



**Agenda  
Special Meeting  
of the Mary Esther City Council  
September 24, 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. FY 2025 BUDGET HEARING**
  - 6.1. Staff Presentation**
  - 6.2. Public Comment**
  - 6.3. Second Reading of Ordinance 2024-04, Establishing the FY 2025 Millage Rate**
  - 6.4. Reading of Resolution 24-07, Adopting the FY 2025 Budget**
- 7. NEW BUSINESS**
  - 7.1. Reading of Resolution 24-08, Amending the Comprehensive, Fee, Fine and Revenue Schedule**
  - 7.2. Consideration of FY 2025 Pay Schedule**
  - 7.3. City Float Discussion**
- 8. 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](http://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.

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**TO:** Honorable Mayor and Members of the City Council

**FROM:** Heather Day, Finance Director

**DATE:** September 24, 2024

**SUBJECT:** Staff Presentation

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**BACKGROUND:**

On Wednesday, September 4th, the City Council held the initial public hearing required under Florida Statute 200.065(2) to adopt the FY 2025 millage rate and budget. A second hearing will be necessary to finalize the process. During the final hearing, the Council will review the percentage increase in the millage rate compared to the rolled-back rate, then adopt the millage rate followed by a separate vote to adopt the budget.

**DISCUSSION:**

The proposed operating millage rate to be levied is 5.0261 mills, which represents a 5.45% increase over the rolled-back rate of 4.7665 mills.

**FINANCIAL IMPACT:**

The budget is based on the current millage rate of 5.0261 and includes a 5% increase in utility rates. Total budgeted expenses for fiscal year 2025 amount to \$14,593,403.

**RECOMMENDATION:**

The City Council shall review the attached tentative budget and hold a final public hearing on both the proposed millage rate and the tentative budget. The final millage rate and budget must be adopted at this time.

**ATTACHMENT(S):**

# AGENDA ITEM

Agenda Item 6.3.

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**TO:** Honorable Mayor and Members of the City Council

**FROM:** Heather Day, Finance Director

**DATE:** September 24, 2024

**SUBJECT:** Second Reading of Ordinance 2024-04, Establishing the FY 2025 Millage Rate

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**BACKGROUND:**

Within fifteen (15) days of the tentative millage hearing, the City is required to advertise its intent to adopt the final millage. The public hearing to adopt the final millage must take place two to five days after the advertisement is published, in accordance with Florida Statute 200.065(2).

**DISCUSSION:**

The first reading of Ordinance 2024-04 was approved during the September 4th, 2024 budget hearing. A second budget hearing is required to approve the second reading of Ordinance 2024-04 and to adopt the final millage rate and budget for FY 2025.

**FINANCIAL IMPACT:**

The millage rate remains unchanged from the previous year at 5.0261 mills. Any increase in ad valorem revenues will be based on property values as assessed by the Okaloosa County Property Appraiser.

**RECOMMENDATION:**

Motion to approve the second reading of Ordinance 2024-04, setting the FY 2025 millage rate at 5.0261 mills.

**ATTACHMENT(S):**

1. Millage Rate Ordinance 2024-04

**ORDINANCE 2024-04**

**AN ORDINANCE OF THE CITY OF MARY ESTHER, IN OKALOOSA COUNTY, FLORIDA, ADOPTING AN AD VALOREM TAX MILLAGE RATE OF 5.0261 MILLS FOR THE 2024-2025 TAXABLE YEAR; AND PROVIDING FOR AN EFFECTIVE DATE.**

*WHEREAS*, the Tax Appraiser of Okaloosa County, Florida has certified an Ad Valorem Tax Millage of 5.0261 and the City of Mary Esther will set its millage above the roll back rate to equal 5.0261 based upon a gross taxable value of \$464,079,185 which would produce a revenue of \$2,332,508; and

*WHEREAS*, the current year rolled-back rate is 4.7665 mills as listed on the Certification of Taxable Value, DR-420 line 16; and

*WHEREAS*, the FY 2024-25 operating millage rate is 5.0261 mills, which is greater than the roll back rate of 4.7665 mills by 5.45%; and

*WHEREAS*, the City Council of the City of Mary Esther, Florida has determined an Ad Valorem Tax Millage Rate of 5.0261 based upon a gross taxable value of \$464,079,185 would produce a revenue of \$2,332,508; and

*WHEREAS*, the City Council of the City of Mary Esther, Florida has further determined that the Ad Valorem Tax Millage Rate of 5.0261 will be sufficient to meet the reasonable minimal budgetary requirements of the City of Mary Esther, Florida for FY 2024-25; and

*WHEREAS*, the approval and adoption of the same is necessary for the health, welfare, and general benefit 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:

**SECTION I: Tax Rate Levied.**

There is hereby levied an Ad Valorem Tax Millage Rate of 5.0261 mils on the non-exempt taxable property in the City of Mary Esther, Florida, provided, however, that in the event the Tax Assessor of Okaloosa County, Florida, shall change the aforesaid assessed valuation of the non-exempt property in the City of Mary Esther, that the City Manager is hereby authorized to change the said millage rate accordingly in a pro-rata manner so as to achieve Ad Valorem Tax Revenues of the aforesaid sum of \$2,332,508.

**SECTION II: Conflict**

This Ordinance shall prevail over all prior Ordinances or parts thereof in conflict herewith and are hereby repealed to the extent of such conflict.

**SECTION III: Effective Date.**

This Ordinance shall take effect immediately upon its passage and adoption according to the law.

*SO DONE* this \_\_\_\_ day of \_\_\_\_\_ 2024.

By: \_\_\_\_\_

Chris Stein, Mayor

ATTEST:

\_\_\_\_\_  
Dillon Morris  
City Clerk

First Reading: 9/4/24

Published:

Second Reading: 9/24/24

Time adopted: \_\_\_\_\_

**RESOLUTION 24-07**

**A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, ADOPTING THE BUDGET FOR THE CITY OF MARY ESTHER FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2024; APPROVING AND AFFIRMING THE APPROPRIATIONS SET FORTH IN SAID BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.**

*WHEREAS*, the City Council of the City of Mary Esther, Florida, has held public hearings on September 4th and 24th, 2024, on the proposed budget for the Fiscal Year commencing October 1, 2024, and ending September 30, 2025, which shall be \$14,593,403; and

*WHEREAS*, the immediate approval and adoption of the same is necessary for the health, welfare, and general benefit of the citizens of the City; and

*NOW THEREFORE, BE IT RESOLVED* by the City Council of the City of Mary Esther, Florida that:

**SECTION I: Budget.**

The budget for the Fiscal Year commencing October 1, 2024, for the City of Mary Esther, Florida, which is attached hereto, incorporated by reference, and made a part hereof, is hereby officially adopted. The appropriations set forth in said budget are hereby approved, adopted, and confirmed.

**SECTION II: Effective Date.**

This Resolution shall take effect immediately upon its passage and adoption pursuant to law.

*SO DONE* this 24<sup>th</sup> day of September 2024.

By: \_\_\_\_\_  
Chris Stein, Mayor

ATTEST:

\_\_\_\_\_  
Dillon Morris  
City Clerk

Time Adopted: \_\_\_\_\_

September 4, 2024

**Dear Mayor, Council and Citizens of Mary Esther:**

I am pleased to present the Fiscal Year (FY) 2025 Budget for the City of Mary Esther, Florida. This budget has been thoughtfully prepared to facilitate the implementation of City Council priorities and the ongoing provision of services to Mary Esther residents. Total planned expenditures for FY 2025 are \$14,593,403.

**Key Policy Issues**

Staff identified several key policy issues to be addressed in the 2025 Budget. These were developed to take a broader look at the implications of the funding for the proposed and subsequent budget years. The following points summarize these issues:

- **Maintaining the current property tax rate.** The City of Mary Esther has a property tax rate of \$5.0261 per \$1,000 in taxable value. This rate has remained unchanged since FY 2020 and is near the median for municipalities within Okaloosa County.
- **Maintaining financial stability.** In FY 2022, the City Council established a goal to hold at least 50% of budgeted operating expenditures in reserve for contingencies. For FY 2025, the General Fund balance is projected at \$5,608,946 or 118%, with the Utilities Fund at \$3,919,498 or 128% of operating expenditures.
- **Investing in infrastructure.** The budget allocates \$6,732,779 for major infrastructure projects, including renovating the new City Hall, rehabilitation of Ray’s Stormwater Pond, rehabilitation of the Azalea Park Neighborhood Infrastructure, and repaving sections of the Mary Esther Manor Neighborhood.

**Economic Outlook**

On August 19, 2024, the Florida Legislature Office of Economic and Demographic Research published a report with a positive outlook for the state FY 2025 (July 1, 2024 – June 30, 2025). The gross domestic product (GDP) is expected to grow by 4.5% during this period. However, other factors, such as an increasing unemployment rate (2.9-3.3% July year-over-year) and slowing population growth, may constrain growth as we move closer to FY 2026, with projected GDP growth of 2.1%.

**Opportunities and Challenges**

As we look toward the next budget year, there are several notable opportunities and challenges facing our community:

- **Economic Development.** Two approved major projects have yet to break ground, including the second phase of the Renaissance Apartments and the Santa Rosa Hotel. Staff

will work with these developers and others to identify potential roadblocks and other resources to move projects forward and advance the goals of the adopted Community Vision.

- **Infrastructure Funding.** During the COVID-19 period, there was a significant increase in federal funding for infrastructure. These resources have been used on several large projects, including the Springdale Neighborhood Infrastructure Project, Water Well #1, and pending Ray's Pond Rehabilitation. The grant environment is anticipated to be more competitive, so we must be strategic in our selection process.

### **Level of Service**

The goal during the budget process is to improve services within our budget constraints each year. For FY 2025, the following service enhancements are proposed:

- **Park Safety and Accessibility.** The Public Works Department Parks Division conducted a safety evaluation of parks this past spring. A multi-year plan was developed to address ADA, playground, and other safety improvements. This budget includes \$30,000 for North Bryn Mawr Park and \$42,000 for Elliott Park.
- **Street Maintenance.** The Public Works Department Streets Division has developed a five-year program to maintain and enhance our neighborhood streets. This budget year includes \$100,000 to repave sections of Elliott Road and Brian Circle and perform preventive treatments throughout the Mary Esther Manor Neighborhood. An additional \$70,000 is budgeted for supporting equipment.

### **Conclusion**

This next budget year should be full of opportunities with enhanced programs, services, and needed infrastructure improvements. Our budget document will also continue to evolve, becoming more of a tool to evaluate program performance. Through this culture of innovation and hard work, we will provide the highest level of service at the lowest possible cost to the citizens of Mary Esther.

### **Acknowledgements**

The services we provide are only as good as the people we have working with us. We have a very dedicated and experienced workforce. On behalf of all our employees, we would like to express our appreciation and gratitude to the Mayor and City Council for their service to the Mary Esther community. We look forward to implementing the Fiscal Year 2025 Budget within the established parameters.

Respectfully submitted,

Jared Cobb  
City Manager



# **Annual Operating Budget**

## **Fiscal Year 2025**

## Financial Summaries

**Financial Summaries**  
**General Fund**

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<b>OPERATING BUDGET SUMMARY, GENERAL FUND</b>			
	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
REVENUES	11,822,065	10,468,108	6,537,034
LESS ONE-TIME REVENUES	7,554,259	5,903,349	1,808,738
<b>RECURRING REVENUES</b>	<b>4,267,806</b>	<b>4,564,759</b>	<b>4,728,296</b>
EXPENDITURES	14,154,732	9,023,845	9,068,555
LESS ONE-TIME EXPENDITURES	9,926,818	5,060,525	4,347,840
<b>RECURRING EXPENDITURES</b>	<b>4,227,914</b>	<b>3,963,321</b>	<b>4,720,715</b>
<b>STRUCTURAL SURPLUS/(DEFICIT)</b>	<b>39,892</b>	<b>601,439</b>	<b>7,581</b>

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

<b>GENERAL FUND SUMMARY, BY PROGRAM</b>						
	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>BEGINNING BALANCE</b>	<b>4,174,045</b>	<b>5,207,783</b>	<b>5,980,722</b>	<b>6,728,205</b>	<b>6,728,205</b>	<b>8,172,468</b>
<b>REVENUES</b>						
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	1,448,092
<b>TOTAL REVENUES</b>	<b>4,209,917</b>	<b>3,865,310</b>	<b>4,847,135</b>	<b>11,822,065</b>	<b>10,468,108</b>	<b>6,537,034</b>
<b>EXPENDITURES</b>						
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	1,346,817
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
<b>TOTAL EXPENDITURES</b>	<b>3,177,704</b>	<b>3,093,833</b>	<b>4,077,917</b>	<b>14,154,732</b>	<b>9,023,845</b>	<b>9,068,555</b>
<b>RESTRICTED RESERVES</b>						
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	1,813,711
<b>TOTAL RESTRICTED RESERVES</b>	<b>1,354,984</b>	<b>1,644,194</b>	<b>2,640,452</b>	<b>3,132,104</b>	<b>2,862,578</b>	<b>1,848,711</b>
<b>ENDING UNASSIGNED BALANCE</b>	<b>3,851,274</b>	<b>4,335,066</b>	<b>4,086,373</b>	<b>1,263,433</b>	<b>5,309,889</b>	<b>3,792,235</b>

# Financial Summaries

## General Fund

<b>GENERAL FUND SUMMARY, BY OBJECT</b>						
	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>BEGINNING BALANCE</b>	<b>4,174,043</b>	<b>5,207,782</b>	<b>5,980,722</b>	<b>6,728,205</b>	<b>6,728,205</b>	<b>8,172,468</b>
<b>REVENUES</b>						
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	1,448,092
<b>TOTAL REVENUES</b>	<b>4,209,917</b>	<b>3,865,310</b>	<b>4,847,135</b>	<b>11,822,065</b>	<b>10,468,108</b>	<b>6,537,034</b>
<b>EXPENDITURES</b>						
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	2,700,231
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
<b>TOTAL EXPENDITURES</b>	<b>3,177,704</b>	<b>3,093,833</b>	<b>4,077,917</b>	<b>14,154,732</b>	<b>9,023,845</b>	<b>9,068,555</b>
<b>RESTRICTED RESERVES</b>						
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	1,813,711
<b>TOTAL RESTRICTED RESERVES</b>	<b>1,354,984</b>	<b>1,644,194</b>	<b>2,640,452</b>	<b>3,131,204</b>	<b>2,861,678</b>	<b>1,848,711</b>
<b>ENDING UNASSIGNED FUND BALANCE</b>	<b>3,852,798</b>	<b>4,336,525</b>	<b>4,086,373</b>	<b>1,264,333</b>	<b>5,310,790</b>	<b>3,792,235</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>00</b>	<b>NONDEPARTMENTAL</b>
<b>300000</b>	<b>REVENUES</b>

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>	
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>	
<b>REVENUES</b>							
<b>TAXES</b>							
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
	<b>SUBTOTAL TAXES</b>	<b>2,473,815</b>	<b>2,597,043</b>	<b>3,266,689</b>	<b>3,103,867</b>	<b>3,085,044</b>	<b>3,631,983</b>
<b>LICENSES &amp; PERMITS</b>							
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
	<b>SUBTOTAL LICENSES &amp; PERMITS</b>	<b>247,883</b>	<b>275,034</b>	<b>261,214</b>	<b>321,000</b>	<b>365,998</b>	<b>331,500</b>
<b>INTERGOVERNMENTAL</b>							
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
	<b>SUBTOTAL INTERGOVERNMENTAL</b>	<b>1,029,451</b>	<b>823,804</b>	<b>795,941</b>	<b>682,500</b>	<b>877,336</b>	<b>776,500</b>
<b>CHARGES FOR SERVICES</b>							
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	-

<b>001 GENERAL FUND</b>							
<b>00 NONDEPARTMENTAL</b>							
<b>300000 REVENUES</b>							
		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
347210	IMPACT FEE - PARKS & RECREATION	450	600	150	-	-	-
349100	LIEN SEARCH FEES	2,340	2,372	2,085	1,000	1,500	1,500
	<b>SUBTOTAL CHARGES FOR SERVICES</b>	<b>373,104</b>	<b>77,984</b>	<b>34,846</b>	<b>33,439</b>	<b>40,002</b>	<b>67,459</b>
<b>FINES &amp; FORFEITURES</b>							
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
	<b>SUBTOTAL FINES &amp; FORFEITURES</b>	<b>19,369</b>	<b>7,828</b>	<b>41,017</b>	<b>7,000</b>	<b>14,027</b>	<b>10,000</b>
<b>MISCELLANEOUS</b>							
361100	INTEREST INCOME	17,273	23,060	255,022	120,000	350,000	250,000
361300	NET INCREASE (DECREASE) IN FAIR VALU	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	-
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>61,296</b>	<b>42,237</b>	<b>260,806</b>	<b>137,870</b>	<b>363,374</b>	<b>271,500</b>
<b>OTHER SOURCES</b>							
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	505,000
	<b>SUBTOTAL OTHER SOURCES</b>	<b>5,000</b>	<b>41,380</b>	<b>186,622</b>	<b>7,536,389</b>	<b>5,722,326</b>	<b>1,448,092</b>
	<b>TOTAL REVENUES</b>	<b>4,209,917</b>	<b>3,865,310</b>	<b>4,847,135</b>	<b>11,822,065</b>	<b>10,468,108</b>	<b>6,537,034</b>

## Financial Summaries

### General Fund

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#### 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**

<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
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	-
<b>TOTAL REQUIREMENTS</b>	<b>81,730</b>	<b>58,740</b>	<b>49,022</b>	<b>73,675</b>	<b>69,209</b>	<b>67,247</b>

#### **Work Plan**

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

<b>001</b>	<b>GENERAL FUND</b>
<b>11</b>	<b>MAYOR AND CITY COUNCIL</b>
<b>51100</b>	<b>LEGISLATIVE</b>

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

## Financial Summaries

### General Fund

#### 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**

<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
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	-	-
<b>TOTAL REQUIREMENTS</b>	<b>133,138</b>	<b>99,111</b>	<b>97,118</b>	<b>235,707</b>	<b>224,510</b>	<b>254,364</b>

#### **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**

<b>POSITION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2025 BUDGET</b>
CITY MANAGER	0.60	0.50	0.50	0.90	0.90
ADMINISTRATIVE COORDINATOR	0.00	0.00	0.50	0.80	0.80
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>0.60</b>	<b>0.50</b>	<b>1.00</b>	<b>1.70</b>	<b>1.70</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>12</b>	<b>CITY MANAGER</b>
<b>51200</b>	<b>EXECUTIVE</b>

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

**Financial Summaries**  
**General Fund**

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**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.

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

<b>001</b>	<b>GENERAL FUND</b>
<b>14</b>	<b>CITY ATTORNEY</b>
<b>51400</b>	<b>LEGAL</b>

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<b>EXPENDITURES</b>						
<b>OPERATING EXPENSES</b>						
3111	LEGAL COUNSEL	50,538	34,841	41,426	70,000	65,000
	<b>SUBTOTAL OPERATING EXPENSES</b>	<b>50,538</b>	<b>34,841</b>	<b>41,426</b>	<b>70,000</b>	<b>65,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>50,538</b>	<b>34,841</b>	<b>41,426</b>	<b>70,000</b>	<b>65,000</b>

## Financial Summaries

### General Fund

#### 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.

<b>EXPENDITURE SUMMARY</b>						
<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
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
<b>TOTAL REQUIREMENTS</b>	<b>152,381</b>	<b>139,729</b>	<b>97,979</b>	<b>112,904</b>	<b>101,841</b>	<b>126,944</b>

#### 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.

<b>PERSONAL SERVICES</b>					
<b>POSITION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2025 BUDGET</b>
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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>16</b>	<b>CITY CLERK</b>
<b>51600</b>	<b>CITY CLERK</b>

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>	
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>	
<b>EXPENDITURES</b>							
<b>PERSONAL SERVICES</b>							
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
	<b>SUBTOTAL PERSONAL SERVICES</b>	<b>139,151</b>	<b>129,433</b>	<b>85,096</b>	<b>89,649</b>	<b>78,184</b>	<b>111,794</b>
<b>OPERATING EXPENSES</b>							
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
	<b>SUBTOTAL OPERATING EXPENSES</b>	<b>13,229</b>	<b>10,296</b>	<b>12,883</b>	<b>21,755</b>	<b>21,755</b>	<b>14,150</b>
<b>CAPITAL OUTLAY</b>							
6400	COMPUTER SOFTWARE & EQUIPMENT	-	-	-	-	-	-
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	1,500	1,902	1,000
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>1,902</b>	<b>1,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>152,381</b>	<b>139,729</b>	<b>97,979</b>	<b>112,904</b>	<b>101,841</b>	<b>126,944</b>

## Financial Summaries

### General Fund

#### 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	-	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>280,326</b>	<b>92,262</b>	<b>97,675</b>	<b>128,835</b>	<b>128,639</b>	<b>134,534</b>

#### 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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>3.00</b>	<b>3.50</b>	<b>2.50</b>	<b>0.70</b>	<b>0.70</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>13</b>	<b>ADMINISTRATIVE SERVICES</b>
<b>51300</b>	<b>FINANCE</b>

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>	
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>	
<b>EXPENDITURES</b>							
<b>PERSONAL SERVICES</b>							
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
	<b>SUBTOTAL PERSONAL SERVICES</b>	<b>254,096</b>	<b>67,978</b>	<b>70,284</b>	<b>91,450</b>	<b>93,240</b>	<b>95,879</b>
<b>OPERATING EXPENSES</b>							
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
	<b>SUBTOTAL OPERATING EXPENSES</b>	<b>24,439</b>	<b>24,284</b>	<b>27,391</b>	<b>37,385</b>	<b>35,399</b>	<b>38,655</b>
<b>CAPITAL OUTLAY</b>							
6400	COMPUTER SOFTWARE & EQUIPMENT	1,791	-	-	-	-	-
6411	OFFICE EQUIP/FURNITURE	-	-	-	-	-	-
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>1,791</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>280,326</b>	<b>92,262</b>	<b>97,675</b>	<b>128,835</b>	<b>128,639</b>	<b>134,534</b>

## Financial Summaries

### General Fund

#### 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**

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

#### **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**

<b>POSITION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2025 BUDGET</b>
ADMINISTRATIVE COORDINATOR	0.00	0.00	0.50	0.20	0.20
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	<b>0.20</b>	<b>0.20</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>13</b>	<b>ADMINISTRATIVE SERVICES</b>
<b>51310</b>	<b>HUMAN RESOURCES</b>

		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>EXPENDITURES</b>							
<b>PERSONAL SERVICES</b>							
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
	<b>SUBTOTAL PERSONAL SERVICES</b>	-	<b>17,770</b>	<b>13,757</b>	<b>21,032</b>	<b>21,032</b>	<b>24,680</b>
<b>OPERATING EXPENSES</b>							
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	-	-	-	-	-	-
	<b>SUBTOTAL OPERATING EXPENSES</b>	-	<b>26,120</b>	<b>26,954</b>	<b>52,700</b>	<b>54,152</b>	<b>58,400</b>
<b>CAPITAL OUTLAY</b>							
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	-	-	-
	<b>SUBTOTAL CAPITAL OUTLAY</b>	-	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	-	<b>43,890</b>	<b>40,711</b>	<b>73,732</b>	<b>75,184</b>	<b>83,080</b>

## Financial Summaries

### General Fund

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#### 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.

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

#### **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.

<b>001</b>	<b>GENERAL FUND</b>
<b>13</b>	<b>ADMINISTRATIVE SERVICES</b>
<b>51610</b>	<b>INFORMATION TECHNOLOGY</b>

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED	
<b>EXPENDITURES</b>							
<b>OPERATING EXPENSES</b>							
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	-	-	-	-
	<b>SUBTOTAL OPERATING EXPENSES</b>	-	<b>97,135</b>	<b>120,681</b>	<b>155,294</b>	<b>156,093</b>	<b>141,804</b>
<b>CAPITAL OUTLAY</b>							
6400	COMPUTER SOFTWARE & EQUIPMENT	-	29,794	29,819	8,000	8,000	42,500
	<b>SUBTOTAL CAPITAL OUTLAY</b>	-	<b>29,794</b>	<b>29,819</b>	<b>8,000</b>	<b>8,000</b>	<b>42,500</b>
	<b>TOTAL EXPENDITURES</b>	-	<b>126,928</b>	<b>150,500</b>	<b>163,294</b>	<b>164,093</b>	<b>184,304</b>

## Financial Summaries

### General Fund

#### 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
<b>TOTAL REQUIREMENTS</b>	<b>2,200</b>	<b>150,665</b>	<b>146,959</b>	<b>123,972</b>	<b>115,862</b>	<b>241,557</b>

#### 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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>0.00</b>	<b>0.90</b>	<b>0.90</b>	<b>1.40</b>	<b>1.40</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>30</b>	<b>COMMUNITY DEVELOPMENT</b>
<b>51500</b>	<b>PLANNING AND ZONING</b>

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

## Financial Summaries

### General Fund

#### 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**

<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
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	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>147,339</b>	<b>105,359</b>	<b>53,000</b>	<b>84,986</b>	<b>75,398</b>	<b>90,816</b>

#### **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**

<b>POSITION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2025 BUDGET</b>
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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>2.00</b>	<b>1.40</b>	<b>0.70</b>	<b>0.80</b>	<b>0.80</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>30</b>	<b>COMMUNITY DEVELOPMENT</b>
<b>52400</b>	<b>CODE COMPLIANCE</b>

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>	
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>	
<b>EXPENDITURES</b>							
<b>PERSONAL SERVICES</b>							
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
	<b>SUBTOTAL PERSONAL SERVICES</b>	<b>136,589</b>	<b>99,256</b>	<b>49,586</b>	<b>78,184</b>	<b>69,030</b>	<b>84,326</b>
<b>OPERATING EXPENSES</b>							
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
	<b>SUBTOTAL OPERATING EXPENSES</b>	<b>6,752</b>	<b>4,404</b>	<b>3,414</b>	<b>6,802</b>	<b>6,368</b>	<b>6,490</b>
<b>CAPITAL OUTLAY</b>							
6207	VEHICLE PICKUP	-	-	-	-	-	-
6400	COMPUTER SOFTWARE & EQUIPMENT	3,998	-	-	-	-	-
6405	OFFICE MACHINERY & EQUIPMENT	-	1,699	-	-	-	-
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>3,998</b>	<b>1,699</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>147,339</b>	<b>105,359</b>	<b>53,000</b>	<b>84,986</b>	<b>75,398</b>	<b>90,816</b>

## Financial Summaries

### General Fund

#### **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**

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

#### **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**

<b>POSITION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2025 BUDGET</b>
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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>0.00</b>	<b>0.70</b>	<b>0.60</b>	<b>0.80</b>	<b>0.80</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>30</b>	<b>COMMUNITY DEVELOPMENT</b>
<b>52410</b>	<b>BUILDING</b>

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<b>EXPENDITURES</b>							
<b>PERSONAL SERVICES</b>							
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
	<b>SUBTOTAL PERSONAL SERVICES</b>	-	<b>27,788</b>	<b>33,773</b>	<b>57,973</b>	<b>52,037</b>	<b>72,367</b>
<b>OPERATING EXPENSES</b>							
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	-
	<b>SUBTOTAL OPERATING EXPENSES</b>	-	<b>4,352</b>	-	<b>82,000</b>	<b>2,000</b>	<b>81,290</b>
	<b>TOTAL EXPENDITURES</b>	-	<b>32,141</b>	<b>33,773</b>	<b>139,973</b>	<b>54,037</b>	<b>153,657</b>

**Financial Summaries**  
**General Fund**

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**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.

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

<b>001</b>	<b>GENERAL FUND</b>
<b>30</b>	<b>COMMUNITY DEVELOPMENT</b>
<b>56200</b>	<b>ANIMAL CONTROL</b>

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<b>EXPENDITURES</b>						
<b>OPERATING EXPENSES</b>						
3410 ANIMAL CONTROL	-	-	-	5,000	-	5,000
<b>SUBTOTAL OPERATING EXPENSES</b>	-	-	-	<b>5,000</b>	-	<b>5,000</b>
<b>TOTAL EXPENDITURES</b>	-	-	-	<b>5,000</b>	-	<b>5,000</b>

**Financial Summaries**  
**General Fund**

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**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.

<b>EXPENDITURE SUMMARY</b>						
<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
OPERATING EXPENSES	218,240	230,804	252,025	285,334	274,040	310,788
<b>TOTAL REQUIREMENTS</b>	<b>218,240</b>	<b>230,804</b>	<b>252,025</b>	<b>285,334</b>	<b>274,040</b>	<b>310,788</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>20</b>	<b>PUBLIC SAFETY</b>
<b>52100</b>	<b>LAW ENFORCEMENT</b>

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b><u>EXPENDITURES</u></b>						
<b>OPERATING EXPENSES</b>						
3405 CONTRACT FOR SERVICES	218,240	230,804	252,025	285,334	274,040	310,788
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>218,240</b>	<b>230,804</b>	<b>252,025</b>	<b>285,334</b>	<b>274,040</b>	<b>310,788</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b>218,240</b>	<b>230,804</b>	<b>252,025</b>	<b>285,334</b>	<b>274,040</b>	<b>310,788</b>

**Financial Summaries**  
**General Fund**

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**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.

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

<b>001</b>	<b>GENERAL FUND</b>
<b>20</b>	<b>PUBLIC SAFETY</b>
<b>52200</b>	<b>FIRE</b>

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
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	-	-	-	-	-
	<b>SUBTOTAL PERSONAL SERVICES</b>	-	-	-	-	-
<b>OPERATING EXPENSES</b>						
3130	MEDICAL SERVICES	-	-	-	-	-
3405	CONTRACT FOR SERVICES	1,015,236	1,046,885	1,079,498	1,113,088	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	-	-	-	-	-
	<b>SUBTOTAL OPERATING EXPENSES</b>	<b>1,018,354</b>	<b>1,047,067</b>	<b>1,079,679</b>	<b>1,113,088</b>	<b>1,147,687</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>20</b>	<b>PUBLIC SAFETY</b>
<b>52200</b>	<b>FIRE</b>

**CAPITAL OUTLAY**

6430	BUILDING IMPROVEMENTS	-	-	-	-	-	-
6460	SAFETY EQUIPMENT	-	-	-	-	-	-
	<b>SUBTOTAL CAPITAL OUTLAY</b>	-	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>1,018,354</b>	<b>1,047,067</b>	<b>1,079,679</b>	<b>1,113,088</b>	<b>1,113,089</b>	<b>1,147,687</b>

## Financial Summaries

### General Fund

#### 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.

<b>EXPENDITURE SUMMARY</b>						
<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
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	-	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>364,204</b>	<b>354,783</b>	<b>391,368</b>	<b>465,299</b>	<b>441,459</b>	<b>508,734</b>

#### 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.

<b>PERSONAL SERVICES</b>					
<b>POSITION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2025 BUDGET</b>
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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>71</b>	<b>LIBRARY</b>
<b>57100</b>	<b>LIBRARY</b>

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

## Financial Summaries

### General Fund

#### 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.

<b>EXPENDITURE SUMMARY</b>						
<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
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
<b>TOTAL REQUIREMENTS</b>	<b>-</b>	<b>120,261</b>	<b>133,305</b>	<b>3,305,164</b>	<b>2,735,583</b>	<b>1,058,044</b>

#### **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.

<b>PERSONAL SERVICES</b>					
<b>POSITION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2025 BUDGET</b>
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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>0.00</b>	<b>0.40</b>	<b>0.40</b>	<b>1.30</b>	<b>1.30</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>50</b>	<b>PUBLIC WORKS</b>
<b>51910</b>	<b>FACILITIES</b>

		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>EXPENDITURES</b>							
<b>PERSONAL SERVICES</b>							
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
	<b>SUBTOTAL PERSONAL SERVICES</b>	-	<b>26,166</b>	<b>28,750</b>	<b>52,630</b>	<b>58,792</b>	<b>97,620</b>
<b>OPERATING EXPENSES</b>							
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
	<b>SUBTOTAL OPERATING EXPENSES</b>	-	<b>90,909</b>	<b>94,200</b>	<b>122,045</b>	<b>119,633</b>	<b>141,750</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>50</b>	<b>PUBLIC WORKS</b>
<b>51910</b>	<b>FACILITIES</b>

**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	-
	<b>SUBTOTAL CAPITAL OUTLAY</b>	-	<b>3,186</b>	<b>10,355</b>	<b>3,130,490</b>	<b>2,557,158</b>	<b>818,674</b>
	<b><u>TOTAL EXPENDITURES</u></b>	-	<b>120,261</b>	<b>133,305</b>	<b>3,305,164</b>	<b>2,735,583</b>	<b>1,058,044</b>

## Financial Summaries

### General Fund

#### 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.

<b>EXPENDITURE SUMMARY</b>						
<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
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
<b>TOTAL REQUIREMENTS</b>	<b>414,889</b>	<b>154,395</b>	<b>302,517</b>	<b>4,654,192</b>	<b>2,274,714</b>	<b>1,626,960</b>

#### **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.

<b>PERSONAL SERVICES</b>					
<b>POSITION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2025 BUDGET</b>
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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>3.00</b>	<b>0.80</b>	<b>0.80</b>	<b>1.60</b>	<b>1.60</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>50</b>	<b>PUBLIC WORKS</b>
<b>54100</b>	<b>STREETS</b>

		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>EXPENDITURES</b>							
<b>PERSONAL SERVICES</b>							
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
	<b>SUBTOTAL PERSONAL SERVICES</b>	<b>233,486</b>	<b>52,269</b>	<b>57,684</b>	<b>102,636</b>	<b>99,907</b>	<b>149,497</b>
<b>OPERATING EXPENSES</b>							
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 & M	12,207	-	-	-	-	10,500
4640	DOCKS, BOAT RAMPS, PIERS R & M	137	-	-	-	-	-
4642	TRAFFIC SIGNAL MAINTENANCE - CO	31,638	32,500	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTENANCE	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 & MEMBERSHIPS	18	-	68	100	100	500
	<b>SUBTOTAL OPERATING EXPENSES</b>	<b>172,232</b>	<b>102,126</b>	<b>139,266</b>	<b>138,256</b>	<b>137,944</b>	<b>196,600</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>50</b>	<b>PUBLIC WORKS</b>
<b>54100</b>	<b>STREETS</b>

**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
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>9,171</b>	<b>-</b>	<b>105,568</b>	<b>4,413,300</b>	<b>2,036,863</b>	<b>1,280,863</b>
	<b>TOTAL EXPENDITURES</b>	<b>414,889</b>	<b>154,395</b>	<b>302,517</b>	<b>4,654,192</b>	<b>2,274,714</b>	<b>1,626,960</b>

# Financial Summaries

## General Fund

### 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.

<b>EXPENDITURE SUMMARY</b>						
<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
PERSONAL SERVICES	-	130,577	147,156	341,080	339,380	221,617
OPERATING EXPENSES	-	17,228	65,864	167,742	151,281	205,100
CAPITAL OUTLAY	-	31,999	670,755	938,800	288,693	920,100
<b>TOTAL REQUIREMENTS</b>	<b>-</b>	<b>179,804</b>	<b>883,775</b>	<b>1,447,622</b>	<b>779,354</b>	<b>1,346,817</b>

### 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.

<b>PERSONAL SERVICES</b>					
<b>POSITION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2025 BUDGET</b>
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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>50</b>	<b>PUBLIC WORKS</b>
<b>57200</b>	<b>PARKS</b>

		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>EXPENDITURES</b>							
<b>PERSONAL SERVICES</b>							
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
	<b>SUBTOTAL PERSONAL SERVICES</b>	-	<b>130,577</b>	<b>147,156</b>	<b>341,080</b>	<b>339,380</b>	<b>221,617</b>
<b>OPERATING EXPENSES</b>							
3100	PROFESSIONAL SERVICES	-	-	24,002	3,478	3,478	100,000
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
	<b>SUBTOTAL OPERATING EXPENSES</b>	-	<b>17,228</b>	<b>65,864</b>	<b>167,742</b>	<b>151,281</b>	<b>205,100</b>
<b>CAPITAL OUTLAY</b>							
6210	BUILDINGS	-	-	-	-	-	-
6310	INFRASTRUCTURE	-	-	670,755	933,800	283,693	908,100
6410	MACHINERY & EQUIPMENT	-	31,999	-	5,000	5,000	12,000
	<b>SUBTOTAL CAPITAL OUTLAY</b>	-	<b>31,999</b>	<b>670,755</b>	<b>938,800</b>	<b>288,693</b>	<b>920,100</b>
	<b>TOTAL EXPENDITURES</b>	-	<b>179,804</b>	<b>883,775</b>	<b>1,447,622</b>	<b>779,354</b>	<b>1,346,817</b>

## Financial Summaries

### General Fund

#### 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
<b>TOTAL REQUIREMENTS</b>	<b>-</b>	<b>93,853</b>	<b>173,552</b>	<b>1,550,698</b>	<b>271,886</b>	<b>1,286,750</b>

#### 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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>0.00</b>	<b>0.80</b>	<b>0.80</b>	<b>1.60</b>	<b>1.60</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>50</b>	<b>PUBLIC WORKS</b>
<b>53800</b>	<b>STORMWATER</b>

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<b>EXPENDITURES</b>							
<b>PERSONAL SERVICES</b>							
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
	<b>SUBTOTAL PERSONAL SERVICES</b>	-	<b>52,269</b>	<b>57,498</b>	<b>92,787</b>	<b>88,527</b>	<b>149,497</b>
<b>OPERATING EXPENSES</b>							
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
	<b>SUBTOTAL OPERATING EXPENSES</b>	-	<b>5,204</b>	<b>17,683</b>	<b>28,183</b>	<b>17,883</b>	<b>32,550</b>
<b>CAPITAL OUTLAY</b>							
6310	INFRASTRUCTURE	-	36,380	98,371	1,429,728	165,476	1,104,703
6410	MACHINERY & EQUIPMENT	-	-	-	-	-	-
	<b>SUBTOTAL CAPITAL OUTLAY</b>	-	<b>36,380</b>	<b>98,371</b>	<b>1,429,728</b>	<b>165,476</b>	<b>1,104,703</b>
	<b>TOTAL EXPENDITURES</b>	-	<b>93,853</b>	<b>173,552</b>	<b>1,550,698</b>	<b>271,886</b>	<b>1,286,750</b>

**Financial Summaries**  
**General Fund**

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**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.

<b>EXPENDITURE SUMMARY</b>						
<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
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
<b>TOTAL REQUIREMENTS</b>	<b>312,840</b>	<b>26,238</b>	<b>46,307</b>	<b>116,757</b>	<b>55,949</b>	<b>376,274</b>

<b>001</b>	<b>GENERAL FUND</b>
<b>99</b>	<b>NONDEPARTMENTAL</b>
<b>51900</b>	<b>GENERAL GOVERNMENT</b>

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
2220	RETIRE	EMPLOYEE LIFE INSURANCE	516	-	-	-
2230	RETIRE	EMPLOYEE DENTAL INSURANCE	4,475	-	-	-
2510	UNEMPLOYMENT COMPENSATION	2,939	-	-	-	-
3130	MEDICAL SERVICES	850	-	-	-	-
	<b>SUBTOTAL PERSONAL SERVICES</b>	<b>8,779</b>	-	-	-	-
<b>OPERATING EXPENSES</b>						
4100	POSTAGE & SHIPPING	2,969	2,217	2,499	4,000	4,200
5110	OFFICE SUPPLIES	1,525	1,460	1,380	-	-
5410	BOOKS, PUBS, SUBS & MEMBS	285	494	369	900	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
5290	OPERATING SUPPLIES	433	-	-	-	-
5291	COVID-19	224	-	-	-	-
	<b>SUBTOTAL OPERATING EXPENSES</b>	<b>194,404</b>	<b>27,698</b>	<b>47,688</b>	<b>75,232</b>	<b>59,949</b>
<b>CAPITAL OUTLAY</b>						
6400	COMPUTER SOFTWARE & EQUIPMENT	3,998	-	-	-	-
6405	OFFICE MACHINERY & EQUIPMENT	2,935	-	-	-	-
6411	OFFICE EQUIP/FURNITURE	-	-	-	-	-
6430	BUILDING IMPROVEMENTS	4,250	-	-	-	-
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>11,183</b>	-	-	-	-

<b>001</b>	<b>GENERAL FUND</b>
<b>99</b>	<b>NONDEPARTMENTAL</b>
<b>51900</b>	<b>GENERAL GOVERNMENT</b>

**OTHER USES**

<b>7120</b>	LOAN DEBT PRINCIPAL	-	-	-	-	-	109,496
<b>7220</b>	LOAN DEBT INTEREST	-	-	-	-	-	200,738
<b>7301</b>	OTHER DEBT SERVICE	-	-	-	46,025	-	-
58100	INTERFUND TRANSFERS	100,000	-	-	-	-	-
	<b>SUBTOTAL OTHER USES</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>46,025</b>	<b>-</b>	<b>310,234</b>
	<b>TOTAL EXPENDITURES</b>	<b>314,366</b>	<b>27,698</b>	<b>47,688</b>	<b>121,257</b>	<b>59,949</b>	<b>376,274</b>

**Financial Summaries**  
**Utilities Fund**

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<b>OPERATING BUDGET SUMMARY, UTILITIES FUND</b>			
	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
REVENUES	8,035,762	4,662,666	5,727,764
LESS ONE-TIME REVENUES	4,664,305	1,286,447	2,292,064
<b>RECURRING REVENUES</b>	<b>3,371,457</b>	<b>3,376,219</b>	<b>3,435,700</b>
EXPENDITURES	7,897,082	4,873,452	5,604,701
LESS ONE-TIME EXPENDITURES	5,059,555	2,028,422	2,564,939
<b>RECURRING EXPENDITURES</b>	<b>2,837,527</b>	<b>2,845,030</b>	<b>3,039,762</b>
<b>SURPLUS/(DEFICIT)</b>	<b>533,930</b>	<b>531,189</b>	<b>395,938</b>

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

## Utilities Fund

### UTILITIES FUND SUMMARY, BY PROGRAM

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
<b>BEGINNING BALANCE</b>	<b>2,340,050</b>	<b>2,784,899</b>	<b>3,687,438</b>	<b>4,014,920</b>	<b>4,014,920</b>	<b>3,804,135</b>
<b>REVENUES</b>						
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
<b>TOTAL REVENUES</b>	<b>3,412,591</b>	<b>3,696,702</b>	<b>4,390,760</b>	<b>8,035,762</b>	<b>4,662,666</b>	<b>5,727,764</b>
<b>EXPENDITURES</b>						
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	227,654
<b>TOTAL EXPENDITURES</b>	<b>3,169,266</b>	<b>3,046,592</b>	<b>4,633,967</b>	<b>7,897,082</b>	<b>4,873,452</b>	<b>5,604,701</b>
<b>RESTRICTED RESERVES</b>						
IMPACT FEES	5,300	7,900	7,700	7,700	7,700	7,700
CAPITAL PROJECTS	-	-	-	-	-	-
<b>TOTAL RESTRICTED RESERVES</b>	<b>5,300</b>	<b>7,900</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>
<b>ENDING UNASSIGNED BALANCE</b>	<b>2,779,599</b>	<b>3,679,538</b>	<b>3,436,531</b>	<b>4,145,900</b>	<b>3,796,435</b>	<b>3,919,498</b>

**Financial Summaries**  
**Utilities Fund**

<b>UTILITIES FUND, BY OBJECT</b>						
	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>BEGINNING BALANCE</b>	<b>2,340,050</b>	<b>2,784,899</b>	<b>3,687,438</b>	<b>4,014,920</b>	<b>4,014,920</b>	<b>3,804,135</b>
<b>REVENUES</b>						
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
<b>TOTAL REVENUES</b>	<b>3,412,591</b>	<b>3,696,702</b>	<b>4,390,760</b>	<b>8,035,762</b>	<b>4,662,666</b>	<b>5,727,764</b>
<b>EXPENDITURES</b>						
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	227,654
<b>TOTAL EXPENDITURES</b>	<b>3,169,266</b>	<b>3,046,592</b>	<b>4,633,967</b>	<b>7,897,082</b>	<b>4,873,452</b>	<b>5,604,701</b>
<b>RESTRICTED</b>						
IMPACT FEES	5,300	7,900	7,700	7,700	7,700	7,700
CAPITAL PROJECTS	-	-	-	-	-	-
<b>TOTAL RESTRICTED BALANCE</b>	<b>5,300</b>	<b>7,900</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>
<b>ENDING UNASSIGNED BALANCE</b>	<b>2,779,599</b>	<b>3,679,538</b>	<b>3,436,531</b>	<b>4,145,900</b>	<b>3,796,435</b>	<b>3,919,498</b>

<b>410</b>	<b>UTILITIES FUND</b>
<b>00</b>	<b>NONDEPARTMENTAL</b>
<b>300000</b>	<b>REVENUES</b>

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>REVENUES</b>						
<b>INTERGOVERNMENTAL</b>						
343310	FEDERAL DISASTER RELIEF	-	17,113	-	-	-
343320	STATE DISASTER RELIEF	-	2,593	-	-	-
	<b>SUBTOTAL INTERGOVERNMENTAL</b>	-	<b>19,706</b>	-	-	-
<b>CHARGES FOR SERVICES</b>						
343310	WATER UTILITY REVENUE	1,010,843	1,248,041	1,254,487	1,284,234	1,220,000
343320	WATER UTILITY PENALTIES	142,757	(25,445)	27,147	15,000	25,000
343325	TRASH PENALTIES	-	-	-	-	-
343340	BACKFLOW PREVENTER INSPECTIONS	6,650	6,600	7,650	6,700	3,000
343350	WATER UTILITY SERVICE TAP	4,500	-	-	-	-
343351	UTILITY CONNECTION FEES	12,973	10,334	6,720	12,000	6,000
343510	SEWER UTILITY REVENUE	1,476,637	1,794,264	1,779,659	1,838,163	1,720,000
343520	SEWER UTILITY PENALTIES	-	-	18,243	15,000	15,000
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
343901	WATER & SEWER PLAN REVIEW	-	-	-	-	-
	<b>SUBTOTAL CHARGES FOR SERVICES</b>	<b>2,962,380</b>	<b>3,036,135</b>	<b>3,101,369</b>	<b>3,171,297</b>	<b>2,990,986</b>
<b>MISCELLANEOUS REVENUES</b>						
361000	INTEREST REVENUE	10,219	12,703	145,039	10,000	180,000
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
369900	MISCELLANEOUS REVENUE	(27,270)	(12,578)	873	-	11,880
	<b>SUBTOTAL MISCELLANEOUS REVENUES</b>	<b>350,211</b>	<b>397,635</b>	<b>467,339</b>	<b>200,160</b>	<b>385,233</b>
<b>OTHER SOURCES</b>						
381100	INTERFUND TRANSFER	100,000	-	-	-	-
384000	DEBT PROCEEDS	-	-	-	3,664,305	1,286,447
384100	CDBG PROCEEDS	-	22,225	-	-	-
389300	GRANTS & DONATIONS - STATE	-	-	-	1,000,000	-
389200	GRANTS - FEDERAL	-	221,002	822,052	-	-
389700	CAPITAL CONTRIBUTIONS	-	-	-	-	-
	<b>SUBTOTAL OTHER SOURCES</b>	<b>100,000</b>	<b>243,227</b>	<b>822,052</b>	<b>4,664,305</b>	<b>1,286,447</b>
	<b>TOTAL REVENUES</b>	<b>3,412,591</b>	<b>3,696,702</b>	<b>4,390,760</b>	<b>8,035,762</b>	<b>4,662,666</b>
					<b>5,727,764</b>	

## Financial Summaries

### Utilities Fund

#### 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.

<b>EXPENDITURE SUMMARY</b>						
<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
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
<b>TOTAL REQUIREMENTS</b>	<b>-</b>	<b>1,461,313</b>	<b>3,151,836</b>	<b>4,224,686</b>	<b>3,151,114</b>	<b>2,660,693</b>

#### 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.

<b>PERSONAL SERVICES</b>					
<b>POSITION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2025 BUDGET</b>
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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>2.08</b>	<b>1.90</b>	<b>1.90</b>	<b>1.45</b>	<b>1.45</b>

**410 UTILITIES FUND****50 PUBLIC WORKS****53300 WATER**

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

## Financial Summaries

### Utilities Fund

#### 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
<b>TOTAL REQUIREMENTS</b>	<b>-</b>	<b>1,561,620</b>	<b>1,462,247</b>	<b>3,652,596</b>	<b>1,702,538</b>	<b>2,716,354</b>

#### 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
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>2.08</b>	<b>1.90</b>	<b>1.90</b>	<b>1.45</b>	<b>1.45</b>

<b>410</b>	<b>UTILITIES FUND</b>
<b>50</b>	<b>PUBLIC WORKS</b>
<b>53500</b>	<b>SEWER</b>

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

**Financial Summaries**  
**Utilities Fund**

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**Water/Sewer**

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

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

<b>410</b>	<b>UTILITIES FUND</b>
<b>050</b>	<b>PUBLIC WORKS</b>
<b>53600</b>	<b>WATER/SEWER COMBINED</b>

		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>EXPENDITURES</b>							
<b>OPERATING EXPENSES</b>							
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 & MAINTENANCE	23,517	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	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	-	-	-	-	-	-
	<b>SUBTOTAL OPERATING EXPENSES</b>	<b>2,207,534</b>	-	-	-	-	-
<b>CAPITAL OUTLAY</b>							
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	-	-	-	-	-	-
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>961,732</b>	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>3,169,266</b>	-	-	-	-	-

# Financial Summaries

## Utilities Fund

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### 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.

<b>EXPENDITURE SUMMARY</b>						
<b>DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ACTUAL</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROPOSED</b>
DEBT SERVICE	-	23,659	19,884	19,800	19,800	227,654
<b>TOTAL REQUIREMENTS</b>	<b>-</b>	<b>23,659</b>	<b>19,884</b>	<b>19,800</b>	<b>19,800</b>	<b>227,654</b>

<b>410</b>	<b>UTILITIES FUND</b>
<b>099</b>	<b>NONDEPARTMENTAL</b>
<b>7000</b>	<b>DEBT SERVICE</b>

		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b><u>EXPENDITURES</u></b>							
<b>DEBT SERVICE</b>							
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	-	-	-	79,854
	<b>SUBTOTAL DEBT SERVICE</b>	-	<b>23,659</b>	<b>19,884</b>	<b>19,800</b>	<b>19,800</b>	<b>227,654</b>
	<b><u>TOTAL EXPENDITURES</u></b>	-	<b>23,659</b>	<b>19,884</b>	<b>19,800</b>	<b>19,800</b>	<b>227,654</b>

## Financial Summaries

### Sales Tax Fund

#### 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.

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

<b>101</b>	<b>HALF-CENT SALES TAX FUND</b>
<b>99</b>	<b>NONDEPARTMENTAL</b>
<b>30000</b>	<b>REVENUES</b>

		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>REVENUES</b>							
<b>TAXES</b>							
31260	DISCRETIONARY SALES SURTAX	469,493	504,288	489,130	475,000	500,000	500,000
	<b>SUBTOTAL TAXES</b>	<b>469,493</b>	<b>504,288</b>	<b>489,130</b>	<b>475,000</b>	<b>500,000</b>	<b>500,000</b>
<b>MISCELLANEOUS</b>							
36110	INTEREST INCOME	-	1,493	47,452	20,000	75,000	50,000
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>-</b>	<b>1,493</b>	<b>47,452</b>	<b>20,000</b>	<b>75,000</b>	<b>50,000</b>
	<b>TOTAL REVENUES</b>	<b>469,493</b>	<b>505,781</b>	<b>536,582</b>	<b>495,000</b>	<b>575,000</b>	<b>550,000</b>

<b>101</b>	<b>HALF-CENT SALES TAX FUND</b>
<b>00</b>	<b>UNDESIGNATED</b>
<b>58100</b>	<b>OTHER USES</b>

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>EXPENDITURES</b>						
<b>OTHER USES</b>						
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
	<b>SUBTOTAL OTHER USES</b>	-	-	<b>47,050</b>	<b>2,411,145</b>	<b>585,195</b>
	<b>TOTAL EXPENDITURES</b>	-	-	<b>47,050</b>	<b>2,411,145</b>	<b>585,195</b>
					<b>863,238</b>	<b>863,238</b>

## **Community Investment Plan**

**Title:** New City Hall

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Facilities</u>	Original CIP Year	<u>2023</u>

**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 operations 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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>2,375,000</u>
Construction	<u>574,500</u>
Planning	<u>-</u>
Design/Engineering	<u>54,991</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 3,004,491</u></b>

**Funding Sources:**

General Fund	<u>54,991</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan <u>Commercial</u>	<u>2,949,500</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 3,004,491</u></b>

**Title:** Azalea Park Neighborhood Infrastructure Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Utilities</u>	Original CIP Year	<u>2024</u>

**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 neighborhood streets require resurfacing, which is most cost effective to complete after the replacement of underground utilities. The neighborhood also lacks sidewalks.

**Project Costs:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>6,790,000</u>
Planning	<u>-</u>
Design/Engineering	<u>308,000</u>
Equipment	<u>-</u>
Contingency	<u>395,600</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 7,493,600</u></b>

**Funding Sources:**

General Fund	<u>76,440</u>
Utilities Fund	<u>158,560</u>
Sales Tax Fund	<u>2,834,000</u>
Loan <u>Water</u>	<u>1,863,650</u>
Loan <u>Sewer</u>	<u>1,560,950</u>
Grant <u>State</u>	<u>1,000,000</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 7,493,600</u></b>

**Title:** North Bryn Mawr Park ADA and Safety Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	30,000
Utilities Fund	-
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 30,000</b>

**Title:** Elliott Park ADA and Safety Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2025</u>

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>42,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 42,000</u></b>

**Funding Sources:**

General Fund	<u>42,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 42,000</u></b>

**Title:** Christobal Waterfront Park

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other Tourism	<u>1,500,000</u>
Other County	<u>1,500,000</u>
<b>Total:</b>	<b><u>\$ 3,000,000</u></b>

**Title:** Ray's Pond Rehabilitation

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2023</u>

**Description:**

The project will rehabilitate the stormwater pond located on North Street between Pryor Drive and Scottsdale 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 neighborhoods.

**Project Costs:**

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	854,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	256,200
Other	-
<b>Total:</b>	<b>\$ 1,110,200</b>

**Funding Sources:**

General Fund	-
Utilities Fund	-
Sales Tax Fund	610,200
Loan State	500,000
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 1,110,200</b>

**Title:** Okaloosa County Sewer Force Main - Planning Phase

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>50,000</u>
Design/Engineering	<u>385,000</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 435,000</u></b>

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>43,500</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant State	<u>391,500</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 435,000</u></b>

**Title:** Library HVAC Replacement

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Facilities</u>	Original CIP Year	<u>2025</u>

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>20,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 20,000</u></b>

**Funding Sources:**

General Fund	<u>20,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 20,000</u></b>

**Title:** Spray/Squeegee Machine

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**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:**

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	70,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	-
Other	-
<b>Total:</b>	<b>\$ 70,000</b>

**Funding Sources:**

General Fund	70,000
Utilities Fund	-
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 70,000</b>

**Title:** Street Sweeper

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Stormwater</u>	Original CIP Year	<u>2025</u>

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>230,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 230,000</u></b>

**Funding Sources:**

General Fund	<u>230,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 230,000</u></b>

**Title:** Harley Rake Attachment

**Details:**

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

**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:**

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

**Funding Sources:**

General Fund	<u>10,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 10,000</u></b>

**Title:** Well #1 Fence

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>15,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 15,000</u></b>

**Title:** High-Accuracy GIS Mapping Unit

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water/Sewer/Storm</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>10,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 10,000</u></b>

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

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>100,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 100,000</u></b>

**Title:** Sidewalk Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

The project will enhance pedestrian safety.

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>10,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 10,000</u></b>

**Title:** Water Distribution Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2025</u>

**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.

**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:**

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	-
Planning	-
Design/Engineering	-
Equipment	83,000
Contingency	-
Other	-
<b>Total:</b>	<b>\$ 83,000</b>

**Funding Sources:**

General Fund	-
Utilities Fund	83,000
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 83,000</b>

**Title:** Sewer Collections Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

**Description:**

The project replaces sewer pumps, motors, and related equipment at the lift stations, sewer plant, and collections system. This includes the following:

- Six (6) lift station, effluent, and trash pumps
- Two (2) lift station motors
- One (1) effluent electrical panel for the sewer plant

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	-
Utilities Fund	131,000
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 131,000</b>

**Title:** Northwest Stormwater Ditch

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2024</u>

**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 to Hurlburt, 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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>1,100,000</u>
Planning	<u>-</u>
Design/Engineering	<u>214,700</u>
Equipment	<u>-</u>
Contingency	<u>330,000</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 1,644,700</u></b>

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>1,644,700</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 1,644,700</u></b>

**Title:** Advanced Metering Infrastructure (AMI)

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2026</u>

**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:**

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	600,000
Planning	-
Design/Engineering	-
Equipment	-
Contingency	50,000
Other	-
<b>Total:</b>	<b>\$ 650,000</b>

**Funding Sources:**

General Fund	-
Utilities Fund	-
Sales Tax Fund	-
Loan <u>Water</u>	650,000
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 650,000</b>

**Title:** Okaloosa County Sewer Force Main - Engineering Phase

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2026</u>

**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:**

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	-
Planning	-
Design/Engineering	3,465,000
Equipment	-
Contingency	-
Other	-
<b>Total:</b>	<b>\$ 3,465,000</b>

**Funding Sources:**

General Fund	-
Utilities Fund	-
Sales Tax Fund	-
Loan <u>Sewer</u>	1,732,500
Loan <u>Other</u>	1,732,500
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 3,465,000</b>

**Title:** Mary Esther Boulevard Beautification

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2023</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>216,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 216,000</u></b>

**Title:** Public Works Roof Replacement

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Facilities</u>	Original CIP Year	<u>2026</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>120,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 120,000</u></b>

**Title:** Oak Tree Nature Park Rehabilitation

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2026</u>

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>150,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>30,000</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 180,000</u></b>

**Funding Sources:**

General Fund	<u>180,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 180,000</u></b>

**Title:** Community Facilities Beautification

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Facilities</u>	Original CIP Year	<u>2022</u>

**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:**

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	75,000
Planning	-
Design/Engineering	24,000
Equipment	50,000
Contingency	8,000
Other	-
<b>Total:</b>	<b>\$ 157,000</b>

**Funding Sources:**

General Fund	157,000
Utilities Fund	-
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 157,000</b>

**Title:** Highway 98 Water Main Replacement

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2026</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant <u>State</u>	<u>5,193,983</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 5,193,983</u></b>

**Title:** Vehicle Replacement

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2023</u>

**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:**

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	-
Planning	-
Design/Engineering	-
Equipment	60,000
Contingency	-
Other	-
<b>Total:</b>	<b>\$ 60,000</b>

**Funding Sources:**

General Fund	60,000
Utilities Fund	-
Sales Tax Fund	-
Loan	-
Loan	-
Grant State	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 60,000</b>

**Title:** Pavement Management - Area 4 (Bryn Mawr)

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>175,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 175,000</u></b>

**Title:** Sidewalk Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

The project will enhance pedestrian safety.

**Project Costs:**

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	10,500
Planning	-
Design/Engineering	-
Equipment	-
Contingency	-
Other	-
<b>Total:</b>	<b>\$ 10,500</b>

**Funding Sources:**

General Fund	10,500
Utilities Fund	-
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 10,500</b>

**Title:** Water Distribution Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2025</u>

**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.

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>88,400</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 88,400</u></b>

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>88,400</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 88,400</u></b>

**Title:** Sewer Collections Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>231,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 231,000</u></b>

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>231,000</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 231,000</u></b>

**Title:** Waterfront Park Development

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2024</u>

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>20,000</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 20,000</u></b>

**Funding Sources:**

General Fund	<u>20,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 20,000</u></b>

**Title:** Vehicle Replacement

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**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:**

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	-
Planning	-
Design/Engineering	-
Equipment	125,000
Contingency	-
Other	-
<b>Total:</b>	<b>\$ 125,000</b>

**Funding Sources:**

General Fund	125,000
Utilities Fund	-
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 125,000</b>

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

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**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:**

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

**Funding Sources:**

General Fund	<u>150,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 150,000</u></b>

**Title:** Sidewalk Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

The project will enhance pedestrian safety.

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>10,000</u>
Utilities Fund	-
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ <u>10,000</u></b>

**Title:** Water Distribution Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2025</u>

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>94,070</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 94,070</u></b>

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>94,070</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 94,070</u></b>

**Title:** Sewer Collections Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

Administration	-
Legal	-
Land/ROW/Easements	-
Construction	-
Planning	-
Design/Engineering	-
Equipment	210,000
Contingency	-
Other	-
<b>Total:</b>	<b>\$ 210,000</b>

**Funding Sources:**

General Fund	-
Utilities Fund	210,000
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 210,000</b>

**Title:** Oak Tree Park Neighborhood Infrastructure Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Utilities</u>	Original CIP Year	<u>2024</u>

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>3,490,695</u>
Planning	<u>-</u>
Design/Engineering	<u>635,934</u>
Equipment	<u>-</u>
Contingency	<u>1,237,989</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 5,364,618</u></b>

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>1,606,582</u>
Loan <u>Water</u>	<u>981,621</u>
Loan <u>Sewer</u>	<u>2,776,414</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 5,364,618</u></b>

**Title:** Vehicle Replacement

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	50,000
Utilities Fund	-
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 50,000</b>

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

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

The project will repave Sleepy Hollow Drive, sections of Brewer Circle and neighborhoods south of East Highway 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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>400,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 400,000</u></b>

**Funding Sources:**

General Fund	<u>400,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 400,000</u></b>

**Title:** Sidewalk Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

The project will enhance pedestrian safety.

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>10,000</u>
Utilities Fund	-
Bond/Loan	-
Special Assessments	-
Grant	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ <u>10,000</u></b>

**Title:** Water Distribution Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2025</u>

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>98,024</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 98,024</u></b>

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>98,024</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 98,024</u></b>

**Title:** Sewer Collections Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	-
Utilities Fund	220,500
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 220,500</b>

**Title:** Okaloosa County Sewer Force Main - Construction

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2029</u>

**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 construction 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	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>400,000</u>
Construction	<u>18,475,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>6,650,000</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 25,525,000</u></b>

**Funding Sources:**

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

**Title:** Vehicle Replacement

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	50,000
Utilities Fund	-
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 50,000</b>

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

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

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

**Funding Sources:**

General Fund	150,000
Utilities Fund	-
Sales Tax Fund	-
Loan	-
Loan	-
Grant	-
Grant	-
Other	-
Other	-
<b>Total:</b>	<b>\$ 150,000</b>

**Title:** Sidewalk Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

The project will enhance pedestrian safety.

**Project Costs:**

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

**Funding Sources:**

General Fund	<u>10,000</u>
Utilities Fund	<u>-</u>
Bond/Loan	<u>-</u>
Special Assessments	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 10,000</u></b>

**Title:** Water Distribution Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2025</u>

**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:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>75,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 75,000</u></b>

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan <u>Water</u>	<u>75,000</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 75,000</u></b>

**Title:** Sewer Collections Improvements

**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

**Description:**

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

**Justification:**

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

**Project Costs:**

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>231,525</u>
Contingency	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 231,525</u></b>

**Funding Sources:**

General Fund	<u>-</u>
Utilities Fund	<u>231,525</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
<b>Total:</b>	<b><u>\$ 231,525</u></b>

## Appendix

## BUDGET SUMMARY

CITY OF MARY ESTHER - FISCAL YEAR 2024/2025

THE ADOPTED OPERATING BUDGET EXPENDITURES OF THE CITY OF MARY ESTHER ARE 10.1% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.

General Fund: 5.0261  
 Voted Fund: 0.0000

ESTIMATED REVENUES:	GENERAL FUND	PUBLIC UTILITIES FUND	HALF-CENT SALES SURTAX	TOTAL ALL FUNDS
Taxes: Millage per \$1,000				
<b>Ad Valorem (5.0261 Mills)</b>	<b>\$2,280,883</b>	0	0	2,280,883
Federal/State Grants	505,000	0	0	505,000
Franchise Tax	250,000	0	0	250,000
Utility Tax	836,200	0	0	836,200
Business Taxes and Fees	95,900	0	0	95,900
Intergovernmental Revenue	1,195,500	0	550,000	1,745,500
Charges for Services	148,959	3,136,700	0	3,285,659
Fines and Forfeitures	10,000	0	0	10,000
Interest Earned/Other	271,500	2,591,064	0	2,862,564
<b>TOTAL SOURCES</b>	<b>\$5,593,942</b>	<b>\$5,727,764</b>	<b>\$550,000</b>	<b>\$11,871,706</b>
Transfers In	943,092	0	0	943,092
Fund Balance/Reserves/Net Assets	8,172,468	3,804,135	1,878,067	13,854,670
<b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>	<b>\$14,709,502</b>	<b>\$9,531,899</b>	<b>\$2,428,067</b>	<b>\$26,669,468</b>
<b>EXPENDITURES</b>				
General Government	1,401,502	0	0	1,401,502
Public Safety	1,839,749	0	0	1,839,749
Water/Sewer Operating Exp.	0	5,524,847	0	5,524,847
Maintenance/Transportation	5,318,571	0	0	5,318,571
Library	508,734	0	0	508,734
<b>TOTAL EXPENDITURES</b>	<b>\$9,068,555</b>	<b>\$5,524,847</b>	<b>\$0</b>	<b>\$14,593,403</b>
Transfers Out	0	79,854	863,238	943,092
Fund Balance/Reserves/Net Assets	5,640,946	3,927,198	1,564,829	11,132,973
<b>TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES &amp; BALANCES</b>	<b>\$14,709,502</b>	<b>\$9,531,899</b>	<b>\$2,428,067</b>	<b>\$26,669,468</b>
THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGET(S) ARE ON FILE IN THE OFFICE OF THE ABOVE REFERENCED TAXING AUTHORITY AS A PUBLIC RECORD.				

**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**

6210 \$ 33,000.00 Library Improvements

\$ 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/squeegee 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 improve

\$ 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 Improvement  
\$ 50,000.00 Well 3 ground storage tank rehabilitation  
\$ 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 Improvement  
\$ 415,000.00 Connect wastewater to County Wastewater**MACHINERY & EQUIPMENT**6410 \$ 3,000.00 5HP trash pump  
\$ 20,000.00 (2) 5HP lift station pumps  
\$ 18,000.00 Effluent panel at Wastewater Treatment  
\$ 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**

<b>POSITION</b>	<b>SALARY</b>	<b>SICK</b>	<b>STIPEND</b>	<b>SUBTOTAL</b>	<b>SS</b>	<b>RETIRE</b>	<b>INS</b>	<b>W/C</b>	<b>MEDICARE</b>	<b>TOTAL</b>
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
	<b>1,479,290</b>	<b>26,317</b>	<b>6,408</b>	<b>1,512,015</b>	<b>93,745</b>	<b>196,172</b>	<b>353,823</b>	<b>23,500</b>	<b>21,924</b>	<b>2,201,180</b>

<b>PROGRAM ALLOCATION</b>										
<b>POSITION</b>	<b>SALARY</b>	<b>SICK</b>	<b>STIPEND</b>	<b>SUBTOTAL</b>	<b>SS</b>	<b>RETIRE</b>	<b>INS</b>	<b>W/C</b>	<b>MEDICARE</b>	<b>TOTAL</b>
LEGISLATIVE	26,400	-	-	26,400	1,637	-	-	600	383	29,020
EXECUTIVE	169,682	3,263	-	172,945	10,723	24,212	28,630	170	2,508	239,188
CITY CLERK	75,640	1,455	-	77,095	4,780	10,793	17,300	100	1,118	111,186
FINANCE	71,444	1,374	1,068	73,886	4,581	10,344	4,710	70	1,071	94,662
HUMAN RESOURCES	12,623	243	-	12,866	798	1,801	3,400	20	187	19,072
PLANNING	97,120	1,868	-	98,988	6,137	13,858	23,670	320	1,435	144,408
CODE COMPLIANCE	55,777	1,073	-	56,850	3,525	7,959	13,850	710	824	83,718
BUILDING	46,785	900	-	47,685	2,956	6,676	13,580	170	691	71,758
LIBRARY (FT)	268,261	5,159	4,272	277,692	17,217	38,877	78,223	500	4,027	416,536
LIBRARY (PT)	47,052	-	-	47,052	2,917	-	-	200	682	50,852
FACILITIES	50,817	977	-	51,794	3,211	7,251	17,850	2,620	751	83,477
FACILITIES (PT)	11,200	-	-	11,200	694	-	-	870	162	12,926
STREETS	93,210	1,792	-	95,002	5,890	13,300	28,350	4,360	1,378	148,280
PARKS	115,107	2,214	-	117,320	7,274	16,425	40,800	6,110	1,701	189,630
PARKS (PT)	26,133	-	-	26,133	1,620	-	-	2,030	379	30,162
STORMWATER	93,210	1,792	-	95,002	5,890	13,300	28,350	4,360	1,378	148,280
<b>GENERAL FUND</b>	<b>1,260,461</b>	<b>22,109</b>	<b>5,340</b>	<b>1,287,910</b>	<b>79,850</b>	<b>164,798</b>	<b>298,713</b>	<b>23,210</b>	<b>18,675</b>	<b>1,873,156</b>
WATER	109,414	2,104	534	112,053	6,947	15,687	27,555	145	1,625	164,012
SEWER	109,414	2,104	534	112,053	6,947	15,687	27,555	145	1,625	164,012
<b>UTILITIES FUND</b>	<b>218,829</b>	<b>4,208</b>	<b>1,068</b>	<b>224,105</b>	<b>13,895</b>	<b>31,375</b>	<b>55,110</b>	<b>290</b>	<b>3,250</b>	<b>328,024</b>

**PAYROLL ALLOCATION**

<b>POSITION</b>	<b>LEG</b>	<b>EXEC</b>	<b>CLERK</b>	<b>FIN</b>	<b>HR</b>	<b>PLAN</b>	<b>CODE</b>	<b>BLDG</b>	<b>LIB</b>	<b>FAC</b>	<b>STR</b>	<b>PARK</b>	<b>STORM</b>	<b>WTR</b>	<b>SWR</b>	<b>TOTAL</b>
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
	<b>6.00</b>	<b>1.70</b>	<b>1.00</b>	<b>0.70</b>	<b>0.20</b>	<b>1.40</b>	<b>0.80</b>	<b>0.80</b>	<b>6.00</b>	<b>1.30</b>	<b>1.60</b>	<b>3.00</b>	<b>1.60</b>	<b>1.45</b>	<b>1.45</b>	<b>28.50</b>

# AGENDA ITEM

## Agenda Item 7.1.

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**TO:** Honorable Mayor and Members of the City Council

**FROM:** Heather Day, Finance Director

**DATE:** September 24, 2024

**SUBJECT:** Reading of Resolution 24-08, Amending the Comprehensive, Fee, Fine and Revenue Schedule

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### **BACKGROUND:**

Customers were informed of the planned increase in water and sewer utility rates through their utility bills on September 1st, 2024. Should Resolution 24-08 be approved, a 5% increase in these rates will be applied to the utility bills issued on December 1st, 2024.

### **DISCUSSION:**

Resolution 24-08 proposes an update to the City's Comprehensive Fee, Fine, and Revenue Schedule, which includes a 5% increase in water and sewer utility rates. This adjustment, discussed in prior budget sessions, is intended to address rising inflation and to help fund the city's current infrastructure projects.

### **FINANCIAL IMPACT:**

The increase in water and sewer utility rates will result in higher Utility Fund revenues, helping to ensure the fund remains self-sustaining.

### **RECOMMENDATION:**

Motion to approve Resolution 24-08, amending the Comprehensive Fee, Fine, and Revenue Schedule.

### **ATTACHMENT(S):**

1. Resolution 24-08 Water and Sewer Utility Rate Increase

RESOLUTION 24-08

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA PROVIDING FOR AUTHORITY; AMENDING THE COMPREHENSIVE FEE, FINE, AND REVENUE SCHEDULE; AND PROVIDING FOR AN EFFECTIVE DATE.**

*WHEREAS*, the City's Comprehensive Fee, Fine and Revenue Schedule establishes revenue guidelines and a fee and fine schedule which includes the water and sewer utility fees; and

*WHEREAS*, the City Council has determined that the City can benefit by revising the Comprehensive Fee, Fine and Revenue Schedule's water and sewer utility fees; and

*WHEREAS*, the City Council has determined that the City's water and sewer utility fees shall be increased as shown on Exhibit A to this Resolution, to make the Utilities Fund an economically self-sustaining fund.

*NOW THEREFORE, BE IT RESOLVED* by the City Council of the City of Mary Esther, Florida that:

**Section I: Authority.** Authority for enactment of this Resolution is Section 166.021, *Florida Statutes*.

**Section 2. Account Guide - Water Sewer Fees.** The City of Mary Esther hereby revises the water and sewer utility fees as set forth in Exhibit A attached hereto for reference and adopted by the City Council.

**Section 3. Repealer Clause.** All sections or parts of sections of any City of Mary Esther's Ordinances or parts of Ordinances, and any City of Mary Esther's Resolutions or parts of Resolutions, and any City of Mary Esther's Policies or parts of Policies, which are in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4. Effective Date.** The utility fees for water and sewer as adopted herein will become effective with the start of the service period for which monthly utility bills are prepared on or after October 15, 2024.

*SO DONE* this 24th day of September 2024.

By: \_\_\_\_\_  
Chris Stein, Mayor

ATTEST:

\_\_\_\_\_  
Dillon Morris, City Clerk

**EXHIBIT A  
TO RESOLUTION 24-08**

**Water Service Charges.**

For the purpose of determining the “Ready to Serve” water rate for commercial customers, “Commercial 1” customer accounts are identified as customer accounts with a monthly water usage of 12,000 gallons per month or less. “Commercial 2” customer accounts are identified as customer accounts with a monthly water usage of 12,001 gallons per month or more.

**The following are the water service charges:**

*Monthly Water Rate Computation*

<u>Ready to Serve</u>	<u>Rate</u>
Ready to Serve Rate Residential .....	\$20.21
Ready to Serve Rate Commercial 1.....	\$30.32
Ready to Serve Rate Commercial 2.....	\$60.66

*Amount of Water (per 1,000 gallons)*

<u>Consumption</u> .....	<u>Rate</u>
0 - 3,000 gallons .....	\$5.41
3,001 - 6,000 gallons .....	\$6.25
6,001 - 9,000 gallons .....	\$7.08
9,001 and up .....	\$8.33

**Sewer Service Charges.**

For the purpose of determining the “Ready to Serve” sewer rate for commercial customers, “Commercial 1” customer accounts are identified as customer accounts with a monthly water usage of 12,000 gallons per month or less. “Commercial 2” customer accounts are identified as customer accounts with a monthly water usage of 12,001 gallons per month or more.

**The following are the sewer service charges:**

<u>Consumption</u>	<u>Rate</u>
Ready to Serve Rate Residential .....	\$29.56
Ready to Serve Rate Commercial 1.....	\$43.54
Ready to Serve Rate Commercial 2.....	\$87.11

*Amount of Water (per 1,000 gallons)*

<u>Consumption</u>	<u>Rate</u>
0 - 3,000 gallons .....	\$8.21
3,001 - 6,000 gallons .....	\$9.38
6,001 - 9,000 gallons .....	\$10.63
9,001 and up.....	\$12.46

# AGENDA ITEM

Agenda Item 7.2.

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**TO:** Honorable Mayor and Members of the City Council

**FROM:** Heather Day, Finance Director

**DATE:** September 24, 2024

**SUBJECT:** Consideration of FY 2025 Pay Schedule

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**BACKGROUND:**

The Pay Schedule is reviewed annually to incorporate any proposed changes to employee compensation for cost-of-living adjustments and updates to positions.

**DISCUSSION:**

The FY 2025 Budget includes a 3% cost-of-living adjustment for all staff to account for inflation.

**FINANCIAL IMPACT:**

The proposed cost-of-living adjustment is incorporated into the FY 2025 Budget.

**RECOMMENDATION:**

Motion to approve the FY 2025 Pay Schedule as presented.

**ATTACHMENT(S):**

1. FY 2025 Proposed Pay Schedule

FY 2025 PAY SCHEDULE										
POSITION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
FINANCE DIRECTOR	\$97,438	\$100,940	\$104,442	\$107,944	\$111,446	\$114,948	\$118,450	\$121,952	\$125,454	\$128,956
	\$46.85	\$48.53	\$50.21	\$51.90	\$53.58	\$55.26	\$56.95	\$58.63	\$60.31	\$62.00
PUBLIC WORKS DIRECTOR	\$85,442	\$87,759	\$90,076	\$92,393	\$94,710	\$97,027	\$99,344	\$101,661	\$103,978	\$106,295
	\$39.88	\$40.96	\$42.04	\$43.13	\$44.21	\$45.29	\$46.37	\$47.45	\$48.53	\$49.61
CITY CLERK	\$73,323	\$75,640	\$77,957	\$80,274	\$82,591	\$84,908	\$87,225	\$89,542	\$91,859	\$94,176
	\$35.25	\$36.37	\$37.48	\$38.59	\$39.71	\$40.82	\$41.94	\$43.05	\$44.16	\$45.28
LIBRARY DIRECTOR	\$67,438	\$69,755	\$72,072	\$74,389	\$76,706	\$79,023	\$81,340	\$83,657	\$85,974	\$88,291
	\$32.42	\$33.54	\$34.65	\$35.76	\$36.88	\$37.99	\$39.11	\$40.22	\$41.33	\$42.45
PUBLIC WORKS SUPERINTENDENT	\$56,062	\$58,379	\$60,696	\$63,013	\$65,330	\$67,647	\$69,964	\$72,281	\$74,598	\$76,915
	\$26.95	\$28.07	\$29.18	\$30.29	\$31.41	\$32.52	\$33.64	\$34.75	\$35.86	\$36.98
ADMINISTRATIVE COORDINATOR	\$53,848	\$56,165	\$58,482	\$60,799	\$63,116	\$65,433	\$67,750	\$70,067	\$72,383	\$74,597
	\$25.89	\$27.00	\$28.12	\$29.23	\$30.34	\$31.46	\$32.57	\$33.69	\$34.80	\$35.86
COMMUNITY DEVELOPMENT DIRECTOR	\$73,323	\$75,640	\$77,957	\$80,274	\$82,591	\$84,908	\$87,225	\$89,542	\$91,859	\$94,176
	\$35.25	\$36.37	\$37.48	\$38.59	\$39.71	\$40.82	\$41.94	\$43.05	\$44.16	\$45.28
LIBRARY YOUTH COORDINATOR	\$43,659	\$45,203	\$46,748	\$48,293	\$49,837	\$51,382	\$52,927	\$54,472	\$56,016	\$57,561
	\$20.99	\$21.73	\$22.47	\$23.22	\$23.96	\$24.70	\$25.45	\$26.19	\$26.93	\$27.67
CODE COMPLIANCE OFFICER	\$50,905	\$53,236	\$55,566	\$57,897	\$60,228	\$62,559	\$64,890	\$67,221	\$69,552	\$71,883
	\$24.47	\$25.59	\$26.71	\$27.84	\$28.96	\$30.08	\$31.20	\$32.32	\$33.44	\$34.56
PERMIT TECHNICIAN	\$40,601	\$42,145	\$43,690	\$45,235	\$46,779	\$48,324	\$49,869	\$51,414	\$52,958	\$54,503
	\$19.52	\$20.26	\$21.00	\$21.75	\$22.49	\$23.23	\$23.98	\$24.72	\$25.46	\$26.20
UTILITY BILLING CLERK	\$36,846	\$38,390	\$39,935	\$41,480	\$43,024	\$44,569	\$46,114	\$47,659	\$49,203	\$50,748
	\$17.71	\$18.46	\$19.20	\$19.94	\$20.68	\$21.43	\$22.17	\$22.91	\$23.66	\$24.40
ACCOUNTING CLERK	\$39,011	\$40,962	\$43,010	\$45,160	\$47,418	\$48,604	\$49,819	\$51,064	\$52,341	\$53,649
	\$18.76	\$19.69	\$20.68	\$21.71	\$22.80	\$23.37	\$23.95	\$24.55	\$25.16	\$25.79
LIBRARY TECHNICIAN	\$34,367	\$35,911	\$37,456	\$39,001	\$40,545	\$42,090	\$43,635	\$45,180	\$46,724	\$48,269
	\$16.52	\$17.27	\$18.01	\$18.75	\$19.49	\$20.24	\$20.98	\$21.72	\$22.46	\$23.21
MAINTENANCE TECHNICIAN	\$35,555	\$37,332	\$39,199	\$41,159	\$43,217	\$44,297	\$45,405	\$46,540	\$47,703	\$48,896
	\$17.09	\$17.95	\$18.85	\$19.79	\$20.78	\$21.30	\$21.83	\$22.37	\$22.93	\$23.51
PART-TIME/SEASONAL/TEMPORARY	\$29,918	\$31,462	\$33,007	\$34,552	\$36,096	\$37,641	\$39,186	\$40,731	\$42,275	\$43,820
	\$14.38	\$15.13	\$15.87	\$16.61	\$17.35	\$18.10	\$18.84	\$19.58	\$20.32	\$21.07

Note: Compensation above is based on 2,080 hours. Part-time, seasonal, and temporary positions are paid hourly based on time worked.

# AGENDA ITEM

Agenda Item 7.3.

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**TO:** Honorable Mayor and Members of the City Council

**FROM:** Shawn Lindsey

**DATE:** September 24, 2024

**SUBJECT:** City Float Discussion

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## **BACKGROUND:**

During the last 20 years, we have had one rain event during a Veterans Day Parade and a few near misses where we had rain, but not during the parade. Last year we had a lot of rain, but it was mild during the parade. Public Works looked at various options that would offer various degrees of protection during rain events, but also looked at the overall safety of participants and the condition of the trailers used during the parade. See the attached Memorandum for pictures and more details.

## **DISCUSSION:**

The current condition of the large trailer used for the float is not great, and it will need new tires soon and possibly other items such as re-decking and axles. The current trailer is also not designed to move people, but is used mainly for moving pipe, lighter equipment, and hay bales and other materials. Four options were considered, including placing a pop-up tent on the trailer, using two boat biminis, purchasing a covered wagon people hauler, and building a float with sides, handrails, and roof.

The third option is recommended and would be to purchase a covered wagon people hauler.

This is the safest option as it is designed for hauling people and has a full canopy to offer some protection from rain and sun. It is the cheapest option if looking at the long term cost and liability. It can also haul over 20 people depending on the design selected and has larger tires and comes with the option of suspension, which also helps with a smoother ride and could help prevent injuries. There are two available currently, including a demo and a new one with a cost ranging from delivery between 12-16K. If these are sold, the lead time on a new covered wagon is 6 weeks. Public Works recommends the covered wagon as the preferred option for the following reasons:

1. It is the safest option and reduces our risk to riders and event participants.
2. It looks the best and different float designs could be incorporated depending on the occasion.
3. If we want to allow the public to ride, it is approved for passengers.
4. It has the highest upfront cost, but probably the cheapest long term cost as it should last for many decades with proper maintenance.

One other option was also considered and would involve updating the current trailer and turning it into a built float with handrails, roof, and other updates. This option might look the best but

would cost 5-7K and probably not be completed this year. It would also alter the trailer where it would be difficult to use it for other normal functions, although bolt on options instead of welds could be considered. It may create more wearing items if bolted together and then unbolted each year.

Additionally, staff has developed a policy to delay or cancel the event due to weather. The policy will be considered at the next Veterans Day Committee meeting and includes criteria for delay or cancelation based on heavy rain, thunderstorms, and extreme temperatures.

**FINANCIAL IMPACT:**

\$15,530 for the Covered Wagon People Hauler, which includes delivery and suspension options.

**RECOMMENDATION:**

Motion to purchase a people hauler for an amount not to exceed \$16,000.

**ATTACHMENT(S):**

1. Veterans Day Float Option Study
2. Cost Estimate - Rear Load
3. Covered Wagon - Rear Load Photo 1
4. Covered Wagon - Rear Load Photo 2
5. Cost Estimate - Side Load
6. Covered Wagon - Side Load Photo 1

MEMORANDUM

**TO: Jared Cobb, City Manager**

**FROM: Shawn Lindsey, Director of Public Works**

**SUBJECT: Veterans Day Float for rain event**

**DATE: September 9, 2024**

**Overview-** Over the last 20 years we have had rain one time during the Veterans Parade and a few near misses in which we delayed avoiding rain. You have asked that I investigate ways to protect the passengers and float during a rain event so the parade would not have to be postponed until the rain stopped or canceled if rain occurs again during the parade. We have investigated different ideas ranging from the cheapest idea of just using a popup tent with some modifications, to boat bambini's, to full build. Some things that also should be considered is safety of the council and public, what will other floats do that are susceptible to rain, and under what circumstances should the parade be postponed or cancelled such as lighting, high winds, or severe rain with wind in which the canopy will not protect the passengers anyway.


**Cheapest idea- Use a modified 10x20 pop up tent.**

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**OTHER BRAND'S TOP**



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**Benefits-** This idea costs about \$300 for the tent and a total budget of about \$500 with modification we need to make to the trailer. The trailer is 20-foot one inch long and inside rail width is seven foot

6 inches so we would need to fasten 3 rails across the float to attach the tent. The one in the pictures above comes with detachable sides. This idea also will give a good height above the float and can be installed in under an hour. The other benefit is when it is not in use the city would have another large event tent to use so even if it is never used during for rain it could still be used yearly for events.

**Problems:** Longevity pop up tents do not last long, typically they last about 2-5 years if taken care of and not used in difficult weather. Also, they are not designed for moving so the driver would really need to keep it going slow or it could break or blow off and hit someone or hurt a passenger. If this option is used the shaking and use of the tent in this situation could make it a one-time use idea, but it could last 5 years.


### Midrange Idea- Boat Bamini

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Size: **4 Bow 8'L x 54" H x 91"-96" W**

3 Bow 6'L x 46" H x 54"-60" W

3 Bow 6'L x 46" H x 61"-66" W

3 Bow 6'L x 46" H x 67"-72" W

3 Bow 6'L x 46" H x 73"-78" W

3 Bow 6'L x 46" H x 79"-84" W

4 Bow 8'L x 54" H x 54"-60" W

4 Bow 8'L x 54" H x 61"-66" W




4 Bow 8'L x 54" H x 73"-78" W

4 Bow 8'L x 54" H x 79"-84" W

4 Bow 8'L x 54" H x 85"-90" W

4 Bow 8'L x 54" H x 91"-96" W

Color: **dark gray**

<b>Color</b>	dark gray
<b>Brand</b>	KAKIT
<b>Manufacturer</b>	KAKIT

This idea cost about 1,500. We would need two Bamini as each one is only eight feet long. They cost between 200 and 500 each. They should fit the rail width but the float rails are not as high as the sides of the boat so passengers could sit comfortably but could not walk under easily as the height would only be about five feet from the platform. I will suggest we raise the rails on the trailer permanently if we go with this idea to a height of about three feet so that the canopy would be over seven feet from the platform. If we do this in-house it could take up to two days to make the modifications but could be done within the \$1,500 budget. It might look better if we contracted out raising the rails, but that would cost around \$2,500. I have not had it priced, but based on prices I

have paid in the past for customized trail gates I think this would be close as it is about the same amount of metal and welds.

**Benefit-** Safer for high winds or driving float faster as these are designed to be on a moving boat in windy conditions and should last longer, 10 years or more. It also has the benefit of folding back so that it can be installed if rain is predicted and the canopy removed, and the items folded back if not used. The trailer could still be used as it just has higher rails. Some of these come with, mesh side that may help some with side rain.

**Problems-** It would leak between the two canopies and the side mesh may make it harder to see the passengers and float and without it probably would offer minimum protection compared to the tent option as it would overhang about 1.5 feet on each side.

**Best Safest Option- Covered Wagon designed for hauling people.**





**Benefits-** The current trailer is getting older and may need some major rehab in the next few years such as tires, axels, and decking. We do not use this trailer much, but do occasionally haul pipe and other materials, but the current trailer no matter what we do was not meant to haul people and is not as safe as a trailer built for this use. These trailers should last at least 20 years. If you look at the investment overtime that is less than 1,000 dollars per year and would make the passengers safer and protect them from light to moderate rain events. It could also be used for other events if we wanted to offer rides as I would not feel comfortable using the current trailer for the public to ride.

**Problems-** Cost. This cost \$15,530 including delivery and suspension for a better ride. One is in stock now ready to ship. If this unit sales it would take 6 weeks to get another, the last picture shows a demo available for \$11,550 including shipping. We would want to find a good place to store this unit between events and would want to redo our decorations to match.

#### **Build Option-**



This option involves taking our current trailer and building a permanent structure. This would involve a metal frame with a roof and higher rails that would be boxed in like the picture above. We may contract out the metal work and do the painting and woodwork in-house. If this option is considered, we should budget for 5-7K and go ahead and rehab the trailer.

**Benefits-** Can be tailored to look like a nice float.

**Problems-** Will not be able to easily use the trailer for other items and still not really designed for hauling people. Will take time to build either by staff or contracted out or both. The design should incorporate an new theme for this option.



WEAVER WAGONS  
*For Custom Design LLC*

5090 S Mt Eaton Road  
 Dalton, Ohio 44618  
 Phone # 330-857-7811

# Estimate

Date	Estimate #
9/5/24	4124

Name / Address
City of Mary Esther

Ship Via	Phone	Serial Number	Deposit Required	
	423-291-0983			
Item	Description	Qty	Cost	Total
7300	90" X 16' People Hauler-Tractor Drawn	1	12,215.00	12,215.00
7305	Torsion Axel Suspension 8000 lbs.	1	1,265.00	1,265.00
100	Shipping		2,050.00	2,050.00
	1 in stock now. if this one sells we have a 6 week lead time to build.			
<b>Total</b>				<b>\$15,530.00</b>
Customer Signature _____				







WEAVER WAGONS  
*For Custom Design LLC*  
 5090 S Mt Eaton Road  
 Dalton, Ohio 44618  
 Phone # 330-857-7811

# Estimate

Date	Estimate #
9/5/24	4125

Name / Address
City of Mary Esther

Ship Via	Phone	Serial Number	Deposit Required
	423-291-0983		

Item	Description	Qty	Cost	Total
7400	20' Peopler Tractor Drawn, New but On Used Wagon Page, Side Load	1	9,500.00	9,500.00
100	Shipping		2,050.00	2,050.00
In stock now. if this one sells we have a 6 week lead time to build.				

<b>Total</b>	<b>\$11,550.00</b>
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Customer Signature \_\_\_\_\_

