Agenda
Special Meeting
of the Mary Esther City Council
July 22, 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. **NEW BUSINESS**
   - **6.1. Proposed FY 2025 Budget and 5-Year Community Investment Plan**
   - **6.2. 4 Lane Drive Variance Request**
7. **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: Heather Day, Finance Director

DATE: July 22, 2024

SUBJECT: Proposed FY 2025 Budget and 5-Year Community Investment Plan

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BACKGROUND:
The first draft of the proposed FY 2025 Budget and 5-Year Community Investment Plan (CIP) is attached for review, discussion, and consideration of the tentative millage rate of 5.0261.

DISCUSSION:
The FY 2025 Budget includes the following assumptions and highlights:

- Maintains the existing millage rate of 5.0261.
- Anticipates up to a 15% increase in property and liability insurance.
- Recommends a 5% water and sewer rate adjustment to keep pace with inflation.
- Recommends a 3% cost of living adjustment for all employees.
- The General Fund budget includes an emergency reserve of $1,746,550 for disasters and emergencies, calculated as 20% of General Fund budgeted expenditures.
- The projected ending unassigned fund balance for FY 2025 is $4,125,144 in the General Fund, $3,919,973 in the Utilities Fund, and $1,564,829 in the Discretionary Sales Tax Fund.

The 5-Year CIP includes the following major projects:

- Completion of the Azalea Neighborhood Infrastructure Project
- Redesign and rehabilitation of various city parks
- Ray's Pond and the ditch north of Scottsdale and Springdale
- Transporting the City's wastewater to the County's wastewater treatment facility
- Replacing the water main south of Highway 98
- Replacement schedules for city vehicles and equipment
- Replacement of various water and sewer infrastructure identified as being in poor condition or failing within the Utilities Asset Management Plan
- Miscellaneous neighborhood sidewalk repairs and improvements

In accordance with the TRIM timeline, the City must inform the property appraiser no later than August 1st of the prior year millage rate, current year proposed millage rate, current year rolled-back rate, and the date, time, and meeting place of the tentative budget hearing.

FINANCIAL IMPACT:
The budget incorporates financing, grants, and reserves for capital improvement projects. After accounting for one-time revenues and expenses, staff anticipate an operating surplus of $18,831.00 in the General Fund and $396,413 in the Utilities Fund.

RECOMMENDATION:
Read the following for the public record:

• The fiscal year 2024 millage rate is 5.0261.
• The fiscal year 2025 rolled-back rate is 4.7665.
• The proposed fiscal year 2025 millage rate is 5.0261.
• Budget hearings are scheduled for Wednesday, September 4, and Tuesday, September 24, at 6:00 P.M. at Mary Esther City Hall.

Motion to set the fiscal year 2025 tentative millage rate at 5.0261.

ATTACHMENT(S):
1. FY 2025 Budget Narratives_Draft

Annual Operating Budget

Fiscal Year 2025

Financial Summaries

OPERATING BUDGET SUMMARY, GENERAL FUND	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
REVENUES	11,822,065	10,468,108	6,611,034
LESS ONE-TIME REVENUES	7,554,259	5,903,349	1,882,738
RECURRING REVENUES	**4,267,806**	**4,564,759**	**4,728,296**
EXPENDITURES	14,150,232	9,019,845	8,856,131
LESS ONE-TIME EXPENDITURES	9,926,818	5,060,525	4,146,666
RECURRING EXPENDITURES	**4,223,414**	**3,959,321**	**4,709,465**
STRUCTURAL SURPLUS/(DEFICIT)	**44,392**	**605,439**	**18,831**

Notes:

(1) Recurring revenues are defined as revenues the city will reasonably receive on annual basis. It does not include one-time grant or project revenues.

(2) Recurring expenditures are defined as expenditures the city will be required to expend to maintain services. It does not include one-time grant or project expenditures.

Financial Summaries
General Fund

GENERAL FUND SUMMARY, BY PROGRAM	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
BEGINNING BALANCE	**4,174,045**	**5,207,783**	**5,980,722**	**6,728,205**	**6,728,205**	**8,176,468**
REVENUES						
TAXES	2,473,815	2,597,043	3,266,689	3,103,867	3,085,044	3,631,983
LICENSES & PERMITS	247,883	275,034	261,214	321,000	365,998	331,500
INTERGOVERNMENTAL	1,029,451	823,804	795,941	682,500	877,336	776,500
CHARGES FOR SERVICE	373,104	77,984	34,846	33,439	40,002	67,459
FINES & FORFEITURES	19,369	7,828	41,017	7,000	14,027	10,000
MISCELLANEOUS	61,296	42,237	260,806	137,870	363,374	271,500
OTHER SOURCES	5,000	41,380	186,622	7,536,389	5,722,326	1,522,092
TOTAL REVENUES	**4,209,917**	**3,865,310**	**4,847,135**	**11,822,065**	**10,468,108**	**6,611,034**
EXPENDITURES						
MAYOR & CITY COUNCIL	81,730	58,740	49,022	73,675	69,209	67,247
CITY MANAGER	133,138	99,111	97,118	235,707	224,510	254,364
CITY ATTORNEY	50,538	34,841	41,426	70,000	65,000	65,000
CITY CLERK	152,381	139,729	97,979	112,904	101,841	126,944
FINANCE	280,326	92,262	97,675	128,835	128,639	134,534
HUMAN RESOURCES	-	43,890	40,711	73,732	75,184	83,080
INFORMATION TECHNOLOGY	-	126,928	156,347	163,294	164,093	184,304
PLANNING & ZONING	2,200	150,665	146,959	123,972	115,862	241,557
CODE COMPLIANCE	147,339	105,359	53,000	84,986	75,398	90,816
BUILDING SERVICES	-	32,141	33,773	139,973	54,037	153,657
ANIMAL SERVICES	-	-	-	5,000	-	5,000
LAW ENFORCEMENT	218,240	230,804	252,025	285,334	274,040	299,538
FIRE	1,018,354	1,047,067	1,079,679	1,113,088	1,113,089	1,147,687
LIBRARY	364,204	354,783	391,368	465,299	441,459	508,734
FACILITIES	-	120,261	133,305	3,305,164	2,735,583	866,870
STREETS	414,889	155,895	302,517	4,654,192	2,274,714	1,626,960
PARKS	-	179,804	883,775	1,447,622	779,354	1,336,817
STORMWATER	-	93,853	173,552	1,550,698	271,886	1,286,750
NONDEPARTMENTAL	312,840	26,238	46,307	116,757	55,949	376,274
TOTAL EXPENDITURES	**3,176,178**	**3,092,372**	**4,076,537**	**14,150,232**	**9,019,845**	**8,856,131**
RESTRICTED RESERVES						
NONSPENDABLE - PREPAID ITEMS	31,417	31,632	2,640	35,000	31,632	35,000
IMPACT FEES	255,703	266,158	268,768	266,158	-	-
CAPITAL PROJECTS	-	-	-	-	-	-
RESTRICTED - OTHER	7,163	99,616	38,434	-	-	-
NATURAL DISASTER	1,060,701	1,246,788	2,330,610	2,830,046	2,830,046	1,771,226
TOTAL RESTRICTED RESERVES	**1,354,984**	**1,644,194**	**2,640,452**	**3,131,204**	**2,861,678**	**1,806,226**
ENDING UNASSIGNED BALANCE	**3,852,799**	**4,336,526**	**4,087,753**	**1,268,833**	**5,314,789**	**4,125,144**

GENERAL FUND SUMMARY, BY OBJECT	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
BEGINNING BALANCE	**4,174,043**	**5,207,782**	**5,980,722**	**6,728,205**	**6,728,205**	**8,176,468**
REVENUES						
TAXES	2,473,815	2,597,043	3,266,689	3,103,867	3,085,044	3,631,983
LICENSES & PERMITS	247,883	275,034	261,214	321,000	365,998	331,500
INTERGOVERNMENTAL	1,029,451	823,804	795,941	682,500	877,336	776,500
CHARGES FOR SERVICE	373,104	77,984	34,846	33,439	40,002	67,459
FINES & FORFEITURES	19,369	7,828	41,017	7,000	14,027	10,000
MISCELLANEOUS	61,296	42,237	260,806	137,870	363,374	271,500
OTHER SOURCES	5,000	41,380	186,622	7,536,389	5,722,326	1,522,092
TOTAL REVENUES	**4,209,917**	**3,865,310**	**4,847,135**	**11,822,065**	**10,468,108**	**6,611,034**
EXPENDITURES						
PERSONAL SERVICES	1,237,532	1,079,103	1,049,069	1,690,349	1,622,211	1,890,251
OPERATING EXPENSES	1,756,507	1,906,272	2,112,601	2,487,040	2,337,110	2,678,981
CAPITAL OUTLAY	82,139	106,998	914,867	9,926,818	5,060,525	3,976,666
OTHER USES	100,000	-	-	46,025	-	310,234
TOTAL EXPENDITURES	**3,176,178**	**3,092,372**	**4,076,537**	**14,150,232**	**9,019,845**	**8,856,131**
RESTRICTED RESERVES						
NONSPENDABLE - PREPAID ITEMS	31,417	31,632	2,640	35,000	31,632	35,000
IMPACT FEES	255,703	266,158	268,768	266,158	-	-
CAPITAL PROJECTS	-	-	-	-	-	-
RESTRICTED - OTHER	7,163	99,616	38,434	-	-	-
NATURAL DISASTER	1,060,701	1,246,788	2,330,610	2,830,046	2,830,046	1,771,226
TOTAL RESTRICTED RESERVES	**1,354,984**	**1,644,194**	**2,640,452**	**3,131,204**	**2,861,678**	**1,806,226**
ENDING UNASSIGNED FUND BALANCE	**3,852,798**	**4,336,525**	**4,087,753**	**1,268,833**	**5,314,790**	**4,125,144**

001	GENERAL FUND						
00	NONDEPARTMENTAL						
300000	REVENUES						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
REVENUES							
TAXES							
311100	AD VALOREM TAXES	1,492,482	1,582,868	1,876,362	2,089,383	2,040,219	2,215,883
311200	AD VALOREM DELINQUENT	29,622	37,813	91,801	65,000	65,000	65,000
312130	TOURIST DEVELOPMENT TAX	-	-	340,127	-	62,000	419,000
312410	LOCAL OPTION GAS TAX	202,517	202,740	199,531	200,000	200,000	200,000
314100	UTILITY TAXES - ELECTRIC	240,597	243,903	244,803	235,000	235,000	235,000
314200	UTILITY TAXES - COMMUNICATION	257,651	271,177	236,580	255,000	215,000	230,000
314300	UTILITY TAXES - WATER	99,234	119,663	122,355	123,484	123,484	129,000
314400	UTILITY TAXES - GAS	41,935	40,650	39,511	40,000	40,000	42,000
314800	UTILITY TAXES - PROPANE	358	432	503	-	241	200
316010	BUSINESS TAX PENALTY	2,333	2,106	926	1,000	1,100	900
316100	BUSINESS TAX RECEIPTS	107,085	95,692	114,191	95,000	103,000	95,000
	SUBTOTAL TAXES	**2,473,815**	**2,597,043**	**3,266,689**	**3,103,867**	**3,085,044**	**3,631,983**
LICENSES & PERMITS							
322000	BUILDING PERMITS	21,007	16,814	5,444	80,000	5,000	80,000
323100	FRANCHISE FEES - ELECTRIC	181,044	207,938	209,517	205,000	315,000	210,000
323400	FRANCHISE FEES - GAS	35,132	39,692	39,063	35,000	40,000	40,000
324120	IMPACT FEE - FIRE PROTECTION	1,011	1,348	337	-	3,127	-
324125	IMPACT FEE - LAW ENFORCEMENT	969	1,292	323	-	1,271	-
329050	CONTRACTOR REGISTRATION	8,720	7,950	6,530	1,000	1,600	1,500
	SUBTOTAL LICENSES & PERMITS	**247,883**	**275,034**	**261,214**	**321,000**	**365,998**	**331,500**
INTERGOVERNMENTAL							
331100	GENERAL GOVERNMENT	30,089	-	-	-	-	-
331200	PUBLIC SAFETY	185,817	-	-	-	-	-
331500	FEDERAL DISASTER RELIEF	50,780	5,078	-	-	94,145	-
331700	CULTURE/RECREATION	10,369	-	-	-	-	-
334500	STATE DISASTER RELIEF	8,463	-	-	-	5,230	-
335120	STATE REVENUE SHARING	171,554	219,989	228,434	160,000	210,852	210,000
335150	ALCOHOLIC BEVERAGE	3,410	4,344	4,099	500	489	500
335180	LOCAL HALF CENT SALES TAX	505,683	530,171	501,047	460,000	500,000	500,000
338200	COUNTY BUSINESS TAX	4,042	3,973	3,002	1,000	3,500	3,000
338210	LIBRARY COOPERATIVE	59,244	60,250	59,359	61,000	63,120	63,000
	SUBTOTAL INTERGOVERNMENTAL	**1,029,451**	**823,804**	**795,941**	**682,500**	**877,336**	**776,500**
CHARGES FOR SERVICES							
341200	ZONING FEES	627	150	750	-	25	-
341300	CODE ENFORCEMENT ADMIN FEES	2,734	100	-	500	-	-
341901	FIRE DEPARTMENT FEES	10,368	6,984	13,582	8,500	13,000	13,000
341902	NOTARY FEE REVENUE	80	90	60	-	100	-
341910	PLAN REVIEW	915	4,989	-	-	500	-
341920	SITE INSPECTION	1,135	805	710	500	50	100
342300	ADMINISTRATIVE SERVICES	295,804	-	-	-	-	-
342500	FIRE AND LBS CODE INSPECTIONS	-	-	-	-	-	-
342510	FINAL INSPECTION	2,418	2,697	615	1,000	250	500
342910	IMPACT FEE - STORMWATER	1,400	1,215	300	-	1,000	-
343315	CREDIT CARD USAGE FEE REVENUE	5,129	4,141	225	-	-	-
343800	CEMETERY FEES	200	450	100	100	150	100
344210	BOAT LAUNCH DAILY PERMIT	572	1,717	1,282	-	500	500

001	GENERAL FUND						
00	NONDEPARTMENTAL						
300000	REVENUES						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
344220	PERMIT - BOAT LAUNCH ANNUAL	100	100	20	-	100	-
344901	FLORIDA DOT	44,332	45,575	13,467	21,839	21,839	51,759
344910	IMPACT FEE - TRANSPORTATION	4,500	6,000	1,500	-	988	-
347210	IMPACT FEE - PARKS & RECREATION	450	600	150	-	-	-
349100	LIEN SEARCH FEES	2,340	2,372	2,085	1,000	1,500	1,500
	SUBTOTAL CHARGES FOR SERVICES	**373,104**	**77,984**	**34,846**	**33,439**	**40,002**	**67,459**
FINES & FORFEITURES							
351100	COURT FINES	4,289	3,853	7,359	3,000	6,000	6,000
352000	LIBRARY FINES/LOST BOOKS	1,523	2,472	3,096	1,500	2,300	1,500
354100	VIOLATION OF LOCAL ORDINANCE	13,557	1,504	30,562	2,500	5,727	2,500
	SUBTOTAL FINES & FORFEITURES	**19,369**	**7,828**	**41,017**	**7,000**	**14,027**	**10,000**
MISCELLANEOUS							
361100	INTEREST INCOME	17,273	23,060	255,022	120,000	350,000	250,000
361300	NET INCREASE (DECREASE) IN FAIR VALUI	7	(13)	(1)	-	-	-
364400	SALE OF EQUIPMENT	-	-	2,414	-	-	-
365100	SCRAP SALES	-	208	-	-	113	-
366010	DONATIONS & CONTRIBUTIONS	4,500	1,300	-	17,000	6,246	21,500
366012	DONATIONS - OTHER SOURCES	-	-	-	870	-	-
369300	SETTLEMENTS (INS. ACCIDENT REIMB)	23,202	10,792	787	-	-	-
369900	MISCELLANEOUS REVENUE	16,314	6,890	2,584	-	7,016	-
	SUBTOTAL MISCELLANEOUS	**61,296**	**42,237**	**260,806**	**137,870**	**363,374**	**271,500**
OTHER SOURCES							
381000	INTERFUND TRANSFERS IN	-	-	-	2,411,145	585,195	943,092
384000	DEBT PROCEEDS	-	-	-	3,843,324	3,843,324	-
389200	GRANTS - FEDERAL	-	36,380	180,622	-	-	-
389400	GRANTS - OTHER SOURCES	5,000	5,000	6,000	1,281,920	1,293,807	579,000
	SUBTOTAL OTHER SOURCES	**5,000**	**41,380**	**186,622**	**7,536,389**	**5,722,326**	**1,522,092**
	TOTAL REVENUES	**4,209,917**	**3,865,310**	**4,847,135**	**11,822,065**	**10,468,108**	**6,611,034**

Mayor and City Council

The City of Mary Esther maintains a Mayor – City Council – Manager form of government. In accordance with the City Charter, the Mayor serves as the presiding officer for City Council meetings, head of government for all ceremonial, military purposes, and executes contracts, agreements, deeds, and other official documents. The City Council serves as the legislative body, approves the budget, and appoints the City Clerk, City Attorney, and City Manager.

EXPENDITURE SUMMARY						
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
DESCRIPTION	**ACTUAL**	**ACTUAL**	**ACTUAL**	**BUDGET**	**PROJECTED**	**PROPOSED**
PERSONAL SERVICES	19,871	18,069	17,955	21,300	18,901	29,020
OPERATING EXPENSES	16,629	40,672	31,066	50,875	47,875	38,227
CAPITAL OUTLAY	45,230	-	-	1,500	2,433	-
TOTAL REQUIREMENTS	**81,730**	**58,740**	**49,022**	**73,675**	**69,209**	**67,247**

Work Plan

- Complete Teambuilding and Governance Workshop.
- Develop a Strategic Plan to guide the organization for the next five (5) years.

001	GENERAL FUND						
11	MAYOR AND CITY COUNCIL						
51100	LEGISLATIVE						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	18,075	16,470	16,450	19,200	17,000	26,400
2110	SOCIAL SECURITY TAXES	1,121	1,021	1,020	1,200	1,054	1,637
2410	WORKER'S COMPENSATION	413	338	246	600	600	600
3000	MEDICARE INSURANCE	262	239	239	300	247	383
	SUBTOTAL PERSONAL SERVICES	**19,871**	**18,069**	**17,955**	**21,300**	**18,901**	**29,020**
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	3,000	12,325	3,200	11,000	11,000	11,000
4010	TRAVEL & PER DIEM	4,929	6,596	11,622	13,000	13,000	14,000
4655	COMPUTER HARDWARE & SOFTWARE	295	15	-	-	-	-
4676	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4810	TROPHIES & AWARDS	481	706	1,449	800	800	750
4907	STRATEGIC PLANNING	-	-	-	-	-	-
4908	CITY MANAGER RECRUITMENT	-	-	-	-	-	-
4930	TRAINING	2,503	2,797	3,168	4,200	4,200	4,500
4940	ELECTION EXPENDITURES	-	4,311	-	3,000	-	-
5110	OFFICE SUPPLIES	27	53	123	250	250	300
5231	SEASONAL DECORATIONS	-	750	-	-	-	-
5225	NEWSLETTER	-	-	-	-	-	-
5280	LEAGUE OF CITIES DINNERS	305	6,770	730	11,875	11,875	1,400
5290	OPERATING SUPPLIES	73	961	1,004	2,150	2,150	1,510
5410	BOOKS, PUBS, SUBS & MEMBS	4,009	3,739	3,790	4,600	4,600	4,767
5740	VETERANS DAY PARADE	1,007	-	-	-	-	-
5741	COMMUNITY EVENTS	-	1,648	5,980	-	-	-
5742	SANTA RUN	-	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	**16,629**	**40,672**	**31,066**	**50,875**	**47,875**	**38,227**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	45,230	-	-	1,500	2,433	-
	SUBTOTAL CAPITAL OUTLAY	**45,230**	**-**	**-**	**1,500**	**2,433**	**-**
	TOTAL EXPENDITURES	**81,730**	**58,740**	**49,022**	**73,675**	**69,209**	**67,247**

City Manager

The City Manager is the chief administrative officer of the City. This includes oversight of daily operations, management of personnel and financial resources, policy development and implementation.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	127,536	90,309	88,257	218,607	210,910	240,404
OPERATING EXPENSES	3,811	4,861	8,860	13,600	13,600	13,960
CAPITAL OUTLAY	1,791	3,940	-	3,500	-	-
TOTAL REQUIREMENTS	**133,138**	**99,111**	**97,118**	**235,707**	**224,510**	**254,364**

Work Plan

- Develop a quarterly newsletter focused on City services, projects, and events and distribute it electronically and by mail.
- Combine and simplify monthly City Council reports into a document that provides program highlights, performance metrics, and project updates.
- Review the Mary Esther Municipal Code and recommend areas of emphasis to the City Council.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
CITY MANAGER	0.60	0.50	0.50	0.90	0.90
ADMINISTRATIVE COORDINATOR	0.00	0.00	0.50	0.80	0.80
TOTAL FULL-TIME EQUIVALENTS	**0.60**	**0.50**	**1.00**	**1.70**	**1.70**

001	GENERAL FUND						
12	CITY MANAGER						
51200	EXECUTIVE						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
EXPENDITURES							
PERSONAL SERVICES							
1110	EXECUTIVE SALARIES	110,106	45,830	(2,518)	-	-	-
1210	SALARIES	-	27,698	73,825	160,000	160,000	173,945
2110	SOCIAL SECURITY TAXES	6,827	4,559	4,421	9,920	9,920	10,785
2210	RETIREMENT	133	3,495	4,081	16,197	11,500	24,352
2310	EMPLOYEE INSURANCE	8,805	7,636	7,373	30,000	27,000	28,630
2410	WORKER'S COMPENSATION	69	24	41	170	170	170
3000	MEDICARE INSURANCE	1,597	1,066	1,034	2,320	2,320	2,522
	SUBTOTAL PERSONAL SERVICES	**127,536**	**90,309**	**88,257**	**218,607**	**210,910**	**240,404**
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	-	-	-	-	-
4010	TRAVEL & PER DIEM	1,414	2,100	3,241	6,100	6,100	6,100
4110	TELEPHONE & INTERNET	-	-	-	-	-	360
4612	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	376	-	-	-	-	-
4920	MISCELLANEOUS CHARGES	-	-	-	-	-	-
4930	TRAINING	550	978	3,429	3,500	3,500	3,500
5110	OFFICE SUPPLIES	32	326	-	-	-	-
5290	OPERATING SUPPLIES	25	431	1,429	2,500	2,500	2,500
5410	BOOKS, PUBS, SUBS & MEMBS	1,414	1,026	762	1,500	1,500	1,500
	SUBTOTAL OPERATING EXPENSES	**3,811**	**4,861**	**8,860**	**13,600**	**13,600**	**13,960**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	1,791	-	-	-	-	-
6411	OFFICE EQUP/FURNITURE	-	3,940	-	3,500	-	-
	SUBTOTAL CAPITAL OUTLAY	**1,791**	**3,940**	-	**3,500**	**-**	**-**
	TOTAL EXPENDITURES	**133,138**	**99,111**	**97,118**	**235,707**	**224,510**	**254,364**

City Attorney

The City Attorney is the legal advisor to the Mayor, City Council, and staff. This position represents the City in all court cases where the City has an interest and assists staff, as needed, in prosecuting cases in front of the Special Magistrate. The City currently contracts with Hayward Dykes, Jr. of the firm Hand Arendall Harrison Sale LLC.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
OPERATING EXPENSES	50,538	34,841	41,426	70,000	65,000	65,000
TOTAL REQUIREMENTS	**50,538**	**34,841**	**41,426**	**70,000**	**65,000**	**65,000**

001	**GENERAL FUND**						
14	**CITY ATTORNEY**						
51400	**LEGAL**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
EXPENDITURES							
OPERATING EXPENSES							
3111	LEGAL COUNSEL	50,538	34,841	41,426	70,000	65,000	65,000
	SUBTOTAL OPERATING EXPENSES	**50,538**	**34,841**	**41,426**	**70,000**	**65,000**	**65,000**
	TOTAL EXPENDITURES	**50,538**	**34,841**	**41,426**	**70,000**	**65,000**	**65,000**

City Clerk

The City Clerk supports the Mayor and City Council. Specific responsibilities of the office include providing notice of City Council meetings, preparing minutes of all City Council meetings, archiving and maintenance of public records. The position is appointed by the City Council.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	139,151	129,433	85,096	89,649	78,184	111,794
OPERATING EXPENSES	13,229	10,296	12,883	21,755	21,755	14,150
CAPITAL OUTLAY	-	-	-	1,500	1,902	1,000
TOTAL REQUIREMENTS	**152,381**	**139,729**	**97,979**	**112,904**	**101,841**	**126,944**

Work Plan

- Plan and coordinate the Northwest Florida League of Cities Dinner.
- Keep an accurate record of public records requests and report quarterly.
- Identify and destroy records eligible for destruction.
- Develop materials and train department heads on year-end record retention procedures.
- Develop a plan for limiting the creation of new records in hard copy format.
- Review offsite storage requirements and develop plans to return paper records, digitize, and dispose of hard copies.
- Draft Mayor and City Council Orientation Handbook to assist with onboarding new elected officials.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
CITY CLERK	1.00	1.00	1.00	1.00	1.00
DEPUTY CITY CLERK	1.00	1.00	0.00	0.00	0.00
TOTAL FULL-TIME EQUIVALENTS	**2.00**	**2.00**	**1.00**	**1.00**	**1.00**

001	**GENERAL FUND**						
16	**CITY CLERK**						
51600	**CITY CLERK**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 BUDGET**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	100,645	98,204	55,425	58,500	57,000	77,595
1310	PART-TIME SALARIES	-	3,111	4,944	-	-	-
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	6,151	6,245	3,236	3,699	3,534	4,811
2210	RETIREMENT	12,812	8,950	2,683	5,400	7,300	10,863
2310	EMPLOYEE INSURANCE	17,967	11,366	18,011	20,850	9,300	17,300
2410	WORKER'S COMPENSATION	137	97	41	200	200	100
3000	MEDICARE INSURANCE	1,439	1,461	757	1,000	850	1,125
	SUBTOTAL PERSONAL SERVICES	**139,151**	**129,433**	**85,096**	**89,649**	**78,184**	**111,794**
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	1,092	682	706	2,350	2,350	2,350
4010	TRAVEL & PER DIEM	-	2,550	5,384	2,150	2,150	2,500
4510	NOTARY INSURANCE	-	99	-	150	150	150
4612	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTENANCE	-	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	-	-	-	-	-	-
4676	FURNITURE/EQUIP. UNDER $1000	-	874	-		-	-
4710	PRINTING & BINDING	-	163	63	-	-	-
4930	TRAINING	698	325	1,387	1,500	1,500	1,700
4946	LEGAL & RETAIL ADVERTISEMENTS	7,071	2,001	3,860	8,700	8,700	1,000
5110	OFFICE SUPPLIES	-	242	432	1,605	1,605	850
5290	OPERATING SUPPLIES	-	513	234	600	600	1,300
5410	BOOKS, PUBS, SUBS & MEMBS	903	794	816	1,200	1,200	800
5416	CODIFICATION	3,466	2,053	-	3,500	3,500	3,500
	SUBTOTAL OPERATING EXPENSES	**13,229**	**10,296**	**12,883**	**21,755**	**21,755**	**14,150**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	-	-	-	-	-	-
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	1,500	1,902	1,000
	SUBTOTAL CAPITAL OUTLAY	**-**	**-**	**-**	**1,500**	**1,902**	**1,000**
	TOTAL EXPENDITURES	**152,381**	**139,729**	**97,979**	**112,904**	**101,841**	**126,944**

Finance

The Finance program is responsible for the financial activity of the City including accounts payable, accounts receivable, budgeting, auditing, investments, debt issuance, capital assets, internal controls, and grant administration. This program is led by the Finance Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	254,096	67,978	70,284	91,450	93,240	95,879
OPERATING EXPENSES	24,439	24,284	27,391	37,385	35,399	38,655
CAPITAL OUTLAY	1,791	-	-	-	-	-
TOTAL REQUIREMENTS	**280,326**	**92,262**	**97,675**	**128,835**	**128,639**	**134,534**

Work Plan

- Revise monthly and quarterly financial reports to conform with the newly adopted financial policies.
- Develop a Financial Management Handbook, including standard operating procedures (SOPs), for all routine departmental duties and responsibilities.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
FINANCE DIRECTOR	1.00	1.00	0.50	0.50	0.50
ACCOUNTS PAYABLE CLERK	1.00	1.00	1.00	0.20	0.00
ACCOUNTING CLERK	0.00	0.00	0.00	0.00	0.20
BUSINESS TAX ADMINISTRATOR	1.00	1.00	1.00	0.00	0.00
TOTAL FULL-TIME EQUIVALENTS	**3.00**	**3.50**	**2.50**	**0.70**	**0.70**

001	GENERAL FUND						
13	ADMINISTRATIVE SERVICES						
51300	FINANCE						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	186,823	53,905	56,173	71,500	71,500	74,886
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	11,450	3,335	3,475	4,433	4,433	4,643
2210	RETIREMENT	21,398	6,904	7,208	10,010	12,300	10,484
2310	EMPLOYEE INSURANCE	31,472	3,007	2,586	4,400	3,900	4,710
2410	WORKER'S COMPENSATION	275	48	29	70	70	70
3000	MEDICARE INSURANCE	2,678	780	813	1,037	1,037	1,086
	SUBTOTAL PERSONAL SERVICES	**254,096**	**67,978**	**70,284**	**91,450**	**93,240**	**95,879**
OPERATING EXPENSES							
3210	ACCOUNTING & AUDITING	15,930	15,980	18,767	23,230	23,230	26,250
4010	TRAVEL & PER DIEM	-	792	1,375	3,500	3,500	3,500
4655	COMPUTER HARDWARE & SOFTWARE	951	-	-	-	-	-
4710	PRINTING & BINDING	246	393	291	1,900	1,900	1,900
4906	OTHER CHARGES	204	-	-	-	-	-
4915	CREDIT CARD FEE EXPENSE	5,388	4,935	3,885	2,000	-	-
4920	MISCELLANEOUS CHARGES	-	20	-	-	14	-
4921	BANK FEES	639	739	747	1,000	1,000	1,000
4930	TRAINING	375	-	1,835	2,500	2,500	2,500
4946	LEGAL & RETAIL ADVERTISEMENTS	-	1,250	-	-	-	1,500
5290	OPERATING SUPPLIES	476	95	147	2,400	2,400	1,150
5410	BOOKS, PUBS, SUBS & MEMBS	230	80	345	855	855	855
	SUBTOTAL OPERATING EXPENSES	**24,439**	**24,284**	**27,391**	**37,385**	**35,399**	**38,655**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	1,791	-	-	-	-	-
6411	OFFICE EQUIP/FURNITURE	-	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	**1,791**	**-**	**-**	**-**	**-**	**-**
	TOTAL EXPENDITURES	**280,326**	**92,262**	**97,675**	**128,835**	**128,639**	**134,534**

Human Resources

The Human Resources Department is overseen by the Administrative Coordinator, who operates under the supervision of the City Manager. Responsibilities include posting job positions, assisting with employee onboarding and terminations, maintaining employee records, and managing benefit services.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	17,770	13,757	21,032	21,032	24,680
OPERATING EXPENSES	-	26,120	26,954	52,700	54,152	58,400
TOTAL REQUIREMENTS	**-**	**43,890**	**40,711**	**73,732**	**75,184**	**83,080**

Work Plan

- Conduct a comprehensive review of the Personnel Manual and recommend updates to improve employee morale and ensure compliance with employment law.
- Complete employment law audit and implement recommendations.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
ADMINISTRATIVE COORDINATOR	0.00	0.00	0.50	0.20	0.20
TOTAL FULL-TIME EQUIVALENTS	**0.00**	**0.00**	**0.50**	**0.20**	**0.20**

001	GENERAL FUND						
13	ADMINISTRATIVE SERVICES						
51310	HUMAN RESOURCES						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	15,272	9,919	11,000	11,000	13,366
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	947	615	682	682	829
2210	RETIREMENT	-	-	412	-	-	1,871
2510	UNEMPLOYMENT COMPENSATION	-	-	-	5,000	5,000	5,000
2310	EMPLOYEE INSURANCE	-	1,306	2,646	4,170	4,170	3,400
2410	WORKER'S COMPENSATION	-	24	21	20	20	20
3000	MEDICARE	-	221	144	160	160	194
	SUBTOTAL PERSONAL SERVICES	**-**	**17,770**	**13,757**	**21,032**	**21,032**	**24,680**
OPERATING EXPENSES							
2220	RETIRED EMPLOYEE LIFE INSURANCE	-	485	644	700	603	850
2230	RETIRED EMPLOYEE DENTAL INSURANCE	-	4,403	3,468	4,000	3,315	4,700
3100	PROFESSIONAL SERVICES	-	6,901	10,275	18,000	19,500	11,200
3130	MEDICAL SERVICES	-	-	-	200	200	-
4010	TRAVEL & PER DIEM	-	1,810	-	2,500	2,500	1,500
4015	RECRUITMENT	-	-	1,591	-	734	2,500
4520	LIABILITY INSURANCE	-	10,251	-	-	-	-
4540	EMPLOYEE APPRECIATION	-	973	1,977	3,500	3,500	5,250
4710	PRINTING & BINDING	-	-	744	500	500	900
4930	TRAINING	-	-	-	1,500	1,500	2,500
4934	TUITION	-	-	6,455	17,050	17,050	26,250
4946	LEGAL & RETAIL ADVERTISEMENTS	-	669	150	2,500	2,500	1,500
5290	OPERATING SUPPLIES	-	372	1,549	1,500	1,500	500
5410	BOOKS, PUBS, SUBS & MEMBS	-	256	100	750	750	750
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	**-**	**26,120**	**26,954**	**52,700**	**54,152**	**58,400**
CAPITAL OUTLAY							
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	**-**	**-**	**-**	**-**	**-**	**-**
	TOTAL EXPENDITURES	**-**	**43,890**	**40,711**	**73,732**	**75,184**	**83,080**

Information Technology

The Information Technology budget encompasses managed IT services for all staff and programs. It also covers licensing costs for enterprise resource planning (ERP) software, geographic information systems, the city website, and other software applications. For FY 2025, the budget is higher due to the one-time capital costs associated with implementing permitting and business license modules within the Tyler Technologies software.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
OPERATING EXPENSES	-	97,135	120,681	155,294	156,093	141,804
CAPITAL OUTLAY	-	29,794	29,819	8,000	8,000	42,500
TOTAL REQUIREMENTS	**-**	**126,928**	**150,500**	**163,294**	**164,093**	**184,304**

Work Plan

- Complete implementation of permitting and business license modules within the Tyler Technologies software.
- Replace Library staff workstations.
- Develop replacement plan for staff and council workstations and related equipment.

001	**GENERAL FUND**						
13	**ADMINISTRATIVE SERVICES**						
51610	**INFORMATION TECHNOLOGY**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
EXPENDITURES							
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	18,164	27,157	59,000	59,000	32,500
4110	TELEPHONE & INTERNET	-	13,923	16,432	10,068	10,068	14,000
4520	LIABILITY INSURANCE	-	1,624	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	-	63,093	69,859	78,726	79,525	87,404
4660	COPIER MAINTENANCE	-	-	7,234	7,500	7,500	7,900
5110	OFFICE SUPPLIES	-	331	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	**-**	**97,135**	**120,681**	**155,294**	**156,093**	**141,804**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	-	29,794	29,819	8,000	8,000	42,500
	SUBTOTAL CAPITAL OUTLAY	**-**	**29,794**	**29,819**	**8,000**	**8,000**	**42,500**
	TOTAL EXPENDITURES	**-**	**126,928**	**150,500**	**163,294**	**164,093**	**184,304**

Planning and Zoning

The Planning and Zoning program, led by the Community Development Director, includes current planning services, economic development, and subdivision review. This budget also covers updates to the comprehensive plan and other long-range planning studies.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	42,191	40,974	95,722	87,612	145,017
OPERATING EXPENSES	2,200	108,474	105,985	28,250	28,250	96,540
TOTAL REQUIREMENTS	**2,200**	**150,665**	**146,959**	**123,972**	**115,862**	**241,557**

Work Plan

- Update the Comprehensive Plan that addresses the long-range vision for the community to 2045 and incorporate district overlays where needed to support and reflect the findings identified in the Community Vision.
- Highlight Land Development Code deficiencies and update where needed to incorporate recommendations from Community Vision.
- Conduct a review of the Business Tax Receipts program and identify opportunities to reduce and simplify classifications.
- Based on the Comprehensive Plan, develop a needs assessment for a Community Redevelopment Agency and identify blighted areas and a lack of affordable housing within the city.
- Develop an economic development toolbox to assist businesses and entrepreneurs.
- Review hazard mitigation opportunities with the emergency preparedness consultant (i.e. undergrounding utilities) to enhance community resiliency.
- Conduct annual emergency preparedness exercises.
- Develop the City of Mary Esther Farmer’s Market to foster a sense of community, an alternative source for healthy foods and fresh produce, and to promote local vendors.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
COMMUNITY DEVELOPMENT DIRECTOR	0.00	0.20	0.20	0.70	0.70
CODE COMPLIANCE OFFICER	0.00	0.20	0.20	0.20	0.20
PERMIT TECHNICIAN	0.00	0.50	0.50	0.50	0.50
TOTAL FULL-TIME EQUIVALENTS	**0.00**	**0.90**	**0.90**	**1.40**	**1.40**

001	**GENERAL FUND**						
30	**COMMUNITY DEVELOPMENT**						
51500	**PLANNING AND ZONING**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	32,867	29,478	69,000	66,000	99,488
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	2,032	1,825	4,704	4,092	6,168
2210	RETIREMENT	-	1,349	661	4,824	1,200	13,928
2310	EMPLOYEE INSURANCE	-	4,882	8,346	15,540	15,000	23,670
2410	WORKER'S COMPENSATION	-	584	237	320	320	320
3000	MEDICARE INSURANCE	-	475	427	1,334	1,000	1,443
	SUBTOTAL PERSONAL SERVICES	**-**	**42,191**	**40,974**	**95,722**	**87,612**	**145,017**
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	107,828	104,547	25,000	25,000	90,000
3112	PROFESSIONAL SERVICES - COMP PLAN	2,200	-	-	-	-	-
4010	TRAVEL & PER DIEM	-	-	-	1,250	1,250	2,000
4522	VEHICLE INSURANCE	-	-	-	-	-	290
4930	TRAINING	-	-	-	500	500	500
4946	LEGAL & RETAIL ADVERTISEMENTS	-	633	-	1,000	1,000	3,000
5110	OFFICE SUPPLIES	-	-	540	250	250	150
5290	OPERATING SUPPLIES	-	13	-	100	100	-
5410	BOOKS, PUBS, SUBS & MEMBS	-	-	898	150	150	600
	SUBTOTAL OPERATING EXPENSES	**2,200**	**108,474**	**105,985**	**28,250**	**28,250**	**96,540**
	TOTAL EXPENDITURES	**2,200**	**150,665**	**146,959**	**123,972**	**115,862**	**241,557**

Code Compliance

The Code Compliance program is responsible for the enforcement of the municipal, development, and building codes. Staff conducts proactive inspections, responds to requests for service and complaints. The City's policy is to seek voluntary compliance; however, unresolved cases are presented to the Special Magistrate for final disposition. This program is led by the Community Development Director.

EXPENDITURE SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	136,589	99,256	49,586	78,184	69,030	84,326
OPERATING EXPENSES	6,752	4,404	3,414	6,802	6,368	6,490
CAPITAL OUTLAY	3,998	1,699	-	-	-	-
TOTAL REQUIREMENTS	**147,339**	**105,359**	**53,000**	**84,986**	**75,398**	**90,816**

Work Plan

- Distribute community outreach materials for code compliance through social media.
- Submit a monthly status report on code compliance actions to the City Council.
- Establish a more proactive approach to code compliance while maintaining an educational approach to citizen participation.

PERSONAL SERVICES

POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
COMMUNITY DEVELOPMENT DIRECTOR	1.00	0.70	0.00	0.10	0.10
CODE COMPLIANCE OFFICER	1.00	0.70	0.70	0.70	0.70
TOTAL FULL-TIME EQUIVALENTS	**2.00**	**1.40**	**0.70**	**0.80**	**0.80**

001	GENERAL FUND						
30	COMMUNITY DEVELOPMENT						
52400	CODE COMPLIANCE						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	97,645	70,879	35,460	54,000	50,000	57,350
1410	OVERTIME	-	-	-	-	-	-
1411	HOLIDAY PAY	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	6,051	4,375	2,188	3,348	3,100	3,556
2210	RETIREMENT	8,022	4,722	2,312	6,293	4,200	8,029
2310	EMPLOYEE INSURANCE	20,744	17,087	8,640	13,050	10,500	13,850
2410	WORKER'S COMPENSATION	2,712	1,169	475	710	710	710
3000	MEDICARE INSURANCE	1,415	1,023	512	783	520	832
	SUBTOTAL PERSONAL SERVICES	**136,589**	**99,256**	**49,586**	**78,184**	**69,030**	**84,326**
OPERATING EXPENSES							
4010	TRAVEL & PER DIEM	-	-	-	1,250	1,250	1,500
4110	TELEPHONE & INTERNET	1,340	960	764	500	500	500
4520	LIABILITY INSURANCE	-	-	-	-	-	-
4522	VEHICLE INSURANCE	-	387	901	1,352	918	290
4610	VEHICLE R & M	455	20	133	500	500	1,000
4612	FURNITURE/EQUIPMENT	-	532	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	3,292	-	-	-	-	-
4710	PRINTING & BINDING	139	56	-	400	400	-
4906	OTHER CHARGES	-	29	20	-	-	-
4930	TRAINING	-	1,500	824	1,000	1,000	1,000
4934	TUITION	389	-	-	-	-	-
5110	OFFICE SUPPLIES	36	-	20	150	150	150
5210	FUEL, OIL & LUBRICANTS	350	568	625	800	800	1,300
5220	UNIFORMS	565	206	101	450	450	250
5221	PERSONAL PROTECTIVE EQUIPMENT	-	-	-	100	100	100
5295	OPERATING SUPPLIES	86	24	26	150	150	150
5410	BOOKS, PUBS, SUBS & MEMBS	100	123	-	150	150	250
	SUBTOTAL OPERATING EXPENSES	**6,752**	**4,404**	**3,414**	**6,802**	**6,368**	**6,490**
CAPITAL OUTLAY							
6207	VEHICLE PICKUP	-	-	-	-	-	-
6400	COMPUTER SOFTWARE & EQUIPMENT	3,998	-	-	-	-	-
6405	OFFICE MACHINERY & EQUIPMENT	-	1,699	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	**3,998**	**1,699**	**-**	**-**	**-**	**-**
	TOTAL EXPENDITURES	**147,339**	**105,359**	**53,000**	**84,986**	**75,398**	**90,816**

Building Services

The Building Services program covers the permitting, inspections, and enforcement of the Florida Building Code. Building permit review and inspections are currently provided by the Okaloosa County Growth Management Department. This program is led by the Community Development Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	27,788	33,773	57,973	52,037	72,367
OPERATING EXPENSES	-	4,352	-	82,000	2,000	81,290
TOTAL REQUIREMENTS	**-**	**32,141**	**33,773**	**139,973**	**54,037**	**153,657**

Work Plan

- Implement new Enterprise Resource Planning software for processing planning and building permits, including intake, review, inspections, and reporting.
- Recommend improvements to provide a “one-stop shop” for builders, contractors, and homeowners to pull permits.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
COMMUNITY DEVELOPMENT DIRECTOR	0.00	0.10	0.00	0.20	0.20
CODE COMPLIANCE OFFICER	0.00	0.10	0.10	0.10	0.10
PERMIT TECHNICIAN	0.00	0.50	0.50	0.50	0.50
TOTAL FULL-TIME EQUIVALENTS	**0.00**	**0.70**	**0.60**	**0.80**	**0.80**

001	GENERAL FUND						
30	COMMUNITY DEVELOPMENT						
52410	BUILDING						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	22,742	24,412	40,000	38,000	48,185
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	1,407	1,512	2,790	2,356	2,987
2210	RETIREMENT	-	675	330	4,000	600	6,746
2310	EMPLOYEE INSURANCE	-	2,441	7,087	10,360	10,360	13,580
2410	WORKER'S COMPENSATION	-	195	79	170	170	170
3000	MEDICARE INSURANCE	-	329	353	653	551	699
	SUBTOTAL PERSONAL SERVICES	**-**	**27,788**	**33,773**	**57,973**	**52,037**	**72,367**
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	3,933	-	80,000	-	80,000
4010	TRAVEL & PER DIEM	-	-	-	500	500	-
4522	VEHICLE INSURANCE	-	-	-	-	-	290
4906	OTHER CHARGES	-	299	-	500	500	-
4930	TRAINING	-	-	-	250	250	-
4946	LEGAL & RETAIL ADVERTISEMENTS	-	-	-	300	300	1,000
5110	OFFICE SUPPLIES	-	-	-	100	100	-
5290	OPERATING SUPPLIES	-	-	-	100	100	-
5410	BOOKS, PUBS, SUBS & MEMBS	-	121	-	250	250	-
	SUBTOTAL OPERATING EXPENSES	**-**	**4,352**	**-**	**82,000**	**2,000**	**81,290**
	TOTAL EXPENDITURES	**-**	**32,141**	**33,773**	**139,973**	**54,037**	**153,657**

Animal Control

The Animal Control program is responsible for the intake of stray animals within the City of Mary Esther. Currently, the City contracts with the Panhandle Animal Welfare Society (PAWS) to provide service. Contract oversight is provided by the Community Development Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
OPERATING EXPENSES	-	-	-	5,000	-	5,000
TOTAL REQUIREMENTS	**-**	**-**	**-**	**5,000**	**-**	**5,000**

001	**GENERAL FUND**						
30	**COMMUNITY DEVELOPMENT**						
56200	**ANIMAL CONTROL**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
EXPENDITURES							
OPERATING EXPENSES							
3410	ANIMAL CONTROL	-	-	-	5,000	-	5,000
	SUBTOTAL OPERATING EXPENSES	**-**	**-**	**-**	**5,000**	**-**	**5,000**
	TOTAL EXPENDITURES	**-**	**-**	**-**	**5,000**	**-**	**5,000**

Law Enforcement

The City contracts with the Okaloosa County Sheriff's Office for enhanced services. This includes the services of two full-time deputies that conduct patrols, respond to calls, and provide crime prevention training to City staff and the public at-large.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
OPERATING EXPENSES	218,240	230,804	252,025	285,334	274,040	299,538
TOTAL REQUIREMENTS	**218,240**	**230,804**	**252,025**	**285,334**	**274,040**	**299,538**

001	**GENERAL FUND**						
20	**PUBLIC SAFETY**						
52100	**LAW ENFORCEMENT**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
EXPENDITURES							
OPERATING EXPENSES							
3405	CONTRACT FOR SERVICES	218,240	230,804	252,025	285,334	274,040	299,538
	SUBTOTAL OPERATING EXPENSES	**218,240**	**230,804**	**252,025**	**285,334**	**274,040**	**299,538**
	TOTAL EXPENDITURES	**218,240**	**230,804**	**252,025**	**285,334**	**274,040**	**299,538**

Fire

The City contracts with the Ocean City/Wright Fire Department. This includes fire rescue, suppression, emergency medical services, and building fire inspections. The Department utilizes the existing City fire station, apparatus, and equipment.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	-	-	-	-	-
OPERATING EXPENSES	1,018,354	1,047,067	1,079,679	1,113,088	1,113,089	1,147,687
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL REQUIREMENTS	**1,018,354**	**1,047,067**	**1,079,679**	**1,113,088**	**1,113,089**	**1,147,687**

001	GENERAL FUND						
20	PUBLIC SAFETY						
52200	FIRE						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	-	-	-	-	-
1410	OVERTIME	-	-	-	-	-	-
1411	HOLIDAY PAY	-	-	-	-	-	-
1412	STEP-UP PAY	-	-	-	-	-	-
1510	INCENTIVE PAY	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	-	-	-	-	-
2210	RETIREMENT	-	-	-	-	-	-
2310	EMPLOYEE INSURANCE	-	-	-	-	-	-
2410	WORKER'S COMPENSATION	-	-	-	-	-	-
3000	MEDICARE INSURANCE	-	-	-	-	-	-
	SUBTOTAL PERSONAL SERVICES	**-**	**-**	**-**	**-**	**-**	**-**
OPERATING EXPENSES							
3130	MEDICAL SERVICES	-	-	-	-	-	-
3405	CONTRACT FOR SERVICES	1,015,236	1,046,885	1,079,498	1,113,088	1,113,089	1,147,687
4010	TRAVEL & PER DIEM	-	-	-	-	-	-
4110	TELEPHONE & INTERNET	-	-	-	-	-	-
4120	CENTRAL DISPATCH	-	-	-	-	-	-
4310	ELECTRICITY	-	-	-	-	-	-
4320	WATER	-	-	-	-	-	-
4340	NATURAL GAS	-	-	-	-	-	-
4520	LIABILITY INSURANCE	-	-	-	-	-	-
4610	VEHICLE R & M	-	-	-	-	-	-
4611	BUILDING R & M	3,124	-	-	-	-	-
4612	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4614	COMMUNICATION R & M	-	-	-	-	-	-
4616	FIRE DEPT EQUIP. R & M	-	-	-	-	-	-
4621	EXTINGUISHER/AIR O2	-	-	-	-	-	-
4655	COMPUTER HARDWARE& SOFTWARE	-	-	-	-	-	-
4665	HOSES, NOZZLES, ETC R & M	-	-	-	-	-	-
4710	PRINTING & BINDING	-	182	182	-	-	-
4810	TROPHIES & AWARDS	-	-	-	-	-	-
4920	MISCELLANEOUS CHARGES	-	-	-	-	-	-
4930	TRAINING	-	-	-	-	-	-
4960	HAZARDOUS MATERIALS	-	-	-	-	-	-
5110	OFFICE SUPPLIES	-	-	-	-	-	-
5210	FUEL, OIL & LUBRICANTS	(6)	-	-	-	-	-
5220	UNIFORMS	-	-	-	-	-	-
5221	PERSONAL PROTECTIVE EQUIPMENT	-	-	-	-	-	-
5260	TOOLS	-	-	-	-	-	-
5285	FOOD ALLOWANCE	-	-	-	-	-	-
5295	OPERATING SUPPLIES/JANITORIAL	-	-	-	-	-	-
5410	BOOKS, PUBS, SUBS & MEMBS	-	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	**1,018,354**	**1,047,067**	**1,079,679**	**1,113,088**	**1,113,089**	**1,147,687**

001	**GENERAL FUND**						
20	**PUBLIC SAFETY**						
52200	**FIRE**						
CAPITAL OUTLAY							
6430	BUILDING IMPROVEMENTS	-	-	-	-	-	-
6460	SAFETY EQUIPMENT	-	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	**-**	**-**	**-**	**-**	**-**	**-**
	TOTAL EXPENDITURES	**1,018,354**	**1,047,067**	**1,079,679**	**1,113,088**	**1,113,089**	**1,147,687**

Library

The Library provides a program of public library service which makes resources available to residents for lifelong learning, access to information, and leisure. This includes a materials collection of over 33,800 books, audio books, DVDs, as well a computer lab and educational programming.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	318,024	325,026	358,298	427,299	404,659	468,534
OPERATING EXPENSES	37,204	29,757	33,070	38,000	36,800	40,200
CAPITAL OUTLAY	8,976	-	-	-	-	-
TOTAL REQUIREMENTS	**364,204**	**354,783**	**391,368**	**465,299**	**441,459**	**508,734**

Work Plan

- Develop a marketing strategy focusing on the library's relevance within Mary Esther's community vision.
- Facilitate upgrades to the library's interior design, including repurposing space.
- Establish more focused and relevant collection development processes to meet the needs of a diverse community.
- Weed dated and worn materials and increase funding for digital collection, including new streaming products such as Hoopla.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
LIBRARIAN	1.00	1.00	1.00	1.00	1.00
YOUTH SERVICES COORDINATOR	1.00	1.00	1.00	1.00	1.00
LIBRARY TECHNICIAN	3.00	3.00	3.00	3.00	3.00
LIBRARY TECHNICIAN (PT)	1.00	1.00	1.00	1.00	1.00
TOTAL FULL-TIME EQUIVALENTS	**6.00**	**6.00**	**6.00**	**6.00**	**6.00**

001	GENERAL FUND						
71	LIBRARY						
57100	LIBRARY						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	189,586	193,419	238,029	270,000	265,000	278,192
1310	PART-TIME SALARIES	42,697	45,820	30,408	39,000	39,000	47,552
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	13,713	14,277	16,156	19,158	18,848	20,196
2210	RETIREMENT	24,710	25,383	29,213	37,800	37,000	38,947
2310	EMPLOYEE INSURANCE	43,698	42,449	40,427	56,360	40,000	78,223
2410	WORKER'S COMPENSATION	413	338	287	500	330	700
3000	MEDICARE INSURANCE	3,207	3,339	3,778	4,481	4,481	4,723
	SUBTOTAL PERSONAL SERVICES	**318,024**	**325,026**	**358,298**	**427,299**	**404,659**	**468,534**
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	940	-	425	-	-	-
4010	TRAVEL & PER DIEM	377	1,316	744	1,200	1,200	1,200
4100	POSTAGE & SHIPPING	-	60	434	1,000	1,000	1,000
4110	TELEPHONE & INTERNET	-	-	-	1,300	-	-
4310	ELECTRICITY	-	-	-	-	-	-
4320	WATER	-	-	-	-	-	-
4330	SOLID WASTE	-	-	-	-	-	-
4520	LIABILITY INSURANCE	-	-	-	-	-	-
4611	BUILDING R & M	100	-	-	-	-	-
4612	FURNITURE/EQUIPMENT	11	70	-	500	500	500
4650	COMPUTER OPERATIONS & MAINTENANCI	383	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	270	-	-	-	-	-
4676	FURNITURE/EQUIP. UNDER $1000	-	-	274	-	-	-
4710	PRINTING & BINDING	100	206	400	600	600	700
4920	MISCELLANEOUS CHARGES	-	-	-	-	-	-
4925	PROGRAM EXPENSES	2,087	1,429	2,085	1,900	1,900	1,900
5110	OFFICE SUPPLIES	1,648	1,954	1,832	2,700	2,700	2,700
5295	OPERATING SUPPLIES	-	-	103	-	-	-
5410	BOOKS, PUBS, SUBS & MEMBS	13,722	10,583	10,629	17,800	17,800	16,000
5415	LIBRARY BOOK LEASES	6,476	6,403	6,474	-	-	-
5417	LIBRARY E-BOOK LEASES	10,173	6,454	8,654	10,000	10,000	15,000
5420	MEMBERSHIPS	917	1,282	1,015	1,000	1,100	1,200
	SUBTOTAL OPERATING EXPENSES	**37,204**	**29,757**	**33,070**	**38,000**	**36,800**	**40,200**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	1,791	-	-	-	-	-
6405	OFFICE MACHINERY & EQUIPMENT	2,935	-	-	-	-	-
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	-	-	-
6430	BUILDING IMPROVEMENTS	4,250	-	-	-	-	-
6610	BOOKS, PUBS, SUBS & MEMBS	-	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	**8,976**	**-**	-	-	-	-
	TOTAL EXPENDITURES	**364,204**	**354,783**	**391,368**	**465,299**	**441,459**	**508,734**

Facilities

The Facilities program is responsible for all building and landscaping maintenance. Utilities and insurance for all public facilities is also covered by this budget. The program is led by the Public Works Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	26,166	28,750	52,630	58,792	97,620
OPERATING EXPENSES	-	90,909	94,200	122,045	119,633	141,750
CAPITAL OUTLAY	-	3,186	10,355	3,130,490	2,557,158	627,500
TOTAL REQUIREMENTS	**-**	**120,261**	**133,305**	**3,305,164**	**2,735,583**	**866,870**

Work Plan

- Replace two (2) HVAC units at the library.
- Complete repairs to the roof and gutters of the Public Works Facility.
- Complete New City Hall Remodel and relocate operations.
- Evaluate building needs and develop a 5-year plan for HVAC, roofing, and other major components.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.10	0.10
MAINTENANCE SUPERVISOR	0.00	0.10	0.10	0.00	0.00
PARKS SUPERINTENDENT	0.00	0.00	0.00	0.30	0.30
MAINTENANCE TECHNICIAN	0.00	0.40	0.40	0.90	0.90
TOTAL FULL-TIME EQUIVALENTS	**0.00**	**0.40**	**0.40**	**1.30**	**1.30**

001	GENERAL FUND						
50	PUBLIC WORKS						
51910	FACILITIES						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	17,190	19,142	34,000	41,000	52,294
1310	PART-TIME SALARIES	-	-	-	-	-	11,200
1410	OVERTIME	-	-	-	500	500	500
2110	SOCIAL SECURITY TAXES	-	1,035	1,176	2,108	2,542	3,968
2210	RETIREMENT	-	1,487	1,554	3,979	2,600	7,391
2310	EMPLOYEE INSURANCE	-	4,707	5,183	10,090	10,090	17,850
2410	WORKER'S COMPENSATION	-	1,504	1,419	1,460	1,460	3,490
3000	MEDICARE INSURANCE	-	242	275	493	600	928
	SUBTOTAL PERSONAL SERVICES	**-**	**26,166**	**28,750**	**52,630**	**58,792**	**97,620**
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	8,320	23,060	16,015	16,015	20,450
4010	TRAVEL & PER DIEM	-	-	-	500	500	500
4110	TELEPHONE & INTERNET	-	-	-	-	-	-
4310	ELECTRICITY	-	18,350	18,012	21,000	19,000	30,000
4320	WATER	-	6,825	8,049	7,900	9,500	12,000
4330	SOLID WASTE	-	4,042	2,652	3,760	3,760	7,500
4340	NATURAL GAS	-	676	769	1,100	1,500	2,500
4410	EQUIPMENT RENTAL	-	322	33	2,060	2,060	2,000
4520	LIABILITY INSURANCE	-	4,650	-	-	-	-
4521	PROPERTY INSURANCE	-	15,782	12,332	18,498	16,424	18,900
4522	VEHICLE INSURANCE	-	368	862	1,298	860	1,050
4610	VEHICLE R & M	-	921	971	-	100	-
4611	BUILDING R & M	-	15,501	16,246	30,000	30,000	20,000
4612	FURNITURE/EQUIPMENT	-	-	423	500	500	500
4615	FENCING & LANDSCAPING	-	736	771	1,264	1,264	5,000
4635	PARKING AREA MARKING R & M	-	174	-	-	-	-
4930	TRAINING	-	704	423	1,000	1,000	1,000
5110	OFFICE SUPPLIES	-	243	287	750	750	750
5210	FUEL, OIL & LUBRICANTS	-	4,054	1,728	5,000	5,000	5,000
5220	UNIFORMS	-	223	772	800	800	1,000
5221	PERSONAL PROTECTIVE EQUIPMENT	-	999	464	1,000	1,000	1,000
5230	JANITORIAL SUPPLIES	-	1,035	1,065	3,000	3,000	2,500
5231	SEASONAL DECORATIONS	-	-	-	-	-	-
5240	CHEMICALS	-	55	12	-	-	-
5260	TOOLS	-	303	573	1,000	1,000	1,000
5270	MACHINERY & EQUIPMENT	-	3,374	2,051	1,500	1,500	1,500
5290	OPERATING SUPPLIES	-	3,213	2,620	4,000	4,000	7,500
5410	BOOKS, PUBS, SUBS & MEMBS	-	40	25	100	100	100
	SUBTOTAL OPERATING EXPENSES	**-**	**90,909**	**94,200**	**122,045**	**119,633**	**141,750**

001	**GENERAL FUND**						
50	**PUBLIC WORKS**						
51910	**FACILITIES**						
CAPITAL OUTLAY							
6100	LAND	-	-	-	1,096,402	1,096,402	-
6210	BUILDINGS	-	3,186	10,355	2,034,088	1,458,800	627,500
6310	INFRASTRUCTURE	-	-	-	-	-	-
6400	MACHINERY & EQUIPMENT	-	-	-	-	1,956	-
	SUBTOTAL CAPITAL OUTLAY	**-**	**3,186**	**10,355**	**3,130,490**	**2,557,158**	**627,500**
	TOTAL EXPENDITURES	**-**	**120,261**	**133,305**	**3,305,164**	**2,735,583**	**866,870**

Streets

The Streets program funds the operation of streetlights, maintenance of roads, and street signs. This budget also includes funds for the planning, design, and engineering for streets and sidewalk infrastructure. The program is led by the Public Works Director.

EXPENDITURE SUMMARY						
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PERSONAL SERVICES	233,486	52,269	57,684	102,636	99,907	149,497
OPERATING EXPENSES	172,232	102,126	139,266	138,256	137,944	196,600
CAPITAL OUTLAY	9,171	-	105,568	4,413,300	2,036,863	1,280,863
TOTAL REQUIREMENTS	**414,889**	**154,395**	**302,517**	**4,654,192**	**2,274,714**	**1,626,960**

Work Plan

- Purchase a Spray/Squeegee Machine and complete Slurry Seals in Maintenance Area 2.
- Complete repairs of sidewalks in Maintenance Area 2.
- Take over State Right of Way Maintenance Contract of Highway 98
- Begin maintenance of state routes, including sweeping, mowing, vegetation management, and sidewalk cleaning.
- Inspect all sidewalks in Maintenance Area 1, including Scottsdale and Oak Tree Park neighborhoods.

PERSONAL SERVICES					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
POSITION	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.10	0.10
MAINTENANCE SUPERVISOR	1.00	0.20	0.20	0.00	0.00
STREETS SUPERINTENDENT	0.00	0.00	0.00	0.50	0.50
MAINTENANCE TECHNICIAN	3.00	0.80	0.80	1.00	1.00
TOTAL FULL-TIME EQUIVALENTS	**3.00**	**0.80**	**0.80**	**1.60**	**1.60**

001	GENERAL FUND						
50	PUBLIC WORKS						
54100	STREETS						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	151,928	34,381	38,469	57,000	57,000	95,502
1310	PART-TIME SALARIES	-	-	-	12,000	12,000	-
1410	OVERTIME	119	-	-	500	500	500
2110	SOCIAL SECURITY TAXES	9,166	2,071	2,353	4,309	4,309	5,952
2210	RETIREMENT	12,371	2,975	3,107	6,549	4,500	13,440
2310	EMPLOYEE INSURANCE	40,253	9,351	10,365	17,490	17,490	28,350
2410	WORKER'S COMPENSATION	17,505	3,007	2,838	3,780	3,100	4,360
3000	MEDICARE INSURANCE	2,144	484	550	1,008	1,008	1,392
	SUBTOTAL PERSONAL SERVICES	**233,486**	**52,269**	**57,684**	**102,636**	**99,907**	**149,497**
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	8,998	-	34,258	6,170	7,605	-
3150	ENGINEERING, CONSULTING SERVICI	500	-	-	-	-	-
4010	TRAVEL & PER DIEM	-	-	-	1,000	1,000	3,000
4110	TELEPHONE & INTERNET	210	-	-	-	-	-
4310	ELECTRICITY	39,576	51,923	55,327	56,000	56,000	60,000
4320	WATER	-	359	363	500	500	500
4330	SOLID WASTE	1,072	1,159	3,019	10,000	10,000	10,000
4410	EQUIPMENT RENTAL	1,020	-	500	2,500	2,500	2,500
4522	VEHICLE INSURANCE	-	368	1,723	2,607	860	1,050
4610	VEHICLE R & M	3,867	228	3,374	3,500	3,500	4,000
4611	BUILDING R & M	20,203	-	-	-	-	-
4612	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4615	FENCING & LANDSCAPING	6,093	580	2,988	5,500	5,500	2,500
4623	HEAVY EQUIPMENT R & M	5,520	5,577	25,214	15,000	15,000	15,000
4631	STREET REPAVING	16,562	739	701	15,000	15,000	61,000
4635	PARKING AREA MARKING R & M	-	-	-	-	-	-
4636	TRAFFIC CONTROL & TRAFFIC SIGNS	780	4,140	3,239	5,000	5,000	6,000
4637	CURBS/GUTTERS/STORM DRAINS R 8	12,207	-	-	-	-	10,500
4640	DOCKS, BOAT RAMPS, PIERS R & M	137	-	-	-	-	-
4642	TRAFFIC SIGNAL MAINTENANCE - CO	31,638	32,500	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTEI	600	-	-	-	-	-
4675	PARKS & RECREATION	3,283	-	-	-	-	-
4906	OTHER CHARGES	-	-	393	-	-	-
4920	MISCELLANEOUS CHARGES	86	-	-	-	-	-
4930	TRAINING	270	-	-	1,000	1,000	1,000
5110	OFFICE SUPPLIES	377	58	-	100	100	100
5210	FUEL, OIL & LUBRICANTS	6,087	3,851	3,439	3,700	3,700	6,000
5220	UNIFORMS	150	112	-	250	250	700
5221	PERSONAL PROTECTIVE EQUIPMENT	737	84	323	500	500	750
5230	JANITORIAL SUPPLIES	1,730	-	-	-	-	-
5240	CHEMICALS	234	55	108	-	-	-
5260	TOOLS	193	171	321	1,000	1,000	2,500
5270	MACHINERY & EQUIPMENT	3,688	120	2,064	1,500	1,500	5,000

001	**GENERAL FUND**						
50	**PUBLIC WORKS**						
54100	**STREETS**						
5290	OPERATING SUPPLIES	6,397	101	1,844	7,329	7,329	4,000
5410	BOOKS, PUBS, SUBS & MEMBS	18	-	68	100	100	500
	SUBTOTAL OPERATING EXPENSES	**172,232**	**102,126**	**139,266**	**138,256**	**137,944**	**196,600**
CAPITAL OUTLAY							
6310	INFRASTRUCTURE	-	-	105,568	4,293,338	1,916,901	980,863
6330	STORM DRAINAGE IMPROVEMENTS	7,380	-	-	-	-	-
6380	PARK EQUIPMENT	-	-	-	-	-	-
6405	OFFICE MACHINERY & EQUIPMENT	1,791	-	-	-	-	-
6410	MACHINERY & EQUIPMENT	-	-	-	119,962	119,962	300,000
	SUBTOTAL CAPITAL OUTLAY	**9,171**	**-**	**105,568**	**4,413,300**	**2,036,863**	**1,280,863**
	TOTAL EXPENDITURES	**414,889**	**154,395**	**302,517**	**4,654,192**	**2,274,714**	**1,626,960**

Parks and Recreation

The program is responsible for the management of parks and recreation facilities. Services include the development, construction, and maintenance of parks facilities, and recreation programming. Maintenance of the cemetery is also provided through this budget. The program is led by the Public Works Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	130,577	147,156	341,080	339,380	221,617
OPERATING EXPENSES	-	17,228	65,864	167,742	151,281	195,100
CAPITAL OUTLAY	-	31,999	670,755	938,800	288,693	920,100
TOTAL REQUIREMENTS	**-**	**179,804**	**883,775**	**1,447,622**	**779,354**	**1,336,817**

Work Plan

- Update seasonal flower beds at City Hall, New City Hall, Library, and Parks.
- Begin Parks Master Plan.
- Complete Azalea Park Phase 1 Park Rehabilitation
- Complete Oak Tree Playground Rehabilitation.
- Begin construction on the Christobal Landing Park.
- Remove old equipment from parks.
- Complete rehabilitation of Elliot Park and N. Bryn Mawr Park.
- Reduce Air Potato and Chinese Tallow Tree infestation at Oak Tree Nature Park.
- Begin looking for funding to implement the Parks Master Plan.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.20	0.20
MAINTENANCE SUPERVISOR	0.00	0.50	0.50	0.00	0.00
PARKS SUPERINTENDENT	0.00	0.00	0.00	0.70	0.70
MAINTENANCE TECHNICIAN	0.00	2.00	2.00	2.10	2.10
TOTAL FULL-TIME EQUIVALENTS	**0.00**	**2.00**	**2.00**	**3.00**	**3.00**

001	**GENERAL FUND**						
50	**PUBLIC WORKS**						
57200	**PARKS**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	85,953	95,710	193,500	193,500	118,320
1310	PART-TIME SALARIES	-	-	-	28,000	28,000	26,133
1410	OVERTIME	-	-	-	500	500	500
2110	SOCIAL SECURITY TAXES	-	5,177	5,882	13,764	13,764	8,987
2210	RETIREMENT	-	7,437	7,768	23,517	23,517	16,635
2310	EMPLOYEE INSURANCE	-	23,282	29,204	69,280	69,280	40,800
2410	WORKER'S COMPENSATION	-	7,517	7,216	9,300	7,600	8,140
3000	MEDICARE INSURANCE	-	1,211	1,376	3,219	3,219	2,102
	SUBTOTAL PERSONAL SERVICES	**-**	**130,577**	**147,156**	**341,080**	**339,380**	**221,617**
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	-	24,002	3,478	3,478	90,000
4010	TRAVEL & PER DIEM	-	-	-	1,470	1,500	1,500
4310	ELECTRICITY	-	3,455	4,447	5,000	5,500	5,500
4320	WATER	-	2,956	3,215	3,800	3,800	4,000
4330	SOLID WASTE	-	-	-	500	500	500
4521	PROPERTY INSURANCE	-	-	6,064	9,096	7,344	8,450
4522	VEHICLE INSURANCE	-	368	-	1,298	859	1,050
4611	BUILDING R & M	-	5,819	694	2,000	2,000	13,000
4612	FURNITURE/EQUIPMENT	-	168	-	1,000	1,000	1,000
4615	FENCING & LANDSCAPING	-	3,000	20,367	105,300	90,000	30,000
5110	OFFICE SUPPLIES	-	-	-	100	100	1,000
5210	FUEL, OIL & LUBRICANTS	-	646	2,966	3,500	3,500	6,000
5220	UNIFORMS	-	112	-	-	-	-
5231	SEASONAL DECORATIONS	-	-	-	14,560	14,560	5,000
5270	MACHINERY & EQUIPMENT	-	704	1,855	2,000	2,500	3,000
5290	OPERATING SUPPLIES	-	-	2,254	3,500	3,500	10,000
5410	BOOKS, PUBS, SUBS & MEMBS	-	-	-	360	360	100
5741	COMMUNITY EVENTS	-	-	-	10,780	10,780	15,000
	SUBTOTAL OPERATING EXPENSES	**-**	**17,228**	**65,864**	**167,742**	**151,281**	**195,100**
CAPITAL OUTLAY							
6210	BUILDINGS	-	-	-	-	-	-
6310	INFRASTRUCTURE	-	-	670,755	933,800	283,693	908,100
6410	MACHINERY & EQUIPMENT		31,999	-	5,000	5,000	12,000
	SUBTOTAL CAPITAL OUTLAY	**-**	**31,999**	**670,755**	**938,800**	**288,693**	**920,100**
	TOTAL EXPENDITURES	**-**	**179,804**	**883,775**	**1,447,622**	**779,354**	**1,336,817**

Stormwater

The Stormwater program funds the maintenance of the drainage system. This budget also includes funds for the planning, design, and engineering for stormwater infrastructure. The program is led by the Public Works Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	52,269	57,498	92,787	88,527	149,497
OPERATING EXPENSES	-	5,204	17,683	28,183	17,883	32,550
CAPITAL OUTLAY	-	36,380	98,371	1,429,728	165,476	1,104,703
TOTAL REQUIREMENTS	**-**	**93,853**	**173,552**	**1,550,698**	**271,886**	**1,286,750**

Work Plan

- Purchase a new Street Sweeper with a Catch Basin Vacuum to help prevent stormwater blockages.
- Meet or exceed stormwater quality permit requirements.
- Develop stormwater management and maintenance plan.
- Complete Rays's Pond and Pryor Block stormwater Rehab from Overstreet to North Street and secure funding for Northwest Stormwater Ditch Project.
- Replace several culverts in-house that are damaged or not functioning.
- Install ditches on Elliott Street to mitigate the impacts of the high-water table.
- Acquire easements for ditches that require regular inspection and cleaning.
- Purchase GPS Equipment to update asset maintenance inventory.
- Develop a list of areas where we need easements around existing assets and begin working on easements.
- Conduct regular stormwater asset inspections.
- Begin initiative-taking cleaning of stormwater basins.
- Apply herbicides to keep gutters and curbs and catch basins free of roots to prevent damage and lengthen life cycles.
- Research Stormwater Utility and identify funding for Stormwater Master Plan and project-specific funding.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.10	0.10
MAINTENANCE SUPERVISOR	0.00	0.20	0.20	0.00	0.00
STREETS SUPERINTENDENT	0.00	0.00	0.00	0.50	0.50
MAINTENANCE TECHNICIAN	0.00	0.80	0.80	1.00	1.00
TOTAL FULL-TIME EQUIVALENTS	**0.00**	**0.80**	**0.80**	**1.60**	**1.60**

001	GENERAL FUND						
50	PUBLIC WORKS						
53800	STORMWATER						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	34,381	38,284	58,000	58,000	95,502
1410	OVERTIME	-	-	-	500	500	500
2110	SOCIAL SECURITY TAXES	-	2,071	2,353	3,596	3,596	5,952
2210	RETIREMENT	-	2,975	3,107	6,550	5,000	13,440
2310	EMPLOYEE INSURANCE	-	9,351	10,365	17,490	17,490	28,350
2410	WORKER'S COMPENSATION	-	3,007	2,838	5,810	3,100	4,360
3000	MEDICARE INSURANCE	-	484	550	841	841	1,392
	SUBTOTAL PERSONAL SERVICES	**-**	**52,269**	**57,498**	**92,787**	**88,527**	**149,497**
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	1,946	16,820	12,785	2,923	15,000
4010	TRAVEL & PER DIEM	-	-	-	500	500	1,000
4522	VEHICLE INSURANCE	-	368	862	1,298	860	1,050
4615	FENCING & LANDSCAPING	-	2,542	-	2,500	2,500	3,500
4637	CURBS/GUTTERS/STORM DRAINS R & M	-	100	-	4,200	4,200	5,500
5220	UNIFORMS	-	187	-	250	250	250
5295	OPERATING SUPPLIES	-	60	-	6,050	6,050	3,750
5410	BOOKS, PUBS, SUBS & MEMBS	-	-	-	600	600	2,500
	SUBTOTAL OPERATING EXPENSES	-	**5,204**	**17,683**	**28,183**	**17,883**	**32,550**
CAPITAL OUTLAY							
6310	INFRASTRUCTURE	-	36,380	98,371	1,429,728	165,476	1,104,703
6410	MACHINERY & EQUIPMENT	-	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	**-**	**36,380**	**98,371**	**1,429,728**	**165,476**	**1,104,703**
	TOTAL EXPENDITURES	**-**	**93,853**	**173,552**	**1,550,698**	**271,886**	**1,286,750**

Nondepartmental

The Nondepartmental organizational unit is used to fund expenditures that are not allocated to a specific department, division, or program. This includes general operating expenses, debt service, and interfund transfers.

EXPENDITURE SUMMARY						
DESCRIPTION	**FY 2021 ACTUAL**	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
PERSONAL SERVICES	8,779	-	-	-	-	-
OPERATING EXPENSES	192,878	26,238	46,307	70,732	55,949	66,040
CAPITAL OUTLAY	11,183	-	-	-	-	-
OTHER USES	100,000	-	-	46,025	-	310,234
TOTAL REQUIREMENTS	**312,840**	**26,238**	**46,307**	**116,757**	**55,949**	**376,274**

001	**GENERAL FUND**						
99	**NONDEPARTMENTAL**						
51900	**GENERAL GOVERNMENT**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
EXPENDITURES							
PERSONAL SERVICES							
2220	RETIRED EMPLOYEE LIFE INSURANCE	516	-	-	-		-
2230	RETIRED EMPLOYEE DENTAL INSURANCE	4,475	-	-	-	-	-
2510	UNEMPLOYMENT COMPENSATION	2,939	-	-	-		-
3130	MEDICAL SERVICES	850	-	-	-		-
	SUBTOTAL PERSONAL SERVICES	**8,779**	**-**	**-**	**-**	**-**	**-**
OPERATING EXPENSES							
4100	POSTAGE & SHIPPING	2,969	2,217	2,499	4,000	4,000	4,200
5110	OFFICE SUPPLIES	1,525	1,460	1,380	-	-	-
5410	BOOKS, PUBS, SUBS & MEMBS	285	494	369	900	500	900
4660	COPIER MAINTENANCE	3,599	3,324	-	-	-	-
3100	PROFESSIONAL SERVICES	10,821	355	893	-	-	-
3150	ENGINEERING, CONSULTING SERVICES & PERM	-	-	-	-	-	-
4110	TELEPHONE & INTERNET	14,098	-	-	61,332	47,449	56,940
4310	ELECTRICITY	23,814	-	-	-	-	-
4320	WATER	7,060	-	-	-	-	-
4330	SOLID WASTE	40,348	-	-	-	-	-
4340	NATURAL GAS	730	-	-	-	-	-
4520	LIABILITY INSURANCE	49,912	18,387	40,888	-	-	-
4611	BUILDING R & M	-	-	-	-	-	-
4612	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTENANCE	25,182	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	11,353	-	-	-	-	-
4670	TELEPHONE SYSTEM - R & M	-	-	-	-	-	-
4710	PRINTING & BINDING	-	-	-	-	-	-
4906	OTHER CHARGES	-	-	48	-	-	-
4920	MISCELLANEOUS CHARGES	525	-	-	4,500	4,000	4,000
4930	TRAINING	-	-	-	-	-	-
4934	TUITION	-	-	-	-	-	-
4990	BAD DEBT EXPENSE WATER TAX	-	-	230	-	-	-
5290	OPERATING SUPPLIES	433	-	-	-	-	-
5291	COVID-19	224	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	**192,878**	**26,238**	**46,307**	**70,732**	**55,949**	**66,040**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	3,998	-	-	-	-	-
6405	OFFICE MACHINERY & EQUIPMENT	2,935	-	-	-	-	-
6411	OFFICE EQUIP/FURNITURE	-	-	-	-	-	-
6430	BUILDING IMPROVEMENTS	4,250	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	**11,183**	**-**	**-**	**-**	**-**	**-**

001	**GENERAL FUND**						
99	**NONDEPARTMENTAL**						
51900	**GENERAL GOVERNMENT**						
OTHER USES							
7120	LOAN DEBT PRINCIPAL	-	-	-	-	-	109,496
7220	LOAN DEBT INTEREST	-	-	-	-	-	200,738
7301	OTHER DEBT SERVICE	-	-	-	46,025	-	-
58100	INTERFUND TRANSFERS	100,000	-	-	-	-	-
	SUBTOTAL OTHER USES	**100,000**	**-**	**-**	**46,025**	**-**	**310,234**
	TOTAL EXPENDITURES	**312,840**	**26,238**	**46,307**	**116,757**	**55,949**	**376,274**

OPERATING BUDGET SUMMARY, UTILITIES FUND	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 BUDGET
REVENUES	8,035,762	4,662,666	5,727,764
LESS ONE-TIME REVENUES	4,664,305	1,286,447	2,292,064
RECURRING REVENUES	**3,371,457**	**3,376,219**	**3,435,700**
EXPENDITURES	7,897,082	4,873,452	5,604,226
LESS ONE-TIME EXPENDITURES	5,059,555	2,028,422	2,564,939
RECURRING EXPENDITURES	**2,837,527**	**2,845,030**	**3,039,287**
SURPLUS/(DEFICIT)	**533,930**	**531,189**	**396,413**

Notes:
(1) Recurring revenues are defined as revenues the city will reasonably receive on annual basis. It does not include one-time grant or project revenues.
(2) Recurring expenditures are defined as expenditures the city will be required to expend to maintain services. It does not include one-time grant or project expenditures.

UTILITIES FUND SUMMARY, BY PROGRAM	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
BEGINNING BALANCE	**2,340,050**	**2,784,899**	**3,687,438**	**4,014,920**	**4,014,920**	**3,804,135**
REVENUES						
INTERGOVERNMENTAL	-	19,706	-	-	-	-
CHARGES FOR SERVICE	2,962,380	3,036,135	3,101,369	3,171,297	2,990,986	3,136,700
MISCELLANEOUS	350,211	397,635	467,339	200,160	385,233	299,000
OTHER SOURCES	100,000	243,227	822,052	4,664,305	1,286,447	2,292,064
TOTAL REVENUES	**3,412,591**	**3,696,702**	**4,390,760**	**8,035,762**	**4,662,666**	**5,727,764**
EXPENDITURES						
WATER	-	1,461,313	3,151,836	4,224,686	3,151,114	2,660,693
SEWER	-	1,561,620	1,462,247	3,652,596	1,702,538	2,716,354
WATER/SEWER	3,169,266	-	-	-		-
NONDEPARTMENTAL	-	23,659	19,884	19,800	19,800	227,179
TOTAL EXPENDITURES	**3,169,266**	**3,046,592**	**4,633,967**	**7,897,082**	**4,873,452**	**5,604,226**
RESTRICTED RESERVES						
IMPACT FEES	5,300	7,900	7,700	7,700	7,700	7,700
CAPITAL PROJECTS	-	-		-	-	-
TOTAL RESTRICTED RESERVES	**5,300**	**7,900**	**7,700**	**7,700**	**7,700**	**7,700**
ENDING UNASSIGNED BALANCE	**2,779,599**	**3,679,538**	**3,436,531**	**4,145,900**	**3,796,435**	**3,919,973**

UTILITIES FUND, BY OBJECT	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
BEGINNING BALANCE	**2,340,050**	**2,784,899**	**3,687,438**	**4,014,920**	**4,014,920**	**3,804,135**
REVENUES						
INTERGOVERNMENTAL	-	19,706	-	-	-	-
CHARGES FOR SERVICE	2,962,380	3,036,135	3,101,369	3,171,297	2,990,986	3,136,700
MISCELLANEOUS	350,211	397,635	467,339	200,160	385,233	299,000
OTHER SOURCES	100,000	243,227	822,052	4,664,305	1,286,447	2,292,064
TOTAL REVENUES	**3,412,591**	**3,696,702**	**4,390,760**	**8,035,762**	**4,662,666**	**5,727,764**
EXPENDITURES						
PERSONAL SERVICES	-	260,413	260,510	313,298	297,258	329,240
OPERATING EXPENSES	2,207,534	2,159,904	2,241,749	2,504,429	2,527,972	2,482,868
CAPITAL OUTLAY	961,732	602,616	2,111,824	5,059,555	2,028,422	2,564,939
DEBT SERVICE	-	23,659	19,884	19,800	19,800	227,179
TOTAL EXPENDITURES	**3,169,266**	**3,046,592**	**4,633,967**	**7,897,082**	**4,873,452**	**5,604,226**
RESTRICTED						
IMPACT FEES	5,300	7,900	7,700	7,700	7,700	7,700
CAPITAL PROJECTS	-	-	-	-	-	-
TOTAL RESTRICTED BALANCE	**5,300**	**7,900**	**7,700**	**7,700**	**7,700**	**7,700**
ENDING UNASSIGNED BALANCE	**2,779,599**	**3,679,538**	**3,436,531**	**4,145,900**	**3,796,435**	**3,919,973**

410	UTILITIES FUND						
00	NONDEPARTMENTAL						
300000	REVENUES						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
REVENUES							
INTERGOVERNMENTAL							
343310	FEDERAL DISASTER RELIEF	-	17,113	-	-	-	-
343320	STATE DISASTER RELIEF	-	2,593	-	-	-	-
	SUBTOTAL INTERGOVERNMENTAL	**-**	**19,706**	**-**	**-**	**-**	**-**
CHARGES FOR SERVICES							
343310	WATER UTILITY REVENUE	1,010,843	1,248,041	1,254,487	1,284,234	1,220,000	1,281,000
343320	WATER UTILITY PENALTIES	142,757	(25,445)	27,147	15,000	25,000	20,000
343325	TRASH PENALTIES	-	-	-	-	-	-
343340	BACKFLOW PREVENTER INSPECTIONS	6,650	6,600	7,650	6,700	3,000	3,500
343350	WATER UTILITY SERVICE TAP	4,500	-	-	-	-	-
343351	UTILITY CONNECTION FEES	12,973	10,334	6,720	12,000	6,000	6,000
343510	SEWER UTILITY REVENUE	1,476,637	1,794,264	1,779,659	1,838,163	1,720,000	1,806,000
343520	SEWER UTILITY PENALTIES	-	-	18,243	15,000	15,000	20,000
343550	SEWER UTILITY SERVICE TAP	5,000	-	2,500	-	-	-
343610	IMPACT FEES WATER & SEWER	2,700	1,200	-	-	-	-
343611	IMPACT FEES WATER	-	400	400	-	494	-
343612	IMPACT FEES SEWER	-	-	400	-	492	-
359000	OTHER REVENUE & RETURNED CHECKS	300,320	740	4,162	200	1,000	200
343901	WATER & SEWER PLAN REVIEW	-	-	-	-	-	-
	SUBTOTAL CHARGES FOR SERVICES	**2,962,380**	**3,036,135**	**3,101,369**	**3,171,297**	**2,990,986**	**3,136,700**
MISCELLANEOUS REVENUES							
361000	INTEREST REVENUE	10,219	12,703	145,039	10,000	180,000	100,000
364000	DISPOSITION OF FIXED ASSETS	(210)	-	15,404	-	-	-
364400	SALE OF EQUIPMENT	-	2,350	-	-	-	-
369300	SETTLEMENTS (INSURANCE REIMBURSEM	193,582	211,840	116,907	-	-	-
369600	LEASE/RENTAL ELEVATED	173,891	183,319	189,116	190,160	193,353	199,000
369900	MISCELLANEOUS REVENUE	(27,270)	(12,578)	873	-	11,880	-
	SUBTOTAL MISCELLANEOUS REVENUES	**350,211**	**397,635**	**467,339**	**200,160**	**385,233**	**299,000**
OTHER SOURCES							
381100	INTERFUND TRANSFER	100,000	-	-	-	-	-
384000	DEBT PROCEEDS	-	-	-	3,664,305	1,286,447	918,564
384100	CDBG PROCEEDS	-	22,225	-	-	-	-
389300	GRANTS & DONATIONS - STATE	-	-	-	1,000,000	-	1,000,000
389200	GRANTS - FEDERAL	-	221,002	822,052	-	-	373,500
389700	CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
	SUBTOTAL OTHER SOURCES	**100,000**	**243,227**	**822,052**	**4,664,305**	**1,286,447**	**2,292,064**
	TOTAL REVENUES	**3,412,591**	**3,696,702**	**4,390,760**	**8,035,762**	**4,662,666**	**5,727,764**

Water

The Water program includes water well operation, well maintenance, maintenance and repair of the distribution system. In addition, this budget also includes the administration for water operations and utility billing. The City currently contracts with Jacobs to manage this program, with oversight provided by the Public Works Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	130,197	130,257	156,649	148,629	164,620
OPERATING EXPENSES	-	993,515	1,143,100	1,379,632	1,434,585	1,351,923
CAPITAL OUTLAY	-	337,600	1,878,479	2,688,405	1,567,900	1,144,150
TOTAL REQUIREMENTS	**-**	**1,461,313**	**3,151,836**	**4,224,686**	**3,151,114**	**2,660,693**

Work Plan

- Meet or exceed water quality permit requirements.
- Update asset management plan for water infrastructure.
- Update the GIS database with missing infrastructure.
- Submit annual water report to the City Council and residents.
- Update the Water Master Plan to account for ongoing projects and establish a twenty (20) year planning period for capital improvements.
- Begin replacing system valves and hydrant valves that are inoperable or in poor condition.
- Begin Azalea Water Infrastructure Rehabilitation.
- Award new Operations and Maintenance Contract for water production and distribution, focusing on preventive maintenance and performance indicators.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
CITY MANAGER	0.20	0.25	0.25	0.05	0.05
CITY CLERK	0.13	0.00	0.00	0.00	0.00
FINANCE DIRECTOR	0.20	0.25	0.25	0.25	0.25
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.25	0.25
ACCOUNTS PAYABLE CLERK	0.40	0.40	0.40	0.00	0.00
ACCOUNTING CLERK	0.00	0.00	0.00	0.40	0.40
UTILITY BILLING ADMINISTRATOR	1.00	1.00	1.00	0.50	0.50
COMMUNITY DEVELOPMENT MANAGER	0.08	0.00	0.00	0.00	0.00
CODE COMPLIANCE OFFICER	0.08	0.00	0.00	0.00	0.00
TOTAL FULL-TIME EQUIVALENTS	**2.08**	**1.90**	**1.90**	**1.45**	**1.45**

410	UTILITIES FUND						
50	PUBLIC WORKS						
53300	WATER						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	102,291	97,272	106,000	108,000	112,553
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	6,421	5,903	6,572	6,696	6,978
2210	RETIREMENT	-	7,599	8,288	14,840	10,900	15,757
2310	EMPLOYEE INSURANCE	-	12,529	17,355	27,555	21,322	27,555
2410	WORKER'S COMPENSATION	-	48	57	145	145	145
3000	MEDICARE INSURANCE	-	1,308	1,381	1,537	1,566	1,632
	SUBTOTAL PERSONAL SERVICES	**-**	**130,197**	**130,257**	**156,649**	**148,629**	**164,620**
OPERATING EXPENSES							
3405	CONTRACT FOR SERVICES	-	794,059	811,718	850,000	844,200	850,000
3113	ADMINISTRATIVE SERVICES	-	-	-	-	-	-
3100	PROFESSIONAL SERVICES	-	28,007	31,369	112,785	220,134	148,543
3150	ENGINEERING, CONSULTING SERVICES &	-	-	5,994	15,000	15,000	15,000
3210	ACCOUNTING & AUDITING	-	7,990	9,648	14,000	10,865	11,700
4010	TRAVEL & PER DIEM	-	-	-	-	-	2,000
4100	POSTAGE & SHIPPING	-	4,133	4,351	5,500	5,500	5,500
4110	TELEPHONE & INTERNET	-	3,780	4,254	1,000	4,000	6,200
4310	ELECTRICITY	-	343	-	-	-	-
4320	WATER	-	19,600	86,602	120,000	21,216	-
4521	PROPERTY INSURANCE	-	20,786	23,231	34,847	30,642	35,250
4611	BUILDING R & M	-	-	-	-	-	-
4613	GROUNDS MAINTENANCE	-	-	960	-	10,785	20,000
4617	WATER SYSTEMS MAINTENANCE	-	3,980	51,418	50,000	120,000	80,600
4623	HEAVY EQUIPMENT R & M	-	2,028	-	-	-	-
4644	ELEVATED TANK MAINTENANCE	-	30,076	30,076	65,000	30,980	70,000
4650	COMPUTER OPERATIONS & MAINTENAN	-	19,441	15,580	25,000	30,000	24,130
4655	COMPUTER HARDWARE & SOFTWARE	-	-	-	-	-	-
4710	PRINTING & BINDING	-	1,855	2,392	2,500	3,000	3,500
4905	WTP/STP OPERATING PERMITS	-	-	-	1,000	-	1,000
4906	OTHER CHARGES	-	976	608	1,500	1,500	1,500
4915	CREDIT CARD FEE EXPENSE	-	-	12,536	15,000	20,000	23,000
4930	TRAINING	-	-	-	-	-	2,000
4990	BAD DEBT EXPENSE	-	27,295	4,044	-	-	-
5110	OFFICE SUPPLIES	-	501	-	-	-	-
5270	MACHINERY & EQUIPMENT	-	28,082	46,764	65,000	65,000	50,000
5290	OPERATING SUPPLIES	-	63	690	500	500	500
5410	BOOKS, PUBS, SUBS & MEMBS	-	519	866	1,000	1,263	1,500
	SUBTOTAL OPERATING EXPENSES	**-**	**993,515**	**1,143,100**	**1,379,632**	**1,434,585**	**1,351,923**
CAPITAL OUTLAY							
6210	BUILDINGS	-	-	-	-	-	15,000
6310	INFRASTRUCTURE	-	239,058	1,862,798	2,609,405	1,488,900	1,041,150
6400	COMPUTER SOFTWARE & EQUIPMENT	-	18,897	2,568	-	-	-
6410	MACHINERY & EQUIPMENT	-	79,646	13,114	79,000	79,000	88,000
	SUBTOTAL CAPITAL OUTLAY	**-**	**337,600**	**1,878,479**	**2,688,405**	**1,567,900**	**1,144,150**

TOTAL EXPENDITURES	**-**	**1,461,313**	**3,151,836**	**4,224,686**	**3,151,114**	**2,660,693**

Sewer

The Sewer program includes sewer plant operation, sewer plant maintenance, maintenance and repair of the collections system. In addition, this budget also includes the administration for sewer operations and utility billing. The City currently contracts with Jacobs to manage this program, with oversight provided by the Public Works Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	130,215	130,253	156,649	148,629	164,620
OPERATING EXPENSES	-	1,166,389	1,098,649	1,124,797	1,093,387	1,130,945
CAPITAL OUTLAY	-	265,016	233,345	2,371,150	460,522	1,420,789
TOTAL REQUIREMENTS	**-**	**1,561,620**	**1,462,247**	**3,652,596**	**1,702,538**	**2,716,354**

Work Plan

- Meet or exceed sewer discharge permit requirements.
- Update the asset management plan for sewer infrastructure.
- Update Sewer Master Plan to account for ongoing projects and establish a twenty (20) year planning period for capital improvements.
- Begin Azalea Sewer Infrastructure Rehabilitation.
- Award new Operations and Maintenance Contract for wastewater collections and treatment, focusing on preventive maintenance and performance indicators.
- Begin smoke testing and filming program to identify unknown assets and reduce inflow and infiltration problems by installing inflow protectors and manhole repairs.
- Apply for funding and begin preliminary engineering and environmental work for joint Mary Esther/Hurlburt sewer force main to Okaloosa County.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
CITY MANAGER	0.20	0.25	0.25	0.05	0.05
CITY CLERK	0.13	0.00	0.00	0.00	0.00
FINANCE DIRECTOR	0.20	0.25	0.25	0.25	0.25
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.25	0.25
ACCOUNTS PAYABLE CLERK	0.40	0.40	0.40	0.00	0.00
ACCOUNTING CLERK	0.00	0.00	0.00	0.40	0.40
UTILITY BILLING ADMINISTRATOR	1.00	1.00	1.00	0.50	0.50
COMMUNITY DEVELOPMENT MANAGER	0.08	0.00	0.00	0.00	0.00
CODE COMPLIANCE OFFICER	0.08	0.00	0.00	0.00	0.00
TOTAL FULL-TIME EQUIVALENTS	**2.08**	**1.90**	**1.90**	**1.45**	**1.45**

410	**UTILITIES FUND**						
50	**PUBLIC WORKS**						
53500	**SEWER**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 BUDGET**
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	102,291	97,272	106,000	108,000	112,553
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	6,421	5,902	6,572	6,696	6,978
2210	RETIREMENT	-	7,599	8,287	14,840	10,900	15,757
2310	EMPLOYEE INSURANCE	-	12,547	17,355	27,555	21,322	27,555
2410	WORKER'S COMPENSATION	-	48	57	145	145	145
3000	MEDICARE INSURANCE	-	1,308	1,380	1,537	1,566	1,632
	SUBTOTAL PERSONAL SERVICES	**-**	**130,215**	**130,253**	**156,649**	**148,629**	**164,620**
OPERATING EXPENSES							
3405	CONTRACT FOR SERVICES	-	794,059	811,708	850,000	844,000	850,000
3113	ADMINISTRATIVE SERVICES	-	-	-	-	-	-
3100	PROFESSIONAL SERVICES	-	12,000	32,914	12,785	2,865	-
3150	ENGINEERING, CONSULTING SERVICES 8	-	32,177	136	15,000	-	15,000
3210	ACCOUNTING & AUDITING	-	7,990	9,648	14,000	10,865	11,700
4010	TRAVEL & PER DIEM	-	-	-	-	-	2,000
4100	POSTAGE & SHIPPING	-	4,133	4,155	5,500	5,500	5,500
4110	TELEPHONE & INTERNET	-	3,780	4,479	1,000	2,500	3,800
4310	ELECTRICITY	-	-	-	-	-	-
4320	WATER	-	47,192	26,388	38,000	30,000	37,000
4400	SPRAYFIELD RENTAL	-	13,000	13,390	13,800	13,792	14,215
4521	PROPERTY INSURANCE	-	22,406	26,141	39,212	34,100	39,100
4611	BUILDING R & M	-	-	3,324	3,500	3,500	3,500
4613	GROUNDS MAINTENANCE	-	-	-	35,000	35,000	-
4618	SEWER SYSTEMS MAINTENANCE	-	201,512	126,877	50,000	50,000	87,500
4623	HEAVY EQUIPMENT R & M	-	2,028	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTENAN	-	19,530	15,580	25,000	30,000	24,130
4655	COMPUTER HARDWARE & SOFTWARE	-	-	-	-	-	-
4710	PRINTING & BINDING	-	1,495	1,792	2,500	2,500	2,500
4905	WTP/STP OPERATING PERMITS	-	500	-	1,000	-	1,000
4906	OTHER CHARGES	-	944	1,823	2,000	2,000	2,000
4915	CREDIT CARD FEE EXPENSE	-	-	12,692	15,000	20,000	23,000
4930	TRAINING	-	-	-	-	-	2,000
4990	BAD DEBT EXPENSE	-	-	6,044	-	5,000	5,000
5110	OFFICE SUPPLIES	-	496	-	-	-	-
5270	MACHINERY & EQUIPMENT	-	2,565	224	-	-	-
5290	OPERATING SUPPLIES	-	63	470	500	500	500
5410	BOOKS, PUBS, SUBS & MEMBS	-	519	866	1,000	1,265	1,500
	SUBTOTAL OPERATING EXPENSES	**-**	**1,166,389**	**1,098,649**	**1,124,797**	**1,093,387**	**1,130,945**
CAPITAL OUTLAY							
6310	INFRASTRUCTURE	-	220,533	124,567	2,146,650	236,022	1,284,789
6400	COMPUTER SOFTWARE & EQUIPMENT	-	18,898	2,568	-	-	-
6410	MACHINERY & EQUIPMENT	-	25,585	106,210	224,500	224,500	136,000
	SUBTOTAL CAPITAL OUTLAY	**-**	**265,016**	**233,345**	**2,371,150**	**460,522**	**1,420,789**

53500	**SEWER**						
	TOTAL EXPENDITURES	**-**	**1,561,620**	**1,462,247**	**3,652,596**	**1,702,538**	**2,716,354**

Water/Sewer

This budget was discontinued in FY 2022. All activities have been segregated to water, sewer, and Nondepartmental.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
OPERATING EXPENSES	2,207,534	-	-	-	-	-
CAPITAL OUTLAY	961,732	-	-	-	-	-
TOTAL REQUIREMENTS	**3,169,266**	**-**	**-**	**-**	**-**	**-**

410	UTILITIES FUND						
050	PUBLIC WORKS						
53600	WATER/SEWER COMBINED						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
OPERATING EXPENSES							
3405	CONTRACT FOR SERVICES	1,524,316	-	-	-	-	-
3100	PROFESSIONAL SERVICES	2,150	-	-	-	-	-
3113	ADMINISTRATIVE SERVICES	295,804	-	-	-	-	-
3150	ENGINEERING, CONSULTING SERVIC	4,489	-	-	-	-	-
3210	ACCOUNTING & AUDITING	15,480	-	-	-	-	-
4100	POSTAGE & SHIPPING	7,717	-	-	-	-	-
4110	TELEPHONE & INTERNET	7,560	-	-	-	-	-
4310	ELECTRICITY	-	-	-	-	-	-
4400	SPRAYFIELD RENTAL	13,000	-	-	-	-	-
4521	PROPERTY INSURANCE	36,394	-	-	-	-	-
4611	BUILDING R & M	-	-	-	-	-	-
4613	GROUNDS MAINTENANCE	109,308	-	-	-	-	-
4617	WATER SYSTEMS MAINTENANCE	62,780	-	-	-	-	-
4618	SEWER SYSTEMS MAINTENANCE	-	-	-	-	-	-
4623	HEAVY EQUIPMENT R & M	-	-	-	-	-	-
4644	ELEVATED TANKS MAINTENANCE	30,076	-	-	-	-	-
4645	SEWER LINE REPLACEMENT	-	-	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTE	23,517	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWA	3,536	-	-	-	-	-
4710	PRINTING & BINDING	2,765	-	-	-	-	-
4905	WTP/STP OPERATING PERMITS	-	-	-	-	-	-
4906	OTHER CHARGES	2,756	-	-	-	-	-
4960	HAZARDOUS MATERIALS	-	-	-	-	-	-
4990	BAD DEBT EXPENSE	-	-	-	-	-	-
5270	MACHINERY & EQUIPMENT	65,326	-	-	-	-	-
5410	BOOKS, PUBS, SUBS & MEMBS	560	-	-	-	-	-
5900	DEPRECIATION EXPENSE	-	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	**2,207,534**	**-**	**-**	**-**	**-**	**-**
CAPITAL OUTLAY							
6345	WATER DISTRIBUTION UPGRADE	135,151	-	-	-	-	-
6353	SRF FUNDED PROJECTS	-	-	-	-	-	-
6310	INFRASTRUCTURE	133,900	-	-	-	-	-
6410	MACHINERY & EQUIPMENT	19,004	-	-	-	-	-
6420	SEWER PLANT UPGRADE	71,206	-	-	-	-	-
6425	SEWER COLLECTION UPGRADE	595,957	-	-	-	-	-
6430	BUILDING IMPROVEMENTS	-	-	-	-	-	-
6441	SPRAYFIELD PUMP AND CONTROLS	6,514	-	-	-	-	-
6434	UPGRADE LIFT STATIONS	-	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	**961,732**	**-**	**-**	**-**	**-**	**-**
	TOTAL EXPENDITURES	**3,169,266**	**-**	**-**	**-**	**-**	**-**

Nondepartmental

The Nondepartmental organizational unit is used to fund expenditures that are not allocated to a specific department, division, or program. This includes general operating expenses, debt service, and interfund transfers.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
DEBT SERVICE	-	23,659	19,884	19,800	19,800	227,179
TOTAL REQUIREMENTS	**-**	**23,659**	**19,884**	**19,800**	**19,800**	**227,179**

410	**UTILITIES FUND**						
099	**NONDEPARTMENTAL**						
7000	**DEBT SERVICE**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
EXPENDITURES							
DEBT SERVICE							
7120	LOAN DEBT PRINCIPAL	-	15,938	16,148	16,500	16,500	138,000
7220	LOAN DEBT INTEREST	-	3,860	3,736	3,300	3,300	9,800
9001	INTERFUND TRANSFER	-	3,860	-	-	-	79,379
	SUBTOTAL DEBT SERVICE	**-**	**23,659**	**19,884**	**19,800**	**19,800**	**227,179**
	TOTAL EXPENDITURES	**-**	**23,659**	**19,884**	**19,800**	**19,800**	**227,179**

Sales Tax Fund

The Sales Tax Fund is used to segregate revenues of the half-cent sales surtax approved by the voters of Okaloosa County in November 2018. Proceeds may be used for public safety, transportation and stormwater improvements. When a project is approved, monies are transferred to the fund where the capital improvement project will be completed.

The FY 2025 Budget includes a transfer of $487,558 to the Streets Program within the General Fund for the Springdale Park Neighborhood street and sidewalk improvements.

SALES TAX FUND	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
BEGINNING BALANCE	**423,456**	**892,949**	**1,398,730**	**1,916,145**	**1,888,262**	**1,878,067**
REVENUES						
TAXES	469,493	504,288	489,130	475,000	500,000	500,000
MISCELLANEOUS	-	1,493	47,452	20,000	75,000	50,000
TOTAL REVENUES	**469,493**	**505,781**	**536,582**	**495,000**	**575,000**	**550,000**
EXPENDITURES						
OTHER USES	-	-	47,050	2,411,145	585,195	863,238
TOTAL EXPENDITURES	**-**	**-**	**47,050**	**2,411,145**	**585,195**	**863,238**
ENDING UNASSIGNED BALANCE	**892,949**	**1,398,730**	**1,888,262**	**-**	**1,878,067**	**1,564,829**

101	**HALF-CENT SALES TAX FUND**						
99	**NONDEPARTMENTAL**						
30000	**REVENUES**						
		FY 2021 ACTUAL	**FY 2022 ACTUAL**	**FY 2023 ACTUAL**	**FY 2024 BUDGET**	**FY 2024 PROJECTED**	**FY 2025 PROPOSED**
REVENUES							
TAXES							
31260	DISCRETIONARY SALES SURTAX	469,493	504,288	489,130	475,000	500,000	500,000
	SUBTOTAL TAXES	**469,493**	**504,288**	**489,130**	**475,000**	**500,000**	**500,000**
MISCELLANEOUS							
36110	INTEREST INCOME	-	1,493	47,452	20,000	75,000	50,000
	SUBTOTAL MISCELLANEOUS	**-**	**1,493**	**47,452**	**20,000**	**75,000**	**50,000**
	TOTAL REVENUES	**469,493**	**505,781**	**536,582**	**495,000**	**575,000**	**550,000**

101	HALF-CENT SALES TAX FUND						
00	UNDESIGNATED						
58100	OTHER USES						
		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
EXPENDITURES							
OTHER USES							
3112	COMPREHENSIVE PLAN	-	-	-	-	-	-
4600	CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
6207	VEHICLE PICKUP	-	-	-	-	-	-
0	STREETS INFRASTRUCTURE	-	-	47,050	-	-	-
6300	SYSTEM IMPROVEMENTS	-	-	-	-	-	-
9001	INTERFUND TRANSFER	-	-	-	2,411,145	585,195	863,238
	SUBTOTAL OTHER USES	**-**	**-**	**47,050**	**2,411,145**	**585,195**	**863,238**
	TOTAL EXPENDITURES	**-**	**-**	**47,050**	**2,411,145**	**585,195**	**863,238**

Community Investment Plan

CIP Project Request Form	2025

Title: Azalea Park Neighborhood Infrastructure Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Utilities	Original CIP Year	2024

Description:

This project will upgrade existing water, sewer, and street infrastructure:
-Replacement of water mains and fire hydrants with new and larger diameter waterlines.
-Relining existing sewer lines.
-Resurfacing impacted neighborhood streets.
-Installation of curb, gutter, and sidewalks.

Justification:

The existing waterlines are undersized and have reached the end of their useful life. Lining and rehabilitation of sanitary sewer manholes and lines will reduce inflow and infiltration problems within the system. The existing neighbhorhood streets require resurfacing, which is most cost effective to complete after the replacement of underground utilities. The neighbhorhood also lacks sidewalks.

Project Costs:		**Funding Sources:**		
Administration	-	General Fund		76,440
Legal	-	Utilities Fund		158,560
Land/ROW/Easements	-	Sales Tax Fund		2,834,000
Construction	6,790,000	Loan	Water	1,863,650
Planning	-	Loan	Sewer	1,560,950
Design/Engineering	308,000	Grant	State	1,000,000
Equipment	-	Grant		
Contingency	395,600	Other		-
Other		Other		-
Total:	$ 7,493,600	Total:		$ 7,493,600

CIP Project Request Form — 2025

Title: North Bryn Mawr Park ADA and Safety Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Parks	Original CIP Year	2025

Description:

The project will install new swing set seats, ADA pathways, ADA playground surfacing, playground border, benches, signage, and repair playground equipment.

Justification:

In spring 2024, an inspection of all playgrounds was completed. This project will address the safety and accesibility items noted in the inspection report for North Bryn Mawr Park.

Project Costs:

Administration		-
Legal		-
Land/ROW/Easements		-
Construction		30,000
Planning		-
Design/Engineering		-
Equipment		-
Contingency		-
Other		-
Total:	$	30,000

Funding Sources:

General Fund		30,000
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		
Grant		-
Grant		-
Other		-
Other		-
Total:	$	30,000

CIP Project Request Form — 2025

Title: Elliott Park ADA and Safety Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Parks	Original CIP Year	2025

Description:

The project will install new swing set seats, ADA pathways, ADA playground surfacing, a playground border, benches, signage, and playground equipment repair. In addition, the tennis court will be resurfaced and a backboard constructed for individual play.

Justification:

In spring 2024, an inspection of all playgrounds was completed. This project will address the safety and accesibility items noted in the inspection report for Elliott Park.

Project Costs:		Funding Sources:	
Administration	-	General Fund	42,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	42,000	Loan	-
Planning	-	Loan	
Design/Engineering	-	Grant	-
Equipment	-	Grant	-
Contingency	-	Other	-
Other	-	Other	-
Total:	$ 42,000	Total:	$ 42,000

CIP Project Request Form	2025

Title: Christobal Waterfront Park

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Parks	Original CIP Year	2025

Description:

In late 2023, Okaloosa County, in partnership with the City of Mary Esther, purchased property on South Christobal Road to develop a new waterfront park. The park will include a fishing pier, kayak launch, and restrooms. Okaloosa County is managing the project design, engineering, and construction. Upon completion, the City of Mary Esther will assume ownership.

Justification:

The adopted Community Vision Plan includes a recommendation to rebuild a connection to the waterfront. Okaloosa County is funding 50% of the project, with the remainder covered with the City's allocation of bed taxes, which can only be spent on projects that support tourism.

Project Costs:

Administration		-
Legal		-
Land/ROW/Easements		1,350,000
Construction		1,250,000
Planning		-
Design/Engineering		200,000
Equipment		-
Contingency		125,000
Other	Demolition	75,000
	Total:	$ 3,000,000

Funding Sources:

General Fund		-
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		
Other	Tourism	1,500,000
Other	County	1,500,000
	Total:	$ 3,000,000

CIP Project Request Form 2025

Title: Ray's Pond Rehabilitation

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2023

Description:

The project will rehabilitate the stormwater pond located on North Street between Pryor Drive and Scottdsale Drive, known locally as "Ray's Pond". This will include removal of sediment, reworking the existing detention pond, and removal of the stormwater pipe between 113 and 111 Pryor Drive. Additionally, the stormwater facilities along Pryor Drive will be replaced and reconnected to Ray's Pond.

Justification:

The existing stormwater pond has collected significant sediment and is no longer performing at an acceptable level of service. In addition, the stormwater catch basins, culverts, and pipes have failed in multiple locations and should be replaced to ensure proper drainage within the Springdale Park and Scottsdale neighbhorhoods.

Project Costs:		Funding Sources:	
Administration	-	General Fund	-
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	610,200
Construction	854,000	Loan State	500,000
Planning	-	Loan	-
Design/Engineering	-	Grant	
Equipment	-	Grant	-
Contingency	256,200	Other	-
Other	-	Other	-
Total:	$ 1,110,200	Total:	$ 1,110,200

CIP Project Request Form — 2025

Title: Okaloosa County Sewer Force Main - Planning Phase

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Sewer	Original CIP Year	2025

Description:

The initiative encompasses building a new wastewater force main between the City of Mary Esther Wastewater Treatment Facility and the Okaloosa County Wastewater Treatment Facility to serve the City and Hurlburt Field. Once finished, the city plans to transfer its wastewater treatment to Okaloosa County and retire its current WWTF. The current phase is focused on the preliminary engineering and environmental tasks required to back the project and obtain necessary grant funding.

Justification:

At the beginning of 2022, the City Council approved a contract with an engineering firm to evaluate different options for wastewater treatment. The evaluation finished in December 2022, and by April 2023, the City Council chose the Sewer Force Main to Okaloosa County as the optimal choice, dependent on securing grant funding. In April 2024, Hurlburt Field confirmed their support for the initiative and indicated a desire to collaborate. Staff intends to submit a grant proposal to the Department of Defense, which could potentially fund up to ninety percent (90%) of the cost for this phase.

Project Costs:		Funding Sources:	
Administration	-	General Fund	-
Legal	-	Utilities Fund	43,500
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	-	Loan	-
Planning	50,000	Loan	-
Design/Engineering	385,000	Grant State	391,500
Equipment	-	Grant	-
Contingency	-	Other	-
Other		Other	-
Total:	$ 435,000	Total:	$ 435,000

CIP Project Request Form | 2025

Title: Library HVAC Replacement

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Facilities	Original CIP Year	2025

Description:

The project will replace two (2) older HVAC units at the Library.

Justification:

Multiple HVAC units at the Library have broken down and required repairs this past year. Moving forward, staff will inventory all facilities and prepare a replacement plan for HVAC and other major building systems.

Project Costs:		Funding Sources:		
Administration	-	General Fund		20,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	20,000	Grant		-
Contingency	-	Other		-
Other	-	Other		-
Total:	$ 20,000	Total:		$ 20,000

CIP Project Request Form	2025

Title: Spray/Squeegee Machine

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

Purchase of a spray and squeegee machine for street sealcoating and similar pavement preservation applications.

Justification:

This is the primary piece of equipment that will be used to support the annual pavement preservation program.

Project Costs:		Funding Sources:		
Administration	-	General Fund		70,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	70,000	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	-	Grant		-
Contingency	-	Other		-
Other	-	Other		-
Total:	$ 70,000		Total:	$ 70,000

CIP Project Request Form — 2025

Title: Street Sweeper

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Stormwater	Original CIP Year	2025

Description:

Purchase of a new street sweeper, comparable to a mid-size Tymco 435 regenerative air street sweeper.

Justification:

This will replace the city's 2008 Elgin Pelican street sweeper, which has been out of commission for repairs consistently over the past two (2) years. Street sweepers are typically replaced after 7-8 years of use, as the maintenance and operation costs start to exceed the value of the machine.

Project Costs:		Funding Sources:		
Administration	-	General Fund		230,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	230,000	Grant		-
Contingency	-	Other		-
Other	-	Other		-
Total:	$ 230,000	Total:		$ 230,000

CIP Project Request Form 2025

Title: Harley Rake Attachment

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Parks/Streets	Original CIP Year	2025

Description:

The purpose of a Harley rake is to break up ground, level and grade difficult terrain, re-grade roads and driveways, and prepare the ground for sod or grass seed.

Justification:

This is a core piece of equipment needed to maintain parks, facilities, and streets.

Project Costs:		Funding Sources:		
Administration	-	General Fund		10,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	10,000	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	-	Grant		-
Contingency	-	Other		-
Other	-	Other		-
Total:	$ 10,000		Total:	$ 10,000

CIP Project Request Form — 2025

Title: Well #1 Fence

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will replace the fence that protects Well #1.

Justification:

Installation of a new fence will improve security of the well.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	15,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	-
Other	-
Total:	$ 15,000

Funding Sources:

General Fund		15,000
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		-
Other		-
Other		-
	Total:	$ 15,000

CIP Project Request Form — 2025

Title: High-Accuracy GIS Mapping Unit

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Water/Sewer/Storr	Original CIP Year	2025

Description:

Purchase of a High-Accuracy GIS Mapping unit for the primary collection, inspection, and management of water, sewer, and stormwater assets.

Justification:

This past year Florida Rural Water and Jacobs mapped the city's water, sewer, and stormwater assets. The GPS unit will allow Public Works and Jacobs to maintain and expand this inventory.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	10,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	-
Other	-
Total:	$ 10,000

Funding Sources:

General Fund		10,000
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		-
Other		-
Other		-
Total:		$ 10,000

CIP Project Request Form — 2025

Title: Pavement Management - Area 2 (Mary Esther Manor)

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will repave sections of Elliott Road and Brian Circle. To extend the lifespan of the streets, the remainder of Area 2 will receive crack sealing, infrared patching, and slurry seal treatments.

Justification:

In late 2023, the Public Works Department conducted a review that found that city street repair costs exceeded $10 million. Consequently, the Department crafted a five-year plan focused on extending the durability of city streets. This strategy aims to double the lifespan of residential streets from 20-25 years to 45-50 years using maintenance techniques like rejuvenation, crack sealing, infrared patching, and slurry seals. The goal is to maintain streets in a safe and acceptable state between planned neighborhood utility projects.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	100,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	-
Other	
Total:	$ 100,000

Funding Sources:

General Fund		100,000
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		
Other		-
Other		-
Total:		$ 100,000

CIP Project Request Form	2025

Title: Sidewalk Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will identify and complete gaps within existing neighbhorhoods and make repairs.

Justification:

The project will enhance pedestrian safety.

Project Costs:		**Funding Sources:**		
Administration	-	General Fund		10,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	10,000	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	-	Grant		-
Contingency	-	Other		-
Other	-	Other		-
Total:	$ 10,000	Total:		$ 10,000

CIP Project Request Form — 2025

Title: Water Distribution Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Water	Original CIP Year	2025

Description:

The project will replace approximately thirty (30) water system valves, twelve (12) fire hydrant valves, four (4) fire hydrants, and several chlorine feed system valves that are in poor condition or inoperable. Additionally, it provides resources to replace one hundred (100) water meters.

Justification:

This project was developed in response to the adopted 2024 Asset Management Plan, which strongly recommends a more proactive approach to the maintenance and replacement of water distribution infrastructure. Under this proposal, valves, hydrants, and meters will be replaced annually.

Project Costs:		**Funding Sources:**	
Administration	-	General Fund	-
Legal	-	Utilities Fund	108,000
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	-	Loan	-
Planning	-	Loan	-
Design/Engineering	-	Grant	-
Equipment	108,000	Grant	
Contingency	-	Other	-
Other		Other	-
Total:	$ 108,000	Total:	$ 108,000

CIP Project Request Form | **2025**

Title: Sewer Collections Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Sewer	Original CIP Year	2025

Description:

The project replaces sewer pumps, motors, and related equipment at the lift stations, sewer plant, and collections system. This includes the following:
-Six (6) lift station, effluent, and trash pumps -
Two (2) lift station motors
-One (1) effluent electrical panel for the sewer plant

Justification:

The 2024 Sewer Asset Management Plan identified collection system asstes, including sewer pumps, motors, equipment, and manholes, that are in poor condition or inoperable. This project will kickstart a replacement plan for these assets.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	-
Planning	-
Design/Engineering	-
Equipment	131,000
Contingency	-
Other	
Total:	$ 131,000

Funding Sources:

General Fund		-
Utilities Fund		131,000
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		
Other		-
Other		-
Total:		$ 131,000

CIP Project Request Form — 2026

Title: Northwest Stormwater Ditch

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2024

Description:

The project will regrade the ditch from Hollywood Boulevard west along the north side of the Scottsdale and Springdale neighborhoods. This will convey all stormwater west through an existing ditch on Hurlburt Field to Kohler Bayou. The design is nearly complete. Unfortunately, surveyors determined that part of the project is located on Hurlburt Field property. Staff has submitted an easement request toHurlburt, however, this process can take up to two (2) years to complete.

Justification:

Over the years, the ditch has accumulated vegetation and silt, leading to overflow during heavy rainfalls, which significantly impacts the Scottsdale and Springdale neighborhoods. It particularly affects the Scottsdale area as excess water moves east, floods Scottsdale Drive and conveys to Ray's Pond at Scottsdale Drive and North Street.

Project Costs:		Funding Sources:	
Administration	-	General Fund	-
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	1,644,700
Construction	1,100,000	Loan	-
Planning	-	Loan	-
Design/Engineering	214,700	Grant	-
Equipment	-	Grant	-
Contingency	330,000	Other	-
Other	-	Other	-
Total:	$ 1,644,700	Total:	$ 1,644,700

CIP Project Request Form	2026

Title: Advanced Metering Infrastructure (AMI)

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Water	Original CIP Year	2026

Description:

The project will automate meter reading. The scope includes installing antennae on the water towers and individual water meters. This infrastructure would allow staff to collect readings, diagnostic, and status data from individual water meters in hourly, daily, and/or monthly increments. A small percentage (i.e. 5%) of meters would be read manually each month to ensure accurate readings.

Justification:

AMI provides the following benefits: -
More precise and up-to-date monitoring of water consumption. -
Reduction in meter reading and administrative costs.
-Early detection of leaks by providing continuous monitoring of water flow.
-Customer access to water data to help them make informed decisions. Staff estimates the cost of manual reads, re-reads, and leak checks is approximately $60,000 per year. Return on investment is about ten (10) years.

Project Costs:		**Funding Sources:**		
Administration	-	General Fund		-
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	600,000	Loan	Water	650,000
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	-	Grant		
Contingency	50,000	Other		-
Other		Other		-
Total:	$ 650,000	Total:		$ 650,000

CIP Project Request Form	2026

Title: Okaloosa County Sewer Force Main - Engineering Phase

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Sewer	Original CIP Year	2026

Description:

The initiative encompasses building a new wastewater force main between the City of Mary Esther Wastewater Treatment Facility and the Okaloosa County Wastewater Treatment Facility to serve the City and Hurlburt Field. Once finished, the city plans to transfer its wastewater treatment to Okaloosa County and retire its current WWTF. This phase is focused on the final design and engineering.

Justification:

At the beginning of 2022, the City Council approved a contract with an engineering firm to evaluate different options for wastewater treatment. The evaluation finished in December 2022, and by April 2023, the City Council chose the Okaloosa County Sewer Force Main as the optimal choice, dependent on securing grant funding. In April 2024, Hurlburt Field confirmed their support for the initiative and indicated a desire to collaborate.

Project Costs:		**Funding Sources:**		
Administration	-	General Fund		-
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan	Sewer	1,732,500
Planning	-	Loan	Other	1,732,500
Design/Engineering	3,465,000	Grant		-
Equipment	-	Grant		-
Contingency	-	Other		-
Other		Other		-
Total:	$ 3,465,000		Total:	$ 3,465,000

CIP Project Request Form — 2026

Title: Mary Esther Boulevard Beautification

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2023

Description:

The project includes refreshing the landscaped medians along Mary Esther Boulevard. This will include the landscape design and installation.

Justification:

This corridor is Mary Esther's commercial hub. The project will beautify the area for residents and visitors and support additional development opportunities.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	150,000
Planning	-
Design/Engineering	30,000
Equipment	-
Contingency	36,000
Other	-
Total:	$ 216,000

Funding Sources:

General Fund		216,000
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		-
Other		-
Other		-
Total:		$ 216,000

CIP Project Request Form — 2026

Title: Public Works Roof Replacement

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Facilities	Original CIP Year	2026

Description:

The roof at Public Works is in poor condition, with multiple leaks and missing gutters. This project will replace the gutters and repair the roof.

Justification:

The project will improve staff working conditions and secure the building's durability, as numerous structural beams are exhibiting signs of rust and corrosion. Additionally, it will allow for improved material and equipment storage.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	100,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	20,000
Other	-
Total:	$ 120,000

Funding Sources:

General Fund		120,000
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		-
Other		-
Other		-
Total:		$ 120,000

CIP Project Request Form **2026**

Title: Oak Tree Nature Park Rehabilitation

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Parks	Original CIP Year	2026

Description:

The project will replace the two (2) pedestrian bridges, one (1) viewing platform, trail and park signage.

Justification:

The existing structures are starting to experience wood rot. Replacement of these structures is essential to ensure public safety. Additionally, updating the park's signage with new themes could enhance its appeal to a broader range of visitors.

Project Costs:		Funding Sources:	
Administration	-	General Fund	180,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	150,000	Loan	-
Planning	-	Loan	-
Design/Engineering	-	Grant	-
Equipment	-	Grant	-
Contingency	30,000	Other	-
Other	-	Other	-
Total:	$ 180,000	Total:	$ 180,000

CIP Project Request Form	2026

Title: Community Facilities Beautification

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Facilities	Original CIP Year	2022

Description:

The project includes the design and installation of new landscaping for the existing government complex. This includes old City Hall, Fire Department, and Library. A new digital monument sign will also be installed at the corner of Hollywood Boulevard and Christobal Road.

Justification:

The project's goal is to beautify the blocks along Hollywood Boulevard and Christobal Road and improve the physical environment for building patrons, pedestrians, and staff.

Project Costs:		Funding Sources:		
Administration	-	General Fund		157,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	75,000	Loan		-
Planning	-	Loan		-
Design/Engineering	24,000	Grant		-
Equipment	50,000	Grant		-
Contingency	8,000	Other		-
Other	-	Other		-
Total:	$ 157,000		Total:	$ 157,000

CIP Project Request Form — 2026

Title: Highway 98 Water Main Replacement

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Water	Original CIP Year	2026

Description:

The project will replace the cast iron water main on the south side of Highway 98 with larger PVC pipe.

Justification:

From the best information available, this line was installed in the 1940s. The line is cast iron and experiences breaks several times a year. Moreover, the line requires a special flushing routine to remove rust as it break down. Replacement with larger PVC pipe will increase pressure, volume, and improve water quality.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	3,905,250
Planning	-
Design/Engineering	702,945
Equipment	-
Contingency	585,788
Other	
Total:	$ 5,193,983

Funding Sources:

General Fund		-
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant	State	5,193,983
Grant		
Other		-
Other		-
Total:		$ 5,193,983

CIP Project Request Form	2024

Title: Vehicle Replacement

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Parks	Original CIP Year	2023

Description:

The City's fleet includes five (5) trucks and one (1) dump truck for Public Works, one (1) truck for Community Development, and one (1) SUV for all other departments. This budget will replace the Public Works Ford Ranger with a one (1) ton truck capable of safely pulling a dump trailer.

Justification:

Depending on use, most vehicles fully depreciate within five (5) to ten (10) years. This budget will ensure vehicles are replaced once they exceed their useful life to avoid the high cost of maintenance and repairs.

Project Costs:		Funding Sources:		
Administration	-	General Fund		60,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant	State	-
Equipment	60,000	Grant		-
Contingency	-	Other		-
Other	-	Other		-
Total:	$ 60,000	Total:		$ 60,000

CIP Project Request Form — 2026

Title: Pavement Management - Area 4 (Bryn Mawr)

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will repave sections of roadway within the Bryn Mawr Neighborhood. To extend the lifespan of the streets, the remainder of Area 4 will receive crack sealing, infrared patching, and slurry seal treatments.

Justification:

In late 2023, the Public Works Department conducted a review that found that city street repair costs exceeded $10 million. Consequently,the Department crafted a five-year plan focused on extending the durability of city streets. This strategy aims to double the lifespan of residential streets from 20-25 years to 45-50 years using maintenance techniques like rejuvenation, crack sealing, infrared patching, and slurry seals. The goal is to maintain streets in a safe and acceptable state between planned neighborhood utility projects.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	175,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	-
Other	
Total:	$ 175,000

Funding Sources:

General Fund		175,000
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		
Other		-
Other		-
Total:		$ 175,000

CIP Project Request Form | **2026**

Title: Sidewalk Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will identify and complete gaps within existing neighbhorhoods and make repairs.

Justification:

The project will enhance pedestrian safety.

Project Costs:		**Funding Sources:**		
Administration	-	General Fund		10,500
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	10,500	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	-	Grant		-
Contingency	-	Other		-
Other	-	Other		-
Total:	$ 10,500		Total:	$ 10,500

CIP Project Request Form — 2026

Title: Water Distribution Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Water	Original CIP Year	2025

Description:

The project will replace water system valves, fire hydrant valves, and fire hydrants that are in poor condition or inoperable as identified in the Water Asset Management Plan. Additionally, it provides resources to replace one hundred (100) water meters.

Justification:

This project was developed in response to the adopted 2024 Asset Management Plan, which strongly recommends a more proactive approach to the maintenance and replacement of water distribution infrastructure. Under this proposal, valves, hydrants, and meters will be replaced annually.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	-
Planning	-
Design/Engineering	-
Equipment	113,400
Contingency	-
Other	
Total:	$ 113,400

Funding Sources:

General Fund		-
Utilities Fund		113,400
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		
Other		-
Other		-
Total:		$ 113,400

CIP Project Request Form — 2026

Title: Sewer Collections Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Sewer	Original CIP Year	2025

Description:

The project replaces sewer pumps, motors, and related equipment. It also includes funding to rehabilitate manholes.

Justification:

The adopted 2024 Sewer Asset Management Plan identified collection system assets, including sewer pumps, motors, equipment, and manholes, that are in poor condition or inoperable. This project continues the replacement and rehabilitation program to reduce inflow and infiltration that is the leading cause of sewer overflows.

Project Costs:		Funding Sources:		
Administration	-	General Fund		-
Legal	-	Utilities Fund		231,000
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	231,000	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 231,000	Total:		$ 231,000

CIP Project Request Form	2027

Title: Waterfront Park Development

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Parks	Original CIP Year	2024

Description:

The city owns waterfront property located off West Miracle Strip Parkway that is approximately fifty (50) feet wide. This project will explore the potential for development of an additional waterfront park.

Justification:

The project would increase public access to the Santa Rosa Sound. Tourism funds would be used to fund development costs.

Project Costs:		**Funding Sources:**	
Administration	-	General Fund	20,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	-	Loan	-
Planning	20,000	Loan	
Design/Engineering	-	Grant	-
Equipment	-	Grant	-
Contingency	-	Other	-
Other	-	Other	-
Total:	$ 20,000	Total:	$ 20,000

CIP Project Request Form	2027

Title: Vehicle Replacement

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The City's fleet includes five (5) trucks and one (1) dump truck for Public Works, one (1) truck for Community Development, and one (1) SUV for all other departments. This budget will replace the dump truck.

Justification:

Depending on use, most vehicles fully depreciate within five (5) to ten (10) years. This budget will ensure vehicles are replaced once they exceed their useful life to avoid the high cost of maintenance and repairs.

Project Costs:		Funding Sources:		
Administration	-	General Fund		125,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	125,000	Grant		-
Contingency	-	Other		-
Other	-	Other		-
Total:	$ 125,000	Total:		$ 125,000

CIP Project Request Form 2027

Title: Pavement Management - Area 1 (Springdale, Oak Tree, and Scottsdale)

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will repave sections of Oak Tree Park and Scottsdale neighborhoods. To extend the lifespan of the streets, the remainder of Area 1 will receive crack sealing, infrared patching, and slurry seal treatments.

Justification:

In late 2023, the Public Works Department conducted a review that found that city street repair costs exceeded $10 million. Consequently,the Department crafted a five-year plan focused on extending the durability of city streets. This strategy aims to double the lifespan of residential streets from 20-25 years to 45-50 years using maintenance techniques like rejuvenation, crack sealing, infrared patching, and slurry seals. The goal is to maintain streets in a safe and acceptable state between planned neighborhood utility projects.

Project Costs:		Funding Sources:		
Administration	-	General Fund		150,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	150,000	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	-	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 150,000	Total:		$ 150,000

CIP Project Request Form — 2027

Title: Sidewalk Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will identify and complete gaps within existing neighbhorhoods and make repairs.

Justification:

The project will enhance pedestrian safety.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	10,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	-
Other	-
Total:	$ 10,000

Funding Sources:

General Fund		10,000
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		-
Other		-
Other		-
Total:		$ 10,000

CIP Project Request Form — 2027

Title: Water Distribution Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Water	Original CIP Year	2025

Description:

The project will replace water system valves, fire hydrant valves, and fire hydrants that are in poor condition or inoperable. Additionally, it provides resources to replace one hundred (100) water meters.

Justification:

This project was developed in response to the adopted 2024 Asset Management Plan, which strongly recommends a more proactive approach to the maintenance and replacement of water distribution infrastructure. Under this proposal, valves, hydrants, and meters will be replaced annually.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	-
Planning	-
Design/Engineering	-
Equipment	119,070
Contingency	-
Other	
Total:	$ 119,070

Funding Sources:

General Fund		-
Utilities Fund		119,070
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		
Other		-
Other		-
Total:		$ 119,070

CIP Project Request Form — 2027

Title: Sewer Collections Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Sewer	Original CIP Year	2025

Description:

The project replaces sewer pumps, motors, and related equipment. It also includes funding to rehabilitate manholes.

Justification:

The adopted 2024 Sewer Asset Management Plan identified collection system assets, including sewer pumps, motors, equipment, and manholes, that are in poor condition or inoperable. This project continues the replacement and rehabilitation program to reduce inflow and infiltration that is the leading cause of sewer overflows.

Project Costs:		Funding Sources:		
Administration	-	General Fund		-
Legal	-	Utilities Fund		210,000
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	210,000	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 210,000	Total:		$ 210,000

CIP Project Request Form — 2028

Title: Oak Tree Park Neighbhorhood Infrastructure Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Utilities	Original CIP Year	2024

Description:

The project will upgrade existing water, sewer, and street infrastructure:
-Replacement of water mains and fire hydrants with new and larger diameter waterlines.
-Rehabilitation of sewer mains and manholes.
-Resurfacing impacted neighborhood streets.

Justification:

The existing water mains are undersized and have reached the end of their useful life. Rehabilitation of sanitary sewer mains and manholes will also reduce inflow and infiltration, which is the primary cause of sewer overflows. Impacted neighborhood streets should also be resurfaced after the replacement of underground utilities.

Project Costs:		Funding Sources:	
Administration	-	General Fund	-
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	1,606,582
Construction	3,490,695	Loan Water	981,621
Planning	-	Loan Sewer	2,776,414
Design/Engineering	635,934	Grant	-
Equipment	-	Grant	-
Contingency	1,237,989	Other	-
Other	-	Other	-
Total:	$ 5,364,618	Total:	$ 5,364,618

CIP Project Request Form — 2027

Title: Vehicle Replacement

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Parks	Original CIP Year	2025

Description:

The City's fleet includes five (5) trucks and one (1) dump truck for Public Works, one (1) truck for Community Development, and one (1) SUV for all other departments. This budget will replace one (1) half-ton truck.

Justification:

Depending on use, most vehicles fully depreciate within five (5) to ten (10) years. This budget will ensure vehicles are replaced once they exceed their useful life to avoid the high cost of maintenance and repairs.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	-
Planning	-
Design/Engineering	-
Equipment	50,000
Contingency	-
Other	-
Total:	$ 50,000

Funding Sources:

General Fund		50,000
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		-
Other		-
Other		-
Total:		$ 50,000

CIP Project Request Form — 2028

Title: Pavement Management - Area 3 (Azalea, Brewer, E. Highway 98)

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will repave Sleepy Hollow Drive, sections of Brewer Circle and neighborhoods south of East Higway 98. To extend the lifespan of the streets, the remainder of Area 3 will receive crack sealing, infrared patching, and slurry seal treatments.

Justification:

In late 2023, the Public Works Department conducted a review that found that city street repair costs exceeded $10 million. Consequently,the Department crafted a five-year plan focused on extending the durability of city streets. This strategy aims to double the lifespan of residential streets from 20-25 years to 45-50 years using maintenance techniques like rejuvenation, crack sealing, infrared patching, and slurry seals. The goal is to maintain streets in a safe and acceptable state between planned neighborhood utility projects.

Project Costs:		Funding Sources:		
Administration	-	General Fund		400,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	400,000	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	-	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 400,000	Total:		$ 400,000

CIP Project Request Form

2028

Title: Sidewalk Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will identify and complete gaps within existing neighbhorhoods and make repair

Justification:

The project will enhance pedestrian safety.

Project Costs:		**Funding Sources:**	
Administration	-	General Fund	10,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Bond/Loan	-
Construction	10,000	Special Assessments	-
Planning	-	Grant	-
Design/Engineering	-	Grant	-
Equipment	-	Grant	-
Contingency	-	Other	-
Other	-	Other	-
Total:	$ 10,000	Total:	$ 10,000

CIP Project Request Form	2028

Title: Water Distribution Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Water	Original CIP Year	2025

Description:

The project will replace water system valves, fire hydrant valves, and fire hydrants that are in poor condition or inoperable. Additionally, it provides resources to replace one hundred (100) water meters.

Justification:

This project was developed in response to the adopted 2024 Asset Management Plan, which strongly recommends a more proactive approach to the maintenance and replacement of water distribution infrastructure. Under this proposal, valves, hydrants, and meters will be replaced annually.

Project Costs:		**Funding Sources:**		
Administration	-	General Fund		-
Legal	-	Utilities Fund		123,024
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	123,024	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 123,024	Total:		$ 123,024

CIP Project Request Form — 2028

Title: Sewer Collections Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Sewer	Original CIP Year	2025

Description:

The project replaces sewer pumps, motors, and related equipment. It also includes funding to rehabilitate manholes.

Justification:

The adopted 2024 Sewer Asset Management Plan identified collection system assets, including sewer pumps, motors, equipment, and manholes, that are in poor condition or inoperable. This project continues the replacement and rehabilitation program to reduce inflow and infiltration that is the leading cause of sewer overflows.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	-
Planning	-
Design/Engineering	-
Equipment	220,500
Contingency	-
Other	
Total:	$ 220,500

Funding Sources:

General Fund		-
Utilities Fund		220,500
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		
Other		-
Other		-
Total:		$ 220,500

CIP Project Request Form — 2029

Title: Okaloosa County Sewer Force Main - Construction

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Sewer	Original CIP Year	2029

Description:

The initiative encompasses building a new wastewater force main between the City of Mary Esther Wastewater Treatment Facility and the Okaloosa County Wastewater Treatment Facility to serve the City and Hurlburt Field. Once finished, the city plans to transfer its wastewater treatment to Okaloosa County and retire its current WWTF. This phase is focused on the consturction of the force main and lift stations.

Justification:

At the beginning of 2022, the City Council approved a contract with an engineering firm to evaluate different options for wastewater treatment. The evaluation finished in December 2022, and by April 2023, the City Council chose the Sewer Force Main to Okaloosa County as the optimal choice, dependent on securing grant funding. In April 2024, Hurlburt Field confirmed their support for the initiative and indicated a desire to collaborate.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	400,000
Construction	18,475,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	6,650,000
Other	
Total:	$ 25,525,000

Funding Sources:

General Fund		-
Utilities Fund		-
Sales Tax Fund		-
Loan	SRF (City)	5,262,500
Loan	SRF (Other)	5,262,500
Grant	Federal	10,000,000
Grant	State	5,000,000
Other		-
Other		-
Total:		$ 25,525,000

CIP Project Request Form — 2029

Title: Vehicle Replacement

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The City's fleet includes five (5) trucks and one (1) dump truck for Public Works, one (1) truck for Community Development, and one (1) SUV for all other departments. This budget will replace one (1) half-ton truck.

Justification:

Depending on use, most vehicles fully depreciate within five (5) to ten (10) years. This budget will ensure vehicles are replaced once they exceed their useful life to avoid the high cost of maintenance and repairs.

Project Costs:		Funding Sources:		
Administration	-	General Fund		50,000
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	50,000	Grant		-
Contingency	-	Other		-
Other	-	Other		-
Total:	$ 50,000	Total:		$ 50,000

CIP Project Request Form — 2029

Title: Pavement Management - Area 5 (Christobal, Andalusia, S. Highway 98)

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will repave sections of Christobal, Andalusia, and neighborhoods south if Highway 98 between Mary Esther Boulevard and Doolittle Boulevard. To extend the lifespan of the streets, the remainder of Area 5 will receive crack sealing, infrared patching, and slurry seal treatments.

Justification:

In late 2023, the Public Works Department conducted a review that found that city street repair costs exceeded $10 million. Consequently,the Department crafted a five-year plan focused on extending the durability of city streets. This strategy aims to double the lifespan of residential streets from 20-25 years to 45-50 years using maintenance techniques like rejuvenation, crack sealing, infrared patching, and slurry seals. The goal is to maintain streets in a safe and acceptable state between planned neighborhood utility projects.

Project Costs:

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	150,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	-
Other	
Total:	$ 150,000

Funding Sources:

General Fund		150,000
Utilities Fund		-
Sales Tax Fund		-
Loan		-
Loan		-
Grant		-
Grant		
Other		-
Other		-
Total:		$ 150,000

CIP Project Request Form	2029

Title: Sidewalk Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Streets	Original CIP Year	2025

Description:

The project will identify and complete gaps within existing neighbhorhoods and make repair

Justification:

The project will enhance pedestrian safety.

Project Costs:		**Funding Sources:**	
Administration	-	General Fund	10,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Bond/Loan	-
Construction	10,000	Special Assessments	-
Planning	-	Grant	-
Design/Engineering	-	Grant	-
Equipment	-	Grant	-
Contingency	-	Other	-
Other	-	Other	-
Total:	$ 10,000	Total:	$ 10,000

CIP Project Request Form — 2029

Title: Water Distribution Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Water	Original CIP Year	2025

Description:

The project will replace water system valves, fire hydrant valves, and fire hydrants that are in poor condition or inoperable. Additionally, it provides resources to replace one hundred (100) water meters.

Justification:

This project was developed in response to the adopted 2024 Asset Management Plan, which strongly recommends a more proactive approach to the maintenance and replacement of water distribution infrastructure. Under this proposal, valves, hydrants, and meters will be replaced annually.

Project Costs:		Funding Sources:		
Administration	-	General Fund		-
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan	Water	100,000
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	100,000	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 100,000	Total:		$ 100,000

CIP Project Request Form — 2029

Title: Sewer Collections Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	Sewer	Original CIP Year	2025

Description:

The project replaces sewer pumps, motors, and related equipment. It also includes funding to rehabilitate manholes.

Justification:

The adopted 2024 Sewer Asset Management Plan identified collection system assets, including sewer pumps, motors, equipment, and manholes, that are in poor condition or inoperable. This project continues the replacement and rehabilitation program to reduce inflow and infiltration that is the leading cause of sewer overflows.

Project Costs:		Funding Sources:		
Administration	-	General Fund		-
Legal	-	Utilities Fund		231,525
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	231,525	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 231,525	Total:		$ 231,525

Appendix

GENERAL FUND

LEGISLATIVE CAPITAL ITEMS			
COMPUTER SOFTWARE & EQUIPMENT			Miscellaneous computer hardware
6400			
TOTAL LEGISLATIVE CAPITAL ITEMS	**$**	**-**	
EXECUTIVE CAPITAL ITEMS			
FURNITURE & EQUIPMENT			
6411			Office furniture
TOTAL EXECUTIVE CAPITAL ITEMS	**$**	**-**	
CLERK CAPITAL ITEMS			
COMPUTER SOFTWARE & EQUIPMENT			
6400	$	1,000.00	Miscellaneous office furniture
TOTAL CLERK CAPITAL ITEMS	**$**	**1,000.00**	
IT CAPITAL ITEMS			
COMPUTER SOFTWARE & EQUIPMENT			
6400	$	12,500.00	Miscellaneous computer hardware
6410	$	30,000.00	EnerGov implementation
TOTAL IT CAPITAL ITEMS	**$**	**42,500.00**	
FACILITIES CAPITAL ITEMS			
BUILDINGS	$	33,000.00	Library Improvements
6210	$	574,500.00	Renovation of new City Hall building
INFRASTRUCTURE			
6310			City Hall/Library building and security improvements, Landscaping and building improvements for City
MACHINERY & EQUIPMENT			
6410	$	-	Marquee signage
	$	20,000.00	AC unit replacement at Library
TOTAL FACILITIES CAPITAL ITEMS	**$**	**627,500.00**	

<u>STREETS CAPITAL ITEMS</u>		
INFRASTRUCTURE		
6310	$ 863,238.00	Springdale Park Neighborhood streets repaving
	$ 17,625.00	Azalea Park Neighborhood Improvements
	$ 100,000.00	Repaving portions of Elliot Rd. and Brian Circle
MACHINERY & EQUIPMENT		
6410	$ 70,000.00	Spray/sqeegee machine
	$ 230,000.00	Street Sweeper
TOTAL STREET CAPITAL ITEMS	**$ 1,280,863.00**	
<u>LIBRARY CAPITAL ITEMS</u>		
COMPUTER SOFTWARE & EQUIPMENT		
6400	$ -	Miscellaneous computer hardware
OFFICE SUPPLIES		
5110	$ -	
TOTAL LIBRARY CAPITAL ITEMS	**$ -**	
<u>PARKS CAPITAL ITEMS</u>		
INFRASTRUCTURE		
6310	$ 30,000.00	N. Bryn Mawr Park playground improvements
	$ 50,000.00	Azalea Park Improvements
MACHINERY & EQUIPMENT		
6410	$ -	
	$ 786,100.00	S. Christobal Rd. Park
	$ 42,000.00	Elliot Park playground improvements
MACHINERY & EQUIPMENT		
6410	$ 12,000.00	Harley rake for skid steer
TOTAL PARKS CAPITAL ITEMS	**$ 920,100.00**	
<u>STORMWATER CAPITAL ITEMS</u>		
INFRASTRUCTURE		
6310	$ 987,120.00	Ray's Pond & Pryor Dr. stormwater improvements
	$ 117,583.00	Azalea Park Neighborhood Improvements
MACHINERY & EQUIPMENT		
6410	$ -	

TOTAL STORMWATER CAPITAL ITEMS	**$**	**1,104,703.00**
TOTAL GENERAL FUND	**$**	**3,976,666.00**

PUBLIC UTILITIES FUND

WATER CAPITAL ITEMS

BUILDINGS

6210	$ 15,000.00	Replace fence at Well 1

INFRASTRUCTURE

6310	$ 966,150.00	Azalea Park Neighborhood Improvements
	$ 50,000.00	Well 3 ground storage tank rehabilitation
	$ 25,000.00	Windy Lane water connection

COMPUTER HARDWARE/EQUIPMENT

6400	$ -	Implementation of Tyler Technologies ERP Software

MACHINERY & EQUIPMENT

6410	$ 5,000.00	GPS unit
	$ 18,000.00	12 fire hydrant valves
	$ 16,000.00	4 fire hydrants
	$ 45,000.00	30 system valves
	$ 4,000.00	Chlorine Feed System valves

TOTAL WATER CAPITAL ITEMS **$ 1,144,150.00**

SEWER CAPITAL ITEMS

INFRASTRUCTURE

6310	$ 869,789.00	Azalea Park Neighborhood Improvements
	$ 415,000.00	Connect wastewater to County Wastewater Treatment Facility

COMPUTER HARDWARE/EQUIPMENT

6400	$ -	Implementation of Tyler Technologies ERP Software

MACHINERY & EQUIPMENT

6410	$ 3,000.00	5HP trash pump
	$ 20,000.00	(2) 5HP lift station pumps
	$ 18,000.00	Effluent panel at Wastewater Treatment Plant
	$ 10,000.00	Wilo waste pump for Plant 2
	$ 60,000.00	Air Base lift station motors (2)
	$ 20,000.00	(2) effluent pumps
	$ 5,000.00	GPS unit

PAYROLL BUDGET										
POSITION	SALARY	SICK	STIPEND	SUBTOTAL	SS	RETIRE	INS	W/C	MEDICARE	TOTAL
MAYOR	5,400	-	-	5,400	335	-	-	100	78	5,913
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
CITY MANAGER	132,432	2,547	-	134,979	8,369	18,897	16,700	100	1,957	181,002
ADMINISTRATIVE COORDINATOR	63,116	1,214	-	64,330	3,988	9,006	17,000	100	933	95,358
CITY CLERK	75,640	1,455	-	77,095	4,780	10,793	17,300	100	1,118	111,186
FINANCE DIRECTOR	121,952	2,345	2,136	126,433	7,839	17,701	2,500	100	1,833	156,406
PUBLIC WORKS DIRECTOR	103,977	2,000	-	105,977	6,571	14,837	25,500	100	1,537	154,521
ACCOUNTING CLERK	52,341	1,007	-	53,348	3,308	7,469	17,300	100	774	82,297
UTILITY BILLING	50,748	976	-	51,724	3,207	7,241	25,600	100	750	88,622
COMMUNITY DEVELOPMENT DIRECTOR	87,226	1,677	-	88,903	5,512	12,446	16,700	100	1,289	124,950
CODE COMPLIANCE OFFICER	67,221	1,293	-	68,514	4,248	9,592	17,400	1,000	993	101,747
PERMIT TECHNICIAN	45,236	870	-	46,105	2,859	6,455	17,000	100	669	73,187
STREETS SUPERINTENDENT	74,598	1,435	-	76,032	4,714	10,645	17,600	2,900	1,102	112,993
PARKS SUPERINTENDENT	56,062	1,078		57,140	3,543	8,000	17,000	2,900	829	89,411
MAINTENANCE TECH	46,285	890	-	47,175	2,925	6,605	17,000	2,900	684	77,289
MAINTENANCE TECH	44,741	860	-	45,602	2,827	6,384	17,000	2,900	661	75,374
MAINTENANCE TECH	43,196	831	-	44,027	2,730	6,164	17,000	2,900	638	73,459
MAINTENANCE TECH	35,472	682	-	36,154	2,242	5,062	17,000	2,900	524	63,882
MAINTENANCE TECH PART-TIME	37,332	-	-	37,332	2,315	-	-	2,900	541	43,088
LIBRARY DIRECTOR	85,974	1,653	-	87,627	5,433	12,268	32,323	100	1,271	139,022
YOUTH SERVICES	51,382	988	-	52,370	3,247	7,332	17,000	100	759	80,808
LIBRARY TECH	46,725	899	-	47,623	2,953	6,667	25,100	100	691	83,134
LIBRARY TECH	43,636	839	2,136	46,611	2,890	6,526	2,100	100	676	58,902
LIBRARY TECH	40,545	780	2,136	43,461	2,695	6,084	1,700	100	630	54,670
LIBRARY PART-TIME	23,526	-	-	23,526	1,459	-	-	100	341	25,426
LIBRARY PART-TIME	23,526	-	-	23,526	1,459	-	-	100	341	25,426
	1,479,290	**26,317**	**6,408**	**1,512,015**	**93,745**	**196,172**	**353,823**	**23,500**	**21,924**	**2,201,180**

PAYROLL BUDGET NO COLA

POSITION	SALARY	SICK	STIPEND	SUBTOTAL	SS	RETIRE	INS	W/C	MEDICARE	TOTAL
MAYOR	5,400	-	-	5,400	335	-	-	100	78	5,913
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
CITY MANAGER	132,432	2,547	-	134,979	8,369	18,897	16,700	100	1,957	181,002
ADMINISTRATIVE COORDINATOR	61,278	1,178	-	62,456	3,872	8,744	17,000	100	906	93,078
CITY CLERK	73,437	1,412	-	74,849	4,641	10,479	17,300	100	1,085	108,454
FINANCE DIRECTOR	118,400	2,277	2,136	122,813	7,614	17,194	2,500	100	1,781	152,002
PUBLIC WORKS DIRECTOR	100,949	1,941	-	102,890	6,379	14,405	25,500	100	1,492	150,766
ACCOUNTING CLERK	50,816	977	-	51,794	3,211	7,251	17,300	100	751	80,407
UTILITY BILLING	49,270	948	-	50,218	3,113	7,030	25,600	100	728	86,790
COMMUNITY DEVELOPMENT DIRECTOR	84,685	1,629	-	86,314	5,351	12,084	16,700	100	1,252	121,800
CODE COMPLIANCE OFFICER	65,263	1,255	-	66,518	4,124	9,313	17,400	1,000	965	99,319
PERMIT TECHNICIAN	43,918	845	-	44,763	2,775	6,267	17,000	100	649	71,554
STREETS SUPERINTENDENT	72,425	1,393	-	73,818	4,577	10,334	17,600	2,900	1,070	110,299
PARKS SUPERINTENDENT	54,429	1,047		55,476	3,439	7,767	17,000	2,900	804	87,386
MAINTENANCE TECH	44,937	864	-	45,801	2,840	6,412	17,000	2,900	664	75,617
MAINTENANCE TECH	43,438	835	-	44,273	2,745	6,198	17,000	2,900	642	73,759
MAINTENANCE TECH	41,938	807	-	42,745	2,650	5,984	17,000	2,900	620	71,899
MAINTENANCE TECH	34,439	662	-	35,101	2,176	4,914	17,000	2,900	509	62,601
MAINTENANCE TECH PART-TIME	36,245	-	-	36,245	2,247	-	-	2,900	526	41,918
LIBRARY DIRECTOR	83,470	1,605	-	85,075	5,275	11,911	32,323	100	1,234	135,917
YOUTH SERVICES	49,885	959	-	50,844	3,152	7,118	17,000	100	737	78,952
LIBRARY TECH	45,364	872	-	46,236	2,867	6,473	25,100	100	670	81,447
LIBRARY TECH	42,365	815	2,136	45,316	2,810	6,344	2,100	100	657	57,327
LIBRARY TECH	39,364	757	2,136	42,257	2,620	5,916	1,700	100	613	53,206
LIBRARY PART-TIME	22,841	-	-	22,841	1,416	-	-	100	331	24,688
LIBRARY PART-TIME	22,841	-	-	22,841	1,416	-	-	100	331	24,688
	1,440,830	**25,625**	**6,408**	**1,472,863**	**91,317**	**191,035**	**353,823**	**23,500**	**21,357**	**2,153,895**

PAYROLL ALLOCATION																
POSITION	**LEG**	**EXEC**	**CLERK**	**FIN**	**HR**	**PLAN**	**CODE**	**BLDG**	**LIB**	**FAC**	**STR**	**PARK**	**STORM**	**WTR**	**SWR**	**TOTAL**
MAYOR	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COUNCILMEMBER	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COUNCILMEMBER	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COUNCILMEMBER	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COUNCILMEMBER	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COUNCILMEMBER	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
CITY MANAGER	0.00	0.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.05	0.05	1.00
CITY CLERK	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
FINANCE DIRECTOR	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.25	1.00
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.10	0.20	0.10	0.25	0.25	1.00
ACCOUNTING CLERK	0.00	0.00	0.00	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	0.40	1.00
UTILITY BILLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.50	1.00
ADMINISTRATIVE COORDINATOR	0.00	0.80	0.00	0.00	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COMMUNITY DEVELOPMENT DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.70	0.10	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
CODE COMPLIANCE OFFICER	0.00	0.00	0.00	0.00	0.00	0.20	0.70	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
PERMIT TECHNICIAN	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
STREETS SUPERINTENDENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	1.00
PARKS SUPERINTENDENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.70	0.00	0.00	0.00	1.00
MAINTENANCE TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	1.00
MAINTENANCE TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	1.00
MAINTENANCE TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.70	0.00	0.00	0.00	1.00
MAINTENANCE TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.70	0.00	0.00	0.00	1.00
MAINTENANCE TECH PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.70	0.00	0.00	0.00	0.50
LIBRARY DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
YOUTH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
LIBRARY TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
LIBRARY TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
LIBRARY TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
LIBRARY PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
	6.00	**1.70**	**1.00**	**0.70**	**0.20**	**1.40**	**0.80**	**0.80**	**6.00**	**1.30**	**1.60**	**3.00**	**1.60**	**1.45**	**1.45**	**28.50**

STAFF REPORT

TO: Chairman and Members of the Local Planning Agency

FROM: Tyler Reed

DATE: July 22, 2024

SUBJECT: Variance Request – 4 Lane Drive

BACKGROUND:

The City has received a request for a variance on the property of 4 Lane Drive. The property owner, Patriot Technologies Inc, represented by Nathan Siegwart, has requested a setback of eighteen feet (18') to allow for a new three thousand three hundred and fifty square feet (3,350 sq ft) building to be developed on the site, replacing a vacant restaurant building and vacant accessory structure. The site is zoned C-1, requiring a fifty-foot (50') front setback from the front property line.

The existing structure is currently setback from the front property line at eleven feet two inches (11'2") measured from the front southwest corner and ten feet nine inches (10'9") from the front southeast corner. In addition to providing a greater setback, the proposed structure will also bring significant improvements to the existing site. This will result in a site closer to compliance with the setback regulations than the current structure.

The site previously comprised two parcels (16-2S-24-1710-000L-00A2 and 16-2S-24-1710-000L-001B), which the applicant recently combined to create one parcel at the staff's recommendation through the Lot Combination process. The new parcel (16-2S-24-1710-000L-001B) has a total of zero point twenty-one (0.21) acres in size. The combination of the two lots increased the frontage length, but the width (depth) of the lot has not changed, at eighty-six feet and six inches (86'6") wide. The relatively small depth of the lot was not the result of the applicant's actions, and the site conditions would cause unnecessary and undue hardship to the property owner if literal enforcement of the setback ordinance were applied. The requested variance is the minimum that would make reasonable land use possible. There are no foreseeable or known negative impacts on the public interest from granting the variance. The granting of the variance would not result in any special privilege that is denied to other lands, buildings, or structures in the same zoning district; without the variance, the property owner would be denied a right enjoyed by owners of similar property, and the variance is in harmony with the general intent of the Land Development Code Article 7.

DISCUSSION and JUSTIFICATION:

In order to authorize a variance, the Local Planning Agency and the City Council must find:

(1) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, buildings or structures in the same land use district

Justification: The lot at 4 Lane Drive has a special circumstance peculiar to the land due to its being an antiquated plat. Therefore, it has a relatively small depth, atypical of today's C-1 lot size requirements and C-1 district lots. In addition, the property is adjacent to the only street right of way. A lack of public right of way for sidewalks and utilities is also atypical for the C-1 zoning district. This condition makes any future development unreasonable and impractical for a new standard commercial building to meet the C-1 setbacks without a variance.

(2) That the special conditions and circumstances do not result from the actions of the applicant;

Justification: The applicant purchased the property in 2023. The current structure is legal non-conforming, and the lot is an antiquated developed plat that was established before the adoption of the City's Land Development Code. The applicant did not create special conditions or circumstances in the small lot depth and lack of typical public right of way.

(3) That granting the variance requested will not confer upon the applicant any special privilege that is denied by this Code to other lands, buildings, or structures in the same land use district;

Justification: The applicant will not receive special privileges when granting this variance because the variance will allow the applicant to improve the existing conditions of the site and decrease the non-conformity.

(4) That literal interpretation of the provisions of this Code would deprive the applicant of the rights commonly enjoyed by other properties in the same land use district under the terms of this Code and would work undue and unnecessary hardship on the applicant;

Justification: All similar properties adjacent to the subject property do not follow the literal interpretation of the setback provisions, making them legal, non-conforming lots and structures. A literal interpretation of the setback provisions for the antiquated subject property would work undue and unnecessary hardship on the applicant, given that the surrounding properties are non-conforming.

(5) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure; and

Justification: The variance requested is the minimum request to make reasonable use of the property because the request confers upon the property owner the same entitlements that others in the same zoning district and adjacent properties currently have. The setback variance will allow greater compatibility with neighboring properties.

(6) That the grant of the variance will be in harmony with the general intent and purpose of this Code and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Justification: The granting of the variance request would allow a newly constructed commercial building to replace a dilapidated vacant building that is currently in greater violation of the code than what is being proposed. The new building would improve the site, increase conformity to the code, and increase compatibility with adjacent properties. The proposed building setback is not believed to be injurious to any other properties, lower any property values of surrounding properties, or take away or impede the rights of others and is not a detriment to public welfare but an enhancement to public welfare compared to what is existing on the site.

VIOLATION TO CODE:

Land Development Code 7.15.03 Limited Commercial (C-1)

Front Yard: On every lot or parcel, there shall be a front yard (setback) of not less than fifty (50) feet. No building, structure, accessory structure, fence, wall, seating or other use is permitted within the front setback or forward of the building unless otherwise authorized by this code. Parking is permitted in the setback but not including parking garages.

FINANCIAL IMPACT

There are no anticipated financial impacts as a result of approving the variance request.

RECOMMENDATION:

Staff requests the Local Planning Agency recommend to the City Council approval for an eighteen-foot (18') front setback variance request for the proposed Patriot Technologies building at 4 Lane Drive, Mary Esther, Florida.

Respectfully submitted,

Tyler Reed
Community Development Director

Exhibits:
A – Application
B – Affidavit and Mailing List
C – Existing Survey
D – Site Plan
E – Aerial Map
F – Current Site Conditions
G – Advertisement Notice & Receipt
H – Other Supporting Documents

Exhibit A- Application

CITY OF MARY ESTHER

195 CHRISTOBAL ROAD - N. ● MARY ESTHER, FLORIDA 32569
TELEPHONE (850) 243-3566 - FAX (850) 243-0736

Request For Variance

Date of Application: 3/18/24

Name of Applicant: Nathaniel Siegwart

Phone Number: 850-420-9398

Owner: Patriot Technologies NWF Inc

Phone Number: 850-420-9398

Address: 4 Lane Drive, Mary Esther, FL

Parcel # 16-2S-24-1710-000L-00A2 and 16-2S-24-1710 000L-001B

Legal Description: __________

Zoning: C-1 Ordinance/Code Affected: __________

Briefly describe the requested variance for consideration:

Requesting an 18 ft building setback from the right of way at Lane Drive.

See attached proposed drawing.

ACKNOWLEDGMENTS

1. I understand that this request will be processed by the City and considered at the earliest available public hearing.
2. I understand that at non-refundable fee of $50.00 is due before the application will be processed.
3. I understand that all costs of advertisement is the responsibility of the applicant/owner.
4. I understand that I must comply with all provisions of City Ordinance 21-16, 21-18 and the advertising/notice requirements as stated on the back of this application.

I, Nathaniel Siegwart, owner of Patriot Technologies NWF Inc hereby request consideration by the City of Mary Esther for a variance to the Code of Ordinances or Land Development Code for the above described property and certify that I have read and understand the acknowledgments as stated within this application for a variance.

Signature: ______________________ Date: 3/18/24

Patriot Technologies
5 Lane Dr. Suite E
Mary Esther, FL 32569
March 26th, 2024

City of Mary Esther, Planning Dept.
195 Christobal Rd. N
Mary Esther, FL 32569

Dear Planning Official,

In compliance with item 3b of section 21-18, I am writing this letter to state the reasons for this variance request.

First we would like to consolidate our operations to one property which is the reason the property at 4 Lane Dr. was purchased. We have been operating out of our current leased location across the street but need more space.

Secondly the existing building on the property at 4 Lane Drive is not well suited for our needs as a business, and it is only 11' from the right of way at Lane Drive.

Thank you for reviewing this request and please let us know if any more information is needed to approve this request.

Sincerely,

Nathan Siegwart
Patriot Technologies

Florida License: EF20001193
5 Lane Drive Suite E
Mary Esther, FL 32569
850.543.8030

Sec. 21-16. Rezoning and variance request.

(a) Requests for rezonings and variances shall be presented to the planning/zoning department in a preliminary manner prior to formal submission of such request to the local planning agency and the city council. The planning/zoning director shall assist the applicant in discussing and coordinating the preliminary request with appropriate officials such as the building inspector, fire chief, engineer, attorney or other officials for the purpose of making a preliminary evaluation of the request to determine compliance with the building codes and safety procedures and other applicable regulations.

(b) After such preliminary evaluation, the planning/zoning director shall distribute to the applicant such documents as may be necessary to proceed with preparation of the application request.

(c) Once completed, the application shall be submitted to the local planning agency and the city council through the city clerk, at 195 Christobal Road North, Mary Esther, Florida 32569.

(d) The applicant shall ensure that the property affected is posted with a sign approximately two (2) feet by three (3) feet and printed so it can be easily read from the street. A sufficient number of signs shall be placed on all street frontages. The sign should state in effect the following:
PUBLIC HEARING (PROPOSED REZONING) or (CHANGE OF PERMITTED USE OF) FROM (Current use/purpose) TO (Proposed use/purpose); the date, time and place of the public hearing; and FOR INFORMATION CALL (Telephone Number).
(Ord. No. 84-6, § 1, 7-2-84; Ord. No. 2005-08, § I, 11-7-05)

Sec. 21-18. Variance request.

(a) A variance is used in connection with this Code as a means of modifying or adjusting the provisions and requirements of the Code when such action will not be contrary to the public interest and when, owing to conditions peculiar to the property and that are not the result of actions of the applicant, a literal enforcement of this Code would result in unnecessary and undue hardship for the applicant.

(b) The application for a variance shall contain the following:
(1) Evidence of title of applicant (copy of deed or contract to purchase).
(2) Copy of subdivision restrictive covenants or restrictive covenants in applicant's deed or other title documents.
(3) Letter of request stating reasons variance is needed.
(4) Legal description of property, deed or sales contract, and plot plan.
(5) Sketch showing dimensions of property, existing structures, and proposed structures, also showing all setback lines.
(6) List of property owners within a three-hundred-foot radius of property affected, including their names and addresses. This information can be obtained through the tax assessor's office.
(7) Notarized affidavit stating that subsection (6) above was obtained through the office of the tax assessor and that each of the property owners have been notified by certified mail of such variance request.
(8) A fifty-dollar application fee for each variance requested, which is nonrefundable.
(9) Notarized affidavit stating that signs have been posted on the affected property.

(c) In order to authorize a variance the local planning agency and the city council must find:
(1) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, buildings or structures in the same land use district;
(2) That the special conditions and circumstances do not result from the actions of the applicant;
(3) That granting the variance requested will not confer upon the applicant any special privilege that is denied by this Code to other lands, buildings, or structures in the same land use district;

(4) That literal interpretation of the provisions of this Code would deprive the applicant of the rights commonly enjoyed by other properties in the same land use district under the terms of this Code and would work undue and unnecessary hardship on the applicant;

(5) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure; and

(6) That the grant of the variance will be in harmony with the general intent and purpose of this Code and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare. (Ord. No. 84-6, § 1, 7-2-84; Ord. No. 2005-08, § II, 11-7-05)

Notice procedures.

(1) The City of Mary Esther will advertise (at the applicants expense) twice in a newspaper that is published at least five (5) days per week that a public hearing, public meeting, or public workshop, as the case may be, will be held to consider any of the matters for the proposed approval. The advertisement will include an identification of who is holding the hearing, meeting or workshop as well as the date, time, place and general subject of the hearing, meeting or workshop and the location where copies of the proposed matter may be obtained. To the extent possible, the advertisement will appear in a section of the newspaper other than the classified or legal sections. The advertisement will encourage the public to provide written and/or verbal comments on the matters under consideration.

(2) The advertisements shall appear approximately fourteen (14) days prior to the hearing, meeting or workshop and no later than five (5) days prior to the hearing, meeting or workshop.

(3) All public hearings and public meetings shall be held after 5:00 p.m., Monday through Thursday. Workshops may be held at other times deemed appropriate.

(4) In addition to the advertising requirements described above, a notice of the hearing, meeting or workshop will be posted in a conspicuous place or places at City Hall at least seven (7) days prior to the hearing, meeting or workshop.

(5) The city will also provide a direct notice of any hearing, meeting or workshop to any group, agency or government that registers with the city to receive such notice at least fourteen (14) days prior to the hearing, meeting or workshop. The group, agency or government receiving such notice shall be responsible to notify their membership of the particulars involved.

(6) The city will periodically provide notification to the media regarding the status of matters under consideration.

(7) In addition, the city will conform to the applicable notice requirements for adoption of the comprehensive plan as described in Chapter 163.3184 and 163.3187, Florida Statutes.

Properties within 300' of 4 Lane Drive, Mary Esther, FL

ParcelId	OwnerName	OwnerAddress1	OwnerCityStZip
16-2S-24-1710-000D-00A0	MARY ESTHER LEASING INC, INTEGRITY WEIGHT LOSS CENTER	PO BOX 397	MARY ESTHER, FL 32569-0397
16-2S-24-1710-000D-017A	MARY ESTHER LEASING INC, ADVANCED SACRED HOPE ACADEMY	PO BOX 397	MARY ESTHER, FL 32569-0397
16-2S-24-1710-000D-017C	MARY ESTHER LEASING INC	PO BOX 397	MARY ESTHER, FL 32569-0397
16-2S-24-1710-000E-0190	Z TWO SISTERS INC, TOM THUMB 100 MIRACLE STRIP	6216 SUNTAN CIRCLE	PENSACOLA, FL 32526
16-2S-24-1710-000E-0220	MERAK ENTERPRISES INC, CERAMICS CREATIONS	800 CHOCTAW LANE	SHALIMAR, FL 32579
16-2S-24-1710-000E-0240	MERAK ENTERPRISES INC, SERENE REEF	800 CHOCTAW LANE	SHALIMAR, FL 32579
16-2S-24-1710-000F-0260	MARY ESTHER LEASING INC, ORTHODONTIC SPECIALISTS	PO BOX 397	MARY ESTHER, FL 32569-0397
16-2S-24-1710-000F-0270	MARY ESTHER LEASING INC	PO BOX 397	MARY ESTHER, FL 32569-0397
16-2S-24-1710-000F-0280	CITY OF MARY ESTHER, VERIZON WIRELESS	195 CHRISTOBAL RD	MARY ESTHER, FL 32569
16-2S-24-1710-000G-0010	CITY OF MARY ESTHER	195 CHRISTOBAL RD	MARY ESTHER, FL 32569
16-2S-24-1710-000L-0010	BRJ INVESTMENTS INC	701 ANCHOR ST	FT WALTON BEACH, FL 32547
16-2S-24-1710-000L-001B	PATRIOT TECHNOLOGIES NWF INC	5 LANE DR STE E	MARY ESTHER, FL 32569
16-2S-24-1710-000L-00A1	MARY ESTHER CHURCH OF CHRIST	6 LANE DR	MARY ESTHER, FL 32569-1918
16-2S-24-1710-000L-00A2	PATRIOT TECHNOLOGIES NWF INC	5 LANE DR STE E	MARY ESTHER, FL 32569
16-2S-24-1710-000L-00A3	CITY OF MARY ESTHER	195 CHRISTOBAL RD	MARY ESTHER, FL 32569

The above list was acquired from the Okaloosa County Tax Collectors Office by Nathaniel Siegwart on 6/6/24

Nathaniel Siegwart — Print Name
[signature] — Signature
6/6/24 — Date

STATE OF FLORIDA
COUNTY OF Okaloosa

The foregoing instrument was acknowledged before me by means of ☑ physical presence OR ☐ online notarization this 6 day of June, 2024, by Nathaniel Siegwart.

✓ Personally Known OR ____ Produced Identification

Type of Identification Produced ____________

[signature]
Notary Public

Kelvin Cherry
Notary Public
State of Florida
Comm# HH070546
Expires 12/12/2024

FLORIDA NOTARY ASSOCIATION SINCE 1978

Properties within 300' of 4 Lane Drive, Mary Esther, FL

ParcelId	OwnerName	OwnerAddress1	OwnerCityStZip
16-2S-24-1710-000D-00A0 #7017 1450 0002 1993 7274	MARY ESTHER LEASING INC, INTEGRITY WEIGHT LOSS CENTER	PO BOX 397	MARY ESTHER, FL 32569-0397
16-2S-24-1710-000D-017A 7017 1450 0002 1993 7262	MARY ESTHER LEASING INC, ADVANCED SACRED HOPE ACADEMY	PO BOX 397	MARY ESTHER, FL 32569-0397
16-2S-24-1710-000D-017C 7017 1450 0002 1993 7200	MARY ESTHER LEASING INC	PO BOX 397	MARY ESTHER, FL 32569-0397
16-2S-24-1710-000E-0190 7017 1450 0002 1993 7231	Z TWO SISTERS INC, TOM THUMB 100 MIRACLE STRIP	6216 SUNTAN CIRCLE	PENSACOLA, FL 32526
16-2S-24-1710-000E-0220 7017 1450 0002 1993 7255	MERAK ENTERPRISES INC, CERAMICS CREATIONS	800 CHOCTAW LANE	SHALIMAR, FL 32579
16-2S-24-1710-000E-0240 7017 1450 0002 1993 7224	MERAK ENTERPRISES INC, SERENE REEF	800 CHOCTAW LANE	SHALIMAR, FL 32579
16-2S-24-1710-000F-0260 7017 1450 0002 1993 7217	MARY ESTHER LEASING INC, ORTHODONTIC SPECIALISTS	PO BOX 397	MARY ESTHER, FL 32569-0397
16-2S-24-1710-000F-0270	MARY ESTHER LEASING INC	PO BOX 397	MARY ESTHER, FL 32569-0397
16-2S-24-1710-000F-0280	CITY OF MARY ESTHER, VERIZON WIRELESS	195 CHRISTOBAL RD	MARY ESTHER, FL 32569
16-2S-24-1710-000G-0010	CITY OF MARY ESTHER	195 CHRISTOBAL RD	MARY ESTHER, FL 32569
16-2S-24-1710-000L-0010 7017 1450 0002 1993 7194	BRJ INVESTMENTS INC	701 ANCHOR ST	FT WALTON BEACH, FL 32547
16-2S-24-1710-000L-001B 7017 1450 0002 1993 7170	PATRIOT TECHNOLOGIES NWF INC	5 LANE DR STE E	MARY ESTHER, FL 32569
16-2S-24-1710-000L-00A1 7017 1450 0002 1993 7187	MARY ESTHER CHURCH OF CHRIST	6 LANE DR	MARY ESTHER, FL 32569-1918
16-2S-24-1710-000L-00A2	PATRIOT TECHNOLOGIES NWF INC	5 LANE DR STE E	MARY ESTHER, FL 32569
16-2S-24-1710-000L-00A3	CITY OF MARY ESTHER	195 CHRISTOBAL RD	MARY ESTHER, FL 32569

The above list was acquired from the Okaloosa County Tax Collectors Office by Nathaniel Siegwart on 6/6/24

Nathaniel Siegwart — Print Name
Signature
6/6/24 — Date

STATE OF FLORIDA
COUNTY OF Okaloosa

The foregoing instrument was acknowledged before me by means of ☑ physical presence OR ☐ online notarization this 6 day of June, 2024, by Nathaniel Siegwart.

✓ Personally Known OR ____ Produced Identification

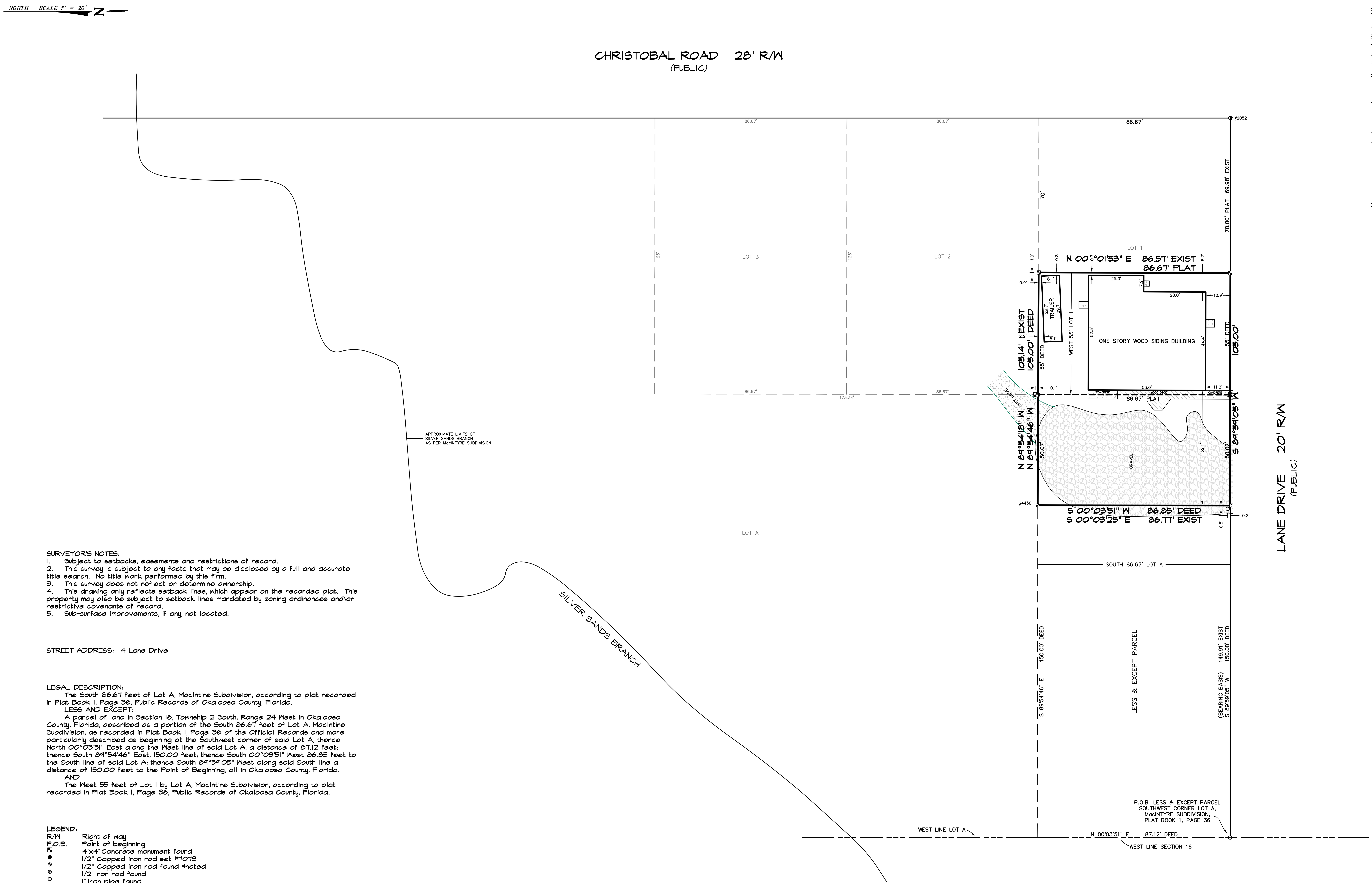
Type of Identification Produced ________

Notary Public

Kelvin Cherry
Notary Public
State of Florida
Comm# HH070546
Expires 12/12/2024

FLORIDA NOTARY ASSOCIATION SINCE 1978

TRACKING # IN BLUE
ALL MAIL $8.69 X 10 total cost $86.90



SURVEYOR'S NOTES:

1. Subject to setbacks, easements and restrictions of record.
2. This survey is subject to any facts that may be disclosed by a full and accurate title search. No title work performed by this firm.
3. This survey does not reflect or determine ownership.
4. This drawing only reflects setback lines, which appear on the recorded plat. This property may also be subject to setback lines mandated by zoning ordinances and\or restrictive covenants of record.
5. Sub-surface improvements, if any, not located.

STREET ADDRESS: 4 Lane Drive

LEGAL DESCRIPTION:

The South 86.67 feet of Lot A, MacIntire Subdivision, according to plat recorded in Plat Book 1, Page 36, Public Records of Okaloosa County, Florida.

LESS AND EXCEPT:

A parcel of land in Section 16, Township 2 South, Range 24 West in Okaloosa County, Florida, described as a portion of the South 86.67 feet of Lot A, MacIntire Subdivision, as recorded in Plat Book 1, Page 36 of the Official Records and more particularly described as beginning at the Southwest corner of said Lot A; thence North 00°03'51" East along the West line of said Lot A, a distance of 87.12 feet; thence South 89°54'46" East, 150.00 feet; thence South 00°03'51" West 86.85 feet to the South line of said Lot A; thence South 89°59'05" West along said South line a distance of 150.00 feet to the Point of Beginning, all in Okaloosa County, Florida.

AND

The West 55 feet of Lot 1 by Lot A, MacIntire Subdivision, according to plat recorded in Plat Book 1, Page 36, Public Records of Okaloosa County, Florida.

LEGEND:

R/W	Right of way
P.O.B.	Point of beginning
	4"x4" Concrete monument found
●	1/2" Capped iron rod set #7073
	1/2" Capped iron rod found #noted
⊕	1/2" iron rod found
○	1" iron pipe found
	Permanent control point found # noted
×	"X" cut in concrete

Measurements made in accordance with United States Standards.

Bearing Reference NORTH BASED ON THE NORTH R/W LANE DRIVE AS S 89°59'05" W (DEED CALL)
Ordered By NATHAN SIEGWART Elevation Reference
Encroachments GRAVEL, DIRT DRIVE
Source of Information PUBLIC RECORDS; RECORDED PLAT: MacINTIRE SUBDIVISION (P.B. 1, P. 36);

A BOUNDARY SURVEY AND LOCATION OF IMPROVEMENTS OF A PORTION OF SECTION 16, T-2-S, R-24-W

PITTMAN, GLAZE AND ASSOCIATES, INC.
LAND SURVEYORS
5700 N. DAVIS HIGHWAY, SUITE 3
PENSACOLA, FL 32503
Phone (850) 434-6666 Fax (850) 434-6661
Email: pgasurvey@bellsouth.net

GRAPHIC SCALE - 1" = 20'

I hereby certify that this survey was made under my responsible charge and meets the Standards of Practice as set forth by the Florida Board of Professional Surveyors & Mappers in Chapter 5J-17.050, 5J-17.051 and 5J-17.052, pursuant to Section 472.027 Florida Statutes.
LB No. 7073

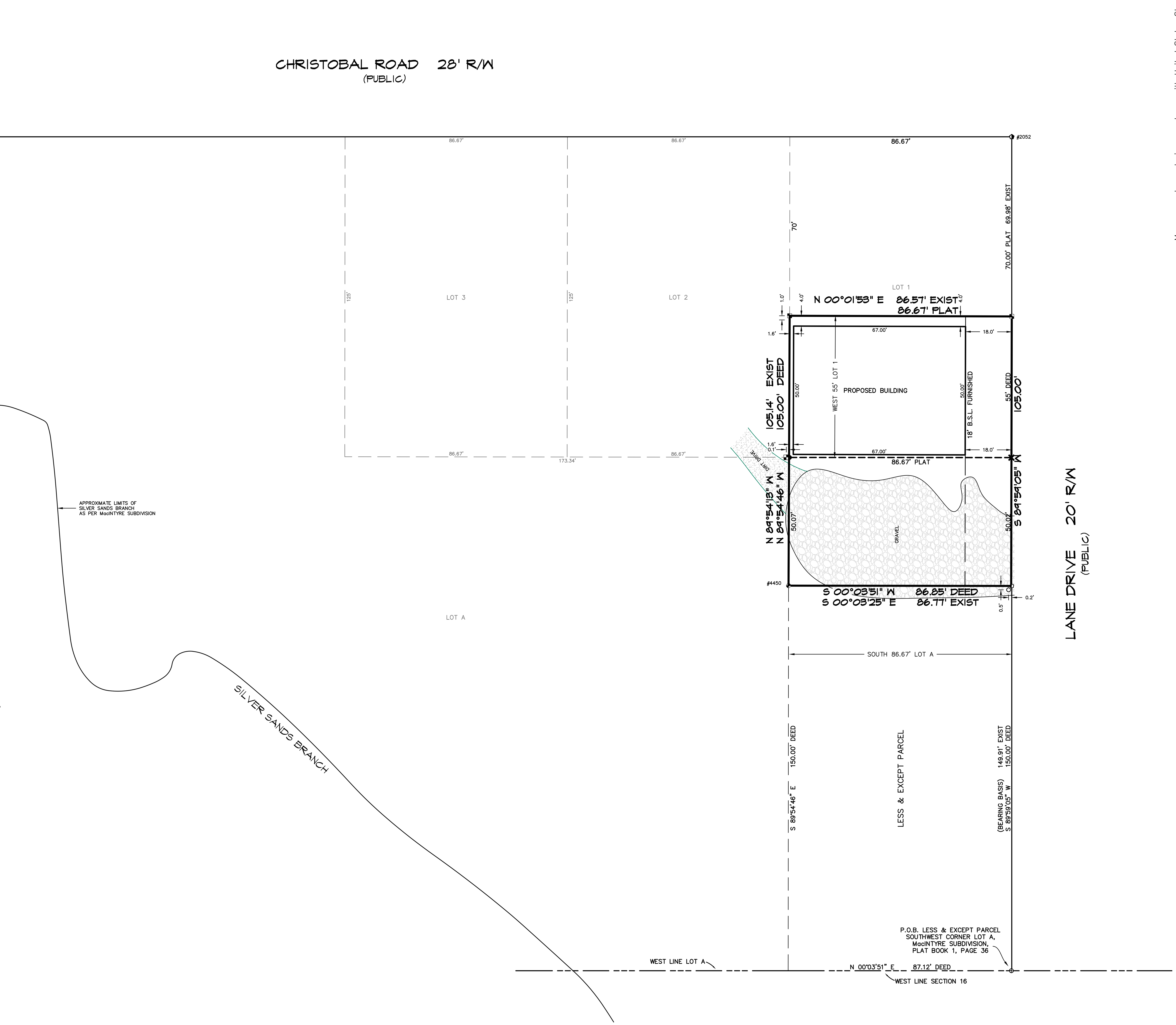
David D. Glaze ■ PSM #5605
Walter J. Glaze □ PSM #6190

This survey is valid only if it contains the original seal and original signature of the signing surveyor.

SHEET 1 OF 1

NOT VALID WITHOUT SEAL AND SIGNATURE

File No. C-9026
Job No. 40065-23
Scale 1" = 20'
Date of Survey 7-7-2023
Date of Plat 7-10-2023
Date of Revision
FB 1701 PG 47-49
FB PG
Drawn by PMJ
Checked By DDG



Building setback information as per:
Code of Ordinances
Supplement 21
Online content updated on September 1, 2021
CODE OF ORDINANCES County of OKALOOSA, FLORIDA Codified through Ordinance No. 20-22, adopted December 1, 2020. (Supp. No. 21)

2.8.6. - Bulk regulations.
Intensity shall be limited to a floor area ratio of 0.75 and an impervious surface coverage of no more than 75 percent. Maximum building height shall be no more than 45 feet. Front setback shall be no less than ten feet. Residential building setbacks shall be applied based on the type of building, i.e. single-family: R-1; duplex: R-2, etc. See section 2.19.00 for possible additional requirements.

2.19.0. - Bulk regulations footnotes.
Item 3: In all commercially zoned (C-1, C-2, and C-3) districts for all buildings two stories or less in height, no side or rear yards are required except where the property line is contiguous with a residential use; then a buffer or screen, as required in section 6.05.07 shall be installed. Two or more buildings located on the same lot shall be a minimum ten feet apart for one or two-story buildings.

SURVEYOR'S NOTES:
1. Subject to setbacks, easements and restrictions of record.
2. This survey is subject to any facts that may be disclosed by a full and accurate title search. No title work performed by this firm.
3. This survey does not reflect or determine ownership.
4. This drawing only reflects setback lines, which appear on the recorded plat. This property may also be subject to setback lines mandated by zoning ordinances and\or restrictive covenants of record.
5. Sub-surface improvements, if any, not located.
6. NOT A BOUNDARY SURVEY. Boundary information shown as per Pittman, Glaze & Associates survey file #C9026, dated July 10, 2023.
7. Building setback line information furnished by client.

STREET ADDRESS: 4 Lane Drive

LEGAL DESCRIPTION:
The South 86.67 feet of Lot A, MacIntire Subdivision, according to plat recorded in Plat Book 1, Page 36, Public Records of Okaloosa County, Florida.
LESS AND EXCEPT:
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AND
The West 55 feet of Lot 1 by Lot A, MacIntire Subdivision, according to plat recorded in Plat Book 1, Page 36, Public Records of Okaloosa County, Florida.

LEGEND:

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P.O.B.	Point of beginning
	4"x4" Concrete monument found
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	1/2" Capped iron rod found #noted
⊕	1/2" Iron rod found
○	1" Iron pipe found
	Permanent control point found # noted
×	"X" cut in concrete

A PLOT PLAN A PORTION OF SECTION 16, T-2-S, R-24-W
(NOT A BOUNDARY SURVEY)

Measurements made in accordance with United States Standards.
Bearing Reference NORTH BASED ON THE NORTH R/W LANE DRIVE AS S 89°59'05" W (DEED CALL)
Ordered By NATHAN SIEGWART
Elevation Reference
Encroachments GRAVEL DIRT DRIVE
Source of Information PUBLIC RECORDS, RECORDED PLAT, MacINTIRE SUBDIVISION (P.B. 1, P. 36)

PITTMAN, GLAZE AND ASSOCIATES, INC.
LAND SURVEYORS
3700 N. DAVIS HIGHWAY, SUITE 3
PENSACOLA, FL 32503
Phone (850) 434-6666 Fax (850) 434-6661
Email: pgasurvey@bellsouth.net

I hereby certify that this survey was made under my responsible charge and meets the Standards of Practice as set forth by the Florida Board of Professional Surveyors & Mappers in Chapter 5J-17.050, 5J-17.051 and 5J-17.052, pursuant to Section 472.027 Florida Statutes.
LB No. 7073

David D. Glaze PSM #5605
Walter J. Glaze PSM #6190
This survey is valid only if it contains the original seal and original signature of the signing surveyor.

SHEET 1 OF 1

DAVID D. GLAZE, LICENSE NUMBER No. 5605, STATE OF FLORIDA, PROFESSIONAL SURVEYOR & MAPPER

File No. C-9045
Job No. 40065-23A
Scale 1" = 20'
Date of Survey 7-7-2023
Date of Plat 8-17-2023
Date of Revision 3-21-2024
FB 1701 PG 47-49
FB PG
Drawn by PMJ
Checked By DDG

Exhibit E- Aerial Map

Exhibit F- Current Site Conditions

Figure 1 - Existing Structure

Figure 2 - Gravel parking area

Figure 3 - Current setback to Lane Drive

Figure 4 - Lot Frontage

Figure 5 - Existing Structure Frontage


Figure 6 - Utility Pole


Figure 7 - Existing Accessory Structure

LocaliQ
Florida
GANNETT

Order Confirmation
Not an Invoice

Account Number:	535985
Customer Name:	City Of Mary Esther
Customer Address:	City Of Mary Esther 195 CHRISTOBAL ROAD Ext 11 Fx 243-0736 Mary Esther FL 32569
Contact Name:	City Of Mary Esther
Contact Phone:	8502433566
Contact Email:	
PO Number:	

Date:	07/01/2024
Order Number:	10349700
Prepayment Amount:	$ 0.00

Column Count:	1.0000
Line Count:	38.0000
Height in Inches:	0.0000

Print

Product	**#Insertions**	**Start - End**	**Category**
FTW NW Florida Daily News	2	07/08/2024 - 07/15/2024	Govt Public Notices
FTW nwfdailynews.com	2	07/08/2024 - 07/15/2024	Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	$174.14
Tax Amount	$0.00
Service Fee 3.99%	$6.95
Cash/Check/ACH Discount	-$6.95
Payment Amount by Cash/Check/ACH	$174.14
Payment Amount by Credit Card	$181.09

Order Confirmation Amount	$174.14

1/2

Ad Preview

PUBLIC NOTICE
CITY OF MARY ESTHER
PUBLIC HEARING FOR VARIANCE REQUEST

Notice is hereby given that a Public Hearing will be conducted at the request of Nathaniel Siegwart, 4 Lane Drive, Mary Esther, FL, on Monday, July 22, 2024, at 5:00 p.m. before the Mary Esther Local Planning Agency at City Hall, 195 Christobal Road North, Mary Esther, FL. The purpose of this hearing is to hear the request for a variance to allow development within the front setback of the subject property. Anyone with any questions or concerns regarding this variance should call Tyler Reed at 850-243-3566 extension 120.

All interested residents and property owners who might be affected are invited to attend. If a person decides to appeal any decision made with respect to any matter considered at such meeting, such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. The facility is handicap accessible. If special accommodations are needed for sight, sound, language, or physical impairment, please contact the City Clerk at least 24 hours before the meeting by calling 850-243-3566, extension 111.

Pub: 7/8, 7/15/24; #10349700

Okaloosa County Property Appraiser

Parcel Summary

Parcel ID	16-2S-24-1710-000L-001B
Location Address	4 LANE DR MARY ESTHER 32569
Neighborhood	100400.00
Legal Description	MCINTIRE S/D (Note: The Description above is not to be used on legal documents.)
Property Use Code	RESTAURANT/CAFE
Sec-Twp-Rng	16-2S-24
Tax District	5-Mary Esther
Millage Rate	14.3573
Acreage	0
Homestead	False (Note: True=Yes, False=No)
Acreage (GIS)	0.11

View Map

Owner Information

PATRIOT TECHNOLOGIES NWF INC
5 LANE DR STE E
MARY ESTHER, FL 32569

Address Change Form

Address Change Form

Valuation

	2023 Certified Values	2022 Certified Values	2021 Certified Values	2020 Certified Values	2019 Certified Values
Building Value	$41,748	$37,340	$33,191	$34,799	$31,635
Extra Features Value	$0	$0	$0	$0	$0
Land Value	$35,403	$33,723	$30,668	$30,057	$30,057
Land Agricultural Value	$0	$0	$0	$0	$0
Agricultural (Market) Value	($35,403)	($33,723)	($30,668)	($30,057)	($30,057)
Just (Market) Value	**$77,151**	**$71,063**	**$63,859**	**$64,856**	**$61,692**
Assessed Value	$77,151	$70,245	$63,859	$64,856	$61,692
Exempt Value	$0	$0	$0	$0	$0
Taxable Value	$77,151	$70,245	$63,859	$64,856	$61,692
Maximum Save Our Homes Portability	$0	$818	$0	$0	$0

2023 TRIM Notice

Click Here to view the 2023 TRIM Notice (PDF)

Homestead Application

Apply for Homestead Exemption

Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth
002100 - RESTAURANT	4774	SF	55	0

Building Information

Type	RESTAURANT
Total Area	2741
Heated Area	2593
Exterior Walls	AVERAGE
Roof Cover	METAL
Interior Walls	MINIMUM; WALL BD/WD
Frame Type	WOOD FRAME
Floor Cover	PINE WOOD
Heat	AIR DUCTED
Air Conditioning	CENTRAL
Bathrooms	0
Bedrooms	0
Stories	1
Actual Year Built	1953
Effective Year Built	1960

Building Area Types

Type	Description	Sq. Footage	Year
BAS	BASE AREA	1476	1953
FOP	F OPN PRCH	148	2000
FST	F STORAGE	36	1953
FST	F STORAGE	95	1999
SFB	SEM F BASE	901	1998
SFB	SEM F BASE	85	2000

Sales

Sale Date	Sale Price	Instrument	Instrument Number	Book / Page	Qualification	Sale Reason	Vacant / Improved	Grantor	Grantee
9/6/2023	$229,000	WD		3691/118	Qualified	QUAL/MULT-PROP W/MULT-TAXIDS	Improved	THE LANE TRUST	PATRIOT TECHNOLOGIES NWF INC
5/10/2010	$120,000	WD		2935/466		QUAL/MULT-PROP W/MULT-TAXIDS	Improved	DENT FREDERICK R & DIANE M	THE LANE TRUST
4/27/2005	$125,000	WD		2614/411		UNQUAL/PERSPROP, NONTYPCL AMTS	Improved	BETHEA MARK G	DENT FREDERICK R & DIANE M
4/13/2005	$1,362,500	WD		2610/3851	Unqualified	UNQUAL/PERSPROP, NONTYPCL AMTS	Improved	BIGGS FRANKLIN B - ESTATE	BETHEA MARK G
1/20/2004	$100	WD		2538/1495	Unqualified	QUAL/CREDIBLE,VERIF/DOC/EVIDEN	Improved	BIGGS FRANKLIN B	BETHEA MARK G - 30% INT
6/1/1990	$325,000	WD		1559/914	Unqualified	N/A	Improved		BIGGS FRANKLIN B
3/1/1989	$460,000	WD		1500/384	Unqualified	N/A	Improved		
11/1/1986	$130,000	WD		1372/1294	Unqualified	N/A	Improved		

Permits

Permit Number	Type	Description	Issued	Amount
367581	0000240	RE-ROOF	6/10/2013	$6,000
3822	0000190	XFOB	6/26/1998	$3,000

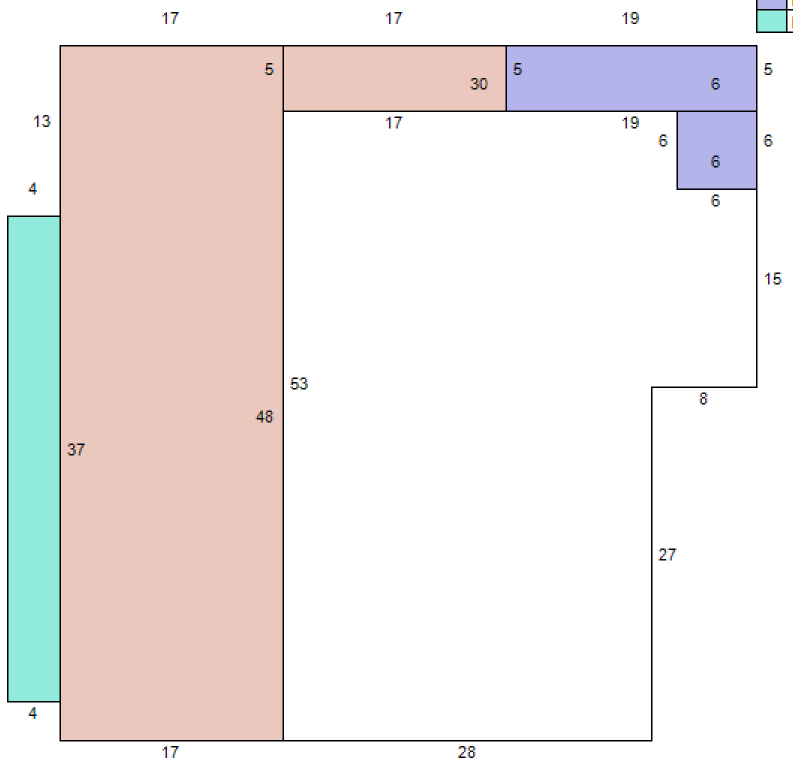
2023 Property Record Card

Click Here to view the 2023 Property Record Card (PDF)

Tax Collector

Click here to view the Tax Collector website.

Sketches



Room Type	Area
SEM F BASE	986
BASE AREA	1476
F STORAGE	130
F OPN PRCH	148

Building 1

Print Sketches

Generate Owner List by Radius

Distance:

100 Feet

Use Address From:

Owner Property

Select export file format:

Address labels (5160)

International mailing labels that exceed 5 lines are not supported on the Address labels (5160). For international addresses, please use the xlsx, csv or tab download formats.

Download

Show All Owners

Show Parcel ID on Label

Skip Labels 0

No data available for the following modules: Extra Features.

Prepared by and return to:
Kerry Anne Schultz

Schultz Law Group, P.L.L.C.
2779 Gulf Breeze Parkway
Gulf Breeze, FL 32563
850-754-1600
File Number: **23-00329.RC**

[Space Above This Line For Recording Data]

Warranty Deed

This Warranty Deed made this 6th day of September, 2023 between **Alvin Curtis, as Trustee of The Lane Trust, a Land Trust dated April 13, 2010** whose post office address is **P.O. Box 1062, Daphne, AL 36526**, grantor, and **Patriot Technologies NWF Inc., a Florida for profit corporation** whose post office address is **5 Lane Drive, Suite E, Mary Esther, FL 32569**, grantee:

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Okaloosa County**, **Florida** to-wit:

The South 86.67 feet of Lot A, MacIntire Subdivision, according to plat recorded in Nat Book 1, Page 36, Public Records of Okaloosa County, Florida.

LESS AND EXCEPT:
A parcel of land in Section 16, Township 2 South, Range 24 West in Okaloosa County, Florida, described as a portion of the South 86.67 feet of Lot A, MacIntire Subdivision, as recorded in Plat Book 1, Page 36 of the Official Records and more particularly described as beginning at the Southwest corner of said Lot A; thence North 00°03'51" East along the West line of said Lot A, a distance of 87.12 feet; thence South 89°54'46" East, 150.00 feet; thence South 00°03'51" West 86.85 feet to the South line of said Lot A; thence South 89°59'05" West along said South line a distance of 150.00 feet to the Point of Beginning, all in Okaloosa County, Florida.

AND

The West 55 feet of Lot 1 by Lot A, MacIntire Subdivision, according to plat recorded in Plat Book 1, Page 36,
Public Records of Okaloosa County, Florida.

Parcel Identification Number: 16-2S-24-1710-000L-001B

and

Parcel Identification Number: 16-2S-24-1710-000L-00A2

Subject to reservations, restrictions and easements of record which are not hereby reimposed, and any zoning ordinances.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **December 31, 2022**.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness Name: Kerry Ann Schultz

Witness Name: Braeden Miller

Alvin Curtis, Trustee

State of Florida
County of Santa Rosa

The foregoing instrument was acknowledged before me by means of [X] physical presence or [_] online notarization, this 6th day of September, 2023 by Alvin Curtis as Trustee of the The Lane Trust, a Land Trust dated April 13, 2010, who [_] is personally known or [X] has produced a driver's license as identification.

[Notary Seal]

KERRY ANNE SCHULTZ
Notary Public - State of Florida
Commission # HH 344024
My Comm. Expires Dec 21, 2026
Bonded through National Notary Assn.

Notary Public

Printed Name:

My Commission Expires:

BUILDING DETAILS

BUILDING TYPE: BEARING FRAME
WIDTH: 50 LENGTH: 67
SIDEWALL BAY SPACING: 3 at 22.33

	EAVE HT	ROOF PITCH	GIRT TYPE
FRONT SIDE:	14	1.0:12	Flush
BACK SIDE:	14	1.0:12	Flush

BUILDING CODE

DESIGN CODE:	FBC 20	IMPORTANCE FACTORS	
CLOSED/OPEN:	Enclosed		
EXPOSURE:	C	WIND:	1.00
SEISMIC COEF.:	0.12	SEISMIC:	1.00
SEISMIC ZONE:	B	SNOW:	1.00
RISK CATEGORY:	II - Normal		

BUILDING LOADS

DEAD:	2.5	psf
LIVE:	20	psf
GROUND SNOW:		psf
COLLATERAL:	3	psf
WIND:	146	mph

ENDWALL FRAMES

LEFT EW:	RIGHT EW:
Bearing Frame	Bearing Frame

ROOF LINER

WALL BRACING

ROOF:	Cable Bracing
LEFT EW:	Panel Shear
FRONT SW:	Panel Shear
RIGHT EW:	Panel Shear
BACK SW:	Panel Shear

ROOF AND WALL SHEETING

	ROOF	WALL
FINISH:	Galvalume +	REGAL WHITE/Kynar
PANEL:	R-PANEL-PB	R-PANEL-PB
GAUGE:	26	26

WALL LINER PANEL

LEFT EW:	RIGHT EW:
None	None
FRONT SW:	**BACK SW:**
None	None

WAINSCOT

Wall	Start Bay	End Bay	Height

GABLE EXTENSIONS

LEFT EW: RIGHT EW:
SOFFIT PANEL:
GAUGE: FIN:

EAVE EXTENSIONS

FRONT SW: BACK SW:
SOFFIT PANEL:
GAUGE: FIN:

ROOF CANOPIES

LEFT EW:	FRONT SW:	RIGHT EW:	BACK SW:
None	None	None	None

SOFFIT:
PANEL: GAUGE: FINISH:

ACCESSORIES

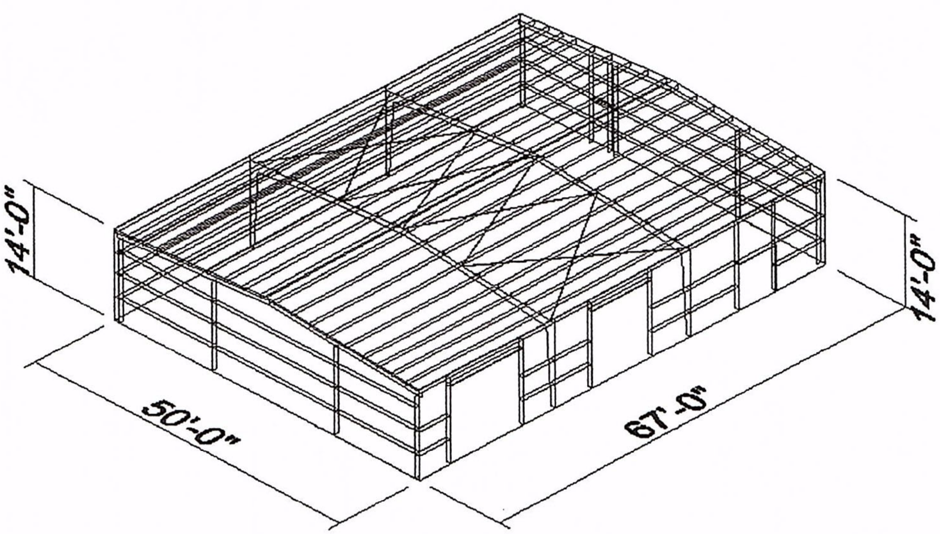
	FRONT SW:	BACK SW:
GUTTERS:	67'	67'
DSPOUTS:	4 EA	4 EA

PARTIALLY SHEETED WALLS

LEFT EW:	RIGHT EW:
None	None
FRONT SW:	**BACK SW:**
None	None

FRAMED OPENINGS

LEFT EW:	none
FRONT SW:	(1) 12 W x 12 H (1) 10 W x 12 H (1) 6 W x 7 H
RIGHT EW:	(1) 3 W x 7 H
BACK SW:	none



NOTE: CUSTOMER TO VERIFY THAT ALL CODES, LOADS, CITY, STATE AND COUNTY ARE CORRECT PRIOR TO SIGNING THIS CONTRACT.

THIS ESTIMATE IS NOT GUARTANTEED TO MEET PLANS AND SPECS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE COMPLIANCE WITH ALL CONTRACT DOCUMENTS.

<u>CHANGE ORDER PROCEDURE:</u> ANY BUILDING REQUIRING CHANGES THAT HAS BEEN RELEASED FOR PRODUCTION WILL NECESSARILY BE CANCELLED. A NEW

POSTED SIGN ALONG ALL STREET FRONTAGES

Requirements

(1) Sign shall be 2 feet by 3 feet printed on material that is resistant to the elements
(2) Print shall be easily readable from the street (minimum 1 inch print)
(3) Sign shall sate the following:

PUBLIC HEARING
VARIANCE REQUEST

JULY 22, 2024   5:00 PM

CITY HALL
195 CHRISTOBAL RD. N.
MARY ESTHER, FL 32569

FOR INFORMATION CALL
850-243-3566 EXT.120


Notice of Public Hearing
City of Mary Esther
City Council/Local Planning Agency
Purpose:
Location:
Date/Time:
For More Information, Contact 850-243-3566 Ext.
07.09.2024