Agenda
Regular Meeting
of the Mary Esther City Council
August 5, 2024 - 6:00 PM
195 Christobal Road – North, Mary Esther, FL 32569

1. INVOCATION
2. CALL TO ORDER
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL
5. APPROVAL OF THE AGENDA
6. SPECIAL PRESENTATIONS
- **6.1. Ocean City-Wright Fire Control District Appreciation**
- **6.2. Yard of the Month August 2024**

7. CONSENT AGENDA
- **7.1. Financial Report**
- **7.2. Public Works Report**
- **7.3. Library Report**
- **7.4. Fire Department Report**
- **7.5. Community Development Report**
- **7.6. Jacobs Report**
- **7.7. Law Enforcement Report**
- **7.8. Minutes of the July 8, 2024, Regular Council Meeting**
- **7.9. Minutes of the July 22, 2024, Special Council Meeting**
- **7.10. Minutes of the July 22, 2024, LPA Meeting**

8. CITIZENS WHO HAVE REQEUSTED TO BE PLACE ON THE AGENDA
9. PUBLIC COMMENT (NON-AGENDA ITEMS)
10. UNFINISHED BUSINESS
- **10.1. First Reading, Ordinance 2024-01, Vacation Rentals**

11. NEW BUSINESS
- **11.1. Proposed FY 2025 Budget and 5-Year Community Investment Plan**
- **11.2. Resolution 24-06, Adopting a Code Compliance Policy**
- **11.3. Task Order, with Emerald Coast Regional Council (ECRC) for a State-Mandated Update to the Comprehensive Plan**
- **11.4. Task Order, Amendment #1 with Kimley-Horn for the Ray's Pond Stormwater Improvements**
- **11.5. Task Order, Amendment #1 with Jacobs for the Lead Line Inventory**
- **11.6. Agreement, State Revolving Fund Planning, Design, and Construction Loan for the Lead Line Inventory Program**
- **11.7. RFB 2024-02, Pervious Rubber Pavement Material**
- **11.8. RFB 2024-03, Well #3 Ground Storage Tank Rehabilitation**

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

13. OTHER COMMENTS

14. ADJOURN

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

REMOTE MEETING ATTENDANCE

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

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

NOTES:

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

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

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

AGENDA ITEM

Agenda Item 6.1.

TO: Honorable Mayor and Members of the City Council

FROM:

DATE: August 5, 2024

SUBJECT: Ocean City-Wright Fire Control District Appreciation

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BACKGROUND:
Ocean City-Wright Fire Control District's Fire Chief Wagner approved a fire crew to help Public Works with a clogged stormwater pipe on Elliot Road. With the fire department delivering a large volume of high-pressure water, combined with a vacuum trailer, the clog was removed, allowing Public Works to vacuum up the water and debris while exposing the roots to be cut loose and preventing two or more homes from being damaged by future floods.

DISCUSSION:
Mary Esther is thanking Ocean City-Wright Fire Control District for their commitment to the city and assistance in keeping Mary Esther functioning.

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

RECOMMENDATION:
N/A.

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 6.2.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: August 5, 2024

SUBJECT: Yard of the Month August 2024

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

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

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

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

ATTACHMENT(S):
1. August Yard of the Month Submission(s)

123 Scottsdale Ct

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

BMS Account	GENERAL FUND BANK	Summary of Investments 6/30/2024	Fund	INTEREST RATE	Purpose of Acct.
101251	FNBT BANK	$146,580.00	410	0.00%	Cust. Utility Deposits Acct.
104300	GEN FUND FLORIDA PRIME	$2,318,970.74	1	5.49%	GF Savings/Investment
104400	W/S FUND FLORIDA PRIME	$335,758.24	410	5.49%	W/S Savings/Investment
101001	FNBT BANK	$11,869,689.41	1 & 410	4.59%	Operating Acct.
101001	FNBT BANK	$0.00	410	0.00%	Credit Card Payments Account
101210	FNBT BANK	$0.00	1	0.00%	Payroll Account
101001	FNBT BANK	$6,519.37	1	0.00%	HRA Account
101001	FNBT BANK	$1,615,283.36	1 & 410	4.59%	Money Market Account
104301	FLCLASS	$521,670.05	1	5.38%	GF Investment
104302	AMERIS BANK	$6,519.45	1	0.00%	GF Investment
		$16,820,990.62			

FY23-24 ESTIMATED BEGINNING GENERAL FUND UNRESTRICTED CASH	$4,146,554
FY2024 Budget deficit	($2,427,547)
FY24 budget amendment Resolution 24-04	$99,379
ESTIMATED GENERAL FUND TOTAL UNRESTRICTED CASH	**$1,818,386**
FY23-24 ESTIMATED BEGINNING W/S FUND UNRESTRICTED CASH	$4,431,432
FY2024 Budget surplus	$138,680
ESTIMATED W/S FUND TOTAL UNRESTRICTED CASH	**$4,570,112**
FY 23-24 BEGINNING DISCRETIONARY SALES SURTAX REVENUE FUND	$1,888,263
FY2024 Transfer to General Fund	($2,411,145)
FY2024 Estimated Revenue	$522,882
DISCRETIONARY SALES SURTAX FUND BALANCE	**($0)**
GRAND TOTAL ALL FUNDS:	**$6,388,498**

RESTRICTED REVENUES:

IMPACT FEE REVENUE AVAILABLE FOR RELATED EXPENSES	
Fire Protection	$66,993
Law Enforcement	$62,908
Stormwater	$41,165
Transportation	$66,988
Parks & Recreation	$36,600
Water & Sewer	$8,688
TOTAL	**$283,343**
OTHER RESTRICTED REVENUE	
Committed to natural disaster relief	$2,330,610
TOTAL	**$2,330,610**
TOTAL RESTRICTED REVENUES	**$2,613,953**

City of Mary Esther, FL

Budget vs Actuals

Account Summary

For Fiscal: 2023-2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 001 - GENERAL FUND							
Revenue							
Department: 00 - UNDESIGNATED							
001-00-311100	AD VALOREM TAXES	2,089,383.00	2,089,383.00	29,705.30	2,060,954.49	2,060,954.49	28,428.51
001-00-311200	AD VALOREM TAXES-DELQ	65,000.00	65,000.00	60,206.52	60,367.76	60,367.76	4,632.24
001-00-312130	TOURIST DEVELOPMENT TAX	180,000.00	0.00	0.00	0.00	0.00	0.00
001-00-312410	FIRST LOCAL OPTION FUEL TAX	200,000.00	200,000.00	13,687.31	139,329.02	139,329.02	60,670.98
001-00-314100	UTILITY TAXES-ELECTRIC	235,000.00	235,000.00	19,143.49	151,952.01	151,952.01	83,047.99
001-00-314200	UTILITY TAXES-COMMUNICATION SER	255,000.00	255,000.00	14,995.75	124,781.40	124,781.40	130,218.60
001-00-314300	UTILITY TAXES-WATER	123,484.00	123,484.00	10,917.14	90,865.46	90,865.46	32,618.54
001-00-314400	UTILITY TAXES-GAS	40,000.00	40,000.00	2,808.03	34,447.02	34,447.02	5,552.98
001-00-314800	UTILITY TAXES -PROPANE GAS	0.00	0.00	0.00	241.24	241.24	-241.24
001-00-316010	BUSINESS TAX - PENALTY INT	1,000.00	1,000.00	6.25	1,141.00	1,141.00	-141.00
001-00-316100	BUSINESS TAX	95,000.00	95,000.00	325.00	103,625.50	103,625.50	-8,625.50
001-00-322000	BUILDING PERMITS	80,000.00	80,000.00	27.00	5,252.04	5,252.04	74,747.96
001-00-323100	ELECTRICITY FRANCHISE FEES	205,000.00	205,000.00	13,600.21	238,179.49	238,179.49	-33,179.49
001-00-323400	GAS FRANCHISE FEES	35,000.00	35,000.00	2,496.13	31,875.54	31,875.54	3,124.46
001-00-324120	IMPACT FEES-FIRE PROTECTION	0.00	0.00	0.00	3,126.76	3,126.76	-3,126.76
001-00-324125	IMPACT FEES-LAW ENFORCEMENT	0.00	0.00	0.00	1,270.80	1,270.80	-1,270.80
001-00-329050	TRACKING FEES	1,000.00	1,000.00	120.00	1,840.00	1,840.00	-840.00
001-00-331500	FEDERAL DISASTER RELIEF	0.00	0.00	0.00	94,144.59	94,144.59	-94,144.59
001-00-334501	STATE DISASTER RELIEF	0.00	0.00	0.00	5,230.26	5,230.26	-5,230.26
001-00-335120	STATE REVENUE SHARING PROCEEDS	160,000.00	160,000.00	17,570.97	140,567.79	140,567.79	19,432.21
001-00-335150	ALCOHOLIC BEVERAGE LICENSES	500.00	500.00	0.00	489.44	489.44	10.56
001-00-335180	LOCAL GOVERNMENT 1/2 SALES TAX	460,000.00	460,000.00	42,891.87	313,825.58	313,825.58	146,174.42
001-00-338200	INTERGOV REV-COUNTY BUSINESS TA	1,000.00	1,000.00	49.47	1,648.93	1,648.93	-648.93
001-00-338210	INTERGOV REV - LIBRARY COOP	61,000.00	61,000.00	0.00	47,340.00	47,340.00	13,660.00
001-00-341200	ZONING FEES	0.00	0.00	50.00	75.00	75.00	-75.00
001-00-341300	CODE ENFORCEMENT ADMIN FEES	500.00	500.00	0.00	0.00	0.00	500.00
001-00-341901	FIRE DEPARTMENT FEES	8,500.00	8,500.00	1,401.00	11,094.50	11,094.50	-2,594.50
001-00-341902	NOTARY FEE REVENUE	0.00	0.00	0.00	110.00	110.00	-110.00
001-00-341910	PLAN REVIEW	0.00	0.00	0.00	500.00	500.00	-500.00
001-00-341920	SITE INSPECTION	500.00	500.00	0.00	50.00	50.00	450.00
001-00-342510	FINAL INSPECTION	1,000.00	1,000.00	30.00	270.00	270.00	730.00
001-00-342910	IMPACT FEE- STORMWATER	0.00	0.00	0.00	1,000.00	1,000.00	-1,000.00
001-00-343800	CEMETERY FEES	100.00	100.00	0.00	250.00	250.00	-150.00
001-00-344210	BOAT LAUNCH DAILY PERMIT	0.00	0.00	163.00	575.20	575.20	-575.20
001-00-344220	BOAT LAUNCH ANNUAL PERMIT	0.00	0.00	0.00	142.00	142.00	-142.00
001-00-344901	FLORIDA DOT	21,839.00	21,839.00	0.00	21,839.47	21,839.47	-0.47
001-00-344910	IMPACT FEE- TRANSPORTATION	0.00	0.00	0.00	988.40	988.40	-988.40
001-00-349100	LIEN SEARCH FEE	1,000.00	1,000.00	160.00	1,400.00	1,400.00	-400.00
001-00-351100	COURT FINES	3,000.00	3,000.00	1,029.41	6,539.77	6,539.77	-3,539.77
001-00-352000	LIBRARY FINES/LOST BOOKS	1,500.00	1,500.00	216.00	1,660.50	1,660.50	-160.50
001-00-354100	VIOLATION OF LOCAL ORDINANCE	2,500.00	2,500.00	205.00	6,137.00	6,137.00	-3,637.00
001-00-361000	INTEREST AND OTHER EARNINGS	0.00	0.00	1.70	5.41	5.41	-5.41
001-00-361100	INTEREST INCOME	120,000.00	120,000.00	37,435.51	311,832.48	311,832.48	-191,832.48
001-00-365100	SCRAP SALES	0.00	0.00	0.00	112.80	112.80	-112.80
001-00-366010	DONATIONS & CONTRIBUTIONS LIBR	1,000.00	17,000.00	0.00	6,245.85	6,245.85	10,754.15
001-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	870.00	16.49	7,093.88	7,093.88	-6,223.88
001-00-381000	INTERFUND TRANSFER	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
001-00-384000	DEBT PROCEEDS	1,177,779.00	3,843,324.00	0.00	3,843,324.00	3,843,324.00	0.00

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-00-389400	GRANTS - OTHER SOURCES	1,187,775.00	1,281,919.59	0.00	0.00	0.00	1,281,919.59
	Department: 00 - UNDESIGNATED Total:	**9,225,505.00**	**11,822,064.59**	**269,258.55**	**7,873,742.38**	**7,873,742.38**	**3,948,322.21**
	Revenue Total:	**9,225,505.00**	**11,822,064.59**	**269,258.55**	**7,873,742.38**	**7,873,742.38**	**3,948,322.21**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 51100 - LEGISLATIVE							
Department: 11 - MAYOR AND CITY COUNCIL							
001-11-51100-1210	SALARIES	19,200.00	19,200.00	1,850.00	10,355.00	10,355.00	8,845.00
001-11-51100-2110	SOCIAL SECURITY TAXES	1,200.00	1,200.00	114.70	642.01	642.01	557.99
001-11-51100-2410	WORKER'S COMPENSATION	600.00	600.00	70.62	282.48	282.48	317.52
001-11-51100-3000	MEDICARE INSURANCE	300.00	300.00	26.85	150.32	150.32	149.68
001-11-51100-3100	PROFESSIONAL SERVICES	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00
001-11-51100-4010	TRAVEL & PER DIEM	13,000.00	13,000.00	1,043.71	7,584.05	11,361.36	1,638.64
001-11-51100-4810	TROPHIES AND AWARDS	800.00	800.00	0.00	100.00	100.00	700.00
001-11-51100-4930	TRAINING	4,200.00	4,200.00	300.00	1,694.37	3,494.37	705.63
001-11-51100-4940	ELECTION EXPENSES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
001-11-51100-5110	OFFICE SUPPLIES	250.00	250.00	0.00	11.02	11.02	238.98
001-11-51100-5280	LEAGUE OF CITIES DINNERS	11,875.00	11,875.00	147.37	8,060.02	8,060.02	3,814.98
001-11-51100-5290	OPERATING SUPPLIES	2,150.00	2,150.00	499.99	1,050.77	1,050.77	1,099.23
001-11-51100-5410	BOOKS, PUBS, SUBS & MEMBS	4,600.00	4,600.00	0.00	4,240.00	4,240.00	360.00
001-11-51100-5742	SANTA RUN	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-11-51100-6400	COMPUTER SOFTWARE & EQUIPMEN	0.00	0.00	0.00	2,432.54	2,432.54	-2,432.54
	Department: 11 - MAYOR AND CITY COUNCIL Total:	**73,675.00**	**73,675.00**	**4,053.24**	**36,602.58**	**42,179.89**	**31,495.11**
	Activity: 51100 - LEGISLATIVE Total:	**73,675.00**	**73,675.00**	**4,053.24**	**36,602.58**	**42,179.89**	**31,495.11**
Activity: 51200 - EXECUTIVE							
Department: 12 - CITY MANAGER							
001-12-51200-1210	SALARIES	170,700.00	160,000.00	9,297.49	105,018.29	105,018.29	54,981.71
001-12-51200-2110	SOCIAL SECURITY TAXES	10,584.00	9,920.00	576.43	7,643.53	7,643.53	2,276.47
001-12-51200-2210	RETIREMENT	23,898.00	16,197.00	1,222.46	7,178.47	7,178.47	9,018.53
001-12-51200-2310	EMPLOYEE INSURANCE	34,840.00	30,000.00	1,040.95	15,314.61	15,314.61	14,685.39
001-12-51200-2410	WORKER'S COMPENSATION	170.00	170.00	20.01	80.04	80.04	89.96
001-12-51200-3000	MEDICARE INSURANCE	2,476.00	2,320.00	134.82	1,523.08	1,523.08	796.92
001-12-51200-4010	TRAVEL & PER DIEM	6,100.00	6,100.00	0.00	401.00	2,902.76	3,197.24
001-12-51200-4930	TRAINING	3,500.00	3,500.00	0.00	50.00	1,460.00	2,040.00
001-12-51200-5290	OPERATING SUPPLIES	2,500.00	2,500.00	0.00	1,628.79	1,628.79	871.21
001-12-51200-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	0.00	317.94	317.94	1,182.06
001-12-51200-6411	OFFICE EQUIP/FURNITURE	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
	Department: 12 - CITY MANAGER Total:	**259,768.00**	**235,707.00**	**12,292.16**	**139,155.75**	**143,067.51**	**92,639.49**
	Activity: 51200 - EXECUTIVE Total:	**259,768.00**	**235,707.00**	**12,292.16**	**139,155.75**	**143,067.51**	**92,639.49**
Activity: 51300 - FINANCE							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51300-1210	SALARIES	71,500.00	71,500.00	5,184.87	53,331.34	53,331.34	18,168.66
001-13-51300-2110	SOCIAL SECURITY TAXES	4,433.00	4,433.00	320.90	3,300.88	3,300.88	1,132.12
001-13-51300-2210	RETIREMENT	10,010.00	10,010.00	446.50	6,485.40	6,485.40	3,524.60
001-13-51300-2310	EMPLOYEE INSURANCE	4,400.00	4,400.00	264.51	3,132.43	3,132.43	1,267.57
001-13-51300-2410	WORKER'S COMPENSATION	70.00	70.00	8.24	32.96	32.96	37.04
001-13-51300-3000	MEDICARE INSURANCE	1,037.00	1,037.00	75.06	772.09	772.09	264.91
001-13-51300-3210	ACCOUNTING AND AUDITING	23,230.00	23,230.00	0.00	21,730.00	21,730.00	1,500.00
001-13-51300-4010	TRAVEL & PER DIEM	3,500.00	3,500.00	0.00	794.68	1,489.06	2,010.94
001-13-51300-4710	PRINTING & BINDING	1,900.00	1,900.00	0.00	236.25	236.25	1,663.75
001-13-51300-4915	CREDIT CARD FEE EXPENSES	2,000.00	2,000.00	0.00	2,383.45	2,383.45	-383.45
001-13-51300-4920	MISCELLANEOUS CHARGES	0.00	0.00	0.00	13.50	13.50	-13.50
001-13-51300-4921	BANK FEES	1,000.00	1,000.00	50.00	741.13	741.13	258.87
001-13-51300-4930	TRAINING	2,500.00	2,500.00	0.00	1,040.00	1,040.00	1,460.00
001-13-51300-5290	OPERATING SUPPLIES	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00
001-13-51300-5410	BOOKS, PUBS, SUBS & MEMBS	855.00	855.00	0.00	320.00	320.00	535.00
	Department: 13 - ADMINISTRATIVE SERVICES Total:	**128,835.00**	**128,835.00**	**6,350.08**	**94,314.11**	**95,008.49**	**33,826.51**
	Activity: 51300 - FINANCE Total:	**128,835.00**	**128,835.00**	**6,350.08**	**94,314.11**	**95,008.49**	**33,826.51**
Activity: 51310 - HUMAN RESOURCES							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51310-1210	SALARIES	13,450.00	11,000.00	141.42	5,076.58	5,076.58	5,923.42

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-13-51310-2110	SOCIAL SECURITY TAXES	835.00	682.00	8.77	314.73	314.73	367.27
001-13-51310-2210	RETIREMENT	1,883.00	0.00	0.00	200.00	200.00	-200.00
001-13-51310-2220	RETIRED EMPLOYEE LIFE INSURANCE	900.00	700.00	50.22	502.20	502.20	197.80
001-13-51310-2230	RETIRED EMPLOYEE DENTAL INSURA	4,500.00	4,000.00	276.21	2,762.10	2,762.10	1,237.90
001-13-51310-2310	EMPLOYEE INSURANCE	5,380.00	4,170.00	40.26	2,295.64	2,295.64	1,874.36
001-13-51310-2410	WORKER'S COMPENSATION	20.00	20.00	2.35	9.40	9.40	10.60
001-13-51310-2510	UNEMPLOYMENT COMPENSATION	5,000.00	5,000.00	0.00	712.50	712.50	4,287.50
001-13-51310-3000	MEDICARE INSURANCE	196.00	160.00	2.05	73.56	73.56	86.44
001-13-51310-3100	PROFESSIONAL SERVICES	7,000.00	18,000.00	3,914.98	15,682.08	18,682.08	-682.08
001-13-51310-3130	MEDICAL SERVICES	200.00	200.00	0.00	0.00	0.00	200.00
001-13-51310-4010	TRAVEL & PER DIEM	1,500.00	2,500.00	0.00	1,208.01	1,208.01	1,291.99
001-13-51310-4015	RECRUITMENT	0.00	0.00	0.00	734.00	734.00	-734.00
001-13-51310-4540	EMPLOYEE APPRECIATION	2,500.00	3,500.00	0.00	2,754.29	2,754.29	745.71
001-13-51310-4710	PRINTING & BINDING	500.00	500.00	0.00	90.70	90.70	409.30
001-13-51310-4930	TRAINING	2,500.00	1,500.00	0.00	300.00	300.00	1,200.00
001-13-51310-4934	TUITION	21,000.00	17,050.00	0.00	5,351.63	5,351.63	11,698.37
001-13-51310-4946	LEGAL & RETAIL ADVERTISEMENTS	1,500.00	2,500.00	0.00	1,379.02	1,379.02	1,120.98
001-13-51310-5290	OPERATING SUPPLIES	500.00	1,500.00	0.00	847.44	1,017.42	482.58
001-13-51310-5410	BOOKS, PUBS, SUBS & MEMBS	750.00	750.00	0.00	284.00	284.00	466.00
	Department: 13 - ADMINISTRATIVE SERVICES Total:	**70,114.00**	**73,732.00**	**4,436.26**	**40,577.88**	**43,747.86**	**29,984.14**
	Activity: 51310 - HUMAN RESOURCES Total:	**70,114.00**	**73,732.00**	**4,436.26**	**40,577.88**	**43,747.86**	**29,984.14**
Activity: 51400 - LEGAL							
Department: 14 - CITY ATTORNEY							
001-14-51400-3111	LEGAL COUNSEL	70,000.00	70,000.00	3,913.00	28,165.86	28,165.86	41,834.14
	Department: 14 - CITY ATTORNEY Total:	**70,000.00**	**70,000.00**	**3,913.00**	**28,165.86**	**28,165.86**	**41,834.14**
	Activity: 51400 - LEGAL Total:	**70,000.00**	**70,000.00**	**3,913.00**	**28,165.86**	**28,165.86**	**41,834.14**
Activity: 51500 - PLANNING AND ZONING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-51500-1210	SALARIES	92,000.00	69,000.00	7,043.12	40,756.79	40,756.79	28,243.21
001-30-51500-2110	SOCIAL SECURITY TAXES	5,704.00	4,704.00	436.66	2,526.90	2,526.90	2,177.10
001-30-51500-2210	RETIREMENT	12,880.00	4,824.00	87.59	864.36	864.36	3,959.64
001-30-51500-2310	EMPLOYEE INSURANCE	29,190.00	15,540.00	1,600.81	10,384.12	10,384.12	5,155.88
001-30-51500-2410	WORKER'S COMPENSATION	320.00	320.00	64.42	279.15	279.15	40.85
001-30-51500-3000	MEDICARE INSURANCE	1,334.00	1,334.00	102.13	591.14	591.14	742.86
001-30-51500-3100	PROFESSIONAL SERVICES	25,000.00	25,000.00	1,600.00	13,222.00	19,744.66	5,255.34
001-30-51500-4010	TRAVEL & PER DIEM	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00
001-30-51500-4930	TRAINING	500.00	500.00	0.00	0.00	0.00	500.00
001-30-51500-4946	LEGAL & RETAIL ADVERTISEMENTS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-30-51500-5110	OFFICE SUPPLIES	250.00	250.00	0.00	93.93	93.93	156.07
001-30-51500-5290	OPERATING SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-30-51500-5410	BOOKS, PUBS, SUBS & MEMBS	150.00	150.00	0.00	0.00	0.00	150.00
	Department: 30 - COMMUNITY DEVELOPMENT Total:	**169,678.00**	**123,972.00**	**10,934.73**	**68,718.39**	**75,241.05**	**48,730.95**
	Activity: 51500 - PLANNING AND ZONING Total:	**169,678.00**	**123,972.00**	**10,934.73**	**68,718.39**	**75,241.05**	**48,730.95**
Activity: 51600 - NON-COURT INFORMATION SYSTEMS							
Department: 16 - CITY CLERK							
001-16-51600-1210	SALARIES	82,500.00	58,500.00	5,476.80	35,281.09	35,281.09	23,218.91
001-16-51600-1310	PART-TIME SALARIES	32,000.00	0.00	0.00	0.00	0.00	0.00
001-16-51600-2110	SOCIAL SECURITY TAXES	7,099.00	3,699.00	339.56	2,177.99	2,177.99	1,521.01
001-16-51600-2210	RETIREMENT	11,500.00	5,400.00	766.76	4,556.00	4,556.00	844.00
001-16-51600-2310	EMPLOYEE INSURANCE	26,900.00	20,850.00	1,136.54	6,894.59	6,894.59	13,955.41
001-16-51600-2410	WORKER'S COMPENSATION	200.00	200.00	17.66	70.64	70.64	129.36
001-16-51600-3000	MEDICARE INSURANCE	1,661.00	1,000.00	79.42	509.38	509.38	490.62
001-16-51600-3100	PROFESSIONAL SERVICES	2,350.00	2,350.00	71.41	622.74	1,292.68	1,057.32
001-16-51600-4010	TRAVEL & PER DIEM	2,150.00	2,150.00	0.00	1,513.03	1,513.03	636.97
001-16-51600-4510	NOTARY INSURANCE	150.00	150.00	0.00	0.00	0.00	150.00
001-16-51600-4930	TRAINING	1,500.00	1,500.00	0.00	927.00	927.00	573.00
001-16-51600-4946	LEGAL & RETAIL ADVERTISEMENTS	8,700.00	8,700.00	0.00	1,387.41	1,387.41	7,312.59

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-16-51600-5110	OFFICE SUPPLIES	1,605.00	1,605.00	0.00	125.66	125.66	1,479.34
001-16-51600-5290	OPERATING SUPPLIES	600.00	600.00	0.00	36.98	36.98	563.02
001-16-51600-5410	BOOKS, PUBS, SUBS & MEMBS	1,200.00	1,200.00	0.00	296.57	296.57	903.43
001-16-51600-5416	CODIFICATION	3,500.00	3,500.00	0.00	700.00	700.00	2,800.00
001-16-51600-6411	OFFICE EQUIP/FURNITURE	1,500.00	1,500.00	0.00	1,902.21	1,902.21	-402.21
	Department: 16 - CITY CLERK Total:	**185,115.00**	**112,904.00**	**7,888.15**	**57,001.29**	**57,671.23**	**55,232.77**
	Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	**185,115.00**	**112,904.00**	**7,888.15**	**57,001.29**	**57,671.23**	**55,232.77**
Activity: 51610 - INFORMATION TECHNOLOGY							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51610-3100	PROFESSIONAL SERVICES	30,000.00	59,000.00	0.00	19,509.43	19,509.43	39,490.57
001-13-51610-4110	TELEPHONE & INTERNET	10,068.00	10,068.00	402.64	8,935.42	8,935.42	1,132.58
001-13-51610-4655	COMPUTER HARDWARE & SOFTWAR	69,526.00	78,726.00	0.00	66,205.73	78,877.47	-151.47
001-13-51610-4660	COPIER MAINTENANCE	7,500.00	7,500.00	582.19	4,600.58	7,006.80	493.20
001-13-51610-6400	COMPUTER SOFTWARE & EQUIPMEN	8,000.00	8,000.00	0.00	3,283.48	3,283.48	4,716.52
	Department: 13 - ADMINISTRATIVE SERVICES Total:	**125,094.00**	**163,294.00**	**984.83**	**102,534.64**	**117,612.60**	**45,681.40**
	Activity: 51610 - INFORMATION TECHNOLOGY Total:	**125,094.00**	**163,294.00**	**984.83**	**102,534.64**	**117,612.60**	**45,681.40**
Activity: 51900 - GENERAL GOVERNMENT							
Department: 99 - NON DEPARTMENTAL							
001-99-51900-4100	POSTAGE & SHIPPING	4,000.00	4,000.00	98.77	1,654.09	1,654.09	2,345.91
001-99-51900-4520	LIABILITY INSURANCE	61,332.00	61,332.00	0.00	47,449.00	47,449.00	13,883.00
001-99-51900-5110	OFFICE SUPPLIES	4,500.00	4,500.00	203.80	605.50	1,097.79	3,402.21
001-99-51900-5410	BOOKS, PUBS, SUBS & MEMBS	900.00	900.00	0.00	0.00	0.00	900.00
001-99-51900-7301	OTHER DEBT SERVICE	0.00	46,025.00	0.00	46,025.00	46,025.00	0.00
	Department: 99 - NON DEPARTMENTAL Total:	**70,732.00**	**116,757.00**	**302.57**	**95,733.59**	**96,225.88**	**20,531.12**
	Activity: 51900 - GENERAL GOVERNMENT Total:	**70,732.00**	**116,757.00**	**302.57**	**95,733.59**	**96,225.88**	**20,531.12**
Activity: 51910 - FACILITIES							
Department: 50 - PUBLIC WORKS							
001-50-51910-1210	SALARIES	38,500.00	34,000.00	4,116.14	26,396.22	26,396.22	7,603.78
001-50-51910-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-2110	SOCIAL SECURITY TAXES	2,418.00	2,108.00	255.01	1,635.11	1,635.11	472.89
001-50-51910-2210	RETIREMENT	5,460.00	3,979.00	210.97	1,645.31	1,645.31	2,333.69
001-50-51910-2310	EMPLOYEE INSURANCE	13,990.00	10,090.00	1,529.06	7,845.82	7,845.82	2,244.18
001-50-51910-2410	WORKER'S COMPENSATION	1,750.00	1,460.00	377.07	1,508.28	1,508.28	-48.28
001-50-51910-3000	MEDICARE INSURANCE	566.00	493.00	59.65	382.31	382.31	110.69
001-50-51910-3100	PROFESSIONAL SERVICES	16,015.00	16,015.00	0.00	7,428.30	8,422.30	7,592.70
001-50-51910-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-4310	ELECTRICITY	21,000.00	21,000.00	1,821.99	11,334.60	11,334.60	9,665.40
001-50-51910-4320	WATER	7,900.00	7,900.00	579.97	6,088.97	6,088.97	1,811.03
001-50-51910-4330	SOLID WASTE	3,760.00	3,760.00	235.01	2,161.44	2,161.44	1,598.56
001-50-51910-4340	NATURAL GAS	1,100.00	1,100.00	47.28	935.38	935.38	164.62
001-50-51910-4410	EQUIPMENT RENTAL	2,060.00	2,060.00	0.00	210.10	210.10	1,849.90
001-50-51910-4521	PROPERTY INSURANCE	18,498.00	18,498.00	0.00	16,424.00	16,424.00	2,074.00
001-50-51910-4522	VEHICLE INSURANCE	1,298.00	1,298.00	0.00	859.25	859.25	438.75
001-50-51910-4610	VEHICLE R & M	0.00	0.00	23.36	120.68	120.68	-120.68
001-50-51910-4611	BUILDING R & M	45,000.00	30,000.00	9,366.05	18,663.27	21,808.04	8,191.96
001-50-51910-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-4615	FENCING AND LANDSCAPING	0.00	1,263.57	0.00	282.61	745.87	517.70
001-50-51910-4930	TRAINING	1,000.00	1,000.00	0.00	239.31	239.31	760.69
001-50-51910-5110	OFFICE SUPPLIES	750.00	750.00	0.00	481.87	481.87	268.13
001-50-51910-5210	FUEL, OIL, & LUBRICANTS	5,000.00	5,000.00	0.00	1,245.57	1,245.57	3,754.43
001-50-51910-5220	UNIFORMS	800.00	800.00	0.00	172.82	325.22	474.78
001-50-51910-5221	PERSONAL PROTECTIVE EQUIPMENT	1,000.00	1,000.00	267.72	996.38	996.38	3.62
001-50-51910-5230	JANITORIAL SUPPLIES	3,000.00	3,000.00	68.88	1,294.23	1,294.23	1,705.77
001-50-51910-5231	SEASONAL DECORATIONS	0.00	0.00	0.00	694.71	694.71	-694.71
001-50-51910-5260	TOOLS	1,000.00	1,000.00	0.00	134.89	134.89	865.11
001-50-51910-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	0.00	1,340.14	2,088.37	-588.37
001-50-51910-5290	OPERATING SUPPLIES	4,000.00	4,000.00	86.30	1,257.43	1,442.22	2,557.78

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-50-51910-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	100.00	100.00	0.00
001-50-51910-6100	LAND	0.00	1,096,402.00	0.00	1,096,402.00	1,096,402.00	0.00
001-50-51910-6210	BUILDINGS	300,000.00	2,034,087.71	0.00	1,291,308.51	1,348,799.51	685,288.20
001-50-51910-6410	MACHINERY & EQUIPMENT	0.00	0.00	0.00	1,956.00	12,832.60	-12,832.60
	Department: 50 - PUBLIC WORKS Total:	**498,965.00**	**3,305,164.28**	**19,044.46**	**2,501,545.51**	**2,575,600.56**	**729,563.72**
	Activity: 51910 - FACILITIES Total:	**498,965.00**	**3,305,164.28**	**19,044.46**	**2,501,545.51**	**2,575,600.56**	**729,563.72**
Activity: 52100 - LAW ENFORCEMENT							
Department: 20 - PUBLIC SAFETY							
001-20-52100-3405	CONTRACT FOR SERVICES	285,334.00	285,334.00	0.00	182,693.36	182,693.36	102,640.64
	Department: 20 - PUBLIC SAFETY Total:	**285,334.00**	**285,334.00**	**0.00**	**182,693.36**	**182,693.36**	**102,640.64**
	Activity: 52100 - LAW ENFORCEMENT Total:	**285,334.00**	**285,334.00**	**0.00**	**182,693.36**	**182,693.36**	**102,640.64**
Activity: 52200 - FIRE							
Department: 20 - PUBLIC SAFETY							
001-20-52200-3405	CONTRACT FOR SERVICES	1,113,088.00	1,113,088.00	0.00	556,544.54	556,544.54	556,543.46
	Department: 20 - PUBLIC SAFETY Total:	**1,113,088.00**	**1,113,088.00**	**0.00**	**556,544.54**	**556,544.54**	**556,543.46**
	Activity: 52200 - FIRE Total:	**1,113,088.00**	**1,113,088.00**	**0.00**	**556,544.54**	**556,544.54**	**556,543.46**
Activity: 52400 - CODE COMPLIANCE							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52400-1210	SALARIES	54,000.00	54,000.00	4,040.54	35,794.57	35,794.57	18,205.43
001-30-52400-2110	SOCIAL SECURITY TAXES	3,348.00	3,348.00	250.51	2,219.14	2,219.14	1,128.86
001-30-52400-2210	RETIREMENT	7,560.00	6,293.00	306.60	3,025.34	3,025.34	3,267.66
001-30-52400-2310	EMPLOYEE INSURANCE	13,050.00	13,050.00	922.17	8,433.37	8,433.37	4,616.63
001-30-52400-2410	WORKER'S COMPENSATION	710.00	710.00	128.85	515.40	515.40	194.60
001-30-52400-3000	MEDICARE INSURANCE	783.00	783.00	58.61	519.14	519.14	263.86
001-30-52400-4010	TRAVEL & PER DIEM	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00
001-30-52400-4110	TELEPHONE & INTERNET	500.00	500.00	40.01	320.10	320.10	179.90
001-30-52400-4522	VEHICLE INSURANCE	1,352.00	1,352.00	0.00	918.00	918.00	434.00
001-30-52400-4610	VEHICLE R & M	500.00	500.00	0.00	229.50	229.50	270.50
001-30-52400-4710	PRINTING & BINDING	400.00	400.00	0.00	0.00	0.00	400.00
001-30-52400-4930	TRAINING	1,000.00	1,000.00	0.00	250.00	250.00	750.00
001-30-52400-5110	OFFICE SUPPLIES	150.00	150.00	0.00	23.99	23.99	126.01
001-30-52400-5210	FUEL, OIL, & LUBRICANTS	800.00	800.00	0.00	572.11	572.11	227.89
001-30-52400-5220	UNIFORMS	450.00	450.00	0.00	0.00	0.00	450.00
001-30-52400-5221	PERSONAL PROTECTIVE EQUIPMENT	100.00	100.00	0.00	0.00	0.00	100.00
001-30-52400-5295	OPERATING SUPPLIES/JANITORIAL	150.00	150.00	0.00	75.95	75.95	74.05
001-30-52400-5410	BOOKS, PUBS, SUBS & MEMBS	150.00	150.00	0.00	0.00	0.00	150.00
	Department: 30 - COMMUNITY DEVELOPMENT Total:	**86,253.00**	**84,986.00**	**5,747.29**	**52,896.61**	**52,896.61**	**32,089.39**
	Activity: 52400 - CODE COMPLIANCE Total:	**86,253.00**	**84,986.00**	**5,747.29**	**52,896.61**	**52,896.61**	**32,089.39**
Activity: 52410 - BUILDING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52410-1210	SALARIES	45,000.00	40,000.00	3,386.11	25,053.31	25,053.31	14,946.69
001-30-52410-2110	SOCIAL SECURITY TAXES	2,790.00	2,790.00	209.95	1,553.27	1,553.27	1,236.73
001-30-52410-2210	RETIREMENT	6,300.00	4,000.00	43.79	432.18	432.18	3,567.82
001-30-52410-2310	EMPLOYEE INSURANCE	14,260.00	10,360.00	911.16	7,505.62	7,505.62	2,854.38
001-30-52410-2410	WORKER'S COMPENSATION	170.00	170.00	21.47	64.41	64.41	105.59
001-30-52410-3000	MEDICARE INSURANCE	653.00	653.00	49.07	363.00	363.00	290.00
001-30-52410-3100	PROFESSIONAL SERVICES	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00
001-30-52410-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-30-52410-4906	OTHER CHARGES	500.00	500.00	0.00	0.00	0.00	500.00
001-30-52410-4930	TRAINING	250.00	250.00	0.00	0.00	0.00	250.00
001-30-52410-4946	LEGAL & RETAIL ADVERTISEMENTS	300.00	300.00	0.00	47.00	47.00	253.00
001-30-52410-5110	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-30-52410-5290	OPERATING SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-30-52410-5410	BOOKS, PUBS, SUBS & MEMBS	250.00	250.00	0.00	0.00	0.00	250.00
	Department: 30 - COMMUNITY DEVELOPMENT Total:	**151,173.00**	**139,973.00**	**4,621.55**	**35,018.79**	**35,018.79**	**104,954.21**
	Activity: 52410 - BUILDING Total:	**151,173.00**	**139,973.00**	**4,621.55**	**35,018.79**	**35,018.79**	**104,954.21**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Activity: 53800 - STORMWATER							
Department: 50 - PUBLIC WORKS							
001-50-53800-1210	SALARIES	66,500.00	58,000.00	3,664.88	40,331.74	40,331.74	17,668.26
001-50-53800-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-53800-2110	SOCIAL SECURITY TAXES	4,154.00	3,596.00	226.88	2,497.22	2,497.22	1,098.78
001-50-53800-2210	RETIREMENT	9,380.00	6,550.00	315.41	3,024.40	3,024.40	3,525.60
001-50-53800-2310	EMPLOYEE INSURANCE	25,290.00	17,490.00	873.97	12,253.40	12,253.40	5,236.60
001-50-53800-2410	WORKER'S COMPENSATION	3,490.00	5,810.00	754.14	3,016.56	3,016.56	2,793.44
001-50-53800-3000	MEDICARE INSURANCE	972.00	841.00	53.07	584.10	584.10	256.90
001-50-53800-3100	Professional Services	12,785.00	12,785.00	0.00	2,922.50	2,922.50	9,862.50
001-50-53800-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-50-53800-4522	VEHICLE INSURANCE	1,298.00	1,298.00	0.00	859.24	859.24	438.76
001-50-53800-4615	FENCING AND LANDSCAPING	2,500.00	2,500.00	0.00	23.64	215.46	2,284.54
001-50-53800-4637	CURBS/GUTTERS/STORM DRAINS R&	500.00	4,200.00	409.62	409.62	3,557.67	642.33
001-50-53800-4930	TRAINING	0.00	0.00	0.00	0.00	219.00	-219.00
001-50-53800-5220	UNIFORMS	250.00	250.00	0.00	0.00	0.00	250.00
001-50-53800-5295	OPERATING SUPPLIES/JANITORIAL	250.00	6,050.00	410.41	6,204.60	6,343.34	-293.34
001-50-53800-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	600.00	0.00	600.00	600.00	0.00
001-50-53800-6310	INFRASTRUCTURE	1,429,728.00	1,429,728.00	0.00	86,565.95	176,439.02	1,253,288.98
	Department: 50 - PUBLIC WORKS Total:	**1,558,197.00**	**1,550,698.00**	**6,708.38**	**159,292.97**	**252,863.65**	**1,297,834.35**
	Activity: 53800 - STORMWATER Total:	**1,558,197.00**	**1,550,698.00**	**6,708.38**	**159,292.97**	**252,863.65**	**1,297,834.35**
Activity: 54100 - STREETS							
Department: 50 - PUBLIC WORKS							
001-50-54100-1210	SALARIES	66,500.00	57,000.00	3,664.88	40,331.74	40,331.74	16,668.26
001-50-54100-1310	PART-TIME SALARIES	0.00	12,000.00	397.40	397.40	397.40	11,602.60
001-50-54100-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-54100-2110	SOCIAL SECURITY TAXES	4,154.00	4,309.00	251.52	2,521.86	2,521.86	1,787.14
001-50-54100-2210	RETIREMENT	9,380.00	6,549.00	315.41	3,024.40	3,024.40	3,524.60
001-50-54100-2310	EMPLOYEE INSURANCE	25,290.00	17,490.00	873.97	12,275.65	12,275.65	5,214.35
001-50-54100-2410	WORKER'S COMPENSATION	3,490.00	3,780.00	714.17	3,016.68	3,016.68	763.32
001-50-54100-3000	MEDICARE INSURANCE	972.00	1,008.00	58.83	589.86	589.86	418.14
001-50-54100-3100	PROFESSIONAL SERVICES	0.00	6,170.00	0.00	7,605.00	7,605.00	-1,435.00
001-50-54100-4010	TRAVEL & PER DIEM	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-54100-4310	ELECTRICITY	56,000.00	56,000.00	4,316.81	35,462.92	35,462.92	20,537.08
001-50-54100-4320	WATER	500.00	500.00	31.77	252.65	252.65	247.35
001-50-54100-4330	Solid Waste	3,500.00	10,000.00	1,404.12	5,827.30	9,728.65	271.35
001-50-54100-4410	EQUIPMENT RENTAL	2,500.00	2,500.00	0.00	310.07	310.07	2,189.93
001-50-54100-4522	VEHICLE INSURANCE	2,607.00	2,607.00	0.00	859.24	859.24	1,747.76
001-50-54100-4610	VEHICLE R & M	3,500.00	3,500.00	0.00	487.80	487.80	3,012.20
001-50-54100-4615	FENCING AND LANDSCAPING	0.00	5,500.00	883.27	7,593.28	8,193.28	-2,693.28
001-50-54100-4623	HEAVY EQUIPMENT R & M	15,000.00	15,000.00	2,429.00	6,977.50	16,297.92	-1,297.92
001-50-54100-4631	STREET REPAVING	10,000.00	15,000.00	171.60	6,654.49	7,309.83	7,690.17
001-50-54100-4636	TRAFFIC CONTROL/SIGNS R&M	3,000.00	5,000.00	0.00	586.55	586.55	4,413.45
001-50-54100-4930	TRAINING	1,000.00	1,000.00	0.00	600.00	600.00	400.00
001-50-54100-5110	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-50-54100-5210	FUEL, OIL, & LUBRICANTS	3,700.00	3,700.00	74.99	1,730.80	1,730.80	1,969.20
001-50-54100-5220	UNIFORMS	250.00	250.00	0.00	275.00	275.00	-25.00
001-50-54100-5221	PERSONAL PROTECTIVE EQUIPMENT	500.00	500.00	0.00	497.53	497.53	2.47
001-50-54100-5260	TOOLS	1,000.00	1,000.00	13.97	813.29	813.29	186.71
001-50-54100-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	7.94	1,466.72	1,466.72	33.28
001-50-54100-5290	OPERATING SUPPLIES	4,000.00	7,328.71	299.08	5,706.65	5,989.86	1,338.85
001-50-54100-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	92.00	92.00	8.00
001-50-54100-6310	INFRASTRUCTURE	4,293,338.00	4,293,338.00	0.00	10,290.00	10,290.00	4,283,048.00
001-50-54100-6410	MACHINERY & EQUIPMENT	50,000.00	119,962.22	0.00	108,294.27	108,294.27	11,667.95
	Department: 50 - PUBLIC WORKS Total:	**4,563,381.00**	**4,654,191.93**	**15,908.73**	**264,540.65**	**279,300.97**	**4,374,890.96**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Department: 80 - DEPARTMENT 80							
001-80-54100-4335	TRASH DISPOSAL	0.00	0.00	55.89	55.89	55.89	-55.89
	Department: 80 - DEPARTMENT 80 Total:	**0.00**	**0.00**	**55.89**	**55.89**	**55.89**	**-55.89**
	Activity: 54100 - STREETS Total:	**4,563,381.00**	**4,654,191.93**	**15,964.62**	**264,596.54**	**279,356.86**	**4,374,835.07**
Activity: 56200 - ANIMAL CONTROL							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-56200-3410	ANIMAL CONTROL	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
	Department: 30 - COMMUNITY DEVELOPMENT Total:	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**0.00**	**5,000.00**
	Activity: 56200 - ANIMAL CONTROL Total:	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**0.00**	**5,000.00**
Activity: 57100 - LIBRARY							
Department: 71 - LIBRARY							
001-71-57100-1210	SALARIES	270,000.00	270,000.00	19,932.97	191,702.94	191,702.94	78,297.06
001-71-57100-1310	SALARIES - PART TIME	39,000.00	39,000.00	2,679.56	26,396.88	26,396.88	12,603.12
001-71-57100-2110	SOCIAL SECURITY TAXES	19,158.00	19,158.00	1,391.45	13,409.79	13,409.79	5,748.21
001-71-57100-2210	RETIREMENT	37,800.00	37,800.00	2,790.62	26,838.39	26,838.39	10,961.61
001-71-57100-2310	EMPLOYEE INSURANCE	56,360.00	56,360.00	2,945.81	33,062.26	33,062.26	23,297.74
001-71-57100-2410	WORKER'S COMPENSATION	500.00	500.00	82.39	329.56	329.56	170.44
001-71-57100-3000	MEDICARE INSURANCE	4,481.00	4,481.00	325.41	3,136.06	3,136.06	1,344.94
001-71-57100-4010	TRAVEL & PER DIEM	1,200.00	1,200.00	0.00	581.48	581.48	618.52
001-71-57100-4100	POSTAGE & SHIPPING	0.00	1,000.00	0.00	550.65	550.65	449.35
001-71-57100-4110	TELEPHONE & INTERNET	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00
001-71-57100-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	108.97	108.97	391.03
001-71-57100-4710	PRINTING & BINDING	600.00	600.00	0.00	0.00	0.00	600.00
001-71-57100-4925	PROGRAM EXPENSES	1,900.00	1,900.00	222.40	1,021.73	1,021.73	878.27
001-71-57100-5110	OFFICE SUPPLIES	2,700.00	2,700.00	41.76	1,304.63	1,304.63	1,395.37
001-71-57100-5295	OPERATING SUPPLIES/JANITORIAL	0.00	0.00	0.00	87.57	87.57	-87.57
001-71-57100-5410	BOOKS, PUBS, SUBS & MEMBS	12,000.00	17,800.00	798.54	8,699.46	9,499.46	8,300.54
001-71-57100-5415	LIBRARY BOOK LEASES	6,800.00	0.00	0.00	0.00	0.00	0.00
001-71-57100-5417	LIBRARY E-BOOK LEASES	10,000.00	10,000.00	0.00	5,096.46	5,096.46	4,903.54
001-71-57100-5420	MEMBERSHIPS	1,000.00	1,000.00	0.00	1,071.26	1,071.26	-71.26
	Department: 71 - LIBRARY Total:	**465,299.00**	**465,299.00**	**31,210.91**	**313,398.09**	**314,198.09**	**151,100.91**
	Activity: 57100 - LIBRARY Total:	**465,299.00**	**465,299.00**	**31,210.91**	**313,398.09**	**314,198.09**	**151,100.91**
Activity: 57200 - PARKS							
Department: 50 - PUBLIC WORKS							
001-50-57200-1210	SALARIES	160,500.00	193,500.00	13,222.20	102,695.63	102,695.63	90,804.37
001-50-57200-1310	PART-TIME SALARIES	0.00	28,000.00	927.28	927.28	927.28	27,072.72
001-50-57200-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-57200-2110	SOCIAL SECURITY TAXES	9,982.00	13,764.00	876.38	6,415.59	6,415.59	7,348.41
001-50-57200-2210	RETIREMENT	22,540.00	23,517.00	735.21	7,427.36	7,427.36	16,089.64
001-50-57200-2310	EMPLOYEE INSURANCE	61,880.00	69,280.00	4,449.65	32,545.68	32,545.68	36,734.32
001-50-57200-2410	WORKER'S COMPENSATION	8,720.00	9,300.00	1,885.35	7,541.40	7,541.40	1,758.60
001-50-57200-3000	MEDICARE INSURANCE	2,335.00	3,219.00	204.94	1,500.42	1,500.42	1,718.58
001-50-57200-3100	PROFESSIONAL SERVICES	0.00	3,478.00	0.00	3,478.00	5,478.00	-2,000.00
001-50-57200-4010	TRAVEL & PER DIEM	500.00	1,470.00	0.00	1,481.87	1,481.87	-11.87
001-50-57200-4310	ELECTRICITY	5,000.00	5,000.00	372.66	3,223.41	3,223.41	1,776.59
001-50-57200-4320	WATER	3,800.00	3,800.00	244.48	1,948.38	1,948.38	1,851.62
001-50-57200-4330	SOLID WASTE	500.00	500.00	0.00	0.00	0.00	500.00
001-50-57200-4521	PROPERTY INSURANCE	9,096.00	9,096.00	0.00	7,344.00	7,344.00	1,752.00
001-50-57200-4522	VEHICLE INSURANCE	1,298.00	1,298.00	0.00	859.25	859.25	438.75
001-50-57200-4611	BUILDING R & M	5,000.00	2,000.00	0.00	1,491.81	1,491.81	508.19
001-50-57200-4612	FURNITURE/EQUIP. R & M	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-57200-4615	FENCING AND LANDSCAPING	6,000.00	105,300.00	5,410.85	57,133.29	58,956.03	46,343.97
001-50-57200-5110	OFFICE SUPPLIES	100.00	100.00	358.11	358.11	358.11	-258.11
001-50-57200-5210	FUEL, OIL, & LUBRICANTS	3,500.00	3,500.00	0.00	2,026.58	2,126.58	1,373.42
001-50-57200-5231	SEASONAL DECORATIONS	2,500.00	14,560.00	0.00	14,556.42	14,556.42	3.58
001-50-57200-5270	MACHINERY & EQUIPMENT	1,000.00	2,000.00	0.00	2,189.66	3,619.93	-1,619.93
001-50-57200-5290	OPERATING SUPPLIES	0.00	1,000.00	72.29	1,179.78	1,376.23	-376.23

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-50-57200-5295	OPERATING SUPPLIES/JANITORIAL	2,500.00	2,500.00	139.19	3,528.06	3,528.06	-1,028.06
001-50-57200-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	360.00	0.00	165.63	205.63	154.37
001-50-57200-5741	COMMUNITY EVENTS	10,000.00	10,780.00	0.00	8,392.98	8,392.98	2,387.02
001-50-57200-6310	INFRASTRUCTURE	1,275,000.00	933,800.00	0.00	111,692.54	119,400.76	814,399.24
001-50-57200-6410	MACHINERY & EQUIPMENT	0.00	5,000.00	0.00	10,026.22	10,026.22	-5,026.22
	Department: 50 - PUBLIC WORKS Total:	**1,593,351.00**	**1,447,622.00**	**28,898.59**	**390,129.35**	**403,427.03**	**1,044,194.97**
	Activity: 57200 - PARKS Total:	**1,593,351.00**	**1,447,622.00**	**28,898.59**	**390,129.35**	**403,427.03**	**1,044,194.97**
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
001-99-58100-7120	LOAN DEBT PRINCIPAL	93,834.00	0.00	0.00	0.00	0.00	0.00
001-99-58100-7220	LOAN DEBT INTEREST	86,166.00	0.00	0.00	0.00	0.00	0.00
	Department: 99 - NON DEPARTMENTAL Total:	**180,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Activity: 58100 - INTERFUND TRANSFER Total:	**180,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Expense Total:	**11,653,052.00**	**14,150,232.21**	**163,350.82**	**5,118,919.85**	**5,351,519.86**	**8,798,712.35**
	Fund: 001 - GENERAL FUND Surplus (Deficit):	**-2,427,547.00**	**-2,328,167.62**	**105,907.73**	**2,754,822.53**	**2,522,222.52**	**-4,850,390.14**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 101 - DISCRETIONARY SALES SURTAX							
Revenue							
Department: 00 - UNDESIGNATED							
101-00-312600	DISCRETIONARY SALES SURTAXES	475,000.00	475,000.00	36,588.01	322,113.83	322,113.83	152,886.17
101-00-361100	INTEREST INCOME	20,000.00	20,000.00	8,033.86	68,066.11	68,066.11	-48,066.11
	Department: 00 - UNDESIGNATED Total:	**495,000.00**	**495,000.00**	**44,621.87**	**390,179.94**	**390,179.94**	**104,820.06**
	Revenue Total:	**495,000.00**	**495,000.00**	**44,621.87**	**390,179.94**	**390,179.94**	**104,820.06**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
101-99-58100-9001	INTERFUND TRANSFER	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
	Department: 99 - NON DEPARTMENTAL Total:	**2,411,145.00**	**2,411,145.00**	**0.00**	**0.00**	**0.00**	**2,411,145.00**
	Activity: 58100 - INTERFUND TRANSFER Total:	**2,411,145.00**	**2,411,145.00**	**0.00**	**0.00**	**0.00**	**2,411,145.00**
	Expense Total:	**2,411,145.00**	**2,411,145.00**	**0.00**	**0.00**	**0.00**	**2,411,145.00**
	Fund: 101 - DISCRETIONARY SALES SURTAX Surplus (Deficit):	**-1,916,145.00**	**-1,916,145.00**	**44,621.87**	**390,179.94**	**390,179.94**	**-2,306,324.94**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 410 - WATER/SEWER FUND							
Revenue							
Department: 00 - UNDESIGNATED							
410-00-343310	WATER UTIL REVENUE-OPER INCOME	1,284,234.00	1,284,234.00	110,681.68	965,216.65	965,216.65	319,017.35
410-00-343320	WATER UTIL - PENALTIES	15,000.00	15,000.00	3,015.48	23,790.47	23,790.47	-8,790.47
410-00-343340	BACKFLOW PREVENTER INSPECTION	6,700.00	6,700.00	900.00	2,500.00	2,500.00	4,200.00
410-00-343351	TURN-ON & CUT-OFF FEES	12,000.00	12,000.00	540.00	4,410.00	4,410.00	7,590.00
410-00-343510	SEWER UTIL REV - OPER INCOME	1,838,163.00	1,838,163.00	156,048.99	1,376,171.57	1,376,171.57	461,991.43
410-00-343520	SEWER UTILITY PENALTIES	15,000.00	15,000.00	1,352.28	12,644.94	12,644.94	2,355.06
410-00-343611	IMPACT FEES WATER	0.00	0.00	0.00	494.20	494.20	-494.20
410-00-343612	IMPACT FEES SEWER	0.00	0.00	0.00	494.20	494.20	-494.20
410-00-359000	OTHER REVENUE & RETURN CHECKS	200.00	200.00	-76.12	979.57	979.57	-779.57
410-00-361000	INTEREST AND OTHER EARNINGS	10,000.00	10,000.00	16,086.23	164,365.09	164,365.09	-154,365.09
410-00-361100	INTEREST - LEASES	0.00	0.00	0.00	-5,204.79	-5,204.79	5,204.79
410-00-369600	LEASE/RENTAL ELEVATED TANK REV	190,160.00	190,160.00	9,679.86	144,506.64	144,506.64	45,653.36
410-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	3,250.00	36,772.14	36,772.14	-36,772.14
410-00-384000	REVENUE FROM OTHER SOURCES	3,664,305.00	3,664,305.00	0.00	0.00	0.00	3,664,305.00
410-00-389300	GRANTS AND DONATIONS - STATE	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00
	Department: 00 - UNDESIGNATED Total:	**8,035,762.00**	**8,035,762.00**	**301,478.40**	**2,727,140.68**	**2,727,140.68**	**5,308,621.32**
	Revenue Total:	**8,035,762.00**	**8,035,762.00**	**301,478.40**	**2,727,140.68**	**2,727,140.68**	**5,308,621.32**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 51700 - DEBT SERVICE PAYMENT							
Department: 99 - NON DEPARTMENTAL							
410-99-51700-7220	SRF LOAN INTEREST	0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
	Department: 99 - NON DEPARTMENTAL Total:	**0.00**	**0.00**	**0.00**	**1,597.70**	**1,597.70**	**-1,597.70**
	Activity: 51700 - DEBT SERVICE PAYMENT Total:	**0.00**	**0.00**	**0.00**	**1,597.70**	**1,597.70**	**-1,597.70**
Activity: 53300 - WATER							
Department: 50 - PUBLIC WORKS							
410-50-53300-1210	SALARIES	106,000.00	106,000.00	7,884.60	79,396.81	79,396.81	26,603.19
410-50-53300-2110	SOCIAL SECURITY TAXES	6,572.00	6,572.00	487.73	4,342.61	4,342.61	2,229.39
410-50-53300-2210	RETIREMENT	14,840.00	14,840.00	826.57	7,436.66	7,436.66	7,403.34
410-50-53300-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,834.00	17,653.88	17,653.88	9,901.12
410-50-53300-2410	WORKER'S COMPENSATION	145.00	145.00	14.13	56.52	56.52	88.48
410-50-53300-3000	MEDICARE INSURANCE	1,537.00	1,537.00	114.12	1,148.30	1,148.30	388.70
410-50-53300-3100	PROFESSIONAL SERVICES	112,785.00	112,785.00	3,353.55	30,925.90	81,412.10	31,372.90
410-50-53300-3150	ENGINEERING, CONSULTING SERVICE	15,000.00	15,000.00	0.00	0.00	8,430.00	6,570.00
410-50-53300-3210	ACCOUNTING AND AUDITING	14,000.00	14,000.00	0.00	10,865.00	10,865.00	3,135.00
410-50-53300-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	70,348.48	636,650.68	636,650.68	213,349.32
410-50-53300-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	367.11	2,952.85	2,952.85	2,547.15
410-50-53300-4110	TELEPHONE & INTERNET	1,000.00	1,000.00	201.31	2,689.90	2,689.90	-1,689.90
410-50-53300-4320	Water	120,000.00	120,000.00	0.00	21,215.15	21,215.15	98,784.85
410-50-53300-4521	PROPERTY INSURANCE	34,847.00	34,847.00	0.00	30,641.51	30,641.51	4,205.49
410-50-53300-4613	GROUNDS MAINTENANCE	0.00	0.00	0.00	10,785.15	10,785.15	-10,785.15
410-50-53300-4617	WATER SYSTEMS MAINTENANCE	50,000.00	50,000.00	0.00	60,622.75	60,622.75	-10,622.75
410-50-53300-4644	ELEVATED TANKS MAINTENANCE CO	65,000.00	65,000.00	0.00	30,978.28	30,978.28	34,021.72
410-50-53300-4650	COMPUTER OPERATIONS AND MAINT	25,000.00	25,000.00	0.00	13,309.17	13,309.17	11,690.83
410-50-53300-4710	PRINTING & BINDING	2,500.00	2,500.00	106.06	1,865.99	1,947.98	552.02
410-50-53300-4905	OPERATING PERMITS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
410-50-53300-4906	OTHER CHARGES	1,500.00	1,500.00	35.71	686.47	1,021.44	478.56
410-50-53300-4915	CREDIT CARD PROCESSING FEES	15,000.00	15,000.00	1,258.14	11,782.67	11,782.67	3,217.33
410-50-53300-4990	BAD DEBT EXPENSE	0.00	0.00	0.00	11.34	11.34	-11.34
410-50-53300-5270	MACHINERY & EQUIPMENT	65,000.00	65,000.00	2,475.00	6,307.76	29,582.81	35,417.19
410-50-53300-5290	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00
410-50-53300-5410	BOOKS, PUBS, SUBS & MEMBS	1,000.00	1,000.00	0.00	1,263.14	1,263.14	-263.14
410-50-53300-6310	INFRASTRUCTURE	2,609,405.00	2,609,405.00	367,418.11	905,842.75	1,011,496.33	1,597,908.67
410-50-53300-6410	MACHINERY & EQUIPMENT	79,000.00	79,000.00	0.00	29,013.22	57,195.06	21,804.94
	Department: 50 - PUBLIC WORKS Total:	**4,224,686.00**	**4,224,686.00**	**456,724.62**	**1,918,444.46**	**2,134,888.09**	**2,089,797.91**
	Activity: 53300 - WATER Total:	**4,224,686.00**	**4,224,686.00**	**456,724.62**	**1,918,444.46**	**2,134,888.09**	**2,089,797.91**
Activity: 53500 - SEWER							
Department: 50 - PUBLIC WORKS							
410-50-53500-1210	SALARIES	106,000.00	106,000.00	7,884.55	79,396.17	79,396.17	26,603.83
410-50-53500-2110	SOCIAL SECURITY TAXES	6,572.00	6,572.00	487.63	4,341.76	4,341.76	2,230.24
410-50-53500-2210	RETIREMENT	14,840.00	14,840.00	826.51	7,435.44	7,435.44	7,404.56
410-50-53500-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,834.00	17,661.27	17,661.27	9,893.73
410-50-53500-2410	WORKER'S COMPENSATION	145.00	145.00	14.13	56.52	56.52	88.48
410-50-53500-3000	MEDICARE INSURANCE	1,537.00	1,537.00	113.98	1,147.35	1,147.35	389.65
410-50-53500-3100	PROFESSIONAL SERVICES	12,785.00	12,785.00	0.00	2,922.50	22,435.50	-9,650.50
410-50-53500-3150	ENGINEERING, CONSULT. SERVICES &	15,000.00	15,000.00	0.00	0.00	22,980.00	-7,980.00
410-50-53500-3210	ACCOUNTING AND AUDITING	14,000.00	14,000.00	0.00	10,865.00	10,865.00	3,135.00
410-50-53500-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	70,348.49	636,650.78	636,650.78	213,349.22
410-50-53500-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	367.11	2,952.88	2,952.88	2,547.12
410-50-53500-4110	TELEPHONE & INTERNET	1,000.00	1,000.00	201.31	2,689.93	2,689.93	-1,689.93
410-50-53500-4320	WATER	38,000.00	38,000.00	2,660.43	17,765.74	17,765.74	20,234.26
410-50-53500-4400	SPRAYFIELD RENTAL	13,800.00	13,800.00	0.00	13,791.70	13,791.70	8.30
410-50-53500-4521	PROPERTY INSURANCE	39,212.00	39,212.00	0.00	34,094.51	34,094.51	5,117.49
410-50-53500-4611	BUILDING R & M	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
410-50-53500-4613	GROUNDS MAINTENANCE	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00
410-50-53500-4618	SEWER SYSTEMS MAINTENANCE	50,000.00	50,000.00	0.00	11,288.16	21,430.15	28,569.85

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
410-50-53500-4650	COMPUTER OPERATIONS AND MAINT	25,000.00	25,000.00	0.00	13,309.17	13,309.17	11,690.83
410-50-53500-4710	PRINTING & BINDING	2,500.00	2,500.00	106.06	950.56	1,032.56	1,467.44
410-50-53500-4905	WTP/STP OPERATING PERMITS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
410-50-53500-4906	OTHER CHARGES	2,000.00	2,000.00	35.71	1,149.99	1,484.96	515.04
410-50-53500-4915	CREDIT CARD PROCESSING FEES	15,000.00	15,000.00	1,258.15	11,783.01	11,783.01	3,216.99
410-50-53500-4990	Bad Debt Expense Sewer	0.00	0.00	0.00	11.35	11.35	-11.35
410-50-53500-5270	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	7,083.00	-7,083.00
410-50-53500-5290	OPERATING SUPPLIES	500.00	500.00	0.00	36.99	36.99	463.01
410-50-53500-5410	BOOKS, PUBS, SUBS & MEMBS	1,000.00	1,000.00	0.00	1,263.14	1,263.14	-263.14
410-50-53500-6310	INFRASTRUCTURE	2,146,650.00	2,146,650.00	130,968.00	144,755.50	144,755.50	2,001,894.50
410-50-53500-6410	MACHINERY & EQUIPMENT	224,500.00	224,500.00	0.00	3,220.75	164,582.18	59,917.82
	Department: 50 - PUBLIC WORKS Total:	**3,652,596.00**	**3,652,596.00**	**217,106.06**	**1,019,540.17**	**1,241,036.56**	**2,411,559.44**
	Activity: 53500 - SEWER Total:	**3,652,596.00**	**3,652,596.00**	**217,106.06**	**1,019,540.17**	**1,241,036.56**	**2,411,559.44**
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
410-99-58100-7120	SRF - LOAN PRINCIPAL	16,500.00	16,500.00	0.00	0.00	0.00	16,500.00
410-99-58100-7220	SRF LOAN INTEREST	3,300.00	3,300.00	0.00	0.00	0.00	3,300.00
	Department: 99 - NON DEPARTMENTAL Total:	**19,800.00**	**19,800.00**	**0.00**	**0.00**	**0.00**	**19,800.00**
	Activity: 58100 - INTERFUND TRANSFER Total:	**19,800.00**	**19,800.00**	**0.00**	**0.00**	**0.00**	**19,800.00**
	Expense Total:	**7,897,082.00**	**7,897,082.00**	**673,830.68**	**2,939,582.33**	**3,377,522.35**	**4,519,559.65**
	Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	**138,680.00**	**138,680.00**	**-372,352.28**	**-212,441.65**	**-650,381.67**	**789,061.67**
	Report Surplus (Deficit):	**-4,205,012.00**	**-4,105,632.62**	**-221,822.68**	**2,932,560.82**	**2,262,020.79**	

Group Summary

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 001 - GENERAL FUND						
Revenue						
00 - UNDESIGNATED	9,225,505.00	11,822,064.59	269,258.55	7,873,742.38	7,873,742.38	3,948,322.21
Revenue Total:	**9,225,505.00**	**11,822,064.59**	**269,258.55**	**7,873,742.38**	**7,873,742.38**	**3,948,322.21**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 51100 - LEGISLATIVE						
11 - MAYOR AND CITY COUNCIL	73,675.00	73,675.00	4,053.24	36,602.58	42,179.89	31,495.11
Activity: 51100 - LEGISLATIVE Total:	**73,675.00**	**73,675.00**	**4,053.24**	**36,602.58**	**42,179.89**	**31,495.11**
Activity: 51200 - EXECUTIVE						
12 - CITY MANAGER	259,768.00	235,707.00	12,292.16	139,155.75	143,067.51	92,639.49
Activity: 51200 - EXECUTIVE Total:	**259,768.00**	**235,707.00**	**12,292.16**	**139,155.75**	**143,067.51**	**92,639.49**
Activity: 51300 - FINANCE						
13 - ADMINISTRATIVE SERVICES	128,835.00	128,835.00	6,350.08	94,314.11	95,008.49	33,826.51
Activity: 51300 - FINANCE Total:	**128,835.00**	**128,835.00**	**6,350.08**	**94,314.11**	**95,008.49**	**33,826.51**
Activity: 51310 - HUMAN RESOURCES						
13 - ADMINISTRATIVE SERVICES	70,114.00	73,732.00	4,436.26	40,577.88	43,747.86	29,984.14
Activity: 51310 - HUMAN RESOURCES Total:	**70,114.00**	**73,732.00**	**4,436.26**	**40,577.88**	**43,747.86**	**29,984.14**
Activity: 51400 - LEGAL						
14 - CITY ATTORNEY	70,000.00	70,000.00	3,913.00	28,165.86	28,165.86	41,834.14
Activity: 51400 - LEGAL Total:	**70,000.00**	**70,000.00**	**3,913.00**	**28,165.86**	**28,165.86**	**41,834.14**
Activity: 51500 - PLANNING AND ZONING						
30 - COMMUNITY DEVELOPMENT	169,678.00	123,972.00	10,934.73	68,718.39	75,241.05	48,730.95
Activity: 51500 - PLANNING AND ZONING Total:	**169,678.00**	**123,972.00**	**10,934.73**	**68,718.39**	**75,241.05**	**48,730.95**
Activity: 51600 - NON-COURT INFORMATION SYSTEMS						
16 - CITY CLERK	185,115.00	112,904.00	7,888.15	57,001.29	57,671.23	55,232.77
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	**185,115.00**	**112,904.00**	**7,888.15**	**57,001.29**	**57,671.23**	**55,232.77**
Activity: 51610 - INFORMATION TECHNOLOGY						
13 - ADMINISTRATIVE SERVICES	125,094.00	163,294.00	984.83	102,534.64	117,612.60	45,681.40
Activity: 51610 - INFORMATION TECHNOLOGY Total:	**125,094.00**	**163,294.00**	**984.83**	**102,534.64**	**117,612.60**	**45,681.40**
Activity: 51900 - GENERAL GOVERNMENT						
99 - NON DEPARTMENTAL	70,732.00	116,757.00	302.57	95,733.59	96,225.88	20,531.12
Activity: 51900 - GENERAL GOVERNMENT Total:	**70,732.00**	**116,757.00**	**302.57**	**95,733.59**	**96,225.88**	**20,531.12**
Activity: 51910 - FACILITIES						
50 - PUBLIC WORKS	498,965.00	3,305,164.28	19,044.46	2,501,545.51	2,575,600.56	729,563.72
Activity: 51910 - FACILITIES Total:	**498,965.00**	**3,305,164.28**	**19,044.46**	**2,501,545.51**	**2,575,600.56**	**729,563.72**
Activity: 52100 - LAW ENFORCEMENT						
20 - PUBLIC SAFETY	285,334.00	285,334.00	0.00	182,693.36	182,693.36	102,640.64
Activity: 52100 - LAW ENFORCEMENT Total:	**285,334.00**	**285,334.00**	**0.00**	**182,693.36**	**182,693.36**	**102,640.64**
Activity: 52200 - FIRE						
20 - PUBLIC SAFETY	1,113,088.00	1,113,088.00	0.00	556,544.54	556,544.54	556,543.46
Activity: 52200 - FIRE Total:	**1,113,088.00**	**1,113,088.00**	**0.00**	**556,544.54**	**556,544.54**	**556,543.46**
Activity: 52400 - CODE COMPLIANCE						
30 - COMMUNITY DEVELOPMENT	86,253.00	84,986.00	5,747.29	52,896.61	52,896.61	32,089.39
Activity: 52400 - CODE COMPLIANCE Total:	**86,253.00**	**84,986.00**	**5,747.29**	**52,896.61**	**52,896.61**	**32,089.39**
Activity: 52410 - BUILDING						
30 - COMMUNITY DEVELOPMENT	151,173.00	139,973.00	4,621.55	35,018.79	35,018.79	104,954.21
Activity: 52410 - BUILDING Total:	**151,173.00**	**139,973.00**	**4,621.55**	**35,018.79**	**35,018.79**	**104,954.21**
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	1,558,197.00	1,550,698.00	6,708.38	159,292.97	252,863.65	1,297,834.35
Activity: 53800 - STORMWATER Total:	**1,558,197.00**	**1,550,698.00**	**6,708.38**	**159,292.97**	**252,863.65**	**1,297,834.35**
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	4,563,381.00	4,654,191.93	15,908.73	264,540.65	279,300.97	4,374,890.96
80 - DEPARTMENT 80	0.00	0.00	55.89	55.89	55.89	-55.89
Activity: 54100 - STREETS Total:	**4,563,381.00**	**4,654,191.93**	**15,964.62**	**264,596.54**	**279,356.86**	**4,374,835.07**
Activity: 56200 - ANIMAL CONTROL						
30 - COMMUNITY DEVELOPMENT	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
Activity: 56200 - ANIMAL CONTROL Total:	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**0.00**	**5,000.00**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Activity: 57100 - LIBRARY						
71 - LIBRARY	465,299.00	465,299.00	31,210.91	313,398.09	314,198.09	151,100.91
Activity: 57100 - LIBRARY Total:	**465,299.00**	**465,299.00**	**31,210.91**	**313,398.09**	**314,198.09**	**151,100.91**
Activity: 57200 - PARKS						
50 - PUBLIC WORKS	1,593,351.00	1,447,622.00	28,898.59	390,129.35	403,427.03	1,044,194.97
Activity: 57200 - PARKS Total:	**1,593,351.00**	**1,447,622.00**	**28,898.59**	**390,129.35**	**403,427.03**	**1,044,194.97**
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	180,000.00	0.00	0.00	0.00	0.00	0.00
Activity: 58100 - INTERFUND TRANSFER Total:	**180,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Expense Total:	**11,653,052.00**	**14,150,232.21**	**163,350.82**	**5,118,919.85**	**5,351,519.86**	**8,798,712.35**
Fund: 001 - GENERAL FUND Surplus (Deficit):	**-2,427,547.00**	**-2,328,167.62**	**105,907.73**	**2,754,822.53**	**2,522,222.52**	**-4,850,390.14**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 101 - DISCRETIONARY SALES SURTAX						
Revenue						
00 - UNDESIGNATED	495,000.00	495,000.00	44,621.87	390,179.94	390,179.94	104,820.06
Revenue Total:	**495,000.00**	**495,000.00**	**44,621.87**	**390,179.94**	**390,179.94**	**104,820.06**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
Activity: 58100 - INTERFUND TRANSFER Total:	**2,411,145.00**	**2,411,145.00**	**0.00**	**0.00**	**0.00**	**2,411,145.00**
Expense Total:	**2,411,145.00**	**2,411,145.00**	**0.00**	**0.00**	**0.00**	**2,411,145.00**
Fund: 101 - DISCRETIONARY SALES SURTAX Surplus (Deficit):	**-1,916,145.00**	**-1,916,145.00**	**44,621.87**	**390,179.94**	**390,179.94**	**-2,306,324.94**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 410 - WATER/SEWER FUND						
Revenue						
00 - UNDESIGNATED	8,035,762.00	8,035,762.00	301,478.40	2,727,140.68	2,727,140.68	5,308,621.32
Revenue Total:	**8,035,762.00**	**8,035,762.00**	**301,478.40**	**2,727,140.68**	**2,727,140.68**	**5,308,621.32**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 51700 - DEBT SERVICE PAYMENT						
99 - NON DEPARTMENTAL	0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 51700 - DEBT SERVICE PAYMENT Total:	**0.00**	**0.00**	**0.00**	**1,597.70**	**1,597.70**	**-1,597.70**
Activity: 53300 - WATER						
50 - PUBLIC WORKS	4,224,686.00	4,224,686.00	456,724.62	1,918,444.46	2,134,888.09	2,089,797.91
Activity: 53300 - WATER Total:	**4,224,686.00**	**4,224,686.00**	**456,724.62**	**1,918,444.46**	**2,134,888.09**	**2,089,797.91**
Activity: 53500 - SEWER						
50 - PUBLIC WORKS	3,652,596.00	3,652,596.00	217,106.06	1,019,540.17	1,241,036.56	2,411,559.44
Activity: 53500 - SEWER Total:	**3,652,596.00**	**3,652,596.00**	**217,106.06**	**1,019,540.17**	**1,241,036.56**	**2,411,559.44**
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	19,800.00	19,800.00	0.00	0.00	0.00	19,800.00
Activity: 58100 - INTERFUND TRANSFER Total:	**19,800.00**	**19,800.00**	**0.00**	**0.00**	**0.00**	**19,800.00**
Expense Total:	**7,897,082.00**	**7,897,082.00**	**673,830.68**	**2,939,582.33**	**3,377,522.35**	**4,519,559.65**
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	**138,680.00**	**138,680.00**	**-372,352.28**	**-212,441.65**	**-650,381.67**	**789,061.67**
Total Surplus (Deficit):	**-4,205,012.00**	**-4,105,632.62**	**-221,822.68**	**2,932,560.82**	**2,262,020.79**	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001 - GENERAL FUND	-2,427,547.00	-2,328,167.62	105,907.73	2,754,822.53	2,522,222.52	-4,850,390.14
101 - DISCRETIONARY SALES	-1,916,145.00	-1,916,145.00	44,621.87	390,179.94	390,179.94	-2,306,324.94
410 - WATER/SEWER FUND	138,680.00	138,680.00	-372,352.28	-212,441.65	-650,381.67	789,061.67
Total Surplus (Deficit):	**-4,205,012.00**	**-4,105,632.62**	**-221,822.68**	**2,932,560.82**	**2,262,020.79**	

Mary Esther Public Works Report July 2024

Current and Completed Projects:

1. Repaired blocked Culvert at 231 Elliot due to rust and root intrusion. Cleaned out pipe from debris and roots, removed a fence and reinstalled, removed bushes and replaced metal section of culvert with a20 foot section of 15-inch plastic culvert installing two concrete joining boxes.
2. Routine Grounds Mowing in Area Parks and City Properties.
3. Herbicide applications were completed at City Hall, Library, New City Hall, and Oak Tree Playground, North Bryn Mawr Park, Springdale Park, and Elliot Park. Also sprayed all curbs and gutters in the city except for cul-de-sacs along Highway 98.
4. Used Vacuum Trailer and cleaned catch basins at Ridge Lake, Overstreet, Elliot Rd, Island view.
5. Street Sweeping occurred in zone 5, Scottdale area/North Street, and Brian Circle.
6. Fixed sink hole in the road at 113 Pryor due to a rusty culvert that is scheduled to be removed and rerouted.
7. Fixed HVAC at the Library
8. Held Preconstruction meeting for the Fire Hall Restrooms.
9. Held design meeting with AV and Security at new City Hall.
10. Applied for 7.6 Millon dollar grant to replace water lines on South of 98 and in Azalea.
11. Submitted documents to Hurlbert/Eglin on the North Ditch request for easement lease.
12. Worked with CDBG Grant on reduction of scope, extension of timelines, and quarterly reports.
13. Continue to work on several issues throughout the city in which a fiber optic contractor has hit a water or sewer line or damaged city property.
14. Began replacement of 54 feet of rusted 15-inch metal culvert on Ruby Circle.
15. Working with Barge Design on the Request for Qualifications for Operations and Maintenance of the Water and Sewer Systems.
16. Finished security cameras installed at City Hall and Library and each of the Well locations.
17. Continued equipment removal at Azalea Park
18. Worked on Capital Improvements Plan
19. Developed bids for Rubber Trails for Azalea and Rehabilition of Well 3 Ground Storage Tanks.
20. Worked on Presentation for Design Elements for Azalea Park.
21. Developed maps for Community Development Rezoning.
22. Fixed Air Compressor for the Jack Hammer.
23. Replaced Irrigation Pump at North Bryn Mawr.
24. Cleaned back fence of Azalea Park
25. Removed Tree limbs in several locations and canopied trees in parks.

Upcoming Project

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

3. Continued pothole and infrared asphalt heater which will remove joints around patches.
4. Finish new sidewalk on Brian Circle
5. Complete equipment removal at Azalea.
6. Begin work on new trail at Azalea.

Mary Esther Public Library

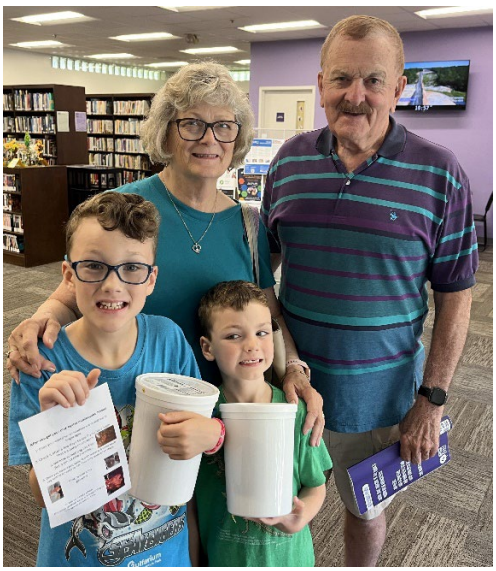
Report for Council

August 5, 2024

Circulation Stats

	Circulation	Digital Circulation	Library Visits	Registered Users	Internet Use	Wireless Access
Jul-22	4057	850	3179	2233	235	116
Aug-22	4137	1011	2735	2275	255	112
Sep-22	3915	887	2565	2288	244	91
Dec-22	3283	747	2280	2350	226	70
Jan-23	4218	852	2444	2300	256	101
Mar-23	3923	860	2723	2331	304	87
Apr-23	3483	866	2615	2366	270	56
May-23	3469	844	2663	2364	287	74
Jun-23	3925	895	2973	2379	241	81
Jul-23	4162	930	3236	2358	280	86
Aug-23	4133	998	2754	2377	282	72
Sep-23	3779	1023	2831	2393	277	62
Oct-23	3389	1315	3212	2404	103	103
Nov-23	3367	1249	2804		200	63
Dec-23	2404	1308	1795	2388	266	49
Jan-24	3920	1340	2215	2440	229	94
Feb-24	3368	1084	2559	2462	240	77
Mar-24	3697	1185	2772	2528	233	51
Apr-24	3231	973	2427	2568	222	48
May-24	3750	1060	2510	2607	242	60
Jun-24	3960	1138	2785	2644	285	94

The **Summer Library Program** has been going strong with fun and educational programs daily for kids, teens, adults and families.



Library Happenings

Okaloosa County IT is in the process of migrating the users they support to **Microsoft 365**. They have started with the libraries, and we are working through the changes and issues.

OCPLC libraries have offered a database called **BrainFuse** for several years. We have made **JobNow** and **HelpNow** available for our patrons from the beginning and are now entering a trial for **CollegeNow** and **Barron's**. The BrainFuse database is designed to help students with homework and tutoring; assist job seekers with resumes, applications or interview help; and we will now be able to have help available for college bound students. The services are free to Okaloosa County library card holders.

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

The Library is expanding our partnership with ***The ARC of the Emerald Coast.*** This will enable their adult clients with intellectual and developmental disabilities to participate in our programs, which we are tailoring specifically to their needs.

Library Programs and Classes

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

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

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

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

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

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

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

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

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

OCPLC Governing Board

The next meeting of the Governing Board will be Wednesday, **September 25, 2024** at 2:00 in Niceville. Cmbr. Bernie Oder is Mary Esther's Governing Board Representative. Cmbr. Richard Lawson serves as the alternate.

Summer Library Program Schedule of Events

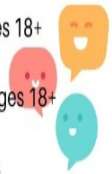
* Asterisk indicates registration is required *

June 7th: Summer Reading Kickoff Bash

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

Week 1:

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



Week 2:

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

Week 3:

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

Week 4:

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

Week 5:

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

Week 6:

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

Week 7:

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

Week 8:

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

1450 Miracle Strip Parkway SE, Fort Walton Beach, 32548

For Ages 7-12

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

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

Ocean City-Wright
Fire Control District

July 22, 2024

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

Mayor and Council Members,

As always, we are honored to serve you, the citizens of Mary Esther, and the city staff. I am extremely excited to see the fire station bathroom project coming to fruition, and I would like to pass on how great Shawn Lindsey has been to work with since coming to the city. I know this is something you are already aware of; however, I wanted to add my gratitude for his hard work.

There are lots of exciting changes happening in the district these days. First, we have been working over the past several months to move to a new records management software. This is the software we use to run most of our things, including incident reporting, inventory and equipment maintenance, inspections, and most of our record keeping. As you can assume, this is a heavy lift for our administrative staff members, but they have tackled it collectively and are doing a great job through the transition. Our target date for full implementation is September 1st, which will give us a month of overlap to work out any bugs before the contract with our current vendor runs out.

Second, Okaloosa County Communications is in the final stages of constructing, testing, and implementing an entirely new public safety radio system. This P25 system will be used by all fire, EMS, and law enforcement in the county. This has been a challenge for us for the last several years, and we are excited about this upgrade, as it will enhance our emergency scene operations.

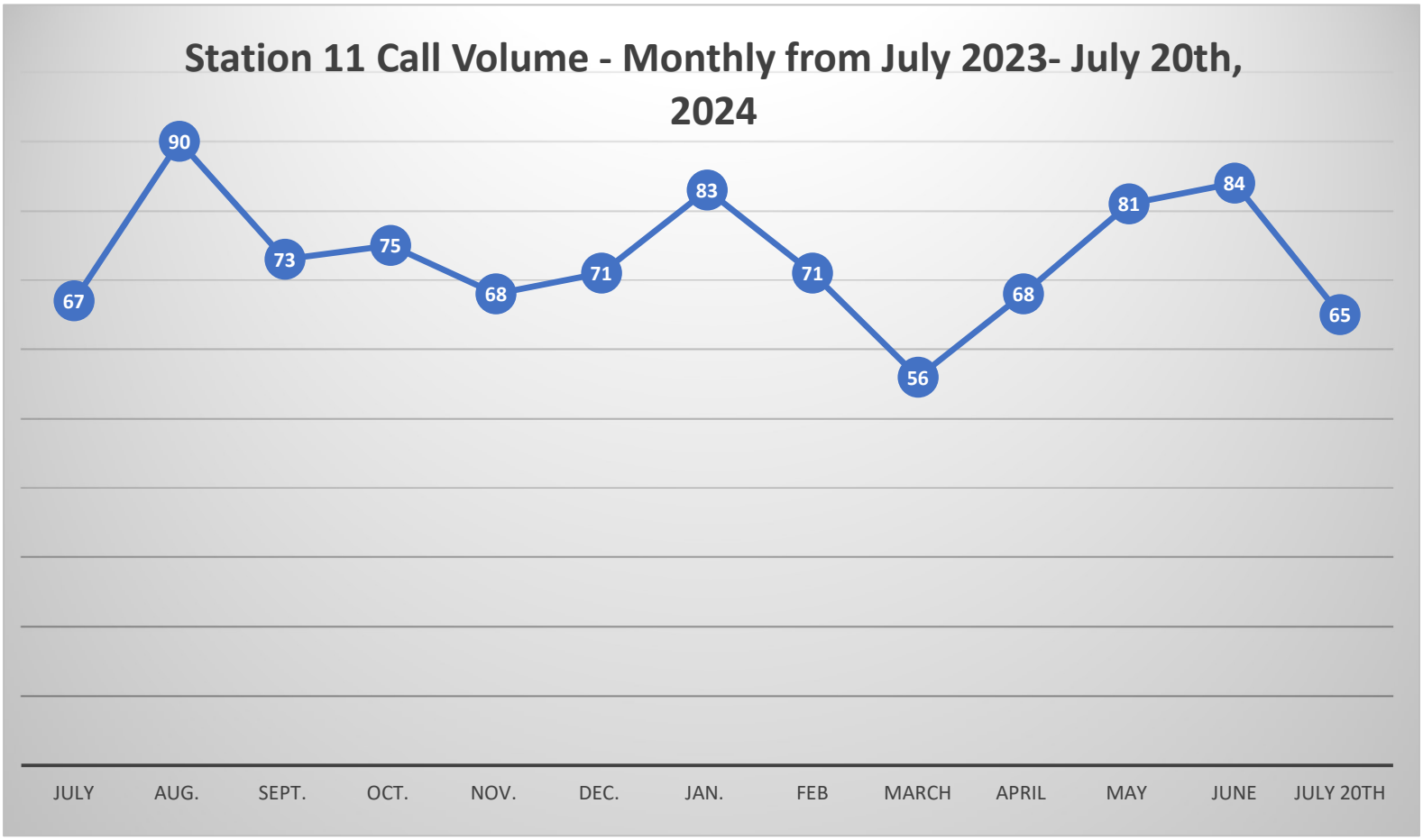
Finally, we have signed a contract for the remodel of Fire Station 3 at the end of Mary Esther Cutoff. As you are aware, it takes so much work to get here. It is exciting to be getting to where we see shovels going into the ground.

My team and I are always available to assist you in any way you need.

Respectfully,

Jeff Wagner, Fire Chief

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



Ocean City-Wright Fire Control District

STATION COUNT

OCW Station 1: 299

OCW Station 2: 93

OCW Station 3: 115

OCW Station 11: 65

TOTAL: 573

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

COMMUNITY DEVELOPMENT DEPARTMENT
Monthly Activity Report

Reporting Period
June 21, 2024 – July 19, 2024

Code Enforcement

Activities			
Complaints	20	Inspection	15
Agency Assist	0	Consultations	5
Verbal Warning	5	Advisements On Codes to Citizens	15
Notice of violations	3	Courtesy Notice	12
Notice of Hearings	0	Fiber inspections	8

Permitting

Permit Type	
Fence	3
Driveway	1
Variance	1
Right-of-way permit issued to LiveOak Fiber	1
Inspections	3

*Code Compliance has issued a stop work order for boring, drilling, and missile work on Fridays for the fiber utility installation companies. Multiple inspections have been performed and we are working closely with the companies to make sure that all issues are being addressed and that citizens are made aware of a timeline in which repairs will be completed. Code Compliance would also like to thank Public Works, Jacobs, and staff at the front desk who have been helping our department with the issues at hand.
*Inspections for litter, trash, debris in the Springdale neighborhood have been made and the contractor (Talcon) has been made aware. Talcon has stated that a daily sweep for litter, trash, debris will be made.

Development Review

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

Staff completed reports for the Variance at 4 Lane Drive and the Rezone and Future Land Use Map Amendment for Christobal Landing Park.

Staff received a preliminary site plan/ tree survey for 4 Lane Drive and is working with the applicant on tree preservation and replacement for the site.

Staff attended FEMA Certification training receiving Certs in Preliminary Damage Assessment, Public Assistance Grant Programs, Emergency Work Eligibility, and Permanent Work Eligibility. This knowledge will help after major storm event

disasters and helping the City to receive funds from FEMA if eligible.

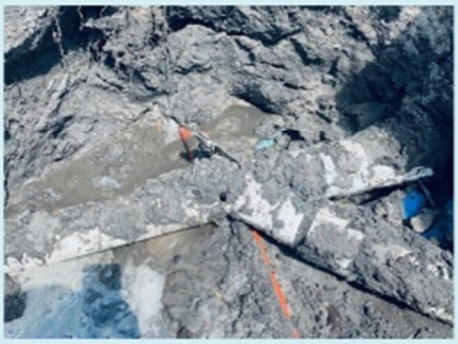
City of Mary Esther

June 2024 Monthly Report

Prepared by:

Jacobs

July 19, 2024



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1. Executive Summary

1.1 Mary Esther O&M Team

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

Table 1.0 Personal and Certification

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

1.2 Special Projects

1.2.1 Well 1 Rehabilitation

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

1.3 Safety

The team conducts weekly site-specific safety inspections and conducts weekly safety meetings. This month's safety topics included: LOTO, hazardous materials, slip trips and falls, and SDS review. The team is participating in the annual online confined space entry training. This month marks our new safety record - **1,135 accident-free days**.

2. Operations

2.1 Water Production & Distribution

The system produced 13,702,000 million gallons (MG) of water this month with an average daily flow rate of 457,000 gallons per day. The monthly amount of water production is summarized and presented in Appendix A. The monthly regulatory reports were submitted on 07/03/24 to FDEP.

2.1.1 Meter Reading

There are 2,111 meters to read during the month, this month 30 rereads were required. Our average meter reading accuracy is 98.9%.

Table 2.0 Meter Reading Monthly Summary

Month	Total Meters #	Meter Rereads #	Meter Reading Accuracy %
Jun '24	2,111	30	98.6
May '24	2,111	31	98.5
Apr '24	2,111	31	98.5
Mar '24	2,111	30	98.6
Feb '24	2,111	22	99.0
Jan '24	2,111	22	99.0
Dec '23	2,111	16	99.2
Nov '23	2,111	21	99.0
Oct '23	2,111	16	99.2
Sep '23	2,111	18	99.1
Aug '23	2,111	23	98.9
Jul '23	2,111	20	99.1
Average	2,111	23	98.9

2.2

Collections and Wastewater Treatment

During the month, all lift stations were inspected, cleaned, and if required residual grease was removed. During the month, the facility treated 23 million gallons (MG) of influent water with an average daily flow rate of .57 MGD. The Wastewater Treatment Plant (WWTP) discharge permit parameter limitations were met throughout the month. The systems effluent discharge limitations and quality performance is presented in Appendix B. The monthly regulatory reports were submitted on 07/15/24.

2.2.1 Biosolids Management

During the month, drying beds 1-4 were used for dewatering the aerobically digested sludge. The biosolids removed from the beds contained 16.8% solids. This month, GreenSouth Solutions hauled approximately 1.6 tons of biosolids to be used for beneficial land application. The Biosolids Monthly Summary Report is presented in Appendix C.

3. Maintenance

3.1 Preventive Maintenance

During the month, staff completed a total of 156 preventive workorders. The completed work order report is presented in Appendix D.

3.2 City Work Order Requests and Call Outs

There were 68 work order requests completed this month.

There was only one call out this month.

- On 06/26/2024, 1 – 20 Palmetto we had a 6-inch water main break due to contractors boring new fiber.

3.3 Corrective Maintenance

3.3.1 Wastewater Plant 1

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

3.3.2 Spray Field Equipment

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

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

3.4 Capital Improvement Projects (CIP)

3.4.1 Clarifier #2 Weir Replacement Project

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

APPENDIX A

Water System Summary

Month	Well 1 Total Flow Gallons	Well 2 Total Flow Gallons	Well 3 Total Flow Gallons	Well 4 Total Flow Gallons	Total Water Production MGM	Average Daily Production MGD
				Permit Limits	**22.8**	***0.62**
Jun '24		0	5,726,000	7,976,000	13.7	0.457
May '24		0	7,552,000	6,567,000	14.1	0.455
Apr '24		0	6,126,000	5,803,000	510.6	17.021
Mar '24		0	4,329,000	7,536,000	11.9	0.396
Feb '24		0	2,853,000	8,708,000	11.6	0.399
Jan '24		0	3,095,000	9,905,000	13.0	0.433
Dec '23		0	2,839,000	9,136,000	11.9	0.397
Nov '23		0	3,156,000	8,369,000	11.5	0.384
Oct '23		0	4,592,000	7,960,000	12.6	0.405
Sep '23		0	5,425,000	7,582,000	13.0	0.434
Aug '23		0	5,612,000	8,273,000	13.7	0.455
Jul '23		0	3,522,000	9,362,000	12.9	0.416
Jun '23		0	4,177,000	8,189,000	12.4	0.412
Minimum		0	2,839,000	5,803,000	11.5	0.384
Maximum		0	7,552,000	9,905,000	510.6	17.021
Average		0	4,538,769	8,105,077	51.0	1.697
Annual Total		0	54,827,000	97,177,000	650	21.651

** Note - permit limit is annual average daily water production*

APPENDIX B

Influent Monthly Summary

Month	Rainfall MGD	Flow Total MGD	Flow 3-Month Rolling Avg mg/L	CBOD Avg mg/L	CBOD Load lbs/day	TSS Avg mg/L	TSS Load lbs/day
Jun '24	8.4	23.000	0.680	250	1,525	178	1,113
May '24	15.4	24.364	0.578	323	2,039	155	994
Apr '24	6.6	16.203	0.545	360	1,576	231	1,029
Mar '24	8.0	16.863	0.538	374	1,906	202	1,001
Feb '24	3.2	15.460	0.519	274	1,234	193	875
Jan '24	6.3	17.454	0.467	220	999	145	662
Dec '23	5.5	16.111	0.427	243	1,135	213	992
Nov '23	3.3	11.882	0.424	325	1,027	256	813
Oct '23	1.0	12.253	0.446	304	972	213	682
Sep '23	3.3	14.123	0.459	297	1,176	235	931
Aug '23	5.0	13.464	0.451	272	1,005	217	798
Jul '23	6.9	14.498	0.450	300	1,107	225	833
Jun '23	4.8	13.173	0.457	289	1,073	219	816

APPENDIX C

Biosolids Summary

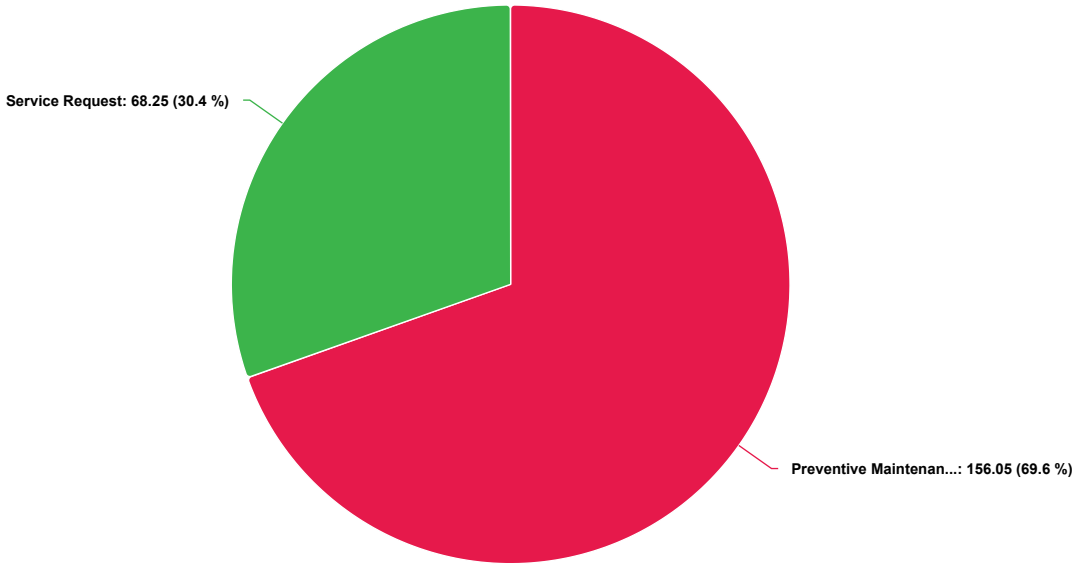
Month	Drying Beds\Bed 1			Drying Beds\Bed 2			Drying Beds\Bed 3			Disposal
	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Beneficial Use Dry Tons
Jun '24				10,590	16.8	0.74	12,355	16.8	0.86	1.6
May '24										
Apr '24	33,535	46.4	2.14	35,300	46.4	2.26	37,065	46.4	2.39	6.8
Mar '24	21,180	30.9	1.36	19,415	30.9	1.26	21,180	30.9	1.36	4.0
Feb '24										
Jan '24	14,120	20.7	1.22	15,885	20.7	1.37	14,120	20.7	1.22	3.8
Dec '23										
Nov '23	14,120	17.5	1.03	12,355	17.5	0.90	10,590	17.5	0.77	2.7
Oct '23	7,060	11.3	0.33	15,885	11.3	0.75				1.1
Sep '23	8,825	19.4	0.71	10,590	19.4	0.85				1.6
Aug '23	10,590	16.4	0.72	15,885	16.4	1.08	10,590	16.4	0.72	2.5
Jul '23	10,590	16.7	0.74	10,590	16.7	0.74				1.5
Jun '23	14,120	17.4	1.02	10,590	17.4	0.77	12,355	17.4	0.89	2.7
Annual Total	134,140	196.4	9.27	157,085	213.2	10.72	118,255	165.9	8.219	28.2
Annual Average	14,904	21.9	1.03	15,709	21.4	1.07	16,894	23.7	1.173	2.8

Jacobs Challenging today. Reinventing tomorrow.

MAE-Monthly Completed Work Order Summary

Printed: 7/16/2024 11:34 AM

Work Order Actual Hours by WO Type



Report Criteria

Complete Date is between '**6/1/2024**' AND '**6/30/2024**'
Location / Asset is **Mary Esther (MAE)**
Repair Center is **Mary Esther**

Work Order #	Asset ID	Asset Name	Reason
Preventive Maintenance			
MAE-3859230	MAE-79104	Well #3 HS Bypass Altitude Valve	Annual Altitude Valve Inspection
MAE-3859231	MAE-79103	Well #3 HS Main Altitude Valve	Annual Altitude Valve Inspection
MAE-3859232	MAE-79115	GRIT KING AUTOMATIC VALVE	Annual Altitude Valve Inspection
MAE-3859233	MAE-79114	Sprayfield Discharge Header Cla-Valve 2 in	Annual Altitude Valve Inspection
MAE-3859314	MAE-SEWER LINE CAMERA-3	Iris Sewer Camera	Camera Inspection
MAE-3859315	MAE-93310	SEWER CAMERA	Camera Inspection
MAE-3865433	MAE-31517	DIGESTER BLOWER MOTOR #1	Semi-Annual Digestor Blower Motor Lubrication
MAE-3865434	MAE-31518	DIGESTER BLOWER MOTOR #2	Semi-Annual Digestor Blower Motor Lubrication
MAE-3865435	MAE-31519	DIGESTER BLOWER MOTOR #3	Semi-Annual Digestor Blower Motor Lubrication
MAE-3865436	MAE-93401	Husky Shop Air Compressor	Air Compressor Monthly Inspection
MAE-3865437	MAE-93301	Campbell Hausfeld Air Compressor	Air Compressor Monthly Inspection
MAE-3865439	MAE-52101	DIGESTER POLYMASTER	Polyblend unit monthly inspection
MAE-3865490	MAE-LAWN-MOWER-153	Bobcat Zero Turn Mower	Monthly Mower Inspection
MAE-3865491	MAE-LAWN-MOWER-154	Craftsman Push Mower	Monthly Mower Inspection
MAE-3865492	MAE-LAWN-MOWER-152	Farris Zero Turn Mower	Monthly Mower Inspection
MAE-3866056	MAE-02604-2	Well #1 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection
MAE-3866057	MAE-02605	Well #3 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection
MAE-3866058	MAE-02607	Well #4 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection
MAE-3867211	MAE-02601	Main Plant CL2 Leak Detector	Chlorine Leak Detector Monthly Inspection
MAE-3867212	MAE-22402	PRIMARY DIGESTER DECANT PUMP	Monthly Decant Pump Inspection
MAE-3869453	MAE-59002	SCREENING CONVEYOR	Grit Auger Annual Inspection
MAE-3869965	MAE-42213	#3 CLARIFIER GEARBOX	Clarifier Monthly Inspection
MAE-3869966	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Monthly Emergency Light and Exit Sign Inspection
MAE-3869967	MAE-WTP	Mary Esther Water System	Monthly Emergency Light and Exit Sign Inspection
MAE-3869968	MAE-LS	Mary Esther Lift Stations	Monthly Emergency Light and Exit Sign Inspection
MAE-3869969	MAE-LS	Mary Esther Lift Stations	Fire Extinguisher Monthly Inspection
MAE-3869970	MAE-SPRAYFIELD	Mary Esther Sprayfield	Fire Extinguisher Monthly Inspection
MAE-3869971	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Fire Extinguisher Monthly Inspection
MAE-3869972	MAE-WTP	Mary Esther Water System	Fire Extinguisher Monthly Inspection
MAE-3869987	MAE-20003	#2 DITCH RAS PUMP #1	Monthly RAS Pump Inspection
MAE-3869988	MAE-20004	#2 DITCH RAS PUMP #2	Monthly RAS Pump Inspection
MAE-3869989	MAE-03106	Effluent Auto-Sampler	Sampler Monthly Maintenance
MAE-3869990	MAE-03105	Influent Auto-Sampler	Sampler Monthly Maintenance
MAE-3869991	MAE-20603	Well #1 HS Pump #3	Plant High Service Pump Monthly Inspection
MAE-3869992	MAE-20604	Well #3 HS Pump #1	Plant High Service Pump Monthly Inspection
MAE-3869993	MAE-20605	Well #3 HS Pump #2	Plant High Service Pump Monthly Inspection
MAE-3869997	MAE-91306	LS #10 Exhaust Fan	Exhaust Fan Monthly Inspection

Work Order #	Asset ID	Asset Name	Reason
MAE-3869998	MAE-02604-1	Well #1 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3869999	MAE-91303	Well #3 CL2 Room Exhause Fan	Exhaust Fan Monthly Inspection
MAE-3870000	MAE-91307	Well #3 Pump Room Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3870001	MAE-91304	Well #4 CL2 Room Exhause Fan	Exhaust Fan Monthly Inspection
MAE-3870002	MAE-91301	CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3870003	MAE-91308	Digester Building Upper Level Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3870004	MAE-71903	LS #10 GENERATOR FUEL TANK	Monthly Fuel Tank Inspection
MAE-3870005	MAE-71905	LS #14 DIESEL FUEL DAY TANK	Monthly Fuel Tank Inspection
MAE-3870006	MAE-71904	LS #14 DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection
MAE-3870007	MAE-71906	WELL #1 GAS STORAGE TANK	Monthly Fuel Tank Inspection
MAE-3870008	MAE-71908	WELL #3 FUEL STORAGE TANK	Monthly Fuel Tank Inspection
MAE-3870009	MAE-71907	WELL #2 FUEL STORAGE TANK	Monthly Fuel Tank Inspection
MAE-3870010	MAE-71901	DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection
MAE-3870011	MAE-71902	GENERATOR DAY TANK	Monthly Fuel Tank Inspection
MAE-3870012	MAE-20501	Well #4 Chlorine Booster Pump	Booster Pump Monthly Inspection
MAE-3870013	MAE-20008	CL2 Sample Pump	Monthly Small Centrifugal Pump Inspection
MAE-3870014	MAE-20014	Digester Transfer/Recirculation Pump	Monthly Small Centrifugal Pump Inspection
MAE-3870015	MAE-20009	Plant Reuse Water Pump	Monthly Small Centrifugal Pump Inspection
MAE-3870016	MAE-38102	LS #14 Diesel Engine #1	Backup Engine Monthly Inspection
MAE-3870017	MAE-20601-2	Well #1 HS Pump #1 Engine	Backup Engine Monthly Inspection
MAE-3870018	MAE-38101	Well #2 Pump Engine	Backup Engine Monthly Inspection
MAE-3870479	MAE-60699	Concrete Saw	Monthly Concrete Saw Inspection
MAE-3870853	MAE-95801	Break Room First Aid Kit	Monthly First-Aid Kit Inspection
MAE-3870854	MAE-95802	Well #1 First Aid Kit	Monthly First-Aid Kit Inspection
MAE-3870855	MAE-69020	WELL #3 SITE	Monthly First-Aid Kit Inspection
MAE-3870856	MAE-69021	WELL #4 SITE	Monthly First-Aid Kit Inspection
MAE-3870860	MAE-69018	WELL #1 SITE	Wellsite Monthly Inspection
MAE-3870861	MAE-69019	WELL #2 SITE	Wellsite Monthly Inspection
MAE-3870862	MAE-69020	WELL #3 SITE	Wellsite Monthly Inspection
MAE-3870863	MAE-69021	WELL #4 SITE	Wellsite Monthly Inspection
MAE-3871349	MAE-6" Bypass Pump-5	6" Bypass Pump	Generator Semi-Annual inspection
MAE-3871385	MAE-00102	Executive Plaza 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3873006	MAE-EQUIPMENT-293	Fuel Trailer Electric	Monthly Fuel Tank Inspection
MAE-3873007	MAE-EQUIPMENT-294	Fuel Trailer Flat	Monthly Fuel Tank Inspection
MAE-3873008	MAE-52202	PRIMARY DITCH DIGESTER MIXER	Floating Aerator Quarterly Inspection and Service
MAE-3873910	MAE-92301	JOHN DEERE TRACTOR	Monthly Tractor Inspection
MAE-3873911	MAE-92302	FORD 7740 TRACTOR (1992)	Monthly Tractor Inspection
MAE-3873912	MAE-92304	Massey Ferguson 283 Tractor	Monthly Tractor Inspection
MAE-3873913	MAE-92306	Massey Ferguson 4243 Tractor	Monthly Tractor Inspection
MAE-3873914	MAE-92305	Massey Ferguson 5445 Tractor	Monthly Tractor Inspection
MAE-3873976	MAE-EQUIPMENT-282	Dayton Portable Heater 1 of 3	General Equipment Inspection
MAE-3873977	MAE-EQUIPMENT-283	Dayton Portable Heater 2 of 3	General Equipment Inspection
MAE-3873978	MAE-EQUIPMENT-284	Dayton Portable Heater 3 of 3	General Equipment Inspection
MAE-3873979	MAE-EQUIPMENT-288	Backflow Test Kit 1 of 2	General Equipment Inspection
MAE-3873980	MAE-93440	Back Flow Test Kit	General Equipment Inspection
MAE-3873981	MAE-93601	SCHONSTEDT LOCATOR	General Equipment Inspection
MAE-3873982	MAE-EQUIPMENT-291	Utility Locator	General Equipment Inspection
MAE-3874577	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3874578	MAE-SAFETY-HYDRANTS-F-7192	Point Comfort 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3874895	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection
MAE-3874896	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection
MAE-3874897	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection
MAE-3874898	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection
MAE-3874899	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection
MAE-3874900	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection
MAE-3874901	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection
MAE-3874902	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection
MAE-3874903	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection
MAE-3874904	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection
MAE-3874905	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection
MAE-3874906	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection
MAE-3874907	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection
MAE-3874908	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection
MAE-3876204	MAE-95401	Well #4 SCBA	SCBA Monthly Inspection
MAE-3876869	MAE-JETTER-USJETTING	HIGH-PRESSURE JETTER	Generator Monthly inspection
MAE-3876878	MAE-92506	Hay Rake	Monthly Hay Rake Service
MAE-3876879	MAE-92501	Bush Hog 5' Mower	Monthly Mower Service
MAE-3876910	MAE-HYDRANTS-F-10765	KIMBROUGH 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3876911	MAE-00110	Islandview 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3876933	MAE-EQUIPMENT-292	Chemical Sprayer Tractor Mounted	General Equipment Inspection
MAE-3876934	MAE-EQUIPMENT-295	Tractor Seeder	General Equipment Inspection

Work Order #	Asset ID	Asset Name	Reason
MAE-3876935	MAE-EQUIPMENT-296	Disk Harrow	General Equipment Inspection
MAE-3876936	MAE-EQUIPMENT-297	Grader	General Equipment Inspection
MAE-3876937	MAE-EQUIPMENT-298	Box Blade	General Equipment Inspection
MAE-3876938	MAE-GRNDEQ-HAY-11	Hay Spike 1 of 3	General Equipment Inspection
MAE-3876939	MAE-GRNDEQ-HAY-12	Hay Spike 2 of 3	General Equipment Inspection
MAE-3876940	MAE-GRNDEQ-HAY-13	Hay Spike 3 of 3	General Equipment Inspection
MAE-3877740	MAE-21506	LS #14 PUMP #3	Vertical Pump Monthly Inspection
MAE-3879017	MAE-93307	Onan Emergency Generator Wellsite 4	Generator Monthly inspection
MAE-3879019	MAE-40101	LS #14 RIGHT ANGLE DRIVE #1	Angle Drive Annual Inspection
MAE-3879020	MAE-40103	Well #2 Well Pump Right Angle Drive	Angle Drive Annual Inspection
MAE-3879540	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection
MAE-3879541	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection
MAE-3879542	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection
MAE-3879543	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection
MAE-3879544	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection
MAE-3879545	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection
MAE-3879546	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection
MAE-3879547	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection
MAE-3879548	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection
MAE-3879549	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection
MAE-3879550	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection
MAE-3879551	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection
MAE-3879552	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection
MAE-3879553	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection
MAE-3879557	MAE-92504	Vermeer 504 Bailer	Monthly Bailer Service
MAE-3879558	MAE-92505	Hay Cutter	Monthly Hay Cutter Service
MAE-3879559	MAE-GRNDEQ-HAY-10	Woods 720 Bush Hog 6' Mower	Monthly Mower Service
MAE-3880094	MAE-21511	Well #2 Well Pump	Vertical Pump Monthly Inspection
MAE-3880095	MAE-21512	Well #3 Well Pump	Vertical Pump Monthly Inspection
MAE-3880096	MAE-21513	Well #4 Well Pump	Vertical Pump Monthly Inspection
MAE-3880098	MAE-21507	Sprayfield Pump #1	Vertical Pump Monthly Inspection
MAE-3880561	MAE-00101	Misty Water Lane 6" Fire Hydrant	Potable Water Dead-End Flushing
MAE-3880777	MAE-95302	Well #3 Safety Shower/Eyewash Station	Eyewash/Safety Shower Annual Inspection
MAE-3880778	MAE-95301	Main Plant Safety Shower/Eyewash Station	Eyewash/Safety Shower Annual Inspection
MAE-3880779	MAE-95303	Well #4 Safety Shower/Eyewash Station	Eyewash/Safety Shower Annual Inspection
MAE-3880780	MAE-56001	BARSCREEN #1	Influent Screen Monthly Inspection
MAE-3880781	MAE-56002	BARSCREEN #2	Influent Screen Monthly Inspection
MAE-3880784	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Monthly Site Inspection
MAE-3880785	MAE-GRNDEQ-HAY-9	Heston 4570 Square Bailer	Monthly Bailer Service
MAE-3881418	MAE-VEHICLES-TRUCK-LT-370	CD5 2018 FORD F-150	Monthly Vehicle Inspection
MAE-3881419	MAE-VEHICLES-TRUCK-LT-371	CD2 2018 FORD F-150	Monthly Vehicle Inspection
MAE-3881420	MAE-VEHICLES-TRUCK-LT-372	CD3 2018 FORD F-150	Monthly Vehicle Inspection
MAE-3881421	MAE-VEHICLES-TRUCK-LT-373	CD4 2018 FORD F-150	Monthly Vehicle Inspection
MAE-3881422	MAE-VEHICLES-TRUCK-LT-374	CD6 2018 FORD F-150 4X4	Monthly Vehicle Inspection
MAE-3881423	MAE-VEHICLES-TRUCK-LT-375	CD7 2017 FORD F-250	Monthly Vehicle Inspection
MAE-3881424	MAE-VEHICLES-TRUCK-LT-376	CD8 2017 FORD F-350 4X4 CRANE TRUCK	Monthly Vehicle Inspection
MAE-3881425	MAE-VEHICLES-TRUCK-LT-377	WT1 2009 FORD F-150	Monthly Vehicle Inspection
MAE-3881426	MAE-VEHICLES-MINIEX-18	Mini-ex	Monthly Vehicle Inspection
MAE-3882465	MAE-26203	DIGESTER BLOWER #1	Monthly Digestor Blower Service
MAE-3882466	MAE-26204	DIGESTER BLOWER #2	Monthly Digestor Blower Service
MAE-3882467	MAE-26205	DIGESTER BLOWER #3	Monthly Digestor Blower Service
MAE-3882722	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3882723	MAE-SAFETY-HYDRANTS-F-7192	Point Comfort 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3882973	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection
MAE-3882974	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection
MAE-3882975	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection
MAE-3882976	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection
MAE-3882977	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection
MAE-3882978	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection
MAE-3882979	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection
MAE-3882980	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection
MAE-3882981	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection
MAE-3882982	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection
MAE-3882983	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection
MAE-3882984	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection
MAE-3882985	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection
MAE-3882986	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection
MAE-3882990	MAE-95402	WWTP SCBA	SCBA Monthly Inspection
MAE-3884317	MAE-00105	Soundview Cove 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3886006	MAE-21504	LS #14 PUMP #1	Vertical Pump Monthly Inspection
MAE-3886007	MAE-21505	LS #14 PUMP #2	Vertical Pump Monthly Inspection
MAE-3886008	MAE-21502	EFFLUENT PUMP #2	Vertical Pump Monthly Inspection

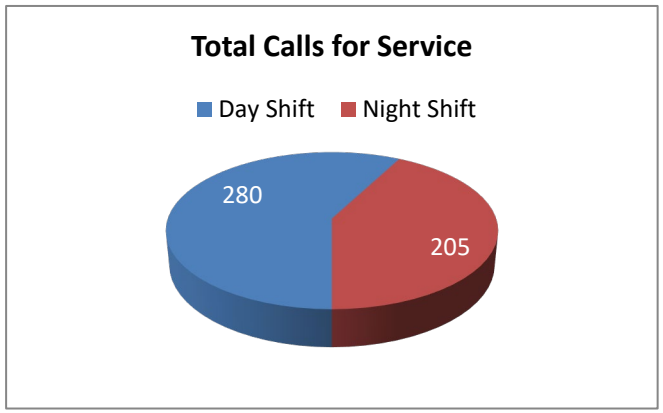
Work Order #	Asset ID	Asset Name	Reason
MAE-3886009	MAE-21503	EFFLUENT PUMP #3	Vertical Pump Monthly Inspection
Preventive Maintenance - 181 Total:			
Service Request			
MAE-3878833	MAE-METER-WATER-58138	Water Meter-471 BRIAN CIR	Leak Check
MAE-3878834	MAE-8040109	Water Meter-30 Ashford Ct	Temporary Shut-Off for Repair
MAE-3878835	MAE-METER-60414	Water Meter-390 ANGELA LN	Final Reading - LOCK
MAE-3878837	MAE-METER-WATER-59202	Water Meter-48 RUBY CIR	Turn on
MAE-3878840	MAE-99903-CD-PAGE BACON RD	PAGE BACON RD	Water and sewer line spot
MAE-3878841	MAE-99903-CD-SHARON CT	SHARON CT	Water and sewer line spot
MAE-3878842	MAE-8041033	Water Meter-208 MARY ESTHER BLVD	Replace Curbstop
MAE-3878847	MAE-METER-60282	Water Meter-841 E MIRACLE STRIP PKWY #4	Turn on
MAE-3878850	MAE-METER-WATER-59227	Water Meter-19 KOHLER DR	Leak Check
MAE-3878852	MAE-METER-WATER-58333	Water Meter-211 ANDERSON DR	Re-Read Meter -- Leak Check
MAE-3881385	MAE-99903-CD-E TERRY CIR-120	120 E TERRY CIR	Customer Concern or Inquiry
MAE-3881387	MAE-99903-CD-CORNWALL TERRACE-680	680 CORNWALL TERRACE	Replace Register
MAE-3881390	MAE-99903-CD-CORNWALL TERRACE-691	691 CORNWALL TERRACE	Replace Register
MAE-3882218	MAE-METER-WATER-58082	Water Meter-122 SCOTTSDALE CT	Replace Register
MAE-3882220	MAE-8040732	Water Meter-40 EMORY ST	Replace Register
MAE-3882235	MAE-8041634	Water Meter-149 SCOTTSDALE DR	Replace Register
MAE-3882240	MAE-8041199	Water Meter-56 MARY ESTHER DR	Replace Register
MAE-3882246	MAE-8041194	Water Meter-51 MARY ESTHER DR	Replace Register
MAE-3882250	MAE-8041881	Water Meter-571 W MIRACLE STRIP PKWY	Replace Register
MAE-3882252	MAE-99903-CD-REGENCY PARK DR-10	10 REGENCY PARK DR	Temporary Shut-Off for Repair
MAE-3882256	MAE-99903-CD-MARY ESTHER BLVD-208	208 MARY ESTHER BLVD	Temporary Shut-Off for Repair
MAE-3882260	MAE-8041487	Water Meter-10 REGENCY PARK DR	Turn on
MAE-3882261	MAE-8041198	Water Meter-55 MARY ESTHER DR	Turn on
MAE-3882280	MAE-8040440	Water Meter-9 CALLE RIO	Re-Read Meter -- Leak Check
MAE-3882284	MAE-8040597	Water Meter-614 E HOLLYWOOD BLVD	Turn on
MAE-3882287	MAE-99903-CD-ANDERSON DR-290	290 ANDERSON DR	Customer Concern or Inquiry
MAE-3882292	MAE-8041475	Water Meter-122 PRYOR DR	Meter Change-Out
MAE-3882294	MAE-99903-CD-PRYOR DR-129	129 PRYOR DR	Customer Concern or Inquiry
MAE-3882303	MAE-99903-CD-MARY ESTHER DR-13	13 MARY ESTHER DR	Customer Concern or Inquiry
MAE-3882305	MAE-99903-CD-OXFORD CT-264	264 OXFORD CT	Meter Change-Out
MAE-3882314	MAE-8041693	Water Meter-249 SHARON CT	Meter Change-Out
MAE-3882846	MAE-8040243	Water Meter-231 Brian Cir	Meter Change-Out
MAE-3882867	MAE-8040244	Water Meter-235 Brian Cir	Meter Change-Out
MAE-3882868	MAE-METER-WATER-58079	Water Meter-301 SHREWSBURY RD	Replace Register
MAE-3882872	MAE-8040270	Water Meter-370 Brian Cir	Meter Change-Out
MAE-3882902	MAE-8040277	Water Meter-421 Brian Cir	Meter Change-Out
MAE-3882903	MTR-WATER-48088	Water Meter-221 Brian Cir	Meter Change-Out
MAE-3884514	MAE-99903-CD-BRYN MAWR BLVD-780	780 BRYN MAWR BLVD	Customer Concern or Inquiry - Install Touch Read
MAE-3884515	MAE-99903-CD-MAGNOLIA DR-15	15 MAGNOLIA DR	Replace Register
MAE-3884839	MAE-METER-60448	Water Meter-30 E LANE DR	Replace Register
MAE-3884841	MAE-METER-WATER-58363	Water Meter-411 BRIAN CIR	Replace Meter Box
MAE-3884842	MAE-8040254	Water Meter-281 Brian Cir	Meter Change-Out
MAE-3884855	MAE-8040239	Water Meter-210 Brian Cir	Meter Change-Out
MAE-3884860	MAE-8040234	Water Meter-180 Brian Cir	Meter Change-Out
MAE-3884863	MAE-8041499	Water Meter-11 RIDGELAKE DR	Meter Change-Out
MAE-3884869	MAE-8041753	Water Meter-12 SLEEPY HOLLOW DR	Replace Sensor
MAE-3884871	MAE-8040247	Water Meter-251 Brian Cir	Meter Change-Out
MAE-3884877	MAE-8041501	Water Meter-20 RIDGELAKE DR	Meter Change-Out
MAE-3884878	MAE-8040263	Water Meter-330 Brian Cir	Meter Change-Out
MAE-3884879	MAE-8040869	Water Meter-15 LAKEWOOD ST	Meter Change-Out
MAE-3885773	MAE-8041475	Water Meter-122 PRYOR DR	Meter Change-Out
MAE-3885781	MAE-99903-D	Mary Esther Distribution	Customer Concern or Inquiry (Copy of WO#: MAE
MAE-3885784	MAE-99903-CD-WINFIELD WAY-15	15 WINFIELD WAY	Customer Concern or Inquiry
MAE-3885786	MAE-99903-CD-SCOTTSDALE DR-156	156 SCOTTSDALE DR	Customer Concern or Inquiry
MAE-3885789	MAE-99903-CD-OXFORD CT-262	262 OXFORD CT	Customer Concern or Inquiry
MAE-3885790	MAE-99903-CD-E MIRACLE STRIP PKWY-350	350 E MIRACLE STRIP PKWY	Water and sewer line spot
MAE-3885795	MAE-99903-CD-SHADY LN-9	9 SHADY LN	Water and sewer line spot
MAE-3885797	MAE-99903-CD-ISLANDVIEW DR	ISLANDVIEW DR	Water line / Hydrant Flushing
MAE-3885799	MAE-99903-CD-RUBY CIR	RUBY CIR	Water and sewer line spot
MAE-3885801	MAE-99903-CD-OVERSTREET DR	OVERSTREET DR	Water and sewer line spot
MAE-3885802	MAE-99903-CD-MISTY WATER LN	MISTY WATER LN	Water and sewer line spot
MAE-3885819	MAE-99903-CD-NORTH ST	NORTH ST	Water and sewer line spot
MAE-3885831	MAE-99903-CD-KOHLER DR	KOHLER DR	Water and sewer line spot
MAE-3885832	MAE-99903-CD-MARY ESTHER DR	MARY ESTHER DR	Water and sewer line spot
MAE-3885833	MAE-99903-CD-SHAMROCK DR	SHAMROCK DR	Water and sewer line spot
MAE-3885835	MAE-99903-CD-E MIRACLE STRIP PKWY-841-3	841 E MIRACLE STRIP PKWY #3	Turn on
MAE-3885836	MAE-METER-WATER-58255	Water Meter-390 DAWN LN	Final Reading - Turn On
MAE-3885839	MAE-99903-CD-OXFORD CT-221	221 OXFORD CT	Water and sewer line spot
MAE-3885840	MAE-8041701	Water Meter-261 SHREWSBURY RD	Re-Read Meter

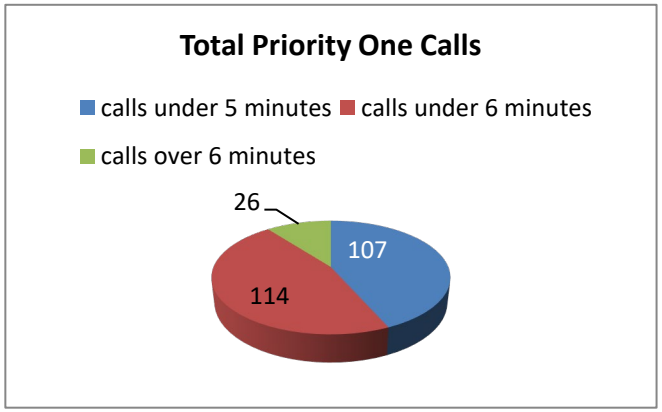
Work Order #	Asset ID	Asset Name	Reason
MAE-3885841	MAE-99903-CD-SHREWSBURY RD-261	261 SHREWSBURY RD	Customer Concern or Inquiry
MAE-3885842	MAE-8041398	Water Meter-323 PAGE BACON RD STE 15	Turn Off / Lock
MAE-3885843	MAE-99903-CD-BRIAN CIR-581	581 BRIAN CIR	Water Line Leak - City Side
MAE-3885845	MAE-99903-CD-SHARON CT	SHARON CT	Water and sewer line spot
MAE-3885846	MAE-99903-CD-LANE DR-5B	5 LANE DR #B	Turn Off / Lock
MAE-3885848	MAE-99903-CD-LANE DR	LANE DR	Water and sewer line spot
MAE-3887699	MAE-8041701	Water Meter-261 SHREWSBURY RD	Leak Check
MAE-3887701	MAE-METER-WATER-58387	Water Meter-650 SHREWSBURY RD	Final Reading - Leave On
MAE-3887705	MAE-99903-CD-RIDGELAKE DR	RIDGELAKE DR	Water and sewer line spot
MAE-3887706	MAE-99903-CD-EMORY ST	EMORY ST	Water and sewer line spot
MAE-3887707	MAE-99903-CD-ELLIOTT RD	ELLIOTT RD	Water and sewer line spot
MAE-3887708	MAE-99903-CD-PAGE BACON RD	PAGE BACON RD	Water and sewer line spot
MAE-3887709	MAE-99903-CD-ANDERSON	ANDERSON DR	Water and sewer line spot

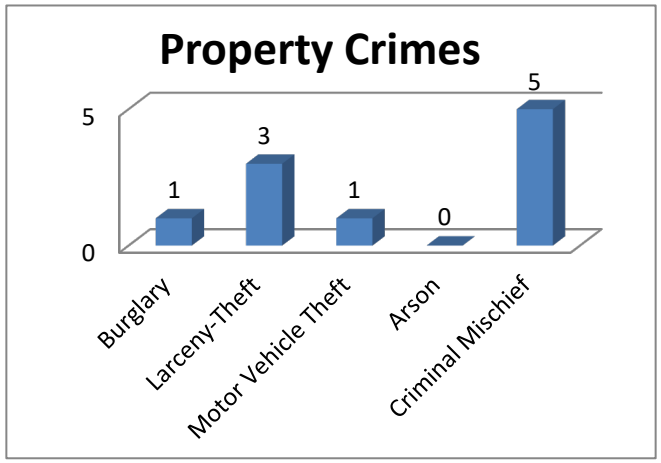
Service Request - 82 Total:

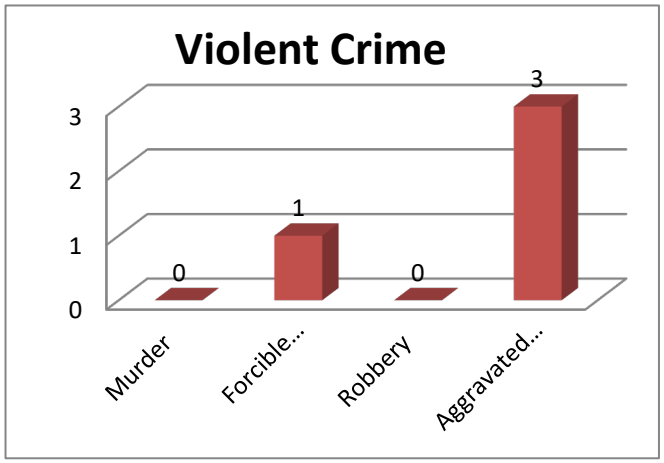
MARY ESTHER CHART June 2024

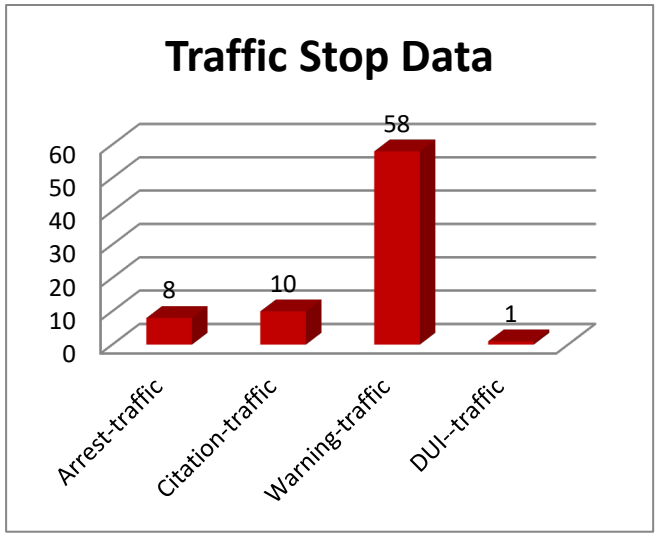
Total Calls for Service	**485**
Day Shift	280
Night Shift	205
Priority 1 Calls	**140**
calls under 5 minutes	107
calls under 6 minutes	114
calls over 6 minutes	26
Property Crimes	**10**
Burglary	1
Larceny-Theft	3
Motor Vehicle Theft	1
Arson	0
Criminal Mischief	5
Violent Crime	**4**
Murder	0
Forcible Rape	1
Robbery	0
Aggravated Assault	3
Traffic Violations-stops	**93**
Arrest-traffic	8
Citation-traffic	10
Warning-traffic	58
DUI--traffic	1
Marine Violations	**0**
Marine Citations	0
Marine Warnings	0
Marine Crashes	0
Traffic Crash	**33**
Traffic crash w/injuries	3
Traffic crash w/o injuries	30
Traffic Crash-Fatal	0
City Ord. Violations	**1**

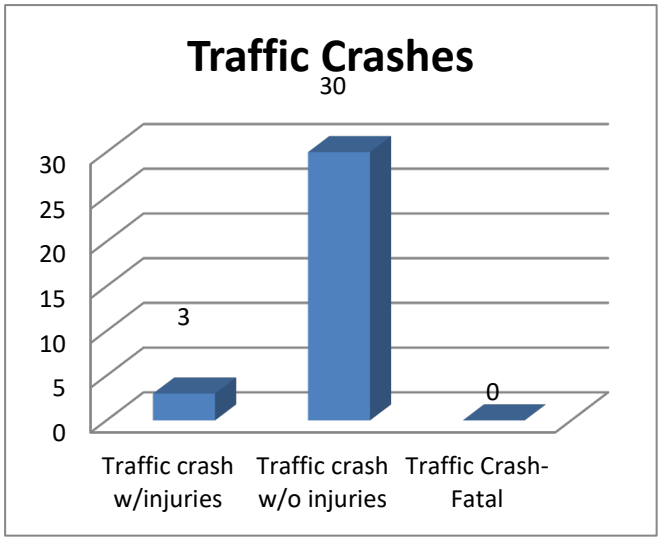












Distressed Swimmers	**0**	**Drownings**	**0**		

Prepared by Analyst Whitney Rivero on July 3rd, 2024

MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
July 8, 2024 - 6:00 PM
195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
Bernie Oder, Councilmember
Kenneth Woods, Councilmember
April Sutton, Mayor Pro Tem
Larry Carter, Councilmember
Richard Lawson, Councilmember

CITY STAFF PRESENT

Jared Cobb, City Manager
Hayward Dykes, City Attorney
Dillon Morris, City Clerk
Kelvin Cherry, Code Compliance Officer
Susan Macdonald, Administrative Coordinator
Shawn Lindsey, Public Works Director

OTHERS PRESENT

Chad Rewis, OSCO Captain
Randall Killian, Jacobs
Scott Jernigan, Jacobs
Jeff Wagner, OCWFD Chief
Josh Robinson, Jacobs

1. INVOCATION

Jeff Wagner, Fire Chief, Ocean City-Wright Fire Control District, gave the invocation.

2. CALL TO ORDER

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

3. PLEDGE OF ALLEGIANCE

Mayor Stein led the pledge of allegiance.

4. ROLL CALL

The City Clerk called the roll as reflected above.

5. APPROVAL OF THE AGENDA

Mayor Stein asked if the council wished to make any changes to the agenda. Hearing none, Mayor Stein asked for a motion. Councilmember Oder initiated the motion, seconded by Mayor Pro Tem Sutton. The motion passed 5-0.

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

6. SPECIAL PRESENTATIONS

6.1. Yard of the Month July 2024

Two yards were submitted for yard of the month for July 2024. The two entries were 641 Blackstone Rd and 172 Marcia Dr. Mayor Pro Tem Sutton shared that she had a preference for 172 Marcia Dr, seconded by Councilmember Carter. Mayor Stein asked for a motion for 172 Marcia Dr to be yard of the month for July 2024. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Carter. The motion passed 5-0.

RESULT:	**PASSED (5-0)**

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

6.2. Completion of the Institute for Elected Municipal Officials

City Clerk Morris received a certificate and letter for Councilmember Lawson for completing the IEMO 1 conference from the Florida League of Cities. The Florida League of Cities asked for this to be presented as an official agenda item. City Clerk Morris read out the letter from Lynn Tipton, thanked Councilmember Lawson for his attendance, and Mayor Stein presented the certificate of completion.

7. CONSENT AGENDA

Mayor Stein asked if the council wished to make any changes to the consent agenda. Hearing none, Mayor Stein asked for a motion. Councilmember Oder initiated the motion, seconded by Mayor Pro Tem Sutton. The motion passed 5-0.

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

7.1. Financial Report

7.2. Public Works Report

7.3. Library Report

7.4. Fire Department Report

7.5. Community Development Report

7.6. Jacobs Report

7.7. Law Enforcement Report

7.8. Minutes of the June 3, 2024, Regular Council Meeting

7.9. Minutes of the June 17, 2024, Special Council Meeting

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

None.

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

Vernon Ward, 147 Brewer Cir, spoke about wanting a weekly ride through the city with code enforcement and public works would allow early identification and proactive resolution to problems around the city. He spoke to some of the benefits being blockages in gutters, sunken and broken sidewalks, damaged streets, sewage blockage, yard maintenance, and blocked sidewalks. Mayor Pro Tem Sutton speaks that she would like a code enforcement discussion put on a future agenda, wanting a set schedule for code compliance to go around the city. City Manager Cobb stated that an agenda item was to discuss code compliance policies, stating if brought back council can provide staff direction. Councilmember Carter asked what Shawn's thoughts on the topic are. Public Works Director Lindsey, stated public works has completed a 5 year pavement plan, stating that everything cannot be done in one year. He continued to speak on everything public works is doing to help the city. City Manager Cobb stated that the Public Works Director started in October, and that this budget year mayor and council will see a difference from past years. Mayor Pro Tem Sutton speaks to Mr. Ward stating that the council wants to be more proactive but it will take time. Mr. Ward stated that he believes it would be beneficial for

council to rotate attending code enforcement patrols.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

11.1. City Manager Evaluation

City Manager Cobb discussed that mayor and council approved an agreement with Dr. Hanline to facilitate the city managers evaluation. Dr. Hanline discussed the process of the city manager evaluation for the new council members. He stated City Manager Cobb would send council a word document to fill out and arrange appointments to discuss with each council member individually. Then a draft evaluation will be made and should be approved in the September 3 council meeting. Councilmember Carter asked for a copy of his evaluation from the year previous.

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

Public Works Director Lindsey discussed the process of how to conduct a public hearing with City Clerk Morris reading out the advertisement for the public hearing. Public Works Director Lindsey discussed that the public hearing is being conducted as they are removing a part of the Springdale Subdivision project for the scope change. Councilmember Carter questioned that the original project was 7,200 linear feet of roadway with the change being 4,800 linear feet of roadway, asking why the discrepancy. Public Works Director Lindsey stated that the change order is excluding a section of roadway. City Manager Cobb stated that the paving would be completed at a later date during the stormwater project. Mayor Stein opened the public hearing on July 8th, 6:28 pm, for the purpose of the change of scope. Upon no comments, Mayor Stein closed the public hearing on July 8th, at 6:29 pm. Mayor Stein asked for a motion to approve a reduction in the CDBG scope of services to remove the section of Pryor Drive from Overstreet to North Street. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Woods. The motion passed 5-0.

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

11.3. Discussion of Springdale Infrastructure Project with Jacobs Engineering

Scott Jernigan, Jacobs, stated that at the last meeting Jacobs had received direction from Council to bring forth a proposal to offset the cost. He stated that as per Mayor Pro Tem Sutton's request, they have provided a 50% proposal with engineering fees credit, stating that some of the work would be done in-house. Mayor Stein asked if there was any discussion. Mayor Pro Tem Sutton discussed she appreciates Jacobs putting forth a good faith effort. City Manager Cobb stated it is up to the council, stating they can decide a decision tonight, or defer until the July 22 meeting. Mayor Pro Tem Sutton asked Mr. Jernigan if deferring would hold up Jacobs at all. Mr. Jernigan stated it would reduce the scope but the quantities must still be worked out. Mayor Pro Tem Sutton asked if there was a way to prevent oversights in the future. Mr. Jernigan stated Jacobs has a process in place to prevent oversights. Mayor Pro Tem Sutton asked if the savings would impact the citizens. Mr. Jernigan stated that the change order would not affect the current infrastructure. Councilmember Carter asked if doing the work in house would impact the current workload Jacobs already has. Mr. Jernigan stated it would be change ordered out of the Talcon contract amount and worked in house, stating the intent is to bring in additional staff. City Manager Cobb stated his concern was the level of detail unknown, stating there were no unit quantities. Mayor Pro Tem Sutton proposed moving forward with the city manager and city attorney to work out the fine details, agreeing to the terms as long as it meets the city attorneys

opinion. Legal Attorney Shuler stated that is what she recommend so City Attorney Dykes can verify it is all prepared in accordance. Councilmember Oder stated that state laws require information to be given seven days prior to a meeting. Mayor Stein asked if there was any issue with deferring to a later council meeting. Mr. Jernigan said he wanted it approved in concept so Jacobs can work with the city for the fine details. Mayor Stein asked for a motion to direct city manager and city attorney to prepare a contract amendment for approval. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Carter. The motion passed 5-0.

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

11.4. Action Minutes Discussion

City Clerk Morris discussed wanting to switch from summary minutes to action minutes, discussing the issues with summary minutes such as misquoting or mis-summarizing. He discussed many cities and committees that already have action minutes in place. He as well added that with the city conducting more meetings and the clerk department taking more responsibilities, switching to action minutes would save the department time. Mayor Stein commented that the public can listen to exactly what is said. City Clerk Morris discussed that the meetings are recorded, streamed live, and a video on demand. Mayor Pro Tem Sutton stated that this is standard in the committees she attends. Councilmember Oder asked Legal Attorney Shuler if everything is being done correctly. She stated that this would be in line with the Sunshine Law. Councilmember Carter asked how soon it would be implemented. City Clerk Morris stated that it could be implemented immediately or after the council meeting to show the change. Mayor Stein asked for a motion to approve the city clerk to write action minute summaries for all official meetings for the City of Mary Esther. The motion was initiated by Councilmember Woods, seconded by Councilmember Lawson. The motion passed 5-0.

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

11.5. Statewide Mutual Aid Agreement

City Manager Cobb discussed staff receiving an email about the statewide mutual aid agreement. He stated they agreed to an extension to July 10th. He stated it would allow the city to provide or ask for aid after an emergency. Councilmember Oder asked how many cities have signed up. City Manager Cobb stated he does not have that number. Councilmember Woods asked if Hayward had reviewed the document. City Manager Cobb stated he has. Mayor Pro Tem Sutton asked if there is a backup. City Manager Cobb stated that since he is the chief executive officer, it can be updated at any time for a backup. Mayor Stein asked for a motion to approve the statewide mutual aid agreement as presented. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Woods. The motion passed 5-0.

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

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

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

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

Mayor Pro Tem Sutton discussed attending a TPO meeting, saying the road widening in Mary Esther is getting pushed further down the list and added to extend the ramp to the base for people coming into Mary Esther. She wished General Bauernfeind and his wife a happy farewell. She also wished Mayor Stein a happy birthday.

Councilmember Woods had no additional comments.

Councilmember Lawson had no additional comments.

Mayor Stein discussed he would take care of yard of the month and the change of command was great.

Councilmember Carter asked if planning had started for the Veterans Day event. Mayor Stein said it had not yet but that it needs to start.

Councilmember Oder thanked the Northwest Florida League of Cities for the strategic planning for appropriations. He also stated he liked the idea of a farmer's market in the community development report. He also discussed that he and Councilmember Lawson will be attending the next Okaloosa County Library Governing Board meeting.

City Clerk Morris stated that Niceville's OCLC dinner has been moved to August.

City Manager Cobb stated that Susan Macdonald has taken over the position as the administrative coordinator. He as well stated that Mary Esther is sending bills to the fiber companies for the damages they make in the city. He suggested working on an administrative fee for making the invoices. Public Works Director Lindsey discussed the past weeks of dealing with water main breaks. He stated there are over a dozen cuts and break they have been dealing with. He discussed wanting to be more proactive in repairing breaks and seeing the fiber companies work before they repave roads. Mayor Stein asked when they will be done. Public Works Director Lindsey one should be finished within thirty days with the other being completed sometime in fall. Mayor Pro Tem Sutton asked if there is a way for the companies to coordinate. Public Works Director stated that they are competitors and that they are installing them in the public right of ways, stating you cannot tell a public utility they cannot install a public utility. Councilmember Carter stated that he has Serviceline Warranties which protects his home from the damages the fiber companies might make. Public Works Director Lindsey discussed some updates about stormwater and a sinkhole in the city.

14. ADJOURN

The council meeting adjourned at 7:05 pm.

Minutes approved at the _____ meeting.

_____

Dillon Morris, City Clerk

AGENDA ITEM

Agenda Item 7.9.

TO: Honorable Mayor and Members of the City Council

FROM:

DATE: August 5, 2024

SUBJECT: Minutes of the July 22, 2024, Special Council Meeting

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BACKGROUND:

DISCUSSION:

FINANCIAL IMPACT:

RECOMMENDATION:

ATTACHMENT(S):

1. 7-22-24 Special Council Meeting Minutes (Not Signed)

MINUTES
SPECIAL MEETING
of THE MARY ESTHER CITY COUNCIL
July 22, 2024 - 6:00 PM
195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
Bernie Oder, Councilmember
Kenneth Woods, Councilmember
April Sutton, Mayor Pro Tem
Larry Carter, Councilmember
Richard Lawson, Councilmember

CITY STAFF PRESENT

Jared Cobb, City Manager
Hayward Dykes, City Attorney
Dillon Morris, City Clerk
Sheila Ortyl, Library Director
Kelvin Cherry, Code Compliance Officer
Heather Day, Finance Director
Shawn Lindsey, Public Works Director
Tyler Reed, Community Development Director

OTHERS PRESENT

Chad Rewis, OSCO Captain

1. INVOCATION
No invocation was given.

2. CALL TO ORDER
The meeting was called to order by Mayor Stein at 6:01 PM.

3. PLEDGE OF ALLEGIANCE
Mayor Stein led the pledge of allegiance.

4. ROLL CALL
The City Clerk called the roll as reflected above.

5. APPROVAL OF THE AGENDA
Mayor Stein made a motion to move item 6.2 in front of item 6.1. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Woods. The motion passed 5-0.

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

6. NEW BUSINESS

6.1. 4 Lane Drive Variance Request
Community Development Director, Tyler Reed, led the discussion about an eighteen-foot (18') front setback variance request for the proposed Patriot Technologies building at 4 Lane Drive, Mary Esther, Florida.

Mayor Stein asked for a motion to approve an eighteen-foot (18') front setback variance request for the proposed Patriot Technologies building at 4 Lane Drive, Mary Esther, Florida. Councilmember Woods initiated the motion, seconded by Mayor Pro Tem Sutton. The motion passed 5-0.

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

6.2. Proposed FY 2025 Budget and 5-Year Community Investment Plan

City Manager, Jared Cobb, led the discussion of the proposed financial year 2025 budget and 5-year community investment plan.

Mayor Stein 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 pm at Mary Esther City Hall.

Mayor Stein asked for a motion to set the fiscal year 2025 tentative millage rate at 5.0261. The motion was initiated by Mayor Pro Tem Sutton, seconded by Councilmember Carter. The motion passed 5-0.

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

7. OTHER COMMENTS

Mayor Pro Tem Sutton discussed the city hosting a candidate meet and greet for the upcoming election and her visit to the Freedom Tech Center.

Councilmember Oder discussed Shalimar Mayor Mark Franks becoming the NWFLC 2nd Vice President and a broken sewer line caused by the fiber companies in the area.

8. ADJOURN

The council meeting adjourned at 7:52 pm.

Minutes approved at the _____ meeting.

_____

Dillon Morris, City Clerk

MINUTES
SPECIAL MEETING
of THE MARY ESTHER LOCAL PLANNING AGENCY
July 22, 2024 - 5:00 PM
195 Christobal Road – North, Mary Esther, FL 32569

LPA PRESENT

Chris Stein, Chairman
Bernie Oder, Board Member
Kenneth Woods, Board Member
April Sutton, Board Member
Larry Carter, Board Member
Richard Lawson, Board Member

CITY STAFF PRESENT

Jared Cobb, City Manager
Hayward Dykes, City Attorney
Dillon Morris, City Clerk
Kelvin Cherry, Code Compliance Officer
Tyler Reed, Community Development Director

1. INVOCATION
No invocation was given.

2. CALL TO ORDER
The meeting was called to order by Mayor Stein at 5:00 pm.

3. PLEDGE OF ALLEGIANCE
Mayor Stein led the pledge of allegiance.

4. ROLL CALL
The City Clerk called the roll as reflected above.

5. ADMINISTRATION OF OATHS TO THOSE PERSONS TESTIFYING
The city clerk administered the oath to all persons testifying.

6. ITEMS FOR CONSIDERATION

6.1. 4 Lane Drive Variance Request
Community Development Director, Tyler Reed, led the staff presentation on an eighteen-foot (18') front setback variance request for the proposed Patriot Technologies building at 4 Lane Drive, Mary Esther, Florida.

Nate Siegwarr, Patriot Technologies, discussed his desire for the setback during the applicant's presentation.

Mayor Stein asked for a motion for the LPA to 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. The motion was initiated by Board Member Sutton, seconded by Board Member Woods. The motion passed 5-0.

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

7. ADJOURN

The LPA meeting adjourned at 5:15 pm.

Minutes approved at the _____ meeting.

_____

Dillon Morris, City Clerk

AGENDA ITEM

Agenda Item 10.1.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: August 5, 2024

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

BACKGROUND:
On August 21, 2023, the City Council held a workshop to develop a framework for a new ordinance regulating vacation rentals. The council reviewed a draft ordinance on March 4, 2024. Two days later, on March 6, the state legislature adopted Senate Bill 280 (SB 280) to regulate vacation rentals at the state level. The March 4 draft ordinance was updated to conform with SB 280. On June 3, 2024, the City Council approved the first reading of the updated ordinance, Ordinance 2024-01, Vacation Rentals. Subsequently, Governor Ron DeSantis vetoed SB 280.

DISCUSSION:
SB 280 established state regulations for vacation rentals, which were incorporated into the ordinance approved for the first reading of Ordinance 2024-01 on June 3, 2024. Staff would like direction on whether the Council desires to proceed with the ordinance as written, or if there is a preference to remove the provisions required by SB 280. The major changes from the March 4 to June 6 drafts are shown below:

- Sec. 13-202. Maximum Occupancy - Changed from the requirements of the Florida Fire Prevention Code to a prescribed limit of not more than two persons per bedroom plus an additional two persons in one common area or more than two persons per bedroom if there is at least 50 square feet per person plus an additional two persons in one common area, whichever is greater.

- Sec. 13-205. Enforcement and Remedies - The enforcement process and penalties established by the City were changed to those established by the State specifically for vacation rentals under SB 280.

Copies of both ordinances are attached for your review.

FINANCIAL IMPACT:
None at this time.

RECOMMENDATION:

Staff is seeking direction on how to proceed. Options include:

1. Move forward with a second reading of the ordinance as written on September 4.
2. Revise the ordinance to remove SB 280 language and proceed with a first reading on September 4.
3. No action. The ordinance would fail for lack of a second reading, and the City would not regulate vacation rentals.

ATTACHMENT(S):

1. Ordinance 2024-01, Vacation Rentals - March 4, 2024
2. Ordinance 2024-01, Vacation Rentals - June 6, 2024

ORDINANCE 2024-01

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

WHEREAS, Article VIII, Section 2(b) of the Florida Constitution and Chapter 166 Florida Statutes provides municipalities with the authority to exercise any power for municipal purposes except when prohibited by law; and

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

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

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

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

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

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

DRAFT

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

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

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

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

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

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

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

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

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

Section 1. The above recitals and findings set forth are hereby adopted as additional legislative findings.

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

Chapter 13 – LICENSES AND BUSINESS REGULATIONS

ARTICLE VII. – VACATION RENTALS

Sec. 13-191. – Statement of Intent.

(a) It is the intent of this Article to regulate vacation rentals located in all zoning areas of the city, as defined by the Florida Statutes.

DRAFT

(b) The general purpose of this Article is to ensure residents the peaceful enjoyment of their homes and neighborhoods, to mitigate incompatibilities between vacation rentals and resident-occupied homes, and to protect the safety of occupants of vacation rentals and their guests.

(c) Complaints associated with unsupervised vacation rentals will be addressed in the manner set forth herein, including, but not limited to establishing a mandatory annual registration system for vacation rentals; requiring the owner of a vacation rental to designate an individual to be responsible for the vacation rental and to quickly respond to complaints and immediate problems associated with the vacation rental.

Sec. 13-192. – Definitions.

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

(a) *Certificate of Registration* means the document that the City issues in accordance with Sec. 13-194 to show that the vacation rental described on the certificate is currently registered with the City as required by Sec. 13-193.

(b) *Designated Responsible Party* means the owner of a vacation rental or a natural person who has been designated by the owner to be called upon to answer for the maintenance of the vacation rental property and to respond to inquiries or complaints regarding the conduct of the occupants of the vacation rental and their guests as provided in Sec. 13-201.

(c) *Guest* means any person physically within the vacation rental or on its grounds with the knowledge of an occupant.

(d) *Maximum Occupancy* means the maximum number of persons who may be occupants of a vacation rental at the same time.

(e) *Occupant* means any person who occupies a vacation rental overnight.

(f) *Owner or Vacation Rental Owner* means a natural person or legal entity holding all or a portion of the fee simple title to a vacation rental, whether an individual, partnership, corporation, limited liability company, trust, or other entity. If the vacation rental owner is not an individual, each person who owns an equitable interest in the vacation rental shall be considered an Owner.

(g) *Owner Occupied* means a vacation rental that is the primary and permanent residence of the owner of the property.

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

Sec. 13-193. – Mandatory Registration.

(a) No Vacation Rental shall be rented or offered for rent without a current valid Certificate of Registration. Failure to possess a current valid Certificate of Registration while renting or occupying a Vacation Rental is a violation of this Section. Every Vacation Rental Owner, either personally, or through an agent, shall apply to the City for an initial Certificate of Registration, utilizing forms promulgated by the City by no later than August 1, 2024, and shall obtain a Certificate of Registration by no later than October 1, 2024. Every Vacation Rental Owner, either personally or through an agent, shall apply to the City for a renewed Certificate of Registration, utilizing forms promulgated by the City, each successive year by no later than August 1. A separate Certificate of Registration shall be required for each Vacation Rental. The operation of a Vacation Rental without a Certificate Registration after October 1, 2024, shall be a violation of this Section. Every day of such operation without registration shall constitute a separate violation.

(b) An application for a Certificate of Registration shall contain a statement from the Vacation Rental Owner, under penalty of perjury, that the Owner represents that the information provided on the application and the information submitted with the application is true and accurate to the best of the Owner's knowledge and belief. The following materials and information shall accompany the application:

1) A completed application for a Vacation Rental Certificate of Registration form supplied by the City of Mary Esther. At a minimum, the application form shall include the street address of the Vacation Rental, the legal description of the property on which the Vacation Rental is located; the name, mailing address, electronic mail address, and telephone number of the vacation rental owner(s); and the name, mailing address, electronic mail address, and telephone number of the Designated Responsible Party if different from the owner.

2) Proof of current ownership of the Vacation Rental property.

3) Payment of the annual registration fee.

4) A form supplied by the City entitled "Designation of Responsible Party" signed by the Owner of the Vacation Rental or authorized representative, naming a Designated Responsible Party who shall have the duties listed in Sec. 13-201. The Vacation Rental Owners may appoint themself as the Designated Responsible Party or shall otherwise designate someone to act as the Designated Responsible Party on their behalf.

5) A written acknowledgment form signed by the Designated Responsible Party

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acknowledging that they are aware of the provisions of this Article and agree to serve in the capacity of Designated Responsible Party for the Vacation Rental being registered and that they agree to discharge the duties of a Designated Responsible Party as set forth in Sec. 13-201.

6) A copy of the business tax receipt showing payment of the City of Mary Esther local business tax for the Vacation Rental or other proof of payment.

7) A copy of a current and active license for the Vacation Rental issued by the State of Florida Department of Business and Professional Regulation showing that the Vacation Rental is licensed and remitting tourist development taxes as a transient public lodging establishment.

8) Statement identifying the gross floor area and maximum occupancy for the vacation rental in compliance with the Florida Fire Prevention Code[1].

9) If the application for registration is submitted on behalf of the Owner of the property, a letter of authorization from the Owner shall be required naming the authorized representative.

10) Any other information that the City may reasonably request to verify compliance with the terms of this Article.

(c) Applications will be considered incomplete if there are any unpaid registration fees, an active code compliance case, or other penalties, fines, or outstanding liens at the address of the Vacation Rental.

(d) If the application is deemed incomplete, the applicant shall be notified of the deficiencies and provided fifteen (15) calendar days to correct the deficiencies. The application shall be processed if the deficiencies are corrected within this period. Failure to satisfy these requirements within the fifteen (15) day period shall result in the denial and withdrawal of the application.

Sec. 13-194. – Certificate of Registration.

(a) A Certificate of Registration for a Vacation Rental shall be issued once the applicant has satisfied the requirements of Sec. 13-193.

(a) All Certificates of Registration shall be valid and issued from October 1 – September 30, unless suspended per this Article.

(b) Each Vacation Rental shall require a separate Certificate of Registration. The Certificate of Registration shall contain the street address of the Vacation Rental, the name of the Vacation Rental Owner, the name and telephone number of the Designated Responsible Party, the expiration date of the certificate, and the

[1] Fla. Admin. Code R. 69A-43.018, states the maximum as 150 square feet gross floor area per person.

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Maximum Occupancy of the Vacation Rental.

Sec. 13-195. – Renewal of Registration.

(a) All Certificates of Registration shall expire on October 1 of each year. An Owner or authorized representative shall renew the registration annually and obtain a new Certificate of Registration prior to August 1 of each year after the initial registration. A determination of compliance shall be made by October 1.

(b) A Certificate of Registration shall not be renewed if there are any active code compliance cases or outstanding penalties, fines, or liens for violations of this Article or any provision of the City of Mary Esther Code of Ordinances pertaining to the Vacation Rental.

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

An amendment of the Certificate of Registration shall be required if there is an increase in the gross floor area, maximum occupancy of the Vacation Rental, or change in the Designated Responsible Party.

Sec. 13-197. – Change in Ownership of the Vacation Rental.

When a Vacation Rental is sold, or ownership is otherwise transferred, the new Owner shall apply for a new Certificate of Registration with the City within fifteen (15) days from the date of the sale or transfer and shall obtain a new Certificate of Registration. If the new Owner fails to apply for a new Certificate of Registration as provided in this Article, any Certificate of Registration previously issued for that Vacation Rental shall become null and void on the sixteenth (16th) day following such sale or transfer.

Sec. 13-198. – No Vested Rights, Estoppel or Waiver.

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

Sec. 13-199. – Schedule of Fees and Fines.

A schedule of fees including, but not limited to, the registration, renewal, and amendment of the Certificate of Registration, and fines for violations of this Article, shall be adopted by resolution of the City Council and maintained by the City Clerk.

Sec. 13-200. – Minimum Posting Requirements.

A copy of the Certificate of Registration for the Vacation Rental shall be posted next to

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or on the interior side of the primary door to the Vacation Rental.

Sec. 13-201. – Designated Responsible Party.

(a) The duties of the Designated Responsible Party, whether the Owner or the Owner's authorized representative, are as follows:

1) To be available by landline or mobile telephone at one of the listed phone numbers provided to the City in the application for registration twenty-four (24) hours a day, (7) seven days a week, and to be capable of responding within one (1) hour in accordance with this Article or the City of Mary Esther Code of Ordinances.

2) To receive service of any legal notice on behalf of the Owner for violations of this Article or other law or ordinance.

3) To exercise all rights of the Owner under Section 509.141, 509.142, and 509.143, Florida Statutes, to deal with unruly occupants and their guests in the Vacation Rental, including removal, refusal of service, or detainment.

4) To maintain continuous compliance with the interior posting requirements of Sec. 13-200.

5) To be informed as to the names, addresses and email addresses and phone numbers of all occupants and as to the number of occupants during each rental period.

6) To maintain a register with names of all occupants and their address, telephone number, electronic mail address, and dates of stays of all occupants which shall be always open to inspection by authorized personnel of the City. This information shall be retained for a minimum of two years after the occupant has vacated the Vacation Rental.

7) To provide the City with notice of resignation as Designated Responsible Party in writing at least one week in advance of the effective date of the resignation.

(b) A Designated Responsible Party must have the authority to consent to allow official code compliance, fire safety, and building inspectors access to the Vacation Rental property to conduct any required inspections.

(c) It shall be the sole responsibility of the Owner to appoint a reliable Designated Responsible Party and to inform the City of their contact information as a part of the applicable registration as provided in Sec. 13-193 above. Failure to do so shall not be a defense to an alleged violation of this Article.

(d) An Owner or authorized agent may amend the Certificate of Registration to change

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the Designated Responsible Party temporarily or permanently. However, there shall only be one Designated Responsible Party for each Vacation Rental property at any one time. To change the Designated Responsible Party, the Owner shall notify the City in writing on a form to be provided by the City at least one week in advance and post the new Certificate of Registration in accordance with Sec. 13-200.

(e) Personal service on, mailing, or emailing a notice of violation or other notices to the Designated Responsible Party shall be deemed valid service and notification of the Owner or occupant.

Sec. 13-202. – Maximum Occupancy.

The Maximum Occupancy of a Vacation Rental shall be stated on the Vacation Rental registration form and established by the current Florida Fire Prevention Code.

Sec. 13-203. – Advertising.

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

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

(a) Non-compliance with any provision of this Article shall constitute a violation of this Article. Violations of this Article shall specifically include, but not be limited to, the following unlawful conduct:

1) It is unlawful to rent out a Vacation Rental without a current Certificate of Registration issued by the City in accordance with this Article.

2) It is unlawful to advertise or otherwise offer a Vacation Rental for rent without a current Certificate of Registration issued by the City in accordance with this Article.

3) It is unlawful to rent a Vacation Rental for occupancy more than the applicable Maximum Occupancy.

4) It is unlawful to be an occupant of a Vacation Rental at any time that the number of occupants of the Vacation Rental exceeds its Maximum Occupancy.

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5) It is unlawful to fail to post a copy of the Certificate of Registration in a Vacation Rental as required by this Article.

6) It is unlawful to provide any false or misleading information in connection with any application for a Certificate of Registration, or for modification or renewal of a Certificate of Registration, as required by this Article. Any knowing and intentionally false statements made in any such application, or any intentionally misleading information submitted in connection with an application, may subject the applicant to a fine, revocation of the Certificate of Registration and such further penalties as described herein or otherwise provided by law.

(b) Each day a violation exists shall constitute a separate and distinct violation.

Sec. 13-205. – Enforcement and Remedies.

(a) Code enforcement related to this Article's violations shall be undertaken per Chapter 162 of the Florida Statutes, the City of Mary Esther Code of Ordinances, and this Article.

(b) The City may utilize Chapter 162, Part 1, Florida Statutes, to prosecute a violation of this Article or other code violations with respect to a Vacation Rental and in such cases, the code enforcement board or special magistrate shall be authorized to hold a hearing, to assess penalties and to order other relief in accordance with Article VI of the Code of Ordinances and this Article.

(c) Nothing herein shall prevent the City from seeking all other available remedies which may include, but shall not be limited to, suspension of a Certificate of Registration, injunctive relief, liens and other civil and criminal penalties as provided by law, as well as referral to other enforcing agencies.

Section 3. In the event that any word(s), phrase(s), portion(s), section(s), subsection(s) of this Article is (or are) contrary to law, or against public policy, or shall for any reason whatsoever be held invalid, illegal or unconstitutional by any court of competent jurisdiction, such word(s), phrase(s), portion(s), section(s), subsection(s) of this Article shall be null and void and shall be deemed severed and shall be a separate, distinct and independent provision from the remaining provisions of this Article; and such holding shall in no manner affect the validity of the remaining words, phrases, portions, sections or subsections of this Article, which shall remain in full force and effect.

Section 4. This ordinance shall take effect immediately upon approval at second reading by the City Council and signature of the Mayor.

SO DONE this ____ day of _____ 2024.

By: _____

ATTEST: Chris Stein, Mayor

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_____

Dillon Morris
Interim City Clerk

1st Reading:
Published:
2nd Reading:

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ORDINANCE 2024-01

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chapter 13 – LICENSES AND BUSINESS REGULATIONS

ARTICLE VII. – VACATION RENTALS

Sec. 13-191. – Statement of Intent.

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

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

(b) The general purpose of this Article is to ensure residents the peaceful enjoyment of their homes and neighborhoods, to mitigate incompatibilities between vacation rentals and resident-occupied homes, and to protect the safety of occupants of vacation rentals and their guests.

(c) Complaints associated with unsupervised vacation rentals will be addressed in the manner set forth herein, including, but not limited to establishing a mandatory annual registration system for vacation rentals; requiring the owner of a vacation rental to designate an individual to be responsible for the vacation rental and to quickly respond to complaints and immediate problems associated with the vacation rental.

Sec. 13-192. – Definitions.

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

(a) *Certificate of Registration* means the document that the City issues in accordance with Sec. 13-194 to show that the vacation rental described on the certificate is currently registered with the City as required by Sec. 13-193.

(b) *Designated Responsible Party* means the owner of a vacation rental or a natural person who has been designated by the owner to be called upon to answer for the maintenance of the vacation rental property and to respond to inquiries or complaints regarding the conduct of the vacation rental occupants and their guests as provided in Sec. 13-201.

(c) *Guest* means any person physically within the vacation rental or on its grounds with the knowledge of an occupant.

(d) *Maximum Occupancy* means the maximum number of persons who may be occupants of a vacation rental at the same time.

(e) *Occupant* means any person who occupies a vacation rental overnight.

(f) *Owner or Vacation Rental Owner* means a natural person or legal entity holding all or a portion of the fee simple title to a vacation rental, whether an individual, partnership, corporation, limited liability company, trust, or other entity. If the vacation rental owner is not an individual, each person who owns an equitable interest in the vacation rental shall be considered an Owner.

(g) *Owner Occupied* means a vacation rental that is the primary and permanent

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residence of the owner of the property.

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

Sec. 13-193. – Mandatory Registration.

(a) No Vacation Rental shall be rented or offered for rent without a current valid Certificate of Registration. Failure to possess a current valid Certificate of Registration while renting or occupying a Vacation Rental is a violation of this Section. Every Vacation Rental Owner, either personally, or through an agent, shall apply to the City for an initial Certificate of Registration, utilizing forms promulgated by the City by no later than September 30, 2024. Every Vacation Rental Owner, either personally or through an agent, shall apply to the City for a renewed Certificate of Registration, utilizing forms promulgated by the City, each successive year by no later than September 30. A separate Certificate of Registration shall be required for each Vacation Rental. The operation of a Vacation Rental without a Certificate Registration after October 1, 2024, shall be a violation of this Section. Every day of such operation without registration shall constitute a separate violation.

(b) An application for a Certificate of Registration shall contain a statement from the Vacation Rental Owner, under penalty of perjury, that the Owner represents that the information provided on the application and the information submitted with the application is true and accurate to the best of the Owner's knowledge and belief. The following materials and information shall accompany the application:

1) A completed application for a Vacation Rental Certificate of Registration form supplied by the City of Mary Esther. At a minimum, the application form shall include the street address of the Vacation Rental, the legal description of the property on which the Vacation Rental is located; the name, mailing address, electronic mail address, and telephone number of the vacation rental owner(s); and the name, mailing address, electronic mail address, and telephone number of the Designated Responsible Party if different from the owner.

2) Proof of current ownership of the Vacation Rental property.

3) Payment of the annual registration fee.

4) A form supplied by the City entitled "Designation of Responsible Party" signed by the Owner of the Vacation Rental or authorized representative, naming a Designated Responsible Party who shall have the duties listed in Sec. 13-201. The Vacation Rental Owners may appoint themself as the Designated Responsible Party or shall otherwise designate someone to act as the Designated Responsible Party on their behalf.

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5) A written acknowledgment form signed by the Designated Responsible Party acknowledging that they are aware of the provisions of this Article and agree to serve as the Designated Responsible Party for the Vacation Rental being registered and to discharge the duties of a Designated Responsible Party as set forth in Sec. 13-201.

6) A copy of the business tax receipt showing payment of the City of Mary Esther local business tax for the Vacation Rental for the current fiscal year or other proof of payment.

7) Evidence that the Vacation Rental has a current and active account with the Okaloosa County Clerk of the Circuit Court and County Comptroller for collecting and remitting tourist development taxes and any other taxes required by law.

8) A copy of a current and active license for the Vacation Rental issued by the State of Florida Department of Business and Professional Regulation showing that the Vacation Rental is licensed as a transient public lodging establishment.

9) A copy of the current and active Certificate of Registration with the State of Florida Department of Revenue for the Vacation Rental showing that the Vacation Rental is registered for the purposes of collecting and remitting sales taxes, transient rental taxes, and any other taxes required by law to be submitted to the Florida Department of Revenue.

10) State on the registration form and comply with the maximum overnight occupancy of the vacation rental as defined in Sec. 13-202.

11) If the application for registration is submitted on behalf of the property owner, a letter of authorization from the Owner naming the authorized representative shall be required.

12) Any other information that the City may reasonably request to verify compliance with the terms of this Article.

(c) Applications shall be processed within fifteen (15) business days. An application will be considered incomplete if there are any unpaid registration fees, an active code compliance case, or other penalties, fines, or outstanding liens at the address of the Vacation Rental. The applicant and the City may agree to extend the timeframe in the event of a force majeure or other extraordinary circumstance.

(d) If the application is denied a vacation rental registration, the denial will be in writing and delivered electronically or by U.S. mail. The Vacation Rental owner or authorized representative may reapply at any time.

Sec. 13-194. – Certificate of Registration.

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(a) A Certificate of Registration for a Vacation Rental shall be issued once the applicant has satisfied the requirements of Sec. 13-193.

(a) All Certificates of Registration shall be valid and issued from October 1 – September 30 unless suspended in accordance with Sec. 13-205.

(b) Each Vacation Rental shall require a separate Certificate of Registration. The Certificate of Registration shall contain the street address of the Vacation Rental, the name of the Vacation Rental Owner, the name and telephone number of the Designated Responsible Party, the expiration date of the certificate, and the Maximum Occupancy of the Vacation Rental.

(c) A copy of the Certificate of Registration shall be submitted to the Florida Department of Professional Regulation within five (5) calendar days of issuance.

Sec. 13-195. – Renewal of Registration.

(a) All Certificates of Registration shall expire on September 30 of each year. An Owner or authorized representative shall renew the registration annually and obtain a new Certificate of Registration prior to expiration.

(b) A Certificate of Registration shall not be renewed if the Sec. 13-205 conditions apply.

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

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

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

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

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

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

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

Sec. 13-199. - RESERVED.

Sec. 13-200. – Minimum Posting Requirements.

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

Sec. 13-201. – Designated Responsible Party.

(a) The duties of the Designated Responsible Party, whether the Owner or the Owner's authorized representative, are as follows:

1) To be available by telephone at one of the listed phone numbers provided to the City in the application for registration twenty-four (24) hours a day, (7) seven days a week, and to be capable of responding within one (1) hour in accordance with this Article or the City of Mary Esther Code of Ordinances.

2) To receive service of any legal notice on behalf of the Owner for violations of this Article or other law or ordinance.

3) To exercise all rights of the Owner under Section 509.141, 509.142, and 509.143, Florida Statutes, to deal with unruly occupants and their guests in the Vacation Rental, including removal, refusal of service, or detainment.

4) To maintain continuous compliance with the interior posting requirements of Sec. 13-200.

5) Able to produce upon request to the City or local law enforcement a copy of any written rental agreement for the Vacation Rental. Such rental agreement shall include the maximum overnight occupancy of the Vacation Rental.

6) To provide the City with notice of resignation as Designated Responsible Party in writing at least one week in advance of the effective date of the resignation.

(b) A Designated Responsible Party must have the authority to consent to allow official code compliance, fire safety, and building inspectors access to the Vacation Rental property to conduct any required inspections.

(c) It shall be the sole responsibility of the Owner to appoint a reliable Designated Responsible Party and to inform the City of their contact information as a part of the applicable registration as provided in Sec. 13-193 above. Failure to do so shall not be a defense to an alleged violation of this Article.

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

(e) Personal service on, mailing, or emailing a notice of violation or other notices to the Designated Responsible Party shall be deemed valid service and notification of the Owner or occupant.

Sec. 13-202. – Maximum Occupancy.

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

Sec. 13-203. – Advertising.

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

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

(a) Non-compliance with any provision of this Article shall constitute a violation of this Article. Violations of this Article shall specifically include, but not be limited to, the following unlawful conduct:

1) It is unlawful to rent out a Vacation Rental without a current Certificate of Registration issued by the City in accordance with this Article.

2) It is unlawful to advertise or otherwise offer a Vacation Rental for rent without a current Certificate of Registration issued by the City in accordance with this Article and a written vacation rental agreement listing the number of bedrooms and maximum occupancy for the Vacation Rental.

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3) It is unlawful to rent a Vacation Rental for occupancy more than the applicable Maximum Occupancy.

4) It is unlawful to be an occupant of a Vacation Rental at any time when the number of occupants exceeds its Maximum Occupancy.

5) It is unlawful to fail to post a copy of the Certificate of Registration in a Vacation Rental as required by this Article.

6) It is unlawful to provide any false or misleading information in connection with any application for a Certificate of Registration, or for modification or renewal of a Certificate of Registration, as required by this Article. Any knowing and intentionally false statements made in any such application, or any intentionally misleading information submitted in connection with an application, may subject the applicant to a fine, revocation of the Certificate of Registration and such further penalties as described herein or otherwise provided by law.

(b) Each day a violation exists shall constitute a separate and distinct violation.

Sec. 13-205. – Enforcement and Remedies.

(a) Code enforcement related to this Article's violations shall be undertaken per Chapter 162 of the Florida Statutes, the City of Mary Esther Code of Ordinances, and this Article.

(b) Nothing herein shall prevent the City from seeking all other available remedies which may include, but shall not be limited to, suspension of a Certificate of Registration, injunctive relief, liens, and other civil and criminal penalties as provided by law, as well as referral to other enforcing agencies.

(c) Before issuing a fine under Sec. 13-204, written notice shall be provided granting the rental operator fifteen (15) calendar days to cure the violation. Fines may be issued if the vacation rental operator has not cured the violation within this period. This provision only applies to violations under Sec. 13-204 and does not regulate the enforcement of uniformly applied violations without regard to whether the residential property is used as a vacation rental.

(d) If the code enforcement board or special magistrate finds a code violation related to the vacation rental to be a material violation of a local law, ordinance, or regulation that does not solely apply to vacation rentals and is directly related to the vacation rental premises, a written notice of such violation shall be re required.

(e) If a code violation related to the vacation rental is found to be a material violation of local law, ordinance, or regulation as described in the foregoing subsection, the code enforcement board or special magistrate must make a recommendation as to whether a Certificate of Registration should be suspended.

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(f) The code enforcement board or special magistrate must recommend the suspension of the Certificate of Registration if there are:

(i) One or more violations on five (5) separate days during a sixty (60) day period;

(ii) One or more violations on five (5) separate days during a thirty (30) day period; or

(iii) One or more violations after two (2) prior suspensions of the Certificate of Registration.

(g) If the code enforcement board or special magistrate recommends suspension of a Certificate of Registration, the suspension is limited to a period of:

(i) Up to thirty (30) days for one (1) or more violations on five (5) separate days during a sixty (60) day period;

(ii) Up to sixty (60) days or one or more violations on five (5) separate days during a thirty (3) day period; or

(iii) Up to ninety (90) days for one or more violations after two (2) prior suspensions of a Certificate of Registration.

(h) Certificate of Registration shall not be suspended for violations of a local law, ordinance, or regulation that are not directly related to the vacation rental premises.

(i) The vacation rental operator and the DPBR shall be notified of the suspension of their registration within five (5) calendar days after the suspension. Such notice shall include the start date of the suspension, which must be at least twenty-one (21) calendar days after the suspension notice is sent to the rental operator and DPBR.

(j) A Certificate of Registration may be revoked or, ineligible for renewal, if:

(i) The Certificate of Registration has been suspended three (3) times pursuant to paragraph (h);

(ii) There is an unsatisfied, recorded municipal lien or county lien on the real property of the vacation rental. However, the local government shall allow the vacation rental operator at least sixty (60) days before the revocation of a registration to satisfy the recorded municipal lien or county lien; or

(iii) The vacation rental premises and their owner are the subject of a final order or judgment by a court of competent jurisdiction lawfully directing the termination of the premises' use as a vacation rental.

(k) Notice shall be provided to the vacation rental operator and DPBR within five (5)

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

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

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

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

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

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

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

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

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SO DONE this ____ day of _____ 2024.

By: _____
Chris Stein, Mayor

ATTEST:

_____
Dillon Morris
City Clerk

1st Reading:
Published:
2nd Reading:

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AGENDA ITEM

Agenda Item 11.1.

TO: Honorable Mayor and Members of the City Council

FROM: Heather Day, Finance Director

DATE: August 5, 2024

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

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BACKGROUND:
The second draft of the proposed FY 2025 Budget and 5-Year Community Investment Plan (CIP) is attached for review.

DISCUSSION:
As discussed at the July 22nd budget workshop, the following changes have been made to the draft budget:

- Added $11,250.00 to the Law Enforcement budget for 3 FLOC cameras.
- Increased funding for the new city hall renovations by $191,174, according to the updated statement of probable cost.
- Removed $25,000 from the water distribution CIP list for water meters, as they are already funded through the operating budget.

This budget maintains the current millage rate of 5.0261 and includes a 5% increase in water and sewer utility rates.

FINANCIAL IMPACT:
These changes have led to an increase in General Fund operating expenditures by $11,250.00 and an increase in General Fund capital expenditures by $191,174. The structural surplus in the General Fund has been updated to reflect these changes, with the new structural surplus being $7,581.00. There were no financial impacts on the Utilities Fund or the Discretionary Sales Tax Fund.

RECOMMENDATION:
If the Council wishes to make any further changes to the budget, staff requests that this be done at this time. Budget hearings are scheduled for Wednesday, September 4th, and Tuesday, September 24th, at 6:00 P.M. at Mary Esther City Hall.

ATTACHMENT(S):
1. Second Draft of Proposed FY 2025 Budget and 5-Year CIP

2

Annual Operating Budget

Fiscal Year 2025

Financial Summaries

Financial Summaries
General Fund

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	14,154,732	9,023,845	9,058,555
LESS ONE-TIME EXPENDITURES	9,926,818	5,060,525	4,337,840
RECURRING EXPENDITURES	**4,227,914**	**3,963,321**	**4,720,715**
STRUCTURAL SURPLUS/(DEFICIT)	**39,892**	**601,439**	**7,581**

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

(2) Recurring expenditures is 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**	**8,172,468**
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	310,788
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	1,058,044
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	314,366	27,698	47,688	121,257	59,949	376,274
TOTAL EXPENDITURES	**3,177,704**	**3,093,833**	**4,077,917**	**14,154,732**	**9,023,845**	**9,058,555**
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	2,830,946	2,830,946	1,811,711
TOTAL RESTRICTED RESERVES	**1,354,984**	**1,644,194**	**2,640,452**	**3,132,104**	**2,862,578**	**1,846,711**
ENDING UNASSIGNED BALANCE	**3,851,274**	**4,335,066**	**4,086,373**	**1,263,433**	**5,309,889**	**3,878,235**

Financial Summaries
General Fund

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**	**8,172,468**
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	1,758,032	1,907,732	2,113,981	2,491,540	2,341,110	2,690,231
CAPITAL OUTLAY	82,139	106,998	914,867	9,926,818	5,060,525	4,167,840
OTHER USES	100,000	-	-	46,025	-	310,234
TOTAL EXPENDITURES	**3,177,704**	**3,093,833**	**4,077,917**	**14,154,732**	**9,023,845**	**9,058,555**
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	1,811,711
TOTAL RESTRICTED RESERVES	**1,354,984**	**1,644,194**	**2,640,452**	**3,131,204**	**2,861,678**	**1,846,711**
ENDING UNASSIGNED FUND BALANCE	**3,852,798**	**4,336,525**	**4,086,373**	**1,264,333**	**5,310,790**	**3,878,235**

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
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	-

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
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						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 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	310,788
TOTAL REQUIREMENTS	**218,240**	**230,804**	**252,025**	**285,334**	**274,040**	**310,788**

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	310,788
	SUBTOTAL OPERATING EXPENSES	**218,240**	**230,804**	**252,025**	**285,334**	**274,040**	**310,788**
	TOTAL EXPENDITURES	**218,240**	**230,804**	**252,025**	**285,334**	**274,040**	**310,788**

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**

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	818,674
TOTAL REQUIREMENTS	**-**	**120,261**	**133,305**	**3,305,164**	**2,735,583**	**1,058,044**

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	818,674
6310	INFRASTRUCTURE	-	-	-	-	-	-
6400	MACHINERY & EQUIPMENT	-	-	-	-	1,956	-
	SUBTOTAL CAPITAL OUTLAY	**-**	**3,186**	**10,355**	**3,130,490**	**2,557,158**	**818,674**
	TOTAL EXPENDITURES	**-**	**120,261**	**133,305**	**3,305,164**	**2,735,583**	**1,058,044**

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						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 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					
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	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 SERVICE	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 &	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
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**

001	GENERAL FUND						
50	PUBLIC WORKS						
54100	STREETS						
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**

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**

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	-
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	-	-	56,940
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	-
4930	TRAINING	-	-	-	-	-	-
4934	TUITION	-	-	-	-	-	-
4990	BAD DEBT EXPENSE WATER TAX	-	-	230	-	-	-
5110	OFFICE SUPPLIES	1,525	1,460	1,380	4,500	4,000	4,000
5290	OPERATING SUPPLIES	433	-	-	-	-	-
5291	COVID-19	224	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	**194,404**	**27,698**	**47,688**	**75,232**	**59,949**	**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	**314,366**	**27,698**	**47,688**	**121,257**	**59,949**	**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 &	-	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**
	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**

Appendix

GENERAL FUND			
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	$	765,674.00	Renovation of new City Hall building
	$	20,000.00	AC unit replacement at Library
TOTAL FACILITIES CAPITAL ITEMS	**$**	**818,674.00**	
STREETS CAPITAL ITEMS			
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**	
PARKS CAPITAL ITEMS			
INFRASTRUCTURE			
6310	$	30,000.00	N. Bryn Mawr Park playground improvements
	$	50,000.00	Azalea Park Improvements
	$	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**	
STORMWATER CAPITAL ITEMS			
INFRASTRUCTURE			
6310	$	987,120.00	Rehab of Ray's Pond & Pryor Dr. stormwater improveme
	$	117,583.00	Azalea Park Neighborhood Improvements
TOTAL STORMWATER CAPITAL ITEMS	**$**	**1,104,703.00**	
TOTAL GENERAL FUND	**$**	**4,167,840.00**	

PUBLIC UTILITIES FUND

WATER CAPITAL ITEMS

BUILDINGS			
6210	$	15,000.00	Replace fence at Well 1
INFRASTRUCTURE			
6310	$	966,150.00	Azalea Park Neighborhood Improveme
	$	50,000.00	Well 3 ground storage tank rehabilitati
	$	25,000.00	Windy Lane water connection
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 Improveme
	$	415,000.00	Connect wastewater to County Waste
MACHINERY & EQUIPMENT			
6410	$	3,000.00	5HP trash pump
	$	20,000.00	(2) 5HP lift station pumps
	$	18,000.00	Effluent panel at Wastewater Treatme
	$	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
TOTAL SEWER CAPITAL ITEMS	**$**	**1,420,789.00**	
TOTAL PUBLIC UTILITIES FUND	**$**	**2,564,939.00**	

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**

Community Investment Plan

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

CIP Project Request Form | 2025

Title: New City Hall

Details:

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

Description:

On February 9, 2024 the city closed on the First Florida State Bank property. An architect was hired to develop the renovation plans, which includes office improvements, addition of a Council Chambers, and public restrooms. As of July 17, the plans are 90% complete and on schedule to be bid out in September 2024. Completion and relocation of city oeprations is anticipated in early 2025.

Justification:

The existing City Hall building lacks ADA compliance, office space, and storage for current operations. An architectural study was commissioned to review alternatives. The study determined that the purchase of the First Florida State Bank building was the lowest cost alternative at a total cost of $2,949,500 against $3,392,123 to $4,000,000 to construct a new building (does not include the cost of land).

Project Costs:		**Funding Sources:**		
Administration	-	General Fund		54,991
Legal	-	Utilities Fund		-
Land/ROW/Easements	2,375,000	Sales Tax Fund		-
Construction	574,500	Loan	Commercial	2,949,500
Planning	-	Loan		-
Design/Engineering	54,991	Grant		-
Equipment	-	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 3,004,491	Total:		$ 3,004,491

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:		Funding Sources:	
Administration	-	General Fund	30,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	30,000	Loan	-
Planning	-	Loan	
Design/Engineering	-	Grant	-
Equipment	-	Grant	-
Contingency	-	Other	-
Other	-	Other	-
Total:	$ 30,000	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:		**Funding Sources:**		
Administration	-	General Fund		-
Legal	-	Utilities Fund		-
Land/ROW/Easements	1,350,000	Sales Tax Fund		-
Construction	1,250,000	Loan		-
Planning	-	Loan		-
Design/Engineering	200,000	Grant		-
Equipment	-	Grant		
Contingency	125,000	Other	Tourism	1,500,000
Other Demolition	75,000	Other	County	1,500,000
Total:	$ 3,000,000	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:		**Funding Sources:**	
Administration	-	General Fund	15,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	15,000	Loan	-
Planning	-	Loan	-
Design/Engineering	-	Grant	-
Equipment	-	Grant	-
Contingency	-	Other	-
Other	-	Other	-
Total:	$ 15,000	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:		**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: 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:		**Funding Sources:**	
Administration	-	General Fund	100,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	100,000	Loan	-
Planning	-	Loan	-
Design/Engineering	-	Grant	-
Equipment	-	Grant	
Contingency	-	Other	-
Other		Other	-
Total:	$ 100,000	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:		**Funding Sources:**		
Administration	-	General Fund		-
Legal	-	Utilities Fund		131,000
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	131,000	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 131,000	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:		**Funding Sources:**	
Administration	-	General Fund	216,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	150,000	Loan	-
Planning	-	Loan	-
Design/Engineering	30,000	Grant	-
Equipment	-	Grant	-
Contingency	36,000	Other	-
Other	-	Other	-
Total:	$ 216,000	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:		Funding Sources:	
Administration	-	General Fund	120,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	100,000	Loan	-
Planning	-	Loan	-
Design/Engineering	-	Grant	-
Equipment	-	Grant	-
Contingency	20,000	Other	-
Other	-	Other	-
Total:	$ 120,000	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:		**Funding Sources:**		
Administration	-	General Fund		-
Legal	-	Utilities Fund		-
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	3,905,250	Loan		-
Planning	-	Loan		-
Design/Engineering	702,945	Grant	State	5,193,983
Equipment	-	Grant		
Contingency	585,788	Other		-
Other		Other		-
Total:	$ 5,193,983	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 roadyway 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:		**Funding Sources:**	
Administration	-	General Fund	175,000
Legal	-	Utilities Fund	-
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	175,000	Loan	-
Planning	-	Loan	-
Design/Engineering	-	Grant	-
Equipment	-	Grant	
Contingency	-	Other	-
Other		Other	-
Total:	$ 175,000	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:		Funding Sources:		
Administration	-	General Fund		-
Legal	-	Utilities Fund		113,400
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	113,400	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 113,400	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:		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	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:		**Funding Sources:**	
Administration	-	General Fund	-
Legal	-	Utilities Fund	119,070
Land/ROW/Easements	-	Sales Tax Fund	-
Construction	-	Loan	-
Planning	-	Loan	-
Design/Engineering	-	Grant	-
Equipment	119,070	Grant	
Contingency	-	Other	-
Other		Other	-
Total:	$ 119,070	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:		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	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:		**Funding Sources:**		
Administration	-	General Fund		-
Legal	-	Utilities Fund		220,500
Land/ROW/Easements	-	Sales Tax Fund		-
Construction	-	Loan		-
Planning	-	Loan		-
Design/Engineering	-	Grant		-
Equipment	220,500	Grant		
Contingency	-	Other		-
Other		Other		-
Total:	$ 220,500	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:		**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 | 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.

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 and hydrants will be replaced annually.

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

CIP Project Request Form | 2030

Title: Bryn Mawr Neighborhood Infrastructure Improvements

Details:

Department	Public Works	Contact Person	Shawn Lindsey
Division	N/A	Original CIP Year	2024

Description:

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

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		480,000
Legal	-	Utilities Fund		170,000
Land/ROW/Easements	-	Sales Tax Fund		300,000
Construction	7,000,000	Loan	Water	2,000,000
Planning	-	Loan	Sewer	4,000,000
Design/Engineering	450,000	Grant	State	1,000,000
Equipment	-	Grant		
Contingency	500,000	Other		-
Other		Other		-
Total:	$ 7,950,000	Total:		$ 7,950,000

AGENDA ITEM

Agenda Item 11.2.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: August 5, 2024

SUBJECT: Resolution 24-06, Adopting a Code Compliance Policy

BACKGROUND:
The City of Mary Esther provides code compliance services following applicable State and Federal requirements. This Code Compliance Policy is proposed and may be amended periodically by resolution of the Mary Esther City Council. It is intended to assure consistency in service delivery and to educate residents and business owners about compliance.

The purpose of the Code Compliance program is to enhance the livability within the City by protecting the health, safety, and environment of residents and visitors, by assuring compliance with land use, environmental, and construction codes. The City will ensure code compliance by encouraging voluntary compliance and progressive enforcement.

DISCUSSION:
Except as otherwise provided, this Policy applies to all alleged code violations of the municipal and development codes. Subdivisions may be subject to restrictive covenants, which regulate issues such as the height, size, or appearance of structures or methods of storing recreational vehicles. Restrictive covenants are not enforceable by the city and typically enforceable through private legal action. City regulations supersede restrictive covenants.

FINANCIAL IMPACT:
None are anticipated.

RECOMMENDATION:
Motion to approve Resolution 2024-06 adopting the Code Compliance Policy and authorizing the City Manager to effectuate the intent of this resolution and to implement the Code Compliance Policy in accordance with the City municipal code, land development code, and Florida law.

ATTACHMENT(S):
1. Resolution 24-06, Adopting a Code Compliance Policy
2. Code Compliance Policy

RESOLUTION NO. 24-06

A RESOLUTION OF THE CITY OF MARY ESTHER ADOPTING A CODE COMPLIANCE POLICY; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Mary Esther recognizes the importance of maintaining a safe and orderly community through effective code compliance; and

WHEREAS, the Code Compliance Policy outlines the procedures and standards for ensuring compliance with city codes and ordinances; and

WHEREAS, the Mary Esther City Council has determined that adopting the Code Compliance Policy is in the best interest of the City.

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

Section 1. That the City of Mary Esther Council hereby adopts the Code Compliance Policy, attached hereto and incorporated by reference as a part of this Resolution.

Section 2. That the City Manager is authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Code Compliance Policy in accordance with the City municipal code, land development code, and Florida law.

Section 3. That this Resolution shall become effective immediately upon its adoption.

SO DONE this _____ day of_____, 2024.

By: _____
Chris Stein, Mayor

ATTEST:

_____
Dillon Morris, City Clerk

CODE COMPLIANCE POLICY

A. Statement of Intent

The City of Mary Esther ("City") provides code compliance services following applicable State and Federal requirements. This Code Compliance Policy ("Policy") is adopted and may be amended periodically by resolution of the Mary Esther City Council. It is intended to assure consistency in service delivery and to educate residents and business owners about compliance.

B. Purpose

The purpose of the Code Compliance program is to enhance the livability within the City by protecting the health, safety, and environment of residents and visitors, by assuring compliance with land use, environmental, and construction codes. The City will ensure code compliance by encouraging voluntary compliance and progressive enforcement.

C. Applicability

Except as otherwise provided, this Policy applies to all alleged code violations of the municipal and development codes. Subdivisions may be subject to restrictive covenants, which regulate issues such as the height, size, or appearance of structures or methods of storing recreational vehicles. Restrictive covenants are not enforceable by the city and typically enforceable through private legal action. City regulations supersede restrictive covenants.

D. Routine Inspections

Code compliance staff shall conduct routine neighborhood inspections. The purpose of these inspections is to identify potential code violations at an early stage. By catching issues early, staff can educate property owners and work collaboratively to resolve violations before they escalate and necessitate mandatory enforcement. In such cases, the city shall be the complainant.

E. Reporting Violations

Code complaints should be reported directly to City Hall in person, by phone, or online. Florida Statutes prohibit Code Compliance staff from investigating anonymous complaints unless the violation presents an imminent threat to public health, safety, welfare, or the imminent destruction of habitat or sensitive resources. All complaints received will be recorded to ensure compliance with Florida Statutes.

F. Private Property

Code Compliance staff are required to obtain express permission from the property owner or occupant before entering private property. However, they are permitted to enter unposted property to request permission. If not authorized, staff are limited to conducting their investigation from public spaces or areas where they have been granted access. In situations where entry is necessary, and consent cannot be secured, staff must consult with the City Attorney to obtain an administrative search warrant.

G. Progressive Compliance

Code compliance staff shall utilize a graduated approach to enforcement using the following methods and tools:

1. Public education and outreach (e.g. a Courtesy Notice) before commencing the formal code compliance process.
2. Stop work orders, double fees, permit revocation or restrictions, and assist other agencies when permits are not pulled or conditions are violated.
3. Civil citations when an alleged violator fails to comply with a formal notice (e.g., a Violation Notice) to incentivize compliance.
4. Special Magistrate Hearing for adjudication of civil citations and unresolved code compliance cases.
5. Physical abatement of health and safety code violations that remain unresolved.

If the alleged violation concerns a repeat violator, egregious violations, episodic violations, or a potential health or safety hazard to the public (e.g. open/vacant buildings, fire and/or health hazards, unsecured pools) code compliance staff may respond with an immediate inspection, civil citation, and/or request a Special Magistrate Hearing.

H. Cost Recovery

The Code Compliance program is intended to be self-supporting. Compliance costs associated with each alleged violation shall be submitted to the Special Magistrate for consideration in assessing administrative fees, fines, and penalties.

I. Fine Reduction Program

Upon receipt of an application, the Special Magistrate is authorized to reduce fines after a violation is abated. A fine reduction request shall not be used for the purpose of rehearing the code case or as an appeal of the original order imposing the fine.

AGENDA ITEM

Agenda Item 11.3.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: August 5, 2024

SUBJECT: Task Order, with Emerald Coast Regional Council (ECRC) for a State-Mandated Update to the Comprehensive Plan

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BACKGROUND:
Pursuant to Section 163.3191, Florida Statutes, local governments must assess their Comprehensive Plans to ensure compliance with changes in growth management laws since the last update. The City of Mary Esther submitted an Evaluation and Appraisal Notification Letter to Florida Commerce on March 4, 2024, indicating the necessity for amendments to the Comprehensive Plan, which has not been updated since 2010 and is inconsistent with current Florida Statutes. The required amendments must be transmitted to Florida Commerce within 12 months, by February 28, 2025, as per Section 163.3191(2), F.S. This update must incorporate recent statutory changes, including updating the City's planning horizon, adding a new property rights element, and reflecting current city needs and conditions. The Community Development Director will be the primary point of contact for this project.

DISCUSSION:
Alternate Actions:

1. Staff is seeking direction from City Council on approval of Emerald Coast Regional Council (ECRC) Task Order for consulting services to execute the Comprehensive Plan update.
2. The City Council may, by motion, reject approval of hiring consultants.
3. The City Council may reject the above alternatives and direct staff to return with additional information at a future council meeting.

FINANCIAL IMPACT:
The project is fully funded to accommodate the projected expense of $75,843.21 in the next fiscal year. However, to accommodate the needed time to complete the task, staff may need to bring forward a budget amendment for the next Council Meeting in September 2024.

RECOMMENDATION:
Motion to approve the task order submitted by the Emerald Coast Regional Council (ECRC) to execute the City of Mary Esther Comprehensive Plan update.

ATTACHMENT(S):

1. Task Order from the Emerald Coast Regional Council (ECRC)

Project Name: City of Mary Esther Comprehensive Plan Update
Project Manager: Eric Christianson
Charge Code: (staff use only) _____

Scope of Work

PROJECT DESCRIPTION: Pursuant to Section 163.3191, Florida Statutes, local governments must assess their Comprehensive Plans to ensure compliance with changes in growth management laws since the last update. The City of Mary Esther submitted their Evaluation and Appraisal Notification Letter to FloridaCommerce on March 4, 2024, indicating the necessity for amendments to their Comprehensive Plan, which has not been updated since 2010 and is inconsistent with current Florida Statutes. The required amendments must be transmitted to FloridaCommerce within 12 months, by February 28, 2025, as per Section 163.3191(2), F.S. This update must incorporate recent statutory changes, including updating the City's planning horizon, adding a new property rights element, and reflecting current city needs and conditions. The Community Development Director will be the primary point of contact for this project.

DELIVERABLES: The specific deliverables and payment amount are set forth in the following table. The ability of ECRC to perform the following tasks are contingent on the participation of the Coalition:

Deliverables	Cost
Task 1: Project Kickoff & Management • Hold a project kickoff meeting with City designated liaison(s) to clarify project objectives, roles, responsibilities, and the project timeline • Present monthly progress updates with interim findings and incorporate feedback into the ongoing development of deliverable • Provide project management, including timeline tracking and coordination **Deliverables:** Kickoff meeting agenda and minutes. Monthly progress reports. Project timeline and coordination documentation.	$9,893.40
Task 2: Data Collection, Inventory, and Analysis (DIA) **Review of Previous Comprehensive Plan**: 1. Review previous comprehensive plan and amendments 2. Identify updates required by statutory changes including Property	$17,034.60

Rights Elements 3. Identify the language in the current Plan that is regulatory and more appropriate for the Land Development Code 4. Identify areas to incorporate best planning practices 5. Identify Goals, Objectives, and Policies (GOPs) that are duplicative or inconsistent across different elements 6. Evaluate the implementation status of GOPs based on Client input, and decide whether GOPs should remain unchanged, be revised, or be removed **Review Mary Esther Community Vision Plan and other relevant local documents**: 1. Evaluate Community Vision Plan, CIP, recent ordinance changes, and other documents which reflect community priorities 2. Identify areas where these priorities are not reflected in previous comprehensive plan **Data Inventory and Analysis**: 1. Prepare Data Inventory and Analysis (DIA) document specific to the Evaluation and Appraisal Report-based amendments 2. Review demographic and socioeconomic data, including population projections, to determine the appropriate growth scenario for the City based on recent trends 3. Identify future and existing deficits in levels of service for transportation, utilities, infrastructure systems, and recreation over a 20-year planning horizon 4. Prepare an analysis of vacant land, employment trends, and a current housing inventory to include the median and distribution of price and rent vs. owner-occupied housing, environmentally sensitive lands, flood and evacuation zones, a buildout analysis based on existing development and trends, and a communication/telecommunication analysis. **Deliverables:** Comprehensive Plan and Analysis Report Review of Vision Plan and Other Relevant Documents Data and Inventory Analysis Document	
Deliverable 3: Stakeholder and Community Engagement • Conduct between 10 and 15 interviews with elected officials, the City manager, and key decision-makers, complying with the Sunshine Law • Facilitate a public workshop in coordination with City Staff to gather input	$9,635.70

and ensure the plan reflects community needs and visions • Document feedback and integrate it into the planning process **Deliverables:** Stakeholder Interview Summaries Public Workshop Agenda, Materials, and Summary Report	
Deliverable 4: Update Goals, Objectives and Policies • Draft proposed amendments to the Comprehensive Plan, incorporating the required property rights element and revising other sections as necessary based on collected data and stakeholder input • Recommend changes to the distribution of land uses on the Future Land Use Map based on population projections, topography, development patterns, environmental constraints, and available and planned infrastructure • Update the Future Land Use Map series to reflect any changes since the last Comprehensive Plan update • Ensure no map changes without property owner consent; recommended changes will be included in GOPs **Deliverables:** Draft Comprehensive Plan Amendments (strike-through and underline format). Updated Future Land Use Map	$17,982.50

Deliverable 5: Final Report Development and Adoption
 	
• The final report will include:
  • Data and Inventory Analysis Document
  • Policy Document including the following:
  • Future Land Use Element
  • Transportation Element
  • Housing Element
  • Infrastructure Element
  • Conservation Element
  • Coastal Management Element
  • Recreation and Open Space Element
  • Intergovernmental Coordination Element
  • Capital Improvements Element (incorporation of and reference to existing CIP; not CIP development)
  • Property Rights Element
	$21,297.00

• All necessary and statutorily required maps table, charts, and appendices • ECRC will prepare for and support the City Council transmittal and adoption hearings, ensuring materials are ready for presentation and addressing feedback for final adoption. • The City of Mary Esther will handle plan transmittal and correspondence. **Deliverables:** Final Data and Inventory Analysis Document Final Policy Document All necessary Maps, Tables, Charts, and Appendices. Hearing Materials Transmittal Packages	
Total: $ 75,843.21	

AGENDA ITEM

Agenda Item 11.4.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: August 5, 2024

SUBJECT: Task Order, Amendment #1 with Kimley-Horn for the Ray's Pond Stormwater Improvements

---

BACKGROUND:
On Monday, July 8, the City Council removed a block of Pryor Drive (Overstreet to North Street) from the Springdale Neighbhorhood Infrastructure Project to avoid an additional environmental review and project delay.

DISCUSSION:
This task order adds the stormwater work on Pryor Drive and Scottsdale Drive leading to Ray's Pond and the associated paving, curbs, and sidewalk work previously designed by Jacobs. It also lists a schedule for having the bid ready to go out before the end of August.

FINANCIAL IMPACT:
This change increases the Kimley-Horn task order by $14,500.

RECOMMENDATION:
Motion to approve the revised task order with Kimley-Horn.

ATTACHMENT(S):
1. Kimley-Horn Task Order Amendment

AMENDMENT NUMBER 1 TO THE AGREEMENT BETWEEN CLIENT AND KIMLEY-HORN AND ASSOCIATES, INC.

This is Amendment number 1 dated July 26, 2024 to the agreement between City of Mary Esther ("Client") and Kimley-Horn and Associates, Inc. ("Consultant") dated November 28, 2021 (“the Agreement") concerning Ray’s Pond (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Consultant will perform the following services:

Task 1 – Construction Plan Revision

Kimley-Horn will revise the previously prepared Construction Plans to incorporate the removal and replacement of four (4) additional existing storm pipes and four (4) additional existing storm inlets upstream of Ray’s Pond as well as adding sidewalk along Pryor Drive from North Street to Overstreet Drive. The inlets are located on Pryor Drive and Scottsdale Drive and the connecting storm pipes discharge into Ray’s Pond, see Exhibit 1 below. The Client has performed CCTV work on the existing pipes and determined they are collapsed and not passing the intended rainwater runoff which is therefore causing flooding along Pryor Drive and Scottsdale Drive. The revision to the Construction Plans will include the replacement of the existing pipes, existing inlets and connection to Ray’s Pond. Note, it is assumed that the pipe sizes proposed will match the existing sizes except for the pipe(s) at the intersection of Pryor Drive and Overstreet that will be upsized from a 12” to an 18” or hydraulic equivalent. No changes to basin area or any other changes that would effect the Ray’s Pond design are proposed in this task.

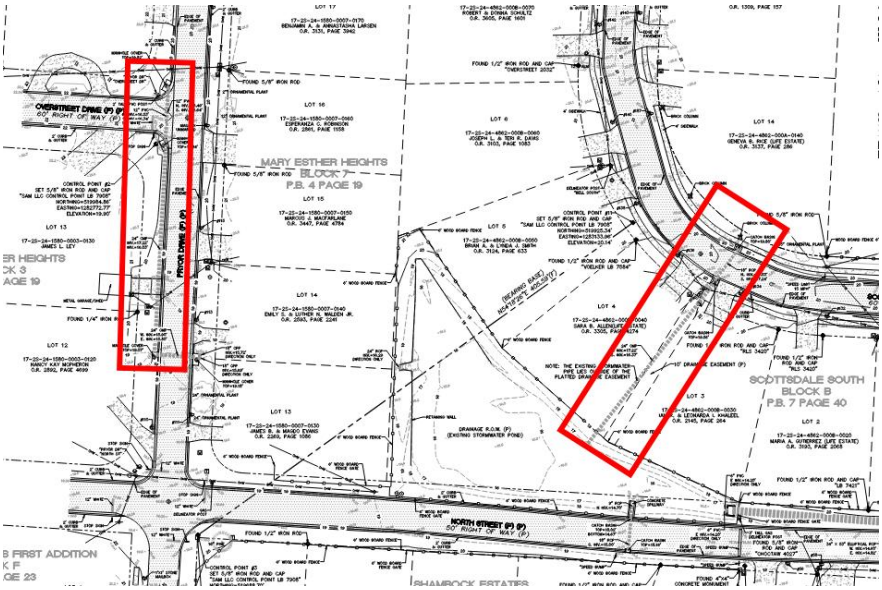

Exhibit 1: Survey Excerpt

The sidewalk installation and stormwater system improvements may impact curb and gutter and existing pavement within the block along Pryor Drive from North Street to Overstreet Drive. Any known impacts will be accounted for in the revised Construction Plans. Kimley-Horn will utilize design plans from the Client's consultant that has designed sidewalk and utility improvements within the subdivision to coordinate the sidewalk point of connection between the previously prepared plans and the plans proposed with this task order. It is assumed that this connection point is at the northeast corner of Overstreet Drive and Pryor Drive. The termination of the sidewalk will be at the northeast corner of the intersection of North Street and Pryor Drive. No as built or survey work is proposed as part of this task order. The revised construction plans will reference the design plans and the Topographic Survey prepared by SAM and dated April 21, 2022. Note, if there are areas with limited design and/or topographic data, Kimley-Horn will specify maximum slopes per ADA standards to allow for field modification as needed. No additional survey is proposed as part of this task order. If it is determined that additional survey is needed that will be provided as an additional task order.

Construction plans will be prepared to assist in the construction of the improvements. The Construction Drawing Plan set is expected to be comprised of the following sheets:

- Cover Sheet
- General Notes
- Existing Conditions and Erosion Control
- Stormwater Pollution Prevention Plan (SWPPP)
- Overall Site Plan
- Grading Plan
- Stormwater Facility Detail Sheet
- Construction Details

Deliverables for this task include:

A. Signed & Sealed "Released for Construction" plan set.
B. Digital copies of submittals and Construction Drawings.

Task 2 – Value Engineering

The previously prepared Construction Plans were put out to bid in early 2024. The received bid was higher than anticipated construction cost. There are alterations to the plans that Kimley-Horn and the Client have discussed that will reduce the cost of construction. The revisions are limited to specifying the contractor spoils location in close proximity to the site, selection of construction materials that will reduce cost, and design of the control structure.

Deliverables for this task are included in Task 1, above. Any alterations or additional requests by the client will be performed by Kimley-Horn as an additional service.

Task 3 – Bid Phase Services

Kimley-Horn will provide bidding services for the revised plans prepared in Tasks 1 and 2 above. The bid services scope includes the following:

1. Prepare Bid Package using the previous Contract solicitation as a go-by.
2. Prepare a Bid Sheet to accompany the solicitation.
3. Review contractor bids and make recommendation on award.

Any responses to Bidders' Requests for Information (RFIs) or resulting plan changes will be performed by Kimley-Horn as an additional service.

Task 4 – Meetings and Coordination

During the design phase of the project, Kimley-Horn is available to meet with the design team, governing agencies, and coordinate with team members. Kimley-Horn anticipates meetings with the Client during the design revisions of the project. Meetings may be either in-person or via tele-/video conference. Attendance at up to five (5) meetings is anticipated during the design and bidding phase of the project and are included in this scope. Meetings during the Construction Phase Services portion of the project are included in the original agreement scope.

Consultant and Client agree to the following general schedule in connection with the services set forth above:

August 5th – City Council Meeting, tentative approval of TO
August 16th – Consultant provides Draft Rays Pond Bid Docs to Client (plans & updated specs, bid form, etc)
August 21st – Client provide Consultant comments regarding Bid Docs
August 23rd – Consultant issue documents for bid to Client to upload to procurement websites

For the services set forth above, Client shall pay Consultant the following compensation:

Task	**Fee**
Task 1 – Construction Plan Revision	$ 8,500.00
Task 2 – Value Engineering	$ 3,500.00
Task 3 – Bid Phase Services	$ 2,500.00
Task 4 – Meetings & Coordination	HOURLY
Total Lump Sum Fee	**$ 14,500.00**

Task 4 – Meetings & Coordination – HOURLY, not to exceed	$ 3,500.00

CLIENT:	CONSULTANT:
_____	KIMLEY-HORN AND ASSOCIATES, INC.
By: _____	By: Erin Stewart
Title: _____	Title: Project Manager
Date: _____	Date: July 26, 2024

AGENDA ITEM

Agenda Item 11.5.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: August 5, 2024

SUBJECT: Task Order, Amendment #1 with Jacobs for the Lead Line Inventory

---

BACKGROUND:
The City of Mary Esther approved a Task order with Jacobs initially for the Lead Line and Copper Rule compliance. This task order was for $100,000, but since then, the rules have been changing and additional tasks are needed to comply and meet the October deadlines. Jacobs has sent us a new revised task order with a side by side comparison showing the tasks that are needed to meet the mandates that were still being decided when this project was started. The key differences include a field inventory and survey of all meters not due for replacement in the next 10 years, then if any lead is found, a service line replacement plan and coordination of that work.

DISCUSSION:
During this time, we found out that we became eligible for an SRF loan with 49% forgiveness (essentially a grant). We applied and were awarded. This grant pays 49% of the cost since the inclusion in November. By approving this task order we should meet our deadlines for the Lead Line Mandates. The major component is inspecting over 900 meters of the over 2000 meters in our system. The field inventory of 900 water meters is needed as it can not be eliminated during the desktop review which looked at plans and the age of the systems in Mary Esther to determine if lead could be present.

FINANCIAL IMPACT:
The financial impact of this task order is $308,200, including the items in the initial Task order of $100,000. If no lead is found, then this financial impact is reduced by $128,450. We are also eligible for 49% of all expenditures incurred after the November 2023 inclusion date.

RECOMMENDATION:
Motion to approve Task Order 2024-03 Lead and Copper Rule Revisions Compliance Additional Support Services.

ATTACHMENT(S):
1. Mary Esther Task Order Comparison 7-24-24
2. Mary Esther Task Order - LCRR Additional Services 7-12-24

Jacobs Challenging today. Reinventing tomorrow.

Mary Esther LCRR Task Order Comparison

Task Order #	2023-02				Task Order #	2024-03			
Task #	Title	Description	Fee Amount	Comments/Clarifications	Task #	Title	Description	Fee Amount	Comments/Clarifications
1	LSL Inventory Development	Development; complete desktop record review; GIS & data management strategy established	$55,000.00	**No field inspection was included in this Task Order**					
					1	Inventory Work	Meter box field inspections; Service Line Inventory captured in mandated format for submittal by City to FDEP	$179,750.00	
2	Public Education, Outreach & Communication	LCRR compliant communication plan; development of up to 4 public outreach materials	$15,000.00						
3	Schools and CCF Sampling Plan	LCRR compliant (Draft and Final) School and Childcare Facility Sampling Plan	$17,000.00						
4	Stakeholder & Project Coordination	Coordination and status meetings; presentation materials; meeting reports	$13,000.00						
5	LSL Replacement Plan		**Not Included in Task Order**		2	LSL Replacement Planning	LSL Replacement Plan; LCRR customer communication notices; operational procedures	$123,450.00	**If all non-lead service line are found, these funds will not be needed. The level of effort depends entirely upon this result.**
6	Lead & Copper Compliance Sampling Plan		**Not Included in Task Order**		3	LSL Replacement Support	Prioritize LSL replacement schedule; construction details and contractor specifications	$5,000.00	**If all non-lead service line are found, these funds will not be needed.**
7	Funding Evaluation		**Not Included in Task Order**						
Task Order Total			**$100,000.00**		**Task Order Total**			**$308,200.00**	

THIS TASK ORDER IS ISSUED PURSUANT TO THE MASTER SERVICES AGREEMENT DATED JUNE 24, 2020 (AGREEMENT), FOR THE CITY OF MARY ESTHER, FLORIDA, WHICH IS INCORPORATED HERIN BY THIS REFERENCE, WITH RESPECT TO

City of Mary Esther Task Order 2024-03

Lead and Copper Rule Revisions (LCRR) Compliance Additional Support Services

Background

The City of Mary Esther (City) had previously contracted (Task Order #2023-02) with Jacobs Engineering Group Inc. (Jacobs) to complete Lead and Copper Rule Revisions (LCRR) services to provide the City support to meet several of the requirements of LCRR at 40 CFR 141.84. Additionally, the Florida Department of Environmental Protection (FDEP) offers State Revolving Funds (SRF) to support water utility providers in completing their water service line inventories, lead service line replacement planning, and lead service line replacement costs. Earlier in 2024, the City had applied for SRF funding and received approval, with Jacobs named as the contractor performing for the outlined SRF work.

Project Approach

Completion of the water service line inventory as mandated by LCRR is required to determine the number of water services lines with lead pipes. Jacobs has already completed a desktop analysis as part of Task Order #2023-02 to identify areas in the City's distribution system requiring field identification. Jacobs will perform meter box inspections for these recommended areas in the City's distribution system as mentioned in Task 1. Upon completion of meter box inspections, Jacobs will inventory lead service lines and use this lead service line inventory to develop a lead service line replacement plan that meets the requirements of the LCRR as detailed in Task 2. At the time of the lead service line replacements, Jacobs will support the City by prioritizing the lead service line replacements performed by a contractor selected by the City.

Scope of Work

Task 1 – Inventory Work

Jacobs has previously completed the desktop review of available documentation of record drawings, year-built information from the Okaloosa County Appraiser, and service work order forms for water service line repairs/replacements. The record review effort has been exhausted, and field inspections are necessary to determine the pipe material for the remaining water service lines (unknowns). To begin field inspections, Jacobs will generate a meter box field collection form to capture and properly document service line material from the field investigations. Jacobs's personnel and/or an outside contractor will be used to perform field identification on the remaining unknowns, utilizing meter box inspections for both the City-owned and the customer-owned service lines and adding potholing inspections of the service lines where the meter box results are inconclusive. Jacobs will use the results of the inspections to update the service line inventory.

Assumptions:

- The only information collected from meter box inspections are water service line pipe material (City side and customer side of the meter) and service line size (pipe diameter). Information from

meter box inspection will be recorded either on hard copy of meter box inspection form or electronic copy of inspection form.

- Not all water service lines in the City's water distribution system will have a field inspection.
- A subcontractor may be necessary to pothole the water service line for meter box inspections if they are shown to be inconclusive.

Deliverables:

- Draft Water Service Line Inventory for City's review and feedback
- Finalized Water Service Line Inventory for City's submittal to FDEP by October 16, 2024.

Task 2 – Lead Service Line Replacement Planning

Upon updating the water service line inventory in Task 1, Jacobs will review the number and location of lead service lines and develop a lead service line replacement plan (Plan). The Plan will include replacement plans for full and partial lead service line replacements. This includes galvanized requiring replacement (GRR) under the LCRR. Additionally, the Plan will be reviewed and modified as needed for LCRR compliance. Included in the Plan will be the required customer communications; the communication tracking for the optional filter pitcher use, communication requirements for replacements, disturbances, lead risk and flushing, and operational procedures for replacing lead connectors.

Assumptions:

- The level of effort to complete the Lead Service Line Replacement Plan depends on the number of lead and GRR water service lines identified in Task 1.
- It is understood that water service lines south of Highway 98 are scheduled for replacement in a future Florida Department of Transportation (FDOT) roadway project. Jacobs will prepare the Lead Service Line Replacement Plan with consideration to this future FDOT roadway project.

Deliverables:

- Draft Lead Service Line Replacement Plan document
- Finalized Lead Service Line Replacement Plan document
- LCRR Required Service Line Communication Materials

Task 3 – Lead Service Line Replacement Support

Jacobs will prioritize the replacement of lead service lines based on factors such as the age of the infrastructure, the presence of lead levels exceeding the action level, and the potential risk to public health. The prioritization strategy is intended to give priority to the most vulnerable populations for lead service line replacement. For replacement of lead water service lines (WSLs), a contractor will be selected and contracted by the City to complete the replacement of lead and GRR WSLs selected by the prioritization strategy. The contractor will complete the replacement of the selected WSLs with non-lead materials and in compliance with applicable regulations, engineering standard details, and safety standards. Upon completion of replacement work, the required customer contacts will be made by the City to communicate replacement work and the relevant flushing procedures. The City will update the WSL inventory reflecting the replacement work accordingly.

Assumptions:

- Lead Service Line Replacement Support will only be for water service lines identified in the Plan developed in Task 2.
- The City will select, contract with, and provide direction to the contractor replacing the lead and GRR WSLs. Replacement of these WSLs are not included in this Task Order.
- Jacobs will inform the City of the areas where temporary construction easements are required, however, the City will be responsible for obtaining the temporary construction easement from the property owners.
- The City will update the WSL inventory reflecting the replacement work accordingly.

Deliverables:

- A list of addresses on a rolling basis identifying the lead water service lines where water service line replacement is needed.
- Construction detail for water service line replacement with specifications.

Schedule

The schedule for this project is assumed to be 12 months following receipt of the City's Notice to Proceed. Tasks 1 through 3 will begin upon Task Order authorization with all deliverables described herein completed within that timeframe.

Compensation

A summary of costs for tasks associated with the LCRR Compliance Additional Services described in the Scope of Work are provided in Table 1. Compensation for services and expenses under this Task Order shall be on a time and material basis with budgets between task being interchangeable as needed. Invoicing shall be monthly. The total fee requested for this task order is **$308,200**.

Table 1 – Summary of Costs

Task No.	Description	Fee Amount
1	Inventory Work	$179,750
2	Lead Service Line Replacement Planning	$123,450*
3	Lead Service Line Replacement Support	$5,000*

*Depending on the inventory work completed in Task 1, fee amount totals for Tasks 2 and 3 may be less due to a reduction in level of effort.

Authorized Representative

The Authorized Representatives designated below are authorized to act with respect to Task Order 2024-03. Communications between the City and Jacobs shall be through the Authorized Representatives:

For the City of Mary Esther, Florida	**For Jacobs**
Name: Shawn Lindsey	**Name:** Mike Criddle
Address: 195 Cristobal Road N, Mary Esther, FL 32569	**Address:** 25 W. Cedar Street, Suite 350 Pensacola, FL, 32502
Telephone: (850) 243-3566	**Telephone:** (705) 594-0425

Authorization:

Task Order 2024-03 is effective as of _____, 2024	
Accepted for CITY by:	**Accepted for Jacobs Engineering Group Inc by:**
Name: Chris Stein	**Name**: Scott Jernigan, P.E.
Title: Mayor	**Title**: Principal Project Manager

AGENDA ITEM

Agenda Item 11.6.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: August 5, 2024

SUBJECT: Agreement, State Revolving Fund Planning, Design, and Construction Loan for the Lead Line Inventory Program

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BACKGROUND:
A federal mandate requires that all water utilities conduct a Lead Line Inventory and Replacement program. Jacob began working on this under an initial task order, which included a desktop study of all our water lines to determine if any lines were built with lead. The state and EPA have been continuously working on the exact requirements of this mandate and how it will be applied. Because this is an unfunded federal mandate we sought back in November to apply for a State Revolving Fund Loan Agreement with a 49% principal forgiveness. This agreement is now ready to be executed by our Mayor and includes $308,206 for planning and design and $30,821 for construction.

DISCUSSION:
Although we are just now receiving this agreement, all expenditures for this project should be eligible for loan forgiveness that took place after the November 2023 inclusion. We have not found any lead pipes or fittings yet, but individual meter inspections are currently taking place. Only 10% of this loan was budgeted for construction. It is not known at this time if any construction will be required as it depends on the finding of lead on the services to homes. The 10% for construction was included in this loan in case it is needed and so the loan might be expanded if additional funds become available for larger construction projects.

FINANCIAL IMPACT:
The total amount of the award is $339,027 with an estimated amount of Principal Forgiveness, $166,123, with an estimated principal amount of the loan to be repaid of $172,904 with no interest. This loan saves the City of Mary Esther up to $166,123.

RECOMMENDATION:
Motion to approve the SRF Loan Agreement LS460240 and authorize the Mayor to execute the agreement.

ATTACHMENT(S):
1. City of Mary Esther - LS460240

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

AND

CITY OF MARY ESTHER, FLORIDA

DRINKING WATER STATE REVOLVING FUND
PLANNING, DESIGN AND CONSTRUCTION LOAN AGREEMENT
LS460240

Florida Department of Environmental Protection
State Revolving Fund Program
Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard, MS 3505
Tallahassee, Florida 32399-3000

DRINKING WATER STATE REVOLVING FUND PLANNING, DESIGN, AND CONSTRUCTION LOAN AGREEMENT

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DRINKING WATER STATE REVOLVING FUND

PLANNING, DESIGN AND CONSTRUCTION LOAN AGREEMENT

LS460240

THIS AGREEMENT is executed by the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (Department) and the CITY OF MARY ESTHER, FLORIDA, (Project Sponsor) existing as a local governmental entity under the laws of the State of Florida. Collectively, the Department and the Project Sponsor shall be referred to as "Parties" or individually as "Party".

RECITALS

Pursuant to Section 403.8532, Florida Statutes and Chapter 62-552, Florida Administrative Code, the Department is authorized to make loans to finance the planning, design and construction of public water systems; and

The Department is authorized to allow Principal Forgiveness on Loans funded by the Federal Safe Drinking Water Act; and

The Project Sponsor has applied for financing of the Project, and the Department has determined that such Project meets all requirements for a Loan and Principal Forgiveness.

AGREEMENT

In consideration of the Department loaning money to the Project Sponsor, in the principal amount and pursuant to the covenants set forth below, it is agreed as follows:

ARTICLE I - DEFINITIONS

1.01. WORDS AND TERMS.

Words and terms used herein shall have the meanings set forth below:

(1) "Agreement" or "Loan Agreement" shall mean this planning, design, and construction loan agreement.

(2) "Authorized Representative" shall mean the official of the Project Sponsor authorized by ordinance or resolution to sign documents associated with the Loan.

(3) "Capitalized Interest" shall mean the finance charge that accrues at the Financing Rate on Loan proceeds from the time of disbursement until six months before the first Semiannual Loan Payment is due. Capitalized Interest is financed as part of the Loan principal.

(4) "Depository" shall mean a bank or trust company, having a combined capital and unimpaired surplus of not less than $50 million, authorized to transact commercial banking or savings and loan business in the State of Florida and insured by the Federal Deposit Insurance Corporation.

(5) "Design Activities" shall mean the design of work defined in the approved planning document that will result in plans and specifications, ready for permitting and bidding, and the visual observation of service lines (if not included under the planning activities), for an eligible construction project.

(6) "Final Amendment" shall mean the final agreement executed between the parties that establishes the final terms for the Loan such as the final Loan amount, the Financing Rate, Loan Service Fee, amortization schedule and Semiannual Loan Payment amount.

(7) "Final Unilateral Amendment" shall mean the Loan Agreement unilaterally finalized by the Department after Loan Agreement and Project abandonment under Section 8.06 that establishes the final amortization schedule for the Loan.

(8) "Financial Assistance" shall mean Principal Forgiveness funds or Loan funds.

(9) "Financing Rate" shall mean the charges, expressed as a percent per annum, imposed on the unpaid principal of the Loan.

(10) "Gross Revenues" shall mean all income or earnings received by the Project Sponsor from the ownership or operation of its Utility System, including investment income, all as calculated in accordance with generally accepted accounting principles. Gross Revenues shall not include proceeds from the sale or other disposition of any part of the Utility System, condemnation awards or proceeds of insurance, except use and occupancy or business interruption insurance, received with respect to the Utility System.

(11) "Loan" shall mean the amount of money to be loaned pursuant to this Agreement and subsequent amendments.

(12) "Loan Application" shall mean the completed form which provides all information required to support obtaining planning, design, and construction loan financial assistance from the Department.

(13) "Loan Debt Service Account" shall mean an account, or a separately identified component of a pooled cash or liquid account, with a Depository established by the Project Sponsor for the purpose of accumulating Monthly Loan Deposits and making Semiannual Loan Payments.

(14) "Loan Service Fee" shall mean an origination fee which shall be paid to the Department by the Project Sponsor.

(15) "Local Governmental Entity" means a county, municipality, or special district.

(16) "Monthly Loan Deposit" shall mean the monthly deposit to be made by the Project Sponsor to the Loan Debt Service Account.

(17) "Operation and Maintenance Expense" shall mean the costs of operating and maintaining the Utility System determined pursuant to generally accepted accounting principles,

exclusive of interest on any debt payable from Gross Revenues, depreciation, and any other items not requiring the expenditure of cash.

(18) "Planning Activities" shall mean the administrative work (including but not limited to: record research, easement agreements, private property access agreements, service line inventory tabulation, etc.), visual inspection (if part of the technical services agreement) of service lines, and submittal to the appropriate regulatory office and Drinking Water State Revolving Fund for the Project Sponsor to qualify for Drinking Water State Revolving Fund financing for construction of drinking water facilities. Regulatory approval of the inventory submittal is required.

(19) "Pledged Revenues" shall mean the specific revenues pledged as security for repayment of the Loan and shall be the Gross Revenues derived yearly from the operation of the Utility System after payment of the Operation and Maintenance Expense and the satisfaction of all yearly payment obligations on account of any senior or parity obligations issued pursuant to Section 7.02 of this Agreement.

(20) "Principal Forgiveness" shall mean the amount of money awarded pursuant to this Agreement and subsequent amendments that is not to be repaid.

(21) "Project" shall mean the works financed by this Loan and shall consist of furnishing all labor, materials, and equipment to plan, design, and construct lead service line replacements. The Project is an Equivalency Project as defined in Chapter 62-552, Florida Administrative Code.

(22) "Semiannual Loan Payment" shall mean the payment due from the Project Sponsor to the Department at six-month intervals.

(23) "Sewer System" shall mean all facilities owned by the Project Sponsor for collection, transmission, treatment and reuse of wastewater and its residuals.

(24) "Utility System" shall mean all devices and facilities of the Water System and Sewer System owned by the Project Sponsor.

(25) "Water System" shall mean all facilities owned by the Project Sponsor for supplying and distributing water for residential, commercial, industrial, and governmental use.

1.02. CORRELATIVE WORDS.

Words of the masculine gender shall be understood to include correlative words of the feminine and neuter genders. Unless the context shall otherwise indicate, the singular shall include the plural and the word "person" shall include corporations and associations, including public entities, as well as natural persons.

ARTICLE II - WARRANTIES, REPRESENTATIONS AND COVENANTS

2.01. WARRANTIES, REPRESENTATIONS AND COVENANTS.

The Project Sponsor warrants, represents and covenants that:

(1) The Project Sponsor has full power and authority to enter into this Agreement and to comply with the provisions hereof.

(2) The Project Sponsor currently is not the subject of bankruptcy, insolvency, or reorganization proceedings and is not in default of, or otherwise subject to, any agreement or any law, administrative regulation, judgment, decree, note, resolution, charter or ordinance which would currently restrain or enjoin it from entering into, or complying with, this Agreement.

(3) There is no material action, suit, proceeding, inquiry or investigation, at law or in equity, before any court or public body, pending or, to the best of the Project Sponsor's knowledge, threatened, which seeks to restrain or enjoin the Project Sponsor from entering into or complying with this Agreement.

(4) The Project Sponsor knows of no reason why any future required permits or approvals associated with the Project are not obtainable.

(5) The Project Sponsor shall undertake the Project on its own responsibility, to the extent permitted by law.

(6) To the extent permitted by law, the Project Sponsor shall release and hold harmless the State, its officers, members, and employees from any claim arising in connection with the Project Sponsor's actions or omissions in its planning, design, and construction activities financed by this Loan or its operation of the Project.

(7) All Project Sponsor representations to the Department, pursuant to the Loan Application and Agreement, were true and accurate as of the date such representations were made. The financial information delivered by the Project Sponsor to the Department was current and correct as of the date such information was delivered. The Project Sponsor shall comply with Chapter 62-552, Florida Administrative Code, and all applicable State and Federal laws, rules, and regulations which are identified in the Loan Application or Agreement. Minority and Women's Business Enterprise goals as stated in the plans and specifications apply to this Project. To the extent that any assurance, representation, or covenant requires a future action, the Project Sponsor shall take such action to comply with this agreement.

(8) The Project Sponsor shall maintain records using Generally Accepted Accounting principles established by the Financial Accounting Standards Board. As part of its bookkeeping system, the Project Sponsor shall keep accounts of the Utility System separate from all other accounts and it shall keep accurate records of all revenues, expenses, and expenditures relating to the Utility System, and of the Pledged Revenues, Loan disbursement receipts, and Loan Debt Service Account.

(9) In the event the anticipated Pledged Revenues are shown by the Project Sponsor's annual budget to be insufficient to make the Semiannual Loan Payments for such Fiscal Year when due, the Project Sponsor shall include in such budget other legally available non-ad valorem funds which will be sufficient, together with the Pledged Revenues, to make the Semiannual Loan Payments. Such other legally available non-ad valorem funds shall be budgeted in the regular annual governmental budget and designated for the purpose provided by this Subsection, and the Project Sponsor shall collect such funds for application as provided herein. The Project Sponsor shall notify the Department immediately in writing of any such budgeting of other legally available non-ad valorem funds. Nothing in this covenant shall be construed as creating a pledge, lien, or charge upon any such other legally available non-ad valorem funds; requiring the Project Sponsor to levy or appropriate ad valorem tax revenues; or preventing the Project Sponsor from pledging to the payment of any bonds or other obligations all or any part of such other legally available non-ad valorem funds.

(10) Pursuant to Section 216.347 of the Florida Statutes, the Project Sponsor shall not use this Loan for the purpose of lobbying the Florida Legislature, the Judicial Branch, or a State agency.

(11) The Project Sponsor agrees to complete the Project in accordance with the Project schedule set forth in Section 10.07. Delays incident to strikes, riots, acts of God, and other events beyond the reasonable control of the Project Sponsor are excepted. If for any reason planning, design, and construction is not completed as scheduled, there shall be no resulting diminution or delay in the Semiannual Loan Payment or the Monthly Loan Deposit.

(12) The Project Sponsor covenants that this Agreement is entered into for the purpose of completing the Project which will in all events serve a public purpose. The Project Sponsor covenants that it will, under all conditions, complete and operate the Project to fulfill the public need.

(13) The Project Sponsor shall update the revenue generation system annually to assure that sufficient revenues are generated for debt service; operation and maintenance; replacement of equipment, accessories, and appurtenances necessary to maintain the system design capacity and performance during its design life; and to make the system financially self-sufficient.

2.02. LEGAL AUTHORIZATION.

Upon signing this Agreement, the Project Sponsor's legal counsel hereby expresses the opinion, subject to laws affecting the rights of creditors generally, that:

(1) This Agreement has been duly authorized by the Project Sponsor and shall constitute a valid and legal obligation of the Project Sponsor enforceable in accordance with its terms upon execution by both parties; and

(2) This Agreement identifies the revenues pledged for repayment of the Loan, and the pledge is valid and enforceable.

2.03. AUDIT AND MONITORING REQUIREMENTS.

The Project Sponsor agrees to the following audit and monitoring requirements.

(1) The financial assistance authorized pursuant to this Loan Agreement consists of the following:

Federal Resources, Including State Match, Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
4L-02D68122-0	EPA	66.468	Capitalization Grants for Drinking Water State Revolving Fund	$308,206	140129
Federal Resources, Including State Match, Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
4L-02D68123-0	EPA	66.468	Capitalization Grants for Drinking Water State Revolving Fund	$30,821	140129

(2) Audits.

(a) In the event that the Project Sponsor expends $750,000 or more in Federal awards in its fiscal year, the Project Sponsor must have a Federal single audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F. In determining the Federal awards expended in its fiscal year, the Project Sponsor shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F. An audit of the Project Sponsor conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F, will meet the requirements of this part.

(b) In connection with the audit requirements addressed in the preceding paragraph (a), the Project Sponsor shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR Part 200, Subpart F.

(c) If the Project Sponsor expends less than $750,000, in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F, is not required. The Project Sponsor shall inform the Department of findings and recommendations pertaining to the State Revolving Fund in audits conducted by the Project Sponsor. In the event that the Project Sponsor expends less than $750,000, in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart

F, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from Project Sponsor resources obtained from other than Federal entities).

(d) The Project Sponsor may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at https://sam.gov/.

(3) Report Submission.

(a) Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200, Subpart F, and required by Subsection 2.03(2) of this Agreement shall be submitted, when required by 2 CFR Part 200, Subpart F, by or on behalf of the Project Sponsor directly to each of the following:

(i) The Department at one of the following addresses:

By Mail:
Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-30000

or

Electronically:
FDEPSingleAudit@dep.state.fl.us

(ii) The Federal Audit Clearinghouse designated in 2 CFR Section 200.501(a) at the following address:

https://harvester.census.gov/facweb/

(iii) Other Federal agencies and pass-through entities in accordance with 2 CFR Section 200.512.

(b) Pursuant to 2 CFR Part 200, Subpart F, the Project Sponsor shall submit a copy of the reporting package described in 2 CFR Part 200, Subpart F, and any management letters issued by the auditor, to the Department at the address listed under Subsection 2.03(3)(a)(i) of this Agreement.

(c) Any reports, management letters, or other information required to be submitted to the Department pursuant to this Agreement shall be submitted timely in accordance with 2 CFR Part 200, Subpart F, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

(d) Project Sponsors, when submitting financial reporting packages to the Department for audits done in accordance with 2 CFR Part 200, Subpart F, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor

General, should indicate the date that the reporting package was delivered to the Project Sponsor in correspondence accompanying the reporting package.

(4) Record Retention.

The Project Sponsor shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date of the Final Amendment, and shall allow the Department, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The Project Sponsor shall ensure that audit working papers are made available to the Department, or its designee, Chief Financial Officer, or Auditor General upon request for a period of five years from the date of the Final Amendment, unless extended in writing by the Department.

(5) Monitoring.

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F, as revised (see audit requirements above), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by 2 CFR Part 200, Subpart F., and/or other procedures. By entering into this Agreement, the Project Sponsor agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the Project Sponsor is appropriate, the Project Sponsor agrees to comply with any additional instructions provided by the Department to the Project Sponsor regarding such audit. The Project Sponsor understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing. The Project Sponsor will comply with this duty and ensure that any subcontracts issued under this Agreement will impose this requirement, in writing, on its subcontractors.

ARTICLE III - LOAN REPAYMENT ACCOUNT

3.01. LOAN DEBT SERVICE ACCOUNT.

The Project Sponsor shall establish a Loan Debt Service Account with a Depository and begin making Monthly Loan Deposits no later than the date set forth for such action in Section 10.07 of this Agreement.

Beginning six months prior to each Semiannual Loan Payment, the Project Sponsor shall make six Monthly Loan Deposits. The first five deposits each shall be at least equal to one-sixth of the Semiannual Loan Payment. The sixth Monthly Loan Deposit shall be at least equal to the amount required to make the total on deposit in the Loan Debt Service Account equal to the Semiannual Loan Payment amount, taking into consideration investment earnings credited to the account pursuant to Section 3.02.

Any month in which the Project Sponsor fails to make a required Monthly Loan Deposit, the Project Sponsor's chief financial officer shall notify the Department of such failure. In addition, the Project Sponsor agrees to budget, by amendment if necessary, payment to the Department from other legally available non-ad valorem funds all sums becoming due before the same become delinquent. This requirement shall not be construed to give superiority to the

Department's claim on any revenues over prior claims of general creditors of the Project Sponsor, nor shall it be construed to give the Department the power to require the Project Sponsor to levy and collect any revenues other than Pledged Revenues.

3.02. INVESTMENT OF LOAN DEBT SERVICE ACCOUNT MONEYS.

Moneys on deposit in the Loan Debt Service Account shall be invested pursuant to the laws of the State of Florida. Such moneys may be pooled for investment purposes. The maturity or redemption date of investments shall be not later than the date upon which such moneys may be needed to make Semiannual Loan Payments. The investment earnings shall be credited to the Loan Debt Service Account and applied toward the Monthly Loan Deposit requirements.

3.03. LOAN DEBT SERVICE ACCOUNT WITHDRAWALS.

The withdrawal of moneys from the Loan Debt Service Account shall be for the sole purpose of making the Semiannual Loan Payment or for discharging the Project Sponsor's obligations pursuant to Section 8.01.

3.04. ASSETS HELD IN TRUST.

The assets in all accounts created under this Loan Agreement shall be held in trust for the purposes provided herein and used only for the purposes and in the manner prescribed in this Agreement; and, pending such use, said assets shall be subject to a lien and charge in favor of the Department.

ARTICLE IV - PROJECT INFORMATION

4.01. PROJECT CHANGES.

After the Department's environmental review has been completed, the Project Sponsor shall promptly notify the Department, in writing, of any Project change that would require a modification to the environmental information document.

Project changes prior to bid opening shall be made by addendum to plans and specifications. Changes after bid opening shall be made by change order. The Project Sponsor shall submit all addenda and all change orders to the Department for an eligibility determination. After execution of all construction, equipment and materials contracts, the Project contingency may be reduced.

4.02. TITLE TO PROJECT SITE.

The Project Sponsor shall have an interest in real property or necessary approvals sufficient for the construction and location of the Project free and clear of liens and encumbrances which would impair the usefulness of such sites for the intended use. The Authorized Representative shall submit a clear site title certification by the date set forth in Section 10.07 of this Agreement.

4.03. PERMITS AND APPROVALS.

The Project Sponsor shall have obtained, prior to the Department's authorization to award construction contracts, all permits and approvals required for construction of the Project or portion of the Project funded under this Agreement.

4.04. ENGINEERING SERVICES.

A professional engineer, registered in the State of Florida, shall be employed by, or under contract with, the Project Sponsor to oversee planning, design and construction.

4.05. PROHIBITION AGAINST ENCUMBRANCES.

The Project Sponsor is prohibited from selling, leasing, or disposing of any part of the Utility System which would materially reduce operational integrity or Gross Revenues so long as this Agreement, including any amendments thereto, is in effect unless the written consent of the Department is first secured. The Project Sponsor may be required to reimburse the Department for the Principal Forgiveness funded cost of any such part, taking into consideration any increase or decrease in value.

4.06. COMPLETION MONEYS.

In addition to the proceeds of this Loan, the Project Sponsor covenants that it has obtained, or will obtain, sufficient moneys from other sources to complete the Project and place the Project in operation on, or prior to, the date specified in Article X. Failure of the Department to approve additional financing shall not constitute a waiver of the Project Sponsor's covenants to complete and place the Project in operation.

4.07. CLOSE-OUT.

The Department shall conduct a final inspection of the Project and Project records. Following the inspection, deadlines for submitting additional disbursement requests, if any, shall be established, along with deadlines for uncompleted Loan or Principal Forgiveness requirements, if any. Deadlines shall be incorporated into the Loan Agreement by amendment. The Loan principal shall be reduced by any excess over the amount required to pay all approved costs. As a result of such adjustment, the Semiannual Loan Payment shall be reduced accordingly, as addressed in Section 10.05.

4.08. DISBURSEMENTS.

Disbursements shall be made only by the State Chief Financial Officer and only when the requests for such disbursements are accompanied by a Department certification that such withdrawals are proper expenditures. Disbursements shall be made directly to the Project Sponsor for reimbursement of the incurred planning, design, and construction costs and related services.

Disbursements for materials, labor, or services shall be made upon receipt of the following:

(1) A completed disbursement request form signed by the Authorized Representative. Such requests must be accompanied by sufficiently itemized summaries of the materials, labor, or services to identify the nature of the work performed; the cost or charges for such work; and the person providing the service or performing the work, and proof of payment.

(2) A certification signed by the Authorized Representative as to the current estimated costs of the Project; that the materials, labor, or services represented by the invoice have been satisfactorily purchased, performed, or received and applied to the project; that all funds received to date have been applied toward completing the Project; and that under the terms and provisions of the contracts, the Project Sponsor is required to make such payments.

(3) A certification by the engineer responsible for overseeing construction stating that equipment, materials, labor and services represented by the construction invoices have been satisfactorily purchased, or received, and applied to the Project in accordance with construction contract documents; stating that payment is in accordance with construction contract provisions; stating that construction, up to the point of the requisition, is in compliance with the contract documents; and identifying all additions or deletions to the Project which have altered the Project's performance standards, scope, or purpose since the issue of the Department construction permit.

(4) Such other certificates or documents by engineers, attorneys, accountants, contractors, or suppliers as may reasonably be required by the Department.

ARTICLE V - RATES AND USE OF THE UTILITY SYSTEM

5.01. RATE COVERAGE.

The Project Sponsor shall maintain rates and charges for the services furnished by the Utility System which will be sufficient to provide, in each Fiscal Year, Pledged Revenues equal to or exceeding 1.15 times the sum of the Semiannual Loan Payments due in such Fiscal Year.

5.02. NO FREE SERVICE.

The Project Sponsor shall not permit connections to, or furnish any services afforded by, the Utility System without making a charge therefore based on the Project Sponsor's uniform schedule of rates, fees, and charges.

5.03. MANDATORY CONNECTIONS.

The Project Sponsor shall adopt, as necessary, and enforce requirements, consistent with applicable laws, for the owner, tenant or occupant of each building located on a lot or parcel of land which is served, or may reasonably be served, by the Sewer System to connect such building to the Sewer System.

5.04. NO COMPETING SERVICE.

The Project Sponsor shall not allow any person to provide any services which would compete with the Utility System so as to adversely affect Gross Revenues.

5.05. MAINTENANCE OF THE UTILITY SYSTEM.

The Project Sponsor shall operate and maintain the Utility System in a proper, sound and economical manner and shall make all necessary repairs, renewals and replacements.

5.06. ADDITIONS AND MODIFICATIONS.

The Project Sponsor may make any additions, modifications or improvements to the Utility System which it deems desirable and which do not materially reduce the operational integrity of any part of the Utility System. All such renewals, replacements, additions, modifications and improvements shall become part of the Utility System.

5.07. COLLECTION OF REVENUES.

The Project Sponsor shall use its best efforts to collect all rates, fees and other charges due to it. The Project Sponsor shall establish liens on premises served by the Utility System for the amount of all delinquent rates, fees and other charges where such action is permitted by law. The Project Sponsor shall, to the full extent permitted by law, cause to discontinue the services of the Utility System and use its best efforts to shut off water service furnished to persons who are delinquent beyond customary grace periods in the payment of Utility System rates, fees and other charges.

ARTICLE VI - DEFAULTS AND REMEDIES

6.01. EVENTS OF DEFAULT.

Upon the occurrence of any of the following events (the Events of Default) all obligations on the part of Department to make any further disbursements hereunder shall, if Department elects, terminate. The Department may, at its option, exercise any of its remedies set forth in this Agreement, but Department may make any disbursements or parts of disbursements after the happening of any Event of Default without thereby waiving the right to exercise such remedies and without becoming liable to make any further disbursement:

(1) Failure to make any Monthly Loan Deposit or to make any installment of the Semiannual Loan Payment when it is due and such failure shall continue for a period of 15 days.

(2) Except as provided in Subsection 6.01(1), failure to comply with the provisions of this Agreement, failure in the performance or observance of any of the covenants or actions required by this Agreement or the Suspension of this Agreement by the Department pursuant to Section 8.14, below, and such failure shall continue for a period of 30 days after written notice thereof to the Project Sponsor by the Department.

(3) Any warranty, representation or other statement by, or on behalf of, the Project Sponsor contained in this Agreement or in any information furnished in compliance with, or in reference to, this Agreement, which is false or misleading, or if Project Sponsor shall fail to keep, observe or perform any of the terms, covenants, representations or warranties contained in this Agreement, the Note, or any other document given in connection with the Loan (provided, that with respect to non-monetary defaults, Department shall give written notice to Project

Sponsor, which shall have 30 days to cure any such default), or is unable or unwilling to meet its obligations thereunder.

(4) An order or decree entered, with the acquiescence of the Project Sponsor, appointing a receiver of any part of the Utility System or Gross Revenues thereof; or if such order or decree, having been entered without the consent or acquiescence of the Project Sponsor, shall not be vacated or discharged or stayed on appeal within 60 days after the entry thereof.

(5) Any proceeding instituted, with the acquiescence of the Project Sponsor, for the purpose of effecting a composition between the Project Sponsor and its creditors or for the purpose of adjusting the claims of such creditors, pursuant to any federal or state statute now or hereafter enacted, if the claims of such creditors are payable from Gross Revenues of the Utility System.

(6) Any bankruptcy, insolvency or other similar proceeding instituted by, or against, the Project Sponsor under federal or state bankruptcy or insolvency law now or hereafter in effect and, if instituted against the Project Sponsor, is not dismissed within 60 days after filing.

(7) Any charge is brought alleging violations of any criminal law in the implementation of the Project or the administration of the proceeds from this Loan against one or more officials of the Project Sponsor by a State or Federal law enforcement authority, which charges are not withdrawn or dismissed within 60 days following the filing thereof.

(8) Failure of the Project Sponsor to give immediate written notice of its knowledge of a potential default or an event of default, hereunder, to the Department and such failure shall continue for a period of 30 days.

6.02. REMEDIES.

All rights, remedies, and powers conferred in this Agreement and the transaction documents are cumulative and are not exclusive of any other rights or remedies, and they shall be in addition to every other right, power, and remedy that Department may have, whether specifically granted in this Agreement or any other transaction document, or existing at law, in equity, or by statute. Any and all such rights and remedies may be exercised from time to time and as often and in such order as Department may deem expedient. Upon any of the Events of Default and subject to the rights of others having prior liens on the Pledged Revenues, the Department may enforce its rights by, *inter alia*, any of the following remedies:

(1) By mandamus or other proceeding at law or in equity, cause to establish rates and collect fees and charges for use of the Utility System, and to require the Project Sponsor to fulfill this Agreement.

(2) By action or suit in equity, require the Project Sponsor to account for all moneys received from the Department or from the ownership of the Utility System and to account for the receipt, use, application, or disposition of the Pledged Revenues.

(3) By action or suit in equity, enjoin any acts or things which may be unlawful or in violation of the rights of the Department.

(4) By applying to a court of competent jurisdiction, cause to appoint a receiver to manage the Utility System, establish and collect fees and charges, and apply the revenues to the reduction of the obligations under this Agreement.

(5) By certifying to the Auditor General and the Chief Financial Officer delinquency on loan repayments, the Department may intercept the delinquent amount plus six percent, expressed as an annual interest rate, penalty of the amount due to the Department from any unobligated funds due to the Project Sponsor under any revenue or tax sharing fund established by the State, except as otherwise provided by the State Constitution or State law. Penalty interest shall accrue on any amount due and payable beginning on the 30th day following the date upon which payment is due.

(6) By notifying financial market credit rating agencies and potential creditors.

(7) By suing for payment of amounts due, or becoming due, with interest on overdue payments together with all costs of collection, including attorneys' fees.

(8) By accelerating the repayment schedule or increasing the interest rate on the unpaid principal of the Loan to as much as 1.667 times the Financing Rate.

6.03. DELAY AND WAIVER.

No course of dealing between Department and Project Sponsor, or any failure or delay on the part of Department in exercising any rights or remedies hereunder, shall operate as a waiver of any rights or remedies of Department, and no single or partial exercise of any rights or remedies hereunder shall operate as a waiver or preclude the exercise of any other rights or remedies hereunder. No delay or omission by the Department to exercise any right or power accruing upon Events of Default shall impair any such right or power or shall be construed to be a waiver of any such default or acquiescence therein, and every such right and power may be exercised as often as may be deemed expedient. No waiver or any default under this Agreement shall extend to or affect any subsequent Events of Default, whether of the same or different provision of this Agreement, or shall impair consequent rights or remedies.

ARTICLE VII - THE PLEDGED REVENUES

7.01. SUPERIORITY OF THE PLEDGE TO THE DEPARTMENT.

From and after the effective date of this Agreement, the Department shall have a lien on the Pledged Revenues, which along with any other Department State Revolving Fund liens on the Pledged Revenues, of equal priority, will be prior and superior to any other lien, pledge or assignment with the following exception. All obligations of the Project Sponsor under this Agreement shall be junior, inferior, and subordinate in all respects in right of payment and security to any additional senior obligations issued with the Department's consent pursuant to Section 7.02. The Department may release its lien on such Pledged Revenues in favor of the Department if the Department makes a determination in its sole discretion, based upon facts deemed sufficient by the Department, that the remaining Pledged Revenues will, in each Fiscal Year, equal or exceed 1.15 times the debt service coming due in each Fiscal Year under the terms of this Agreement.

7.02. ADDITIONAL DEBT OBLIGATIONS.

The Project Sponsor may issue additional debt obligations on a parity with, or senior to, the lien of the Department on the Pledged Revenues provided the Department's written consent is obtained. Such consent may be granted if the Project Sponsor demonstrates at the time of such issuance that the Pledged Revenues, which may take into account reasonable projections of growth of the Utility System and revenue increases, plus revenues to be pledged to the additional proposed debt obligations will, during the period of time Semiannual Loan Payments are to be made under this Agreement, equal or exceed 1.15 times the annual combined debt service requirements of this Agreement and the obligations proposed to be issued by the Project Sponsor and will satisfy the coverage requirements of all other debt obligations secured by the Pledged Revenues.

ARTICLE VIII - GENERAL PROVISIONS

8.01. DISCHARGE OF OBLIGATIONS.

All Semiannual Loan payments required to be made under this Agreement shall be cumulative and any deficiencies in any Fiscal Year shall be added to the payments due in the succeeding year and all years thereafter until fully paid. Payments shall continue to be secured by this Agreement until all of the payments required shall be fully paid to the Department. If at any time the Project Sponsor shall have paid, or shall have made provision for the timely payment of, the entire principal amount of the Loan and interest, the pledge of, and lien on, the Pledged Revenues to the Department shall be no longer in effect. Deposit of sufficient cash, securities, or investments, authorized by law, from time to time, may be made to effect defeasance of this Loan. However, the deposit shall be made in irrevocable trust with a banking institution or trust company for the sole benefit of the Department. There shall be no penalty imposed by the Department for early retirement of this Loan.

8.02. PROJECT RECORDS AND STATEMENTS.

Books, records, reports, engineering documents, contract documents, and papers shall be available to the authorized representatives of the Department for inspection at any reasonable time after the Project Sponsor has received a disbursement and until five years after the Final Amendment date.

8.03. ACCESS TO PROJECT SITE.

The Project Sponsor shall provide access to Project sites and administrative offices to authorized representatives of the Department at any reasonable time. The Project Sponsor shall cause its engineers and contractors to provide copies of relevant records and statements for inspection and cooperate during Project inspections, including making available working copies of plans and specifications and supplementary materials.

8.04. ASSIGNMENT OF RIGHTS UNDER AGREEMENT.

The Department may assign any part of its rights under this Agreement after notification to the Project Sponsor. The Project Sponsor shall not assign rights created by this Agreement without the written consent of the Department.

8.05. AMENDMENT OF AGREEMENT.

This Agreement may be amended, in writing, except that no amendment shall be permitted which is inconsistent with statutes, rules, regulations, executive orders, or written agreements between the Department and the U.S. Environmental Protection Agency (EPA). A Final Amendment establishing the final Project and the Loan Service Fee based on actual Project costs shall be completed after the Department's final inspection of the Project records.

8.06. ABANDONMENT, TERMINATION OR VOLUNTARY CANCELLATION.

Failure of the Project Sponsor to actively prosecute or avail itself of this Loan (including e.g. described in para 1 and 2 below) shall constitute its abrogation and abandonment of the rights hereunder, and the Department may then, upon written notification to the Project Sponsor, suspend or terminate this Agreement.

(1) Failure of the Project Sponsor to draw on the Loan proceeds within eighteen months after the effective date of this Agreement, or by the date set in Section 10.07 to establish the Loan Debt Service Account, whichever date occurs first.

(2) Failure of the Project Sponsor, after the initial Loan draw, to draw any funds under the Loan Agreement for twenty-four months, without approved justification or demonstrable progress on the Project.

Upon a determination of abandonment by the Department, the Loan will be suspended, and the Department will implement administrative close out procedures (in lieu of those in Section 4.07) and provide written notification of Final Unilateral Amendment to the Project Sponsor.

In the event that following the execution of this Agreement, the Project Sponsor decides not to proceed with this Loan, this Agreement can be cancelled by the Project Sponsor, without penalty, if no funds have been disbursed.

8.07. SEVERABILITY CLAUSE.

If any provision of this Agreement shall be held invalid or unenforceable, the remaining provisions shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

8.08. SIGNAGE.

The Project Sponsor agrees to comply with signage requirements of the Infrastructure Investment and Jobs Act (IIJIA) in order to enhance public awareness of EPA assistance

agreements nationwide. A copy of signage requirements as well as EPA logo requirements can be found at https://floridadep.gov/wra/srf/content/state-revolving-fund-resources-and-documents as "IIJA/BIL Projects Only - A copy of signage requirements as well as EPA logo requirements".

8.09. DAVIS-BACON ACT REQUIREMENTS.

(1) The Project Sponsor shall periodically interview 10% of the work force entitled to Davis-Bacon prevailing wages (covered employees) to verify that contractors or subcontractors are paying the appropriate wage rates. Project Sponsors shall immediately conduct interviews in response to an alleged violation of the prevailing wage requirements. As provided in 29 CFR 5.6(a)(5) all interviews must be conducted in confidence. The Project Sponsor must use Standard Form 1445 or equivalent documentation to memorialize the interviews. Copies of the SF 1445 are available from the EPA on request.

(2) The Project Sponsor shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. The Project Sponsor shall establish and follow a spot check schedule based on its assessment of the risks of noncompliance with Davis-Bacon posed by contractors or subcontractors and the duration of the contract or subcontract. At a minimum, if practicable, the subrecipient should spot check payroll data within two weeks of each contractor or subcontractor's submission of its initial payroll data and two weeks prior to the completion date the contract or subcontract. Project Sponsors must conduct more frequent spot checks if the initial spot check or other information indicates that there is a risk that the contractor or subcontractor is not complying with Davis-Bacon. In addition, during the examinations the Project Sponsor shall verify evidence of fringe benefit plans and payments thereunder by contractors and subcontractors who claim credit for fringe benefit contributions.

(3) The Project Sponsor shall periodically review contractors and subcontractors use of apprentices and trainees to verify registration and certification with respect to apprenticeship and training programs approved by either the U.S Department of Labor (DOL) or a state, as appropriate, and that contractors and subcontractors are not using disproportionate numbers of laborers, trainees, and apprentices. These reviews shall be conducted in accordance with the schedules for spot checks and interviews described in items (1) and (2) above.

(4) Project Sponsors must immediately report potential violations of the Davis-Bacon prevailing wage requirements to the appropriate DOL Wage and Hour District Office listed at http://www.dol.gov/whd/america2.htm and to the EPA Region 4 Water Division/Grants and Infrastructure Section by calling 404-562-9345. Additional information on Davis-Bacon guidance is located on the EPA website at: https://www.epa.gov/grants/interim-davis-bacon-act-guidance.

8.10. AMERICAN IRON AND STEEL REQUIREMENT.

The Project Sponsor's subcontracts must contain requirements that all of the iron and steel products used in the Project are in compliance with the American Iron and Steel requirement as described in Section 608 of the Federal Water Pollution Control Act unless the

Project Sponsor has obtained a waiver pertaining to the Project or the Department has advised the Project Sponsor that the requirement is not applicable to the Project.

8.11. BUILD AMERICA, BUY AMERICA ACT ASSISTANCE REQUIREMENT.

The Project Sponsor's subcontracts must contain the following requirements: that all of the iron and steel, manufactured products, and construction materials used in the Project are to be produced in the United States ("Build America, Buy America Requirements").

8.12. RESERVED.

8.13. PUBLIC RECORDS ACCESS.

(1) The Project Sponsor shall comply with Florida Public Records law under Chapter 119, F.S. Records made or received in conjunction with this Agreement are public records under Florida law, as defined in Section 119.011(12), F.S. The Project Sponsor shall keep and maintain public records required by the Department to perform the services under this Agreement.

(2) This Agreement may be unilaterally canceled by the Department for refusal by the Project Sponsor to either provide to the Department upon request, or to allow inspection and copying of all public records made or received by the Project Sponsor in conjunction with this Agreement and subject to disclosure under Chapter 119, F.S., and Section 24(a), Article I, Florida Constitution.

(3) IF THE PROJECT SPONSOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROJECT SPONSOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE DEPARTMENT'S CUSTODIAN OF PUBLIC RECORDS AT (850)245-2118, by email at public.services@dep.state.fl.us**, or at the mailing address below:**

Department of Environmental Protection
ATTN: Office of Ombudsman and Public Services
Public Records Request
3900 Commonwealth Blvd, MS 49
Tallahassee, FL 32399

8.14. SCRUTINIZED COMPANIES.

(1) The Project Sponsor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Project Sponsor or its subcontractors are found to have submitted a false certification; or if the Project Sponsor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

(2) If this Agreement is for more than one million dollars, the Project Sponsor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Project Sponsor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Project Sponsor, its affiliates, or its subcontractors are placed on the Scrutinized Companies that Boycott the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

(3) The Project Sponsor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.

(4) As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

8.15. SUSPENSION.

The Department may suspend any or all of its obligations to Loan or provide financial accommodation to the Project Sponsor under this Agreement in the following events, as determined by the Department:

(1) The Project Sponsor abandons or discontinues the Project before its completion,

(2) The commencement, prosecution, or timely completion of the Project by the Project Sponsor is rendered improbable or the Department has reasonable grounds to be insecure in Project Sponsor's ability to perform, or

(3) The implementation of the Project is determined to be illegal, or one or more officials of the Project Sponsor in responsible charge of, or influence over, the Project is charged with violating any criminal law in the implementation of the Project or the administration of the proceeds from this Loan.

The Department shall notify the Project Sponsor of any suspension by the Department of its obligations under this Agreement, which suspension shall continue until such time as the event or condition causing such suspension has ceased or been corrected, or the Department has re-instated the Agreement.

Project Sponsor shall have no more than 30 days following notice of suspension hereunder to remove or correct the condition causing suspension. Failure to do so shall constitute a default under this Agreement.

Following suspension of disbursements under this Agreement, the Department may require reasonable assurance of future performance from Project Sponsor prior to re-instating the Loan. Such reasonable assurance may include, but not be limited to, a payment mechanism using two party checks, escrow or obtaining a Performance Bond for the work remaining.

Following suspension, upon failure to cure, correct or provide reasonable assurance of future performance by Project Sponsor, the Department may exercise any remedy available to it by this Agreement or otherwise and shall have no obligation to fund any remaining Loan balance under this Agreement.

8.16. CIVIL RIGHTS.

The Project Sponsor shall comply with all Title VI requirements of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Equal Employment Opportunity requirements (Executive Order 11246, as amended) which prohibit activities that are intentionally discriminatory and/or have a discriminatory effect based on race, color, national origin (including limited English proficiency), age, disability, or sex.

8.17. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.

The Project Sponsor and any contractors/subcontractors are prohibited from obligating or expending any Loan or Principal Forgiveness funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. See Section 889 of Public Law 115-232 (National Defense Authorization Act 2019). Also, see 2 CFR 200.216 and 200.471.

ARTICLE IX - CONSTRUCTION CONTRACTS AND INSURANCE

9.01. AUTHORIZATION TO AWARD CONSTRUCTION CONTRACTS.

The following documentation is required to receive the Department's authorization to award construction contracts:

(1) Proof of advertising.

(2) Award recommendation, bid proposal, and bid tabulation (certified by the responsible engineer).

(3) Certification of compliance with the conditions of the Department's approval of competitively or non-competitively negotiated procurement, if applicable.

(4) Certification Regarding Disbarment, Suspension, Ineligibility and Voluntary Exclusion.

(5) Certification by the Authorized Representative that affirmative steps were taken to encourage Minority and Women’s Business Enterprises participation in Project construction.

(6) Current certifications for Minority and Women’s Business Enterprises participating in the contract. If the goals as stated in the plans and specifications are not met, documentation of actions taken shall be submitted.

(7) Certification that the Project Sponsor and contractors are in compliance with labor standards, including prevailing wage rates established for its locality by the DOL under the Davis-Bacon Act for Project construction.

(8) Certification that all procurement is in compliance with Sections 8.10 and 8.11 which state that all iron and steel products, manufactured products, and construction materials used in the Project must be produced in the United States unless (a) a waiver is provided to the Project Sponsor by the EPA or (b) compliance would be inconsistent with United States obligations under international agreements.

9.02. SUBMITTAL OF CONSTRUCTION CONTRACT DOCUMENTS.

After the Department's authorization to award construction contracts has been received, the Project Sponsor shall submit:

(1) Contractor insurance certifications.

(2) Executed Contract(s).

(3) Notices to proceed with construction.

9.03. INSURANCE REQUIRED.

The Project Sponsor shall cause the Project, as each part thereof is certified by the engineer responsible for overseeing construction as completed, and the Utility System (hereafter referred to as "Revenue Producing Facilities") to be insured by an insurance company or companies licensed to do business in the State of Florida against such damage and destruction risks as are customary for the operation of utility systems of like size, type and location to the extent such insurance is obtainable from time to time against any one or more of such risks.

The proceeds of insurance policies received as a result of damage to, or destruction of, the Project or the other Revenue Producing Facilities, shall be used to restore or replace damaged portions of the facilities. If such proceeds are insufficient, the Project Sponsor shall provide additional funds to restore or replace the damaged portions of the facilities. Repair, construction or replacement shall be promptly completed.

ARTICLE X - DETAILS OF FINANCING

10.01. PRINCIPAL AMOUNT OF LOAN.

The total amount awarded is $339,027. Of that, the estimated amount of Principal Forgiveness is $166,123. The estimated principal amount of the Loan to be repaid is $172,904, which consists of $172,904 to be disbursed to the Project Sponsor and $0 of Capitalized Interest.

Capitalized Interest is not disbursed to the Project Sponsor, but is amortized via periodic Loan repayments to the Department as if it were actually disbursed. Capitalized Interest is computed at the Financing Rate, or rates, set for the Loan. It accrues and is compounded annually from the time when disbursements are made until six months before the first

Semiannual Loan Payment is due. Capitalized Interest is estimated prior to establishing the schedule of actual disbursements.

10.02. LOAN SERVICE FEE.

The Loan Service Fee is $6,781 for the Loan amount authorized to date. The fee represents two percent of the Loan amount excluding Capitalized Interest; that is, two percent of $339,027. The Loan Service Fee is estimated at the time of execution of the loan agreement and shall be revised with any increase or decrease amendment. The Loan Service Fee is based on actual Project costs and assessed in the final loan amendment. The Project Sponsor shall pay the Loan Service Fee from the first available repayment(s) following the Final Amendment.

10.03. FINANCING RATE.

The Financing Rate on the unpaid principal of the Loan amount specified in Section 10.01 is 0 percent per annum.

10.04. LOAN TERM.

The Loan term shall be 10 years.

10.05. REPAYMENT SCHEDULE.

Repayments shall be made semiannually (twice per year). The Semiannual Loan Payment shall be computed based upon the principal amount of the Loan less the Principal Forgiveness plus the estimated Loan Service Fee and the principle of level debt service. The Semiannual Loan Payment amount may be adjusted, by amendment of this Agreement, based upon revised information. After the final disbursement of Loan proceeds, the Semiannual Loan Payment shall be based upon the actual Project costs, the actual Loan Service Fee and the Loan Service Fee capitalized interest, if any, and actual dates and amounts of disbursements, taking into consideration any previous payments. Actual Project costs shall be established after the Department's inspection of the completed Project and associated records. The Department will deduct the Loan Service Fee and any associated interest from the first available repayments following the Final Amendment.

Each Semiannual Loan Payment shall be in the amount of $8,984 until the payment amount is adjusted by amendment. The interest portion of each Semiannual Loan Payment shall be computed on the unpaid balance of the principal amount of the Loan, which includes Capitalized Interest. Interest also shall be computed on the unpaid balance of the Loan Service Fee. Interest shall be computed as of the due date of each Semiannual Loan Payment.

Semiannual Loan Payments shall be received by the Department beginning on April 15, 2029 and semiannually thereafter on October 15 and April 15 of each year until all amounts due hereunder have been fully paid. Funds transfer shall be made by electronic means.

The Semiannual Loan Payment amount is based on the total amount to be repaid of $179,685, which consists of the Loan principal plus the Loan Service Fee with its capitalized interest.

10.06. PROJECT COSTS.

The Project Sponsor and the Department acknowledge that the actual Project costs have not been determined as of the effective date of this Agreement. Project cost adjustments may be made as a result of construction bidding or mutually agreed upon Project changes. Capitalized Interest will be recalculated based on actual dates and amounts of Loan disbursements. If the Project Sponsor receives other governmental financial assistance for this Project, the costs funded by such other governmental assistance will not be financed by this Loan. The Department shall establish the final Project costs after its final inspection of the Project records. Changes in Project costs may also occur as a result of an audit.

The Project Sponsor agrees to the following estimates of Project costs:

CATEGORY	PROJECT COSTS ($)
Planning and Design Activities	308,206
Construction Activities	30,821
SUBTOTAL (Disbursable Amount)	339,027
Less Principal Forgiveness	(166,123)
SUBTOTAL (Loan Amount)	172,904
Capitalized Interest	0
TOTAL (Loan Principal Amount)	172,904

10.07. SCHEDULE.

The Project Sponsor agrees by execution hereof:

(1) This Agreement shall be effective on November 8, 2023. Invoices submitted for work conducted on or after this date shall be eligible for reimbursement.

(2) Initial submittal of Planning and Design Activities is scheduled for October 16, 2024.

(3) A clear site title certification and/or access agreement shall be submitted no later than October 15, 2028.

(4) Completion of Planning, Design and Construction is scheduled for October 15, 2028.

(5) The Loan Debt Service Account shall be established and Monthly Loan Deposits shall begin no later than October 15, 2028.

(6) The first Semiannual Loan Payment in the amount of $8,984 shall be due April 15, 2029.

10.08. SPECIAL CONDITIONS.

(1) Prior to execution of this Agreement, the following items must be submitted:

(a) A certified copy of the Resolution which authorizes the application, establishes the Pledged Revenues, and designates an Authorized Representative for signing the application and executing the Loan Agreement; and

(b) A Legal Opinion addressing the availability of Pledged Revenues, the right to increase rates, and subordination of the pledge; and

(2) The Project Sponsor agrees by execution of this Agreement to the terms and conditions as required by the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Law and will ensure contracts whether directly entered into with the Project Sponsor or through the technical services team, incorporate the required provisions of the law into the project.

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ARTICLE XI - EXECUTION OF AGREEMENT

This Loan Agreement LS460240 may be executed in two or more counterparts, any of which shall be regarded as an original and all of which constitute but one and the same instrument.

IN WITNESS WHEREOF, the Department has caused this Agreement to be executed on its behalf by the Secretary or Designee and the Project Sponsor has caused this Agreement to be executed on its behalf by its Authorized Representative and by its affixed seal. The effective date of this Agreement shall be as set forth below by the Department.

for
CITY OF MARY ESTHER

_____
Mayor

Attest:

I attest to the opinion expressed in Section 2.02, entitled Legal Authorization.

_____
City Clerk

_____
City Attorney

SEAL

for
STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

_____
Secretary or Designee

_____
Date

AGENDA ITEM

Agenda Item 11.7.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: August 5, 2024

SUBJECT: RFB 2024-02, Pervious Rubber Pavement Material

BACKGROUND:
The City Council approved a new rubberized trail for Azalea Park as part of this park rehabilitation. This trail material type was selected because it would allow handicap access to the park and would be flexible and adaptable enough to more easily maintain the amount of the cypress tree roots, and it is pervious to allow the flow of groundwater and rain water through the material without harming it.

DISCUSSION:
Two bids were received, including Play Space Services, for $31,420 and Rubberway, Inc. for $39,992.63 with an option for onsite training for one day at $3,500. Both products meet specifications. Rubberway uses a crumb rubber installed at 1.5 inches thick and Play Space Services uses shredded rubber and installed at 1 inch thick. Both are environmentally safe.

FINANCIAL IMPACT:
Both bids came below what was budgeted for this proposed trail. The lower bid was $8,572.63 less than the higher bid.

RECOMMENDATION:
Motion to award the bid to Play Space Services for an amount not-to-exceed $31,420, due to price, aesthetics, and easier installation.

ATTACHMENT(S):
1. RFB 2024-02 Play Space Services, Inc
2. RFB 2024-02 Rubberway
3. Bid Tabulation RFB 2024-02

Play Space Services, Inc.
Innovative Solutions

3127 Skyway Circle # 101
Melbourne, Fl. 32934
Phone 1-321-775-0600 Fax 1-321-242-2216
Toll Free - 888-653-7529

PROPOSAL

Date: 6/27/2024 **Proposal #** 25175

Prepared for: Shawn Lindsey
Customer Phone:
Customer Fax:
Organization: City of Mary Esther
195 Christobal Rd N
Mary Esther, FL 32659

Payment Terms: Net 30
Due Date 7/26/2024
Ship To City of Mary Esther
195 Christobal Rd N
Mary Esther, FL 32659

Total Payment on Job

Proposal Valid for 30 days from date on proposal

Scope of Services: **Sales Rep** PB

DESCRIPTION	QTY	U/M	COST	TOTAL
Delivery and Supply of PIP Rubber Mulch Safety Surfacing: Jungle : 7800 Sq. Ft. at a depth of 1 in. Aromatic Binder. (Price based on Clay County 18/19-2) TOTAL: $31,420.00	1		31,420.00	31,420.00T
			0.00	0.00
INCLUSIONS: Proposal includes the following: labor and insurance in accordance with manufacturer specifications. State of Florida Contractors Licensing.			0.00	0.00
EXCLUSIONS: Proposal does not include the following: prevailing wage differences, performance bonds, site damages for sprinkler systems and sod, and access to construction site, additional insurance, union fees, fall height testing, drainage, plans, engineered drawings.			0.00	0.00
Items to be managed by customer unless otherwise stated in proposal: - Site security and safety requirements while job is in progress. - Customer to provide 110 electrical power and water required for proper installation - All underground utilities be marked prior to installation. - Provide waste receptacle to accommodate construction debris. - Provide benchmark for required elevation to be established. - Complete site preparation , excavation and disposal of spoil. - Provide required permitting and administration. - Landscaping. - Masonry repairs.			0.00	0.00

Subtotal

Sales Tax (0.00)

TOTAL

Signature: Print Name/Title: _____ Date _____ P.O. #_____

The above quotation is based upon site access for heavy equipment and soil conditions of 2000 PSI. If during excavation of foundations, necessary per manufacturers specifications, conditions exceed normal, our contractor shall notify the owner immediately. This shall include all types of rock, vegetation and any unforeseen hazards. There will be additional charges incurred to clear the area and or the abuttment hole so that installation can be completed over and above the charge for the original footer work.
Every effort is made to supply our customers the materials, equipment and structures as specified within this proposal. In the event of unforeseen circumstances, we reserve the right to substitute materials, equipment or structures which we deem equivalent. In these instances, the customer will be notified of the substitution.

Play Space Services, Inc.
Innovative Solutions

3127 Skyway Circle # 101
Melbourne, Fl. 32934
Phone 1-321-775-0600 Fax 1-321-242-2216
Toll Free - 888-653-7529

PROPOSAL

Date: 6/27/2024

Proposal # 25175

Prepared for: Shawn Lindsey

Customer Phone:

Customer Fax:

Organization: City of Mary Esther
195 Christobal Rd N
Mary Esther, FL 32659

Payment Terms: Net 30

Due Date 7/26/2024

Ship To City of Mary Esther
195 Christobal Rd N
Mary Esther, FL 32659

Total Payment on Job

Proposal Valid for 30 days from date on proposal

Scope of Services:

Sales Rep PB

DESCRIPTION	QTY	U/M	COST	TOTAL
PROJECT NOTES: - Pricing is based on unrestricted access to site for large machinery - Pricing is based on staging/delivery area being next to installation area - Pricing is based on offloading of equipment on site and immediate installation - Customer is responsible for verifying the accuracy of all quantities and dimensions included in this estimate. - Dumpster to be provided by Play Space Services *Total Price reflects all portions of the project being accepted. Should any portion of the job not be picked up, a new quote will be generated.			0.00	0.00

In the unlikely event that Play/Space is required to file civil action or institute any collection efforts against customer, customer agrees to pay any and all costs, fees, expenses and attorney fees incurred by PlaySpace, regardless of whether suit is actually filed, and including but not limited to any and all costs, fees, expenses and attorney fees incurred on appeal or in any post judgement collection efforts or proceedings.

Subtotal	$31,420.00
Sales Tax (0.00)	$0.00
TOTAL	$31,420.00

Signature: _____... Print Name/Title: _____ Date _____ P.O. #_____

The above quotation is based upon site access for heavy equipment and soil conditions of 2000 PSI. If during excavation of foundations, necessary per manufacturers specifications, conditions exceed normal, our contractor shall notify the owner immediately. This shall include all types of rock, vegetation and any unforeseen hazards. There will be additional charges incurred to clear the area and or the abuttment hole so that installation can be completed over and above the charge for the original footer work.
Every effort is made to supply our customers the materials, equipment and structures as specified within this proposal. In the event of unforeseen circumstances, we reserve the right to substitute materials, equipment or structures which we deem equivalent. In these instances, the customer will be notified of the substitution.

Rubberway, Inc.

1688 Meridian Ave, Ste 700
Miami Beach, FL 33139

Proposal

Date	Proposal #
6/19/2024	3666

Customer	Ship To
City of Mary Esther FL Shawn Lindsey 195 Christobal Road N. Mary Esther, FL 32569	City of Mary Esther FL Shawn Lindsey 195 Christobal Road N. Mary Esther, FL 32569

P.O. No.	Terms	Customer Contact		Rep
		Customer Phone		
Other	Net 30	Customer Mobile		
		Customer E-mail	slindsey@cityofmaryesther.com	

Description	Quantity	Rate	Amount
BID 2024-01 PERVIOUS RUBBER PAVEMENT MATERIAL			
EXAMPLE MATERIALS ONLY ORDER BASED ON VOLUME PRICING FOR 7800 SF			
SUPPLY MATERIALS ONLY: for Rubberway pervious PAVEMENT RR6000 system 7800 sf at 1.5" total Thickness with optional technical training director MORE RIGID YET FLEXIBLE Surface Characteristics	38,100	0.36	13,716.00T
Rubberway Recycled Rubber Bits with Encapsulated Color Coat Golden Brown, Brick Red, Brown (50 lb bags) (x762)	4,972	3.6025	17,911.63T
Rubberway RR6000 AF (Amber Hue) is a proprietary formulation specifically developed for Rubberway Pervious Rubber Pavement systems and offers a more rigid yet flexible finish. (x113) 5 gallon pails	280	4.00	1,120.00T
RUBBERWAY TXIB Finishing Solvent - Pails 35 lb each) (x8 pails)			0.00
30 day payment terms offered upon shipment, based on credit approval and receiving bonding information on the project.			

Subtotal	
Sales Tax (0.0%)	
Total	

Signature of Acceptance

Phone #	E-mail	Web Site
877-288-0045	INFO@RUBBERWAY.COM	WWW.RUBBERWAY.COM

Rubberway, Inc.

1688 Meridian Ave, Ste 700
Miami Beach, FL 33139

Proposal

Date	Proposal #
6/19/2024	3666

Customer	Ship To
City of Mary Esther FL Shawn Lindsey 195 Christobal Road N. Mary Esther, FL 32569	City of Mary Esther FL Shawn Lindsey 195 Christobal Road N. Mary Esther, FL 32569

P.O. No.	Terms	Customer Contact		Rep
		Customer Phone		
Other	Net 30	Customer Mobile		
		Customer E-mail	slindsey@cityofmaryesther.com	

Description	Quantity	Rate	Amount
Accepted Payment Methods: Direct Bank Deposit Through A Wire Transfer Cost is $15.00. With All Credit Cards Payments there is a (3% Merchant Processing Fee Increase that will be applied) There is a 1% Merchant Processing Fee for payments made by Direct Bank Deposit through our click and pay invoice processing feature)		0.00	0.00

Subtotal	
Sales Tax (0.0%)	
Total	

Signature of Acceptance

Phone #	E-mail	Web Site
877-288-0045	INFO@RUBBERWAY.COM	WWW.RUBBERWAY.COM

Rubberway, Inc.

1688 Meridian Ave, Ste 700
Miami Beach, FL 33139

Proposal

Date	Proposal #
6/19/2024	3666

Customer	Ship To
City of Mary Esther FL Shawn Lindsey 195 Christobal Road N. Mary Esther, FL 32569	City of Mary Esther FL Shawn Lindsey 195 Christobal Road N. Mary Esther, FL 32569

P.O. No.	Terms	Customer Contact		Rep
		Customer Phone		
Other	Net 30	Customer Mobile		
		Customer E-mail	slindsey@cityofmaryesther.com	

Description	Quantity	Rate	Amount
OPTIONAL ADD COST NOT INCLUDED (COST $3500.00) Independent Consultant: Onsite Rubberway Certified technical training director for hire to oversee the installation of experienced cement masons and finishers. The technical training oversight is to enable experienced cement masons to learn the Rubberway surfacing trade. Costs include 1 day each way for flight and travel time to and from, x1 continuous (x7) hour day onsite Rubberway Certified Technical trainer to oversee and assist with technical and training support. Hotel, car , flight. (x1) mobilization. Tools and equipment required to perform the work are not included a Mortar Mixer is required to mix the materials , not a cement mixer. Delays beyond 1 day will require a Change Order to cover hotel, car and perdiem. Lead foreman on crew to be trained is required to speak English. (TECHNICAL DIRECTORS Must BE BOOKED 3-8 weeks in ADVANCED) Lead times can be up to 3- 8 weeks. Disclaimer: Unforeseen Circumstances out of our control. Should a consultant become ill, have travel delays or have an emergency circumstance which delays their arrival or scheduled training date this is out of our control. We will do our best to source a replacement as quickly as possible. We recommend to provide ample time to complete your project.	1		0.00

Subtotal	
Sales Tax (0.0%)	
Total	

Signature of Acceptance

Phone #	E-mail	Web Site
877-288-0045	INFO@RUBBERWAY.COM	WWW.RUBBERWAY.COM

Rubberway, Inc.

1688 Meridian Ave, Ste 700
Miami Beach, FL 33139

Proposal

Date	Proposal #
6/19/2024	3666

Customer	Ship To
City of Mary Esther FL Shawn Lindsey 195 Christobal Road N. Mary Esther, FL 32569	City of Mary Esther FL Shawn Lindsey 195 Christobal Road N. Mary Esther, FL 32569

P.O. No.	Terms	Customer Contact		Rep
		Customer Phone		
Other	Net 30	Customer Mobile		
		Customer E-mail	slindsey@cityofmaryesther.com	

Description	Quantity	Rate	Amount
Deliver cost to zip code with pre delivery notification. Shipping Terms; Contractor/Owner assumes full responsibility for adequate access to site. If the load is unable to delivered contractor will be responsible for re-delivery fee. Freight quote is valid for 7 days. We cannot guarantee delivery lead times. (POLYURETHANE DELIVERY WILL BE SHIPPED PROTECTED FROM FREEZE) BE SURE TO PROTECT THE MATERIALS IN A DRY LOCATION, OUT OF DIRECT SUNLIGHT AND ABOVE 50 DEGREES.	1	7,245.00	7,245.00
Lead Time is approximately 3 up to 8 weeks to ship materials		0.00	0.00
Thank you for your business! You are a valued customer, and we want you to receive the order exactly as intended.			0.00
Please review the items and let us know if you have any questions or see any discrepancies.			
This order reflects a material sale only and not installed surfacing. Therefore, no installed product warranty, testing or installation instructions are available. · We guarantee our rubber products to be free from manufacturing defects in both material and workmanship. Please reference the Rubberway, Inc. Limited Product Warranty for detailed information on inclusions and exclusions. Product warranty is expressly			

Subtotal	
Sales Tax (0.0%)	
Total	

Signature of Acceptance

Phone #	E-mail	Web Site
877-288-0045	INFO@RUBBERWAY.COM	WWW.RUBBERWAY.COM

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P.O. No.	Terms	Customer Contact		Rep
		Customer Phone		
Other	Net 30	Customer Mobile		
		Customer E-mail	slindsey@cityofmaryesther.com	

Description	Quantity	Rate	Amount
conditioned upon paid in full. All sales are final, and product is non-returnable. Purchaser is wholly responsible to provide any installed product warranty and testing documentation to comply with any state and/or federal laws. Upon delivery of your order, please do a thorough inspection of the freight to notate any damages, missing pieces, mangled pallets/packaging, etc. If the shipment is not correct and intact, please notate the damages on the delivery receipt with driver signature and immediately take pictures of the freight including clear photos of any damages. For Rubberway, Inc. arranged freight, please report any issues to sandra@sustainablesurfacing.com. Payment Remittance Information To pay by check you must reference your sales order number. Payment by Direct Bank Deposit: Rubberway Inc.			

Subtotal	
Sales Tax (0.0%)	
Total	

Signature of Acceptance

Phone #	E-mail	Web Site
877-288-0045	INFO@RUBBERWAY.COM	WWW.RUBBERWAY.COM

Rubberway, Inc.

1688 Meridian Ave, Ste 700
Miami Beach, FL 33139

Proposal

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City of Mary Esther FL Shawn Lindsey 195 Christobal Road N. Mary Esther, FL 32569	City of Mary Esther FL Shawn Lindsey 195 Christobal Road N. Mary Esther, FL 32569

P.O. No.	Terms	Customer Contact		Rep
		Customer Phone		
Other	Net 30	Customer Mobile		
		Customer E-mail	slindsey@cityofmaryesther.com	

Description	Quantity	Rate	Amount
Wells Fargo Bank Beneficiary Bank Account number: 3616316943 Routing number: 063107513 Checks should be made payable to Rubberway and sent to 269 S. Beverly Dr., Unit 1389, Beverly Hills, CA 90212. To pay by credit card, please contact Accounts Payable at acct@rubberway.com Customer Agrees to pay attorney fees from California and collection expenses in the event of a delinquent payment.			

Subtotal	
Sales Tax (0.0%)	
Total	

Signature of Acceptance

Phone #	E-mail	Web Site
877-288-0045	INFO@RUBBERWAY.COM	WWW.RUBBERWAY.COM

Rubberway, Inc.

1688 Meridian Ave, Ste 700
Miami Beach, FL 33139

Proposal

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P.O. No.	Terms	Customer Contact		Rep
		Customer Phone		
Other	Net 30	Customer Mobile		
		Customer E-mail	slindsey@cityofmaryesther.com	

Description	Quantity	Rate	Amount

Subtotal	$39,992.63
Sales Tax (0.0%)	$0.00
Total	$39,992.63

Quote is valid for 30 days. Payment Options: Check, Money Order, Credit Card. We accept Visa & Mastercard. If paying by CC, an additional 3.5% processing cost will be added to the final invoice. A credit card authorization form must be signed and a copy of a valid drivers license included. All past due invoices are subject to 1.5% monthly service charge and/or Stop Notice. Customer agrees to pay attorney fees and collection expense in the event of deliquent payments. Returns are not accepted without a 3 day prior notice and authorization from Rubberway.

All sales are final, and product is non-returnable.

By signing this proposal, you are accepting the terms, conditions, and price set henceforth.

Signature of Acceptance _____

Phone #	E-mail	Web Site
877-288-0045	INFO@RUBBERWAY.COM	WWW.RUBBERWAY.COM

June 28, 2024

City of Mary Esther
City Clerk, Mary Esther City Hall
195 Christobal RD. N Mary Esther, FL 32659
Cc. Public Works Department

RE: (RFB) 2024-01, "Pervious Rubber Pavement Material"
BID SUBMITTAL CLARIFICATIONS

Dear Council Members and Stakeholders,

This letter is to clarify Rubberway, Inc. provides and sells the materials used in Rubberway Systems. There are multiple Rubberway Pervious Pavement systems.

Rubberway, Inc. does not perform the installations.

Rubberway, Inc. Requires the Installations to be performed by trained, certified, experienced, licensed contractors to warrant the work.

Rubberway, Inc. provides a limited 10-year material product warranty for material only purchases. Any products, system or materials that are used in connection for the installation, repairs, maintenance, and as a system overlays, that are not in connection with an original certified Rubberway system installation, would not be covered under the warranty of Rubberway, Inc., or, extended through our national distributor, United Sports Surfacing of America, Inc. aka USSA, Inc.

If proof of General Liability is provided and submitted in connection with a bid, on behalf of Rubberway, Inc. coverage to additional insured, will be noted on the Certificate provided and limited to the manufacturing and supply of the materials only and will extend to supply of Product system materials only warranty coverage.

Rubberway certified installations which fall under the Rubberway warranty terms of the agreement, would be covered per the agreement provided by Rubberway, Inc., provided the materials and labor in connection with the installation have been paid in full, and the installation was provided by pre-approved, certified, professional, experienced, bonded and licensed contractors.

For a claim to be valid, the following documents would be required project specific. The Rubberway Certificate of Product Warranty, the Rubberway Maintenance Handbook, and the Rubberway Certificate of Installation in direct connection to the project date and location. These closeout documents are required to have a verified digital signature of approval by a corporate officer of Rubberway, Inc. These documents would be provided upon the project completion, and closeout. The Rubberway specifications

and warranty terms of the documents are typically determined per the specification requirements and prior to the bid. The Rubberway warranties and maintenance requirements are project specific.

Our Rubberway products' warranty is limited and can be for up to 10 years. Warranty terms will vary, and require that the system is serviced, and that maintenance is performed.

Sincerely,

Karoleen Alexander

President
Rubberway, Inc.

DISCLAIMER: PLEASE NOTE: RUBBERWAY, INC. IS NOT AN INSTALLTION COMPANY. RUBBERWAY, INC. IS A MANUFACTURE AND PROVIDES MATERIALS ONLY FOR SPECIFIED RUBBERWAY SYSTEMS. RUBBERWAY, INC PROVIDES CERTIFIED TECHNICAL TRAINING DIRECTOR SERVICES FOR OVERSGHT TO TRAIN AND CERTIFY EXPERIENCED CEMENT MASON FINISHERS TO PERFORM THE WORK ON A GIVEN PROJECT.

Some References for **RUBBERWAY PAVEMENTS REFERENCES INSTALLED BY CERTIFIED INSTALLERS**:

1 year up to 20 Years installed surfaces

Bed Bath and Beyond Corp Campus
650 Liberty Ave. Union, NJ Facilities
and Maintenance Director
pat.nardelli@bedbath.com
908-855-4401
Mike.wilson@bedbath.com
908-855-4401
60,000 sf installed in 2011
Multi-layer Rubber sidewalks
Pervious Pavement PP3000

Town of Vienna - Various DOT Multi-Layer sidewalk maintenance projects
127 Center Street South 2015-2019
Vienna, Va. 22180
Cell 469-358-3261
Luis Blandon- Civil Engineer
571-274-2104 -Specifier
lblandon@blandonassociates.com

Virginia Polytechnic & State University
Blacksburg Va.
Windell Jones - Cell 540-231-9916- Facilities
Email: jonesjw@vt.edu
Year: 2015 / Evolution, Rubberrock and pervious pavement
Installations for testing and case studies at campus

Texas Instruments Corp Campus
Facilities Service Manger
2900 Semi-Conductor Way
Santa Clara, CA 95050
Jim Green J-Greene@ti.com
Cell 520-940-4135

US Navy Washington DC - 2012
Project: Rand Track Porous Pavement
Rubberway PP3000 22,000 sf.
Indian Head, MD
James Johnson 301-744-2171- Specifier

Project: County of Los Angeles- Obregon Park and Van Guard
Bureau of Engineering
626-458-3581
Wilson Fong wfong@dpw.lacounty.gov- Specifier
Jim Bazinet-jbazinet@dpw.lacounty.gov
Multi-Layer Sidewalk- 10,000 sf year 2013

Project: National Guard Warfield AFB, MD Rubberway Pavements Civil Engineer- frank.pinizzotto.ctr@ang.af.mil- Specifier
Frankpinizzotto@gmail.comCell 610-909-2914
Randy Landreth 410-808-5008 / David Scott 410-971-3489
Multi-Layer Sidewalk

Project: City of Portland, OR. Rubberway Pavements for Sidewalk Package 2015
Chris Rawlins- Chris.rawlins@portlandoregon.gov
Facilities 503-823-1736

Houstonian Hotel and SPA,
Houston Texas 2017 111 N Post
Oak Ln ,Houston, TX 77024
Rubberway Multi-Layer Evolution
Greg Branum - Facilities
gbranum@houstonian.com
Cell 713-253-2246
27,000 sf

Kentucky DOT - 2019
DOT Clay County Contract 171050-STP6000
2432 Memorial Drive
Manchester, KY 40962
8000 sf. Rubberway Multi-Purpose Pavement Trail
City Engineer: Tim Parks - 606-594-6074
Tim.Parks@KY.gov

2019-Aiken South Carolina- Parkway Landscaping Retrofits
12,000 sf Rubberway Rubberrock 6000
Susan C Yates, CPESC 2019
Stormwater Administrator
City of Aiken
245 Dupont Dr NW
Aiken, SC 29801
803-642-7715

Los Altos, CA 2019
Rubberway Multi Layer Evolution
Sidewalk
30,000 sf
and PP3000 pavement
33,000 sf
Mick Wood- GC Mick@millwooddesign.com

Project in Sarasota, FL 2020
The Bay Mangrove
The Bay Park Conservancy Florida DOT
655 N Tamiami Trail
Sarasota FL 34328
Summer 2020- Project 25,000 sf Rubberway Multi Purpose Pavement and Evolution Pavement System
Jon Swift Construction Jason Swift 941-724-7978
jason@jonswiftinc.com

Smithsonian Gardens- Washington DC
Project: Numerous Museum Treewell Pavements Projects
Brent McNish Landscape Architect
202-633-2228 mcnishb@si.edu

State of Rhode Island DOT- 2020
Safe Routes to Schools- 2018-CT-054
Narragansett Pier Middle School
245 Pier Road Narragansett, RI
Rubberrock RR6000 -8000 sf
GC: Julie Meloni- Cardi onstruction jmeloni@cardi.com
Cell: 401-265-2477

Pittsburgh Water Authority
Highland Park Reservoir
PW2017-322-106-1
2003 Reservoir Dr.
Pittsburg, PA 15206
Installed in 2020- 3200 sf Rubberway PP3000
Engineer: Arcadis: Andrew Dawson-Water Resource Associate
Andrew.w.dawson@arcadis.com
1-724-934-9516
GC: Arch Masonry
PM: Jessica Persico
Office: 412-564-5733
Cell:412-652-9938
jpersico@archmasonry.com

City of San Jose, CA Public Works
Rubberway Residential sidewalk project
1199 Roycott
City of San Jose CA, 95125
Installation 2004- approx. 2500 sf
Multi-Layer Rubber Sidewalk
Comments from City in 2019- 17 Years Installed
The sidewalk is in very good condition.
City of San Jose Facilities Architect

Mike Pruitt mike.pruitt@sanjoseca.gov
408-535-8439

Cypress Sports Park - 2021
4600 Cerritos Park
Cypress, CA 90630
Said – 951.429.9161
cypressp@horizonscci.com
16,500 sq ft – Pervious Pavement PP3000

FBI Training Complex – 2022
Shooting Range Obstacle Course
Ed - 401.263.5971
ekoziel@beltbuilt.com
18,000 sq ft Multi-Layer Pervious Pavement

Hitchock Park – 2022
444 S Boundary SW
Aiken, SC 29801
Guy – 803.457.0602
guy@aossc.org
6,165 sq ft Flexible Porous RubberRock 6000

Pratt Whitney Extension - 2022
17900 Beeline Rd
Jupiter, FL 33478
Ron – 561.719.4886
rondaniels@danielsbrothers.com
15,000 sq ft fitness trail
8,490 sq ft multi-purpose

Sandy Run – 2022
9511 Old State Road
Gaston, SC 29053
Guy – 803.457.0602
guy@aossc.org
5,280 sq ft Single Layer PP3000

Calhoun Sports Complex – 2023
600 Chestnut St
Saint Mathews, SC 29135
Guy – 803.457.0602
guy@aossc.org
7,000 sq ft M
multi-Purpose Trial

Spacex – 2023
51900 Joann St
Brownsville, TX 78521
Fawzi – 972.363.3591
fawzi@spacex.com

Darby Park – 2023
3400 W Arbor Vitae St
Inglewood, CA 90305
Tanner – 909.261.9573
tanner@hlhitchcook.com
20,000 sf Multi-Layer Walking Trail

Houston Astros Stadium
501 Crawford Street
Houston TX 77002
24,000 sf Pervious Pavement RR6000

World Recycling Surfacing Group (WRSG)
DBA: United Sustainable Surfacing of America, Inc.
Polyturf, Inc., Rubberway, Inc.
US Headquarters: 4000 Barranca Parkway, Suite 250, Irvine, CA 92604
East Coast: 275 Greenwich Ave, 3A Greenwich, CT 06830
Mid Atlantic: 825 10th St. NW Suite 755, Washington DC, 20001
South East:1688 Meridian Ave, Ste 700, Miami Beach Fl ,33139
Tel: (877)288-0045 info@sustainablesurfacing.com
CA Contractor License No: 838103 / SAM: Cage Code 4ZSF4

QUALIFICATION STATEMENT

Karoleen Alexander- Experience

USSA, Inc. ® is a woman owned, California Corporation. USSA was incorporated in 2000 as an environmentally focused company that would provide excellent, LEED accredited products and construction services to help preserve our environment and enhance our quality of life. The company furnishes bid packages that provide complete turnkey operations for Public Works, DOT, Park and Recreation, Corporate and landscaping markets .USSA is a surfacing contractor, a construction management company when bidding turn key projects and takes responsibility for all field operations. This includes supervision of working crews; risk management, safety, architect presentations; performance evaluation and monitoring; training, coordinating and problem solving as well as building client relationships. USSA, Inc. provides life cycle management programs for all products and offers complete vertically integration on all surfacing systems.

History

Back in 1994, Karoleen Alexander, founder of USSA was appointed Vice-President of the product development division of an international, publicly traded tire recycling company to investigate and develop product markets and other uses for crumb rubber worldwide. After years in product and market development, working with government agencies as well as commercial clients, Karoleen lead the way in commercial product manufacturing of such products as mats, playground tiles, fitness flooring and encouraging the use of recycled materials and water conservation in new projects. The in-fill for synthetic sports fields, playgrounds and rubberized asphalt roads was just beginning in the US. She was instrumental working within the State Capital and state agencies to create an environmental impact using recycled plastic structural lumber from milk jugs in playground equipment and site amenities and recycled tires for the development of safety surfacing systems. Recycling grant programs and other incentives soon became available for public and private facilities throughout California as a result. With her growing experience she focused her efforts on improving safety, player and pedestrian protection, long term performance, maintenance and reducing potential liabilities, as well as, addressing growing environmental concerns of a drought throughout the Western US with the introduction of synthetic lawns and flexible porous rubber pavements.

RUBBERWAY® Patented Technologies- Patent # 7,452,159

Rubberway, Inc. is a woman owned Nevada Corporation, incorporated in 1997. With the company's knowledge and experience in the synthetic surfacing market since 1994, they have developed and successfully tested multiple products for flexible porous pavements, rubber sidewalks trails, and tree well applications. Besides improving safety, offering rapid filtration for storm water management and encouraging deep rooting, the product has saved trees and helps to reduce the liability to city governments of trip hazards. By using Rubberway®, a patented poured-in-place recycled rubber system, their high quality standards and environment improvement mission are further enhanced. The company products are sold directly through Rubberway, Inc. and are being marketed by United Sustainable Surfacing of America, Inc. in addition to special licensing agreements and a Certified Installer Training Program.

World Recycling Surfacing Group (WRSG)
DBA: United Sustainable Surfacing of America, Inc.
Polyturf, Inc., Rubberway, Inc.
US Headquarters: 4000 Barranca Parkway, Suite 250, Irvine, California 92604
East Coast: 275 Greenwich Ave. 3A, Greenwich, Ct. 06830
Mid Atlantic: 825 10th St. NW Suite 755, Washington DC, 20001
Tel: (877)288-0045 info@sustainablesurfacing.com
CA Contractor License No: 838103 / SAM: Cage Code 4ZSF4

POLYTURF ®

With a twenty four year history of working with synthetic turf system technologies and industry leaders in the development of synthetic turf sport fields worldwide, USSA's founder pioneers the development and design of outdoor landscape, high use recreational facilities and pet park grasses. All PolyTurf ® products are made in America.

All Polyturf ® products are engineered to exceed their expectations. PolyTurf ® is environmentally friendly, esthetically pleasing, soft to the touch, long-lasting, and the life cycle cost studies have proven to be cost effective, waterless and virtually maintenance free. Using high grade polyethylene, a special mixture of polymers and a mono-fiber has made our yarn resilient and more durable then most others. Our cutting edge development of Polyturf COOL Reflect systems, reduces heat factors up to 20 degrees, address urban run off issues in storm drains and our state of the art PolyTurf ® Luxury Lawn, Imperial Deluxe, Royal Deluxe, Native, Champion Sport, Active Pet and Play grasses are designed to be the number one alternative to natural grass replacement for Landscaping, Dog Parks, urban developments, out door sports facilities and recreational use. PolyTurf products are sold wholesale direct and offer a lifecycle management program.

POLYSTAR®

PolyStar® playground safety surfacing systems were introduced in 2000. These systems meet ASTM 1292, ADA and Gmax criteria. USSA has over 2,000,000 square feet of resilient surfacing systems installed. PolyStar materials are also available through USSA.

Karoleen Alexander

37 years of product development, sales, marketing, operations, design, construction and general management experience have fine-tuned USSA'S, Rubberway, and Polyturf Inc.'s leadership and defined these company's as a creative and respected force in an important and growing industry. Because they represent their own unique products as well as a range of other materials from premium companies, they can assure their clients of the very best product selection and guarantee a quality installation.

Knowledge--Experience--Integrity--Innovation--Product Technology, Research and Development, Distribution

www.rubberway.com www.sustainablesurfacing.com www.polyturf.com

VOLUME BASED MATERIAL PRICING SHEET- LEVEL ONE MINIMUM ORDER REQUIREMENT
RUBBERWAY® PERVIOUS PAVEMENT SYSTEMS
PERMEABLE BITS AND ADHESIVE COST SHEET 2024

PRODUCT STANDARD RUBBERWAY® RECYCLED COLORED BITS -PERVIOUS PAVEMENT SYSTEM FOB- East Coast, Mid-West	Color Code	LEVEL 1 2000 lbs (X40)50 lb bag Unit Per lb	LEVEL 2 2,001-10,000 lbs 50 lb bag Unit Per lb	LEVEL 3 10,001-30,000 50 lb bag Unit Per lb	LEVEL 4 30,001+ 50 lb bag Unit Per lbs
BRICK RED	BR Bits	$.39/$19.50	$.38/$19.00	$.37/$18.50	$.36/$18.00
MAHOGANY BROWN	MB Bits	$.39/$19.50	$.38/$19.00	$.37/$18.50	$.36/$18.00
GOLDEN BROWN	GB Bits	$.39/$19.50	$.38/$19.00	$.37/ $18.50	$.36/$18.00
BEIGE	BG Bits	$.39/$19.50	$.38/$19.00	$.37/$18.50	$.36/$18.00
UNCOATED BLACK	UB Bits	$.35/$17.50	$.34/$17.00	$.33/$16.50	$.33/$16.00
RUBBERWAY® PREMIUM COLORED BITS -FOB from MID-WEST - EAST COAST Distribution		Minimum Orders 2000 lb			
MID GREY	MGP Bits	$.40/20.00	$.39/$19.50	$.38 /$18.50	$.375/$18.00
COATED BLACK	BBP Bits	$.40/20.00	$.40/$20.00	$.39 /19.50	$.385/$18.50
Super Sack 2000 lbs Unit Cost per lb. SS		2000 lb SuperSacks	2,001-14,000 lb Super Sacks	14,001-30,000 Super Sacks	30,001 + Super Sacks
BRICK RED SS	BRSS Bits	$.33/$660.00	$.33/$660.00	$.32/$640.00	$.315/$630.
MAHOGANY BROWN SS	MBSS Bits	$.33/$660.00	$.33/$660.00	$.32/$640.00	$.315/$630.
GOLDEN BROWN SS	GBSS Bits	$.33/$660.00	$.33/$660.00	$.32/$640.00	$.315/$630.
BEIGE SS	BBSS Bits	$.33/$660.00	$.33/$660.00	$.32/$640.00	$.315/630.

RUBBERWAY Enviro Binders Unit- 5 gallon pail	Rubberway 3000AF Standard	Rubberway 4000AF Premium UV	Rubberway 7000	Rubberway RR6000AF RR6500AF	Rubberway RR8000AF Premium UV
Level 1 (x10) 5 gal pails	**175.00**	**296.00**	**366.00**	**161.50**	
Level 2 (x11-48) 5 gal pails	**170.00**	**290.00**	**357.00**	**158.00**	**Custom Run**
Level 3 (x49-96) 5 gal pails	**165.00**	**287.00**	**352.00**	**158.00**	
Level 4 (x97-plus) 5 gal pails	**155.00**	**285.00**	**346.00**	**158.00**	
TXIB Finishing Solvent 35 lb pail	**140.00**				

Crumb size color coated cost is the same cost per lb. than pricing chart above.

½-3/4"Chunk or Nuggets is not recommended for permeable paving application.

NOTE: Premium Enviro Binders Noted (AF) Have an additive incorporated to help with foaming

PREMIUM Synthetic Virgin Rubber (Light or Mid Grey EPDM Crumb) $125.00 Each (x1) 55 lb bag

RR6000 WASHED Kiln Dried Bagged Grey STONE: (Minimum order 37,500 lbs) $8,750.00

PREMIUM COLORS - All premium colors are typically stocked for small patch or mockup kit orders on the east and west coast. The larger quantities are available FOB our mid-west distribution facility. Written customer approval must be received before the order will be scheduled for Production

ONSITE Certified Technical Training Oversite- $750.00 Per (x7) hour business work day, plus, flight, car, hotel, Per diem and travel time to and from. $3500.00. For (x1) Additional days, $750.00 per consecutive days and $350.00 per rain day or delays. (6-8 week lead time for technical directors)

FREIGHT / Delivery Zip 32659 : (Product / Production Factory Item Specific) (lead time 3-8 weeks)
PP 3000 Polyurethane $650.00.00 per (x10) up to (x36 Pails) Item Specific (x1) Pallet LTL(Minimum)
RR 6500 Polyurethane $650.00 per (x10) up to (x36 pails) Item Specific (x1) Pallet LTL (Minimum)
TXIB (x1) pail- $125.00 (Minimum)
Rubber Bits $500.00 per up to (x40) 50 lb bags 2000 lb Item Specific (x1) Pallet LTL (Minimum)
Dedicated Truckload for RR6000 Binder is $3700.00/ x 20 pallet
Dedicated Truckload for PP3000 Binder is $3700.00/ x 20 pallet
Dedicated Truckload for Permeable Bits is $4100.00/x 20 pallet
Dedicated Truckload for Washed Bagged Stone is $5,750.00/ 15 pallet (minimum order)

• SALES TAX EXCLUDED. 2024 BULK PRICING SHEET. All materials are made in the USA. Sales assume that customers have read and understood Rubberway, Inc. and USSA, Inc. Terms & Conditions of Sale. Disclaimer: Pricing escalation clause is in effect on all orders.

To Order Contact acct@rubberway.com
Customer Service at 877-288-0045

***Rev 01/2020**

US Corporate Headquarters
West Coast Office
4000 Barranca Pkwy Ste 250
Irvine, CA 92604

East Coast Office
275 Greenwich Ave #3A
Greenwich, CT 06830
877.288.0045

Encapsulated Color Coated Rubber Bits Color Selection

Custom Run Nutmeg

Brick Red

Brown

Golden Brown

Beige

Custom Run Desert Tan

Mid Silver Grey

Custom Run Green

Custom Run Black

Please note: Standard Stock Colors are Brick Red, Golden Brown , Brown, Mid Grey , Beige. We offer 2 different sieve sizes in the color coated rubber. We have Bits, and Crumb. These various sieve sizes have been developed market specific to serve as a component to a tested system technology and to provide the intended features and benefits required of the resulting application. Please inquire within for our recommendation should you desire to mix colors, or add stone as with our Rubberrock 6000 system or to modify a system to a different size rubber.

Premium Custom Run Color Options Are: ** Nutmeg, Green, Desert Tan, Caribbean Blue and Black . These are available by special order, cost more, may require minimum orders as well as a longer lead times. These colors can be used with a premium bonding agent which is clear in color or our standard bonding agent which has an amber hue and when bound in place the surface color may change due to the amber hue and appear darker.

BID TABULATION

COMPANY NAME	City of Mary Esther
PROJECT NAME	PERVIOUS RUBBER PAVEMENT
LOCATION	5 Azalea Dr.
ARCHITECT	N/A
BID DATE	6/28/2024
PROJECT NO.	2024-02

BID QUANTITIES					ENGINEER'S ESTIMATE		Play Space Service, Inc.		Rubberway	
ADRESS							3127 Skyway Circle #101; Melbourne, FL 32934		1688 Meridian Ave, Ste 700; Miamia Beach, FL 33139	
REF NO.	BID ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	UNIT AMOUNT	BID	UNIT AMOUNT	BID	UNIT AMOUNT	BID
2024-02	1.000	Pervious Rubber Pavement Material				$ -	1	$ 31,420.00	1	$ 39,992.63
TOTAL BASE BID					$	-	$	31,420.00	$	39,992.63
TAX			0.00%		$	-	$	-	$	-
TOTAL BID AMOUNT					$	-	$	31,420.00	$	39,992.63

AGENDA ITEM

Agenda Item 11.8.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn LIndsey

DATE: August 5, 2024

SUBJECT: RFB 2024-03, Well #3 Ground Storage Tank Rehabilitation

---

BACKGROUND:
The ground storage tank at Well 3 needs rehabilitation. During an inspection by the Florida Department of Environmental Protection on July 8, 2024, they noted that Tank 4 at Well 3 had holes at the base of the structure with water seeping out and noted 4 other issues in their Sanitary Survey Inspection for the City of Mary Esther Water System. These issues were known, and we were waiting for Well 1 to come back into use, so this ground storage tank could be taken off-line to make the repairs. We believe that Well 1 will come online soon, allowing us to complete these repairs in the current fiscal year.

DISCUSSION:
We had 5 bidders that all seemed to meet specifications and the expected timeline for completion. Bids ranged from $32,390 to $89,500. The lowest bidder was Pittsburg Tank and Tower Group. This lower bid did not meet specifications and required the City to provide a container and dispose of materials.

FINANCIAL IMPACT:
This was a budgeted expense for this fiscal year with $40,000 being budgeted. If the council awards the lowest bidder at $32,390, it will save $7,610. However, this one did not meet specifications after being reviewed by Jacobs and our attorney also warned against awarding this bid as they require us to do any litigation in Kentucky, and we require litigation to be done in Okaloosa County. The next lowest bid was at $41,834, which is $1,834 over our budgeted amount. This is with the US Tank, which we currently work with on our elevated tanks, and it meets all specifications. Although this is over our budget for this line item, it is within our overall budget.

RECOMMENDATION:
Motion to award the bid to US Tank for an amount not-to-exceed $41,834.

ATTACHMENT(S):
1. RFB 2024-03 U.S. Tank, Inc.
2. RFB 2024-03 Markleys Precision Company
3. RFB 2024-03 Viking Industrial Painting

4. RFB 2024-03 Pittsburg Tank & Tower Group
5. RFB 2024-03 Razorback LLC
6. Bid Tabulation RFB 2024-03

U.S. Tank, Inc.

Post Office Box 754
Chipley, Florida 32428
Office: (850) 415-6239
FL License # CBC1267629
AL License # 43386
GA Certificate # 13452515

BID

7-17-2024

City of Mary Esther
Attn. City Clerk
195 Christobal Road N.
Mary Esther, FL 32659

RE: RFB 2024-03, Well Three Ground Storage Tank Rehabilitation

U.S. Tank, Inc. is pleased to submit the following price for refurbishing the interior of your ground storage tank located on Mary Esther Drive.

- **Blast all interior surfaces to a S.S.P.C. No. 10 near white blast.**
- **Apply one coat of Tnemec 94 zinc @2-3 mils dry.**
- **Stripe all welded seams with one coat of Tnemec 21 series epoxy thinned by 20% @ 1-2 mils dry.**
- **Apply 0ne coat of Tnemec series 21 epoxy @4-6 mils dry.**
- **Apply one finish coat of Tnemec series 21 epoxy @ 4-6 mils dry.**

Repairs:

- **Weld up and grind any pits deeper than 1/8 inch deep.**
- **Fill any pits less than 1/8 inch deep with 215 pit filler.**
- **Replace the interior ladder.**
- **Vacuum all blast material out and remove it from the sight.**
- **Caulk all roof beams with Sika-Flex caulk to stop rust bleed through,**

Total Price: $41,834.00
Net 30 days after completion.

Note: all materials and labor will carry a 1 year full warranty.

Submitted By,

Jim Morris

Jim Morris,
President
U.S. Tank, Inc.

U.S. Tank, Inc.

Post Office Box 754
Chipley, Florida 32428
Office: (850) 415-6239
FL License # CBC1267629
AL License # 43386
GA Certificate # 13452515

7-17-2024

City of Mary Esther
City Hall
Attn: City Clerk
195 Christobal Road N.
Mary Esther, FL 32659

RE: RFB 2024-03, Well Three Ground Storage Tank Rehabilitation

To Whom It May Concern:

Additional Information Required as per Specs:

1. **Work will be started on or before August 15, 2024, based on the City having Well # 1 back on line or as soon as the City can drain the tank.**
2. **Work will be completed on or before September 30, 2024.**
3. **See Attached.**
4. **See Attached.**
5. **All products used will be in accordance with NSF 600.**
6. **U. S. Tank, Inc. will provide coating application logs documenting coating conditions to ensure application with manufacturer requirements.**
7. **U. S. Tank, Inc. will disinfect tank and perform bacteriological sampling in accordance with AWWA and FDEP standards to return the tank to service.**

Submitted By,

Jim Morris

Jim Morris
President

SCHEDULE A

CURRENT EXPERIENCE

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
Full Renovation 500,000 G.E.T.	Name: Talquin Electric Co Address: 1640 W Jefferson St Quincy, FL 32351 Telephone: 850-519-2110	Name: Kevin Goff Company: 850-519-2110 Telephone:	10/11/2023	Full Renovation	up coming	324,300
Water Storage Tank Renovation 60,000 G.E.T.	Name: Town of Beatrice Address: P. O. Box 56 Beatrice, AL 36425 Telephone: 251-789-2241	Name: Tracey Walker Company: Southern Engineering 334-222-1849 Telephone:		Full Renovation	Up Coming	230,575
Water Storage Tank Renovation 150,000 G.S.T.	Name: Town of Beatrice Address: P. O. Box 56 Beatrice, AL 36425 Telephone: 251-789-2241	Name: Tracey Walker Company: Southern Engineering 334-222-1849 Telephone:		Full Renovation	Up Coming	209,525
Water System Improvements 500,000 G.S.P.	Name: New London Water, Address: Sewer & Fire Protection 4040 Logan Martin Dam Rd Telephone: Cropwell, AL 35054	Name: David Bechtel Company: Utility Engineering 205-951-3838 Telephone:		Clean & Coat Interior & Exterior	Up Coming	133,523
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				

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SCHEDULE B

PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
Full Renovation 300,000 G.E.T.	Name: Town of Midway Address: P. O. Box 36 Telephone: Midway, AL 36053	Name: Joseph Harmon, P. E. Company: DHA Engineering, LLC 334-585-5841 Telephone:	03/21/2024	Full Renovation	Complete	291,650
Exterior Renovation 50,000 G. Multi-Column	Name: City of Bluffton Address: P. O. Box 55 Bluffton, GA 39824-0055 Telephone: 229-641-2675	Name: Robert McGuinty Company: Still Waters Engineering Telephone: 229-496-5700		Exterior Renovation	Complete	45,750
Full Renovation w/ Containment 500,000 G.E.T.	Name: Union Springs Utilities Board Address: P. O. Box 229 Union Springs, L 36089 Telephone 334-738-3115	Name: Justin Smith Company: Clearwater Solutions Telephone: 229-449-4981	02/06/2023	Full Renovation	Complete	435,700
Interior Renovation 500,000 G.E.T.	Name: City of DeFuniak Springs Address: P. O. Box 685 Telephone: DeFuniak Springs, FL 32435	Name: David Fennell Jacobs Company: Telephone: 850-533-4845		Interior Renovaion	Complete	
Full Renovation 100,000 G.E.T.	Name: Town of Jay Address: P. O. Box 66 Telephone: Jay, FL 32565	Name: Eric Seib Company: 850-686-6919 Telephone:		Full Renovation	Complete	
Full Renovation w/Containment 100,000 G.E.T.	Name: Town of Dozier Address: Buddy Dean 7832 S. Main St. Telephone: Dozier, AL 36028 334-242-2131	Name: Troy Hudson Company: Southern Engineering Solutions Telephone: 334-222-1849	09/20/2023	Full Renovation	Complete	198,500
Partial Renovation 300,000 G.E.T.	Name: East Central Baldwin Water Authority. Address: 22844 County Rd 87 Telephone: Robertsdale, AL 36567	Name: Company: Telephone: 251-942-1242	01/23/2023		Complete	34,400

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SCHEDULE B

PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
Renovations Multiple Tanks	Name: Harris County Water Works Address: Jeff Culpepper 11505 GA Hwy 315 Cataula. Telephone: GA 31804	Name: Company: Telephone: 706-324-1175		Full & Partial Renovations	Complete	
Interior Renovations 2 Elevated Tanks	Name: City of Hamilton Address: Buddy Walker 210 Walton St Telephone: Hamilton, GA 31811 706-628-5321	Name: Company: Telephone:		Interior Renovation	Complete	
Full Renovation w/ Containment 100,000 G.E.T.	Name: Inlet Beach Water System Address: 95 N. Wall Street Telephone: Inlet Beach, FL 32461 850-231-4498	Name: Company: Telephone:		Full Renovation	Complete	
Renovations Multiple Tanks	Name: Butler Co. Water Authority Address: P. O. Box 875 Telephone: Selma, AL 36702	Name: Company: Wesley Bass Telephone: Clearwater Solutions 334-525-1145		Full & Partial Renovations	Complete	
Interior Renovation 150,000 G.E.T.	Name: Russell Co Water Authority Address: Sheppard Dearing Telephone: P. O. Box 970 Phoenix City, AL 36868 334-319-2688	Name: Company: Telephone:		Interior Renovation Exterior Overcoat	Complete	$ 84,000
Full Renovation 200,000 G.E.T.	Name: Water Works & Sewer Board Address: City of Slocomb Telephone 255 E. Lawrence Harris Hwy Slocomb, AL 36375 334-886-9189	Name: Company: Troy Hudson Southern Telephone: Engineering Solutions 334-222-1849	01/04/2022	Full Renovation	Complete	$144,876
Full Renovation 200,000 G.E.T.	Name: Dale Co Water Authority Address: 283 Campus Dr Telephone: Ozark, AL 36360	Name: Joseph Harmon Company: DHA Engineering, LLC Telephone: 334-315-5195	12/13/2021	Full Renovation	Complete	$135,720

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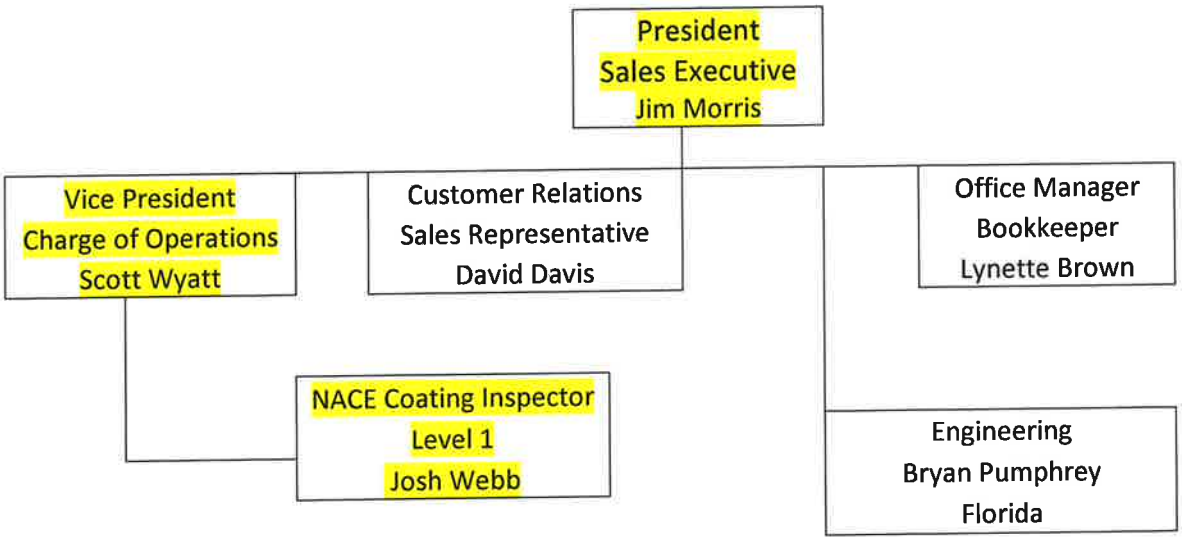
U.S. Tank, Inc.

Post Office Box 754
Chipley, Florida 32428
Office: (850) 415-6239
Fax: (850) 415-6344
(850) 260-2253 or (850) 596-5769

KEY STAFF



Jim Morris

P. O. Box 754 • Chipley, FL 32428 • (850)260-2253 • jim@ustankinc.com

OWNER / SALES EXECUTIVE

Owner/Operator with a 40-year record of success overseeing all phases of water tank maintenance and refurbishing projects for government and private-sector clients. Experience includes managing multiple crews, on-site inspections, bidding both maintenance and complete water tank refurbishing projects. Backed by strong credentials and a proven history of on-time, on-budget and high-quality project completions.

Key Skills

- *Site Safety/OSHA Compliance*
- *Change Order Management*
- *General Office Management*
- *Budgeting & Cost Controls*
- *Bidding/Estimating/Proposals*
- *Subcontractor/Crew Supervision*

Employer Summary

U. S. TANK, INC. (CHIPLEY, FL) — **Owner/Operator**, 01/07 to Present,

President. Process all bidding. Manage all aspects of company.

CITY OF CHIPLEY (CHIPLEY, FL) — **City Administrator**, 08/02 to 08/10,

Supervisor of all personnel, co-ordinate all bid projects and head of all departments.

U. S. TANK, INC. (CHIPLEY, FL) — **Owner/Operator**, 6/86 to 11/98,

President. Process all bidding. Manage all aspects of company.

Project Highlights

West Autauga Water Authority

Bid $533,980 project consisting of blasting and recoating interior and exterior of 3 existing 200,000 gallon elevated water storage tanks. Project included a containment system for each tank to protect surrounding elements.

Pace Water Systems

Bid $597,600 project consisting of blasting and recoating interior and exterior of 1 existing 1,000,000 gallon elevated water storage tank and 1 existing 500,000 gallon elevated water storage tank. Project included a containment system for each tank to protect surrounding elements.

Talquin Electric Cooperative, Inc.

Bid $580,055 project consisting of blasting and recoating interior and exterior of 1 existing 400,000 gallon elevated water storage tank and 1 existing 750,000 gallon elevated water storage tank. Project included a containment system for the 750,000 G.E.T. to protect surrounding elements.

City of Elba, AL

Bid $1,610,000 project consisting of blasting and recoating interior and exterior of 1 existing 500,000 gallon ground water storage tank, 2 existing 300,000 gallon elevated water storage tanks and 1 400,000 gallon elevated water storage tank. Project included electrical improvements as well as containment for 3 of the 4 tanks to protect surrounding elements.

Scott Wyatt

P. O. Box 672 * Chipley, FL 32428 * (850) 260-1678 * scott@ustankinc.com

OWNER – C.O.O. / ON-SITE PROJECT MANAGER

Started as crew member for Shores Construction, Inc. in 1994. Became foreman within one year. In 1999 I incorporated Wyatt Tanks. Painted for U. S. Tank, Inc. until November 1998. Have been a Sub-Contractor for Utility Service from November 1998 to march of 2010. Started full time as Job Foreman for U. S. Tank, Inc. in March 2010 to present.

Key Skills

--job Site & Field Evaluations
--Job Site & Field Manager
--Certified Welder
--Overseeing & performing tank Containment, repairs and refurbishments
--Site Safety/OSHA Compliance
--Job Estimations
--Site Foreman/Customer Relations

Employer Summary

U. S. Tank, Inc. (Chipley, FL) – Co-Owner January 2021 to Present

Wyatt Tanks, Inc. (Chipley, FL) -- Owner, Foreman 1998 to Present

U. S. Tank, Inc. (Chipley, FL) -- Sub-Contractor January 1998 to October 1998
Job Foreman March 2010 to December 2020

Utility Service Co., Inc. (Perry, GA) -- Sub-Contractor November 1998 to 2010

Shores Construction, Inc. (Cottondale, FL) -- Laborer, Foreman 1994 to 1998

Project Highlights

Have performed refurbishments on several military bases including, Eglin Air Force Base, Hurlburt Field Air Force Base, Hunter Army Air Field, Robins Air Force Base and Tyndall Air Force Base.

Within the last year performed containment and/or refurbishments on the following:

City of Clio, AL	3 Tanks – 150,000 G.E.T. ; 300,000 G.S.P. ; 400,000 G.S.P.
City of Dothan, AL	1,500,000 G. E. T. – Westgate Tank (Containment)
Elba Water Works, AL	4 Tanks – (2) 300,000 G.E.T. ; 400,000 G.E.T. ; 500,000 G.S.P.
	$1,610,000 project.
Holt Water Works, FL	300,000 G.E.T.
Jackson County, FL	200,000 G.E.T.
Pike County, AL	250,000 G.E.T.
Holtville Water Service, AL	4 Booster Standpipe Tanks – (2) 100,000 G ; 167,000 G ; 250,000 G
Fort Mitchell Water System, AL	3 Tanks – 300,000 G.E.T. ; 400,000 G.S.P ; 750,000 G.S.P.

JOSH WEBB

317 Skunk Valley Rd * Southport, FL 32409 * (334) 714-3994 * josh@ustankinc.com

CONSTRUCTION MANAGER / ON-SITE PROJECT MANAGER

Started as crew member for U.S. Tank, Inc. in 2010. Became a Crew Supervisor within 3 months doing repair work, washouts, inspections, and small refurbish jobs.

Key Skills

--Customer Relations
--Water Tower Inspections
--Basic Computer Skills
--Supervising a Crew
--Tank Repairs
--Coating Evaluation

Employer Summary

U.S. Tank, Inc. (Chipley, FL) -- Supervisor -- January 2010 to Present

West FL. Electric Co-Op (Graceville, FL) -- Crew Member -- August 2007 to January 2010

Qualifications Highlights

I take pride in the work that is performed and supervised by me. Extremely good customer relations feedback regarding jobs performed. I have completed OSHA Safety Training, I am CPR certified as well as a Certified NACE Coating Inspector Level 1.

PERSONAL RESUME

NAME: David Davis

HOME ADDRESS: 214 Ashborough Circle

Dothan, AL 36301

TELEPHONE: 334-796-6438

EDUCATION: B S Degree, Agriculture Education, MS State University

POSITION: Marketing/Customer Relations, U. S. Tank, Inc., Chipley, FL

WORK EXPERIENCE

U. S. Tank, Inc., Chipley, FL (Current Position)

Responsible for client relations and marketing activities in Georgia and Alabama. Length of time in position – 8 years.

Polyengineering, Inc., Dothan, AL

Director of Client Relations/Marketing in Georgia, Florida and Alabama. Length of time in this position – 19 years.

Davis and Harp Oil Company, Inc., Dothan, AL

President/CEO – Length of time in this position – 13 years.

Texaco, Inc., New Orleans, AL

Various sales and management positions in GA, MS, LA and AL. Employed for 13 years.

Markleys Precision Company, LLC.
1884 Prospect Rd.
New London, OH 44851
Date: 7/19/2024

City of Mary Esther, Florida
Well 3 Ground Storage Tank Rehabilitation

Bid Proposal from Markleys Precision Company,

Work to be performed

Interior:

- Sandblasting interior metal to SSPC SP10 near white blast.
- Applying 1 coat of Tnemec 94 Zinc @ 2-3 dry mils.
- Applying a stripe coat to all weld seams with one coat of Tnemec Series 21 thinned by 20% @ 1-2 mils
- Applying 1 intermediate coat of Tnemec Series 21 Epoxy @ 4-6 Mils
- Applying a finish coat of Tnemec Series 21 Epoxy @ 4-6 Mils
- Tank Disinfection in accordance with AWWA standards to return the tank to service.

Exterior:

- Sandblasting exterior metal to SSPC SP6 commercial blast.
- Applying 1 coat of Tnemec Series 21 Epoxy @ 4-6 mils
- Applying a stripe coat to all weld seams with one coat of Tnemec Series 21 thinned by 20% @ 1-2 mils
- Applying a finish coat of Tnemec Series 1095 polyurethane @ 3-4 mils

Repairs:

- Weld and grind any pits deeper than 1/8 inch deep.
- Fill any pits less than ⅛ in deep with 215 pit filler.
- Replace the interior ladder.
- Vacuum all blast material out a removal of blast media.
- Caulk all roof beams with Sika-Flex to stop rust.

Timeline:

- Will be available to start the project mid August tentatively. The project will be completed by September 30th, 2024.

Warranty:

- 1 Year maintenance period.

Statements:

- All products will be in accordance with NSF 600
- Markleys Precision Company will provide coating application logs documenting coating conditions to ensure application with manufacturer requirements.

Bid Proposal Price: $55,500.00

Bidder Background

Company: Markleys Precision Company

Contact Information: Brendan Oswalt ~ Business Administrator

Contact Email: boswalt@markleysprecision.net

Legal Form: LLC

FEIN: 81-4229317

Sincerely,

Brendan Oswalt - Business Administrator

7/19/2024

Markleys Precision Company, LLC.
1884 Prospect Rd.
New London, OH 44851
Date: 7/19/2024

City of Mary Esther, Florida
Well 3 Ground Storage Tank Rehabilitation

Bid Proposal 2 from Markleys Precision Company,

Work to be performed

Interior:

- Sandblasting interior metal to SSPC SP10 near white blast.
- Applying 1 coat of Tnemec 94 Zinc @ 2-3 dry mils.
- Applying a stripe coat to all weld seams with one coat of Tnemec Series 21 thinned by 20% @ 1-2 mils
- Applying 1 intermediate coat of Tnemec Series 21 Epoxy @ 4-6 Mils
- Applying a finish coat of Tnemec Series 21 Epoxy @ 4-6 Mils
- Tank Disinfection in accordance with AWWA standards to return the tank to service.

Exterior:

- Pressure washing exterior coating and SSPC SP3 hand tool prep rust areas.
- Applying 1 spot prime coat of Tnemec Series 21 Epoxy @ 4-6 mils
- Applying a 1 finish coat of Tnemec Series 1095 polyurethane @ 3-4 mils

Repairs:

- Weld and grind any pits deeper than 1/8 inch deep.
- Fill any pits less than ⅛ in deep with 215 pit filler.
- Replace the interior ladder.
- Vacuum all blast material out a removal of blast media.
- Caulk all roof beams with Sika-Flex to stop rust.

Timeline:

- Will be available to start the project mid August tentatively. The project will be completed by September 30th, 2024.

Warranty:

- 1 Year maintenance period.

Statements:

- All products will be in accordance with NSF 600
- Markleys Precision Company will provide coating application logs documenting coating conditions to ensure application with manufacturer requirements.

Bid Proposal Price: $51,250.00

Bidder Background

Company: Markleys Precision Company

Contact Information: Brendan Oswalt ~ Business Administrator

Contact Email: boswalt@markleysprecision.net

Legal Form: LLC

FEIN: 81-4229317

Sincerely,

Brendan Oswalt - Business Administrator

7/19/2024

Past Performance

- City of Troy WWTP Sludge Thickener Tanks Sandblasting & Painting (2022)
    - SSPC SP10 near white blast of all submerged steel appurtenances and recoating with a 2 coat glass flake reinforced epoxy. SSPC SP6 blast on all non submerged steel appurtenances with a 3 coat (2 coats of glass flake reinforced epoxy and 1 coat of Acrolon 218(Polyurethane))
    - Location: Troy, OH
    - Contact: Ken Parks 937-238-8770
    - Amount: $109,812

- Erie Industrial Group (2023)
    - SSPC SP10 near white metal blast of interior steel of 25' D x 40' H carbon steel tank. Performed all confined space ventilation, monitoring, lightning and safety procedures needed for the job.
    - Location: Painesville, OH
    - Contact: Renee Meyers rmeyers@erieig.com
    - Amount: $121,588

- Main Care Energy (2023)
    - SSPC SP3 pressure wash and hand tool prep two 750k gal ground storage tanks and one 460k gallon ground storage tank. Coated with a 3 coat system (1 coat of Sherwin Williams Macropoxy 646 and 2 coats of Sherwin Williams Hi-solids Polyurethane)
    - Location: Catskill, NY
    - Contact: David Borger 518-376-1782
    - Amount: $220,821.50

- Parker Oil Company Fuel Tank Sandblasting & Painting (2023)

    - SSPC SP6 commercial blast of the exterior steel of various fuel tanks and piping. Coated with a 3 coat system (1 coat of Kembond Primer & 2 coats of Urethane Alkyd Enamel)
    - Locations: (Suffolk, VA) (Chase City, VA) (Victoria, VA) (Farmville, VA)
    - Contact: CW Roberts 434-437-3146
    - Amount: $133,562

- Sunrise Cooperative Fuel Tank Sandblasting & Painting (2023)
    - SSPC SP6 and SSPC SP10 commercial blast of the exterior steel of various fuel tanks and piping. Coated with a 3 coat system (1 coat Zinc Clad IV Primer, 1 coat of Macropoxy 646 and 1 coat of Hi-Solids Polyurethane)
    - Locations: (Crestline, OH) (Norwalk, OH) (Collins, OH) (South Charleston, OH)
    - Contact: Jason Kamann 419-744-6455
    - Amount: $356,684

- Amerigas Fuel Tank Sandblasting & Painting (2020-2023)
    - Various prep levels ranging from SSPC SP3, SSPC SP6, and SSPC SP10 of the exterior steel of various fuel tanks and piping. Applied various industrial coating systems. Performed lead abatement to tanks that contained lead.
    - Locations: (Elon, NC) (Mebane, NC) (Asheboro, NC) (Hartford, MI)
    - Contacts: Billy Thomas 304-633-1372 Chuck Reisch 336-239-7917
    - Amount: $260,150

- Carroll Water and Sewer District (2023)
    - SSPC SP6 commercial blast of the exterior steel of various fire hydrants. Coated with 1 coat of Duraplate 235 and 1 coat of safety red Hi-Solids Polyurethane.
    - Location: Oak Harbor, OH
    - Contact: Adam Lohman 419-898-5028
    - Amount: $83,750

- NEORSD - NorthEast Ohio Regional Sewer District (2023) - Cake Bin
    - SSPC SP10 interior of WWTP "Cake Bin" Tank removing layers of corrosion, debris, pack rust, etc. and applied 4 coat protective epoxy liner.
    - Location: Cleveland, OH
    - Contact: Rosalyn Matthews (321) 285-9482
    - Amount: $67,789

- City of New Brighton, PA (2023) - Digester Cover
    - SSPC SP10 near white blast on the underside of a WWTP Digester tank cover, SSPC SP6 commercial blast of the cover exterior and applied an epoxy coating system to both sides.
    - Location: New Brighton, PA
    - Contact: Dan Sell (724) 624-0390
    - Amount: $41,604
- Propane Resources, MO (2023)
    - SSPC SP6 Commercial Blast of the exterior steel of various fuel tanks and piping. Coated with a 3 coat system (1 coat of Macropoxy 646 and 1 coat of Hi-Solids Polyurethane)
    - Locations: (Lebanon, MO) (Laurie, MO) (Hazel Green, AL)
    - Contact: Jim Miller (913) 262-0628
    - Amount: $108,595

FLORIDA DEPARTMENT OF STATE
Division of Corporations

January 18, 2024

KLINE MARKLEY
1884 PROSPECT RD
NEW LONDON, OH 44851

Qualification documents for MARKLEYS PRECISION COMPANY LLC were filed on December 11, 2023, and assigned document number M24000000490. Please refer to this number whenever corresponding with this office.

Your limited liability company is authorized to transact business in Florida as of the file date.

The certification you requested is enclosed.

To maintain "active" status with the Division of Corporations, an annual report must be filed yearly between January 1st and May 1st beginning in the year following the file date or effective date indicated above. If the annual report is not filed by May 1st, a $400 late fee will be added.

A Federal Employer Identification Number (FEI/EIN) will be required when this report is filed. Apply today with the IRS online at:

https://sa.www4.irs.gov/modiein/individual/index.jsp

Please notify this office if the limited liability company address changes, it is the responsibility of the corporation to notify this office.

Should you have any questions regarding this matter, please contact this office at the address given below.

Tracy L Lemieux
Regulatory Specialist II
Registration Section
Division of Corporations

Letter Number: 224A00001033

State of Florida

Department of State

I certify from the records of this office that MARKLEYS PRECISION COMPANY LLC, is an Ohio limited liability company authorized to transact business in the State of Florida, qualified on December 11, 2023.

The document number of this limited liability company is M24000000490.

I further certify that said limited liability company has paid all fees due this office through December 31, 2023, and its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Eighteenth day of January, 2024

Cord Byrd
Secretary of State

CR2E022 (01-11)

July 18, 2024

Mary Esther, FL
40,000-Gallon GST

We are pleased to submit this proposal for supplying equipment, materials, labor and insurance to perform the painting for the 40,000 gallon Ground Storage Tank.

Viking Industrial Painting acknowledges receipt of Addendums: NONE

Interior Wet Painting & Ladder Installation 85,100
Weld up and grind any pits deeper than 1/8 in deep (20 EA) $100/Pit 2,000
Fill any pits less than 1/8 inch deep with 215 pit filler (3 GAL) $830/Gallon 2,490

TOTAL COST OF SURFACE PREPARATION & PAINTING $89,590

Surface Preparation and Coating System:

Interior Wet Surfaces

Surface preparation:	SP10	
Primer:	94 H_2O	2.0 – 3.0 mils DFT
Stripe:	21	1.0 – 2.0 mils DFT
Intermediate:	21	4.0 – 6.0 mils DFT
Finish:	21	4.0 – 6.0 mils DFT

Items INCLUDED in pricing:

- Tank Painting of interior only
- Sterilization of tank (Method 3)
- 1 Year Warranty on application failures related to VIP work. Pictures shall be sent that include location of failure(s) for VIP to evaluate prior to warranty work being scheduled. If coating repair is later determined to be unrelated to VIP's work, additional costs may be charged.
- Remove and Replace the Interior Wet Ladder
- We have included unit pricing for the pit repair due to the unknown amount of pits we have provided a reasonable estimated quantity for each that would normally be expected for a project this size. Total price of the project may be adjusted based on total number of pits identified at time of blasting
    - Unit Price - Weld up and grind any pits deeper than 1/8inch deep
    - Unit Price - Fill any pits less than 1/8 inch deep with 215pit filler.
- Vacuum all blast material out and remove it from the site
- Caulk all roof beams with Sika-Flex caulk to stop rust bleed

Items EXCLUDED in pricing:

- Other Repairs other than what is listed in scope above
- Exterior Coatings
- Prevailing Wages
- Dust Collection
- Dehumidification equipment
- Heating equipment
- Anniversary Inspection
- State Taxes

- Obtaining water samples or arrangement of testing lab
- Bac-T testing
- Third party coatings inspection or any cost associated with paint representative inspection
- The supply, installation, or maintenance of construction fences, barriers, barricades, traffic signs or any traffic controlling methods

Preparation and painting are based on all items in place upon initial mobilization. Any items installed or disturbed after demobilization will be an additional charge agreed on by both parties.

Sincerely,

Dominic Pedersen

Dominic Pedersen

Gene Lilly Surety Bonds
735 South 56th Street
Lincoln, NE 68510
(402) 475-7700 ph
(402) 475-5043 fax

GENE LILLY SURETY BONDS

BID BOND REQUEST FORM

CONTRACTOR INFORMATION

Viking Industrial Painting, LLC CONTRACTOR	Thursday, July 18, 2024 DATE REQUESTED
PO Box 24162 ADDRESS	Dominic or Aimee WILL PICK UP
Omaha NE 68124 CITY STATE ZIP CODE	Aimee REQUESTED BY

BID BOND INFORMATION

City of Mary Esther OBLIGEE (TO WHOM BOND IS PAYABLE)	7/19/2024 BID DATE
195Christobal RD N. ADDRESS	8/1/2024 START DATE
Mary Esther, FL 32659 CITY STATE ZIP CODE	9/30/2024 COMPLETION DATE

Well 3 Ground Storage Tank Rehabilitation
PROJECT TITLE

Project No.1

$ 500.00
PENALTY/LIQUIDATED DAMAGES

%SUBBED

RETAINAGE 5%

PROJECT OR FEDERAL SOLICITATION # (IF APPLICABLE)

MAINTENACE PERIOD

$ -
ESTIMATED PROJECT AMOUNT

5%
AMOUNT OF BID BOND $ OR %

CURRENT BACKLOG

ANY SPECIAL INSTRUCTIONS

VIKING
INDUSTRIAL PAINTING

Qualification Data

10905 Harrison Street
La Vista, NE 68128
(833) VIP-TANK
bids@viptanks.com

Director of Estimation:
Dominic Pederson
(650) 660-9242
dominic@viptanks.com

viptanks.com

Viking Industrial Painting (V.I.P.) was established in 2001 in Northern Iowa as an industrial tank painting company, specializing in the Water Tower Industry. For more than 20 years Viking has actively collaborated with tank owners, engineers, and third-party inspectors to renovate and protect their steel tanks. Viking has also worked with tank maintenance providers and new fabricators completing the field painting of the new tank construction process.

Viking Industrial Painting has been successful due to our unwavering attention to detail and our motto "Do the right thing, always." Because of this motto and our desire to take care of both our customers and our team members, Viking Industrial Painting has maintained a great reputation as a premier tank painting company.

Headquartered in La Vista, Nebraska with service representatives in Nebraska, South Dakota, Iowa, Illinois, Missouri, Kansas, Arkansas, Colorado, Oklahoma, and Texas, we continue to grow our company through those same values. We offer not only quality tank painting and repair but also short-term and long-term maintenance plans for all styles of water tanks. With a consultative approach, we work to develop a plan that proactively protects your tank and allows for financial planning and fixed expenses to ease annual budgeting.

Viking Industrial Painting has invested in our team on both the Sales and Operational sides of our company to ensure our customers are taken care of from initial consultation to the completion of your project. We offer NACE Level 3 certified coatings inspection and work closely with AWWA to stay current with the ever-changing water industry. We sit on several of the National AWWA Tank Standard committees to help educate tank owners on best practices for maintaining and operating their steel water tanks. Viking Industrial Painting has many years of Tank and Painting experience to help plan and execute your tank maintenance project.

Key Personnel

Rory Sudbeck – Owner/President
Rory's immersion in the industrial painting industry began in his upbringing, working alongside his father who owned a painting business. After attending Bellevue University, he co-owned a firm representing Tnemec Coatings across Nebraska, Iowa, and South Dakota for over 12 years. During this time, Rory collaborated closely with engineers and contractors, ensuring precise coating applications. With a wealth of experience, he then moved on to specialize in the water tank industry with Viking Industrial Painting.

John Snodgrass - Vice President
John began his work in tank maintenance in 2002, progressing from a local Sales Representative to various roles in Sales Management. John holds his NACE Level 3 Coatings Inspector certification and works with AWWA on a national level for both the D1010 Tank Inspection Standard and the M42 Reference Guide. He has provided training on a national level and with many state AWWA and Rural Water Associations, educating on the importance of Tank Maintenance and Water Quality.

Prior to his involvement in the Water Tank Industry, John attended Pittsburg State University and served in the United States Marines Corp.

Kirt Ervin - PE, Chief Operating Officer
Kirt is a seasoned leader with nearly 30 years in the water industry, with 20 of those years spent in various roles for the largest tank maintenance company in the country. In his most recent engagement as Region Vice President for lnframark, he oversaw the Contract Operations of large and small communities throughout the Midwest.

Throughout his career, Kirt has been a proven innovator, helping communities solve challenging water issues and introducing new technologies to the US market, including ice pigging and in-tank Trihalomethane Removal Systems.

Educationally, Kirt holds an engineering degree from Washington University in St. Louis, MO, and an MBA from Southern Illinois University-Edwardsville. He is a licensed Civil Engineer in over a dozen states and holds a NACE Level 3 Certified Coatings Inspector certification.

Serena Stach - Controller
Serena embarked on her construction career with the Kiewit Corporation in 2001, specializing in contract compliance with subcontractors, bonding agents, and insurers. With her mastery in contract execution, she evolved into a business manager overseeing transaction accounting and operational reporting for major projects, including TD Ameritrade Ballpark and various initiatives at Nebraska Medicine. Serena ultimately assumed the role of Area Business Controller for the largest region in Kiewit's vertical building segment.

Following a brief hiatus from the industry, Serena returned to her career roots, joining Viking. Her primary objective is to enhance efficiency at Viking while delivering top-quality products to both internal and external clients.

Mike Maryott – Director of Operations
Mike has been involved in the construction industry for more than a decade. Having previously concentrated on sports and stadium projects globally, he brings valuable operations experience to the team. In his current role, Mike seamlessly integrated this knowledge into the realm of water tanks. He is tasked with overseeing all project managers and project delivery functions for Viking.

Dominic Pedersen – Director of Estimation
After completing the construction program at Southeast Community College in 2013, Dominic embarked on a career in the construction field, dedicating two and a half years to diverse residential projects. In 2015, he transitioned into the role of estimator for a prominent commercial painting company in Lincoln, Nebraska.

During his tenure, Dominic not only honed his skills in estimating but also played a pivotal role in enhancing the company's efficiency. His contributions included implementing advanced bidding software and streamlining the estimating process for improved accuracy and effectiveness.

Dominic's comprehensive background in estimating and the painting industry positions him as a knowledgeable and valuable Lead Estimator in his current role.

Brandon VanderMey - Director of Sales
Brandon began his career with the Sherwin-Williams Paint Company upon graduating from St. Cloud State University in central Minnesota. Over 17 years, he navigated various roles including Store Manager, Professional Coating Sales Representative, and Protective and Marine Coatings Sales Representative. In 2016, Brandon transitioned his focus to the water tank maintenance industry, working primarily with municipalities and rural water districts in the upper Midwest.

Armed with a NACE Level 2 Coatings Inspector certification, he passionately consults with both current and prospective customers, ensuring their tank remains safe, sanitary, and maintained to maximize their overall service life.

Project Management

Jim Caldwell - Project Manager
With more than 20 years of experience as a project manager, Jim brings a wealth of expertise to the table. He holds certifications as a NACE-Certified Coating Inspector Level 3 and SSPC-Lead Paint Removal (C3), highlighting his commitment to excellence in the field.

Jim's understanding of project management, coupled with strong problem-solving capabilities and exceptional communication skills, makes him an asset to the Viking team. His dedication and skills contribute significantly to the success and efficiency of projects undertaken by Viking.

Andrew "AJ" Lenzie - Project Manager
AJ brings a wealth of project management experience to the Viking team, with over 6 years of tenure as Maintenance Manager and Service Manager. He holds certifications as a NACE-Certified Coating Inspector Level 3 and SSPC-Lead Paint Removal (C3).

His robust understanding of project management, complemented by his strong problem-solving capabilities and exceptional communication skills, positions him as a valuable asset to our team and the customers he serves.

Eric Correa - Project Manager
Bringing extensive experience in the industry to the team, Eric excels in managing complex industrial painting projects. Bilingual, with an acute eye for detail and a disciplined approach, he ensures thorough communication and coordination on all projects.

Equipped with OSHA 30-hour and OSHA 10-hour training certifications, Eric Correa combines practical experience with a strong educational foundation.

Donnie Bullins - Field Superintendent
Donnie entered the industrial painting sector in 1986 in Minnesota, where he spent a decade honing his skills in blasting and painting for a contractor. In 1996, he ventured into entrepreneurship, establishing his own successful tank painting business, which he operated for five years.

In 2001, Donnie joined Viking Industrial Painting, contributing his wealth of experience to the newly formed team. With over 35 years in the industry, Donnie now holds the role of Field Superintendent, overseeing and ensuring the excellence of projects at Viking through his extensive knowledge and hands-on expertise.

Scott Jones - Equipment Manager
Scott has been in the tank and industrial coating industry for many years and is our dedicated Equipment Manager. He is recognized as one of the nation's leading experts in running and blasting with the Versa-Blaster, a self-contained piece of blasting equipment known for its environmental benefits and increased productivity. Scott ensures the success of projects and maintains a safe, efficient working environment for our team, bringing valuable expertise to enhance the overall quality and productivity of our operations.

Safety Personnel

Kim Caldwell - Director of Safety & Compliance
With over 20 years of experience designing, implementing, and maintaining site safety programs, Kim is integral to our dedication to safety. Kim takes a hands-on approach, providing weekly safety training for our dedicated crews and project managers. Additionally, she conducts monthly training sessions for our entire staff.

Kim's expertise extends to areas such as the OSHA Voluntary Protection Program, Solid and Hazardous Waste Management, and conducting industrial and/or office ergonomics assessments. Kim's leadership reinforces our commitment to maintaining the highest safety standards across all aspects of our operations.

Jeff Gilbery - Inspector
With a career in the tank industry since 2004, Jeff has accumulated many years of experience, spending 11 years as a maintenance foreman and the rest as a paint foreman and field superintendent. Currently, he ensures the safety and efficiency of our crews on-site, overseeing equipment needs. Jeff plays a vital role in keeping the company compliant with environmental health and safety regulations, monitoring, and communicating changes to management. Additionally, he conducts both safety and QA/QC inspections, contributing to the overall quality and safety of our projects.

VIKING
INDUSTRIAL PAINTING

Completed Projects

Owner	**Bossier City, Louisiana**				
Project	Benton Road Water Tank Rehab				
No. of Tanks	1	**Tank Type**	CET	**Tank Size**	1.0MG
Tank Address	110 Cash Point Road, Bossier City, LA				
Start Date	11/6/2023	**Completed Date**	1/7/2024	**Project Value**	$428.900
Owner Contact	Amanda Nottingham		(318) 741-8503	nottinhham@bossiercity.org	
Engineer	Manchac Consulting Group				
Engineer Contact	Todd Thompson		(225) 202-4871	tthompson@manchacgroup.com	
Scope	Ext. Overcoat, First Responder Logo, Misc. Repairs				

Owner	**Las Cruces, New Mexico**				
Project	Missouri Tank Rehabilitation				
No. of Tanks	1	**Tank Type**	GST	**Tank Size**	2.0MG
Tank Address	2800 E. Missouri Ave, Las Cruces				
Start Date	12/5/2022	**Completed Date**	3/10/2023	**Project Value**	$2,127,972
Owner Contact	Fernando Ortiz		(575) 528-3533	fernando.ortiz@las-cruces.org	
Engineer	Tank Industry Consultants				
Engineer Contact	Gregory Stein		(317) 271-3100	stein@tankindustry.com	
Scope	Int./Ext. Blast & Recoat, Lead Abatement, Rafter Replacement, Fencing, Misc. Steel				

Owner	**Beaumont, Texas**				
Project	Southwest Elevated Storage Tank Rehabilitation				
No. of Tanks	1	**Tank Type**	LEG	**Tank Size**	1.0MG
Tank Address	3070 Municipal Dr., Beaumont, TX				
Start Date	6/29/2023	**Completed Date**	11/29/2023	**Project Value**	$1,348,440
Owner Contact	Amalia Villareal		(409) 866-0084	molly.villareal@beaumonttexas.gov	
Engineer	Schaumburg & Polk, Inc.				
Engineer Contact	Nestor Barroeta		(409) 782-7771	nbarroeta@spi-eng.com	
Scope	Int./Ext. Blast & Recoat, Containment, Steel Repairs, Header Pipe Replacement				

Owner	**Corpus Christi, Texas**				
Project	Alameda and Gollihar Elevated Storage Tank Rehabilitations				
No. of Tanks	2	**Tank Type**	LEG	**Tank Size**	1.0MG
Tank Address	509 Carmel Pkwy, Corpus Christi, TX				
Start Date	4/19/2022	**Completed Date**	4/18/2023	**Project Value**	$2,072,640
Owner Contact	Clarissa Johnson		(361) 826-3843	clarissaj@cctexas.com	
Engineer	Ardurra Group, Inc.				
Engineer Contact	Grady S. Atkinson		(346) 666-5130	grady@adurra.com	
Scope	Int./Ext. Blast & Recoat, Containment, Steel Repairs, Logos				

VIKING
INDUSTRIAL PAINTING

Completed Projects (Continued)

Owner	**Chaska, Minnesota**				
Project	1.5MG Hundertmark Water Tower Rehabilitation				
No. of Tanks	1	**Tank Type**	Fluted	**Tank Size**	1.5MG
Tank Address	113995 Hundertmark Rd. Chaska, MN				
Start Date	7/5/2022	**Completed Date**	9/18/2022	**Project Value**	$1,296,700
Owner Contact	Matt Haefner		(952) 227-7733	mhaefner@chaskamn.com	
Engineer	Stantec Consulting Services				
Engineer Contact	Timothy Grinstead		(651) 775-5635	tim.grinstead@stantec.com	
Scope	Int./Ext. Blast & Recoat, Containment, Steel Repairs				

Owner	**Carrollton, Texas**				
Project	Josey 2.0MG Elevated Storage Tank				
No. of Tanks	1	**Tank Type**	CET	**Tank Size**	2.0MG
Tank Address	2301 North Josey Lane, Carrollton, TX				
Start Date	2/14/2022	**Completed Date**	4/7/2022	**Project Value**	$607,848
Owner Contact	Andrew Combs		(469) 503-9900	N/A	
Engineer	Landmark				
Engineer Contact	Matt Goldsmith		(417) 849-1183	mgoldsmith@teamlandmark.com	
Scope	Int./Ext. Coating of New Tank with Containment				

Owner	**St. Paul Regional Water Services, Minnesota**				
Project	Rehabilitation of the 1.0MG Ferndale Water Tower				
No. of Tanks	1	**Tank Type**	Fluted	**Tank Size**	1.0MG
Tank Address	2575 Stillwater Road East, Maplewood, MN				
Start Date	7/11/2022	**Completed Date**	9/23/2022	**Project Value**	$1,337,200
Owner Contact	Queenie Tran		(651) 266-8989	queenie.tran@ci.stpaul.mn.us	
Engineer	Short Elliot Hendrickson, Inc.				
Engineer Contact	Chad Katzenberger, PE		(651) 490-2000	ckatzenberger@sehinc.com	
Scope	Int./Ext. Blast & Recoat, Containment, Steel Repairs				

Owner	**City of Pharr, Texas**				
Project	500M Fluted Column - Express 83 Elevated Storage Tank Rehabilitation				
No. of Tanks	1	**Tank Type**	Fluted	**Tank Size**	500M
Tank Address	506 IH 2, Pharr, TX				
Start Date	3/4/2021	**Completed Date**	4/20/2021	**Project Value**	$477,300
Owner Contact	Omar Anzaldua Jr., PE.		N/A	N/A	
Engineer	Dunham Engineering				
Engineer Contact	Jimmy Dunham		(979) 820-1648	jim@dunhamengineering.com	
Scope	Int. Wet, Int. Dry Touch-up, Ext. with Containment & Repairs				

VIKING
INDUSTRIAL PAINTING

Completed Projects (Continued)

Owner	**City of Richardson, Texas**				
Project	Copper Ridge Elevated Storage Tank				
No. of Tanks	1	**Tank Type**	LEG	**Tank Size**	1.5MG
Tank Address	1320 Holly Drive & 2100 Copper Ridge Drive, Richardson TX				
Start Date	1/1/2021	**Completed Date**	12/6/2021	**Project Value**	$1,315,440
Owner Contact	Bradley Due		N/A	bradley.due@cor.gov	
Engineer	Neel-Schaffer Engineering				
Engineer Contact	Derek Cheatham		(817) 548-0696	derek.cheatham@neel-schaffer.com	
Scope	Int./Ext. Rehabilitation with Containment & Repairs				

Owner	**Prior Lake, Minnesota**				
Project	750,000 Gallon South Water Tower Reconditioning Project				
No. of Tanks	1	**Tank Type**	LEG	**Tank Size**	750M
Tank Address	4798 Tower Street SE, Prior Lake, MN				
Start Date	4/12/2021	**Completed Date**	9/28/2021	**Project Value**	$789,300
Owner Contact	Andy Brotzler		(952) 447-9832	abrotzler@cityofpriorlake.com	
Engineer	KLM Engineering				
Engineer Contact	Ben Feldman		(651) 773-5111	bfeldman@klmengineering.com	
Scope	Int./Ext. with Containment & Repairs				

VIKING
INDUSTRIAL PAINTING

Current Projects

As of May 1, 2024

Owner	**Rowlett, Texas**				
Project	Rowlett Road Pump Station 3.0MG Storage Tank Rehabilitation				
No. of Tanks	1	**Tank Type**	GST	**Tank Size**	3.0MG
Tank Address	1800 Castle Dr, Rowlett, TX				
Start Date	3/1/2024		**Project Value**	$718,700	
Owner Contact	Timothy Engle		(972) 463-3979	tengle@rowlett.com	
Engineer	Neel-Schaffer, Inc.				
Engineer Contact	Tommy Foster		(940) 595-8571	tommy.foster@neel-schaffer.com	
Scope	Int./Ext. Blast & Recoat, Misc. Steel Repairs, Rafters Replacement				

Owner	**Weiser, Idaho**				
Project	City of Weiser Reservoir 1 Corrosion Mitigation				
No. of Tanks	1	**Tank Type**	GST	**Tank Size**	1.5MG
Tank Address	2220 Valley View Dr., Weiser, ID				
Start Date	8/1/2023		**Project Value**	$1,429,350	
Owner Contact	Mike Campbell		(208) 414-1965	water@cityofweiser.com	
Engineer	Keller Associates				
Engineer Contact	Trenton Buster		(208) 695-1404	tbuster@kellerassociates.com	
Scope	Int./Ext. Blast & Recoat, Steel Repairs, Roof Replacement				

Owner	**San Antonio Water System**				
Project	Hickory Hollow Elevated Storage Tank Rehabilitation				
No. of Tanks	1	**Tank Type**	CET	**Tank Size**	500M
Tank Address	23110 Little Walnut Dr, San Antonio, TX				
Start Date	1/4/2024		**Project Value**	$1,649,700	
Owner Contact	Roxanne Lockhart		(210) 233-3095	roxanne.lockhart@saws.org	
Engineer	Kimley-Horn & Associates				
Engineer Contact	Charles Tafolla		(210) 240-6933	charles.tafolla@kimley-horn.com	
Scope	Int./Ext. Blast & Recoat, Steel Repair, Electrical Package, Civil				

Owner	**City of Mount Vernon Water Utility Board, Indiana**				
Project	West Fourth Street Water Tower Maintenance/Painting				
No. of Tanks	1	**Tank Type**	LEG	**Tank Size**	100M
Tank Address	1800 W 4th St, Mt Vernon, IN				
Start Date	3/20/2024		**Project Value**	$196,700	
Owner Contact	Chuck Gray		(812) 838-2136	cgrey@mountvernon-in.com	
Engineer	Tanner Engineering, LLC				
Engineer Contact	Barry Tanner		(812) 781-0534	barry.tanner@tanner-eng.com	
Scope	Ext. Overcoat & Logo, Blast & Recoat, Int. Steel Repairs				

VIKING
INDUSTRIAL PAINTING

Current Projects (Continued)

As of May 1, 2024

Owner	**Dacono, Colorado**				
Project	Dacono Water Tower Rehabilitation				
No. of Tanks	1	**Tank Type**	Fluted	**Tank Size**	1.0MG
Tank Address	125 Forest Ave, Dacono, CO				
Start Date	4/1/2024		**Project Value**	$944,775	
Owner Contact	Bobby Redd		(303) 833-2317	bredd@cityofdacono.com	
Engineer	City of Dacono				
Engineer Contact	Bobby Redd		(303) 833-2317	bredd@cityofdacono.com	
Scope	Int./Ext. Blast & Recoat, Containment				

Owner	**Groom, Texas**				
Project	200M Tank Rehabilitation Ground Storage Tank				
No. of Tanks	2	**Tank Type**	GST/STP	**Tank Size**	200M
Tank Address	203 Broadway Ave, Groom, TX				
Start Date	3/15/2024		**Project Value**	$154,200	
Owner Contact	City of Groom		(806) 248-7929	cityofgroom@amaonline.com	
Engineer	Hi-Plains Civil Engineers				
Engineer Contact	Oscar Ostos		(806) 353-7233	oscaro@hpcetx.com	
Scope	Int./Ext. Blast & Recoat, Steel Repairs				

Owner	**Georgia Department of Corrections**				
Project	Rogers State Prison Water Tower Repairs				
No. of Tanks	1	**Tank Type**	PED	**Tank Size**	200M
Tank Address	1978 GA-147, Reidsville, GA				
Start Date	3/15/2024		**Project Value**	$631,100	
Owner Contact	Fred Hastings		(478) 992-6323	fred.hastings@dcor.state.ga.us	
Engineer	Georgia Department of Corrections				
Engineer Contact	Fred Hastings		(478) 992-6323	fred.hastings@dcor.state.ga.us	
Scope	Int./Ext. Blast & Recoat, Containment, Electrical, Valve Replacement, Cathodic				

Owner	**Jordan Valley Water Conservancy District, Utah**				
Project	8-MG & 2-MG Steel Reservoirs Paint and Repairs				
No. of Tanks	2	**Tank Type**	GST	**Tank Size**	8.0MG, 2.0MG
Tank Address	6200 South 3200 West, West Jordan, UT				
Start Date	8/26/2023		**Project Value**	$1,663,625	
Owner Contact	Shane Swensen, P.E.		(801) 565-4300	shane.swensen@jvwcd.org	
Engineer	Infinity Corrosion Group				
Engineer Contact	Erik S. Llewellyn, P.E.		(435) 214-7375	ellewellyn@infinitycorrosion.com	
Scope	Int./Ext. Blast & Recoat, Lead Abatement, Steel Repairs, Civil				

List of Owned Equipment

Recyclers & Dust Collectors:
ARS Machine S6 Grit Recycler
20k CFM Dust Collector
2 - Faster Blasters
Hurricane 500 Sand Sucker

Blast Rigs:
Inter. 52K GVW Truck with IR 1600 cfm compressor /6-ton pot Inter. 52K GVW Truck with 800 cfm Rotair/6-ton blast pot

Semi-Trailer Rigs:
53 ft with 1300 CFM IR comp./8-ton pot/2500 CFM air dryer
53 ft with 11-ton blast pot 2-1600 cfm air dryers
48 ft with 1200 CFM Kaiser compressor with 6-ton pot
48 ft with 1300 CFM IR compressor with 10-ton pot
43 ft with 1- 8-ton pot and 1- 6-ton pot
Tandem trailer with 600cfm IR compressor/6-ton pot

Blast Pots:
8-ton blast pot with 1600 cfm air dryer on 20 ft tandem trailer
8-ton blast pot on tandem axels
8-ton blast pot on tandem axels

Compressors:
2015 1600 CFM Ingersoll Rand
2013 1600 cfm Ingersoll Rand
1400 CFM Ingersoll Rand
1300 CFM Ingersoll Rand
375/400 CFM Ingersoll Rand
375 Ingersoll Rand
375 Kaiser

Generators:
175 KVA
25 KVW
6 - 6500 Watt

Welders:
Miller Diesel Trailblazer
5 - Miller Gas Trailblazers

Pressure Washers:
2 - 5000 psi Mi-T-M
9 - 4000 psi Mi-T-M
1 - 3600 psi DeWalt
1 - 3500 psi Mi-T-M

Telehandlers:
5519 Genie
5719 Snorkel

Painting Equipment:
2 - 90-1 Graco
2 - 80-1 Graco Extreme Paint Pumps
5 - 70-1 Graco Extreme Paint Pumps
8 - 60-1 Graco Extreme Paint Pumps
1 - 50-1 Graco Extreme Paint Pump
Gas-Powered Large Titan Paint Pump
Gas-Powered Small Graco Pump
Wig Way Special Coatings pump

Rigging Equipment:
6- ST17 Work Basket
1 - Lisben Cage
6 - Sky Climber work cages
1 - Spider Chair
58 - Electric Motors
8 - Air motors
280 + feet Sky Climber Breakdown Staging

Vehicles:
2020 Dodge 1-ton dually Diesel
2020 Dodge 1-ton dually Diesel
2019 Dodge 5500 Diesel
2019 GMC Sierra Diesel
2015 Ford F250 Diesel
2011 Dodge 1-ton Diesel
2011 Ford F550 Diesel
2008 Chevy 1-ton Diesel

Trailers:
4 - 16K 20ft with 3ft sides
24ft Flatbed Gooseneck Trailer
28ft Enclosed Gooseneck Trailer
2 - 20ft Enclosed Trailers
20ft 14K Deckover Trailer
14ft Enclosed Trailer

Containment Systems
225 Outriggers
5 Center Trees
3 - 8-ton Tuggers
2 - 10-ton Tuggers
200 Ground Anchors

GENE LILLY
SURETY BONDS

Member NASBP National Association of Surety Bond Producers.

January 20, 2023

RE: Viking Painting, LLC

To Whom It May Concern:

Gene Lilly Surety Bonds, Inc. is pleased to provide surety support for Viking Painting, LLC. We are in position to support single project requests in the $5 million range with a $30 million aggregate. This is by no means a limit but merely a guide. Viking Painting has a reputation of performing excellent work and operating with the highest levels of integrity. Our agency has the utmost confidence in their management ability, project delivery, and highly recommends them.

Viking Painting has an established surety relationship with Hudson Insurance Company, which is currently on the U.S. Treasury Listing of Certified Companies and has an A.M. Best rating of "A (Excellent)." Should Viking Painting be awarded a contract, we are in position to provide performance and payment bonds, following the review and acceptance of the contract under our normal underwriting conditions.

Please do not hesitate to contact me if you have any questions or if I can be of further assistance.

Best Regards,
GENE LILLY SURETY BONDS, INC.

James M. King
President

735 South 56th Street • Lincoln, NE 68510
Voice (402)475-7700 • FAX (402)475-5043

www.glsbinc.com

9375 Burt Street Ste 100 • Omaha, NE 68114
Voice (402) 397-1040

Pinnacle Bank

January 2, 2024

Viking Painting, LLC

Re: Banking Reference

To Whom It May Concern:

This letter is to outline the banking relationship that exists between Pinnacle Bank and Viking Painting, LLC.

Viking Painting, LLC is an excellent customer of Pinnacle Bank. The company has always handled banking transactions and financial arrangements in an overall professional and timely manner without exception. Average company deposit account balances range in the mid six figures.

Pinnacle Bank has a revolving line of credit note to Viking Painting that was established in the normal course of business. The revolving line is secured by a blanket lien on company assets and accounts receivable. Payment history on all current and previous borrowing is excellent.

Viking Painting, LLC is a respected and valuable customer with an excellent reputation and financial history. Should you have any questions feel free to contact me at 402-697-5992 or by e-mail at jay.faylor@pinnbank.com.

Sincerely,

Jay Faylor
Vice President

MarshMcLennan Agency | INSPRO
A Marsh & McLennan Agency LLC Company

12329 Southport Parkway
Suite 100
La Vista, NE 68128
T +1 402 333 5700
insproins.com

August 4, 2023

RE: Viking Painting LLC
10905 Harrison Street
LaVista, NE 68128

To Whom It May Concern:

Please accept this letter as verification that the Workers' Compensation Experience Modifier for the last 3 years is as follows:

8/1/2023:	0.89
8/1/2022:	0.91
8/1/2021:	0.77

Should you rquire additional information, please contact me. Thank you.

Sincerely,

Genee West

Genee West, CISR
Business Insurance Sr. Account Manager
Genee.West@MarshMMA.com

ENR 2023 Top 600 Specialty Contractors

In comments about the market's most pressing challenges, Top 600 Specialty Contractors are widely optimistic that the worst of pandemic-induced delays are done—buttressed by another year of double-digit revenue growth for listed firms. But the market still suffers from major challenges as firms look to cultivate limited labor resources and manage rising project costs.

The table below shows the rankings for our Top 20 Firms in Painting.

THE TOP 20 FIRMS IN PAINTING

RANK 2023	RANK 2022	FIRM	($ MIL.) 2022 REV.	% CHANGE '21-'22
1	1	ASRC INDUSTRIAL	202.4	-14
2	4	GRAYDAZE CONTRACTING INC.	119.3	+21
3	2	CHERRY COATINGS	111.8	+9
4	3	CHAMPION SPECIALTY SERVICES	102.4	0
5	6	HARTMAN WALSH INDUSTRIAL SERVICES	92.3	+48
6	5	APEX IMAGING SERVICES	70.0	-28
7	10	AVALOTIS CORP.	69.3	+50
8	7	HARRISON CONTRACTING CO.	67.5	+18
9	8	ASCHER BROTHERS CO. INC.	63.5	+20
10	9	THOMARIOS	53.7	+12
11	11	VPI	52.8	+25
12	12	THOMAS INDUSTRIAL COATINGS INC.	50.0	+21
13	14	VIKING INDUSTRIAL PAINTING	50.0	+35
14	**	CERTIFIED COATINGS CO.	41.3	NA
15	16	SELECT PAINT & FINISHES LLC	41.2	+21
16	13	JERRY THOMPSON & SONS	39.4	-1
17	15	LONG PAINTING CO.	38.5	+11
18	19	NATIONAL COATINGS INC.	33.2	+21
19	18	SWANSON & YOUNGDALE INC.	32.3	+16
20	**	PENINGTON PAINTING CO.	30.9	+60

NA=NOT AVAILABLE. ** =NOT PREVIOUSLY RANKED.

INCUMBENCY CERTIFICATE

The undersigned, being all of the members of Viking Painting, LLC, a Nebraska limited liability company (the "Company"), hereby certify that the following persons are duly elected, qualified and acting officers of the Company, holding the office of the Company specified opposite their names:

NAME	OFFICE
Rory Sudbeck	President
John Snodgrass	Vice President

Dated effective as of August 17, 2018.

MEMBERS OF VIKING PAINTING, LLC

Rory Sudbeck

John Snodgrass

Elevate your tank to the VIP experience.

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VIKING
INDUSTRIAL PAINTING

Contact us today!
(833) VIP-TANK | info@viptanks.com

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viptanks.com

ABOUT VIP

Established in 2001 in Northern Iowa, Viking Industrial Painting (VIP) has become a leading specialist in industrial tank painting, with a focus on the Water Tower Industry. Our unwavering commitment to quality and meticulous attention to detail, guided by the principle of "Do the right thing, always," have positioned VIP as a premier tank company.

From its inception, VIP has actively collaborated with engineers, third-party inspectors, and tank owners to renovate and protect steel tanks, ensuring longevity and optimal performance.

Today, our services have evolved beyond professional tank painting and repair. VIP offers comprehensive short-term and long-term maintenance programs across the United States for various water storage tanks. Taking a consultative approach, we work closely with you to develop a proactive plan. This not only safeguards your tank but also simplifies annual budgeting with fixed expenses.

Our dedication to excellence remains a cornerstone, making Viking Industrial Painting the trusted choice for all your industrial tank needs.

SERVICES

Cleaning & Inspection Tailored to Your Needs

Choose from *Visual*, *ROV*, *Drained*, and *Drone* inspections to suit your requirements. Our commitment to professionalism ensures thorough inspections and detailed reporting for your peace of mind. Let Viking handle your tank's cleaning and inspection needs.

Expert Painting & Repair

With extensive experience and expertise, Viking is equipped to address all of your tank's painting and repair requirements. Our services include *Blast*, *Overcoat*, *Containment*, and various steel repair solutions, among others. Viking is your go-to solution for any project.

Customized Maintenance Programs

Explore Viking's range of tank maintenance programs, from turnkey asset management to personalized service contracts. We design plans to safeguard your tank while aligning with your budget. Contact us today to begin crafting your tailored maintenance plan.

TANK SPECIALTIES

- Maintenance Programs (Fixed-term or ongoing)
- Exterior Painting
- Interior Painting
- Lead Removal with Containment
- Steel Repairs
- Inspections (NACE Level 3)
- Drone Inspections
- Cleaning & Disinfection
- Mixing Systems
- Chemical Cleaning
- And more!

1 Watertank Place
PO Box 1849
Henderson, KY 42419
P: 270-826-9000
F: 270-767-6912
www.pttg.com

Thursday, July 18, 2024

To Whom It May Concern,

Since 1919, Pittsburg Tank & Tower Group Maintenance Division has been providing tank services to our customers in over 60 countries, proudly making us a Global Company. Our wealth of experience encompasses all aspects of tank maintenance services, from paint and repair to dismantle and inspections. Our expertise expands beyond maintenance to tank design, fabrication, erection and professional engineering services for new tanks and modifications to existing tanks, including raising, lowering and moving services.

Having been ranked in the Top 600 Specialty Contractors and among the top 15 steel erectors according to Engineering News Record, it was natural to expand our offerings into the Custom Engineering and Manufacturing Industry. Our sister company, Allstate Tower Inc., manufactures structural steel components for towers and agricultural material handling, including complete turn-key systems and installation services.

At Pittsburg Tank & Tower Group, it's not only about the products we produce, but the people as well. Being a family-operated company with a commitment to the Safety and Health of our family of employees, we have worked with the Commonwealth of Kentucky's Labor Cabinet to achieve our SHARP Certification (Safety and Health Achievement Recognition Program), and we are recognized as a Drug Free Workplace in accordance with the standards set forth by the regulation; 803 KAR 25:280 Certification of Drug-Free Workplace.

We are proud to provide you with this proposal and look forward to working with you should you decide to accept it. To accept the proposal, simply sign and date one (1) copy and return it to our Henderson, KY office either by mail, fax or email.

Terms and Conditions stated on the 3rd page of this proposal may be negotiated if required for proposal acceptance.

Please feel free to contact us should you have any questions or concerns, or simply want to discuss the proposal further.

Respectfully,

Pittsburg Tank & Tower Group
Maintenance Division

Jessie Almon
Bid Manager
270-869-9400 Ext: 4600
270-803-0374 Fax
jalmon@pttg.com

1 Watertank Place
PO Box 1849
Henderson, KY 42419
P: 270-826-9000
F: 270-767-6912
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Thursday, July 18, 2024

Scope of Work

Work Requested:

1. Blast all interior surfaces to a S.S.P.C. No. 10 near white blast.
2. Apply one coat of Tnemec 94 zinc @ 2-3 mils dry.
3. Stripe all welded seams with one coat of Tnemec 21 series epoxy thinned by 20% @ 1-2 mils dry.
4. Apply one coat of Tnemec series 21 epoxy @4-6 mils dry.
5. Apply one finish coat of Tnemec series 21 epoxy @ 4-6 mils dry.

Repairs:

1. Weld up and grind any pits deeper than 1/8 inch deep.
2. Fill any pits less than 1/8 inch deep with 215 pit filler.
3. Replace the interior ladder.
4. Vacuum all blast material out and remove it from the site.
5. Caulk all roof beams with Sika-Flex caulk to stop rust

Lump Sum: $32,390.00

100% P&P Bonds can be furnished for an additional $500.00

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Thursday, July 18, 2024

Clarifications & Exclusions:

- Expected date of project commencement to be mutually agreed upon after award, however we can confirm that we will have capacity to complete the project prior to September 30, 2024.
- Similar projects completed, certifications, & qualifications can be found in the Statement of Qualifications attached.
- All products and work performed shall be in accordance with NSF 600.
- Coating application logs will be provided to ensure application follows manufacturer's requirements.
- Upon completion and curing of the coatings, the tank shall be disinfected and bacteriological sampling shall be completed prior to returning the tank to service.
- Our proposal is contingent on a contract with mutually agreeable terms and conditions, we reserve the right to negotiate terms and conditions prior to execution.

• Warning: Do not attach any additional loading to your tank/tower unless structural integrity is known to be sufficient. For analysis call PTTM.
• Our welders are certified in accordance with ASME section IX code.
• In the event the tank must be drained, it should be drained by the owner, prior to our arrival (refer to Item #2 on our Terms & Conditions page).
• Debris generated from repairs and/or painting will be placed in containers provided by the customer and to be disposed of by customer.
• This schedule is subject to availability of materials and petroleum consumables.

PTTG Since 1919
MAINTENANCE DIVISION

1 Watertank Place, PO Box 1849, Henderson, KY 42419
P: 270-826-9000 F: 270-767-6912 www.pttg.com

Thursday, July 18, 2024

Terms & Conditions

1) Prior to start of work, Owner will be furnished a certificate of insurance covering Workman's Compensation, Occupational Disease, Employer's Liability, and General Liability.
2) If tank is to be drained prior to our arrival, it shall be drained by owner, if it becomes necessary to drain the tank while on site, it must be drained by the Owner/Customer.
3) If needed a pressure release valve will be furnished during the cleaning and painting operation. Owner required to notify PTTM prior to mobilization if required.
4) In the event interior and/or exterior complete tank repainting is not included in this scope of work, all new tank appurtenances furnished and installed by PTTM as part of this scope of work shall be field primed and finish coated to match existing coating system(s), unless specifically excluded from our scope of work. Color to match as close as possible.
5) No paint shall be applied during wet, damp, or inclement weather.
6) All paint will be delivered to the job site in original containers with contents identified by the manufacturer.
7) If necessary, customer will be required to clear/move vehicles and equipment a safe distance from the job site to prevent damage and place physical barricades around the perimeter to restrict access.
8) Work to be performed using the applicable prevailing wage scale with Open Shop personnel, by mechanics skilled in their trade.
9) All workmanship is guaranteed for twelve (12) months after completion.
10) Owner is to provide dumpster(s) for trash, paint consumables, blast media, and all other waste produced during course of job, including disposal of said waste.
11) Handling, removal, and/or disposal of hazardous or contaminated material (e.g., asbestos, lead, chemicals, heavy metals, etc.) requiring special handling or transportation to a specific disposal site are not included in the submitted quotation for work. Unless specifically included in our scope of work.
12) This quote does not provide for the shrouding or containment of blast media and paint.
13) Owner understands and agrees any Federal, State, and Municipal taxes imposed on Contractor with respect to the outlined work are additional expenses not included in the contract and further assumes the obligation of paying said additional costs incurred by Contractor. PTTM does not include costs for any permits, local licenses, fees, etc. in this proposal.
14) OWNER / CONTRACTOR agree that the exclusive venue for any litigation arising out of or relating to this Agreement shall be in the Circuit Court of Henderson County, Kentucky and that this Agreement and any litigation arising thereunder shall be governed, construed and interpreted according to Kentucky law.
15) In the event OWNER initiates any litigation against PTTM in contravention of this venue provision, OWNER shall pay PTTM's attorney's fees and costs incurred in obtaining a dismissal and transfer of the litigation to the proper venue in the Circuit Court of Henderson County, Kentucky.
16) OWNER and PTTM hereby waive any right they may otherwise have to venue in a federal court including, but not limited to, any right arising under diversity jurisdiction.

TERMS

Mutually Agreed Payment Terms

MasterCard, Visa and American Express are accepted, with prior authorization
Payments made by credit card will be subject to a processing fee of 3%.
Interest will be applied to payments not received in accordance to payment terms.

The parties approving this contract certify that they are fully authorized to do so, and that all legal requirements have been complied with. You are hereby authorized to furnish all labor, material, equipment and insurance required to complete the work mentioned in the above proposal, for which the undersigned agrees to pay the amount mentioned in said proposal. OWNER / CONTRACTOR agree that the exclusive venue for any litigation arising out of or relating to this Agreement shall be in the Circuit Court of Henderson County, Kentucky and that this Agreement and any litigation arising thereunder shall be governed, construed and interpreted according to Kentucky law. In the event OWNER initiates any litigation against PTTM in contravention of this venue provision, OWNER shall pay PTTM's attorney's fees and costs incurred in obtaining a dismissal and transfer of the litigation to the proper venue in the Circuit Court of Henderson County, Kentucky. OWNER and PTTM hereby waive any right they may otherwise have to venue in a federal court including, but not limited to, any right arising under federal question or diversity jurisdiction.

ALL QUOTATIONS SUBJECT TO ACCEPTANCE WITHIN 60 DAYS

Accepted : _____ , 2024

Company : _____

By : _____

Title : _____

Respectfully Submitted by:

Pittsburg Tank & Tower Group
Maintenance Division

By : _____

Jordan Pyles, Executive Director of Sales
jpyles@pttg.com
270-869-9400 Ext: 4601

Paint • Repair • Dismantle • Inspect • Reinsulate • Tanks Raised, Lowered, and Moved
New and Used Tanks

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Henderson, KY 42419
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F: (270) 767-6912
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STATEMENT OF BIDDER QUALIFICATIONS

1. **Bidder Name:** *Pittsburg Tank & Tower Co., Inc.*

2. **Bidder Address:** *1 Watertank Place, Henderson, KY 42420*
Mailing: PO Box 1849, Henderson, KY 42419-1849

3. **When Organized:** *11/6/1962*

4. **Where Incorporated:** *Kansas*

5. **Character of Work Performed:** *We provide services related to storage tanks, such as inspection, routine maintenance, emergency repair, structural repair, and Interior/Exterior cleaning & coating. We can also dismantle tanks and raise/lower tank height.*

6. **Have You Ever Failed to Complete Any Work Awarded to You?**
Yes: _____ No: ___X____

7. **Have You Ever Defaulted on a Contract?**
Yes: _____ No: ___X____

8. **Attach list of the more important contracts completed by your firm, including kind of work and approximate cost.**
Please see attached list of COMPLETED PROJECTS

9. **Attach list of your major equipment.**
Please see attached List of Machinery and/or Equipment

10. **Attach a statement of your experience in the construction of work similar in scope to this project.**
Please see attached Statement of Experience

11. **Attach statement of background and experience of the principal members of your personnel, including the officers.**
Please see attached COMPANY KEY PERSONNEL

12. **Credit Available:**
Please see attached Letter of Reference from Independence Bank

13. **Bank Reference:**
Please see attached Letter of Reference from Independence Bank

14. **Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by Owner?**
Yes, if awarded.

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Current Projects In Progress

Customer Name	Address	Owner	Work Summary	Contract Amount
Walbridge	777 Woodward Ave, Suite 300, Detroit, MI 48226	GM	Coatings, Repairs, Modifications to (8) GST's	$1,080,244.00
S&W Contracting	240 Industrial Blvd., Fort Valley, GA 31030	Moody Air Force Base / US Government	Coatings, Repairs, Modifications to 200,000 Gallon EWT	$345,167.50
Northrop Grumman	210 State Route 956, Rocket Center, WV 26726	Allegany Ballistics Laboratory	Coatings, Repairs, Modifications to (3) GST's	$453,118.00
US Water Services Corporation	MacDill Air Force Base, Tampa, FL 33621	MacDill Air Force Base / US Government	Coatings, Repairs, Modifications to (1) 250,000 Gallon EWT; Logo Application to (1) 500,000 Gallon EWT	$511,392.00
Ford Motor Company	10300 Textile, Ypsilanti Township, MI 48197	Ford Motor Company – Rawsonville Plant	Coatings, Repairs, Modifications to (2) 250,000 Gallon GST's	$272,192.00

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Project References

Entity Name	Address	Contact	Telephone Number	Year	Project Total	Description of Services Rendered
American Water Operations & Maintenance LLC.	3391 F Avenue Fort Polk, LA 71459	Bob Dohoney Kyle Pearson	404-780-9693 337-353-2434	2020	$1,843,200.00	Tank A – 250,000 Gallon Pedestal Spheroid – Full Containment System, Sandblast and Repaint Exterior, Sandblast and Repaint Interior, Miscellaneous Repairs and Improvements Tank B – 250,000 Gallon Pedestal Spheroid – Full Containment System, Sandblast and Repaint Exterior, Sandblast and Repaint Interior, Miscellaneous Repairs and Improvements Tank C – 300,000 Gallon Elevated Water Tank – Full Containment System, Sandblast and Repaint Exterior, Sandblast and Repaint Interior, Miscellaneous Repairs and Improvements
City of Wichita Falls, TX	1300 7th Street Wichita Falls, TX 76307	Teresa Rose	940-761-7477	2020	$650,526.00	1,000,000 Gallon Elevated Water Tower – Removal and disposal of existing roof, fabrication and installation of new roof and rafters, coating of new roof and rafters
S&W Sales & Service, LLC / NAVFAC Southeast	109 South Camellia Boulevard, Suite 101, Fort Valley, GA 31030 / NAVFAC Southeast, Jacksonville, FL	Waldo Moody	478-225-9048	2017	$1,203,934.66	(2) 300,000 Gallon Riveted Elevated Water Tanks – Full Containment System, Sandblast and Repaint Exterior, Interior Dry Cleanout, Miscellaneous Repairs, Structural Improvements, and Code Updates
Gallengos Engineering / City of Martindale, TX		Richard Gallengos/ Kim Smith	210-641-0812 /512-357-2639	2017	$415,000.00	200,000 Gallon Elevated Water Tank – Increase height by 46 ft., Foundation Updates – See attached for more information.
Eagle Environmental Consulting Services	Milton, FL	Chris Posey	850-336-2385	2013	$2,636,161.54	See attached Letter

CONTACT US TODAY // 270.826.9000 Ext. 4601 // PITTSBURG TANK & TOWER GROUP, MAINTENANCE DIVISION // PO BOX 1849, HENDERSON, KY 42419

JORDAN PYLES | jpyles@pttg.com Cell 270-748-0118

PITTSBURG TANK & TOWER GROUP

Since 1919

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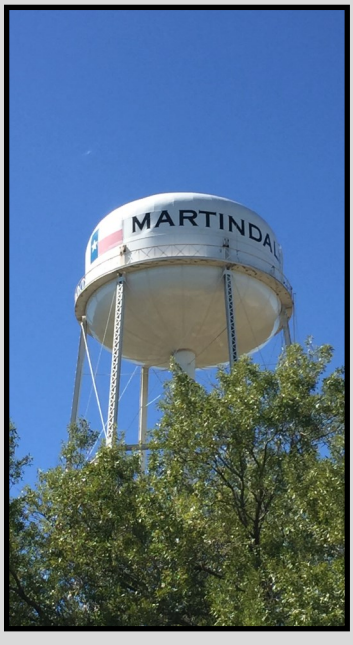
TANK RAISING Martindale, TX

Cost of building a new tank $950,000

Cost for modifying existing tank $ 415,000

In the Fall of 2017 we were contracted to raise a 200,000 gallon EWT for the town of Martindale, TX. The tank was originally built in 1967 to service the small community. Over the years the population in Caldwell county increased and the Tri-Community Water System was formed. Pittsburg Tank & Tower Maintenance worked in conjunction with Gallengos Engineering and prepared our modifications based on the Engineering Pressure and Hydrologic Modeling Study for the project. The tank was raised 46.2 feet and also required extensive foundation updates to support the new modifications.



The tank raising was completed in two weeks and tied the Martindale tank into the Tri-Community water system. The estimated savings to raise the existing tank vs. buying a new tank is $535,000.

Gallengos Engineering

(210)-641-0812

Richard Gallengos, P.E.

City of Martindale, TX

(512)-357-2639

Kim Smith, Mayor

350-ton crane

400-ton crane

used for the project

12/4/13

To: Don Johnson
Pittsburg Tank and Tower

From: Charlie Lewis, Supt/QC/SSHO
Eagle Environmental Consulting Services, Inc.

Re: Eric Blackwell, Foreman
Pittsburg Tank & Tower

Dear Mr. Johnson,

I wanted to follow-up on our conversation recently about Mr. Eric Blackwell. Eric is the most safety minded with production motivated individual that I have had the pleasure to work with. I am not hesitant in anyway to undertake any project with PT&T. I have requested to our owner and request to you, sir, that in the future that you will send Mr. Blackwell to do all of our projects and I look forward to working with PT&T in our future projects. Thank you for a job well done.

Sincerely
Charlie Lewis
Supt. Eagle
Charlie Lewis

PTTM Project#:213022
PTTM Customer: Eagle Environmental Consulting Services
Milton, FL
Customer Contact: Chris Posey
850-336-2385
f.posey@mchsi.com
Letter Writer: Charlie Lewis, Superintendent
Project: NAS Contract N69450-12-R-6325 in Pensacola, FL
Total Contract Amount: $2,636,161.54
Project Start Date: May 2013
Project Completion Date: Dec. 2013

RECEIVED DEC 11 2013

Scope: 12 Tanks on this project – various code/ repair. Some of the tanks required interior and/or external cleaning and repainting with lead abatement/containment curtains/dehumidification and dust collection.
See page 2 for more project detail.

PTTM Project#:213022

PTTM Customer: Eagle Environmental Consulting Services
Milton, FL

Customer Contact: Chris Posey
850-336-2385
f.posey@mchsi.com

Letter Writer: Charlie Lewis, Superintendent
Eagle Environmental

Project: NAS Contract N69450-12-R-6325 in Pensacola, FL
Total Contract Amount: $2,636,161.54 Project Start Date: May 2013 Project Completion Date: Dec. 2013

Brief Overview:

TANK #546: 100,000 Gallon Semispherical (92'8" HWL)
Various code and repair modifications requiring the use of Rotopeen and HEPA filtered vacuum equipment.

TANK #690: 1,200,000 Gallon Partially Buried Concrete Potable Water Storage Tank
Various code and repair modifications

TANK #691: 1,200,000 Gallon Partially Buried Concrete Potable Water Storage Tank
Various code and repair modifications

TANK #694: 1,200,000 Gallon Buried Concrete Potable Water Storage Tank
Various code and repair modifications

TANK #695: 1,200,000 Gallon Buried Concrete Potable Water Storage Tank
Various code and repair modifications

TANK #805: 314,000 Gallon Double Ellipsoidal Elevated Potable Water Tank (96'11" HWL)
Internal and Exterior cleaning and repainting requiring lead abatement and containment curtain.
Various code and repair modifications requiring the use of Rotopeen and HEPA filtered vacuum equipment.

TANK #812: 50,000 Gallon Partially Buried Concrete Potable Water Storage Tank
Various code and repair modifications

TANK #1034: 150,000 Gallon Hemispherical Bottom, Cone Roof Elevated Potable Water Tank
Various code and repair modifications

TANK #1897: 250,000 Gallon Double Ellipsoidal Elevated Potable Water Tank (145' 10 1/2" HWL)
Various code and repair modifications

TANK #2227: 500,000 Gallon Concrete Storage Tank
Internal and Exterior cleaning and repainting requiring dehumidification and dust collection.
Various code and repair modifications

TANK #3848: 500,000 Gallon Toro-ellipsoidal Elevated Potable Water Tank (142' HWL)
Various code and repair modifications

TANK #3849: 500,000 Gallon Toro-ellipsoidal Elevated Potable Water Tank (168' HWL)
Various code and repair modifications

TANK #4114: 200,000 Gallon Ground Storage Water Tank
Internal cleaning and repainting requiring dehumidification.
Various code and repair modifications

PITTSBURG TANK & TOWER GROUP
MAINTENANCE DIVISION Since 1919

1 Watertank Place
PO Box 1849
Henderson, KY 42419
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F: (270) 767-6912
www.pttg.com

List of Tools and/or Equipment

(Which may be applicable to your scope of work)

- Suspended Scaffolding
  - Traction Hoist
  - Work Cages
  - Modular Platforms
  - Drum Hoist (man basket)
- Fall Protection
  - Safety Rope
  - Termination Plate
  - Rope Grab Fall Arrester
  - Harness & Lanyard
- Abrasive Blasting Equipment
  - Blast Pot
  - Blasting Hose w/ Nozzle
  - Air Compressor
  - Fresh Air Hood
  - Fresh Air Lines
  - Continuous Air Monitoring Devices
- Pressure Washer
  - Water Lines
  - Washing Wands
- Paint Pump/ Sprayer
  - Paint Gun
  - Paint Lines
  - Mixers
- Welding/ Cutting Tools
  - Welding machine
  - Welding Electrodes
  - Welding Lead/ Cables
  - Grinders
  - Cutting Torch
  - Torch Lines
  - Misc. Hand Tools
- Ventilation Equipment
  - High CFM Output Fans
  - Explosion Proof Fans
  - Duct work
  - Air Movers
- Ladders
  - Step Ladders
  - Extension Ladders
  - Rope/ Cable Ladders
- Trash/ Submersible Pumps
- Lighting Equipment
- Fire Extinguishers

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1 Watertank Place
PO Box 517
Henderson, KY 42419
P: (270) 826-9000
www.pttg.com

General Information for Pittsburg Tank & Tower Group

Physical Address:	General PO Box:	Remit to Address:
1 Watertank Place	PO Box 517	PO Box 517
Henderson, KY 42420	Henderson, KY 42419	Henderson, KY 42419
(270) 826-9000	www.pttg.com	

Kansas Corporation

FEIN: 48-0681609 FEIN PTTG: 30-0769075

creditsafe: US09713201 Rating: A Duns Number: 03-136-9572 Rating: 1R2

SIC: 1791 NAICS: 238120 CAGE/NCAGE Code: 0M025

Company Officers:

Ben Johnston - Chairman of the Board
Joe Schuelke - President
Eric Gardner – VP of Risk Management
Tom Beckert - CFO

Bonding: USI Midwest; 308 North 21st Street; St. Louis, MO 63103
Contact: Barb Lemm (314) 342-7153 www.usi.biz
Bonding capacity: $25,000,000.00

Insurance: Van Meter Insurance Group; 2009 Frederica Street; Owensboro, KY 42301-0785
Contact: Lisa Butler (270) 685-5581 x 4408
PT&T carries a $14,000,000.00 umbrella policy and $5,000,000.00 in Professional Liability

Bank Ref: Independence Bank, 76 South Green Street, Henderson, KY 42420
Contact: Bob Cummings PH: (270) 869-8400 FX: (270) 869-0588

Average Yearly Sales Volume: $80,000,000.00; Largest single project within 4 years: $12,000,000.00

Geographic Operation and Scope:

PTTG will design, fabricate, and erect in all 50 States (USA).
PTTG will design and fabricate tanks for export round the globe. PTTG is proud to have products in 60 countries.
PTTG offers engineering services from our in-house staff to meet your project needs.

References:

Ranger Steel	Nikki VanDuyn	(800) 231-5014
Ryerson Steel	Rusty Roby	(812) 455-5835
Evansville Welding Supply	Shannon Long	(812) 842-3600
Sherwin Williams	Rhonda Trombley	(859) 259-3993

Sales and Information Contacts:

Rick DiZinno (Vice President)	PH: (270) 826-9000 x 2601	rdd@pttg.com
Michael Robitzsch (Sales/Estimating)	PH: (270) 826-9000 x 2604	mcr@pttg.com

PITTSBURG TANK & TOWER GROUP
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1 Watertank Place
PO Box 36
Henderson, KY 42419
P: (270) 826-9000
F: (270) 215-5705
www.pttg.com

COMPANY KEY PERSONNEL

Ben Johnston – *Chairman of the Board, PTTG* **(270) 869-9400 x 1002** bjohnston@pttg.com

- Joined company in 1977
- AMPP (formerly NACE) Senior Certified Coatings Inspector since June 2000
- 12 years Henderson County Board of Education Chairman
- American Management Association Training
- Member of AMPP (formerly NACE), AWWA, TMS,
- Board of Directors at Independence Bank
- Board member Henderson Economic Development (chairperson 2022)
- Board member Henderson County Riverport

Joe Schuelke – *President, PTTG* **(270) 869-9400 x 1001** jschuelke@pttg.com

- Hired July 2022 (35+ years construction experience)
- B.S. Architectural Engineering

Corey Roberts – *Executive Vice President, PTTG* **(270)-869-9400 x 1005** croberts@pttg.com

- Hired August 2021 (25+ years experience)
- B.S. Occupational Health & Safety

Tom Beckert - *Chief Financial Officer, PTTG* **(270) 869-9400 x 1007** tbeckert@pttg.com

- Hired June 2020 (35+ years financial experience)
- B.S. Accounting & Finance
- Board member St. Anthony's Hospice
- Board member Henderson Economic Development (treasurer)

Eric Gardner – *VP of Risk Management, PTTG* **(270) 869-9400 x 1041** egardner@pttg.com

- Hired March 2020 (20+ years safety experience)
- B.S. Applied Science
- TS16949 – Quality Auditor and Internal Auditor
- Henderson Chamber of Commerce Board Member

COMPANY KEY PERSONNEL (continued)

Rick DiZinno - ***Vice President, Ground Division*** **(270) 826-9000 x 2601** rdd@pttg.com

- Hired December 1992
- 4 years Investment Broker – Paine Webber
- B.S. Business Economics – University of California, Santa Barbara

Dillon Herdegen - ***VP of Operations, Ground Div.*** **(270) 869-9400 x 2305** dherdegen@pttg.com

- Hired September 2011
- B.S. Independent Studies, Leadership & Commerce, Murray State University, Murray KY

Hugh Haire - ***Vice President of Operations, Maint. Div.*** **(270) 869-9400 x 4301** hhaire@pttg.com

- Hired June 1997
- A.A.S. in Electronics Technology from ITT Technical Institute

Christopher Johnston – ***Business Development EWT*** **(270) 869-9400 x 2701** cjohnston@pttg.com

- Hired April 2011
- B.S. Degree in Education from University of Louisville
- Board member Riverview School (president)
- Board member Anderson Woods

Dylan Phelps – ***Chief Wellness Officer*** **(270) 826-9000 x 1046** dphelps@pttg.com

- Hired December 2016
- Master of Business Administration (MBA)
- Bachelor of Science: Dietetics
- National Wellness Institute – Certified Worksite Wellness Program Manager
- American College of Sports Medicine – Certified Exercise Physiologist
- 9 years BlueCross BlueShield of TN and Onlife Health – Director, Health & Wellness

Paula Cassidy – ***Human Resources Director*** **(270) 869-9400 x 1047** pcassidy@pttg.com

- Hired July 2022
- Associate in Arts: Business
- Riverview School Board Treasurer
- Former Member of NWKTC
- Insights Discovery Certification/Practitioner

Brandon Malan – ***IT Director*** **(270) 869-9400 x 1061** bmalan@pttg.com

- Hired 2022
- B.S. Accounting, Utah Valley University

PITTSBURG TANK & TOWER GROUP
MAINTENANCE DIVISION Since 1919

1 Watertank Place
PO Box 1849
Henderson, KY 42419
P: (270) 826-9000
F: (270) 767-6912
www.pttg.com

STATEMENT OF EXPERIENCE

Pittsburg Tank has maintained a permanent place of business in Henderson, KY since the mid 1980's. Our corporate offices and shop facility are located at 1 Watertank Place, Henderson, KY 42420. All aspects of our operation occur at this headquarter location.

Our project management department works closely with each customer to ensure all projects are performed and completed with the highest level of efficiency, safety and in accordance with customer's requirements. Annually, we perform recoating and/or repair work for an average of approximately 250 customers, on a total of approximately 300 - 350 storage tanks. A partial list of completed projects has been included for your review.

We take safety and project procedures very seriously. Our in-house EH&S department ensures that all level of crew members are trained & certified to the latest safety standards and that all safety procedures are followed.

During your review of our bid, if you have any questions, I can be reached via phone at 270-826-9000 Ext. 4600 or email jalmon@pttg.com

Respectfully,
PITTSBURG TANK & TOWER CO., INC.
Jessie Almon
Bid Manager
270-826-9000 Ext 4600
jalmon@pttg.com

Independence Bank

May 29, 2020

Benjamin D. Johnston
Pittsburg Tank and Tower Company
P.O. Box 913
Henderson, KY 42420

Dear Mr. Johnston:

Independence Bank has been privileged to serve the financial needs of Pittsburg Tank and Tower Company, Inc. for many years.

Please accept this letter as confirmation that your company has available a line of credit in the amount of Three Million Five Hundred Thousand Dollars ($3,500,000.00). This line of credit is renewed annually and is currently set to be renewed on June 30, 2020. The line of credit has a maximum commitment of $3,500,000.00. The current balance is $0.00 and the line of credit was last used in 2015.

Pittsburg Tank and Tower Company, Inc., also maintains a checking account with a routing number of 083902756 and an account number of 5113610. Current balance is $3,171,845.70 with an average collected balance of $3,773,574.00.

Please contact me at (270) 830-1778 if you should have any questions or need additional information.

Respectfully,

Robert M. Cummins
Senior Vice President/Regional Senior Lender

2425 Frederica Street Owensboro, KY 42301, 270-686-1776

Member FDIC

USI Insurance Services
13075 Manchester Road, Suite 325
St Louis, MO 63131
www.usi.com
Tel: 314.436.2399

January 17, 2023

CONTRACTOR: PITTSBURG TANK & TOWER CO., INC.
PITTSBURG TANK & TOWER MAINTENANCE CO, INC.
ONE WATERTANK PLACE, HENDERSON, KENTUCKY 42420

To Whom It May Concern:

Our agency has been privileged to service the bonding needs of Pittsburg Tank & Tower Co., Inc. and Pittsburg Tank & Tower Maintenance Co, Inc. through Old Republic Surety Company since 2005.

Old Republic Surety Company is an A.M. Best Rated A+XV carrier with a US Treasury Limit of $9,577,000. Any amounts above this would be covered by Old Republic Insurance Company, which is A.M. Best rated A+XV with a US Treasury Limit of $142,639,000

During the relationship, Old Republic Surety Company has extended surety credit on single construction projects in the amount of $10,000,000 and total work programs in excess of $25,000,000. These amounts are not to be considered a maximum that could be considered for Pittsburg Tank. If a larger bond would be needed it would be favorably considered at the time of the request with review of the specific job details and underwriting criteria. They have in excess of $20,000,000 available at this time.

Assuming all underwriting conditions are satisfactory, we would be able to obtain the necessary bid, performance and payment bonds on behalf of Pittsburg Tank & Tower Co., Inc. or Pittsburg Tank & Tower Maintenance Co, Inc. for the project you are considering them for. This, of course, is subject to the surety's review of all contract documents, bond forms, and underwriting information at the time of the bond request. This letter is not an assumption of liability, nor is it a bid bond or a performance bond and we do not assume any liability to you or third parties if for any reason we do not issue a bond. It is issued only as a bonding reference requested of us by our client.

If you have any additional questions, please feel free to contact our office.

Sincerely,

USI Insurance Services LLC

Barbara J. Lemm
Attorney-in-Fact
Old Republic Surety Company and Old Republic Insurance Company

State of Missouri, County of St. Louis

On January 17, 2023 before me, a Notary Public, in and for said County and State, duly commissioned and sworn, personally appears Barbara J. Lemm, know to me to be the Attorney-in-Fact of Old Republic Surety Company and Old Republic Insurance Company, the corporation listed in the foregoing instrument, and known to me to be the person who executed the said instrument, and s/he duly acknowledged to me that such corporation executed the same.

In witness whereof, I have here unto set my hand and affixed my official seal, the day and year stated in the certificate above.

Dennis W. Lutz
Notary Public - Notary Seal
State of Missouri
St. Louis County
My Commission Expires: June 30, 2025
Commission #13514372

Dennis W. Lutz, Notary Public
Commission #13514372
My Commission Expires: 6/30/2025

PITTTA-C06 JMAYNARD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/4/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Houchens Insurance Group
2009 Frederica Street
Owensboro, KY 42301

CONTACT NAME: Lisa Butler, SCLA, AIC, TRIP, MLIS, CRIS
PHONE (A/C, No, Ext): (270) 685-5581 4408 FAX (A/C, No): (270) 685-3342
E-MAIL ADDRESS: lbutler@higusa.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : The Phoenix Insurance Company	25623
INSURER B : Charter Oak Fire Insurance Company	25615
INSURER C : Travelers Indemnity Company of America	25666
INSURER D : Travelers Property Casualty Company of America	25674
INSURER E :	
INSURER F :	

INSURED
Pittsburg Tank & Tower Maintenance Co. Inc.
PO Box 1849
Henderson, KY 42420

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X	X	630-9M791965	3/31/2022	3/31/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY			810-9M770238	3/31/2022	3/31/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			CUP-9M834957	3/31/2022	3/31/2023	EACH OCCURRENCE AGGREGATE Aggregate	$ 15,000,000 $ $ 15,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB-9M828810	3/31/2022	3/31/2023	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	Commercial Inland Ma			QT6606C533490	3/31/2022	3/31/2023	Leased and Rented	900,000
D	Commercial Installat			QT6606C533490	3/31/2022	3/31/2023	Installation Floater	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Cole Fire Protection is additional insured on a primary, non-contributory basis pursuant and subject to policy's terms, definitions, conditions, and exclusions when required by a written contract. A Waiver of Subrogation applies in fabor of the Cole Fire Protection in regards to the General Liability as required by written contract and allowed by law.

CERTIFICATE HOLDER

Sample

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Keith Hargood

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The ACORD name and logo are registered marks of ACORD

1 Watertank Place
PO Box 517
Henderson, KY 42419
P: (270) 826-9000
F: (270) 215-5722
www.pttg.com

Pittsburg Tank & Tower Company, Inc. - Safety Information

	2018	2019	2020	2021	2022
Worker's Comp. Experience Modification Rate	0.94	.91	.59	.72	.83
Number of Recordable Injuries	2	2	3	4	2
Incident Rate (TRC)(I+J)	1.31	1.32	1.96	2.1	1.0
Employee Hours Worked or Man Hours Worked	304,493	300,992	306,109	386,470	379,426
Injury Related Fatality (G)	0	0	0	0	0
Lost Workday Case Injuries (H)	0	0	0	0	0
Days Away Restricted Transfer **Rate** (DART)	0	0.66	1.3	2.1	0.53
Total Number of Days Away from Work (K)	0	0	0	0	0
Days Away Restricted Transfer-L (Lost Time Rate)	0	0	0	0	0
Job Transfer or Restriction Injuries Days (L)	0	136	28	123	27
Total Number of Employees for the Year	160	155	151	173	163

Our Safety Culture is to manage this function from the **"top-down"** as well as from the **"bottom-up".**

- Commonwealth of KY Department of Workers Claims **Drug Free Workplace Certification**
- KYOSH **SHARP** (Safety & Health Achievement Recognition) Program
- ***ISNetworld*** Company ID # 400-170466 Avetta ID#: 1EF4F CCS Certified
- **Consistently below Industry TRC and DART rates for SIC 1791 and NAICS 238120**
- Written Safety Program in accordance with ISO standards (copy upon request)
- Written Quality Assurance / Quality Control Program (copy upon request)
- Company incentives and awards program to reward employees for their safe work efforts
- All Field Supervisors receive OSHA 30-hour training
- All Field Employees complete annual OSHA required training
- New hire safety training prior to working on site with OSHA-10 completion
- Weekly site safety meetings for all employees conducted by supervisors
- Daily "toolbox" meetings for craft employees
- Confined Space, Fall Protection and Hazard Communication training per OSHA requirements
- 5 Full time safety personnel, VP of Risk Management, Shop EH&S Specialist, Field EH&S Specialists
- **OSHA, Med First certified instructor**
- Optional MSHA Training available
- All employees receive first aid, CPR, & BBP (Blood Borne Pathogens) training

Safety Contact:
Eric Gardner, VP of Risk Management (270) 826-9000 x 1041 egardner@pttg.com

Houchens Insurance Group™

April 10, 2023

Pittsburg Tank & Tower Company, Inc.
PO Box 913
Henderson KY 42420

RE: Experience Modification Rating Factor

Dear Eric,

Listed below are the experience modification factors with respective years. The current Anniversary Rating Date is 3/31/2023 – 3/31/2024.

2023 – 2024 0.83
2022 – 2023 0.72
2021 – 2022 0.59
2020 – 2021 0.91
2019 – 2020 0.96
2018 – 2019 1.04
2017 – 2018 0.99
2016 – 2017 0.88
2015 – 2016 0.76
2014 – 2015 0.62
2013 – 2014 0.64
2012 – 2013 0.69
2011 – 2012 0.80

Please contact me with any questions

Sincerely,

Keith Hopgood,
Producer

1240 Fairway Street
PO Box 1779
Bowling Green KY 42102-1779
Telephone 270.781.2020
Facsimile 270.843.8808

505 Wellington Way
Lexington KY 40503
Telephone 859.263.2771
Toll Free 800.373.6434
Facsimile 859.263.1999

Suite 101
109 International Drive
Franklin TN 37067
Telephone 615.261.1900
Facsimile 615.261.1901

2009 Frederica Street
Owensboro KY 42302-0785
Telephone 270.685.5581
Facsimile 270.843.8808

PITTSBURG TANK & TOWER GROUP
An ESOP Company Since 1919
"100 years and still climbing"

1 Watertank Place
PO Box 36
Henderson, KY 42419
P: (270) 826-9000
F: (270) 215-5705
www.pttg.com

Corporate Resolution/Authority to Enter Signed Contracts

Date: January 8, 2024

I, **Chris Johnston, Secretary**, **PITTSBURG TANK & TOWER CO., INC.,** incorporated in the State of Kansas on 11/23/1962 and physically located at **1 WATERTANK PLACE, HENDERSON, KY 42420** with mailing address of **PO Box 913, Henderson, KY 42419** do hereby certify that **Jessie Almon, Bid Manager** has the authority to execute bid/bond documents on behalf of our corporation.

Sworn to and subscribed before me:

This day of 8, January 2024
(Day) (Month) (Year)

Stephanie Day
(Printed/Typed name of Notary Public)

(Notary Public's Signature & Seal/Stamp)

22, may, 2027
(Date My Notary Commission Expires)

Chris Johnston
(Printed Name of Officer)

(Signature of Officer)

Secretary
(Title)

Stephanie Louise Day
Notary Public, ID KYNP72606
State at Large, Kentucky
My Commission Expires on May 22, 2027

City of Mary Esther

RFB 2024-03

Well Three Ground Storage Tank Rehabilitation

Submission Date:

July 19th, 2024 | 3:00 PM (CST)

Razorback LLC

177 Anclote Road

Tarpon Springs, FL 34689

(727) 938-9500

Anthony Houllis, MGRM

RAZORBACK LLC | NO LIMIT

177 ANCLOTE ROAD
TARPON SPRINGS, FL 34689
(727) 938-9500
info@razorbackllc.com
razorbackllc.com

Date: 07/19/2024
City of Mary Esther
195 Christobal Road N.
Mary Esther, FL 32659

RFB 2024-03 Well 3 Ground Storage Tank Rehabilitation

Since 2008, Razorback LLC has been a licensed general contractor, performing exemplary work on over 100 construction-related projects across the United States. Specializing in protective coating preparation and application, we have provided cleaning, surface preparation, and painting services for a variety of government entities on surfaces such as metal, stucco, concrete, masonry, and structural steel.

Over the past 15+ years, Razorback has undertaken numerous interior and exterior painting contracts that required complex rigging for access, debris containment for individual and environmental protection, working at extreme heights, and detailed work plans tailored to meet project-specific requirements. Our reputation as a quality leader has been earned through the use of NACE and SSPC-certified quality control inspectors and maintaining the highest standards of quality and performance in every task.

Our growth is fueled by our commitment to employing highly experienced and certified personnel, exceeding customer expectations, and adhering to stringent quality and safety standards. We are dedicated to continuous improvement, seamless communication, and successfully completing all projects on time and within budget. Our track record demonstrates consistent fulfillment of contractual obligations and project deadlines.

We have consistently met contractual obligations and project deadlines without fail. Our ability to collaborate effectively with other businesses, suppliers, and subcontractors ensures that we have access to the necessary resources and expertise for each project. This capability allows us to handle a diverse range of projects, ensuring we are well-equipped to meet the project schedule and deliver exceptional results for the Well 3 Ground Storage Tank Rehabilitation Project.

If awarded the first week of August, work will begin within 2 weeks of NTP. If able to start work during August, Razorback will commit to complete the work by September 30th, 2024.

As MGRM, and on behalf of the Razorback team, I am pleased to submit:

Total Project Cost: $73,200

Sincerely,

Anthony Houllis, MGRM
727.938.9500
Anthony@razorbackllc.com

RAZORBACK LLC | NO LIMIT

177 ANCLOTE ROAD
TARPON SPRINGS, FL 34689
(727) 938-9500
info@razorbackllc.com
razorbackllc.com

Similar Projects

Project Name: Coral Gate Tank Rehab
Project Owner: City of Margate
Project Address: 980 NW 66th Ave, Margate, FL 33063
Contact Name: Pedro Stiassni
Contact Phone No: (954) 691- 2460
Contact Email: Pstiassni@margatefl.com
Start & End Dates: 11/15/23 - 04/30/24
Contract Amount: $323,790.00
Scope of Work: refurbishment & restoration of 2MG ground storage tank; surface prep and paint both interior and exterior

Project Name: Utilities Painting Maintenance continuing Services
Project Owner: City of Jupiter
Project Address:
Contact Name: Amanda Barnes
Contact Phone No: (561) 741-2537
Contact Email: AmandaB@jupiter.fl.us
Start & End Dates:
Contract Amount: $1,425,000
Scope of Work: Water/Sandblasting, Cleaning, Priming, Crack & spall repairs of the exterior of concrete potable water ground storage tanks.

Project Name: Surface Preparation & Coating Systems
Project Owner: City of Plantation
Project Address: 3 WTP Central, East, and Regional Water Treatment Plants
Contact Name: Brett Miller
Contact Phone No.: (954) 326-7634
Contact Email: BMiller@plantation.org
Start & End Dates: 10/14/19-07 /03/20
Contract Amount: $796,700
Scope of Work: High pressure washing, Abrasive blasting, Urethane crack injections, Spot priming & painting**.** Surface prep and application of Tnemec coating systems to multiple storage tanks, Water Treatment Plant buildings, exterior piping and equipment. Surfaces included: Structural steel, Concrete, Ceilings, walls, floors, doors and frames, Transoms Roof fans, Construction signs, Guardrails/posts, Fittings/valves, Tanks, Misc metals.

177 ANCLOTE ROAD
TARPON SPRINGS, FL 34689
(727) 938-9500
info@razorbackllc.com
razorbackllc.com

Project Name: 10 & 8 Million Gallon Reclaimed Ground Storage Tanks Painting
Project owner: City of St. Petersburg
Project Address: Northeast Water Reclamation Facility 1160 62nd Ave NE, St. Petersburg, FL 33702
Contact Name: Robert Sparks
Contact Phone No.: (727)-201-6706
Contact Email: Robert.sparks@stpete.org
Start & End Dates: 02/20/18-04/08/18
Contract Amount: $263,476.50
Scope of work: Cleaning, Surface preparation, Concrete patching and caulking on walls and domes, Spall repairs, Containment, Tnemec coating system applications, and Inspections

Project Name: Repair & Repaint Water Tower
Owner: Federal Bureau of Prisons - FCI Texarkana, TX
Contact Name: Nicholas Zwermann
Contact Phone: (903) 838-4587 Ext. 334
Contact Email: nzwermann@bop.gov
Contract Amount: $129,000.00
Scope of Work: Repair all pitting, sandblasting, and recoating the surface of a 150,000 gallon elevated water tank; pressure wash exterior of the tank and support structure using an antifungal biodegradable solution; Apply a spot prime coat of metal primer and one complete finish coat of acrylic.

Project Name: JAX Water Tower Recoating & Miscellaneous Repairs
Owner: Jacksonville Aviation Authority
Contact Name: John DelGuidice
Contact Phone: (904) 813-0503
Contact Email: john.delguidice@flyjacksonville.com
Contract Dates: 10/18/21 -11/01/21
Contract Amount: $182,175.00
Scope of Work: Surace preparation and installation of Tnemec Coating system to the entire elevated steel water tower. Repaired, replaced and cleaned corrosion from various steel tank elements including surface exterior, pedestal boom, base plate, platforms, anchor bolts, man door, appurtenances, shell, access hatch, access tube, structural members, catwalks, balconies, related mechanical metals, and roof. Surface preparation involved pressure washing and power-tooling corroded areas. Razorback avoided spray application coating system and abrasive blasting, as only brush and/or hand rolled application was permitted.

RAZORBACK LLC | NO LIMIT

177 ANCLOTE ROAD
TARPON SPRINGS, FL 34689
(727) 938-9500
info@razorbackllc.com
razorbackllc.com

Client References

1. **Project Name:** 1.5MG Water Tower Repair & Painting
   Owner Name: Royal Bridge Inc/City of Tampa
   Owner Address: 3601 US 19 Alt, Palm Harbor, FL 34683
   Contact Name:
   Contact Phone:
   Contact Email:
   Date Completed: 04/21/21
   Amount of Contract: $1,700,000.00
   Type of Work: structural steel and concrete repair/replacement; removal and replacement of steel catwalk, vent, 400' of steel ladder, and safety climb devices; fabrication and installation of riser grating and pit filling; entire interior of the steel tower was abrasively blasted per SP10 and fully lined with the new NSF approved Tnemec system.

2. **Project Name:** Water Tank Maintenance
   Owner: Marion County
   Contact Name: Sean McFarland
   Contact Phone: (352) 307-4628
   Contact Email: sean.mcfarland@marionfl.org
   Contract Dates: 07/27/23 – Ongoing (Term)
   Contract Amount: $965,840.00 (so far)
   Scope of Work: annual inspection, cleaning, maintenance, and repairs for 88 tanks across Marion County. Tank types vary from 3,000-gallon hydropneumatic tanks to 1-million-gallon concrete ground storage tanks, as well as elevated steel tanks. Inspection consists of both tank interior and exterior, with reports and testing provided to detail what repairs and/or maintenance is required. Tank replacements, interior and exterior painting/industrial coating, and clarifier drive installation, etc.

3. **Project Name:** Master Water Storage Tank Cleaning and Repair Services
   Owner: City of West Palm Beach
   Contact Name: Sandra Feliciano
   Contact Phone: (561)-350-1885
   Contact Email: sfeliciano@wpb.org
   Contract Dates: 05/28/19 – Ongoing (Term)
   Contract Amount: $520,155.16 (so far)
   Scope of Work: cleaning, surface preparation, and protective coating services to multiple steel and prestressed concrete storage tanks; pressure washing both steel and concrete tanks, disinfecting, baffle curtain repairs, cables replaced, dome telemetry repairs, dome void grouting, spall/crack repairs, sandblasting of interior piping, and more.

RAZORBACK LLC | NO LIMIT

177 ANCLOTE ROAD
TARPON SPRINGS, FL 34689
(727) 938-9500
info@razorbackllc.com
razorbackllc.com

Statement of Bidder

Razorback's qualified personnel certifications assure a comprehensive approach to project quality and safety. Our AMPP Certified Coatings Inspector and SSPC Quality Control Supervisor certifications guarantee that the protective coatings are applied correctly and meet industry standards. SSPC C3 and C5 certifications enable safe and effective removal of lead-based paints, while our SSPC Quality Control Supervisor certification ensures all coating processes adhere to stringent specifications.

We are also an approved applicator for Tnemec coating products, making us a trusted choice for surface preparation, painting, and coating services. This approval signifies that we meet the stringent standards set by these manufacturers for applying their specialized coating products. As an approved applicator, we have demonstrated proficiency in surface preparation, coating application, quality control, and adherence to manufacturer specifications. Razorback will comply with NSF 600 Standards.

In order to ensure quality performance, we utilize an SSPC Certified Quality Control Supervisor, an AMPP Certified Coatings Inspector, and qualified field personnel.
All work including pressure washing, sand blasting, surface preparations, repairs and coatings applied will be completed in accordance with:

- Manufacturer's recommendations and Instructions
- Occupational Safety & Health Administration (OSHA)
- American Water Works Association (AWWA) Standards
- Florida Department of Environmental Protection (FDEP)

RAZORBACK LLC | NO LIMIT

177 ANCLOTE ROAD
TARPON SPRINGS, FL 34689
(727) 938-9500
info@razorbackllc.com
razorbackllc.com

Licenses, Certifications & Registrations

Attachments:
Florida Certified General Contractor License
City of Tarpon Springs Business Tax Receipt
AMPP Certified Coatings Inspector
SSPC Quality Control Supervisor
SSPC Lead Paint C3
SSPC Lead Paint CS
Tnemec Applicator Approval
NACE Ethics for the Corrosion Professional
OSHA 30 Hr Outreach Training – Construction
E-verify Registration
Sunbiz Registration

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

HOULLIS, ANTHONY MICHAEL

RAZORBACK LLC
177 ANCLOTE RD
TARPON SPRINGS FL 34689

LICENSE NUMBER: CGC1526612

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 05/20/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

CITY OF TARPON SPRINGS

324 EAST PINE STREET
TARPON SPRINGS, FLORIDA 34689

LOCAL BUSINESS TAX RECEIPT

PLEASE POST IN A CONSPICUOUS PLACE

EXPIRES SEPTEMBER 30TH OF YEAR NOTATED IN TAX RECEIPT NUMBER

BUSINESS ADDRESS: 177 ANCLOTE RD		153.75
TAX RECEIPT NUMBER: 24-00052513		0.00
CONTRACTOR/GEN./CLASS 'A' - C	TOTAL PAID:	153.75

COMMENTS:
RESTRICTIONS:

RAZORBACK LLC
177 ANCLOTE RD
TARPON SPRINGS FL 34689-6905

ANTHONY HOULLIS
276 KNOLLWOOD ROAD
TARPON SPRINGS FL 34688

653422

AMPP™ Certificate of Achievement

The Association for Materials Protection and Performance Recognizes

Anthony Houllis

As a Certified

Certified Coatings Inspector

Executive Director
AMPP

Expires

December 31, 2026

Cert No.S-70262

CERTIFICATION OF COMPLETION

Anthony Houllis
MEMBER #: 1278254

Has Fulfilled the requirements of
SSPC: The Society for Protective Coatings'

Quality Control Supervisor (QCS)

And is awarded
1.5 Continuing Education Units

Certification Director

www.sspc.org | 800 Trumbull Drive, Pittsburgh, PA 15205-4365 | P:412.281.2331 T:877.281.7772 F:412.444.3591

CERTIFICATION OF COMPLETION

Anthony Houllis
MEMBER #: 1278254

Has Fulfilled the requirements of
SSPC: The Society for Protective Coatings'

Lead Paint Removal (C3)

And is awarded
3 Continuing Education Units

Certification Director

www.sspc.org | 800 Trumbull Drive, Pittsburgh, PA 15205-4365 | P:412.281.2331 T:877.281.7772 F:412.444.3591

CERTIFICATION OF COMPLETION

Anthony Houllis
MEMBER #: 1278254

Has Fulfilled the requirements of
SSPC: The Society for Protective Coatings'

Lead Paint Removal Refresher (C5)

And is awarded
0.8 Continuing Education Units

Certification Director

www.sspc.org | 800 Trumbull Drive, Pittsburgh, PA 15205-4365 | P:412.281.2331 T:877.281.7772 F:412.444.3591

FLORIDA PROTECTIVE COATINGS SERVICES, INC.
Independent Representative of Tnemec Company, Inc.
13701 Southwest 24th Street Davie, FL 33325 TEL: 407-322-1243 www.tnemec.com/fpcs

January 5, 2022

Razorback, LLC
177 Anclote Road
Tarpon Springs, FL 34689

Attn: To Whom it May Concern

Certificate of Applicator Approval

This letter is written in reference to the application of Tnemec coatings, and it is to ensure the great workmanship capabilities of Razorback, LLC. Razorback employs experienced personnel who are qualified to perform applications of Tnemec Protective Coatings to our high expectations.

Razorback, LLC. is an approved applicator of Tnemec products.

If additional information or discussion is required please give me a call or write me an e-mail.

Regards,

Chad Holmes
FPCSI / TNEMEC
CHolmes@tnemec.com
(727)201-6706

NACE ONLINE TRAINING CENTER

Certificate of Completion

NACE International acknowledges that

Anthony Houllis

has successfully completed the
Ethics for the Corrosion Professional e-Course and has
earned 2 professional development hours.

10/26/23

Pamela Nicoletti, Education Director

This certificate of Completion denotes successful completion of the NACE course, and should not be interpreted as the award of a NACE institute Certification.

NACE® INTERNATIONAL

360 TRAINING™

CERTIFICATE OF COMPLETION

This certifies that

Codi Pilcher

is awarded this certificate for

OSHA 30 Hour Outreach Training Program - Construction

CEUs	Credit Hours	Completion Date
3.0	30.00	08/22/2023

ACCREDITED IACET PROVIDER

Jason Cole, Trainer C 26-0113289 and G 26-0083906

"As an OSHA Outreach Training Program trainer, I affirm that I have conducted this OSHA Outreach Training Program training class in accordance with OSHA Outreach Training Program requirements. I will document this class to my OSHA Authorizing Training Organization. Upon successful review of my documentation, I will provide each student their course completion card within 90 calendar days of the end of the class."

"As an IACET Accredited Provider, 360training.com, Inc. offers IACET CEUs for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard."

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | 877.881.2235 | www.360training.com

An official website of the United States government Here's how you know

My Company Profile

Company Information

Company Name
Razorback LLC

Doing Business As (DBA) Name

Company ID
1627541

Enrollment Date
Jan 13, 2021

Employer Identification Number (EIN)
263447303

Unique Entity Identifier (UEI)

DUNS Number
057946214

Total Number of Employees
20 to 99

NAICS Code
236

Sector
Construction

Subsector
Construction of Buildings

Edit Company Information

Employer Category

Employer Category
Federal Contractor without FAR E-Verify Clause

Edit Employer Category

Company Addresses

Physical Address
177 Anclote Road
Tarpon Springs, FL 34689

Mailing Address
Same as Physical Address

Edit Company Addresses

Hiring Sites

Number of Sites
1

Edit Hiring Sites

Company Access and MOU

My Company is Configured to:
Verify Its Own Employees

Memorandum of Understanding
View Current MOU

Department of State / Division of Corporations / Search Records / Search by Entity Name /

Detail by Entity Name

Florida Limited Liability Company
RAZORBACK LLC

Filing Information

Document Number	L08000089307
FEI/EIN Number	26-3447303
Date Filed	09/18/2008
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	02/22/2011

Principal Address

177 Anclote Road
TARPON SPRINGS, FL 34689

Changed: 02/08/2021

Mailing Address

177 Anclote Road
TARPON SPRINGS, FL 34689

Changed: 02/08/2021

Registered Agent Name & Address

HOULLIS, ANTHONY M
276 KNOLLWOOD ROAD
TARPON SPRINGS, FL 34688

Authorized Person(s) Detail

Name & Address

Title MGRM

HOULLIS, ANTHONY M
276 KNOLLWOOD ROAD
TARPON SPRINGS, FL 34688

Annual Reports

Report Year	Filed Date
2022	01/26/2022

2023	01/23/2023
2024	02/08/2024

Document Images

02/08/2024 -- ANNUAL REPORT	View image in PDF format
01/23/2023 -- ANNUAL REPORT	View image in PDF format
01/26/2022 -- ANNUAL REPORT	View image in PDF format
02/08/2021 -- ANNUAL REPORT	View image in PDF format
01/21/2020 -- ANNUAL REPORT	View image in PDF format
02/21/2019 -- ANNUAL REPORT	View image in PDF format
01/15/2018 -- ANNUAL REPORT	View image in PDF format
04/05/2017 -- ANNUAL REPORT	View image in PDF format
02/01/2016 -- ANNUAL REPORT	View image in PDF format
01/11/2015 -- ANNUAL REPORT	View image in PDF format
01/16/2014 -- ANNUAL REPORT	View image in PDF format
01/18/2013 -- ANNUAL REPORT	View image in PDF format
01/05/2012 -- ANNUAL REPORT	View image in PDF format
02/22/2011 -- REINSTATEMENT	View image in PDF format
03/04/2009 -- ANNUAL REPORT	View image in PDF format
09/18/2008 -- Florida Limited Liability	View image in PDF format

Florida Department of State, Division of Corporations

BID TABULATION

COMPANY NAME	City of Mary Esther
PROJECT NAME	WELL 3 GROUND STORAGE TANK REHABILITATION
LOCATION	25 Mary Esther Dr
ARCHITECT	N/A
BID DATE	7/5/2024
PROJECT NO.	2024-03

BID QUANTITIES					ENGINEER'S ESTIMATE		Pittsburg Tank & Tower Group		US Tank		MPC		Viking Industrial Painting		Razorback LLC	
ADRESS							PO Box 1849; Henderson, KY 42419		PO Box 754; Chipley, FL 32428		1884 Prospect Rd; New London, OH 44851		10905 Harrison Street; La Vista, NE 68128		177 Anclote Road; Tarpon Springs, FL 34689	
REF NO.	BID ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	UNIT AMOUNT	BID	UNIT AMOUNT	BID	UNIT AMOUNT	BID	UNIT AMOUNT	BID	UNIT AMOUNT	BID	UNIT AMOUNT	BID
2024-03	1.000	Well 3 Ground Storage Tank Rehabilitation				$ -	1	$ 32,390.00	1	$ 41,834.00	1	$ 55,500.00	1	$ 89,500.00	1	$ 73,200.00
TOTAL BASE BID					$	-	$	32,390.00	$	41,834.00	$	55,500.00	$	89,500.00	$	73,200.00
TAX			0.00%		$	-	$	-	$	-	$	-	$	-	$	-
TOTAL BID AMOUNT					$	-	$	32,390.00	$	41,834.00	$	55,500.00	$	89,500.00	$	73,200.00