establishing An Auditor Selection Committee To Assist In The Procurement Of A Certified Public Accounting Firm Pursuant To Section 218.391, Florida Statutes; Appointing Committee Members; And Providing For An Effective Date

City Clerk Erika Gonzalez read the item by title.

City Manager JC Jimenez explained the purpose of the selection committee and currently there are two appointments already, Alfredo Riverol, Finance Director for South Miami and Jennifer Moon, Miami-Dade County Budget Director; the request is to have a member of Council be appointed to the Committee.

Councilman Fajet moved to appoint Councilman Santin to the Committee and to

approve the Resolution. Councilman Vazquez seconded the motion, which carried 5-0 on roll call vote. The vote was as follows: Vice Mayor Fajet, Councilman Santin, Councilwoman Bravo, Councilman Vazquez and Mayor Mitchell voting Yes.

12. Other Business:

A) Request by Vice Mayor Fajet and Councilman Santin to provide direction to City Planner regarding employer provided accommodations as a conditional use in the Gateway District

Vice Mayor Fajet stated that as a follow-up to the recent workshop he requested that the City Council consider directing staff to look into conditional use for an employer provided accommodations in the Gateway Overlay District. Cesarina Beauchamp and Alex Estrella, 30 Canal Street, addressed the City Council. After extensive discussion, Vice Mayor Fajet moved to direct staff to start creating a process for conditional uses and to add potential uses to the recommendations. Councilman Santin seconded the motion, which carried 3-2 on roll call vote. The vote was as follows: Vice Mayor Fajet, Councilman Santin, and Councilman Vazquez voting Yes; Mayor Mitchell and Councilwoman Bravo, voting No.

B) Request by Staff to discuss Phase I of the parking initiative

City Manager JC Jimenez stated that he has prepared phase one of the parking initiative. His recommendations include the following: designation of areas for three-hour parking, fifteen-minute curbside, and no limit parking within the Gateway Overlay District and Central Business District. After discussion, there was general consensus to move forward with the proposed initiative.

13. Reports & Recommendations:

A) City Attorney

City Attorney Haydee Sera had no report at this time.

B) City Manager

City Manager JC Jimenez updated the City Council on the trash pick-up issue. He also updated the Council on recently rejecting the War Memorial bid and reissuing the request for proposal soon. He explained that the Centennial Committee has drafted letters for Sponsorships and donations, which are available for Council review. The City Council provided some updates for the letter, and the City Manager said the updated letters will be ready for the River Cities Festival. He stated that in light of Paul O'Dell's retirement, that he has arranged for interviews for the upcoming week for Golf Director. He also updated the Council on a recent issue with FPL, regarding franchise fees payment on the proposed annexed area which needs to be addressed in the upcoming weeks or during the budget process. Assistant City Manager Tammy Romero provided dates of upcoming City events.

C) City Council

Vice Mayor Fajet requested an update on Factory Town. He stated that he attended the Taste of the Springs over the weekend and was happy to see this event is up and running again; and that it was a fantastic event.

Councilman Vazquez stated that his son will be graduating at the end of April and said he was very proud of him.

Councilwoman Bravo stated that it was a good meeting, and congratulated Councilman Vazquez's son for a wonderful accomplishment.

Councilman Santin also congratulated Councilman Vazquez on his son's graduation. He stated that he looks forward to seeing everyone at the River Cities Festival over the weekend.

Mayor Mitchell reminded the City Council of the Opening Ceremony for the River Cities Festival on Friday. She announced that on April 16th there will be a chemical disposal event at the community center courtesy of Commissioner Cabrera's efforts to joining with the City on an important event.

14. Adjourn

There being no further business to be discussed the meeting was adjourned at 10:40 p.m.

Respectfully submitted:

*Erika Gonzalez-Santamaria, MMC
City Clerk*

*Adopted by the City Council on
This 22nd day of April, 2024.*

Maria Puente Mitchell, Mayor

PURSUANT TO FLORIDA STATUTES 286.0105, THE CITY HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE CITY FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

AGENDA ITEM

Agenda Item 11.5.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: July 8, 2024

SUBJECT: Statewide Mutual Aid Agreement

BACKGROUND:

On June 20, staff received the attached email from the Okaloosa County Emergency Management Chief regarding approval of the Statewide Mutual Aid Agreement (SMAA). Staff contacted the Florida Department of Emergency Management, and they agreed to extend the deadline for approval to July 10.

DISCUSSION:

Per Florida Statute § 252.40, the governing body of political subdivisions may enter into mutual aid agreements for emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted. The Statewide Mutual Aid Agreement serves as a venue for the exchange of emergency resources throughout the State of Florida. All 67 counties are required signatories of the agreement.

FINANCIAL IMPACT:

Approval of the SMAA will make additional emergency aid available and ensure that any resources deployed by the city are reimbursed accordingly.

RECOMMENDATION:

Motion to approve the Statewide Mutual Aid Agreement as presented.

ATTACHMENT(S):

1. Statewide Mutual Aid Agreement
2. Email - Statewide Mutual Aid Agreement



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Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT - 2023

This Agreement is an acknowledgment of receipt by the Florida Division of Emergency Management (“the Division”) and the local government (“Participating Party”) signing this Agreement. Execution of this agreement replaces all previous iterations and is active until a new agreement is drafted and requested by The Division.

This Agreement is based on the existence of the following conditions:

- A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.
- B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.
- C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.
- D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.
- E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.
- F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Based on the existence of the foregoing conditions, the Parties agree to the following articles:

ARTICLE I: DEFINITIONS

As used in this Agreement, the following expressions shall have the following meanings:

- A. The “Agreement” is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement (“SMAA”).



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- B. The “Division” is the Florida Division of Emergency Management.
- C. A “Requesting Party” to this Agreement is a Participating Party who requests assistance under this agreement.
- D. An “Assisting Party” to this Agreement is a Participating Party who provides assistance to a Requesting Party under this agreement.
- E. The “Period of Assistance” is the time during which an Assisting Party renders assistance to a Requesting Party under this agreement and includes the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return to their place of origin.
- F. A “Mission” is a documented emergency response activity performed during a Period of Assistance, usually in reference to one operational function or activity.
- G. A “local government” is any educational district, special district, or any entity that is a “local governmental entity” within the meaning of section 11.45(1)(g), *Florida Statutes*.
- H. An “educational district” is any school district within the meaning of section 1001.30, *Florida Statutes*, and any Florida College System Institution or State University within the meaning of section 1000.21, *Florida Statutes*.
- I. A “special district” is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), *Florida Statutes*, established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.
- J. A “tribal council” is the respective governing bodies of the Seminole Tribe of Florida and Miccosukee Tribe of Indians recognized as special improvement district by section 285.18(1), *Florida Statutes*.
- K. An “interlocal agreement” is any agreement between local governments within the meaning of section 163.01(3)(a), *Florida Statutes*.
- L. A “Resource Support Agreement” as used in this Agreement refers to a supplemental agreement of support between a Requesting Party and an Assisting Party.
- M. “Proof of work” as used in this Agreement refers to original and authentic documentation of a single individual or group of individuals’ emergency response activity at a tactical level.



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- N. "Proof of payment" as used in this Agreement refers to original and authentic documentation of an emergency response expenditure made by an Assisting Party.
- O. A "Reimbursement Package" as used in this Agreement refers to a full account of mission response documentation supported by proof of work and proof of payment.
- P. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, Chapter 252, *Florida Statutes*.

ARTICLE II: APPLICABILITY OF THE AGREEMENT

Any Participating Party, including the Division, may request assistance under this Agreement for a "major disaster" or "catastrophic disaster" as defined in section 252.34, *Florida Statutes*, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

ARTICLE III: INVOCATION OF THE AGREEMENT

In the event of an emergency or anticipated emergency, a Participating Party may request assistance under this Agreement from any other Participating Party or the Division if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster.

- A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the Requesting Party. All requests for assistance under this Agreement shall be transmitted by the Requesting Party to another Participating Party or the Division. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.
- B. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate and coordinate the activities of the Assisting Parties to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

ARTICLE IV: RESPONSIBILITIES OF REQUESTING PARTIES

To the extent practicable, all Requesting Parties shall provide the following information to their respective county emergency management agency, the Division, and the intended Assisting Party or Parties. In providing such information, Requesting Parties should utilize Section I of the



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Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#)¹.

- A. A description of the Mission to be performed by the Assisting Party;
- B. A description of the resources and capabilities needed to complete the Mission successfully;
- C. The location, date, and time personnel and resources from the Assisting Party should arrive at the incident site, staging area, facility, or other location designated by the Requesting Party;
- D. A description of the health, safety, and working conditions expected for deploying personnel;
- E. Lodging and meal availability;
- F. Any logistical requirements;
- G. A description of any location or facility outside the territorial jurisdiction of the Requesting Party needed to stage incoming resources and personnel;
- H. The location date, and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- I. A technical description of any communications equipment needed to ensure effective information sharing between the Requesting Party, any Assisting Parties, and all relevant responding entities.

ARTICLE V: RESPONSIBILITIES OF ASSISTING PARTIES

Each Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources, and capabilities can render assistance. If upon receiving a request for assistance under this Agreement a Party determines that it has the capacity to render some or all of such assistance, it shall provide the following information without delay to the Requesting Party, the Division, and the Assisting Party's County emergency management agency. In providing such information, the Assisting Party should utilize the Section II of the Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#).

¹ FDEM approved documents such as activity logs and mutual aid forms can be found at:
https://portal.floridadisaster.org/projects/FROC/FROC_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D



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- A. A description of the personnel, equipment, supplies, services and capabilities it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services to the location(s) specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties;
- E. The names and contact information of all personnel whom the Assisting Party has designated as team leaders or supervisors; and
- F. An estimated cost for the provision of assistance.

ARTICLE VI: RENDITION OF ASSISTANCE

The Requesting Party shall afford the emergency response personnel of all Assisting Parties, while operating within the jurisdictional boundaries of the Requesting Party, the same powers, duties, rights, and privileges, except that of arrest unless specifically authorized by the Requesting Party, as are afforded the equivalent emergency response personnel of the Requesting Party. Emergency response personnel of the Assisting Party will remain under the command and control of the Assisting Party, but during the Period of Assistance, the resources and responding personnel of the Assisting Party will perform response activities under the operational and tactical control of the Requesting Party.

- A. Unless otherwise agreed upon between the Requesting and Assisting Party, the Requesting Party shall be responsible for providing food, water, and shelter to the personnel of the Assisting Party. For Missions performed in areas where there are insufficient resources to support responding personnel and equipment throughout the Period of Assistance, the Assisting Party shall, to the fullest extent practicable, provide their emergency response personnel with the equipment, fuel, supplies, and technical resources necessary to make them self-sufficient throughout the Period of Assistance. When requesting assistance, the Requesting Party may specify that Assisting Parties send only self-sufficient personnel and resources but must specify the length of time self-sufficiency should be maintained.



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- B. Unless the Requesting Party has specified the contrary, it shall, to the fullest extent practicable, coordinate all communications between its personnel and the responding personnel of the Assisting Parties, and shall determine and share the frequencies and other technical specifications of all communications equipment to be used, as appropriate, with the deployed personnel of the Assisting Parties.
- C. Personnel of the Assisting Party who render assistance under this Agreement shall receive the usual wages, salaries, and other compensation as are normally afforded to personnel for emergency response activities within their home jurisdiction, and shall have all the immunities, rights, interests, and privileges applicable to their normal employment. If personnel of the Assisting Party hold local licenses or certifications limited to the jurisdiction of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the Period of Assistance.

ARTICLE VII: REIMBURSEMENT

After the Period of Assistance has ended, the Assisting Party shall have 45 days to develop a full reimbursement package for services rendered and resources supplied during the Period of Assistance. All expenses claimed to the Requesting Party must have been incurred in direct response to the emergency as requested by the Requesting Party and must be supported by proof of work and proof of payment.

To guide the proper documentation and accountability of expenses, the Assisting Party should utilize the Claim Summary Form, available via the [Division approved documents SharePoint site](#) as a guide and summary of expense to collect information to then be formally submitted for review by the Requesting Party.

To receive reimbursement for assistance provided under this agreement, the Assisting Party shall provide, at a minimum, the following supporting documentation to the Requesting Party unless otherwise agreed upon between the Requesting and Assisting Parties:

- A. A complete and authentic description of expenses incurred by the Assisting Party during the Period of Assistance;
- B. Copy of a current and valid Internal Revenue Service W-9 Form;
- C. Copies of all relevant payment and travel policies in effect during the Period of Assistance;
- D. Daily personnel activity logs demonstrating emergency response activities performed for all time claimed (for FDEM reimbursement Division approved activity logs will be required for personnel activity claims);



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- E. Official payroll and travel reimbursement records for all claimed personnel expenses;
- F. Neat and comprehensive fringe benefit calculations for each position class or category of claimed personnel;
- G. Written justification for all additional expenses/purchases incurred during the Period of Assistance;
- H. Proof of payment for additional/miscellaneous expenses incurred during the Period of Assistance
- I. Equipment activity logs demonstrating equipment use and operation in support of emergency response activities for all time claimed (for FDEM reimbursement Division approved forms will be required for equipment activity claims);
- J. Proof of reimbursement to all employees who incurred emergency response expenses with personal money;
- K. Justification for equipment repair expenses; and
- L. Copies of any applicable supporting agreements or contracts with justification.

If a dispute or disagreement regarding the eligibility of any expense arises, the Requesting Party, Assisting Party, or the Division may elect binding arbitration. If binding arbitration is elected, the Parties must select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Division, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties and shall be final.

If the Participating Parties do not elect binding arbitration, this agreement and any disputes arising thereunder shall be governed by the laws of the State of Florida and venue shall be in Leon County, Florida. Nothing in this Agreement shall be construed to create an employer-employee relationship or a partnership or joint venture between the participating parties. Furthermore, nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties.



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ARTICLE VIII: COST ELIGIBLE FOR REIMBURSEMENT

The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

- A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.
- B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA' s Schedule of Equipment, or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.
- C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage, and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like



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supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

- D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida. Upon reasonable notice, the Assisting Party shall make its records available the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

ARTICLE IX: INSURANCE

Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

- A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall be provided to each Participating Party.
- B. Participating Parties may elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement .
- C. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.
- D. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.
- E. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.
- F. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.



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ARTICLE X: GENERAL REQUIREMENTS

Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

- A. All Participating Parties shall allow public access to all documents, papers, letters, or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.
- B. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.
- C. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.
- D. Any communication to the Division under this Agreement shall be sent via either email, the Division of Emergency Managements Enterprise System (DEMES), or mail to the Response Bureau, Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
- E. Any communication to a Participating Party shall be sent to the official or officials specified by that Participating Party. For the purpose of this section, any such communication may be sent by the U.S. Mail, e-mail, or other electronic platforms.

ARTICLE XI: EFFECTS OF AGREEMENT

Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

- A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, responsibilities, and obligations of that Participating Party under the Statewide Mutual Aid Agreement of 1994, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Statewide Mutual Aid Agreement of 1994, regardless of whether such costs are billed or unbilled.
- B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under the Public Works Mutual Aid Agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Public Works Mutual Aid Agreement,



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

regardless of whether such costs are billed or unbilled.

- C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
- D. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before the renewal date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.
- E. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with section E of this Article.
- F. A Participating Party may rescind this Agreement at will after providing the other Participating Party a written SMAA withdrawal notice. Such notice shall be provided at least 30 days prior to the date of withdrawal. This 30-day withdrawal notice must be: written, signed by an appropriate authority, duly authorized on the official letterhead of the Participating Party, and must be sent via email, the Division of Emergency Managements Enterprise System (DEMES), or certified mail.

ARTICLE XII: INTERPRETATION AND APPLICATION OF AGREEMENT

The interpretation and application of this Agreement shall be governed by the following conditions:

- A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.
- B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities, and promises under it.
- C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



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- D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Parties may be required to execute the Agreement with the adopted changes. Any continued or subsequent use of this Agreement following the posting of minor changes to this Agreement shall signify implied acceptance of such changes.
- E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

NOTE: This iteration of the State of Florida Statewide Mutual Aid Agreement will replace all previous versions.

The Division shall provide reimbursement to Assisting Parties in accordance with the terms and conditions set forth in this Article for missions performed at the direct request of the Division. Division reimbursement eligible expenses must be in direct response to the emergency as requested by the State of Florida. All required cost estimations and claims must be executed through the DEMES Mutual Aid Portal and assisting agencies must use all required [FDEM forms](#) for documentation and cost verification. If a Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance.

FDEM reserves the right to deny individual reimbursement requests if deemed to not be in direct response to the incident for which asset was requested.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date specified below:



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A CITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:
CITY CLERK

CITY OF _____
STATE OF FLORIDA

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Approved as to Form:

By: _____

City Attorney



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT – SAMPLE ATTACHMENT **Encompassed Entities**

This notice is an acknowledgment of an amendment to the 2023 SMAA by the Florida Division of Emergency Management (“the Division”) which allows parent entities to include individual departments and subdivisions, within their authority, to be listed as SMAA designees eligible for SMAA request and assistance procedures.

By our authority and adoption of the attached 2023 Statewide Mutual Aid agreement, as the parent entity, the following departments and subdivisions will be included as SMAA signatories for all asset request, assistance, and applicable reimbursement processes:

All entities listed herein will still require access to the DEMES Mutual Aid System for FDEM Reimbursement process requirements.

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Statewide Mutual Aid Agreement

Ryan Prince <rprince@myokaloosa.com>

Thu 6/20/2024 3:34 PM

 2 attachments (933 KB)

SMAA 2023_Final 3-2024 Fire.pdf; SMAA 2023_Final 3-2024 City- Copy.pdf;

Good Afternoon,

If you have received this email your municipality or department has been identified as not signing the Statewide Mutual Aid Agreement (SMAA). The deadline from the state to sign the Statewide Mutual Aid Agreement is fast approaching. This agreement ensures teams can be tasked under a state mission in response to disasters and ensures that any teams deployed will receive reimbursement. If the agreement is not signed then teams will be ineligible to deploy in assistance to disasters under state mission and if units deploy erroneously they will not be reimbursed for costs incurred. I have attached the SMAA for Municipalities and for Fire Districts the last date the state will be accepting the SMAA is 1 July 2024. Once signed please send a copy to Chasity.Brown@em.myflorida.com. If there are any questions regarding the SMAA please contact myself or Chasity Brown.

Respectfully,

Ryan H. Prince
Emergency Management Chief
Okaloosa County Public Safety
90 College Blvd E

Niceville, FL 32578

850-651-7150

rprince@myokaloosa.com

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

