



**Agenda
Regular Meeting
of the Mary Esther City Council
May 5, 2025 - 6:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

- 1. INVOCATION**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**
- 5. APPROVAL OF THE AGENDA**
- 6. SPECIAL PRESENTATIONS**
 - 6.1. Yard of the Month**
- 7. CONSENT AGENDA**
 - 7.1. Financial Report**
 - 7.2. Public Works Report**
 - 7.3. Library Report**
 - 7.4. Fire Department Report**
 - 7.5. Community Development Report**
 - 7.6. Jacobs Report**
 - 7.7. Law Enforcement Report**
 - 7.8. Minutes of the April 7, 2025, Local Planning Agency Meeting**
 - 7.9. Minutes of the April 7, 2025, Public Workshop Meeting**
 - 7.10. Minutes of the April 7, 2025, Regular Council Meeting**
- 8. CITIZENS WHO HAVE REQUESTED TO BE PLACED ON THE AGENDA**
- 9. PUBLIC COMMENT (NON-AGENDA ITEMS)**
- 10. UNFINISHED BUSINESS**
- 11. NEW BUSINESS**
 - 11.1. Proposed FY 2026 Budget Calendar**
 - 11.2. Proposed Mid-Year Budget Amendment**
 - 11.3. Talcon Change Order Number 2**
 - 11.4. Award of Construction Engineering and Inspection Services (CEI) for Azalea Neighborhood Infrastructure Improvements**
 - 11.5. Direction regarding 911 E. Miracle Strip Private Lift Station**
 - 11.6. Holiday Closing Schedule**
 - 11.7. Consideration of City Attorney Rate Schedule**
 - 11.8. Discussion of Citizen of the Year Proposal**
- 12. COUNCILS' STANDING COMMITTEE STATUS REPORTS**
- 13. OTHER COMMENTS**
- 14. ADJOURN**

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

WATCHING AND PARTICIPATION

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

Any citizen who would like to comment on non-agenda items must submit a service request through the city's website, call customer service at (850) 243-3566, or fill out a form at city hall. A form must be completed by 12 pm one week before the day of the meeting. Filling out a form does not guarantee you will be added to the agenda. If a citizen opts to participate virtually, an email will be sent with the Zoom registration link.

NOTES:

- 1) *Adjournment with continuation on the following day at 6:00 PM may be called if the meeting proceeds past 10 PM.*
- 2) *The City does not keep verbatim minutes as a matter of record. If a person decides to appeal any decision made by the Mary Esther City Council with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. See Florida Statute 286.0105*
- 3) *Any invocation that may be offered before the official start of the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council is not allowed by law to endorse the religious beliefs or views of this or any other speaker.*

AGENDA ITEM

Agenda Item 6.1.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: May 5, 2025

SUBJECT: Yard of the Month

BACKGROUND:

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

DISCUSSION:

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

FINANCIAL IMPACT:

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

RECOMMENDATION:

The recommendation is to select an address to be nominated for the May 2025 Yard of the Month.

ATTACHMENT(S):

1. Submissions

81 Emory Ln.





City of Mary Esther
Cash and Investment Balances
 as of March 31, 2025

BMS Account	GENERAL FUND BANK	Summary of Investments		Fund	INTEREST RATE	Purpose of Acct.
		3/31/2025				
101251	FNBT BANK	\$142,660.00		410	0.00%	Cust. Utility Deposits Acct.
104300	GEN FUND FLORIDA PRIME	\$2,406,582.06		1	4.51%	GF Savings/Investment
104400	W/S FUND FLORIDA PRIME	\$348,443.32		410	4.51%	W/S Savings/Investment
101001	FNBT BANK	\$12,523,694.61		1 & 410	4.30%	Operating Acct.
101210	FNBT BANK	\$0.00		1	0.00%	Payroll Account
101001	FNBT BANK	\$10,064.15		1	0.00%	HRA Account
101001	FNBT BANK	\$1,669,909.03		1 & 410	4.30%	Money Market Account
104301	FLCLASS	\$541,052.02		1	4.40%	GF Investment
104302	AMERIS BANK	\$6,547.61		1	0.00%	GF Investment

\$17,648,952.80

FY24-25 ESTIMATED BEGINNING GENERAL FUND UNRESTRICTED CASH \$5,310,790
 FY2025 Budget deficit **(\$2,531,521)**

ESTIMATED GENERAL FUND TOTAL UNRESTRICTED CASH \$2,779,269

FY24-25 ESTIMATED BEGINNING W/S FUND UNRESTRICTED CASH \$3,796,435
 FY2025 Budget surplus \$123,063

ESTIMATED W/S FUND TOTAL UNRESTRICTED CASH \$3,919,498

FY 24-25 BEGINNING DISCRETIONARY SALES SURTAX REVENUE FUND \$1,878,067
 FY2025 Budget deficit **(\$313,238)**

DISCRETIONARY SALES SURTAX FUND BALANCE \$1,564,829

GRAND TOTAL ALL FUNDS: \$8,263,596

RESTRICTED REVENUES:

IMPACT FEE REVENUE AVAILABLE FOR RELATED EXPENSES	
Fire Protection	\$0
Law Enforcement	\$38,668
Stormwater	\$41,165
Transportation	\$66,988
Parks & Recreation	\$36,600
Water & Sewer	\$8,194
TOTAL	\$191,615

OTHER RESTRICTED REVENUE

Committed to natural disaster relief	\$1,813,711
TOTAL	\$1,813,711

TOTAL RESTRICTED REVENUES \$2,005,326



City of Mary Esther, FL

Budget vs Actuals Account Summary

For Fiscal: 2024-2025 Period Ending: 03/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining	
Fund: 001 - GENERAL FUND							
Revenue							
Department: 00 - UNDESIGNATED							
001-00-311100	AD VALOREM TAXES	-2,215,883.00	-2,215,883.00	48,860.63	2,046,933.80	2,046,933.80	-4,262,816.80
001-00-311200	AD VALOREM TAXES-DELO	-65,000.00	-65,000.00	990.62	1,121.72	1,121.72	-66,121.72
001-00-312130	TOURIST DEVELOPMENT TAX	-419,000.00	-419,000.00	0.00	0.00	0.00	-419,000.00
001-00-312410	FIRST LOCAL OPTION FUEL TAX	0.00	0.00	11,708.96	77,017.30	77,017.30	-77,017.30
001-00-312420	LOCAL ALTERNATIVE FUEL USER FEE	-200,000.00	-200,000.00	0.00	0.00	0.00	-200,000.00
001-00-314100	UTILITY TAXES-ELECTRIC	-235,000.00	-235,000.00	17,868.48	96,136.90	96,136.90	-331,136.90
001-00-314200	UTILITY TAXES-COMMUNICATION SE...	-230,000.00	-230,000.00	16,137.93	82,543.42	82,543.42	-312,543.42
001-00-314300	UTILITY TAXES-WATER	-129,000.00	-129,000.00	10,105.85	63,860.35	63,860.35	-192,860.35
001-00-314400	UTILITY TAXES-GAS	-42,000.00	-42,000.00	6,462.14	23,127.77	23,127.77	-65,127.77
001-00-314800	UTILITY TAXES -PROPANE GAS	-200.00	-200.00	29.14	131.60	131.60	-331.60
001-00-316010	BUSINESS TAX - PENALTY INT	-900.00	-900.00	56.25	588.75	588.75	-1,488.75
001-00-316100	BUSINESS TAX	-95,000.00	-95,000.00	425.00	13,215.00	13,215.00	-108,215.00
001-00-322000	BUILDING PERMITS	-80,000.00	-80,000.00	1,806.32	3,779.91	3,779.91	-83,779.91
001-00-323100	ELECTRICITY FRANCHISE FEES	-210,000.00	-210,000.00	13,556.77	73,193.35	73,193.35	-283,193.35
001-00-323400	GAS FRANCHISE FEES	-40,000.00	-40,000.00	6,510.40	22,027.97	22,027.97	-62,027.97
001-00-329050	TRACKING FEES	-1,500.00	-1,500.00	240.00	1,420.00	1,420.00	-2,920.00
001-00-335120	STATE REVENUE SHARING PROCEEDS	-210,000.00	-210,000.00	16,257.58	100,758.20	100,758.20	-310,758.20
001-00-335150	ALCOHOLIC BEVERAGE LICENSES	-500.00	-500.00	0.00	734.16	734.16	-1,234.16
001-00-335180	LOCAL GOVERNMENT 1/2 SALES TAX	-500,000.00	-500,000.00	32,162.15	187,119.02	187,119.02	-687,119.02
001-00-338200	INTERGOV REV-COUNTY BUSINESS TAX	-3,000.00	-3,000.00	69.93	1,564.63	1,564.63	-4,564.63
001-00-338210	INTERGOV REV - LIBRARY COOP	-63,000.00	-63,000.00	16,423.50	49,270.50	49,270.50	-112,270.50
001-00-341901	FIRE DEPARTMENT FEES	-13,000.00	-13,000.00	760.00	6,739.00	6,739.00	-19,739.00
001-00-341902	NOTARY FEE REVENUE	0.00	0.00	20.00	90.00	90.00	-90.00
001-00-341920	SITE INSPECTION	-100.00	-100.00	0.00	0.00	0.00	-100.00
001-00-342510	FINAL INSPECTION	-500.00	-500.00	90.00	420.00	420.00	-920.00
001-00-343800	CEMETERY FEES	-100.00	-100.00	50.00	150.00	150.00	-250.00
001-00-344210	BOAT LAUNCH DAILY PERMIT	-500.00	-500.00	27.00	191.00	191.00	-691.00
001-00-344901	FLORIDA DOT	-51,759.00	-51,759.00	0.00	0.00	0.00	-51,759.00
001-00-349100	LIEN SEARCH FEE	-1,500.00	-1,500.00	200.00	880.00	880.00	-2,380.00
001-00-351100	COURT FINES	-6,000.00	-6,000.00	639.27	3,877.88	3,877.88	-9,877.88
001-00-352000	LIBRARY FINES/LOST BOOKS	-1,500.00	-1,500.00	170.00	938.92	938.92	-2,438.92
001-00-354100	VIOLATION OF LOCAL ORDINANCE	-2,500.00	-2,500.00	250.00	547.00	547.00	-3,047.00
001-00-361000	INTEREST AND OTHER EARNINGS	0.00	0.00	1.21	7.58	7.58	-7.58
001-00-361100	INTEREST INCOME	-250,000.00	-250,000.00	32,099.99	198,170.92	198,170.92	-448,170.92
001-00-364400	SALE OF EQUIPMENT	0.00	0.00	0.00	1,150.00	1,150.00	-1,150.00
001-00-365100	SCRAP SALES	0.00	0.00	42.40	180.40	180.40	-180.40
001-00-366010	DONATIONS & CONTRIBUTIONS LIBR...	-21,500.00	-21,500.00	0.00	0.00	0.00	-21,500.00
001-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	4.09	4,274.32	4,274.32	-4,274.32
001-00-381000	INTERFUND TRANSFER	-943,092.00	-943,092.00	0.00	0.00	0.00	-943,092.00
001-00-389400	GRANTS - OTHER SOURCES	-505,000.00	-505,000.00	0.00	0.00	0.00	-505,000.00
Department: 00 - UNDESIGNATED Total:		-6,537,034.00	-6,537,034.00	234,025.61	3,062,161.37	3,062,161.37	-9,599,195.37
Revenue Total:		-6,537,034.00	-6,537,034.00	234,025.61	3,062,161.37	3,062,161.37	-9,599,195.37

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 51100 - LEGISLATIVE							
Department: 11 - MAYOR AND CITY COUNCIL							
001-11-51100-1210	SALARIES	26,400.00	26,400.00	1,850.00	9,690.00	9,690.00	16,710.00
001-11-51100-2110	SOCIAL SECURITY TAXES	1,637.00	1,637.00	114.70	600.78	600.78	1,036.22
001-11-51100-2410	WORKER'S COMPENSATION	600.00	600.00	102.22	306.66	306.66	293.34
001-11-51100-3000	MEDICARE INSURANCE	383.00	383.00	26.85	140.66	140.66	242.34
001-11-51100-3100	PROFESSIONAL SERVICES	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00
001-11-51100-4010	TRAVEL & PER DIEM	14,000.00	14,000.00	2,028.17	7,623.95	8,738.94	5,261.06
001-11-51100-4810	TROPHIES AND AWARDS	750.00	750.00	0.00	0.00	0.00	750.00
001-11-51100-4930	TRAINING	4,500.00	4,500.00	355.00	755.00	755.00	3,745.00
001-11-51100-5110	OFFICE SUPPLIES	300.00	300.00	0.00	0.00	0.00	300.00
001-11-51100-5280	LEAGUE OF CITIES DINNERS	1,400.00	1,400.00	0.00	199.00	199.00	1,201.00
001-11-51100-5290	OPERATING SUPPLIES	1,510.00	1,510.00	15.00	234.75	234.75	1,275.25
001-11-51100-5410	BOOKS, PUBS, SUBS & MEMBS	4,767.00	4,767.00	0.00	3,831.00	4,231.00	536.00
Department: 11 - MAYOR AND CITY COUNCIL Total:		67,247.00	67,247.00	4,491.94	23,381.80	24,896.79	42,350.21
Activity: 51100 - LEGISLATIVE Total:		67,247.00	67,247.00	4,491.94	23,381.80	24,896.79	42,350.21
Activity: 51200 - EXECUTIVE							
Department: 12 - CITY MANAGER							
001-12-51200-1210	SALARIES	173,945.00	173,945.00	13,067.80	81,016.59	81,016.59	92,928.41
001-12-51200-2110	SOCIAL SECURITY TAXES	10,785.00	10,785.00	810.94	5,027.49	5,027.49	5,757.51
001-12-51200-2210	RETIREMENT	24,352.00	24,352.00	1,831.18	9,666.65	9,666.65	14,685.35
001-12-51200-2310	EMPLOYEE INSURANCE	28,630.00	28,630.00	1,875.79	13,132.64	13,132.64	15,497.36
001-12-51200-2410	WORKER'S COMPENSATION	170.00	170.00	29.04	86.69	86.69	83.31
001-12-51200-3000	MEDICARE INSURANCE	2,522.00	2,522.00	189.65	1,175.82	1,175.82	1,346.18
001-12-51200-4010	TRAVEL & PER DIEM	6,100.00	6,100.00	0.00	0.00	462.46	5,637.54
001-12-51200-4110	TELEPHONE & INTERNET	360.00	360.00	0.00	0.00	0.00	360.00
001-12-51200-4930	TRAINING	3,500.00	3,500.00	0.00	50.00	50.00	3,450.00
001-12-51200-5290	OPERATING SUPPLIES	2,500.00	2,500.00	88.06	461.71	461.71	2,038.29
001-12-51200-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	0.00	397.00	397.00	1,103.00
Department: 12 - CITY MANAGER Total:		254,364.00	254,364.00	17,892.46	111,014.59	111,477.05	142,886.95
Activity: 51200 - EXECUTIVE Total:		254,364.00	254,364.00	17,892.46	111,014.59	111,477.05	142,886.95
Activity: 51300 - FINANCE							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51300-1210	SALARIES	74,886.00	74,886.00	5,584.36	35,384.95	35,384.95	39,501.05
001-13-51300-2110	SOCIAL SECURITY TAXES	4,643.00	4,643.00	345.67	2,190.26	2,190.26	2,452.74
001-13-51300-2210	RETIREMENT	10,484.00	10,484.00	717.42	2,887.93	2,887.93	7,596.07
001-13-51300-2310	EMPLOYEE INSURANCE	4,710.00	4,710.00	291.70	2,041.90	2,041.90	2,668.10
001-13-51300-2410	WORKER'S COMPENSATION	70.00	70.00	11.93	35.79	35.79	34.21
001-13-51300-3000	MEDICARE INSURANCE	1,086.00	1,086.00	80.87	512.38	512.38	573.62
001-13-51300-3210	ACCOUNTING AND AUDITING	26,250.00	26,250.00	9,042.50	24,292.50	24,522.50	1,727.50
001-13-51300-4010	TRAVEL & PER DIEM	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
001-13-51300-4710	PRINTING & BINDING	1,900.00	1,900.00	0.00	295.19	423.19	1,476.81
001-13-51300-4921	BANK FEES	1,000.00	1,000.00	65.00	395.57	395.57	604.43
001-13-51300-4930	TRAINING	2,500.00	2,500.00	550.00	550.00	550.00	1,950.00
001-13-51300-4946	LEGAL & RETAIL ADVERTISEMENTS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-13-51300-5290	OPERATING SUPPLIES	1,150.00	1,150.00	0.00	166.47	166.47	983.53
001-13-51300-5410	BOOKS, PUBS, SUBS & MEMBS	855.00	855.00	0.00	305.00	305.00	550.00
Department: 13 - ADMINISTRATIVE SERVICES Total:		134,534.00	134,534.00	16,689.45	69,057.94	69,415.94	65,118.06
Activity: 51300 - FINANCE Total:		134,534.00	134,534.00	16,689.45	69,057.94	69,415.94	65,118.06
Activity: 51310 - HUMAN RESOURCES							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51310-1210	SALARIES	13,366.00	13,366.00	971.11	5,923.79	5,923.79	7,442.21
001-13-51310-2110	SOCIAL SECURITY TAXES	829.00	829.00	60.21	367.24	367.24	461.76
001-13-51310-2210	RETIREMENT	1,871.00	1,871.00	135.96	407.89	407.89	1,463.11
001-13-51310-2220	RETIRED EMPLOYEE LIFE INSURANCE	850.00	850.00	44.62	345.94	345.94	504.06
001-13-51310-2230	RETIRED EMPLOYEE DENTAL INSURA...	4,700.00	4,700.00	344.99	2,382.87	2,382.87	2,317.13

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-13-51310-2310	EMPLOYEE INSURANCE	3,400.00	3,400.00	215.16	1,514.84	1,514.84	1,885.16
001-13-51310-2410	WORKER'S COMPENSATION	20.00	20.00	3.41	10.23	10.23	9.77
001-13-51310-2510	UNEMPLOYMENT COMPENSATION	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
001-13-51310-3000	MEDICARE INSURANCE	194.00	194.00	14.08	85.83	85.83	108.17
001-13-51310-3100	PROFESSIONAL SERVICES	11,200.00	11,200.00	451.37	4,701.35	4,918.04	6,281.96
001-13-51310-4010	TRAVEL & PER DIEM	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-13-51310-4015	RECRUITMENT	2,500.00	2,500.00	0.00	86.80	86.80	2,413.20
001-13-51310-4540	EMPLOYEE APPRECIATION	5,250.00	5,250.00	65.88	4,428.97	4,428.97	821.03
001-13-51310-4710	PRINTING & BINDING	900.00	900.00	0.00	0.00	0.00	900.00
001-13-51310-4930	TRAINING	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
001-13-51310-4934	TUITION	26,250.00	26,250.00	0.00	13,151.44	13,151.44	13,098.56
001-13-51310-4946	LEGAL & RETAIL ADVERTISEMENTS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-13-51310-5290	OPERATING SUPPLIES	500.00	500.00	0.00	35.99	35.99	464.01
001-13-51310-5410	BOOKS, PUBS, SUBS & MEMBS	750.00	750.00	0.00	0.00	0.00	750.00
Department: 13 - ADMINISTRATIVE SERVICES Total:		83,080.00	83,080.00	2,306.79	33,443.18	33,659.87	49,420.13
Activity: 51310 - HUMAN RESOURCES Total:		83,080.00	83,080.00	2,306.79	33,443.18	33,659.87	49,420.13
Activity: 51400 - LEGAL							
Department: 14 - CITY ATTORNEY							
001-14-51400-3111	LEGAL COUNSEL	65,000.00	65,000.00	7,991.50	23,281.50	23,281.50	41,718.50
Department: 14 - CITY ATTORNEY Total:		65,000.00	65,000.00	7,991.50	23,281.50	23,281.50	41,718.50
Activity: 51400 - LEGAL Total:		65,000.00	65,000.00	7,991.50	23,281.50	23,281.50	41,718.50
Activity: 51500 - PLANNING AND ZONING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-51500-1210	SALARIES	99,488.00	99,488.00	7,351.92	46,416.92	46,416.92	53,071.08
001-30-51500-2110	SOCIAL SECURITY TAXES	6,168.00	6,168.00	455.83	2,877.95	2,877.95	3,290.05
001-30-51500-2210	RETIREMENT	13,928.00	13,928.00	890.25	5,078.59	5,078.59	8,849.41
001-30-51500-2310	EMPLOYEE INSURANCE	23,670.00	23,670.00	1,508.82	10,562.24	10,562.24	13,107.76
001-30-51500-2410	WORKER'S COMPENSATION	320.00	320.00	11.93	35.79	35.79	284.21
001-30-51500-3000	MEDICARE INSURANCE	1,443.00	1,443.00	106.63	673.15	673.15	769.85
001-30-51500-3100	PROFESSIONAL SERVICES	90,000.00	90,000.00	0.00	0.00	0.00	90,000.00
001-30-51500-4010	TRAVEL & PER DIEM	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
001-30-51500-4522	VEHICLE INSURANCE	290.00	290.00	76.25	305.00	305.00	-15.00
001-30-51500-4930	TRAINING	500.00	500.00	0.00	0.00	0.00	500.00
001-30-51500-4946	LEGAL & RETAIL ADVERTISEMENTS	3,000.00	3,000.00	502.30	3,086.63	3,086.63	-86.63
001-30-51500-5110	OFFICE SUPPLIES	150.00	150.00	0.00	0.00	0.00	150.00
001-30-51500-5290	OPERATING SUPPLIES	0.00	0.00	0.00	180.00	180.00	-180.00
001-30-51500-5410	BOOKS, PUBS, SUBS & MEMBS	600.00	600.00	0.00	0.00	0.00	600.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		241,557.00	241,557.00	10,903.93	69,216.27	69,216.27	172,340.73
Activity: 51500 - PLANNING AND ZONING Total:		241,557.00	241,557.00	10,903.93	69,216.27	69,216.27	172,340.73
Activity: 51600 - NON-COURT INFORMATION SYSTEMS							
Department: 16 - CITY CLERK							
001-16-51600-1210	SALARIES	77,595.00	77,595.00	5,641.10	35,820.97	35,820.97	41,774.03
001-16-51600-2110	SOCIAL SECURITY TAXES	4,811.00	4,811.00	349.74	2,220.87	2,220.87	2,590.13
001-16-51600-2210	RETIREMENT	10,863.00	10,863.00	789.76	5,014.96	5,014.96	5,848.04
001-16-51600-2310	EMPLOYEE INSURANCE	17,300.00	17,300.00	1,071.16	7,498.06	7,498.06	9,801.94
001-16-51600-2410	WORKER'S COMPENSATION	100.00	100.00	17.04	51.37	51.37	48.63
001-16-51600-3000	MEDICARE INSURANCE	1,125.00	1,125.00	81.80	519.42	519.42	605.58
001-16-51600-3100	PROFESSIONAL SERVICES	2,350.00	2,350.00	75.39	445.46	960.00	1,390.00
001-16-51600-4010	TRAVEL & PER DIEM	2,500.00	2,500.00	0.00	0.00	660.00	1,840.00
001-16-51600-4510	NOTARY INSURANCE	150.00	150.00	0.00	0.00	0.00	150.00
001-16-51600-4930	TRAINING	1,700.00	1,700.00	150.00	480.00	1,130.00	570.00
001-16-51600-4946	LEGAL & RETAIL ADVERTISEMENTS	1,000.00	1,000.00	0.00	0.00	400.64	599.36
001-16-51600-5110	OFFICE SUPPLIES	850.00	850.00	0.00	0.00	129.79	720.21
001-16-51600-5290	OPERATING SUPPLIES	1,300.00	1,300.00	0.00	119.45	119.45	1,180.55
001-16-51600-5410	BOOKS, PUBS, SUBS & MEMBS	800.00	800.00	0.00	264.00	264.00	536.00
001-16-51600-5416	CODIFICATION	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-16-51600-6411	OFFICE EQUIP/FURNITURE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
	Department: 16 - CITY CLERK Total:	126,944.00	126,944.00	8,175.99	52,434.56	54,789.53	72,154.47
	Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	126,944.00	126,944.00	8,175.99	52,434.56	54,789.53	72,154.47
	Activity: 51610 - INFORMATION TECHNOLOGY						
	Department: 13 - ADMINISTRATIVE SERVICES						
001-13-51610-3100	PROFESSIONAL SERVICES	32,500.00	32,500.00	2,696.50	13,496.25	13,496.25	19,003.75
001-13-51610-4110	TELEPHONE & INTERNET	14,000.00	14,000.00	420.40	2,581.43	2,581.43	11,418.57
001-13-51610-4655	COMPUTER HARDWARE & SOFTWARE...	87,404.00	87,404.00	7,983.66	38,105.86	38,928.73	48,475.27
001-13-51610-4660	COPIER MAINTENANCE	7,900.00	7,900.00	622.87	3,647.35	9,058.14	-1,158.14
001-13-51610-6400	COMPUTER SOFTWARE & EQUIPMENT	42,500.00	42,500.00	0.00	79.46	79.46	42,420.54
	Department: 13 - ADMINISTRATIVE SERVICES Total:	184,304.00	184,304.00	11,723.43	57,910.35	64,144.01	120,159.99
	Activity: 51610 - INFORMATION TECHNOLOGY Total:	184,304.00	184,304.00	11,723.43	57,910.35	64,144.01	120,159.99
	Activity: 51900 - GENERAL GOVERNMENT						
	Department: 99 - NON DEPARTMENTAL						
001-99-51900-4100	POSTAGE & SHIPPING	4,200.00	4,200.00	395.97	1,802.12	1,802.12	2,397.88
001-99-51900-4520	LIABILITY INSURANCE	56,940.00	56,940.00	12,287.49	49,149.99	49,149.99	7,790.01
001-99-51900-5110	OFFICE SUPPLIES	4,000.00	4,000.00	405.36	933.80	933.80	3,066.20
001-99-51900-5410	BOOKS, PUBS, SUBS & MEMBS	900.00	900.00	0.00	0.00	0.00	900.00
	Department: 99 - NON DEPARTMENTAL Total:	66,040.00	66,040.00	13,088.82	51,885.91	51,885.91	14,154.09
	Activity: 51900 - GENERAL GOVERNMENT Total:	66,040.00	66,040.00	13,088.82	51,885.91	51,885.91	14,154.09
	Activity: 51910 - FACILITIES						
	Department: 50 - PUBLIC WORKS						
001-50-51910-1210	SALARIES	52,293.00	52,293.00	2,921.45	19,399.06	19,399.06	32,893.94
001-50-51910-1310	PART-TIME SALARIES	11,200.00	11,200.00	788.70	2,872.72	2,872.72	8,327.28
001-50-51910-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-2110	SOCIAL SECURITY TAXES	3,968.00	3,968.00	230.03	1,380.90	1,380.90	2,587.10
001-50-51910-2210	RETIREMENT	7,391.00	7,391.00	49.24	553.38	553.38	6,837.62
001-50-51910-2310	EMPLOYEE INSURANCE	17,850.00	17,850.00	1,028.79	5,821.67	5,821.67	12,028.33
001-50-51910-2410	WORKER'S COMPENSATION	3,490.00	3,490.00	362.63	1,087.89	1,087.89	2,402.11
001-50-51910-3000	MEDICARE INSURANCE	928.00	928.00	53.82	322.97	322.97	605.03
001-50-51910-3100	PROFESSIONAL SERVICES	20,450.00	20,450.00	1,116.00	4,676.00	5,909.00	14,541.00
001-50-51910-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-4310	ELECTRICITY	30,000.00	30,000.00	2,486.42	10,278.73	10,278.73	19,721.27
001-50-51910-4320	WATER	12,000.00	12,000.00	790.30	4,172.41	4,172.41	7,827.59
001-50-51910-4330	SOLID WASTE	7,500.00	7,500.00	247.29	1,446.90	1,446.90	6,053.10
001-50-51910-4340	NATURAL GAS	2,500.00	2,500.00	263.82	718.74	718.74	1,781.26
001-50-51910-4410	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
001-50-51910-4521	PROPERTY INSURANCE	18,900.00	18,900.00	8,135.00	32,246.00	32,246.00	-13,346.00
001-50-51910-4522	VEHICLE INSURANCE	1,050.00	1,050.00	217.50	870.00	870.00	180.00
001-50-51910-4611	BUILDING R & M	20,000.00	20,000.00	2,789.00	6,794.95	9,027.95	10,972.05
001-50-51910-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-4615	FENCING AND LANDSCAPING	5,000.00	5,000.00	0.00	517.65	954.04	4,045.96
001-50-51910-4930	TRAINING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-51910-5110	OFFICE SUPPLIES	750.00	750.00	0.00	74.96	74.96	675.04
001-50-51910-5210	FUEL, OIL, & LUBRICANTS	5,000.00	5,000.00	123.04	822.23	822.23	4,177.77
001-50-51910-5220	UNIFORMS	1,000.00	1,000.00	144.88	336.34	336.34	663.66
001-50-51910-5221	PERSONAL PROTECTIVE EQUIPMENT	1,000.00	1,000.00	0.00	242.14	242.14	757.86
001-50-51910-5230	JANITORIAL SUPPLIES	2,500.00	2,500.00	574.27	1,024.20	1,024.20	1,475.80
001-50-51910-5231	SEASONAL DECORATIONS	0.00	0.00	0.00	392.52	392.52	-392.52
001-50-51910-5260	TOOLS	1,000.00	1,000.00	11.97	87.93	87.93	912.07
001-50-51910-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	0.00	193.35	193.35	1,306.65
001-50-51910-5290	OPERATING SUPPLIES	7,500.00	7,500.00	332.08	1,231.25	1,231.25	6,268.75
001-50-51910-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	0.00	0.00	100.00
001-50-51910-6210	BUILDINGS	818,674.00	818,674.00	4,609.41	28,466.75	602,778.96	215,895.04
	Department: 50 - PUBLIC WORKS Total:	1,058,044.00	1,058,044.00	27,275.64	126,031.64	704,246.24	353,797.76
	Activity: 51910 - FACILITIES Total:	1,058,044.00	1,058,044.00	27,275.64	126,031.64	704,246.24	353,797.76

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Activity: 52100 - LAW ENFORCEMENT							
Department: 20 - PUBLIC SAFETY							
001-20-52100-3405	CONTRACT FOR SERVICES	310,788.00	310,788.00	24,927.42	149,609.52	149,609.52	161,178.48
Department: 20 - PUBLIC SAFETY Total:		310,788.00	310,788.00	24,927.42	149,609.52	149,609.52	161,178.48
Activity: 52100 - LAW ENFORCEMENT Total:		310,788.00	310,788.00	24,927.42	149,609.52	149,609.52	161,178.48
Activity: 52200 - FIRE							
Department: 20 - PUBLIC SAFETY							
001-20-52200-3405	CONTRACT FOR SERVICES	1,147,687.00	1,147,687.00	0.00	286,921.70	286,921.70	860,765.30
001-20-52200-4710	PRINTING & BINDING	0.00	0.00	0.00	0.00	193.00	-193.00
Department: 20 - PUBLIC SAFETY Total:		1,147,687.00	1,147,687.00	0.00	286,921.70	287,114.70	860,572.30
Activity: 52200 - FIRE Total:		1,147,687.00	1,147,687.00	0.00	286,921.70	287,114.70	860,572.30
Activity: 52400 - CODE COMPLIANCE							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52400-1210	SALARIES	57,350.00	57,350.00	4,294.11	27,239.28	27,239.28	30,110.72
001-30-52400-2110	SOCIAL SECURITY TAXES	3,556.00	3,556.00	266.24	1,688.91	1,688.91	1,867.09
001-30-52400-2210	RETIREMENT	8,029.00	8,029.00	419.12	2,604.02	2,604.02	5,424.98
001-30-52400-2310	EMPLOYEE INSURANCE	13,850.00	13,850.00	869.89	6,089.23	6,089.23	7,760.77
001-30-52400-2410	WORKER'S COMPENSATION	710.00	710.00	336.20	1,008.60	1,008.60	-298.60
001-30-52400-3000	MEDICARE INSURANCE	832.00	832.00	62.28	394.97	394.97	437.03
001-30-52400-4010	TRAVEL & PER DIEM	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-30-52400-4110	TELEPHONE & INTERNET	500.00	500.00	29.40	147.00	147.00	353.00
001-30-52400-4522	VEHICLE INSURANCE	290.00	290.00	76.58	306.30	306.30	-16.30
001-30-52400-4610	VEHICLE R & M	1,000.00	1,000.00	17.85	17.85	17.85	982.15
001-30-52400-4930	TRAINING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-30-52400-5110	OFFICE SUPPLIES	150.00	150.00	0.00	35.99	35.99	114.01
001-30-52400-5210	FUEL, OIL, & LUBRICANTS	1,300.00	1,300.00	79.52	477.09	614.95	685.05
001-30-52400-5220	UNIFORMS	250.00	250.00	0.00	0.00	0.00	250.00
001-30-52400-5221	PERSONAL PROTECTIVE EQUIPMENT	100.00	100.00	0.00	0.00	0.00	100.00
001-30-52400-5295	OPERATING SUPPLIES/JANITORIAL	150.00	150.00	0.00	0.00	0.00	150.00
001-30-52400-5410	BOOKS, PUBS, SUBS & MEMBS	250.00	250.00	0.00	240.00	240.00	10.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		90,817.00	90,817.00	6,451.19	40,249.24	40,387.10	50,429.90
Activity: 52400 - CODE COMPLIANCE Total:		90,817.00	90,817.00	6,451.19	40,249.24	40,387.10	50,429.90
Activity: 52410 - BUILDING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52410-1210	SALARIES	48,185.00	48,185.00	3,566.24	22,381.79	22,381.79	25,803.21
001-30-52410-2110	SOCIAL SECURITY TAXES	2,987.00	2,987.00	221.09	1,387.43	1,387.43	1,599.57
001-30-52410-2210	RETIREMENT	6,746.00	6,746.00	386.27	2,153.06	2,153.06	4,592.94
001-30-52410-2310	EMPLOYEE INSURANCE	13,580.00	13,580.00	858.38	6,009.16	6,009.16	7,570.84
001-30-52410-2410	WORKER'S COMPENSATION	170.00	170.00	3.41	10.23	10.23	159.77
001-30-52410-3000	MEDICARE INSURANCE	699.00	699.00	51.67	324.41	324.41	374.59
001-30-52410-3100	PROFESSIONAL SERVICES	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00
001-30-52410-4522	VEHICLE INSURANCE	290.00	290.00	76.25	305.00	305.00	-15.00
001-30-52410-4946	LEGAL & RETAIL ADVERTISEMENTS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		153,657.00	153,657.00	5,163.31	32,571.08	32,571.08	121,085.92
Activity: 52410 - BUILDING Total:		153,657.00	153,657.00	5,163.31	32,571.08	32,571.08	121,085.92
Activity: 53800 - STORMWATER							
Department: 50 - PUBLIC WORKS							
001-50-53800-1210	SALARIES	95,502.00	95,502.00	7,366.04	45,640.64	45,640.64	49,861.36
001-50-53800-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-53800-2110	SOCIAL SECURITY TAXES	5,952.00	5,952.00	455.42	2,824.01	2,824.01	3,127.99
001-50-53800-2210	RETIREMENT	13,440.00	13,440.00	614.59	3,849.41	3,849.41	9,590.59
001-50-53800-2310	EMPLOYEE INSURANCE	28,350.00	28,350.00	1,770.34	12,388.77	12,388.77	15,961.23
001-50-53800-2410	WORKER'S COMPENSATION	4,360.00	4,360.00	1,528.53	4,585.79	4,585.79	-225.79
001-50-53800-3000	MEDICARE INSURANCE	1,392.00	1,392.00	106.53	660.69	660.69	731.31
001-50-53800-3100	Professional Services	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00
001-50-53800-4010	TRAVEL & PER DIEM	1,000.00	1,000.00	0.00	0.00	118.58	881.42
001-50-53800-4522	VEHICLE INSURANCE	1,050.00	1,050.00	217.50	870.00	870.00	180.00

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-50-53800-4615	FENCING AND LANDSCAPING	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
001-50-53800-4637	CURBS/GUTTERS/STORM DRAINS R&M	5,500.00	5,500.00	0.00	1,114.62	1,883.42	3,616.58
001-50-53800-4930	TRAINING	0.00	0.00	219.00	219.00	219.00	-219.00
001-50-53800-5220	UNIFORMS	250.00	250.00	0.00	0.00	0.00	250.00
001-50-53800-5295	OPERATING SUPPLIES/JANITORIAL	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00
001-50-53800-5410	BOOKS, PUBS, SUBS & MEMBS	2,500.00	2,500.00	375.00	375.00	375.00	2,125.00
001-50-53800-6310	INFRASTRUCTURE	1,104,703.00	1,104,703.00	0.00	97,837.20	617,896.59	486,806.41
Department: 50 - PUBLIC WORKS Total:		1,286,749.00	1,286,749.00	12,652.95	170,365.13	691,311.90	595,437.10
Activity: 53800 - STORMWATER Total:		1,286,749.00	1,286,749.00	12,652.95	170,365.13	691,311.90	595,437.10

Activity: 54100 - STREETS

Department: 50 - PUBLIC WORKS

001-50-54100-1210	SALARIES	95,502.00	95,502.00	7,358.54	45,632.49	45,632.49	49,869.51
001-50-54100-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-54100-2110	SOCIAL SECURITY TAXES	5,952.00	5,952.00	455.32	2,823.28	2,823.28	3,128.72
001-50-54100-2210	RETIREMENT	13,440.00	13,440.00	614.53	3,848.87	3,848.87	9,591.13
001-50-54100-2310	EMPLOYEE INSURANCE	28,350.00	28,350.00	1,777.76	12,396.19	12,396.19	15,953.81
001-50-54100-2410	WORKER'S COMPENSATION	4,360.00	4,360.00	1,497.17	4,651.46	4,651.46	-291.46
001-50-54100-3000	MEDICARE INSURANCE	1,392.00	1,392.00	106.46	660.02	660.02	731.98
001-50-54100-3100	PROFESSIONAL SERVICES	0.00	0.00	0.00	625.00	5,625.00	-5,625.00
001-50-54100-4010	TRAVEL & PER DIEM	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
001-50-54100-4310	ELECTRICITY	60,000.00	60,000.00	4,363.04	22,824.52	22,824.52	37,175.48
001-50-54100-4320	WATER	500.00	500.00	33.35	165.17	165.17	334.83
001-50-54100-4330	Solid Waste	10,000.00	10,000.00	0.00	4,212.65	9,470.80	529.20
001-50-54100-4410	EQUIPMENT RENTAL	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
001-50-54100-4522	VEHICLE INSURANCE	1,050.00	1,050.00	217.93	1,165.71	1,165.71	-115.71
001-50-54100-4610	VEHICLE R & M	4,000.00	4,000.00	99.92	922.62	922.62	3,077.38
001-50-54100-4615	FENCING AND LANDSCAPING	2,500.00	2,500.00	320.78	500.12	3,963.37	-1,463.37
001-50-54100-4623	HEAVY EQUIPMENT R & M	15,000.00	15,000.00	297.00	4,274.78	4,274.78	10,725.22
001-50-54100-4631	STREET REPAVING	61,000.00	61,000.00	1,449.00	7,547.15	13,491.00	47,509.00
001-50-54100-4636	TRAFFIC CONTROL/SIGNS R&M	6,000.00	6,000.00	250.00	692.50	1,224.66	4,775.34
001-50-54100-4637	CURBS/GUTTERS/STORM DRAINS R&M	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00
001-50-54100-4906	OTHER CHARGES	0.00	0.00	0.00	130.54	130.54	-130.54
001-50-54100-4930	TRAINING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-54100-5110	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-50-54100-5210	FUEL, OIL, & LUBRICANTS	6,000.00	6,000.00	205.81	1,380.45	1,380.45	4,619.55
001-50-54100-5220	UNIFORMS	700.00	700.00	0.00	0.00	0.00	700.00
001-50-54100-5221	PERSONAL PROTECTIVE EQUIPMENT	750.00	750.00	25.94	137.72	137.72	612.28
001-50-54100-5260	TOOLS	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
001-50-54100-5270	MACHINERY & EQUIPMENT	5,000.00	5,000.00	224.00	385.05	385.05	4,614.95
001-50-54100-5290	OPERATING SUPPLIES	4,000.00	4,000.00	434.10	655.60	655.60	3,344.40
001-50-54100-5410	BOOKS, PUBS, SUBS & MEMBS	500.00	500.00	407.00	407.00	407.00	93.00
001-50-54100-6310	INFRASTRUCTURE	980,863.00	980,863.00	0.00	784,422.70	879,422.70	101,440.30
001-50-54100-6410	MACHINERY & EQUIPMENT	300,000.00	300,000.00	0.00	228,145.00	289,430.00	10,570.00
Department: 50 - PUBLIC WORKS Total:		1,626,959.00	1,626,959.00	20,137.65	1,128,606.59	1,305,089.00	321,870.00
Activity: 54100 - STREETS Total:		1,626,959.00	1,626,959.00	20,137.65	1,128,606.59	1,305,089.00	321,870.00

Activity: 56200 - ANIMAL CONTROL

Department: 30 - COMMUNITY DEVELOPMENT

001-30-56200-3410	ANIMAL CONTROL	5,000.00	5,000.00	115.00	2,620.00	2,620.00	2,380.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		5,000.00	5,000.00	115.00	2,620.00	2,620.00	2,380.00
Activity: 56200 - ANIMAL CONTROL Total:		5,000.00	5,000.00	115.00	2,620.00	2,620.00	2,380.00

Activity: 57100 - LIBRARY

Department: 71 - LIBRARY

001-71-57100-1210	SALARIES	278,192.00	278,192.00	20,932.20	148,075.12	148,075.12	130,116.88
001-71-57100-1310	SALARIES - PART TIME	47,552.00	47,552.00	2,926.47	16,780.15	16,780.15	30,771.85
001-71-57100-2110	SOCIAL SECURITY TAXES	20,196.00	20,196.00	1,473.03	10,174.15	10,174.15	10,021.85
001-71-57100-2210	RETIREMENT	38,947.00	38,947.00	2,029.56	14,955.39	14,955.39	23,991.61
001-71-57100-2310	EMPLOYEE INSURANCE	78,223.00	78,223.00	4,292.94	28,928.12	28,928.12	49,294.88

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-71-57100-2410	WORKER'S COMPENSATION	700.00	700.00	119.26	357.78	357.78	342.22
001-71-57100-3000	MEDICARE INSURANCE	4,723.00	4,723.00	344.51	2,379.45	2,379.45	2,343.55
001-71-57100-4010	TRAVEL & PER DIEM	1,200.00	1,200.00	0.00	402.10	402.10	797.90
001-71-57100-4100	POSTAGE & SHIPPING	1,000.00	1,000.00	0.00	309.69	309.69	690.31
001-71-57100-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	0.00	0.00	500.00
001-71-57100-4710	PRINTING & BINDING	700.00	700.00	0.00	0.00	0.00	700.00
001-71-57100-4925	PROGRAM EXPENSES	1,900.00	1,900.00	72.72	1,095.93	1,095.93	804.07
001-71-57100-4930	TRAINING	0.00	0.00	0.00	120.00	120.00	-120.00
001-71-57100-5110	OFFICE SUPPLIES	2,700.00	2,700.00	56.82	530.30	530.30	2,169.70
001-71-57100-5290	OPERATING SUPPLIES	0.00	0.00	15.69	15.69	15.69	-15.69
001-71-57100-5410	BOOKS, PUBS, SUBS & MEMBS	16,000.00	16,000.00	4,949.22	9,407.37	9,407.37	6,592.63
001-71-57100-5417	LIBRARY E-BOOK LEASES	15,000.00	15,000.00	0.00	4,800.00	4,800.00	10,200.00
001-71-57100-5420	MEMBERSHIPS	1,200.00	1,200.00	140.00	292.00	292.00	908.00
Department: 71 - LIBRARY Total:		508,733.00	508,733.00	37,352.42	238,623.24	238,623.24	270,109.76
Activity: 57100 - LIBRARY Total:		508,733.00	508,733.00	37,352.42	238,623.24	238,623.24	270,109.76
Activity: 57200 - PARKS							
Department: 50 - PUBLIC WORKS							
001-50-57200-1210	SALARIES	118,320.00	118,320.00	6,543.18	43,835.60	43,835.60	74,484.40
001-50-57200-1310	PART-TIME SALARIES	26,133.00	26,133.00	1,840.29	6,702.92	6,702.92	19,430.08
001-50-57200-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-57200-2110	SOCIAL SECURITY TAXES	8,987.00	8,987.00	519.79	3,133.48	3,133.48	5,853.52
001-50-57200-2210	RETIREMENT	16,635.00	16,635.00	98.46	1,220.64	1,220.64	15,414.36
001-50-57200-2310	EMPLOYEE INSURANCE	40,800.00	40,800.00	2,379.76	13,466.56	13,466.56	27,333.44
001-50-57200-2410	WORKER'S COMPENSATION	8,140.00	8,140.00	846.13	2,538.39	2,538.39	5,601.61
001-50-57200-3000	MEDICARE INSURANCE	2,102.00	2,102.00	121.52	732.73	732.73	1,369.27
001-50-57200-3100	PROFESSIONAL SERVICES	100,000.00	100,000.00	5,096.25	9,332.50	9,664.00	5,336.00
001-50-57200-4010	TRAVEL & PER DIEM	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-50-57200-4310	ELECTRICITY	5,500.00	5,500.00	382.52	1,752.70	1,752.70	3,747.30
001-50-57200-4320	WATER	4,000.00	4,000.00	253.83	1,259.88	1,259.88	2,740.12
001-50-57200-4330	SOLID WASTE	500.00	500.00	73.18	254.51	254.51	245.49
001-50-57200-4521	PROPERTY INSURANCE	8,450.00	8,450.00	1,981.75	7,927.00	7,927.00	523.00
001-50-57200-4522	VEHICLE INSURANCE	1,050.00	1,050.00	217.50	870.00	870.00	180.00
001-50-57200-4611	BUILDING R & M	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00
001-50-57200-4612	FURNITURE/EQUIP. R & M	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-57200-4615	FENCING AND LANDSCAPING	30,000.00	30,000.00	179.48	1,903.56	1,903.56	28,096.44
001-50-57200-5110	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-57200-5210	FUEL, OIL, & LUBRICANTS	6,000.00	6,000.00	123.03	1,024.82	1,024.82	4,975.18
001-50-57200-5231	SEASONAL DECORATIONS	5,000.00	5,000.00	0.00	5,960.00	5,960.00	-960.00
001-50-57200-5270	MACHINERY & EQUIPMENT	3,000.00	3,000.00	0.00	697.00	1,745.00	1,255.00
001-50-57200-5290	OPERATING SUPPLIES	10,000.00	10,000.00	392.64	558.41	1,425.27	8,574.73
001-50-57200-5295	OPERATING SUPPLIES/JANITORIAL	0.00	0.00	0.00	35.92	35.92	-35.92
001-50-57200-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	35.00	35.00	65.00
001-50-57200-5741	COMMUNITY EVENTS	15,000.00	15,000.00	0.00	3,325.37	3,750.37	11,249.63
001-50-57200-6310	INFRASTRUCTURE	908,100.00	908,100.00	8,799.95	86,305.34	122,132.82	785,967.18
001-50-57200-6410	MACHINERY & EQUIPMENT	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00
Department: 50 - PUBLIC WORKS Total:		1,346,817.00	1,346,817.00	29,849.26	192,872.33	316,371.17	1,030,445.83
Activity: 57200 - PARKS Total:		1,346,817.00	1,346,817.00	29,849.26	192,872.33	316,371.17	1,030,445.83
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
001-99-58100-7120	LOAN DEBT PRINCIPAL	109,496.00	109,496.00	0.00	0.00	0.00	109,496.00
001-99-58100-7220	LOAN DEBT INTEREST	200,738.00	200,738.00	86,064.75	86,064.75	86,064.75	114,673.25
Department: 99 - NON DEPARTMENTAL Total:		310,234.00	310,234.00	86,064.75	86,064.75	86,064.75	224,169.25
Activity: 58100 - INTERFUND TRANSFER Total:		310,234.00	310,234.00	86,064.75	86,064.75	86,064.75	224,169.25
Expense Total:		9,068,555.00	9,068,555.00	343,253.90	2,946,161.32	4,356,775.57	4,711,779.43
Fund: 001 - GENERAL FUND Surplus (Deficit):		-15,605,589.00	-15,605,589.00	-109,228.29	116,000.05	-1,294,614.20	-14,310,974.80

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 101 - DISCRETIONARY SALES SURTAX						
Revenue						
Department: 00 - UNDESIGNATED						
101-00-312600 DISCRETIONARY SALES SURTAXES	-500,000.00	-500,000.00	27,771.86	203,515.83	203,515.83	-703,515.83
101-00-361100 INTEREST INCOME	-50,000.00	-50,000.00	9,277.53	58,536.81	58,536.81	-108,536.81
Department: 00 - UNDESIGNATED Total:	-550,000.00	-550,000.00	37,049.39	262,052.64	262,052.64	-812,052.64
Revenue Total:	-550,000.00	-550,000.00	37,049.39	262,052.64	262,052.64	-812,052.64

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 58100 - INTERFUND TRANSFER						
Department: 99 - NON DEPARTMENTAL						
101-99-58100-9001 INTERFUND TRANSFER	863,238.00	863,238.00	0.00	0.00	0.00	863,238.00
Department: 99 - NON DEPARTMENTAL Total:	863,238.00	863,238.00	0.00	0.00	0.00	863,238.00
Activity: 58100 - INTERFUND TRANSFER Total:	863,238.00	863,238.00	0.00	0.00	0.00	863,238.00
Expense Total:	863,238.00	863,238.00	0.00	0.00	0.00	863,238.00
Fund: 101 - DISCRETIONARY SALES SURTAX Surplus (Deficit):	-1,413,238.00	-1,413,238.00	37,049.39	262,052.64	262,052.64	-1,675,290.64

Budget vs Actuals

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 410 - WATER/SEWER FUND							
Revenue							
Department: 00 - UNDESIGNATED							
410-00-343310	WATER UTIL REVENUE-OPER INCOME	-1,281,000.00	-1,281,000.00	100,358.30	588,467.18	588,467.18	-1,869,467.18
410-00-343320	WATER UTIL - PENALTIES	-20,000.00	-20,000.00	3,154.90	17,718.43	17,718.43	-37,718.43
410-00-343340	BACKFLOW PREVENTER INSPECTION F...	-3,500.00	-3,500.00	800.00	4,250.00	4,250.00	-7,750.00
410-00-343351	TURN-ON & CUT-OFF FEES	-6,000.00	-6,000.00	480.00	2,820.00	2,820.00	-8,820.00
410-00-343510	SEWER UTIL REV - OPER INCOME	-1,806,000.00	-1,806,000.00	139,913.42	826,082.13	826,082.13	-2,632,082.13
410-00-343520	SEWER UTILITY PENALTIES	-20,000.00	-20,000.00	1,892.07	9,259.32	9,259.32	-29,259.32
410-00-359000	OTHER REVENUE & RETURN CHECKS	-200.00	-200.00	40.00	642.46	642.46	-842.46
410-00-361000	INTEREST AND OTHER EARNINGS	-100,000.00	-100,000.00	19,309.84	116,561.53	116,561.53	-216,561.53
410-00-364400	SALE OF EQUIPMENT	0.00	0.00	0.00	1,200.00	1,200.00	-1,200.00
410-00-369600	LEASE/RENTAL ELEVATED TANK REV	-199,000.00	-199,000.00	16,395.56	98,373.36	98,373.36	-297,373.36
410-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	-4.50	14,658.20	14,658.20	-14,658.20
410-00-384000	REVENUE FROM OTHER SOURCES	-918,564.00	-918,564.00	0.00	0.00	0.00	-918,564.00
410-00-389200	GRANTS - FEDERAL	-373,500.00	-373,500.00	0.00	0.00	0.00	-373,500.00
410-00-389300	GRANTS AND DONATIONS - STATE	-1,000,000.00	-1,000,000.00	0.00	0.00	0.00	-1,000,000.00
Department: 00 - UNDESIGNATED Total:		-5,727,764.00	-5,727,764.00	282,339.59	1,680,032.61	1,680,032.61	-7,407,796.61
Revenue Total:		-5,727,764.00	-5,727,764.00	282,339.59	1,680,032.61	1,680,032.61	-7,407,796.61

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 51700 - DEBT SERVICE PAYMENT							
Department: 99 - NON DEPARTMENTAL							
410-99-51700-7220	SRF LOAN INTEREST	0.00	0.00	1,597.70	1,597.70	1,597.70	-1,597.70
Department: 99 - NON DEPARTMENTAL Total:		0.00	0.00	1,597.70	1,597.70	1,597.70	-1,597.70
Activity: 51700 - DEBT SERVICE PAYMENT Total:		0.00	0.00	1,597.70	1,597.70	1,597.70	-1,597.70
Activity: 53300 - WATER							
Department: 50 - PUBLIC WORKS							
410-50-53300-1210	SALARIES	112,553.00	112,553.00	8,520.04	53,885.03	53,885.03	58,667.97
410-50-53300-2110	SOCIAL SECURITY TAXES	6,978.00	6,978.00	526.70	3,382.40	3,382.40	3,595.60
410-50-53300-2210	RETIREMENT	15,757.00	15,757.00	840.49	4,499.51	4,499.51	11,257.49
410-50-53300-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,731.06	12,117.54	12,117.54	15,437.46
410-50-53300-2410	WORKER'S COMPENSATION	145.00	145.00	20.44	61.32	61.32	83.68
410-50-53300-3000	MEDICARE INSURANCE	1,632.00	1,632.00	123.20	791.14	791.14	840.86
410-50-53300-3100	PROFESSIONAL SERVICES	148,543.00	148,543.00	1,303.25	27,191.40	194,889.18	-46,346.18
410-50-53300-3150	ENGINEERING, CONSULTING SERVICES	15,000.00	15,000.00	2,995.62	6,374.36	6,374.36	8,625.64
410-50-53300-3210	ACCOUNTING AND AUDITING	11,700.00	11,700.00	4,521.25	12,146.25	12,261.25	-561.25
410-50-53300-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	70,348.48	428,322.47	428,322.47	421,677.53
410-50-53300-4010	TRAVEL & PER DIEM	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
410-50-53300-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	395.63	2,581.34	2,581.34	2,918.66
410-50-53300-4110	TELEPHONE & INTERNET	6,200.00	6,200.00	347.97	1,778.95	1,778.95	4,421.05
410-50-53300-4310	ELECTRICITY	0.00	0.00	0.00	1.00	1.00	-1.00
410-50-53300-4521	PROPERTY INSURANCE	35,250.00	35,250.00	8,171.00	32,684.00	32,684.00	2,566.00
410-50-53300-4613	GROUNDS MAINTENANCE	20,000.00	20,000.00	0.00	7,500.00	7,500.00	12,500.00
410-50-53300-4617	WATER SYSTEMS MAINTENANCE	80,600.00	80,600.00	313.20	5,853.20	8,353.20	72,246.80
410-50-53300-4644	ELEVATED TANKS MAINTENANCE CO...	70,000.00	70,000.00	0.00	17,750.00	71,000.00	-1,000.00
410-50-53300-4650	COMPUTER OPERATIONS AND MAINT...	24,130.00	24,130.00	0.00	2,172.25	2,172.25	21,957.75
410-50-53300-4710	PRINTING & BINDING	3,500.00	3,500.00	106.15	1,173.59	1,237.59	2,262.41
410-50-53300-4905	OPERATING PERMITS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
410-50-53300-4906	OTHER CHARGES	1,500.00	1,500.00	37.70	251.80	509.05	990.95
410-50-53300-4915	CREDIT CARD PROCESSING FEES	23,000.00	23,000.00	1,299.23	8,963.59	8,963.59	14,036.41
410-50-53300-4930	TRAINING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
410-50-53300-5270	MACHINERY & EQUIPMENT	50,000.00	50,000.00	9,334.42	14,007.44	14,007.44	35,992.56
410-50-53300-5290	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00
410-50-53300-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	0.00	1,201.54	1,201.54	298.46
410-50-53300-6210	BUILDINGS	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00
410-50-53300-6310	INFRASTRUCTURE	1,041,150.00	1,041,150.00	0.00	55,460.00	55,460.00	985,690.00
410-50-53300-6410	MACHINERY & EQUIPMENT	88,000.00	88,000.00	0.00	1,252.28	1,252.28	86,747.72
Department: 50 - PUBLIC WORKS Total:		2,660,693.00	2,660,693.00	110,935.83	701,402.40	925,286.43	1,735,406.57
Activity: 53300 - WATER Total:		2,660,693.00	2,660,693.00	110,935.83	701,402.40	925,286.43	1,735,406.57
Activity: 53500 - SEWER							
Department: 50 - PUBLIC WORKS							
410-50-53500-1210	SALARIES	112,553.00	112,553.00	8,519.95	53,884.21	53,884.21	58,668.79
410-50-53500-2110	SOCIAL SECURITY TAXES	6,978.00	6,978.00	526.69	3,381.83	3,381.83	3,596.17
410-50-53500-2210	RETIREMENT	15,757.00	15,757.00	840.43	4,498.65	4,498.65	11,258.35
410-50-53500-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,731.08	12,117.56	12,117.56	15,437.44
410-50-53500-2410	WORKER'S COMPENSATION	145.00	145.00	20.44	61.32	61.32	83.68
410-50-53500-3000	MEDICARE INSURANCE	1,632.00	1,632.00	123.14	790.65	790.65	841.35
410-50-53500-3100	PROFESSIONAL SERVICES	0.00	0.00	558.25	558.25	558.25	-558.25
410-50-53500-3150	ENGINEERING, CONSULT. SERVICES & ...	15,000.00	15,000.00	2,995.63	11,464.39	25,924.39	-10,924.39
410-50-53500-3210	ACCOUNTING AND AUDITING	11,700.00	11,700.00	4,521.25	12,146.25	12,261.25	-561.25
410-50-53500-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	70,348.49	428,322.53	428,322.53	421,677.47
410-50-53500-4010	TRAVEL & PER DIEM	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
410-50-53500-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	395.63	2,440.25	2,440.25	3,059.75
410-50-53500-4110	TELEPHONE & INTERNET	3,800.00	3,800.00	191.30	1,196.23	1,196.23	2,603.77
410-50-53500-4320	WATER	37,000.00	37,000.00	3,366.53	13,984.72	13,984.72	23,015.28
410-50-53500-4400	SPRAYFIELD RENTAL	14,215.00	14,215.00	0.00	21,205.45	21,205.45	-6,990.45
410-50-53500-4521	PROPERTY INSURANCE	39,100.00	39,100.00	9,327.00	37,308.00	37,308.00	1,792.00

Budget vs Actuals

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
410-50-53500-4611	BUILDING R & M	3,500.00	3,500.00	0.00	0.00	3,500.00
410-50-53500-4618	SEWER SYSTEMS MAINTENANCE	87,500.00	87,500.00	0.00	43,485.00	41,515.00
410-50-53500-4650	COMPUTER OPERATIONS AND MAINT...	24,130.00	24,130.00	0.00	2,172.25	21,957.75
410-50-53500-4710	PRINTING & BINDING	2,500.00	2,500.00	106.15	762.34	1,673.66
410-50-53500-4905	WTP/STP OPERATING PERMITS	1,000.00	1,000.00	0.00	0.00	1,000.00
410-50-53500-4906	OTHER CHARGES	2,000.00	2,000.00	37.70	422.09	1,320.66
410-50-53500-4915	CREDIT CARD PROCESSING FEES	23,000.00	23,000.00	1,299.22	8,963.58	14,036.42
410-50-53500-4930	TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00
410-50-53500-4990	Bad Debt Expense Sewer	5,000.00	5,000.00	0.00	0.00	5,000.00
410-50-53500-5290	OPERATING SUPPLIES	500.00	500.00	0.00	295.00	205.00
410-50-53500-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	0.00	1,201.55	298.45
410-50-53500-6310	INFRASTRUCTURE	1,284,789.00	1,284,789.00	0.00	53,299.48	1,231,489.52
410-50-53500-6410	MACHINERY & EQUIPMENT	136,000.00	136,000.00	4,351.73	7,889.00	106,101.26
Department: 50 - PUBLIC WORKS Total:		2,716,354.00	2,716,354.00	109,260.61	721,850.58	1,955,097.43
Activity: 53500 - SEWER Total:		2,716,354.00	2,716,354.00	109,260.61	721,850.58	1,955,097.43
Activity: 58100 - INTERFUND TRANSFER						
Department: 99 - NON DEPARTMENTAL						
410-99-58100-7120	SRF - LOAN PRINCIPAL	138,000.00	138,000.00	0.00	0.00	138,000.00
410-99-58100-7220	SRF LOAN INTEREST	9,800.00	9,800.00	0.00	0.00	9,800.00
410-99-58100-9001	INTERFUND TRANSFER	79,854.00	79,854.00	0.00	0.00	79,854.00
Department: 99 - NON DEPARTMENTAL Total:		227,654.00	227,654.00	0.00	0.00	227,654.00
Activity: 58100 - INTERFUND TRANSFER Total:		227,654.00	227,654.00	0.00	0.00	227,654.00
Expense Total:		5,604,701.00	5,604,701.00	221,794.14	1,424,850.68	3,916,560.30
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):		-11,332,465.00	-11,332,465.00	60,545.45	255,181.93	-8,108.09
Report Surplus (Deficit):		-28,351,292.00	-28,351,292.00	-11,633.45	633,234.62	-1,040,669.65

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

Group Summary

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 001 - GENERAL FUND						
Revenue						
00 - UNDESIGNATED	-6,537,034.00	-6,537,034.00	234,025.61	3,062,161.37	3,062,161.37	-9,599,195.37
Revenue Total:	-6,537,034.00	-6,537,034.00	234,025.61	3,062,161.37	3,062,161.37	-9,599,195.37

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 51100 - LEGISLATIVE						
11 - MAYOR AND CITY COUNCIL	67,247.00	67,247.00	4,491.94	23,381.80	24,896.79	42,350.21
Activity: 51100 - LEGISLATIVE Total:	67,247.00	67,247.00	4,491.94	23,381.80	24,896.79	42,350.21
Activity: 51200 - EXECUTIVE						
12 - CITY MANAGER	254,364.00	254,364.00	17,892.46	111,014.59	111,477.05	142,886.95
Activity: 51200 - EXECUTIVE Total:	254,364.00	254,364.00	17,892.46	111,014.59	111,477.05	142,886.95
Activity: 51300 - FINANCE						
13 - ADMINISTRATIVE SERVICES	134,534.00	134,534.00	16,689.45	69,057.94	69,415.94	65,118.06
Activity: 51300 - FINANCE Total:	134,534.00	134,534.00	16,689.45	69,057.94	69,415.94	65,118.06
Activity: 51310 - HUMAN RESOURCES						
13 - ADMINISTRATIVE SERVICES	83,080.00	83,080.00	2,306.79	33,443.18	33,659.87	49,420.13
Activity: 51310 - HUMAN RESOURCES Total:	83,080.00	83,080.00	2,306.79	33,443.18	33,659.87	49,420.13
Activity: 51400 - LEGAL						
14 - CITY ATTORNEY	65,000.00	65,000.00	7,991.50	23,281.50	23,281.50	41,718.50
Activity: 51400 - LEGAL Total:	65,000.00	65,000.00	7,991.50	23,281.50	23,281.50	41,718.50
Activity: 51500 - PLANNING AND ZONING						
30 - COMMUNITY DEVELOPMENT	241,557.00	241,557.00	10,903.93	69,216.27	69,216.27	172,340.73
Activity: 51500 - PLANNING AND ZONING Total:	241,557.00	241,557.00	10,903.93	69,216.27	69,216.27	172,340.73
Activity: 51600 - NON-COURT INFORMATION SYSTEMS						
16 - CITY CLERK	126,944.00	126,944.00	8,175.99	52,434.56	54,789.53	72,154.47
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	126,944.00	126,944.00	8,175.99	52,434.56	54,789.53	72,154.47
Activity: 51610 - INFORMATION TECHNOLOGY						
13 - ADMINISTRATIVE SERVICES	184,304.00	184,304.00	11,723.43	57,910.35	64,144.01	120,159.99
Activity: 51610 - INFORMATION TECHNOLOGY Total:	184,304.00	184,304.00	11,723.43	57,910.35	64,144.01	120,159.99
Activity: 51900 - GENERAL GOVERNMENT						
99 - NON DEPARTMENTAL	66,040.00	66,040.00	13,088.82	51,885.91	51,885.91	14,154.09
Activity: 51900 - GENERAL GOVERNMENT Total:	66,040.00	66,040.00	13,088.82	51,885.91	51,885.91	14,154.09
Activity: 51910 - FACILITIES						
50 - PUBLIC WORKS	1,058,044.00	1,058,044.00	27,275.64	126,031.64	704,246.24	353,797.76
Activity: 51910 - FACILITIES Total:	1,058,044.00	1,058,044.00	27,275.64	126,031.64	704,246.24	353,797.76
Activity: 52100 - LAW ENFORCEMENT						
20 - PUBLIC SAFETY	310,788.00	310,788.00	24,927.42	149,609.52	149,609.52	161,178.48
Activity: 52100 - LAW ENFORCEMENT Total:	310,788.00	310,788.00	24,927.42	149,609.52	149,609.52	161,178.48
Activity: 52200 - FIRE						
20 - PUBLIC SAFETY	1,147,687.00	1,147,687.00	0.00	286,921.70	287,114.70	860,572.30
Activity: 52200 - FIRE Total:	1,147,687.00	1,147,687.00	0.00	286,921.70	287,114.70	860,572.30
Activity: 52400 - CODE COMPLIANCE						
30 - COMMUNITY DEVELOPMENT	90,817.00	90,817.00	6,451.19	40,249.24	40,387.10	50,429.90
Activity: 52400 - CODE COMPLIANCE Total:	90,817.00	90,817.00	6,451.19	40,249.24	40,387.10	50,429.90
Activity: 52410 - BUILDING						
30 - COMMUNITY DEVELOPMENT	153,657.00	153,657.00	5,163.31	32,571.08	32,571.08	121,085.92
Activity: 52410 - BUILDING Total:	153,657.00	153,657.00	5,163.31	32,571.08	32,571.08	121,085.92
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	1,286,749.00	1,286,749.00	12,652.95	170,365.13	691,311.90	595,437.10
Activity: 53800 - STORMWATER Total:	1,286,749.00	1,286,749.00	12,652.95	170,365.13	691,311.90	595,437.10
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	1,626,959.00	1,626,959.00	20,137.65	1,128,606.59	1,305,089.00	321,870.00
Activity: 54100 - STREETS Total:	1,626,959.00	1,626,959.00	20,137.65	1,128,606.59	1,305,089.00	321,870.00
Activity: 56200 - ANIMAL CONTROL						
30 - COMMUNITY DEVELOPMENT	5,000.00	5,000.00	115.00	2,620.00	2,620.00	2,380.00
Activity: 56200 - ANIMAL CONTROL Total:	5,000.00	5,000.00	115.00	2,620.00	2,620.00	2,380.00
Activity: 57100 - LIBRARY						
71 - LIBRARY	508,733.00	508,733.00	37,352.42	238,623.24	238,623.24	270,109.76

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Activity: 57100 - LIBRARY Total:	508,733.00	508,733.00	37,352.42	238,623.24	238,623.24	270,109.76
Activity: 57200 - PARKS						
50 - PUBLIC WORKS	1,346,817.00	1,346,817.00	29,849.26	192,872.33	316,371.17	1,030,445.83
Activity: 57200 - PARKS Total:	1,346,817.00	1,346,817.00	29,849.26	192,872.33	316,371.17	1,030,445.83
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	310,234.00	310,234.00	86,064.75	86,064.75	86,064.75	224,169.25
Activity: 58100 - INTERFUND TRANSFER Total:	310,234.00	310,234.00	86,064.75	86,064.75	86,064.75	224,169.25
Expense Total:	9,068,555.00	9,068,555.00	343,253.90	2,946,161.32	4,356,775.57	4,711,779.43
Fund: 001 - GENERAL FUND Surplus (Deficit):	-15,605,589.00	-15,605,589.00	-109,228.29	116,000.05	-1,294,614.20	-14,310,974.80

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 101 - DISCRETIONARY SALES SURTAX						
Revenue						
00 - UNDESIGNATED	-550,000.00	-550,000.00	37,049.39	262,052.64	262,052.64	-812,052.64
Revenue Total:	-550,000.00	-550,000.00	37,049.39	262,052.64	262,052.64	-812,052.64

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	863,238.00	863,238.00	0.00	0.00	0.00	863,238.00
Activity: 58100 - INTERFUND TRANSFER Total:	863,238.00	863,238.00	0.00	0.00	0.00	863,238.00
Expense Total:	863,238.00	863,238.00	0.00	0.00	0.00	863,238.00
Fund: 101 - DISCRETIONARY SALES SURTAX Surplus (Deficit):	-1,413,238.00	-1,413,238.00	37,049.39	262,052.64	262,052.64	-1,675,290.64

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 410 - WATER/SEWER FUND						
Revenue						
00 - UNDESIGNATED	-5,727,764.00	-5,727,764.00	282,339.59	1,680,032.61	1,680,032.61	-7,407,796.61
Revenue Total:	-5,727,764.00	-5,727,764.00	282,339.59	1,680,032.61	1,680,032.61	-7,407,796.61

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 03/31/2025

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 51700 - DEBT SERVICE PAYMENT						
99 - NON DEPARTMENTAL	0.00	0.00	1,597.70	1,597.70	1,597.70	-1,597.70
Activity: 51700 - DEBT SERVICE PAYMENT Total:	0.00	0.00	1,597.70	1,597.70	1,597.70	-1,597.70
Activity: 53300 - WATER						
50 - PUBLIC WORKS	2,660,693.00	2,660,693.00	110,935.83	701,402.40	925,286.43	1,735,406.57
Activity: 53300 - WATER Total:	2,660,693.00	2,660,693.00	110,935.83	701,402.40	925,286.43	1,735,406.57
Activity: 53500 - SEWER						
50 - PUBLIC WORKS	2,716,354.00	2,716,354.00	109,260.61	721,850.58	761,256.57	1,955,097.43
Activity: 53500 - SEWER Total:	2,716,354.00	2,716,354.00	109,260.61	721,850.58	761,256.57	1,955,097.43
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	227,654.00	227,654.00	0.00	0.00	0.00	227,654.00
Activity: 58100 - INTERFUND TRANSFER Total:	227,654.00	227,654.00	0.00	0.00	0.00	227,654.00
Expense Total:	5,604,701.00	5,604,701.00	221,794.14	1,424,850.68	1,688,140.70	3,916,560.30
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	-11,332,465.00	-11,332,465.00	60,545.45	255,181.93	-8,108.09	-11,324,356.91
Total Surplus (Deficit):	-28,351,292.00	-28,351,292.00	-11,633.45	633,234.62	-1,040,669.65	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001 - GENERAL FUND	-15,605,589.00	-15,605,589.00	-109,228.29	116,000.05	-1,294,614.20	-14,310,974.80
101 - DISCRETIONARY SALES ...	-1,413,238.00	-1,413,238.00	37,049.39	262,052.64	262,052.64	-1,675,290.64
410 - WATER/SEWER FUND	-11,332,465.00	-11,332,465.00	60,545.45	255,181.93	-8,108.09	-11,324,356.91
Total Surplus (Deficit):	-28,351,292.00	-28,351,292.00	-11,633.45	633,234.62	-1,040,669.65	

Public Works Report for April 2025

- Held kickoff meetings for the New OMI Contract.
- Completed the Cemetery Survey, engineering crews are working on a new graveyard layout this week.
- Launched public and staff surveys for the Parks and Greenways plan and coordinated the public meeting.
- Working on Closeout of Springdale and finished punch list; remaining items will be handled under the warranty.
- Collaborated with engineers and contractors on issues at Rays Pond to avoid a change order. The project is over 50% complete and progressing. Addressing irrigation repairs. Met with residents on Scottsdale regarding temporary construction easement, which they signed and recorded.
- Continued street sweeping operations and scheduling for next year. Trained the operator on the new unit and revised schedules based on its capabilities.
- Installed rubber trails in Azalea, footers for bridges, and ordered footer material for the pavilion. Looking for a replacement stone product for rubber mulch. Removed the pavilion at Azalea and used materials for repairs at Elliot Park. Applied for a building permit with Okaloosa County for the pavilion.
- Parks conducted irrigation repairs in parks and facilities damaged by cold weather and applied fertilizers to city hall and library property.
- Addressed sinkhole over the culvert at Brewer Circle; inspected, removed the rusted culvert, and completed repairs.
- Kimley-Horn developed median improvement concepts for Mary Esther BLVD. The City Council chose concept 2 and requested a JPA agreement with FDOT for funding. Landscape Architects began design work.
- Obtained and recorded most of the easements for Azalea and requested task orders for Construction Engineering and Inspections. Negotiated sewer easements in Azalea and Caswell in preparation for bidding next month.
- Jacobs studied the issue with Cedar Bluff residents receiving less than the ready-to-serve rate for many years due to having to flush lines at the houses. Jacobs installed a flushing hydrant a few years back and flushed it monthly and now quarterly and said the issues are resolved and they should go to the normal rate.
- Inspected Stormwater corrections for Santa Rosa Mall's demolish permit and worked with engineer and contractor and reported all issues have been repaired to Community Development.
- Conducted repairs and maintenance of various machines.
- Cracked sealed parking lots, Christobal Rd., Andalusian, and E. Town Lane.
- Collaborated with Jacobs on the grant for water main replacements on Highway 98, working on contract paperwork for submission.
- Cleaned the ditch on Town Lane.
- Conducted cold mix pothole patching in three areas.
- Traveled to Alabama for training on the new Spray/Squeegee machine, preparing traffic control plans for operation in May.

- Removed some fencing at N. Bryn Mawr and
- Addressed issues with 911 Lift station and reported it to Health Department and FDEP. Requested task order from Jacobs Engineering for the design and installation of grinder pumps. Informed property owners of the situation and the requirement for certification every 3 years by an engineer. Checked with County and Fort Walton Beach regarding service agreements and none are in place requiring us to provide services to these county residents.
- Coordinated paving in Brian Circle, scheduled for late April or early May depending on weather conditions.
- Had HVAC systems repair at City Hall and services and improvements at the library.
- Installed a hot water heater at the Fire Station and toilet paper dispensers at the library. Working with contractor to install different door knob handles on the bathrooms in the Fire Station.

Mary Esther Public Library Report for Council

March 2025

Month-Year	Total Circulation	Library Visits	Registered Users	PC Use	Wifi logins
<u>Nov-24</u>	<u>3712</u>	<u>1711</u>	<u>2668</u>	<u>219</u>	<u>115</u>
<u>Dec 24</u>	<u>3091</u>	<u>1820</u>	<u>2670</u>	<u>115</u>	<u>83</u>
<u>Jan 25</u>	<u>4159</u>	<u>1846</u>	<u>2682</u>	<u>217</u>	<u>121</u>
<u>Feb 25</u>	<u>3850</u>	<u>2085</u>	<u>2692</u>	<u>306</u>	<u>139</u>
<u>Mar 25</u>	<u>4771</u>	<u>2448</u>	<u>2693</u>	<u>284</u>	<u>153</u>

Audiobooks Retiring after Great Years of Service!

One of the most difficult challenges in libraries is the constant change in technology. Many of us currently working at the library remember the days of checking out LPs, audio cassettes, VHS tapes, and other media. Many of us will never forget those days! However, the times they are a-changing.





So we celebrated the impact of audiobooks by throwing them a retirement party. Patrons enjoyed the giveaways and the refreshments for our program. Dozens attended throughout the afternoon.



Hoopla!

We have a new streaming service to offer our residents! Hoopla is a wonderful online service that allows you to checkout 6 items per month (audiobooks, eBooks, movies, magazines, music albums and more) using your library card. But unlike Libby/ Overdrive, you do not have to wait in line for your items.

Here's how to access and start using hoopla:

- Visit: <https://www.hoopladigital.com> or use the "hoopla Digital" app
- On a computer/ laptop, you will Click "Get Started" and then "Let's Go"
- On the app, you will click "sign up" and then "get started/ Let's Go"

- Find "Mary Esther Public Library"
- Enter your library card number (must be current, so please call or email if you need us to renew it)
- Enter your email address.
- Choose a password and you are ready to checkout all the neat stuff!



The advertisement features a blue background on the left with the 'hoopla' logo in white. Below the logo, the text reads 'Tap into Discovery. Read, Listen, and Watch with Your Library Card.' At the bottom left of this section is the website 'hoopladigital.com'. On the right, a hand is shown interacting with a tablet displaying the app's interface. At the bottom of the advertisement, there are logos for various platforms: Apple App Store, Google Play, Roku, Amazon, Chromecast, androidauto, and Apple CarPlay.

Movie Matinee

In March, 16 residents enjoyed a good Saturday afternoon movie, popcorn, and fellowship.

Reimagining the Library Space

For the past four months, library staff members and volunteers have worked diligently to make the collection and library space work best for residents and patrons. We are listening to our patrons and our patrons want new material and more tables and areas to study, read, and concentrate.

Therefore, we created a plan to shift books, integrate collections, and reconfigure shelving, and improve the user experience. The result has been significant.



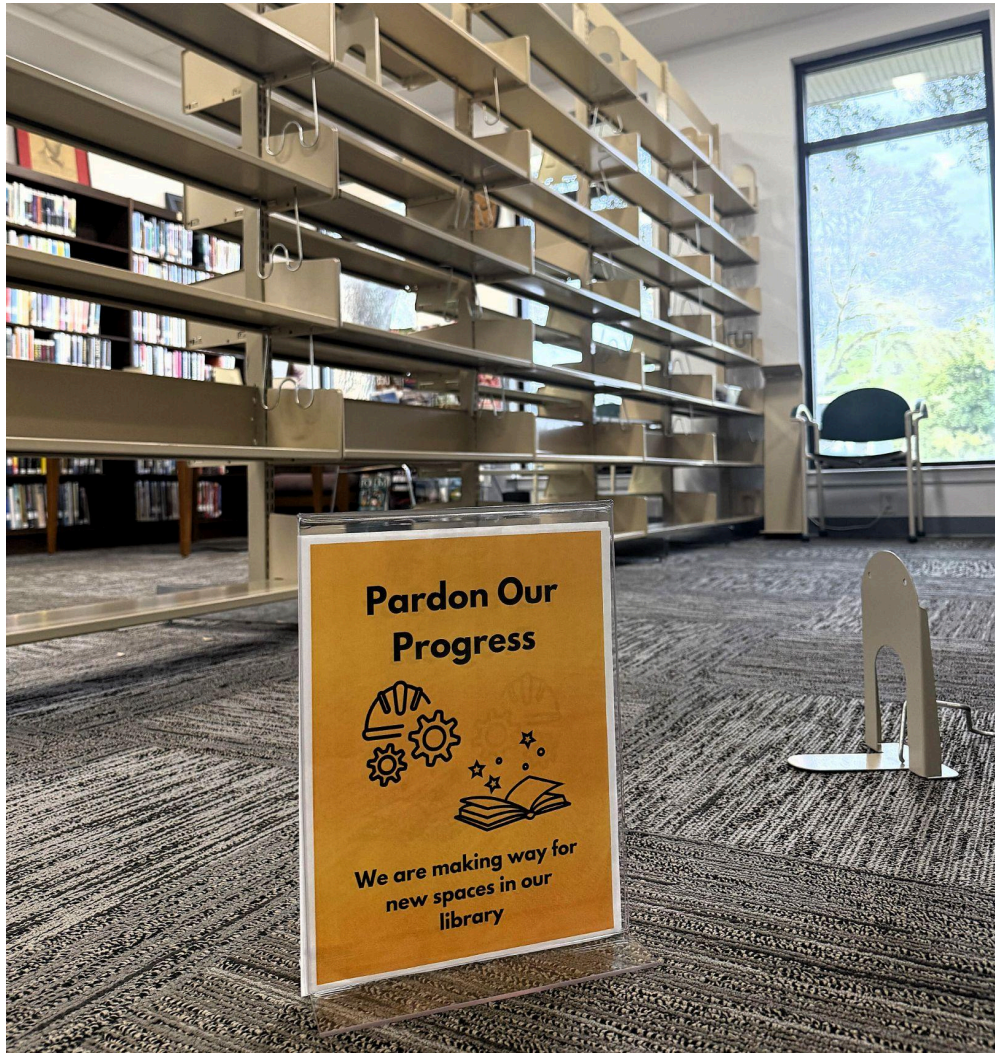
The Teen Area has been reconfigured to encourage our teenage residents to use the space and make it their own. We have recently started a project to upgrade the collection of current YA books and displayed these new titles in the space.



A teen area sends the message that the library values this age group by reserving a space in the library where they can take ownership. Our goal is to cultivate teen

participation by improving the space and allowing it to evolve. In the near future, we will elicit feedback from this demographic and continue to enhance the space.

The back corner of the library has become a wonderful place for patrons to read, study, and conduct professional business. In our most recent phase of adjusting space, we have cleared more room in the building to give patrons and residents what they seek.



More Than 300 People Attended Library Programs in February

Programming Snapshot:

Plant Swap: 14

Baby Storytime: 50

Lego Club: 22

Movie Matinee: 16

Book Clubs: 14

UWF Spring Break: 15

STEAM: 19

Storytime: 27

Coloring: 6

Mardi Gras Trivia: 25

Audiobook Retirement Party: 36

Bunco 12

LoveCrafts: 17

Tech Help Sessions 45

Our Library Welcomes and Invites Homeschool Families!



Our library has long been a destination for the area's wonderful homeschool population- students, parents, and groups. Homeschool families account for 30% of our program attendance (including Story Times, Lego building, STEAM, and Summer Reading Programs), as well as a large portion of books circulated.

The above picture shows Sarah and her family, a young group of bright students who are infinitely curious. This family makes use of the library for education and recreation. We all look forward to this family's weekly visit.

Tech Help Sessions Available at the Library

Every week, library staff members assist patrons with technology questions. Patrons and residents request assistance with a variety of tech issues from downloading and sharing files to accessing government documents, as well as creating letters, resumes, flyers, job applications, and more.

Our goal is to track the tech questions and Tech Help Sessions. As soon as we finish Summer Reading, we will begin offering classes on technology aimed at improving tech skills for our residents. Stay tuned!

OCPLC Governing Board

The next Governing Board meeting will take place May 28, 2025 from 2:00 PM - 3:00 PM in the Niceville Library's conference room. Cmr. Bernie Oder is Mary Esther's Governing Board Representative and the Vice Chair of the Board. Cmr. Richard Lawson is the alternate. We thank them for their support!



Ocean City-Wright Fire Control District

April 18th, 2025

TO: Honorable Mayor and Council Members, City of Mary Esther
RE: Monthly Report, Fire Department, March 21st – April 18th, 2025

Mayor and Council Members,

The Ocean City Wright Fire Control District is pleased to share the following updates on our recent activities, personnel developments, and operational statistics for the month of March:

1. New Fire Commissioner Appointment

During the April meeting of our Board of Fire Commissioners, the Board appointed Ken Coulter as our newest commissioner. Commissioner Coulter is a retired member of our organization who has long demonstrated a deep commitment to the department and the community. We are excited to welcome him in this new leadership role and look forward to his continued support and insight.

2. Kentucky Incident Support Deployment

Chief Wagner was deployed to Kentucky as part of the Florida Division of State Fire Marshal's first-ever out-of-state Incident Support Team, where he assisted in managing response operations during the region's historic flooding. His participation reflects both the strength of our department's leadership and our commitment to supporting broader emergency management efforts beyond our jurisdiction.

3. New Personnel Hires

We are excited to announce the hiring of three new employees, who will be starting with the department over the next several weeks. These additions reflect our continued investment in operational readiness and personnel development, and we look forward to integrating them into the team.

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

4. **Legislative Engagement**

Chief Wagner, along with Deputy Chiefs Sasser and Good, attended the Florida Association of Special Districts Legislative Forum in Tallahassee. While there, they met with Representative Maney to discuss our current appropriations request and other key legislative matters impacting special districts. These advocacy efforts are essential to maintaining strong support for our department's mission and funding priorities.

5. **Operations & Prevention Activity**

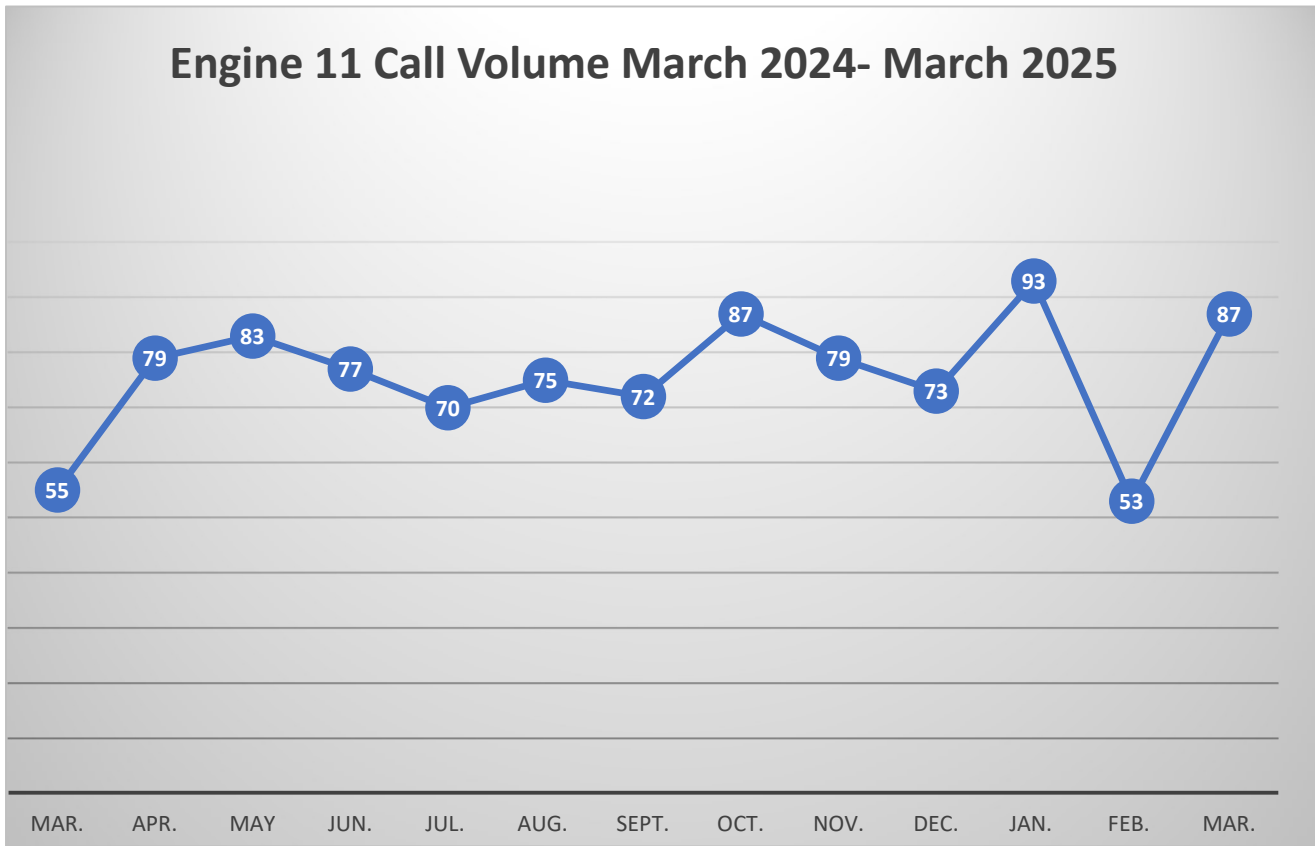
- Engine 11 responded to 87 calls for service this past month, continuing our consistent and reliable emergency response to the community.
- Our Prevention Division conducted 22 annual inspections, 5 reinspections, and 2 new business inspections, reinforcing our proactive approach to fire safety and code compliance.

As always, we are grateful for the Council's continued support and partnership as we serve the citizens of the City of Mary Esther.

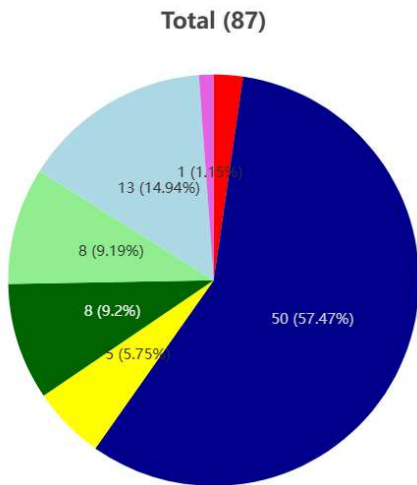


Respectfully
Jeff Wagner, Fire Chief

Engine 11 Call Volume March 2024- March 2025



March 2025



Incident Type Series

- 1 - Fire
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call

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

**COMMUNITY DEVELOPMENT DEPARTMENT
Monthly Activity Report**

**Reporting Period
March 25, 2025 – April 18, 2025**

Code Enforcement

Activities			
Opened Cases	10	Inspection	16
Agency Assist	2	Consultations	10
Verbal Warning	1	Advisements On Codes to Citizens	5
Notice of violations	2	Courtesy Notice	8
Citation	0	Closed Cases	6

Permitting

Permit Type	
Accessory Structure	5
Demolition	1
Driveway	2
Patio Cover	1
Carport	1
Inspections	6

- Staff is working on receiving the rep-loss information for the City for the CRS program. CRS meetings will start in the month of May and continue through August. During this time staff will need to designate portions of the work week to ensure that compliance is being met with the program
- Staff issued the demolition development order for the Santa Rosa Mall. The demolition is set to take place on the Dillard’s portion of the Santa Rosa Mall first then the food court area. The contractors have met with staff and multiple meetings have taken place to ensure that compliance is met and that best management practices (BMP’S) are being used.

Development Review

Application Type	
Pre-Application	2
Rezone/FLUM	1
Variance	0
Subdivision	0
Development Order Application	1
Conditional Use	1
Lot Split/Combination	1

- Farmer’s Market Community Survey is complete, kick off meetings have been scheduled for April 25th and 30th
- Staff received PMDD Rezone application for Santa Rosa Mall Redevelopment 4/15/25
- Staff received Development Order for Big Box Retail at Santa Rosa Mall 4/15/25
- Staff received a second pre-application request for 7Brew development scheduled for 4/23/25
- Staff completed 191 Miracle Strip Lot Split on 4/17/25
- Staff gave Final Development Order for 191 Miracle Strip for 4/17/25
- Staff completed conditional use permit for 161 Miracle Strip on 4/7/25
- Staff presented Second Reading of Ordinance 2025-01, Lot Split/Lot Combination on 4/07/25
- Staff presented Second Reading of Ordinance 2025-02, Public Camping in City Facilities on 4/07/25
- Staff presented Resolution for Lot Split Application and fees on 4/7/25

City of Mary Esther
March 2025 Monthly
Report



Prepared by:

Jacobs

April 21, 2025

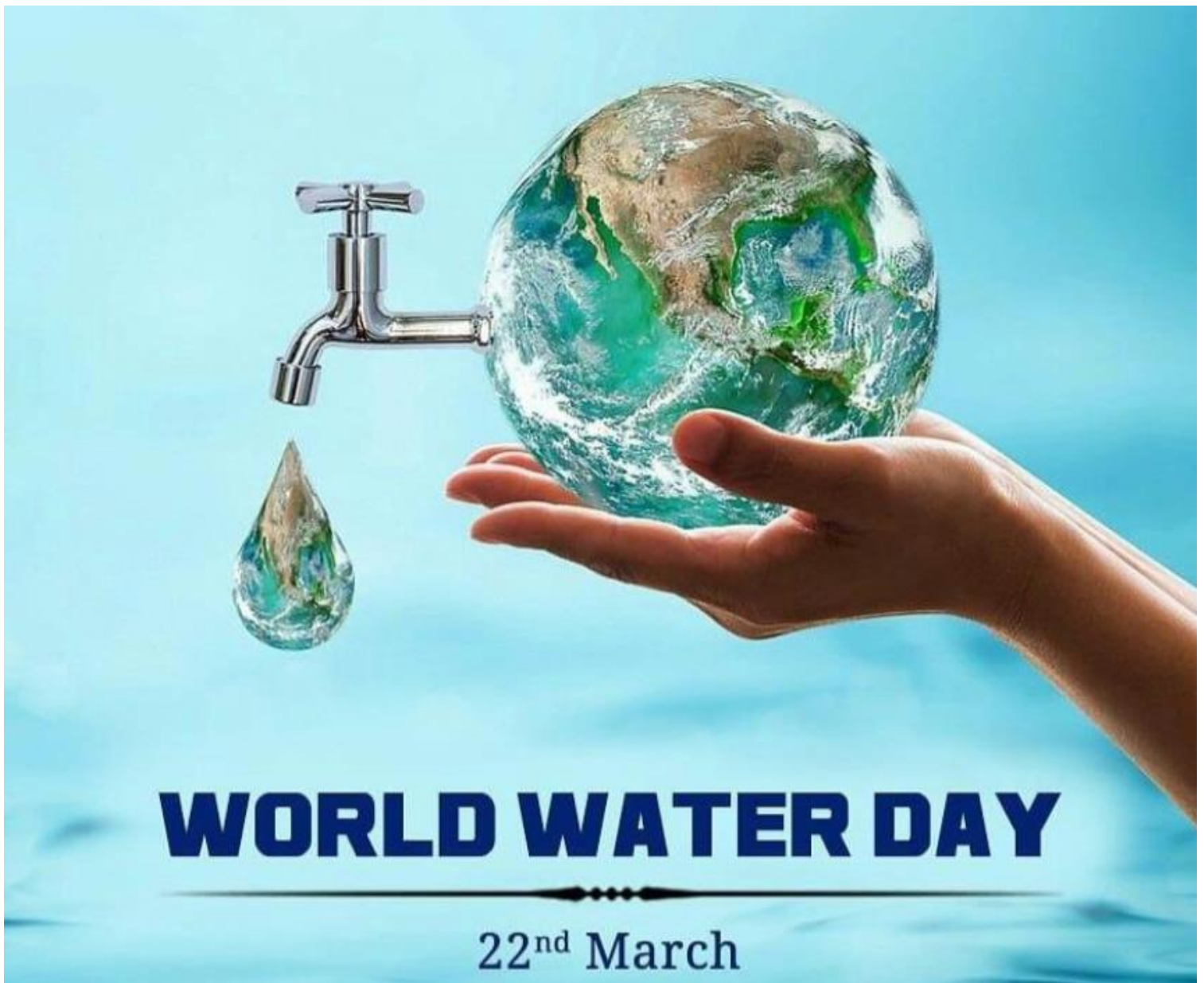


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1. Executive Summary

1.1 Mary Esther O&M Team

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

Table 1.0 Personal and Certification

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

1.2 Special Projects

1.2.1 Well 1 Rehabilitation

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

1.3 Safety

The team conducts weekly site-specific safety inspections and conducts weekly safety meetings. This month's safety topics included: Process & Compliance Training and Cybersecurity. This month marks our new safety record **246 accident-** free **days**.

2. Operations

2.1 Water Production & Distribution

The system produced 11,918,000 million gallons (MG) of water this month with an average daily flow rate of 423,696 gallons per day. The monthly amount of water production is summarized and presented in Appendix A. The monthly regulatory reports were submitted on 03/10/2025 to FDEP.

2.1.1 Meter Reading

There are 2,111 meters to read during the month, this month 17 rereads were required. Our average meter reading accuracy is 99%.

Table 2.0 Meter Reading Monthly Summary

Month	Total Meters #	Meter Rereads #	Meter Reading Accuracy %
Mar '25	2,111	10	99.5
Feb '25	2,111	17	99.2
Jan '25	2,111	15	99.3
Dec '24	2,111	19	99.1
Nov '24	2,111	20	99.1
Oct '24	2,111	25	98.8
Sep '24	2,111	8	99.6
Aug '24	2,111	21	99.0
Jul '24	2,111	26	98.8
Jun '24	2,111	30	98.6
May '24	2,111	31	98.5
Apr '24	2,111	31	98.5
Average	2,111	21	99.0

2.2 Collections and Wastewater Treatment

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

-During the month, the facility treated 17.3 million gallons (MG) of influent water with an average daily rate of 0.49 MGD. The Wastewater Treatment Plant (WWTP) discharge permit parameter limitations were met throughout the month. The systems effluent discharge limitations and quality performance is presented in Appendix B. The monthly regulatory reports were submitted on 04/08/25.

2.2.1

Biosolids Management

During the month, drying beds 1-3 were used for dewatering the aerobically digested sludge. The biosolids removed from the beds contained **39%** solids. This month, GreenSouth Solutions hauled approximately 4.4 tons of biosolids to be used for beneficial land application. The Biosolids Monthly Summary Report is presented in Appendix C.

2.3

Water and Sewer Line Repairs - 03/10/25 – Pryor/North Sewer Repair

See page 7-10 for Work Order, Trouble Report, and FDEP Communication



3. Maintenance

3.1 Preventive Maintenance

During the month, staff completed preventative maintenance actions on required equipment. Please see Attachment on last page for Preventative Maintenance Report for the month of March.

3.2 City Work Order Requests and Call Outs

There were 347 work order requests completed this month.

3.3 Corrective Maintenance

3.3.1 Wastewater Plant 1

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

3.3.2 Spray Field Equipment

The motor for the vertical turbine pump #2 has been installed and is now working properly. The harvest equipment has been inspected and is available for the cutting season.

3.4 Capital Improvement Projects (CIP)



Job Date: 3/10/2025 4:49 PM
Job Code: SW BU - SEWER BACKUP
Group: PU - PUBLIC UTILITIES
Staff: PU 1st Avail

Service Order #: SO0008925
Job Action: Miscellaneous
Issued By: LESLIE WRIGHT
Requested By: JENNIFER L HANDLEY

Location: 113 PRYOR DR Mary Esther FL 32569
Account: 05-000711-02 JENNIFER L HANDLEY

Services

Service	Action	Current Meter #	Meter Serial #	R #	Scale	Last Read	Reading	New Meter #	Set Reading
100 -WATER	No Action	90527781	85803780	90527781	100	4036			
400 -SEWER	No Action								

Order Notes: 113 PRYOR DR-SEWER BACK-CUSTOMERS HAD PLUMBERS COME OUT TO UNCLOG BUT IT IS BACKING UP AGAIN.

Completion Notes: Arrived on site and found that city sewer main was backed up. Contractors
On site working on stormwater work broke a terracotta sewer line, debris entered
the sewer main and caused the backup from the broken sewer line.
Contractors had the sewer main rodded to release the blockage and restore flows. Broken sewer line was plugged to stop sewage overflow. Applied lime on affected area. Estimated 800 gallon spill.

Completion Date: 3.10.25. 1655-2000.

Worked By: J. Robinson/ M. Boone.

Approved By: _____

Outlook

Fwd: [EXTERNAL] SSO Report - Okaloosa

From: Robinson, Josh <josh.robinson1@jacobs.com>
Date: Wed 3/12/2025 3:04 PM
To: Shawn Lindsey <slindsey@cityofmaryesther.com>; Killian, Randall <Randall.Killian@jacobs.com>

Correspondence from DEP for the sewer spill on Pryor and North.

This confirms receipt of the initial report submission.

Thanks,

Josh Robinson
Operations Supervisor
Jacobs Engineering
Mary Esther, FL
D - 850.776.8491

From: no-reply@dep.state.fl.us <no-reply@dep.state.fl.us>
Sent: Wednesday, March 12, 2025 9:42:54 AM
To: Robinson, Josh <josh.robinson1@jacobs.com>
Cc: Robinson, Josh <josh.robinson1@jacobs.com>; Killian, Randall <Randall.Killian@jacobs.com>; Bob.Vincent@flhealth.gov <Bob.Vincent@flhealth.gov>; David.Polk@flhealth.gov <David.Polk@flhealth.gov>; NWD_WastewaterCompliance@floridadep.gov <NWD_WastewaterCompliance@floridadep.gov>; SSO_Reports@FloridaDEP.gov <SSO_Reports@FloridaDEP.gov>; Steven.Jackson@flhealth.gov <Steven.Jackson@flhealth.gov>; Trisha.Dall@flhealth.gov <Trisha.Dall@flhealth.gov>
Subject: [EXTERNAL] SSO Report - Okaloosa

This Message Is From an External Sender
This message came from outside your organization.



**FLORIDA DEPARTMENT OF
Environmental Protection**

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Ron DeSantis
Governor
Alexis A. Lambert
Secretary

Receipt for Submission

Sanitary Sewer Overflow Reporting

Thank you for submitting a Report of a Sanitary Sewer Spill or Overflow Incident in accordance with 62-620.610 and/or 62-604.550, F.A.C. You have indicated that the incident is on-going or that this is not the final closeout report for this incident, please ensure that you return to the system in the future to close out this incident.

Your DEP Incident ID is **28829**. Please use this ID during any future correspondence with the Department concerning this incident.

Type of Notice: Initial Report
Date of Notice: 03/12/2025

Incident Information

Name of Incident: 3.10.25 Pryor and North
State Watch Office Report Number:
PNP Incident Number:
Start of Incident: 03/10/2025 16:55
End of Incident: 03/10/2025 20:00

Incident Description: The following bullet points refer to the findings at 113 Pryor on 3.10.25 Jacobs staff was notified of a sewer back up On 3.10.25 at 04:55pm at 113 Pryor. At 05:05pm, Jacobs crew arrived on site at 113 Pryor and found that city sewer main was backed up. Contractors On site working on stormwater project broke a terracotta sewer line, debris entered the sewer main and caused the backup from the broken sewer line. Contractors had the sewer main rodded to release the blockage and restore flows. Broken sewer line was plugged to stop sewage overflow. Applied lime on affected area. Estimated 800-gallon spill.

Wastewater Type: Untreated

Cause: Contractor

Spill Volume: 800

Volume Recovered: 0

Waterbodies Impacted: NA

Clean-up Status: Complete

Clean-up Actions: Applied lime

Agencies Notified: Shawn Lindsey - City of Mary Esther Public Works Director Randall Killian - Jacobs Project Manager Cameron Arthur - FDEP

Incident Location

Address Line 1: 111 Pryor Drive

Address Line 2: Mary Esther

Directions: North Street

City: Mary Esther

State: FL

Zip Code: 32569

County: Okaloosa

Coordinates (in decimal degrees):
Lat: 30.411147176483023 Long: -86.67527818679513

Other Impacted Counties: Okaloosa

Facility Information

Facility ID: FLAD10191

Facility/Installation Name: Mary Esther WWTP

Operating Entity Name: NA

Address Line 1: 195 N Christobal Rd

Address Line 2:

Facility/System Type: DOMESTIC WASTEWATER

City: Mary Esther

State: FL

Zip Code: 32569

Incident Reported By

Name: Joshua Paden Robinson

Affiliation: Operations Supervisor

Phone: (850) 776-8491

Email Address: josh.robinson1@jacobs.com

Relationship: Operator of the Facility/Installation

On-Site Contact

Name: Randall Killian

Phone: (423) 681-9518

Email Address: Randall.Killian@jacobs.com

Florida Department of Environmental Protection

[Dep Customer Survey](#)



FLORIDA DEPARTMENT OF Environmental Protection

Ron DeSantis
Governor

Alexis A. Lambert
Secretary

Wastewater Abnormal Event 5 Day Report

This form is provided for your convenience only, in order to report the required information to Florida DEP. You may complete this form and email to the appropriate District office, as listed below.

Northwest District - NWD_WastewaterCompliance@floridadep.gov Southeast District - SED.Wastewater@floridadep.gov
Northeast District - DEP_NED@floridadep.gov South District - SD-AbnormalEvents@floridadep.gov
Southwest District - SWD_DW@floridadep.gov Central District - DEP_CD@floridadep.gov

These incidents, and the corresponding Public Notice of Pollution, may also be reported through the [DEP Business Portal](#). If it is preferred to submit these separately, the PNP may be submitted [here](#). If the spill is greater than 1000 gallons, it MUST be reported to the **State Watch Office** at 1-800-320-0519 and a PNP MUST be submitted. All fields with an asterisk (*) must be completed as they are required by rule 62-620.610, F.A.C.

Responsible Party Information

*Facility Name: Mary Esther WWTP
*Permit Number: FLA010191
*Facility Type: Domestic
*County: Okaloosa
*Reporter Name: Josh Robinson
*Reporter Phone: 8507768491
*Reporter Email: josh.robinson1@jacobs.com
*Reporter Address: 195 N Christobal Rd
*Responsible Party Name: City of MArY Esther
*Responsible Party Address: 195 N Christobal Rd
*Responsible Party Phone: 4236819518
*Responsible Party Email: Randall.Killian@jacobs.com

Who was contacted?

<u>DEP</u>	<u>State Watch Office</u>	<u>Other</u>
*Date and Time: 3/12/2025 09:00	*Date and Time:	*Date and Time:
*Person contacted: Cameron Arthur	*Incident Number:	*Person contacted:

Spill Information

*Spill Characteristic / Wastewater: Untreated
*Type Source: Force Main / Gravity Line
*Area affected: Ground

*Date / Time Discharge Began: 3/10/2025 16:55
 *Amount Discharged (in gallons): 800.00
 *Amount Recovered (in gallons): 0.00
 *Date / Time Discharge Ceased: 3/10/2025 20:00
 *Physical Address: 111 Pryor
 *Latitude/Longitude: 30.411147176483023/-86.67527818679513

*Malfunction/Cause: Contractor

Effluent Limit Violations

- | | |
|---|---|
| <input type="checkbox"/> CL ₂ (mg/L) | <input type="checkbox"/> Fecal Coliforms (CFU/100 mL) |
| <input type="checkbox"/> TSS (mg/L) | <input type="checkbox"/> pH (SU) |
| <input type="checkbox"/> Turbidity (NTU) | <input type="checkbox"/> CBOD ₅ (mg/L) |
| <input type="checkbox"/> NO ₃ (mg/L) | <input type="checkbox"/> Abnormal Flow (MGD) |
| <input type="checkbox"/> Other | |

*Clean Up Status: Complete

***Clean Up Actions:**

- | | |
|--|---|
| <input type="checkbox"/> Vacuumed/Pump Truck | <input type="checkbox"/> Washed down area |
| <input type="checkbox"/> Applied Disinfectant | <input type="checkbox"/> Water samples/field measurements taken |
| <input checked="" type="checkbox"/> Applied Lime | <input type="checkbox"/> Raked and disposed of debris |
| <input type="checkbox"/> Applied HTH/chlorine | <input type="checkbox"/> Signs posted |
| <input type="checkbox"/> Applied absorbents | <input type="checkbox"/> Other |

Sampling results / Field readings:

***Incident Description and Remedial Action Being Taken** (Include estimated time for completion):

Jacobs Crew arrived on site and found that city sewer main was backed up. Contractors on site working on stormwater project broke a terracotta gravity sewer line. Debris entered the sewer main due to the broken sewer line causing the backup. Contractors had the sewer main rodded to release the blockage and restore flows. Contractors plugged broken sewer line to prevent further issues. Lime has been applied to the affected area. Contractors working on stormwater project are to remove sewer plug and install a cap on the broken sewer line. This line has been verified as an abandoned service line.

***Future Preventative Measures:**

Continued efforts to encourage City staff to keep open lines of communication to inform Jacobs staff of any water or sewer related issues as soon as they arise, including work being performed by 3rd party contractors.

APPENDIX A

Water System Summary

Month	Well 1 Total Flow Gallons	Well 2 Total Flow Gallons	Well 3 Total Flow Gallons	Well 4 Total Flow Gallons	Total Water Production MGM	Average Daily Production MGD
Permit Limits					22.8	*0.62
Mar '25		126,000	1,959,000	9,719,000	1,007.1	32.488
Feb '25		97,000	2,721,000	1,005,724,000	1,008.5	36.019
Jan '25		7,332,000	720,000	7,551,000	15.6	0.503
Dec '24		11,360,000	456,000	696,000	13.4	0.434
Nov '24		11,310,000	321,000	1,164,000	12.8	0.427
Oct '24		9,551,000	579,000	3,645,000	13.8	0.444
Sep '24		394,000	3,888,000	8,958,000	13.2	0.441
Aug '24		639,000	3,322,000	10,456,000	14.4	0.465
Jul '24		559,000	5,750,000	7,174,000	13.5	0.449
Jun '24		498,741,000	5,726,000	7,976,000	13.7	0.457
May '24		0	7,552,000	6,567,000	14.1	0.455
Apr '24		0	6,126,000	5,803,000	11.9	0.398
Mar '24		0	4,329,000	7,536,000	11.9	0.396
Minimum		0	321,000	696,000	11.9	0.396
Maximum		498,741,000	7,552,000	1,005,724,000	1,008.5	36.019
Average		41,546,846	3,342,231	83,305,308	166.5	5.644
Annual Total		540,109,000	39,120,000	1,075,433,000	2,152	72.981

* Note - permit limit is annual average daily water production

APPENDIX B

Influent Monthly Summary

Month	Rainfall MGD	Flow Total MGD	Flow 3-Month Rolling Avg mg/L	CBOD Avg mg/L	CBOD Load lbs/day	TSS Avg mg/L	TSS Load lbs/day
Mar '25	9.6	17.333	0.495	223	1,115	159	779
Feb '25	3.7	13.734	0.471	336	1,366	228	932
Jan '25	4.5	15.144	0.466	278	1,226	199	851
Dec '24	1.8	13.527	0.511	295	1,089	206	764
Nov '24	3.3	14.481	0.543	221	1,000	166	777
Oct '24	1.3	15.652	0.603	343	1,457	181	754
Sep '24	12.5	19.183	0.637	287	1,472	173	958
Aug '24	1.6	17.137	0.730	259	1,195	171	783
Jul '24	12.3	22.403	0.732	291	1,561	170	889
Jun '24	8.4	23.000	0.680	250	1,525	178	1,113
May '24	15.4	24.364	0.578	323	2,039	155	994
Apr '24	6.6	16.203	0.545	360	1,576	231	1,029
Mar '24	8.0	16.863	0.538	374	1,906	202	1,001

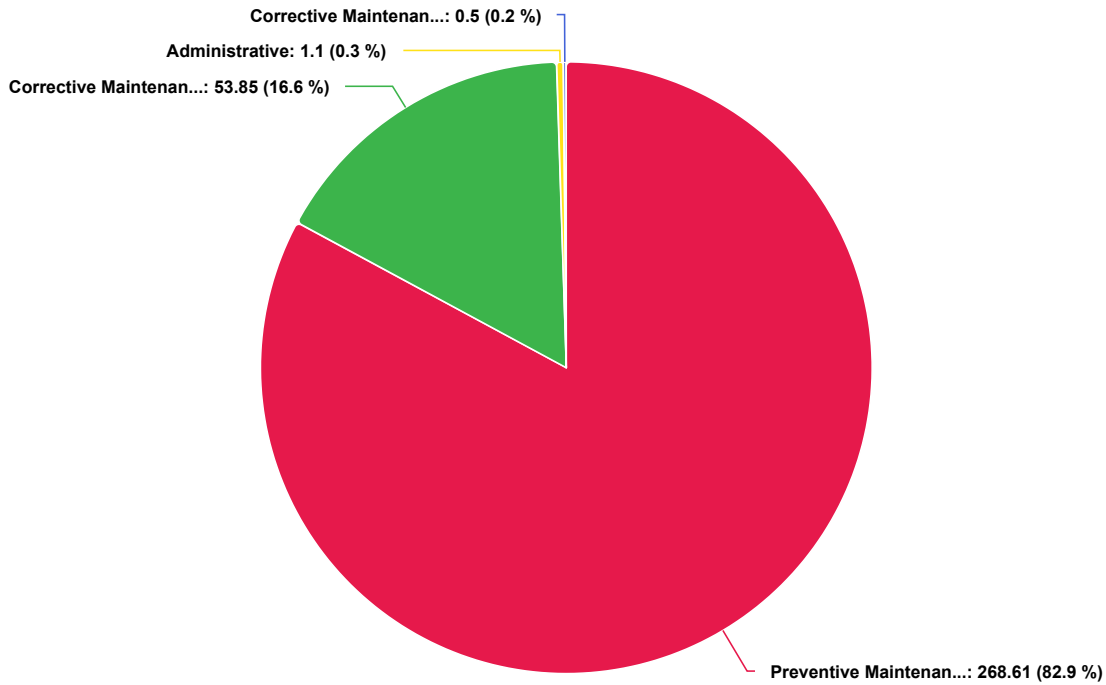
APPENDIX C

Biosolids Summary

Month	Drying Beds\Bed 1			Drying Beds\Bed 2			Drying Beds\Bed 3			Disposal
	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Beneficial Use Dry Tons
Mar '25				26,475	38.8	2.14	28,240	38.8	2.28	4.4
Feb '25				10,590	23.4	1.03	10,590	23.4	1.03	2.1
Jan '25										
Dec '24	10,590	14.3	0.63	10,590	14.3	0.63	8,825	14.3	0.53	1.8
Nov '24	10,590	18.0	0.80	8,825	18.0	0.66	8,825	18.0	0.66	2.1
Oct '24	10,590	2.0	0.09	10,590	2.0	0.09	10,590	2.0	0.09	0.3
Sep '24										
Aug '24	21,180	23.7	1.13	24,710	23.7	1.26				2.4
Jul '24	14,120	12.0	0.71	10,590	12.0	0.53	7,060	12.0	0.35	1.6
Jun '24				10,590	16.8	0.74	12,355	16.8	0.86	1.6
May '24										
Apr '24	33,535	46.4	2.14	35,300	46.4	2.26	37,065	46.4	2.39	6.8
Mar '24	21,180	30.9	1.36	19,415	30.9	1.26	21,180	30.9	1.36	4.0
Annual Total	121,785	147.3	6.85	167,675	226.2	10.61	144,730	202.6	9.565	27.0
Annual Average	17,398	21.0	0.98	16,768	22.6	1.06	16,081	22.5	1.061	2.7



Work Order Actual Hours by WO Type



Report Criteria

- Complete Date is between '3/1/2025' AND '3/31/2025'
- Location / Asset is **Mary Esther (MAE)**
- Repair Center is **Mary Esther**

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
Administrative						
MAE-4022186	MAE	Mary Esther (MAE)	Maintenance Resource Guide Section 04 - Lubrication	Completed as requested.	2/28/2025	3/12/2025 11:15:00 AM
Administrative - 1 Total:						
Corrective Maintenance from PM/PdM						
MAE-4054799	MAE-20603	Well #1 HS Pump #3	Follow-up to Work Order #4047619 (Semi-Annual Electric Motor Testing). Please see Task(s) for additional information.	does not have HS 3	3/25/2025	3/24/2025 1:51:00 PM
Corrective Maintenance from PM/PdM - 1 Total:						
Corrective Maintenance Non Emergency						
MAE-4043469	MAE	Mary Esther (MAE)	Test	Completed as requested. Used work to train	3/10/2025	3/3/2025 1:09:00 PM
MAE-4047961	MAE-73005	#2 CLARIFIER	Center seal bad on Clarifier #2 sludge box, need to replace.	Fabricated new seal and installed	3/18/2025	3/4/2025 6:08:00 AM
MAE-4054771	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Mary Esther Wastewater Treatment Plant, replace bad board WWTP SCADA system	Replaced with new board, all alarms are operational.	3/31/2025	3/25/2025 10:14:00 AM
MAE-4065326	MAE-8040052	Water Meter-371 Angela Ln	OCC - OCCUPANT CHANGE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	4/15/2025	3/24/2025 10:09:00 AM
MAE-4065330	MAE-8040052	Water Meter-371 Angela Ln	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Turned off meter at curbside and locked. Water services are off.	4/15/2025	3/24/2025 10:13:00 AM
MAE-4065331	MAE-99903-CD-MARY ESTHER DR-57	57 MARY ESTHER DR	replace sensor bracket	Verified meter ID. Replaced sensor bracket	4/15/2025	3/24/2025 10:17:00 AM
MAE-4065333	MAE-MTR-WATER-60702	Water Meter-22 MARY ESTHER DR	needs sensor bracket	Verified meter ID. Replaced sensor bracket	4/15/2025	3/24/2025 10:32:00 AM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4065334	MAE-99903-CD-MARY ESTHER DR-61	61 MARY ESTHER DR	needs sensor bracket	Verified meter ID. Replaced sensor bracket	4/15/2025	3/24/2025 10:36:00 AM
MAE-4065335	MAE-8040842	Water Meter-18 KOHLER DR	needs sensor bracket	Verified meter ID. Replaced sensor bracket.	4/15/2025	3/24/2025 10:39:00 AM
MAE-4065338	MAE-METER-WATER-58221	Water Meter-20 MISTY WATER LN	MS - METER SWAP	See attachment for Labor report	4/15/2025	3/24/2025 10:43:00 AM
MAE-4065339	MAE-MTR-WATER-60698	Water Meter-111 PRYOR DR	DATA LOG - PULL READING LOG (please do a data log. vacant house and there is usage. customer has been inquiring)	Verified meter ID. Ran data log. Also noticed customer side leak, inside of meter box.	4/15/2025	3/24/2025 10:47:00 AM
MAE-4065342	MAE-99903-CD-KIMBROUGH RD-4	4 KIMBROUGH RD	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Mains and services marked with paint and flags accordingly. Marked water up to meter. No sewer laterals included. Hand dig only. (See Attachment for more notes)	4/15/2025	3/25/2025 10:51:00 AM
MAE-4065343	MAE-BACKFLOW-VLV-84	Lenny's - 208 Mary Esther Blvd Siute B Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests	4/15/2025	3/25/2025 10:55:00 AM
MAE-4065345	MAE-99903-CD-MARY ESTHER BLVD-251-B4	251 MARY ESTHER BLVD STE B4	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION (CUSTOMER STATES BACKFLOW PREVENTER WAS FIXED. PLEASE CHECK OUT)	Verified meter ID. Inspected Backflow. Failed all tests	4/15/2025	3/25/2025 11:02:00 AM
MAE-4065347	MAE-99903-CD-MARY ESTHER BLVD-300-84	300 MARY ESTHER BLVD #84	please go out and do a final reading/lock - unit is open right now	Verified meter ID. Read final reading. No curbsstop or hand valve to turn off and lock. Don't know why reading is less than last reading, but reading correct at 1095.	4/15/2025	3/25/2025 11:06:00 AM
MAE-4065348	MAE-BACKFLOW-VLV-69	Dollar Tree 00270 - 190 Mary Esther Blvd Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests	4/15/2025	3/25/2025 11:09:00 AM
MAE-4065352	MAE-99903-CD-BRYN ATHYN BLVD-430-1	430 BRYN ATHYN BLVD #1	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests.	4/15/2025	3/25/2025 11:13:00 AM
MAE-4065353	MAE-99903-CD-BRYN ATHYN BLVD-430-4	430 BRYN ATHYN BLVD #4	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests.	4/15/2025	3/25/2025 11:16:00 AM
MAE-4065355	MAE-99903-CD-OXFORD CT-305	305 OXFORD CT	MS - METER SWAP	Verified meter ID. Replaced meter. New meter sn 95179910. New meter ID 93976610. Meter reads 0000	4/15/2025	3/25/2025 11:19:00 AM
MAE-4065356	MAE-8041210	Water Meter-9 MARY ESTHER DR	Meter replacement	Verified meter is correct. Read meter. Notified Homeowners of meter changeout. Turned water off. Replaced meter. Turned water on. Flushed spigot. Turned spigot off. 5 gallons. See Attachment for Full Report	4/15/2025	3/25/2025 11:22:00 AM
MAE-4065359	MAE-8041365	Water Meter-266 OXFORD CT	manual meter needs to be changed out.	Verified meter ID. Replaced meter. New meter sn 95170002 new meter ID 93976602. New meter reads 000	4/15/2025	3/25/2025 11:44:00 AM
MAE-4065360	MAE-99903-CD-OLEANDER PKWY-14	14 OLEANDER PKWY	14 OLEANDER PKWY-CUSTOMER CALLED AND SAID THAT THE WHITE BOX IN FRONT OF HER HOUSE HAS AN ALARM GOING OFF EVERY HOUR AND WANTED IT TO BE LOOKED AT.	No alarms have been received for this station prior to arrival, Tested alarm functions, alarms notify staff as designed. No audible alarm active on this unit at this time.	4/15/2025	3/25/2025 11:47:00 AM
MAE-4065361	MAE-BACKFLOW-VLV-62	Cartridge World - 193 Mary Esther Blvd Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests.	4/15/2025	3/25/2025 11:50:00 AM
MAE-4065362	MAE-METER-WATER-58021	Water Meter-308 OXFORD CT	MS - METER SWAP	Verified meter ID. Replaced meter. New meter sn 95179904. New meter ID 93976604. Meter reads 00000.	4/15/2025	3/25/2025 11:55:00 AM
MAE-4065363	MAE-8041366	Water Meter-268 OXFORD CT	: MS - METER SWAP	Verified meter ID. Replaced meter. New meter sn 95179907. New meter ID 93976607. New meter reads 00000. Curbsstop doesn't turn turn water off completely at meter. Recommend replacing curbsstop	4/15/2025	3/25/2025 12:01:00 PM
MAE-4065364	MAE-MTR-WATER-60650	Water Meter-607 E HOLLYWOOD BLVD	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Turned off and locked. Final read 57453.9	4/15/2025	3/26/2025 12:04:00 PM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4065366	MAE-8041186	Water Meter-44 MARY ESTHER DR	MS - METER SWAP	See attachment for full report Verified meter is correct. Read meter. Water was turned off upon arrival . Knocked on door. Nobody answered. Replaced meter. Left water off.	4/15/2025	3/25/2025 12:07:00 PM
MAE-4065368	MAE-99903-CD-RUBY CIR-35	35 RUBY CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Marked mains and services with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/15/2025	3/26/2025 12:11:00 PM
MAE-4065369	MAE-BACKFLOW-VLV-80	Gulf Coast Hearing Center - 217 Page Bacon Suite 2 Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTI...	Verified meter ID. Inspected Backflow. Passed all tests.	4/15/2025	3/26/2025 12:13:00 PM
MAE-4065370	MAE-99903-CD-W MIRACLE STRIP PKWY-551-409403	551 W MIRACLE STRIP PKWY	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTI...	Verified meter ID. Inspected Backflow. Passed all tests	4/15/2025	3/26/2025 12:16:00 PM
MAE-4065371	MAE-99903-CD-CASWELL CIR-12	12 CASWELL CIR	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTI	Verified meter ID. Inspected Backflow. Passed all tests	4/15/2025	3/26/2025 12:28:00 PM
MAE-4065372	MAE-BACKFLOW-VLV-71	Dogs R Us - 217 Page Bacon Suite 6Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTI...	Verified meter ID. Inspected Backflow. Passed all tests	4/15/2025	3/26/2025 12:31:00 PM
MAE-4065373	MAE-99903-CD-W MIRACLE STRIP PKWY-281-409219	281 W MIRACLE STRIP PKWY	Line Locate	See Attachment for full report Located and marked water mains up to meter with blue paint. Hand dig only.	4/15/2025	3/26/2025 12:36:00 PM
MAE-4065374	MAE-99903-CD-PRYOR DR-111	111 PRYOR DR	WA/SW SPOT - WATER/SEWER LINE SPOT	SEE Attachment for full report Located and marked water main up to meter in blue. Located and marked sewer main in green. Sewer laterals not marked. HAND DIG ONLY.	4/15/2025	3/26/2025 12:38:00 PM
MAE-4065375	MAE-VLV-BFP-2648	541 W Miracle Strip PKWY	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTI...	Verified meter ID. Inspected Backflow. Passed all tests.	4/15/2025	3/26/2025 12:41:00 PM
MAE-4065376	MAE-99903-CD-MARY ESTHER BLVD-330	330 MARY ESTHER BLVD	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTI	Verified meter ID. Inspected Backflow. Passed all tests.	4/15/2025	3/26/2025 12:44:00 PM
MAE-4065378	MAE-8041370	Water Meter-307 OXFORD CT	MS - METER SWAP	Verified meter ID. Replaced meter. New meter sn 85232728. New meter ID 90247855. New meter reads 00	4/15/2025	3/26/2025 12:46:00 PM
MAE-4065380	MAE-99903-CD-MARY ESTHER BLVD-330	330 MARY ESTHER BLVD	LOW PRSSR CK - LOW WATER PRESSURE CHECK	Checked pressure at backflow inlet - 41psi. Backflow outlet - 35psi. Pressure provided to meter is within standards and aligns with normal pressures around the city. Advised customer to contact a plumber to investigate further. No city issue at this time	4/15/2025	3/26/2025 12:48:00 PM
MAE-4065439	MAE-8041371	Water Meter-309 OXFORD CT	MS - METER SWAP	Verified meter ID. Replaced meter. New meter sn 85232726. New meter ID 90247853. New meter reads 00000	4/15/2025	3/26/2025 3:44:00 PM
MAE-4065440	MAE-BACKFLOW-VLV-33	Daddy's - 140 E. Miracle Strip Pkwy Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTI	Verified meter ID. Inspected Backflow. Passed all tests.	4/15/2025	3/26/2025 3:47:00 PM
MAE-4065442	MAE-8041373	Water Meter-311 OXFORD CT	MS - METER SWAP	Verified meter ID. Replaced meter. New meter sn 89913954 . New meter ID same. New meter reads 00000	4/15/2025	3/26/2025 3:58:00 PM
MAE-4065443	MAE-8041267	Water Meter-151 N LORRAINE DR	SW BU - SEWER BACKUP (Per Shawn - Sewer back up may want to camera from house to road to see if blockage is on our side or customers or install clean out on property line. Customer is home and ran rotorooter 50 foot from house and did not hit blockage.)	Checked sewer mains, no issues noted. Located customers clean out. Customer was attempting to snake at opposite side of the house. Clean out was buried and lid is seized. Advised customer to contact plumber to remove clean out cap. Informed customer once clean out is accessible that a camera inspection can be performed to check his line of backup issue. Neighbors do not have sewer issues	4/15/2025	3/26/2025 4:05:00 PM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4065444	MAE-BACKFLOW-VLV-24	Target - 250 E. Miracle Strip Pkwy Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTI	Verified meter ID. Inspected Backflow. Passed all tests	4/15/2025	3/26/2025 4:12:00 PM
MAE-4065445	MAE-8041375	Water Meter-313 OXFORD CT	MS - METER SWAP	Verified meter ID. Replaced meter. New meter sn 95179905. New meter ID 93976605. New meter reads 000	4/15/2025	3/26/2025 4:15:00 PM
MAE-4065446	MAE-99903-CD-BRIAN CIR-561	561 BRIAN CIR	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTI...	Verified meter ID. Inspected Backflow. Passed all tests.	4/15/2025	3/26/2025 4:31:00 PM
MAE-4065447	MAE-99903-CD-BRIAN CIR-730	730 BRIAN CIR	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTI	Verified meter ID. Inspected Backflow. Failed testing, needs repaired or replaced.	4/15/2025	3/26/2025 4:34:00 PM
MAE-4065448	MAE-8040696	Water Meter-124 E MIRACLE STRIP PKWY STE 602	METER QUERY - METER QUERY (meter reading 1654 x 9 months. Please check meter)	Verified meter ID. Exercised test cock on backflow to verify meter operation. Meter spins. Meter appears to function as designed. No further action needed at this time.	4/15/2025	3/26/2025 4:38:00 PM
MAE-4065450	MAE-8041372	Water Meter-310 OXFORD CT	MS - METER SWAP	Verified meter ID. Replaced meter. New meter sn 85232725. New meter ID 90247852. New meter reads 00000.	4/15/2025	3/26/2025 4:44:00 PM
MAE-4065452	MAE-8040453	Water Meter-17 CASWELL CIR	METER QUERY - METER QUERY (meter reading 3055 for 3 months. Please check meter)	Verified meter ID. Unable to verify meter operation. Meter won't display, has good magnet. Recommend replacing register	4/15/2025	3/26/2025 4:47:00 PM
MAE-4065454	MAE-8040142	Water Meter-22 Azalea Dr	ZERO READING - MISSED READING please get a reading	Verified meter ID. Read reading.	4/15/2025	3/26/2025 5:04:00 PM
MAE-4065455	MAE-METER-60040	Water Meter-2 AZALEA DR	METER QUERY - METER QUERY (meter reading 345 x 3 months. Please check meter)	Verified meter ID. Exercised test cock on backflow to verify meter operation. Meter spins. Appears meter functions as designed. No further action required at this time	4/15/2025	3/26/2025 5:07:00 PM
MAE-4065456	MAE-METER-60402	Water Meter-4 OLEANDER PKWY	METER QUERY - METER QUERY (1067 x 3 months please check meter)	Verified meter ID. Exercised spigot and meter spins. Appears meter functions as designed. Home appears vacant. No further action required at this time.	4/15/2025	3/26/2025 5:10:00 PM
MAE-4065457	MAE-8041376	Water Meter-314 OXFORD CT	MS - METER SWAP	Verified meter ID. Replaced meter. New meter sn 85232724. New meter ID 90247851. New meter reads 00000	4/15/2025	3/26/2025 5:13:00 PM
MAE-4065690	MAE-MTR-WATER-60580	Water Meter-470 ARGYLE CT	METER QUERY - METER QUERY	Verified meter ID. Exercised spigot and meter does spin. Appears meter functions as designed. No further action required at this time. Home may be vacant.	4/16/2025	3/26/2025 9:13:00 AM
MAE-4065691	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	WA/SW SPOT - WATER/SEWER LINE SPOT	See attached for full report Verified location. Mains and services marked with paint and flags accordingly. Hand dig only	4/16/2025	3/27/2025 9:18:00 AM
MAE-4065694	MAE-99903-CD-E MIRACLE STRIP PKWY-250	250 E MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPO	See attached for full report Verified location. Mains and services marked with paint and flags accordingly. No sewer laterals included. Hand dig only.	4/16/2025	3/27/2025 9:23:00 AM
MAE-4065695	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	: WA/SW SPOT - WATER/SEWER LINE SPOT	See attached for full report Verified location. Mains and services marked with paint and flags accordingly. No sewer laterals included. Hand dig only.	4/16/2025	3/27/2025 9:26:00 AM
MAE-4065696	MAE-99903-CD-W LORRAINE DR-231	231 W LORRAINE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	See attached for full report Verified location. Mains and services marked with paint and flags accordingly. Marked water up to meter. No sewer laterals included. Hand dig only.	4/16/2025	3/27/2025 9:29:00 AM
MAE-4065705	MAE-99903-CD-ELLIOTT RD-225	225 ELLIOTT RD	: WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Mains and services marked with paint and	4/16/2025	3/27/2025 9:58:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4065706	MAE-99903-CD-SOUNDSIDE COVE-7-379108	7 SOUNDSIDE COVE	WA/SW SPOT - WATER/SEWER LINE SPOT	<p>flags accordingly. Marked water up to meter. No sewer laterals included. Hand dig only</p> <p>Verified location. Mains and services marked with paint and flags accordingly. Marked water up to meter. No sewer laterals included. Hand dig only</p>	4/16/2025	3/27/2025 10:03:00 AM
MAE-4065707	MAE-99903-CD-MISTY WATER LN-2-303126	2 MISTY WATER LN	WA/SW SPOT - WATER/SEWER LINE SPOT	<p>Verified location. Mains and services marked with paint and flags accordingly. Marked water up to meter. No sewer laterals included. Hand dig only</p>	4/16/2025	3/27/2025 10:05:00 AM
MAE-4065708	MAE-8040118	Water Meter-325 Avon Ln	<p>METER QUERY - METER QUERY</p> <p>(meter reading 1 for the past 5 months after meter change out. Please check meter)</p>	<p>Verified meter ID. Exercised spigot and meter does spin. Appears meter functions as designed. No further action required.</p>	4/16/2025	3/27/2025 11:14:00 AM
MAE-4065757	MAE-8041398	Water Meter-323 PAGE BACON RD STE 15	<p>: MS - METER SWAP</p> <p>(meter does not spin. Please change out meter.)</p>	<p>Verified meter ID. Replaced meter. New meter sn 85232723. New meter ID 90247850. New meter reads 000</p>	4/16/2025	3/27/2025 11:31:00 AM
MAE-4065775	MAE-8041806	Water Meter-631 STONEHENGE DR	<p>METER QUERY - METER QUERY</p> <p>(meter has been reading 11188 for the past 3 months. Please check meter.)</p>	<p>Verified meter ID. Exercised spigot and meter does spin. Appears meter functions as designed. No further action required at this time. Home is vacant and for sale</p>	4/16/2025	3/27/2025 12:48:00 PM
MAE-4065780	MAE-MTR-WATER-60631	Water Meter-186 MIRAMAR ST	<p>METER QUERY - METER QUERY</p> <p>(reading 0 for the past 7 months after meter changed out. Please check meter.)</p>	<p>Verified meter ID. Exercised spigot and meter does spin. Appears meter functions as designed. Meter has advanced since last reading. No further action required at this time.</p>	4/16/2025	3/27/2025 1:08:00 PM
MAE-4065783	MAE-METER-WATER-59371	Water Meter-157 BREWER CIR	<p>METER QUERY - METER QUERY</p> <p>(meter reading 4971 for the past 3 months. please check meter.)</p>	<p>Verified meter ID. Unable to verify meter operation. Register does not display. Recommend replacing register.</p>	4/16/2025	3/27/2025 1:12:00 PM
MAE-4065786	MAE-8041004	Water Meter-151 MARY ESTHER BLVD STE 307	<p>MS - METER SWAP</p> <p>(register needs to be replaced per SO0008808)</p>	<p>Verified meter ID. Replaced register. Sn same as last. New meter ID 300002139. New register reads 0000</p>	4/16/2025	3/27/2025 1:18:00 PM
MAE-4065789	MAE-METER-WATER-58299	Water Meter-200 S LORRAINE DR	<p>METER QUERY - METER QUERY</p> <p>(meter reading 3791 for the past 3 months. Please check meter)</p>	<p>Verified meter ID. Exercised spigot and meter does spin. Appears meter functions as designed. No further action required at this time. Home is vacant and for sale.</p>	4/16/2025	3/27/2025 1:20:00 PM
MAE-4065790	MAE-8041730	Water Meter-610 SHREWSBURY RD	<p>PU - PUBLIC UTILITIES</p> <p>(meter does not spin. Replace meter.)</p>	<p>Verified meter ID. Replaced meter. New meter sn 93855386. New meter ID 93514924. New meter reads 00000.</p>	4/16/2025	3/27/2025 1:24:00 PM
MAE-4065792	MAE-8041591	Water Meter-220 S LORRAINE DR	<p>PU - PUBLIC UTILITIES</p>	<p>Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side.</p>	4/16/2025	3/27/2025 1:27:00 PM
MAE-4065794	MAE-8041672	Water Meter-8 SHAMROCK DR	<p>RR & LC - REREAD METER & LEAK CHECK</p> <p>(571-382-0130 phone number customer said there is nobody living at the house. He lives locally and says maybe a toilet will be flushed every now and then. Customer checked for running toilets and standing water. Customer is worries be may have a leak he is not aware of)</p>	<p>Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side. Read reading.</p>	4/16/2025	3/27/2025 1:29:00 PM
MAE-4065795	MAE-METER-WATER-58172	Water Meter-260 GREGORY DR	<p>METER QUERY - METER QUERY</p> <p>(meter has been reading 805 x 4 months. Please check meter)</p>	<p>Verified meter ID. Exercised spigot and meter does spin. Appears meter functions as designed. No further action required.</p>	4/16/2025	3/27/2025 1:32:00 PM
MAE-4065796	MAE-8040883	Water Meter-5 LANE DR #D	<p>: MS - METER SWAP</p> <p>(replace register per SO0009175)</p>	<p>See Attachment for report</p>	4/16/2025	3/27/2025 1:35:00 PM
MAE-4065797	MAE-MTR-WATER-60659	Water Meter-271 Brian Cir	<p>: METER QUERY - METER QUERY</p>	<p>Verified meter ID. Exercised spicket. Meter spins. Turned off spicket. No further</p>	4/16/2025	3/27/2025 1:38:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4065798	MAE-8040862	Water Meter-6 KOHLER DR	(meter reading 196 for the past 4 months. Please check meter) METER QUERY - METER QUERY	action needed. House appears to be vacant. Verified meter ID. Meter is off and locked. Unlocked and exercised spigot and meter spins. Meter appears to function as designed. Turned off meter and relocked.	4/16/2025	3/27/2025 1:40:00 PM
MAE-4065799	MAE-99903-CD-W MIRACLE STRIP PKWY-381	381 W MIRACLE STRIP PKWY	PU - PUBLIC UTILITIES	Verified location. Mains and services marked with paint and flags accordingly. Marked water up to meter. No sewer laterals included. Hand dig only	4/16/2025	3/27/2025 1:42:00 PM
MAE-4065800	MAE-8040453	Water Meter-17 CASWELL CIR	PU - PUBLIC UTILITIES (replace register per SO0009164)	See attached for report	4/16/2025	3/27/2025 1:45:00 PM
MAE-4065801	MAE-99903-CD-E MIRACLE STRIP PKWY-125	125 E MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Mains and services marked with paint and flags accordingly. Marked water up to meter. No sewer laterals included. Hand dig only.	4/16/2025	3/27/2025 1:47:00 PM
MAE-4065802	MAE-8041879	Water Meter-531 W MIRACLE STRIP PKWY	METER QUERY - METER QUERY (meter reading 1979 for 4 months. please check meter.)	Verified meter ID. Unable to verify meter operation. No spigot works around home. Home appears vacant and customer may have their own shut off valve. Meter is likely still operational.	4/16/2025	3/27/2025 1:50:00 PM
MAE-4065803	MAE-99903-CD- BREWER CIR-166	166 BREWER CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Mains and services marked with paint and flags accordingly. Marked water up to meter. No sewer laterals included. Hand dig only	4/16/2025	3/27/2025 1:52:00 PM
MAE-4065804	MAE-8040654	Water Meter-340 E MIRACLE STRIP PKWY	METER QUERY - METER QUERY (meter reading 199 x 4. Please check meter.)	Verified meter ID. Exercised test cock and meter does spin. Meter functions as designed. Business appears vacant.	4/16/2025	3/27/2025 1:55:00 PM
MAE-4065805	MAE-METER-WATER- 59371	Water Meter-157 BREWER CIR	MS - METER SWAP (Replace Register per SO0009167)	See attached for full report	4/16/2025	3/27/2025 1:57:00 PM
MAE-4065807	MAE-8040801	Water Meter-241 KATHY CT	OCC - OCCUPANT CHANGE	Verified meter ID. Read reading. Water services already on	4/16/2025	3/28/2025 1:59:00 PM
MAE-4065809	MAE-8040816	Water Meter-2 KIMBROUGH RD	: LK CK - LEAK CHECK (follow up leak check. Please confirm if there is still a leak. Customer advised this has been fixed.)	Verified meter ID. Monitored meter for leaks and found no leaks city side. Meter does spin, customer still has leak. Left door hanger	4/16/2025	3/28/2025 2:02:00 PM
MAE-4065810	MAE-99903-CD- RIDGELAKE DR-25	25 RIDGELAKE DR	ZERO READING - MISSED READING	Unable to get reading. Johnny on the Spot is sitting on top of meter	4/16/2025	3/28/2025 2:04:00 PM
MAE-4065811	MAE-8041173	Water Meter-3 MARY ESTHER DR	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Turned off meter at curbstop and locked. Water services are off.	4/16/2025	3/28/2025 2:08:00 PM
MAE-4065812	MAE-8041841	Water Meter-171 W MIRACLE STRIP PKWY #B	ZERO READING - MISSED READING	See Attachment for report	4/16/2025	3/20/2025 2:11:00 PM
MAE-4065815	MAE-99903-CD- SOUNDSIDE COVE-9- 379108-398576	9 SOUNDSIDE COVE	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Located Mains and services, marked with paint or flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/16/2025	3/31/2025 2:14:00 PM
MAE-4065816	MAE-99903-CD-MARY ESTHER DR-5	5 MARY ESTHER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Located all mains and services, marked with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/16/2025	3/31/2025 2:16:00 PM
MAE-4065817	MAE-99903-CD- CHRISTOBAL RD N- 195	195 CHRISTOBAL RD N	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Located all mains and services, marked with paint and flags accordingly. No sewer laterals are included. Hand dig only.	4/16/2025	3/31/2025 2:18:00 PM
MAE-4065818	MAE-8041784	Water Meter-411 STONEHENGE DR	MS - METER SWAP (Manual meter needs changed out)	See attached for full report	4/16/2025	3/27/2025 2:20:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4065819	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	: WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Located all mains and services, marked with paint and flags accordingly. No sewer laterals are included. Hand dig only.	4/16/2025	3/31/2025 2:23:00 PM
MAE-4065821	MAE-8041672	Water Meter-8 SHAMROCK DR	DATA LOG - PULL READING LOG (vacant home - son passed away. customer is requesting a data log. He has checked the toilets and there is no leak. Reminder for Krystal: e-mail the customer the data log as requested.)	Verified meter ID. Ran data log	4/16/2025	3/31/2025 2:37:00 PM
MAE-4065822	MAE-8041369	Water Meter-306 OXFORD CT	PU - PUBLIC UTILITIES	Verified meter ID. Replaced meter. New meter sn 84216305. New meter ID 89842021. New meter reads 00000. Replaced curbstop and meter box. Used one concrete meter box, one 3/4 inch curbstop, two 3/4 inch pvc 45 degree elbows, one 3/4 sch40 pvc FIP, one 3/4 inch sch40MIP, 18 inches of sch80 pvc, one 3/4 inch brass meter coupling, and two meter rubbers. 3 techs 1.5 hours =4.5 total labor hours	4/16/2025	3/31/2025 2:39:00 PM
MAE-4065823	MAE-99903-CD-SLEEPY HOLLOW DR-4	4 SLEEPY HOLLOW DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Located mains and services, marking with paint or flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/16/2025	3/31/2025 2:42:00 PM
MAE-4065825	MAE-99903-CD-BRIAN CIR-480	480 BRIAN CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Located all mains and services, marked with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/16/2025	3/31/2025 2:45:00 PM
MAE-4065826	MAE-8041130	Water Meter-321 MARY ESTHER BLVD	LK CK - LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side.	4/16/2025	3/31/2025 2:56:00 PM
MAE-4065828	MAE-99903-CD-BRIAN CIR-411	411 BRIAN CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Located all mains and services, marked with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/16/2025	3/31/2025 2:58:00 PM
MAE-4065829	MAE-99903-CD-ANGELA LN-291	291 ANGELA LN	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Located all mains and services, marked with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/16/2025	3/31/2025 3:00:00 PM
MAE-4065834	MAE-99903-CD-MARY ESTHER BLVD-331	331 MARY ESTHER BLVD	LK CK - LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side. Ran Data Log	4/16/2025	3/31/2025 3:09:00 PM
MAE-4065853	MAE-99903-CD-SHADY LN-9	9 SHADY LN	SW BU - SEWER BACKUP	Camera inspected customer line. Marked area of concern. This is a private Road, not city property. Customer/HOA issue.	4/16/2025	3/25/2025 3:33:00 PM

Corrective Maintenance Non Emergency - 101 Total:

Preventive Maintenance

MAE-4023274	MAE-73005	#2 CLARIFIER	Semi-Annual Clarifier Inspection	Completed as requested.	3/3/2025	3/12/2025 4:07:00 PM
MAE-4023275	MAE-69018	WELL #1 SITE	Wellsite Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/3/2025	3/12/2025 4:02:00 PM
MAE-4023277	MAE-73005	#2 CLARIFIER	Basin cleaning and inspection	Completed as requested.	3/3/2025	3/12/2025 3:51:00 PM
MAE-4027273	MAE-SEWER LINE CAMERA-3	Iris Sewer Camera	Camera Inspection	Completed as requested.	3/7/2025	3/15/2025 1:00:00 PM
MAE-4027274	MAE-93310	SEWER CAMERA	Camera Inspection	Completed as requested.	3/7/2025	3/15/2025 1:06:00 PM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4028321	MAE-14103	PORTABLE GENERATOR COLEMAN	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/7/2025 4:13:00 PM
MAE-4028322	MAE-93312	EDCO STREET SAW	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/10/2025 11:42:00 AM
MAE-4028323	MAE-93203	GR BLUE PORTABLE CENTRIGUGAL PUMP	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/10/2025 11:55:00 AM
MAE-4028324	MAE-93311	STIHL CHOP SAW	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/10/2025 11:59:00 AM
MAE-4028325	MAE-EQUIPMENT-276	Echo Hedge Trimmer	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/10/2025 12:00:00 PM
MAE-4028326	MAE-EQUIPMENT-267	Echo Weed Eater 1 of 2	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/10/2025 4:38:00 PM
MAE-4028327	MAE-EQUIPMENT-268	Echo Weed Eater 2 of 2	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/10/2025 4:42:00 PM
MAE-4028328	MAE-GENERATOR-344	Honda 11 HP Generator	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/11/2025 3:27:00 PM
MAE-4028329	MAE-PUMP-TRASH-PORT-29	Koshin Portable Trash Pump 1 of 2	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 10:26:00 AM
MAE-4028330	MAE-PUMP-TRASH-PORT-61	Honda Portable Trash Pump 1 of 2	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 10:24:00 AM
MAE-4028331	MAE-PUMP-TRASH-PORT-30	Koshin Portable Trash Pump 2 of 2	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 10:44:00 AM
MAE-4028332	MAE-WASHER-PRESSURE-23	DeWalt Pressure Washer	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 10:48:00 AM
MAE-4028333	MAE-EQUIPMENT-270	Husqvarna Chainsaw	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 10:52:00 AM
MAE-4028334	MAE-EQUIPMENT-280	Brute Force Air Compressor	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 10:55:00 AM
MAE-4028335	MAE-EQUIPMENT-271	Poulan Chainsaw 1 of 3	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 10:58:00 AM
MAE-4028336	MAE-EQUIPMENT-272	Poulan Chainsaw 2 of 3	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 11:03:00 AM
MAE-4028337	MAE-EQUIPMENT-269	Stihl Backpack Leaf Blower	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 11:07:00 AM
MAE-4028338	MAE-EQUIPMENT-275	Stihl Hedge Trimmer	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 11:10:00 AM
MAE-4028339	MAE-EQUIPMENT-285	Stihl Pole Saw	Small Equipment Monthly Service	Completed as requested.	2/28/2025	3/12/2025 11:14:00 AM
MAE-4029405	MAE-73007	#3 CLARIFIER	Semi-Annual Clarifier Inspection	Completed as requested.	3/11/2025	3/15/2025 1:59:00 PM
MAE-4029406	MAE-78610	#2 CLARIFIER RAS BOX GATE	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 1:58:00 PM
MAE-4029407	MAE-78611	#2 CLARIFIER SCUM GATE	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:10:00 PM
MAE-4029408	MAE-79108	Oxidation Ditch 2 Influent Gate	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:30:00 PM
MAE-4029409	MAE-78609	Oxidation Ditch 2 Main Effluent Gate	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:32:00 PM
MAE-4029410	MAE-78608	Oxidation Ditch 2 Main Influent Gate	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:34:00 PM
MAE-4029411	MAE-79111	Oxidation Ditch 3 Effluent Gate	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:36:00 PM
MAE-4029412	MAE-79110	Oxidation Ditch 3 Influent Gate - 24 INCH	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:40:00 PM
MAE-4029413	MAE-79109	Oxidation Ditch 3 Influent Gate - 36 INCH	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:43:00 PM
MAE-4029414	MAE-78104	Drying Bed Pump Discharge Gate Valve #1 L/S	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:45:00 PM
MAE-4029415	MAE-78109	INFLUENT GATE VALVE #1 TO SCREENS	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:46:00 PM
MAE-4029416	MAE-78110	INFLUENT GATE VALVE #2 TO SCREENS	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:49:00 PM
MAE-4029417	MAE-78111	INFLUENT GATE VALVE #3 TO SCREENS	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:50:00 PM
MAE-4029418	MAE-78105	Plant LS pump Discharge Gate Valve #2 L/S	Sluice Gate Semi-Annual Exercise and Maintenance	Completed as requested.	3/11/2025	3/15/2025 2:53:00 PM
MAE-4029422	MAE-69019	WELL #2 SITE	Wellsite Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 1:57:00 PM
MAE-4029423	MAE-69020	WELL #3 SITE	Wellsite Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:03:00 PM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4029424	MAE-69021	WELL #4 SITE	Wellsite Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:06:00 PM
MAE-4031009	MAE-46301	Well #1 Chlorinator #1	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:06:00 PM
MAE-4031010	MAE-46302	Well #1 Chlorinator #2	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:08:00 PM
MAE-4031011	MAE-46303	Well #3 Chlorinator #1	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:10:00 PM
MAE-4031012	MAE-46304	Well #3 Chlorinator #2	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:11:00 PM
MAE-4031013	MAE-46305	Well #4 Regulator #1	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:12:00 PM
MAE-4031014	MAE-46306	Well #4 Regulator #2	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:14:00 PM
MAE-4031015	MAE-46402	Well #4 V-Notch Chlorinator #1	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:16:00 PM
MAE-4031016	MAE-46403	Well #4 V-Notch Chlorinator #2	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:17:00 PM
MAE-4031017	MAE-46201	Chlorinator #1	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:18:00 PM
MAE-4031018	MAE-46202	Chlorinator #2	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:19:00 PM
MAE-4031019	MAE-48009	V 10 K Chlorine Controller	Chlorine Equipment Annual Inspection	Completed as requested.	3/14/2025	3/15/2025 3:21:00 PM
MAE-4032039	MAE-31517	DIGESTER BLOWER MOTOR #1	Semi-Annual Digester Blower Motor Lubrication	Completed as requested.	3/3/2025	3/12/2025 3:49:00 PM
MAE-4032040	MAE-31518	DIGESTER BLOWER MOTOR #2	Semi-Annual Digester Blower Motor Lubrication	Completed as requested.	3/3/2025	3/14/2025 11:36:00 AM
MAE-4032041	MAE-31519	DIGESTER BLOWER MOTOR #3	Semi-Annual Digester Blower Motor Lubrication	Completed as requested.	3/3/2025	3/14/2025 11:46:00 AM
MAE-4032042	MAE-93401	Husky Shop Air Compressor	Air Compressor Monthly Inspection	Completed as requested.	3/7/2025	3/15/2025 12:59:00 PM
MAE-4032043	MAE-93301	Campbell Hausfeld Air Compressor	Air Compressor Monthly Inspection	Completed as requested.	3/7/2025	3/15/2025 1:05:00 PM
MAE-4032045	MAE-52101	DIGESTER POLYMASTER	Polyblend unit monthly inspection	Completed as requested.	3/7/2025	3/15/2025 12:58:00 PM
MAE-4032511	MAE-02604-2	Well #1 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection	Completed as requested.	3/10/2025	3/15/2025 1:43:00 PM
MAE-4032512	MAE-02605	Well #3 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection	Completed as requested.	3/10/2025	3/15/2025 1:48:00 PM
MAE-4032513	MAE-02607	Well #4 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection	Completed as requested.	3/10/2025	3/15/2025 1:49:00 PM
MAE-4034152	MAE-02601	Main Plant CL2 Leak Detector	Chlorine Leak Detector Monthly Inspection	Completed as requested.	3/10/2025	3/15/2025 1:41:00 PM
MAE-4034153	MAE-22402	PRIMARY DIGESTER DECANT PUMP	Monthly Decant Pump Inspection	Completed as requested.	3/10/2025	3/15/2025 1:40:00 PM
MAE-4034422	MAE-77801	LS #10 Main Building	Building Monthly Inspection	Completed as requested.	2/28/2025	3/7/2025 4:11:00 PM
MAE-4034423	MAE-BLDG-341	Sprayfield Trailer	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 10:34:00 AM
MAE-4034424	MAE-77808	LS #8 Building	Building Monthly Inspection	Josh Robinson test training.	2/28/2025	3/3/2025 1:24:00 PM
MAE-4034425	MAE-77802	Well #1 Building	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:05:00 AM
MAE-4034426	MAE-77803	Well #2 Building	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:14:00 AM
MAE-4034427	MAE-77804	Well #3 Building	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:23:00 AM
MAE-4034428	MAE-77805	Well #4 Building	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:27:00 AM
MAE-4034429	MAE-77809	Well #3 HS Building	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:30:00 AM
MAE-4034430	MAE-77002	Digester Building	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:32:00 AM
MAE-4034431	MAE-77101	Main Plant Building	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:37:00 AM
MAE-4034432	MAE-76001	WWTP-Maintenance Building	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:39:00 AM
MAE-4034433	MAE-77807	WWTP Maintenance Shed	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:41:00 AM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4034434	MAE-77806	C+D Maintenance Shop	Building Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:55:00 AM
MAE-4034435	MAE-WWTP-CCC	Chlorine Contact Chambers	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 1:55:00 PM
MAE-4034436	MAE-WWTP-CLAR	Clarifiers	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:00:00 PM
MAE-4034437	MAE-WWTP-DIGBLOWER	Digester Blower Area	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:02:00 PM
MAE-4034438	MAE-77002	Digester Building	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:04:00 PM
MAE-4034439	MAE-WWTP-DIG	Digesters	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:07:00 PM
MAE-4034440	MAE-WWTP-DRYBED	Drying Beds	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:09:00 PM
MAE-4034441	MAE-WWTP-EFFPUMP	Effluent Pump Area	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:29:00 PM
MAE-4034442	MAE-WWTP-HEADWORKS	Headworks	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:33:00 PM
MAE-4034443	MAE-77101	Main Plant Building	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:38:00 PM
MAE-4034444	MAE-69022	Main Plant Building Lift Station #2	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:41:00 PM
MAE-4034445	MAE-WWTP-OXDITCH	Oxidation Ditches	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:47:00 PM
MAE-4034446	MAE-WWTP-WAS	WAS Pump Area	WWTP Semi-Annual Valve Exercise and Inspection	Completed as requested.	3/11/2025	3/15/2025 2:51:00 PM
MAE-4035751	MAE-62203	Oxidation Ditch 2 Rotor 1	Ox. Ditch Rotor Monthly Inspection	Completed as requested.	2/28/2025	3/7/2025 3:51:00 PM
MAE-4035752	MAE-62204	Oxidation Ditch 2 Rotor 2	Ox. Ditch Rotor Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:09:00 AM
MAE-4035753	MAE-62205	Oxidation Ditch 3 Rotor 1	Ox. Ditch Rotor Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:17:00 AM
MAE-4035754	MAE-62206	Oxidation Ditch 3 Rotor 2	Ox. Ditch Rotor Monthly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:26:00 AM
MAE-4035755	MAE-14104	LS #10 GENERATOR	Generator Monthly inspection	Completed as requested.	2/28/2025	3/7/2025 4:10:00 PM
MAE-4035756	MAE-GENERATOR-EM-459	Doosan Portable Generator	Generator Monthly inspection	Completed as requested.	2/28/2025	3/10/2025 10:30:00 AM
MAE-4035757	MAE-14101	Main Plant Generator	Generator Monthly inspection	Completed as requested.	2/28/2025	3/10/2025 11:29:00 AM
MAE-4035763	MAE-59002	SCREENING CONVEYOR	Grit Auger Monthly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:01:00 PM
MAE-4036450	MAE-42213	#3 CLARIFIER GEARBOX	Clarifier Monthly Inspection	Completed as requested.	3/3/2025	3/12/2025 3:44:00 PM
MAE-4036451	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Monthly Emergency Light and Exit Sign Inspection	Completed as requested.	3/3/2025	3/12/2025 2:07:00 PM
MAE-4036452	MAE-WTP	Mary Esther Water System	Monthly Emergency Light and Exit Sign Inspection	Completed as requested.	3/3/2025	3/14/2025 10:30:00 AM
MAE-4036453	MAE-LS	Mary Esther Lift Stations	Monthly Emergency Light and Exit Sign Inspection	Completed as requested.	3/3/2025	3/14/2025 10:58:00 AM
MAE-4036454	MAE-LS	Mary Esther Lift Stations	Fire Extinguisher Monthly Inspection	Completed as requested.	3/3/2025	3/12/2025 1:52:00 PM
MAE-4036455	MAE-SPRAYFIELD	Mary Esther Sprayfield	Fire Extinguisher Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 10:28:00 AM
MAE-4036456	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Fire Extinguisher Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 10:49:00 AM
MAE-4036457	MAE-WTP	Mary Esther Water System	Fire Extinguisher Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 11:28:00 AM
MAE-4036458	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/7/2025 3:59:00 PM
MAE-4036459	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 10:54:00 AM
MAE-4036460	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:02:00 AM
MAE-4036461	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:07:00 AM
MAE-4036462	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:15:00 AM
MAE-4036463	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:25:00 AM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4036464	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:28:00 AM
MAE-4036465	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:31:00 AM
MAE-4036466	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:36:00 AM
MAE-4036467	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:38:00 AM
MAE-4036468	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:39:00 AM
MAE-4036469	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:43:00 AM
MAE-4036470	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:57:00 AM
MAE-4036471	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection	Completed as requested.	2/28/2025	3/10/2025 11:58:00 AM
MAE-4036472	MAE-20003	#2 DITCH RAS PUMP #1	Monthly RAS Pump Inspection	Completed as requested.	3/3/2025	3/12/2025 1:37:00 PM
MAE-4036473	MAE-20004	#2 DITCH RAS PUMP #2	Monthly RAS Pump Inspection	Completed as requested.	3/3/2025	3/14/2025 11:25:00 AM
MAE-4036474	MAE-03106	Effluent Auto-Sampler	Sampler Monthly Maintenance	Completed as requested.	3/3/2025	3/12/2025 1:26:00 PM
MAE-4036475	MAE-03105	Influent Auto-Sampler	Sampler Monthly Maintenance	Completed as requested.	3/3/2025	3/14/2025 11:44:00 AM
MAE-4036476	MAE-20603	Well #1 HS Pump #3	Plant High Service Pump Monthly Inspection	Completed as requested.	3/3/2025	3/12/2025 1:23:00 PM
MAE-4036477	MAE-20604	Well #3 HS Pump #1	Plant High Service Pump Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 11:23:00 AM
MAE-4036478	MAE-20605	Well #3 HS Pump #2	Plant High Service Pump Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 11:43:00 AM
MAE-4036479	MAE-91306	LS #10 Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	3/3/2025	3/12/2025 1:21:00 PM
MAE-4036480	MAE-02604-1	Well #1 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 10:44:00 AM
MAE-4036481	MAE-91303	Well #3 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 11:19:00 AM
MAE-4036482	MAE-91307	Well #3 Pump Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 11:42:00 AM
MAE-4036483	MAE-91304	Well #4 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 11:58:00 AM
MAE-4036484	MAE-91301	CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	3/3/2025	3/15/2025 11:26:00 AM
MAE-4036485	MAE-91308	Digester Building Upper Level Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	3/3/2025	3/15/2025 11:36:00 AM
MAE-4036486	MAE-71903	LS #10 GENERATOR FUEL TANK	Monthly Fuel Tank Inspection	Completed as requested.	3/3/2025	3/12/2025 1:16:00 PM
MAE-4036487	MAE-71905	LS #14 DIESEL FUEL DAY TANK	Monthly Fuel Tank Inspection	Completed as requested.	3/3/2025	3/14/2025 10:20:00 AM
MAE-4036488	MAE-71904	LS #14 DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	3/3/2025	3/14/2025 10:43:00 AM
MAE-4036489	MAE-71906	WELL #1 GAS STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	3/3/2025	3/14/2025 11:13:00 AM
MAE-4036490	MAE-71908	WELL #3 FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	3/3/2025	3/14/2025 11:41:00 AM
MAE-4036491	MAE-71907	WELL #2 FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	3/3/2025	3/14/2025 11:56:00 AM
MAE-4036492	MAE-71901	DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	3/3/2025	3/15/2025 11:24:00 AM
MAE-4036493	MAE-71902	GENERATOR DAY TANK	Monthly Fuel Tank Inspection	Completed as requested.	3/3/2025	3/15/2025 11:28:00 AM
MAE-4036494	MAE-20501	Well #4 Chlorine Booster Pump	Booster Pump Monthly Inspection	Completed as requested.	3/3/2025	3/12/2025 11:50:00 AM
MAE-4036495	MAE-20008	CL2 Sample Pump	Monthly Small Centrifugal Pump Inspection	Completed as requested.	3/3/2025	3/12/2025 11:49:00 AM
MAE-4036496	MAE-20014	Digester Transfer/Recirculation Pump	Monthly Small Centrifugal Pump Inspection	Completed as requested.	3/3/2025	3/14/2025 10:18:00 AM
MAE-4036497	MAE-20009	Plant Reuse Water Pump	Monthly Small Centrifugal Pump Inspection	Completed as requested.	3/3/2025	3/14/2025 11:04:00 AM
MAE-4036498	MAE-38102	LS #14 Diesel Engine #1	Backup Engine Monthly Inspection	Completed as requested.	3/3/2025	3/12/2025 11:46:00 AM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4036499	MAE-20601-2	Well #1 HS Pump #1 Engine	Backup Engine Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 10:41:00 AM
MAE-4036500	MAE-38101	Well #2 Pump Engine	Backup Engine Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 11:38:00 AM
MAE-4036933	MAE-60699	Concrete Saw	Monthly Concrete Saw Inspection	Completed as requested.	3/10/2025	3/15/2025 1:51:00 PM
MAE-4037102	MAE-95801	Break Room First Aid Kit	Monthly First-Aid Kit Inspection	Completed as requested.	3/3/2025	3/12/2025 11:45:00 AM
MAE-4037103	MAE-95802	Well #1 First Aid Kit	Monthly First-Aid Kit Inspection	Completed as requested.	3/3/2025	3/14/2025 8:47:00 AM
MAE-4037104	MAE-69020	WELL #3 SITE	Monthly First-Aid Kit Inspection	Completed as requested.	3/3/2025	3/14/2025 10:40:00 AM
MAE-4037105	MAE-69021	WELL #4 SITE	Monthly First-Aid Kit Inspection	Completed as requested.	3/3/2025	3/14/2025 11:03:00 AM
MAE-4037110	MAE-69018	WELL #1 SITE	Wellsite Monthly Inspection	Completed as requested.	3/3/2025	3/12/2025 11:42:00 AM
MAE-4037111	MAE-69019	WELL #2 SITE	Wellsite Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 8:37:00 AM
MAE-4037112	MAE-69020	WELL #3 SITE	Wellsite Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 10:38:00 AM
MAE-4037113	MAE-69021	WELL #4 SITE	Wellsite Monthly Inspection	Completed as requested.	3/3/2025	3/14/2025 10:59:00 AM
MAE-4037114	MAE-33003	LS #14 PUMP MOTOR #3	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/17/2025	3/18/2025 9:22:00 AM
MAE-4037858	MAE-6" Bypass Pump-5	6" Bypass Pump	Generator Monthly inspection	Completed as requested.	3/3/2025	3/12/2025 11:33:00 AM
MAE-4037897	MAE-00105	Soundview Cove 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	3/3/2025	3/12/2025 11:26:00 AM
MAE-4038289	MAE-TRAILER-107	16 FT Trailer	Trailer Inspection	Completed as requested.	2/28/2025	3/7/2025 3:53:00 PM
MAE-4038290	MAE-TRAILER-108	Water and Sewer Trailer	Trailer Inspection	Completed as requested.	2/28/2025	3/7/2025 4:23:00 PM
MAE-4038291	MAE-EQUIPMENT-293	Fuel Trailer Electric	Trailer Inspection	Completed as requested.	2/28/2025	3/7/2025 4:22:00 PM
MAE-4038292	MAE-EQUIPMENT-294	Fuel Trailer Flat	Trailer Inspection	Completed as requested.	2/28/2025	3/7/2025 4:21:00 PM
MAE-4038293	MAE-OHV-TRAILER-120	24 FT Heavy Equipment trailer	Trailer Inspection	Completed as requested.	2/28/2025	3/7/2025 4:13:00 PM
MAE-4038294	MAE-TRAILER-106	Mower Trailer	Trailer Inspection	Completed as requested.	2/28/2025	3/10/2025 10:38:00 AM
MAE-4039576	MAE-EQUIPMENT-293	Fuel Trailer Electric	Monthly Fuel Tank Inspection	Completed as requested.	3/6/2025	3/15/2025 11:40:00 AM
MAE-4039577	MAE-EQUIPMENT-294	Fuel Trailer Flat	Monthly Fuel Tank Inspection	Completed as requested.	3/6/2025	3/15/2025 12:37:00 PM
MAE-4039578	MAE-52202	PRIMARY DITCH DIGESTER MIXER	Floating Aerator Quarterly Inspection and Service	Completed as requested.	3/14/2025	3/15/2025 3:00:00 PM
MAE-4040355	MAE-92301	JOHN DEERE TRACTOR	Monthly Tractor Inspection	Completed as requested.	3/21/2025	3/21/2025 4:54:00 PM
MAE-4040356	MAE-92302	FORD 7740 TRACTOR (1992)	Monthly Tractor Inspection	Completed as requested.	3/21/2025	3/21/2025 4:59:00 PM
MAE-4040357	MAE-92304	Massey Ferguson 283 Tractor	Monthly Tractor Inspection	Completed as requested.	3/21/2025	3/21/2025 5:00:00 PM
MAE-4040358	MAE-92306	Massey Ferguson 4243 Tractor	Monthly Tractor Inspection	Completed as requested.	3/21/2025	3/21/2025 5:01:00 PM
MAE-4040359	MAE-92305	Massey Ferguson 5445 Tractor	Monthly Tractor Inspection	Completed as requested.	3/21/2025	3/21/2025 5:02:00 PM
MAE-4040411	MAE-EQUIPMENT-282	Dayton Portable Heater 1 of 3	General Equipment Inspection	Completed as requested.	3/3/2025	3/12/2025 11:21:00 AM
MAE-4040412	MAE-EQUIPMENT-283	Dayton Portable Heater 2 of 3	General Equipment Inspection	Completed as requested.	3/3/2025	3/13/2025 4:29:00 PM
MAE-4040413	MAE-EQUIPMENT-284	Dayton Portable Heater 3 of 3	General Equipment Inspection	Completed as requested.	3/3/2025	3/13/2025 4:28:00 PM
MAE-4040414	MAE-EQUIPMENT-288	Backflow Test Kit 1 of 2	General Equipment Inspection	Completed as requested.	3/3/2025	3/13/2025 4:27:00 PM
MAE-4040415	MAE-93440	Back Flow Test Kit	General Equipment Inspection	Completed as requested.	3/3/2025	3/13/2025 4:31:00 PM
MAE-4040416	MAE-93601	SCHONSTEDT LOCATOR	General Equipment Inspection	Completed as requested.	3/3/2025	3/14/2025 11:37:00 AM
MAE-4040417	MAE-EQUIPMENT-291	Utility Locator	General Equipment Inspection	Completed as requested.	3/3/2025	3/14/2025 11:47:00 AM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4041514	MAE-69003	LS #1 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 12:52:00 PM
MAE-4041515	MAE-69004	LS #2 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:02:00 PM
MAE-4041516	MAE-69005	LS #3 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:08:00 PM
MAE-4041517	MAE-69006	LS #4 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:10:00 PM
MAE-4041518	MAE-69007	LS #5 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:12:00 PM
MAE-4041519	MAE-69008	LS #6 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:14:00 PM
MAE-4041520	MAE-69009	LS #7 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:16:00 PM
MAE-4041521	MAE-69010	LS #8 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:17:00 PM
MAE-4041522	MAE-69011	LS #9 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:19:00 PM
MAE-4041523	MAE-69012	LS #10 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:21:00 PM
MAE-4041524	MAE-69013	LS #11 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:24:00 PM
MAE-4041525	MAE-69014	LS #12 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:26:00 PM
MAE-4041526	MAE-69023	LS #13 SITE	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:28:00 PM
MAE-4041527	MAE-69016	LS #14 Hurlburt Field Site	Semi-Annual Lift Station Pump Motor Lubrication	Completed as requested.	3/7/2025	3/15/2025 1:30:00 PM
MAE-4041528	MAE-11008	LS #1 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:35:00 PM
MAE-4041529	MAE-11017	LS #10 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:35:00 PM
MAE-4041530	MAE-11018	LS #11 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:28:00 PM
MAE-4041531	MAE-11019	LS #12 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:26:00 PM
MAE-4041532	MAE-12203	LS #13 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:24:00 PM
MAE-4041533	MAE-11021	LS #14 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:22:00 PM
MAE-4041534	MAE-12204	LS #14 Diesel Engine #1 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:18:00 PM
MAE-4041535	MAE-12205	LS #14 Diesel Engine #2 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:17:00 PM
MAE-4041536	MAE-11009	LS #2 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:13:00 PM
MAE-4041537	MAE-11010	LS #3 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:10:00 PM
MAE-4041538	MAE-11011	LS #4 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:08:00 PM
MAE-4041539	MAE-11012	LS #5 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:06:00 PM
MAE-4041540	MAE-11013	LS #6 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:05:00 PM
MAE-4041541	MAE-11014	LS #7 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:03:00 PM
MAE-4041542	MAE-12405	LS #8 Breaker Panel A	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:03:00 PM
MAE-4041543	MAE-11015	LS #8 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:01:00 PM
MAE-4041544	MAE-11016	LS #9 Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:59:00 PM
MAE-4041545	MAE-12601	LS #1 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:58:00 PM
MAE-4041546	MAE-12613	LS #10 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:57:00 PM
MAE-4041547	MAE-12615	LS #11 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:56:00 PM
MAE-4041548	MAE-12616	LS #12 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:55:00 PM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4041549	MAE-12619	LS #13 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:54:00 PM
MAE-4041550	MAE-12618	LS #14 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor. Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:54:00 PM
MAE-4041551	MAE-12602	LS #2 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:52:00 PM
MAE-4041552	MAE-12603	LS #3 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:50:00 PM
MAE-4041553	MAE-12604	LS #4 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:49:00 PM
MAE-4041554	MAE-12605	LS #5 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:48:00 PM
MAE-4041555	MAE-12607	LS #6 Generator Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:48:00 PM
MAE-4041556	MAE-12606	LS #6 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor. Completed all task, sent report to PM and Operation Supervisor. Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:47:00 PM
MAE-4041557	MAE-12608	LS #7 Generator Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:43:00 PM
MAE-4041558	MAE-12609	LS #7 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:42:00 PM
MAE-4041559	MAE-12611	LS #8 Main Disconnect Switch - Inside	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:40:00 PM
MAE-4041560	MAE-12612	LS #8 Main Disconnect Switch - Outside	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:39:00 PM
MAE-4041561	MAE-12610	LS #9 Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 12:25:00 PM
MAE-4041562	MAE-20603	Well #1 HS Pump #3	Vibration Analysis Of Major Equipment	# 3 is not online, no HS pump #3	3/31/2025	3/24/2025 1:37:00 PM
MAE-4041563	MAE-48009	V 10 K Chlorine Controller	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor. Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:44:00 PM
MAE-4041564	MAE-12206	Sprayfield Field Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:14:00 PM
MAE-4041565	MAE-11022	Sprayfield Pump Control Panel	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:11:00 PM
MAE-4041566	MAE-12620	Sprayfield Main Disconnect Switch	Electrical Panel Inspection and IR	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:00:00 PM
MAE-4042401	MAE-95401	Well #4 SCBA	SCBA Monthly Inspection	Completed as requested.	3/10/2025	3/15/2025 1:38:00 PM
MAE-4043069	MAE-JETTER-USJETTING	HIGH-PRESSURE JETTER	Generator Monthly inspection	Completed as requested.	3/10/2025	3/15/2025 1:37:00 PM
MAE-4043076	MAE-92506	Hay Rake	Monthly Hay Rake Service	Completed as requested.	3/10/2025	3/15/2025 1:35:00 PM
MAE-4043077	MAE-92501	Bush Hog 5' Mower	Monthly Mower Service	Completed as requested.	3/10/2025	3/15/2025 1:34:00 PM
MAE-4043104	MAE-00104	Plantation Oaks 6" Fire Hydrant	Potable Water Dead-End Flushing	Completed as requested.	3/10/2025	3/15/2025 1:32:00 PM
MAE-4043134	MAE-EQUIPMENT-292	Chemical Sprayer Tractor Mounted	General Equipment Inspection	Completed as requested.	3/6/2025	3/15/2025 11:38:00 AM
MAE-4043135	MAE-EQUIPMENT-295	Tractor Seeder	General Equipment Inspection	Completed as requested.	3/6/2025	3/15/2025 12:35:00 PM
MAE-4043136	MAE-EQUIPMENT-296	Disk Harrow	General Equipment Inspection	Completed as requested.	3/6/2025	3/15/2025 12:33:00 PM
MAE-4043137	MAE-EQUIPMENT-297	Grader	General Equipment Inspection	Completed as requested.	3/6/2025	3/15/2025 12:32:00 PM
MAE-4043138	MAE-EQUIPMENT-298	Box Blade	General Equipment Inspection	Completed as requested.	3/6/2025	3/15/2025 12:30:00 PM
MAE-4043139	MAE-GRNDEQ-HAY-11	Hay Spike 1 of 3	General Equipment Inspection	Completed as requested.	3/6/2025	3/15/2025 12:28:00 PM
MAE-4043140	MAE-GRNDEQ-HAY-12	Hay Spike 2 of 3	General Equipment Inspection	Completed as requested.	3/6/2025	3/15/2025 12:27:00 PM
MAE-4043141	MAE-GRNDEQ-HAY-13	Hay Spike 3 of 3	General Equipment Inspection	Completed as requested.	3/6/2025	3/15/2025 12:25:00 PM
MAE-4044031	MAE-21506	LS #14 PUMP #3	Vertical Pump Monthly Inspection	Completed as requested.	3/11/2025	3/15/2025 1:53:00 PM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4045662	MAE-93307	Onan Emergency Generator Wellsite 4	Generator Monthly inspection	Completed as requested.	3/14/2025	3/15/2025 2:58:00 PM
MAE-4045664	MAE-40101	LS #14 RIGHT ANGLE DRIVE #1	Angle Drive Monthly Inspection	Completed as requested.	3/14/2025	3/15/2025 2:56:00 PM
MAE-4045665	MAE-40103	Well #2 Well Pump Right Angle Drive	Angle Drive Monthly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:08:00 PM
MAE-4045666	MAE-14103	PORTABLE GENERATOR COLEMAN	Small Equipment Annual Service	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 3:55:00 PM
MAE-4045981	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	3/10/2025	3/15/2025 1:31:00 PM
MAE-4045982	MAE-SAFETY-HYDRANTS-F-7192	Point Comfort 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	3/10/2025	3/15/2025 1:44:00 PM
MAE-4046276	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:22:00 PM
MAE-4046277	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:23:00 PM
MAE-4046278	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:24:00 PM
MAE-4046279	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:26:00 PM
MAE-4046280	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:27:00 PM
MAE-4046281	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:28:00 PM
MAE-4046282	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:29:00 PM
MAE-4046283	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:30:00 PM
MAE-4046284	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:31:00 PM
MAE-4046285	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:33:00 PM
MAE-4046286	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:33:00 PM
MAE-4046287	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:34:00 PM
MAE-4046288	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:37:00 PM
MAE-4046289	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection	Completed as requested.	3/14/2025	3/15/2025 3:38:00 PM
MAE-4046311	MAE-92504	Vermeer 504 Bailer	Monthly Bailer Service	Completed as requested.	3/14/2025	3/15/2025 2:55:00 PM
MAE-4046312	MAE-GRNDEQ-HAY-10	Woods 720 Bush Hog 6' Mower	Monthly Mower Service	Completed as requested.	3/14/2025	3/15/2025 2:54:00 PM
MAE-4046807	MAE-21511	Well #2 Well Pump	Vertical Pump Monthly Inspection	Completed as requested.	3/17/2025	3/18/2025 9:21:00 AM
MAE-4046808	MAE-21512	Well #3 Well Pump	Vertical Pump Monthly Inspection	Completed as requested.	3/17/2025	3/18/2025 9:30:00 AM
MAE-4046809	MAE-21513	Well #4 Well Pump	Vertical Pump Monthly Inspection	Completed as requested.	3/17/2025	3/18/2025 9:36:00 AM
MAE-4046810	MAE-21507	Sprayfield Pump #1	Vertical Pump Monthly Inspection	Completed as requested.	3/17/2025	3/18/2025 9:20:00 AM
MAE-4047323	MAE-00107	Scottsdale Circle 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	3/17/2025	3/18/2025 9:19:00 AM
MAE-4047612	MAE-95302	Well #3 Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection	Completed as requested.	3/17/2025	3/18/2025 9:17:00 AM
MAE-4047613	MAE-95301	Main Plant Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection	Completed as requested.	3/17/2025	3/18/2025 9:28:00 AM
MAE-4047614	MAE-95303	Well #4 Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection	Completed as requested.	3/17/2025	3/18/2025 9:35:00 AM
MAE-4047615	MAE-21110	LS #10 DUTY PUMP #1	Semi-Annual Electric Motor Testing	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:46:00 PM
MAE-4047616	MAE-21111	LS #10 DUTY PUMP #2	Semi-Annual Electric Motor Testing	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:12:00 PM
MAE-4047617	MAE-56001	BARSCREEN #1	Influent Screen Monthly Inspection	Completed as requested.	3/17/2025	3/18/2025 9:16:00 AM
MAE-4047618	MAE-56002	BARSCREEN #2	Influent Screen Monthly Inspection	Completed as requested.	3/17/2025	3/18/2025 9:27:00 AM
MAE-4047619	MAE-20603	Well #1 HS Pump #3	Semi-Annual Electric Motor Testing	out of service for Contractor rebuilds	3/31/2025	3/24/2025 1:48:00 PM

AA-MR-Monthly Completed Work Order Summary

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4047620	MAE-21511	Well #2 Well Pump	Semi-Annual Electric Motor Testing	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:20:00 PM
MAE-4047621	MAE-33009	Well #3 Well Pump Motor	Semi-Annual Electric Motor Testing	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:18:00 PM
MAE-4047622	MAE-31529	Well #3 HS Pump #1 Motor	Semi-Annual Electric Motor Testing	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:15:00 PM
MAE-4047623	MAE-31530	Well #3 HS Pump #2 Motor	Semi-Annual Electric Motor Testing	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:12:00 PM
MAE-4047624	MAE-33010	Well #4 Well Pump Motor	Semi-Annual Electric Motor Testing	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:09:00 PM
MAE-4047625	MAE-33004	Sprayfield Pump #1 Motor	Semi-Annual Electric Motor Testing	Completed all task, sent report to PM and Operation Supervisor.	3/31/2025	3/24/2025 1:49:00 PM
MAE-4047626	MAE-33006	Sprayfield Pump #3 Motor	Semi-Annual Electric Motor Testing	Motor 3 is out of service, motor will need to be removed sent out and rebuilt. Completed all task, Report sent to Project Manager and Operation Maintenance Manager.	3/31/2025	3/24/2025 1:32:00 PM
MAE-4047629	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Monthly Site Inspection	Completed as requested.	3/17/2025	3/18/2025 9:14:00 AM
MAE-4047630	MAE-GRNDEQ-HAY-9	Heston 4570 Square Bailer	Monthly Bailer Service	Completed as requested.	3/17/2025	3/18/2025 9:13:00 AM
MAE-4048542	MAE-VEHICLES-MINIEX-18	Mini-ex	Monthly Vehicle Inspection	Completed as requested.	3/19/2025	3/21/2025 3:23:00 PM
MAE-4048543	MAE-VEHICLES-TRUCK-LT-370	CD5 2018 FORD F-150	Monthly Vehicle Inspection	Completed as requested.	3/19/2025	3/21/2025 3:59:00 PM
MAE-4048544	MAE-VEHICLES-TRUCK-LT-371	CD2 2018 FORD F-150	Monthly Vehicle Inspection	Completed as requested.	3/19/2025	3/21/2025 3:50:00 PM
MAE-4048545	MAE-VEHICLES-TRUCK-LT-372	CD3 2018 FORD F-150	Monthly Vehicle Inspection	Completed as requested.	3/19/2025	3/21/2025 3:48:00 PM
MAE-4048546	MAE-VEHICLES-TRUCK-LT-373	CD4 2018 FORD F-150	Monthly Vehicle Inspection	Completed as requested.	3/19/2025	3/21/2025 3:47:00 PM
MAE-4048547	MAE-VEHICLES-TRUCK-LT-374	CD6 2018 FORD F-150 4X4	Monthly Vehicle Inspection	Completed as requested.	3/19/2025	3/21/2025 3:43:00 PM
MAE-4048548	MAE-VEHICLES-TRUCK-LT-375	CD7 2017 FORD F-250	Monthly Vehicle Inspection	Completed as requested.	3/19/2025	3/18/2025 2:23:00 PM
MAE-4048549	MAE-VEHICLES-TRUCK-LT-376	CD8 2017 FORD F-350 4X4 CRANE TRUCK	Monthly Vehicle Inspection	Completed as requested.	3/19/2025	3/21/2025 3:42:00 PM
MAE-4048550	MAE-VEHICLES-TRUCK-LT-377	WT1 2009 FORD F-150	Monthly Vehicle Inspection	Completed as requested.	3/19/2025	3/21/2025 3:30:00 PM
MAE-4049071	MAE-26203	DIGESTER BLOWER #1	Monthly Digester Blower Service	Completed as requested.	3/21/2025	3/21/2025 4:51:00 PM
MAE-4049072	MAE-26204	DIGESTER BLOWER #2	Monthly Digester Blower Service	Completed as requested.	3/21/2025	3/21/2025 4:56:00 PM
MAE-4049073	MAE-26205	DIGESTER BLOWER #3	Monthly Digester Blower Service	Completed as requested.	3/21/2025	3/21/2025 5:00:00 PM
MAE-4049645	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:02:00 PM
MAE-4049646	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:07:00 PM
MAE-4049647	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:08:00 PM
MAE-4049648	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:10:00 PM
MAE-4049649	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:12:00 PM
MAE-4049650	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:34:00 PM
MAE-4049651	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:35:00 PM
MAE-4049652	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:43:00 PM
MAE-4049653	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:45:00 PM
MAE-4049654	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:46:00 PM
MAE-4049655	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:47:00 PM
MAE-4049656	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:49:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4049657	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 4:50:00 PM
MAE-4049658	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection	Completed as requested.	3/21/2025	3/21/2025 5:03:00 PM
MAE-4049659	MAE-95402	WWTP SCBA	SCBA Monthly Inspection	Completed as requested.	3/24/2025	3/25/2025 3:47:00 PM
MAE-4050738	MAE-00108	Scottsdale Drive 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	3/24/2025	3/25/2025 3:41:00 PM
MAE-4051328	MAE-77801	LS #10 Main Building	Building Monthly Inspection	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 3:52:00 PM
MAE-4051329	MAE-BLDG-341	Sprayfield Trailer	Building Monthly Inspection	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 4:40:00 PM
MAE-4051330	MAE-77808	LS #8 Building	Building Monthly Inspection	Completed as requested.	3/28/2025	3/31/2025 4:58:00 PM
MAE-4051668	MAE-62203	Oxidation Ditch 2 Rotor 1	Ox. Ditch Rotor Monthly Inspection	Completed as requested.	3/28/2025	3/31/2025 3:41:00 PM
MAE-4051683	MAE-14104	LS #10 GENERATOR	Generator Monthly inspection	Completed as requested.	3/28/2025	3/31/2025 3:23:00 PM
MAE-4051684	MAE-GENERATOR-EM-459	Doosan Portable Generator	Generator Monthly inspection	Completed as requested.	3/28/2025	3/31/2025 4:39:00 PM
MAE-4051689	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 3:18:00 PM
MAE-4051690	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 4:51:00 PM
MAE-4051691	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 4:59:00 PM
MAE-4051727	MAE-21504	LS #14 PUMP #1	Vertical Pump Monthly Inspection	Working out kinks in system, will have a follow-up work order.	3/27/2025	3/31/2025 3:05:00 PM
MAE-4051728	MAE-21505	LS #14 PUMP #2	Vertical Pump Monthly Inspection	Working out kinks in system, will have a follow-up work order.	3/27/2025	3/31/2025 3:06:00 PM
MAE-4051731	MAE-21502	EFFLUENT PUMP #2	Vertical Pump Monthly Inspection	Working out kinks in system, will have a follow-up work order.	3/27/2025	3/31/2025 3:12:00 PM
MAE-4051732	MAE-21503	EFFLUENT PUMP #3	Vertical Pump Monthly Inspection	Working out kinks in system, will have a follow-up work order.	3/27/2025	3/31/2025 3:13:00 PM
MAE-4051771	MAE-TRAILER-108	Water and Sewer Trailer	Trailer Inspection	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 3:15:00 PM
MAE-4051772	MAE-TRAILER-107	16 FT Trailer	Trailer Inspection	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 4:37:00 PM
MAE-4051773	MAE-EQUIPMENT-293	Fuel Trailer Electric	Trailer Inspection	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 4:10:00 PM
MAE-4051774	MAE-EQUIPMENT-294	Fuel Trailer Flat	Trailer Inspection	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 4:03:00 PM
MAE-4051775	MAE-OHV-TRAILER-120	24 FT Heavy Equipment trailer	Trailer Inspection	Working out kinks in system, will have a follow-up work order.	3/28/2025	3/31/2025 3:59:00 PM
MAE-4051776	MAE-TRAILER-106	Mower Trailer	Trailer Inspection	Completed as requested.	3/28/2025	3/31/2025 4:45:00 PM
MAE-4051777	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	3/24/2025	3/25/2025 3:35:00 PM
MAE-4051778	MAE-SAFETY-HYDRANTS-F-7192	Point Comfort 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	3/24/2025	3/25/2025 3:48:00 PM

Preventive Maintenance - 340 Total:

MARY ESTHER CHART March 2025

Total Calls for Service 502
 Day Shift 283
 Night Shift 219

Priority 1 Calls 140
 calls under 5 minutes 110
 calls under 6 minutes 120
 calls over 6 minutes 20

Property Crimes 2
 Burglary 0
 Larceny-Theft 1
 Motor Vehicle Theft 0
 Arson 0
 Criminal Mischief 1

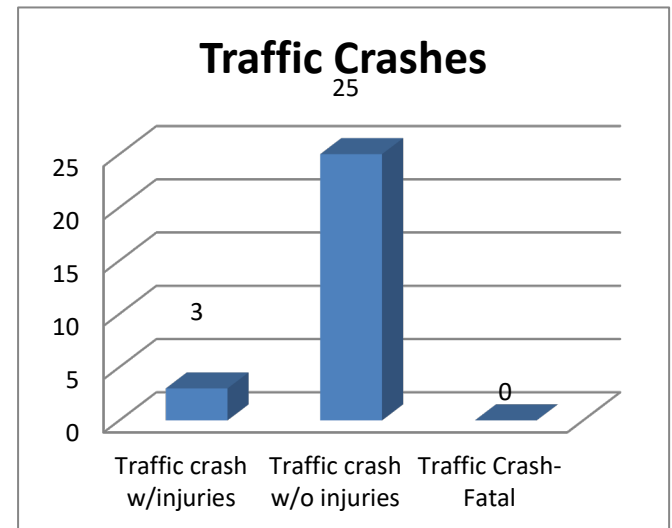
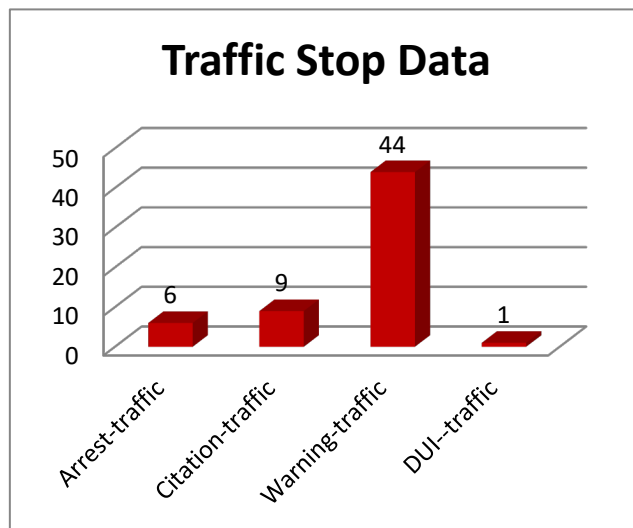
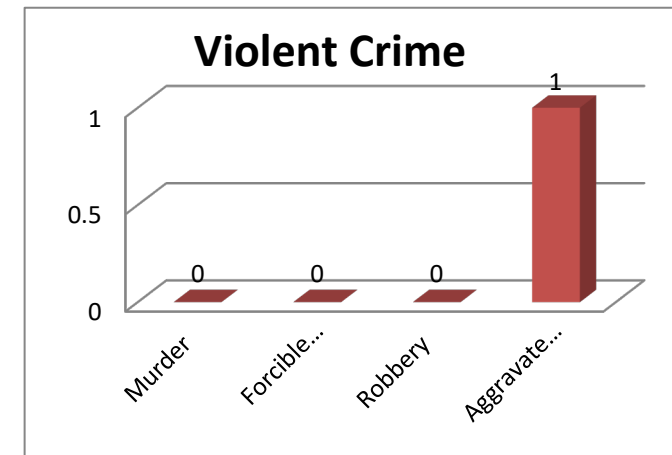
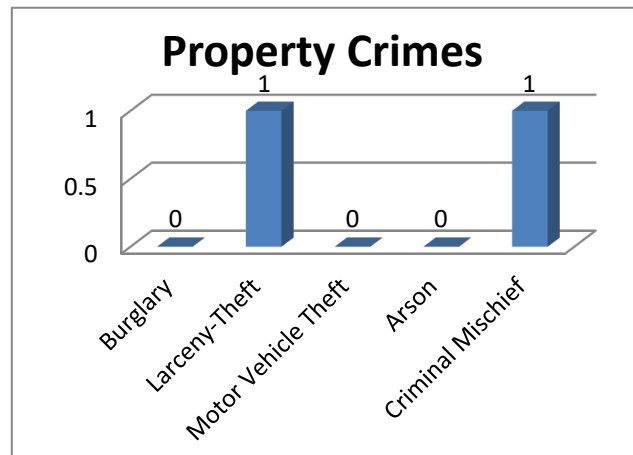
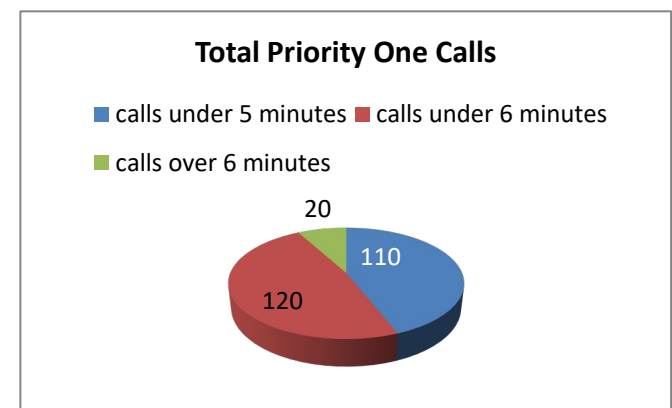
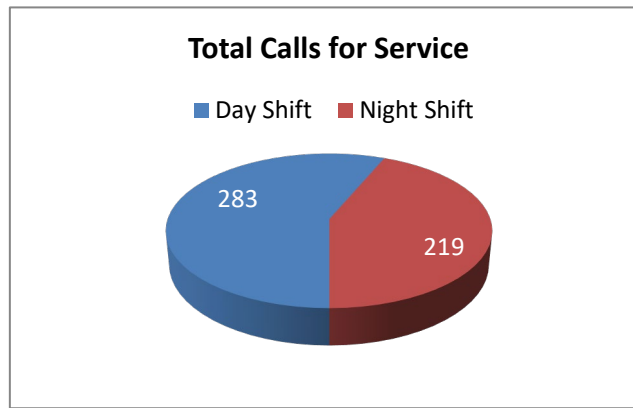
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 Murder 0
 Forcible Rape 0
 Robbery 0
 Aggravated Assault 1

Traffic Violations-stops 73
 Arrest-traffic 6
 Citation-traffic 9
 Warning-traffic 44
 DUI--traffic 1

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

Traffic Crash 28
 Traffic crash w/injuries 3
 Traffic crash w/o injuries 25
Traffic Crash-Fatal 0

City Ord. Violations 0



Distressed Swimmers 0 **Drownings** 0

Prepared by Analyst Whitney Rivero on April 4th, 2025



**MINUTES
SPECIAL MEETING
of THE MARY ESTHER LOCAL PLANNING AGENCY
April 7, 2025 - 5:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

LOCAL PLANNING AGENCY PRESENT

Chris Stein, Chairman
Bernard Oder, Board Member
Susan Coxwell, Board Member

April Sutton, Board Member
Larry Carter, Board Member (Virtual)
Richard Lawson, Board Member

CITY STAFF PRESENT

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

Kelvin Cherry, Code Compliance Officer
Tyler Reed, Community Development Director

1. INVOCATION

No invocation was given.

2. CALL TO ORDER

Chairman Stein called the meeting to order at 5:00 p.m.

3. PLEDGE OF ALLEGIANCE

Chairman Stein led the pledge of allegiance.

4. ROLL CALL

The City Clerk called the roll as reflected above. Chairman Stein asked for a motion for Board Member Carter to participate virtually. Board Member Coxwell initiated the motion, which Board Member Sutton seconded. The motion passed unanimously.

RESULT:	PASSED (4-0)
MOVER:	Board Member Coxwell
SECOND:	Board Member Sutton
AYES:	Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

5. ADMINISTRATION OF OATH TO THOSE PERSONS TESTIFYING

City Clerk Morris administered the oath to those persons testifying.

6. ITEMS FOR CONSIDERATION

6.1. Conditional Use Permit for Privacy Fence- 161 W. Miracle Strip Parkway

Community Development Director Tyler Reed led the discussion of the conditional use permit, discussing the applicant, the request, the details of the privacy fence, the surrounding properties and potential impacts, zoning regulations, and the comprehensive plan. He stated that the city recommends the local planning agency recommend to the city council approval of the privacy fence. Chairman Stein asked if he saw any detriments to the fence. Community Development Director Reed stated the city did not see issues. Board Member Oder asked if the variance request would be transferred to a new owner if the property is sold. Legal Attorney Dykes stated the use would run with the land unless the Board makes that condition on the conditional use. Ted Graves, 161 West Miracle Strip Parkway, thanked the Board for their consideration and the city staff for their help. Chairman Stein asked if anyone on the Board had had additional discussion, to which there was none. Chairman Stein asked if the public had any comments, to which there were none. Chairman Stein asked for a motion to recommend to the City Council to approve the conditional use to allow a privacy fence with gate to extend the front elevation of

the principal dwelling unit, subject to the conditions therein. Board Member Coxwell initiated the motion, which Board Member Sutton seconded. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Board Member Coxwell
SECOND:	Board Member Sutton
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

7. ADJOURN

Chairman Stein told the applicants the next step of the process and how it would be taken to the City Council. Board Member Oder commented that it was a good-looking fence.

The local planning agency meeting adjourned at 5:13 p.m.

Minutes approved at the _____ meeting.

Dillon Morris, City Clerk



**MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
April 7, 2025 - 6:30 PM**

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
April Sutton, Councilmember
Susan Coxwell, Councilmember

Bernard Oder, Mayor Pro Tem
Larry Carter, Councilmember
Richard Lawson, Councilmember

CITY STAFF PRESENT

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

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

OTHERS PRESENT

Chad Rewis, OSCO Captain

Jeff Wagner, OCWFD Chief

1. INVOCATION

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

2. CALL TO ORDER

Mayor Stein called the meeting to order at 6:30 p.m.

3. PLEDGE OF ALLEGIANCE

Mayor Stein led the Pledge of Allegiance.

4. ROLL CALL

The City Clerk called the roll as reflected above.

Mayor Stein asked for a motion for Councilmember Carter to participate virtually. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

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

5. APPROVAL OF THE AGENDA

Mayor Stein asked if the council wished to change the agenda. Hearing none, Mayor Stein asked for a motion to approve the agenda as presented. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

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

6. SPECIAL PRESENTATIONS

6.1. Hurlburt Field and Community Partnerships - Lt. Col. Sean Stapler

Lieutenant Colonel Shawn Stapler, Hurlburt Field, led the presentation. He thanked the city for their work together and discussed the intergovernmental support agreement. He discussed the base sharing many functions the city has and the need for more opportunities for base maintenance. He discussed meeting with the city about working with the city for wastewater treatment, finding what the city and base share, and seeing more about working together, and gathering more support from the city. The mayor thanked him for his discussion and stated the city would support the base. Mayor Pro Tem Sutton discussed that the base also has a letter of support from Senators and Governors.

6.2. Yard of the Month

City Clerk Morris pulled up a picture of 721 Crestwood Street, see attachment. Mayor Stein discussed the yard of the month program to gather more interest in submissions. Mayor Stein asked for a motion to award "Yard of the Month April 2025" to 721 Crestwood Street. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

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

7. CONSENT AGENDA

Mayor Stein asked if the council wished to change the consent agenda. Hearing none, Mayor Stein asked for a motion to approve the consent agenda as presented. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

7.1. Financial Report

7.2. Public Works Report

7.3. Library Report

7.4. Fire Department Report

7.5. Community Development Report

7.6. Jacobs Report

7.7. Law Enforcement Report

7.8. Minutes of the March 3, 2025, Regular Council Meeting

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

None.

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

Cokie Tyler, 522 East Hollywood Boulevard, discussed Mary Esther's setbacks, how Fort Walton Beach's are different, and how they could change those. Mayor Stein discussed variance requests from the Local Planning Agency as an option to solve her issue.

James McMan, 612 Hollywood Boulevard, discussed the formation of a sinkhole on the property. Public Works Director Lindsey discussed being aware of the sinkhole and working with the county. James McMan also asked about limiting large vehicle traffic. Mayor Stein stated that this road is a county road and Mary Esther has no jurisdiction.

10. UNFINISHED BUSINESS

10.1. Second reading of Ordinance 2025-01, Lot Split and Lot Consolidation

Community Development Director Reed provided the background on Ordinance 2025-01. City Attorney Dykes asked if there had been any changes to the ordinance, with Community Development Director Reed stating there had been none. Mayor Stein asked the clerk to read the title of the ordinance. City Clerk Morris read the title of Ordinance 2025-01. Mayor Stein asked for a motion to approve the second reading of Ordinance 2025-01 by title only. Councilmember Lawson initiated the motion, seconded by Councilmember Coxwell. The motion passed 4-1.

RESULT:	PASSED (4-1)
MOVER:	Councilmember Richard Lawson
SECOND:	Councilmember Susan Coxwell
AYES:	Larry Carter, Bernie Oder, Richard Lawson, Susan Coxwell
NAYS:	April Sutton

10.2. Second Reading of Ordinance 2025-02, Public Camping or Sleeping in City facilities, grounds, right-of-way, and sidewalks

Community Development Director provided the background of Ordinance 2025-02. Mayor Stein asked if anything had changed in the ordinance, to which Community Development Director Reed stated nothing had changed. Mayor Stein asked the clerk to read the ordinance. City Clerk Morris read the title of Ordinance 2025-02. Mayor Stein asked for a motion to approve the second reading of Ordinance 2025-02 by title only. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

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

Councilmember Coxwell asked if that only applied to public properties, with Mayor Stein confirming it.

10.3. Second Reading of Ordinance 2025-03, Photo Speed Enforcement in School Zones

City Manager Cobb provided the background of Ordinance 2025-03. Councilmember Oder asked for more information about them being a citizen's arrest warrant, as he saw on Facebook. Chad Rewis, Okaloosa County Sheriff's Office, stated he saw that same post. He discussed that it would be cited as an ordinance violation, and if it is not paid within a specific time, it is converted to a traffic violation. Mayor Pro Tem Sutton discussed her experience of getting a violation in Gulf Breeze, and that it was treated as a code violation. Mayor Stein asked the clerk to read the title of the ordinance. Mayor Stein asked for a motion to approve the second reading

of ordinance 2025-03 by title only. The motion was initiated by Mayor Pro Tem Sutton, seconded by Councilmember Carter. The motion passed unanimously.

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

11. NEW BUSINESS

11.1. Conditional Use Permit for Privacy Fence- 161 W. Miracle Strip Parkway

Community Development Director Reed provided the background of the application for a conditional use permit for a privacy fence. Mayor Stein asked if there were any questions. Upon hearing none, Mayor Stein asked for a motion to approve the conditional use permit to allow for a privacy fence with a gate to extend beyond the front elevation of the principal dwelling unit, subject to the conditions therein. The motion was initiated by Councilmember Oder and seconded by Councilmember Lawson. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

11.2. Resolution 25-04, Lot Split Application and Review Fees

Community Development Director Reed provided the background of Resolution 25-04. Mayor Stein asked why this was in a resolution. City Manager Cobb stated that the city's fees are set through ordinance. City Attorney Dykes added on that most municipalities set fees in a fee schedule in a resolution to only need one reading instead of two. Mayor Pro Tem Sutton asked if they also pay the fee to the county. Community Development Director Reed stated this was worked into the fee. Councilmember Carter asked if this was in line with other municipalities. Community Development Director Reed stated it was in the middle for fees. Mayor Stein asked the clerk to read the title of the resolution. City Clerk Morris read the title of the resolution. Mayor Stein asked for a motion to approve Resolution 25-04. Councilmember Oder initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Susan Coxwell
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

11.3. Financial Auditing Services Contract

Finance Director Day provided the background of the financial auditing services contract. Councilmember Oder discussed endorsing the use of Warren Averett and liking their practices.

He discussed that it gives the city transparency with its finances. Councilmember Carter asked how much the contract increased. Finance Director Day stated it had a 13% increase. Mayor Stein asked if there was any more discussion. Upon hearing none, he asked for a motion to accept the attached engagement letter from Warren Averrett to renew the contract for an additional three years. The motion was initiated by Councilmember Oder and seconded by Councilmember Coxwell. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Susan Coxwell
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

11.4. Mary Esther Boulevard Landscaping Grant Application and Design Task Order

Public Works Director Lindsey discussed the background of the Mary Esther Boulevard Landscaping Grant application and design task order. Mayor Pro Tem Sutton discussed being careful of what trees are going into the boulevard, saying to limit the droppings they leave. Mayor Stein asked if there was any more discussion. Upon hearing none, Mayor Stein asked for a motion to approve the submission of a grant application to FDOT in the amount of \$350,000 for the landscaping of the medians on Mary Esther Boulevard. Councilmember Oder initiated the motion, seconded by Mayor Pro Tem Sutton. The motion passed unanimously.

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

Mayor Stein asked for a motion to approve the attached task order with Kimley-Horn for the landscaping project's design and management on Mary Esther Boulevard. Councilmember Lawson initiated the motion, which was seconded by Councilmember Oder. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Richard Lawson
SECOND:	Councilmember Bernie Oder
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

11.5. Mary Esther Boulevard Landscaping Conceptual Design

Public Works Director Lindsey introduced the presentation of the conceptual design of the Mary Esther Boulevard landscaping. Elliot Capers, Kimley-Horn, presented the two design concepts for Mary Esther Boulevard, discussing the layouts, differences, and design concepts. Councilmember Carter asked if the maintenance includes water consumption, with Elliot Capers discussing that it is low-water-use plantings. He and Public Works Director Lindsey discussed that the price point of the two plans was also kept relatively close together. Mayor Pro Tem

Sutton discussed that regardless of the concept, using native plantings and trees that do not have a lot of droppings or sheddings. Councilmember Coxwell also discussed that using palm trees would not fit Mary Esther's identity. Councilmember Carter asked which concept the maintenance crew would prefer, with Public Works Director Lindsey stating there was no preference, as the level of maintenance on both was about the same. Councilmember Oder discussed his concern about the size of the trees. Public Works Director Lindsey stated that it was kept in mind with the design. Councilmember Oder discussed that it would be better for a storm not to bring power lines down. City Manager Cobb discussed that the final design could also be brought to the council for approval. Councilmember Carter asked what maintenance costs would be in the coming years, with Public Works Director Lindsey stating it was too early to tell. Councilmember Coxwell motioned to move forward with the final design of concept 2, seconded by Mayor Pro Tem Sutton. The motion passed 4-1.

RESULT:	PASSED (4-1)
MOVER:	Councilmember Susan Coxwell
SECOND:	Mayor Pro Tem April Sutton
AYES:	Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	Larry Carter

11.6. Award of RFB 2025-01 Cold Applied Pavement Products

Public Works Director Lindsey discussed the background of RFB 2025-01. Mayor Stein asked if it was oil being put on the road. Public Works Director Lindsey stated it was more in line with asphalt. Mayor Stein asked if there was any discussion. Hearing none, he asked for a motion to award RFB 2025-01 to SealMaster and authorize staff to issue a purchase order not to exceed \$50,000 for this year's pavement preservation work and authorize the city manager to sign the purchase order. The motion was initiated by Mayor Pro Tem Sutton, seconded by Councilmember Coxwell. The motion passed unanimously.

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

Councilmember Oder discussed sharing information about the sealing so the citizens are more aware of it.

11.7. Award of Purchase Order for Azalea Park Trail Materials

Public Works Director Lindsey discussed the background of the purchase order for Azalea Park trail materials. Councilmember Coxwell asked if it would take care of the spongy spots on the trail. Public Works Director Lindsey discussed that some of the spots hardened and that they will try a new practice to see if it will prevent the spongy spots. Mayor Stein asked for a motion to approve the purchase order of \$ 30,049 to Play Space Services for Rubber and Binder for Azalea Park and authorize the city manager to sign the purchase order. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember Richard Lawson

AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

11.8. Selection of Mayor Pro Tem

Mayor Stein asked if there were any nominations. Mayor Pro Tem Sutton nominated Councilmember Oder, seconded by Councilmember Coxwell. The motion passed unanimously.

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

11.9. City Clerk Performance Review

City Manager Cobb discussed the background of the city clerk's performance review. Mayor Stein asked if there was any discussion. Upon hearing none, he asked for a motion to approve the performance review for the city clerk as presented. Mayor Pro Tem Oder initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

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

11.10. Consideration of Operations, Maintenance, and Management (O&M) Contract with Jacobs

Public Works Director Lindsey discussed the background of the operation and maintenance contract with Jacobs. Councilmember Sutton discussed and thanked the Jacobs crew for their service, and she was looking forward to continuing to work together. Mayor Stein asked if there were any more comments. Upon hearing none, Mayor Stein asked for a motion to approve the O&M contract agreement with Jacobs. Councilmember Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Councilmember April Sutton
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

Councilmember Sutton thanked City Manager Cobb and Mayor Stein for going with her to Tallahassee to meet with senators and representatives, and she discussed working with the mayor and a citizen of the year and employee of the year award.

Councilmember Coxwell wished her husband a happy birthday.

Councilmember Lawson discussed going to Hurlburt Field with Mayor Stein and Councilmember Sutton to see the new plane.

Mayor Stein discussed the Citizen of the Year award.

Councilmember Carter discussed that by Friday, he should know if his daughter would have a donor and possibly return for the June meeting.

Mayor Pro Tem Oder thanked the Public Works Director for getting the grant, the library cooperative board meeting, the library cooperative training day, the luncheon for One Okaloosa EDC, the upcoming EAGLECLAW ceremony, and the Eglin Federal Credit Union grand opening.

13. OTHER COMMENTS

City Attorney Dykes had no additional comments.

City Clerk Morris reminded mayor and council to check their mailboxes, do their ethics training, do their cybersecurity training, to let him know if they would like to attend the Okaloosa County League of Cities dinner, he would be out of town May 18 - 23 for the IIMC conference, and that he is looking forward to another year.

City Manager Cobb discussed the upcoming parks and greenways master plan public workshop and survey online.

14. ADJOURN

The council meeting adjourned at 8:17 p.m.

[MIN_SIG]





**MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
April 7, 2025 - 6:30 PM**

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
April Sutton, Councilmember
Susan Coxwell, Councilmember

Bernard Oder, Mayor Pro Tem
Larry Carter, Councilmember (Virtual)
Richard Lawson, Councilmember

CITY STAFF PRESENT

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

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

OTHERS PRESENT

Chad Rewis, OSCO Captain

Jeff Wagner, OCWFD Chief

1. INVOCATION

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

2. CALL TO ORDER

Mayor Stein called the meeting to order at 6:30 p.m.

3. PLEDGE OF ALLEGIANCE

Mayor Stein led the Pledge of Allegiance.

4. ROLL CALL

The City Clerk called the roll as reflected above.

Mayor Stein asked for a motion for Councilmember Carter to participate virtually. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

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

5. APPROVAL OF THE AGENDA

Mayor Stein asked if the council wished to change the agenda. Hearing none, Mayor Stein asked for a motion to approve the agenda as presented. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

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

6. SPECIAL PRESENTATIONS

6.1. Hurlburt Field and Community Partnerships - Lt. Col. Sean Stapler

Lieutenant Colonel Shawn Stapler, Hurlburt Field, led the presentation. He thanked the city for their work together and discussed the intergovernmental support agreement. He discussed the base sharing many functions the city has and the need for more opportunities for base maintenance. He discussed meeting with the city about working with the city for wastewater treatment, finding what the city and base share, and seeing more about working together, and gathering more support from the city. The mayor thanked him for his discussion and stated the city would support the base. Mayor Pro Tem Sutton discussed that the base also has a letter of support from Senators and Governors.

6.2. Yard of the Month

City Clerk Morris pulled up a picture of 721 Crestwood Street, see attachment. Mayor Stein discussed the yard of the month program to gather more interest in submissions. Mayor Stein asked for a motion to award "Yard of the Month April 2025" to 721 Crestwood Street. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

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

7. CONSENT AGENDA

Mayor Stein asked if the council wished to change the consent agenda. Hearing none, Mayor Stein asked for a motion to approve the consent agenda as presented. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

7.1. Financial Report

7.2. Public Works Report

7.3. Library Report

7.4. Fire Department Report

7.5. Community Development Report

7.6. Jacobs Report

7.7. Law Enforcement Report

7.8. Minutes of the March 3, 2025, Regular Council Meeting

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

None.

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

Cokie Tyler, 522 East Hollywood Boulevard, discussed Mary Esther's setbacks, how Fort Walton Beach's are different, and how they could change those. Mayor Stein discussed variance requests from the Local Planning Agency as an option to solve her issue.

James McMan, 612 Hollywood Boulevard, discussed the formation of a sinkhole on the property. Public Works Director Lindsey discussed being aware of the sinkhole and working with the county. James McMan also asked about limiting large vehicle traffic. Mayor Stein stated that this road is a county road and Mary Esther has no jurisdiction.

10. UNFINISHED BUSINESS

10.1. Second reading of Ordinance 2025-01, Lot Split and Lot Consolidation

Community Development Director Reed provided the background on Ordinance 2025-01. City Attorney Dykes asked if there had been any changes to the ordinance, with Community Development Director Reed stating there had been none. Mayor Stein asked the clerk to read the title of the ordinance. City Clerk Morris read the title of Ordinance 2025-01. Mayor Stein asked for a motion to approve the second reading of Ordinance 2025-01 by title only. Councilmember Lawson initiated the motion, seconded by Councilmember Coxwell. The motion passed 4-1.

RESULT:	PASSED (4-1)
MOVER:	Councilmember Richard Lawson
SECOND:	Councilmember Susan Coxwell
AYES:	Larry Carter, Bernie Oder, Richard Lawson, Susan Coxwell
NAYS:	April Sutton

10.2. Second Reading of Ordinance 2025-02, Public Camping or Sleeping in City facilities, grounds, right-of-way, and sidewalks

Community Development Director provided the background of Ordinance 2025-02. Mayor Stein asked if anything had changed in the ordinance, to which Community Development Director Reed stated nothing had changed. Mayor Stein asked the clerk to read the ordinance. City Clerk Morris read the title of Ordinance 2025-02. Mayor Stein asked for a motion to approve the second reading of Ordinance 2025-02 by title only. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

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

Councilmember Coxwell asked if that only applied to public properties, with Mayor Stein confirming it.

10.3. Second Reading of Ordinance 2025-03, Photo Speed Enforcement in School Zones

City Manager Cobb provided the background of Ordinance 2025-03. Councilmember Oder asked for more information about them being a citizen's arrest warrant, as he saw on Facebook. Chad Rewis, Okaloosa County Sheriff's Office, stated he saw that same post. He discussed that it would be cited as an ordinance violation, and if it is not paid within a specific time, it is converted to a traffic violation. Mayor Pro Tem Sutton discussed her experience of getting a violation in Gulf Breeze, and that it was treated as a code violation. Mayor Stein asked the clerk to read the title of the ordinance. Mayor Stein asked for a motion to approve the second reading

of ordinance 2025-03 by title only. The motion was initiated by Mayor Pro Tem Sutton, seconded by Councilmember Carter. The motion passed unanimously.

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

11. NEW BUSINESS

11.1. Conditional Use Permit for Privacy Fence- 161 W. Miracle Strip Parkway

Community Development Director Reed provided the background of the application for a conditional use permit for a privacy fence. Mayor Stein asked if there were any questions. Upon hearing none, Mayor Stein asked for a motion to approve the conditional use permit to allow for a privacy fence with a gate to extend beyond the front elevation of the principal dwelling unit, subject to the conditions therein. The motion was initiated by Councilmember Oder and seconded by Councilmember Lawson. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

11.2. Resolution 25-04, Lot Split Application and Review Fees

Community Development Director Reed provided the background of Resolution 25-04. Mayor Stein asked why this was in a resolution. City Manager Cobb stated that the city's fees are set through ordinance. City Attorney Dykes added on that most municipalities set fees in a fee schedule in a resolution to only need one reading instead of two. Mayor Pro Tem Sutton asked if they also pay the fee to the county. Community Development Director Reed stated this was worked into the fee. Councilmember Carter asked if this was in line with other municipalities. Community Development Director Reed stated it was in the middle for fees. Mayor Stein asked the clerk to read the title of the resolution. City Clerk Morris read the title of the resolution. Mayor Stein asked for a motion to approve Resolution 25-04. Councilmember Oder initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Susan Coxwell
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

11.3. Financial Auditing Services Contract

Finance Director Day provided the background of the financial auditing services contract. Councilmember Oder discussed endorsing the use of Warren Averett and liking their practices.

He discussed that it gives the city transparency with its finances. Councilmember Carter asked how much the contract increased. Finance Director Day stated it had a 13% increase. Mayor Stein asked if there was any more discussion. Upon hearing none, he asked for a motion to accept the attached engagement letter from Warren Averett to renew the contract for an additional three years. The motion was initiated by Councilmember Oder and seconded by Councilmember Coxwell. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Susan Coxwell
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

11.4. Mary Esther Boulevard Landscaping Grant Application and Design Task Order

Public Works Director Lindsey discussed the background of the Mary Esther Boulevard Landscaping Grant application and design task order. Mayor Pro Tem Sutton discussed being careful of what trees are going into the boulevard, saying to limit the droppings they leave. Mayor Stein asked if there was any more discussion. Upon hearing none, Mayor Stein asked for a motion to approve the submission of a grant application to FDOT in the amount of \$350,000 for the landscaping of the medians on Mary Esther Boulevard. Councilmember Oder initiated the motion, seconded by Mayor Pro Tem Sutton. The motion passed unanimously.

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

Mayor Stein asked for a motion to approve the attached task order with Kimley-Horn for the landscaping project's design and management on Mary Esther Boulevard. Councilmember Lawson initiated the motion, which was seconded by Councilmember Oder. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Richard Lawson
SECOND:	Councilmember Bernie Oder
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

11.5. Mary Esther Boulevard Landscaping Conceptual Design

Public Works Director Lindsey introduced the presentation of the conceptual design of the Mary Esther Boulevard landscaping. Elliot Capers, Kimley-Horn, presented the two design concepts for Mary Esther Boulevard, discussing the layouts, differences, and design concepts. Councilmember Carter asked if the maintenance includes water consumption, with Elliot Capers discussing that it is low-water-use plantings. He and Public Works Director Lindsey discussed that the price point of the two plans was also kept relatively close together. Mayor Pro Tem

Sutton discussed that regardless of the concept, using native plantings and trees that do not have a lot of droppings or sheddings. Councilmember Coxwell also discussed that using palm trees would not fit Mary Esther's identity. Councilmember Carter asked which concept the maintenance crew would prefer, with Public Works Director Lindsey stating there was no preference, as the level of maintenance on both was about the same. Councilmember Oder discussed his concern about the size of the trees. Public Works Director Lindsey stated that it was kept in mind with the design. Councilmember Oder discussed that it would be better for a storm not to bring power lines down. City Manager Cobb discussed that the final design could also be brought to the council for approval. Councilmember Carter asked what maintenance costs would be in the coming years, with Public Works Director Lindsey stating it was too early to tell. Councilmember Coxwell motioned to move forward with the final design of concept 2, seconded by Mayor Pro Tem Sutton. The motion passed 4-1.

RESULT:	PASSED (4-1)
MOVER:	Councilmember Susan Coxwell
SECOND:	Mayor Pro Tem April Sutton
AYES:	Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	Larry Carter

11.6. Award of RFB 2025-01 Cold Applied Pavement Products

Public Works Director Lindsey discussed the background of RFB 2025-01. Mayor Stein asked if it was oil being put on the road. Public Works Director Lindsey stated it was more in line with asphalt. Mayor Stein asked if there was any discussion. Hearing none, he asked for a motion to award RFB 2025-01 to SealMaster and authorize staff to issue a purchase order not to exceed \$50,000 for this year's pavement preservation work and authorize the city manager to sign the purchase order. The motion was initiated by Mayor Pro Tem Sutton, seconded by Councilmember Coxwell. The motion passed unanimously.

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

Councilmember Oder discussed sharing information about the sealing so the citizens are more aware of it.

11.7. Award of Purchase Order for Azalea Park Trail Materials

Public Works Director Lindsey discussed the background of the purchase order for Azalea Park trail materials. Councilmember Coxwell asked if it would take care of the spongy spots on the trail. Public Works Director Lindsey discussed that some of the spots hardened and that they will try a new practice to see if it will prevent the spongy spots. Mayor Stein asked for a motion to approve the purchase order of \$ 30,049 to Play Space Services for Rubber and Binder for Azalea Park and authorize the city manager to sign the purchase order. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember Richard Lawson

AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

11.8. Selection of Mayor Pro Tem

Mayor Stein asked if there were any nominations. Mayor Pro Tem Sutton nominated Councilmember Oder, seconded by Councilmember Coxwell. The motion passed unanimously.

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

11.9. City Clerk Performance Review

City Manager Cobb discussed the background of the city clerk's performance review. Mayor Stein asked if there was any discussion. Upon hearing none, he asked for a motion to approve the performance review for the city clerk as presented. Mayor Pro Tem Oder initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

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

11.10. Consideration of Operations, Maintenance, and Management (O&M) Contract with Jacobs

Public Works Director Lindsey discussed the background of the operation and maintenance contract with Jacobs. Councilmember Sutton discussed and thanked the Jacobs crew for their service, and she was looking forward to continuing to work together. Mayor Stein asked if there were any more comments. Upon hearing none, Mayor Stein asked for a motion to approve the O&M contract agreement with Jacobs. Councilmember Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

RESULT:	PASSED (5-0)
MOVER:	Councilmember April Sutton
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, Susan Coxwell
NAYS:	None

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

Councilmember Sutton thanked City Manager Cobb and Mayor Stein for going with her to Tallahassee to meet with senators and representatives, and she discussed working with the mayor and a citizen of the year and employee of the year award.

Councilmember Coxwell wished her husband a happy birthday.

Councilmember Lawson discussed going to Hurlburt Field with Mayor Stein and Councilmember Sutton to see the new plane.

Mayor Stein discussed the Citizen of the Year award.

Councilmember Carter discussed that by Friday, he should know if his daughter would have a donor and possibly return for the June meeting.

Mayor Pro Tem Oder thanked the Public Works Director for getting the grant, the library cooperative board meeting, the library cooperative training day, the luncheon for One Okaloosa EDC, the upcoming EAGLECLAW ceremony, and the Eglin Federal Credit Union grand opening.

13. OTHER COMMENTS

City Attorney Dykes had no additional comments.

City Clerk Morris reminded mayor and council to check their mailboxes, do their ethics training, do their cybersecurity training, to let him know if they would like to attend the Okaloosa County League of Cities dinner, he would be out of town May 18 - 23 for the IIMC conference, and that he is looking forward to another year.

City Manager Cobb discussed the upcoming parks and greenways master plan public workshop and survey online.

14. ADJOURN

The council meeting adjourned at 8:17 p.m.

Minutes approved at the _____ meeting.

Dillon Morris, City Clerk



AGENDA ITEM

Agenda Item 11.1.

TO: Honorable Mayor and Members of the City Council

FROM: Heather Day, Finance Director

DATE: May 5, 2025

SUBJECT: Proposed FY 2026 Budget Calendar

BACKGROUND:

Staff has prepared a Budget Calendar for the development, review, and approval of the FY 2026 Budget.

DISCUSSION:

5/16 Draft Budgets Due	Department draft budgets are due to the Finance Department.
7/2-3 Individual Meetings	Staff meets with individual councilmembers to discuss budget assumptions and first draft.
7/21 Special Meeting	Budget Workshop #1 to review proposed budget, set tentative millage rate and date of Public Hearing #1.
8/4 Regular Meeting	Budget Workshop #2, if necessary
9/3 Regular Meeting	Public Hearing #1
9/17 Required Posting	Staff advertises intent to adopt final millage rate and budget.
9/22 Special Meeting	Public Hearing #2, adoption of final millage rate and budget.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to approve the FY 2026 Budget Calendar as presented.

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 11.2.

TO: Honorable Mayor and Members of the City Council

FROM: Heather Day, Finance Director

DATE: May 5, 2025

SUBJECT: Proposed Mid-Year Budget Amendment

BACKGROUND:

Attached Resolution 25-06 proposes a mid-year budget amendment to reallocate funds within the General Fund and carry forward unspent funds from the prior fiscal year that were previously allocated to the Azalea Park rehabilitation project into the current fiscal year.

DISCUSSION:

The attached mid-year budget amendment includes updates to the Public Works Department within the General Fund. These updates reallocate funds between salary and benefit line items, remove previously designated funding for improvements to Elliot Park, North Bryn Mawr Park, and Oak Tree Nature Park within the Parks Department, and redirect those funds to the Streets Department for the design of the Mary Esther Blvd. medians. Additionally, the amendment carries forward \$105,790.42 from General Fund Reserves into the current fiscal year. These funds were originally allocated to the Azalea Park rehabilitation project in the prior fiscal year but remained unspent at year-end. The total construction budget for the Azalea Park rehabilitation project remains unchanged from the prior fiscal year, totaling \$160,000.00.

FINANCIAL IMPACT:

This budget amendment allocates \$105,790.42 from the General Fund reserves to support the Azalea Park rehabilitation project.

RECOMMENDATION:

Motion to approve Resolution 25-06, approving a mid-year budget amendment.

ATTACHMENT(S):

1. Proposed Budget Amendment
2. Resolution 25-06



Budget vs Actuals Account Summary

For Fiscal: 2024-2025 Period Ending: 04/30/2025

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining	Proposed Amendment	Proposed Amended	
Fund: 001 - GENERAL FUND									
Expense									
Activity: 51910 - FACILITIES									
Department: 50 - PUBLIC WORKS									
001-50-51910-1210	SALARIES	52,293.00	52,293.00	4,035.71	23,434.77	23,434.77	28,858.23	-640.00	51,653.00
001-50-51910-1310	PART-TIME SALARIES	11,200.00	11,200.00	986.36	3,859.08	3,859.08	7,340.92	0.00	11,200.00
001-50-51910-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00
001-50-51910-2110	SOCIAL SECURITY TAXES	3,968.00	3,968.00	311.37	1,692.27	1,692.27	2,275.73	0.00	3,968.00
001-50-51910-2210	RETIREMENT	7,391.00	7,391.00	49.24	602.62	602.62	6,788.38	-5,000.00	2,391.00
001-50-51910-2310	EMPLOYEE INSURANCE	17,850.00	17,850.00	0.00	5,821.67	5,821.67	12,028.33	-4,000.00	13,850.00
001-50-51910-2410	WORKER'S COMPENSATION	3,490.00	3,490.00	0.00	1,087.89	1,087.89	2,402.11	-2,000.00	1,490.00
001-50-51910-3000	MEDICARE INSURANCE	928.00	928.00	72.83	395.80	395.80	532.20	0.00	928.00
001-50-51910-3100	PROFESSIONAL SERVICES	20,450.00	20,450.00	498.00	5,174.00	6,646.40	13,803.60	-5,000.00	15,450.00
001-50-51910-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00
001-50-51910-4310	ELECTRICITY	30,000.00	30,000.00	1,559.60	11,838.33	11,838.33	18,161.67	-2,000.00	28,000.00
001-50-51910-4320	WATER	12,000.00	12,000.00	0.00	4,172.41	4,172.41	7,827.59	0.00	12,000.00
001-50-51910-4330	SOLID WASTE	7,500.00	7,500.00	247.29	1,694.19	1,694.19	5,805.81	0.00	7,500.00
001-50-51910-4340	NATURAL GAS	2,500.00	2,500.00	107.07	825.81	825.81	1,674.19	0.00	2,500.00
001-50-51910-4410	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
001-50-51910-4521	PROPERTY INSURANCE	18,900.00	18,900.00	0.00	32,246.00	32,246.00	-13,346.00	13,640.00	32,540.00
001-50-51910-4522	VEHICLE INSURANCE	1,050.00	1,050.00	0.00	870.00	870.00	180.00	0.00	1,050.00
001-50-51910-4611	BUILDING R & M	20,000.00	20,000.00	780.93	7,575.88	9,070.88	10,929.12	0.00	20,000.00
001-50-51910-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00
001-50-51910-4615	FENCING AND LANDSCAPING	5,000.00	5,000.00	532.14	1,049.79	1,049.79	3,950.21	0.00	5,000.00
001-50-51910-4930	TRAINING	1,000.00	1,000.00	0.00	0.00	153.75	846.25	0.00	1,000.00
001-50-51910-5110	OFFICE SUPPLIES	750.00	750.00	0.00	74.96	74.96	675.04	0.00	750.00
001-50-51910-5210	FUEL, OIL, & LUBRICANTS	5,000.00	5,000.00	0.00	822.23	822.23	4,177.77	2,500.00	7,500.00
001-50-51910-5220	UNIFORMS	1,000.00	1,000.00	0.00	336.34	336.34	663.66	500.00	1,500.00
001-50-51910-5221	PERSONAL PROTECTIVE EQUIPMENT	1,000.00	1,000.00	0.00	242.14	242.14	757.86	0.00	1,000.00
001-50-51910-5230	JANITORIAL SUPPLIES	2,500.00	2,500.00	0.00	1,182.88	1,182.88	1,317.12	0.00	2,500.00
001-50-51910-5231	SEASONAL DECORATIONS	0.00	0.00	0.00	392.52	392.52	-392.52	500.00	500.00
001-50-51910-5260	TOOLS	1,000.00	1,000.00	0.00	87.93	87.93	912.07	0.00	1,000.00
001-50-51910-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	0.00	193.35	715.34	784.66	0.00	1,500.00
001-50-51910-5290	OPERATING SUPPLIES	7,500.00	7,500.00	176.25	1,407.50	1,407.50	6,092.50	0.00	7,500.00
001-50-51910-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00
001-50-51910-6210	BUILDINGS	818,674.00	818,674.00	0.00	28,466.75	602,778.96	215,895.04	0.00	818,674.00
Activity: 51910 - FACILITIES Total:		1,058,044.00	1,058,044.00	9,356.79	135,547.11	713,502.46	344,541.54	-1,500.00	1,056,544.00
Activity: 53800 - STORMWATER									
Department: 50 - PUBLIC WORKS									
001-50-53800-1210	SALARIES	95,502.00	95,502.00	7,358.63	52,999.27	52,999.27	42,502.73	5,100.00	100,602.00
001-50-53800-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00
001-50-53800-2110	SOCIAL SECURITY TAXES	5,952.00	5,952.00	455.40	3,279.41	3,279.41	2,672.59	400.00	6,352.00
001-50-53800-2210	RETIREMENT	13,440.00	13,440.00	614.60	4,464.01	4,464.01	8,975.99	-4,500.00	8,940.00
001-50-53800-2310	EMPLOYEE INSURANCE	28,350.00	28,350.00	0.00	12,388.77	12,388.77	15,961.23	-2,900.00	25,450.00
001-50-53800-2410	WORKER'S COMPENSATION	4,360.00	4,360.00	0.00	4,585.79	4,585.79	-225.79	1,800.00	6,160.00
001-50-53800-3000	MEDICARE INSURANCE	1,392.00	1,392.00	106.54	767.23	767.23	624.77	100.00	1,492.00
001-50-53800-3100	Professional Services	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
001-50-53800-4010	TRAVEL & PER DIEM	1,000.00	1,000.00	0.00	0.00	118.58	881.42	0.00	1,000.00
001-50-53800-4522	VEHICLE INSURANCE	1,050.00	1,050.00	0.00	870.00	870.00	180.00	0.00	1,050.00
001-50-53800-4615	FENCING AND LANDSCAPING	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00
001-50-53800-4637	CURBS/GUTTERS/STORM DRAINS R&M	5,500.00	5,500.00	269.80	1,384.42	3,703.02	1,796.98	0.00	5,500.00
001-50-53800-4930	TRAINING	0.00	0.00	0.00	219.00	219.00	-219.00	219.00	219.00
001-50-53800-5220	UNIFORMS	250.00	250.00	0.00	0.00	0.00	250.00	0.00	250.00
001-50-53800-5295	OPERATING SUPPLIES/JANITORIAL	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.00	3,750.00
001-50-53800-5410	BOOKS, PUBS, SUBS & MEMBS	2,500.00	2,500.00	0.00	375.00	375.00	2,125.00	0.00	2,500.00
001-50-53800-6310	INFRASTRUCTURE	1,104,703.00	1,104,703.00	0.00	97,837.20	617,896.59	486,806.41	0.00	1,104,703.00
Activity: 53800 - STORMWATER Total:		1,286,749.00	1,286,749.00	8,804.97	179,170.10	701,666.67	585,082.33	219.00	1,286,968.00
Activity: 54100 - STREETS									
Department: 50 - PUBLIC WORKS									
001-50-54100-1210	SALARIES	95,502.00	95,502.00	7,358.53	52,991.02	52,991.02	42,510.98	5,100.00	100,602.00
001-50-54100-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00
001-50-54100-2110	SOCIAL SECURITY TAXES	5,952.00	5,952.00	455.34	3,278.62	3,278.62	2,673.38	400.00	6,352.00
001-50-54100-2210	RETIREMENT	13,440.00	13,440.00	614.52	4,463.39	4,463.39	8,976.61	-4,500.00	8,940.00
001-50-54100-2310	EMPLOYEE INSURANCE	28,350.00	28,350.00	0.00	12,396.19	12,396.19	15,953.81	-3,300.00	25,050.00
001-50-54100-2410	WORKER'S COMPENSATION	4,360.00	4,360.00	0.00	4,651.46	4,651.46	-291.46	2,000.00	6,360.00
001-50-54100-3000	MEDICARE INSURANCE	1,392.00	1,392.00	106.45	766.47	766.47	625.53	100.00	1,492.00
001-50-54100-3100	PROFESSIONAL SERVICES	0.00	0.00	0.00	625.00	5,625.00	-5,625.00	60,000.00	60,000.00
001-50-54100-4010	TRAVEL & PER DIEM	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
001-50-54100-4310	ELECTRICITY	60,000.00	60,000.00	4,742.84	27,567.36	27,567.36	32,432.64	0.00	60,000.00
001-50-54100-4320	WATER	500.00	500.00	0.00	165.17	165.17	334.83	0.00	500.00

001-50-54100-4330	Solid Waste	10,000.00	10,000.00	0.00	4,212.65	9,470.80	529.20	0.00	10,000.00
001-50-54100-4410	EQUIPMENT RENTAL	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
001-50-54100-4522	VEHICLE INSURANCE	1,050.00	1,050.00	0.00	1,165.71	1,165.71	-115.71	200.00	1,250.00
001-50-54100-4610	VEHICLE R & M	4,000.00	4,000.00	9.00	931.62	931.62	3,068.38	0.00	4,000.00
001-50-54100-4615	FENCING AND LANDSCAPING	2,500.00	2,500.00	288.08	788.20	4,236.26	-1,736.26	2,500.00	5,000.00
001-50-54100-4623	HEAVY EQUIPMENT R & M	15,000.00	15,000.00	0.00	4,274.78	4,274.78	10,725.22	0.00	15,000.00
001-50-54100-4631	STREET REPAVING	61,000.00	61,000.00	0.00	7,547.15	63,491.00	-2,491.00	0.00	61,000.00
001-50-54100-4636	TRAFFIC CONTROL/SIGNS R&M	6,000.00	6,000.00	37.12	729.62	1,261.78	4,738.22	0	6,000.00
001-50-54100-4637	CURBS/GUTTERS/STORM DRAINS R&M	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00	0.00	10,500.00
001-50-54100-4906	OTHER CHARGES	0.00	0.00	0.00	130.54	130.54	-130.54	130.54	130.54
001-50-54100-4930	TRAINING	1,000.00	1,000.00	69.54	69.54	223.29	776.71	0.00	1,000.00
001-50-54100-5110	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00
001-50-54100-5210	FUEL, OIL, & LUBRICANTS	6,000.00	6,000.00	63.96	1,444.41	1,444.41	4,555.59	0.00	6,000.00
001-50-54100-5220	UNIFORMS	700.00	700.00	0.00	0.00	0.00	700.00	800.00	1,500.00
001-50-54100-5221	PERSONAL PROTECTIVE EQUIPMENT	750.00	750.00	0.00	137.72	137.72	612.28	250.00	1,000.00
001-50-54100-5260	TOOLS	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
001-50-54100-5270	MACHINERY & EQUIPMENT	5,000.00	5,000.00	0.00	385.05	385.05	4,614.95	0.00	5,000.00
001-50-54100-5290	OPERATING SUPPLIES	4,000.00	4,000.00	0.00	655.60	655.60	3,344.40	0.00	4,000.00
001-50-54100-5410	BOOKS, PUBS, SUBS & MEMBS	500.00	500.00	0.00	407.00	407.00	93.00	0.00	500.00
001-50-54100-6310	INFRASTRUCTURE	980,863.00	980,863.00	0.00	784,422.70	928,522.70	52,340.30	0.00	980,863.00
001-50-54100-6410	MACHINERY & EQUIPMENT	300,000.00	300,000.00	61,285.00	289,430.00	289,430.00	10,570.00	0.00	300,000.00
Activity: 54100 - STREETS Total:		1,626,959.00	1,626,959.00	75,030.38	1,203,636.97	1,418,072.94	208,886.06	63,680.54	1,690,639.54

Activity: 57200 - PARKS

Department: 50 - PUBLIC WORKS

001-50-57200-1210	SALARIES	118,320.00	118,320.00	9,143.13	52,978.73	52,978.73	65,341.27	0.00	118,320.00
001-50-57200-1310	PART-TIME SALARIES	26,133.00	26,133.00	2,301.51	9,004.43	9,004.43	17,128.57	0.00	26,133.00
001-50-57200-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00
001-50-57200-2110	SOCIAL SECURITY TAXES	8,987.00	8,987.00	709.58	3,843.06	3,843.06	5,143.94	0.00	8,987.00
001-50-57200-2210	RETIREMENT	16,635.00	16,635.00	98.46	1,319.10	1,319.10	15,315.90	-2,500.00	14,135.00
001-50-57200-2310	EMPLOYEE INSURANCE	40,800.00	40,800.00	34.00	13,500.56	13,500.56	27,299.44	0.00	40,800.00
001-50-57200-2410	WORKER'S COMPENSATION	8,140.00	8,140.00	0.00	2,538.39	2,538.39	5,601.61	0.00	8,140.00
001-50-57200-3000	MEDICARE INSURANCE	2,102.00	2,102.00	165.93	898.66	898.66	1,203.34	0.00	2,102.00
001-50-57200-3100	PROFESSIONAL SERVICES	100,000.00	100,000.00	12,852.50	22,185.00	94,664.00	5,336.00	0.00	100,000.00
001-50-57200-4010	TRAVEL & PER DIEM	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
001-50-57200-4310	ELECTRICITY	5,500.00	5,500.00	377.03	2,129.73	2,129.73	3,370.27	0.00	5,500.00
001-50-57200-4320	WATER	4,000.00	4,000.00	0.00	1,259.88	1,259.88	2,740.12	0.00	4,000.00
001-50-57200-4330	SOLID WASTE	500.00	500.00	0.00	254.51	254.51	245.49	0.00	500.00
001-50-57200-4521	PROPERTY INSURANCE	8,450.00	8,450.00	0.00	7,927.00	7,927.00	523.00	0.00	8,450.00
001-50-57200-4522	VEHICLE INSURANCE	1,050.00	1,050.00	0.00	870.00	870.00	180.00	0.00	1,050.00
001-50-57200-4611	BUILDING R & M	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	13,000.00
001-50-57200-4612	FURNITURE/EQUIP. R & M	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
001-50-57200-4615	FENCING AND LANDSCAPING	30,000.00	30,000.00	110.77	2,014.33	2,413.85	27,586.15	0.00	30,000.00
001-50-57200-5110	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
001-50-57200-5210	FUEL, OIL, & LUBRICANTS	6,000.00	6,000.00	159.20	1,184.02	1,184.02	4,815.98	0.00	6,000.00
001-50-57200-5231	SEASONAL DECORATIONS	5,000.00	5,000.00	0.00	5,960.00	5,960.00	-960.00	1,000.00	6,000.00
001-50-57200-5270	MACHINERY & EQUIPMENT	3,000.00	3,000.00	0.00	697.00	1,745.00	1,255.00	2,000.00	5,000.00
001-50-57200-5290	OPERATING SUPPLIES	10,000.00	10,000.00	580.15	1,138.56	1,579.93	8,420.07	0.00	10,000.00
001-50-57200-5295	OPERATING SUPPLIES/JANITORIAL	0.00	0.00	0.00	35.92	35.92	-35.92	100.00	100.00
001-50-57200-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	35.00	35.00	65.00	0.00	100.00
001-50-57200-5741	COMMUNITY EVENTS	15,000.00	15,000.00	0.00	3,325.37	3,750.37	11,249.63	0.00	15,000.00
001-50-57200-6310	INFRASTRUCTURE	908,100.00	908,100.00	143.26	86,448.60	152,980.33	755,119.67	42,790.88	950,890.88
001-50-57200-6410	MACHINERY & EQUIPMENT	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	12,000.00
Activity: 57200 - PARKS Total:		1,346,817.00	1,346,817.00	26,675.52	219,547.85	360,872.47	985,944.53	43,390.88	1,390,207.88

Net amendment between budgets **0.00**
From General Fund Reserves **-105,790.42**

RESOLUTION 25-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA PROVIDING FOR AN INCREASE IN THE GENERAL FUND EXPENSE BUDGET, IN THE AMOUNT OF \$105,790.42; AND PROVIDING FOR AN EFFECTIVE DATE OF MAY 5, 2025.

WHEREAS, there is an increase in the current year’s General Fund expense budget which requires reallocation of the budget, and under the provisions of Section 6.07, City Charter, such funds shall be reallocated by resolution.

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

Section 1. That there shall be provided an increase within the current year’s General Fund expense budget, October 1, 2024 through September 30, 2025, in the amount of \$105,790.42, for a total General Fund expense budget of \$9,174,345.42, identified as follows:

Expenditures

Facilities Department Expenses

001-50-51910-1210	Salaries	\$ (640.00)
001-50-51910-2210	Retirement	\$ (5,000.00)
001-50-51910-2310	Employee Insurance	\$ (4,000.00)
001-50-51910-2410	Worker’s Compensation	\$ (2,000.00)
001-50-51910-3100	Professional Services	\$ (5,000.00)
001-50-51910-4310	Electricity	\$ (2,000.00)
001-50-51910-4521	Property Insurance	\$ 13,640.00
001-50-51910-5210	Fuel, Oil, & Lubricants	\$ 2,500.00
001-50-51910-5220	Uniforms	\$ 500.00
001-50-51910-5231	Seasonal Decorations	\$ 500.00

Total Decrease in Facilities Department Expenses: \$ 1,500.00

Total Facilities Department Budget: \$ 1,056,544.00

Stormwater Department Expenses

001-50-53800-1210	Salaries	\$ 5,100.00
001-50-53800-2110	Social Security Taxes	\$ 400.00
001-50-53800-2210	Retirement	\$ (4,500.00)
001-50-53800-2310	Employee Insurance	\$ (2,900.00)
001-50-53800-2410	Worker’s Compensation	\$ 1,800.00
001-50-53800-3000	Medicare Insurance	\$ 100.00

001-50-53800-4930	Training	\$ 219.00
Total Increase in Stormwater Department Expenses:		\$ 219.00
Total Stormwater Department Budget:		<u>\$ 1,286,968.00</u>
<u>Streets Department Expenses</u>		
001-50-54100-1210	Salaries	\$ 5,100.00
001-50-54100-2110	Social Security Taxes	\$ 400.00
001-50-54100-2210	Retirement	\$ (4,500.00)
001-50-54100-2310	Employee Insurance	\$ (3,300.00)
001-50-54100-2410	Worker's Compensation	\$ 2,000.00
001-50-54100-3000	Medicare Insurance	\$ 100.00
001-50-54100-3100	Professional Services	\$ 60,000.00
001-50-54100-4522	Vehicle Insurance	\$ 200.00
001-50-54100-4615	Fencing & Landscaping	\$ 2,500.00
001-50-54100-4906	Other Charges	\$ 130.54
001-50-54100-5220	Uniforms	\$ 800.00
001-50-54100-5221	Personal Protective Equipment	\$ 250.00
Total Increase in Streets Department Expenses:		\$ 63,680.54
Total Streets Department Budget:		<u>\$ 1,690,639.54</u>
<u>Parks Department Expenses</u>		
001-50-57200-2210	Retirement	\$ (2,500.00)
001-50-57200-5231	Seasonal Decorations	\$ 1,000.00
001-50-57200-5270	Machinery & Equipment	\$ 2,000.00
001-50-57200-5295	Operating Supplies/Janitorial	\$ 100.00
001-50-57200-6310	Infrastructure	\$ 42,790.88
Total Increase in Parks Department Expenses:		\$ 43,390.88
Total Parks Department Budget:		<u>\$ 1,390,207.88</u>
GENERAL FUND EXPENSE BUDGET TOTAL INCREASE:		\$ 105,790.42
TOTAL GENERAL FUND EXPENSE BUDGET:		<u>\$ 9,174,345.42</u>

(Remainder of page intentionally left blank)

Section 2. Effective Date. This Resolution shall take effect immediately upon approval by the City Council and signature by the Mayor.

SO DONE this ____ day of _____ 2025

By:

Chris Stein, Mayor

ATTEST:

Dillon Morris, City Clerk

AGENDA ITEM

Agenda Item 11.3.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: May 5, 2025

SUBJECT: Talcon Change Order Number 2

BACKGROUND:

Talcon's contract for the Springdale Subdivision rehabilitation was paused for stormwater work on Rays Pond and Pryor. Issues with driveway quantities increased costs, but Jacobs helped reduce them by handling sidewalk and driveway tasks, sealing manholes, and cutting engineering expenses for the Azalea Subdivision. Although the punch list is complete, some warranty items still remain.

This final amendment will close out the project with Talcon and finalize the CDBG and SRF Loan. We may keep the SRF loan open to line extra sewer lines found during the project and include them in the Azalea Subdivision bid letting. Staff are exploring options to complete the sewer lining, which was not part of the original plan.

DISCUSSION:

Change Order 2 does three things:

1. This change order includes adjusting the contract work line item quantities to match the final installed measurements.
2. It decreases the current contract amount by \$242,100 due to adjustments in the line item quantities from the total contract amount.
3. It changes the contract time of Substantial Completion to 810 days, with April 9, 2025, as the substantial completion date and a final payment date of 840 days, which is May 9, 2025.

FINANCIAL IMPACT:

This change order is for a reduction in price of the total contract price of \$242,100.

RECOMMENDATION:

Staff recommends approval of Change Order Number 2 with the Talcon Group LLC and to authorize the Mayor to sign.

ATTACHMENT(S):

1. Signed Change Order 2 Mary Esther_R

SECTION 00843

CHANGE ORDER FORM

Project: **City of Mary Esther**
Mary Esther Drive Water and Sewer Improvements Facilities Plan – Phase 1

CHANGE ORDER NO. 2

DATE OF ISSUANCE: April 4, 2025
 CONTRACTOR: Talcon Group, LLC

EFFECTIVE DATE: May 5, 2025 ENGINEER: Jacobs

OWNER'S CONTRACT NO.: _____

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$4,562,643.00	Original Contract Times Substantial Completion: 330 Days _____ Ready for final payment: 360 Days _____ <small>days or dates</small>
Net changes from previous Change Orders No. <u>0</u> to No. <u>1</u> \$ 170,949.17	Net change from previous Change Orders No. <u>0</u> to No. <u>1</u> <u>330 days</u> <small>days</small>
Contract Price prior to this Change Order \$4,733,592.17	Contract Times prior to this Change Order Substantial Completion: 660 days (Nov. 10, 2024) Ready for final payment: 690 days (Dec. 10, 2024) <small>days or dates</small>
Net Decrease of this Change Order (\$242,100.00)	Net Increase of this Change Order <u>150</u> <small>days</small>
Contract Price with all approved Change Orders \$4,491,492.17	Contract Times with all approved Change Orders Substantial Completion: 810 days (Apr. 9, 2025)____ Ready for final payment: 840 days (May 9, 2025)____ <small>days or dates</small>

CHANGES ORDERED:

- I. **GENERAL** This change order is necessary to cover changes in the work to be performed under this Contract. The General Conditions, Supplementary Conditions, Specifications and all parts of the Project Manual listed in Article 1, Definitions, of the General Conditions apply to and govern all work under this change order.

Change Order No. 1

- II. **REQUIRED CHANGES:** This Change Order includes the adjustment of the contract work line item quantities to match the final installed measurements.

- III. **JUSTIFICATION:** To balance the bid tab quantities for final payment.

- IV. **PAYMENT:** This change order will result in a decrease of \$242,100.00 to the total contract amount.

V. APPROVAL AND CHANGE AUTHORIZATION: _____

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order; and,

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein.

Change Order Request by: Talcon Group, LLC.

Change(s) Ordered by: NA

RECOMMENDED BY:

Scott Jernigan - Jacobs

By:  4-4-25
(Authorized Signature) (Date)

Project Manager
(Title)


APPROVED BY:

City of Mary Esther, Florida
(Owner)

By: _____
(Authorized Signature) (Date)

ACCEPTED BY:

TALCON GROUP LLC
(Contractor)

 4/4/2025
(Authorized Signature) (Date)

MANAGER
(Title)

END OF SECTION

AGENDA ITEM

Agenda Item 11.4.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: May 5, 2025

SUBJECT: Award of Construction Engineering and Inspection Services (CEI) for Azalea Neighborhood Infrastructure Improvements

BACKGROUND:

We are ready to let Azalea and Caswell Rehab work go to bid and need the City Council to decide on which CEI firm to award.

The scope of the work includes:

- Lining existing sewer manholes and sewer lines
- Replacement of sewer main and sewer manholes on Caswell Circle
- Replacement of water lines and related infrastructure
- Milling and repaving streets, with full rehabilitation on selected streets
- Installation of new curbs and gutters
- Sidewalks as an alternate for council consideration

The current task order includes design and CEI (Construction Engineering and Inspection) work to be undertaken by Jacobs Engineering. Due to issues encountered during the Springdale Rehabilitation project, Public Works has requested Jacobs Engineering to provide a new task order or amendment detailing the exact time required to ensure a smooth project. Public Works also solicited proposals from CPH and Barge Designs to provide similar services with varying levels of oversight. This approach aims to find the most efficient and effective solution for project management and execution.

DISCUSSION:

On many DOT and Federal projects, design firms and Construction Engineering and Inspection (CEI) firms are required to be separate. This separation allows for checks and balances with a neutral party that can identify both engineering and contractor mistakes. Both engineering firms and contractors may be reluctant to admit errors. For this project, although it is not a requirement, it is best to state at the outset that both the design firm and the CEI firm understood the level of oversight expected and the roles each would play. Three of our current firms were asked to review the plans and provide recommendations for CEI. The proposals varied in cost and detail, but are close to providing the same field oversight:

- CPH proposed \$427,590, including 20 hours in the field.
- Barge Design proposed a total of \$258,250, including 24 hours in the field. They provided detailed hours for each role, from Senior Engineer to field engineer to technical engineer. Comparing 20 hours per week in the field, their total would be \$229,450.
- Jacobs proposed an amendment to the existing Task Order 2022-01, totaling \$235,000. This includes \$45,096 for CEI work. They explained the CEI work already within that task order, proposing to increase field oversight from 4 hours per week to an average of 20 hours per week, totaling \$200,712 for CEI work and increasing the Task Order 2022-01 to \$390,616.

The amendment with Jacobs represents a substantial increase in total engineering cost, but it is the least expensive option for an average of 20 hours of field oversight. Increased spending on CEI may reduce delays, public relations issues, and cost overruns by allowing for higher supervision levels, potentially catching or avoiding mistakes earlier. Previous major projects had encountered significant mistakes, resulting in additional costs and time extensions, which led to reduced oversight. These mistakes could have been avoided with additional CEI services. The total task order would increase to \$390,616, but is still much lower than what should be expected, which would be around 10-12% of the total contract price.

Please find attached the Proposed Amendment by Jacobs and the insurance policy naming the City of Mary Esther as a Certificate holder in the amount of one million dollars, covering both professional and contractual liability on the Azalea Neighborhood Infrastructure project. Also, find the CEI proposal from Barge Design Solutions and CPH attached.

Once the council approves, the CEI staff will take the project to bid.

FINANCIAL IMPACT:

The financial impact ranges from \$200,712 if Jacobs is awarded to \$427,590 if CPH is awarded.

RECOMMENDATION:

Staff recommends that the council approve Amendment 1 to Task Order 2022-01 with Jacobs Engineering for a total cost not to exceed \$390,616.

ATTACHMENT(S):

1. Amendment 1 to Task Order 2022-01 with Jacobs Engineering
2. Jacobs Engineering Certificate of Insurance
3. Barge Design Solutions CEI Task Order
4. CPH Engineering CEI Task Order

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

City of Mary Esther Task Order 2022-01 Amendment 1

Additional Support Service During Construction for Phase 1 Water and Sewer Rehabilitation Project - Azalea Park Neighborhood

Background

The City of Mary Esther (City) completed a Rehabilitation Facilities Plan for the water distribution and sewer collection systems. This plan identified areas of need for water and sewer improvements and prioritized the proposed improvements into project phases for implementation. The City had previously contracted (Task Order #2022-01) with Jacobs Engineering Group Inc. (Jacobs) to complete professional engineering and consulting services to design, bid, and provide services during construction for the Azalea Park and Caswell Circle Neighborhoods water and sewer system rehabilitation project.

As part of Task Order #2022-01, Jacobs agreed to provide for services during construction including visits to the site to attend the preconstruction meeting, monthly construction progress meetings, as well as additional visits at key milestones during construction. Each site visit generally requires a minimum of 4 hours, including travel, field observation and report development. Items under the Task Order generally include the following items and site visits:

- (1) Preconstruction conference
- Submittal Reviews
- Pay Application Reviews
- (10) "As needed" visits
- (26) Weekly site visits based on a 6-month construction duration
- (1) Substantial Completion and punch list
- (1) Final Completion
- Contract closeout documentation

Additional Scope of Work

Task 1 – Additional Support Service During Construction Phases

The purpose of this task is to provide additional site visits and services during construction beyond the original scope of Task Order #2022-01 for the rehabilitation of the water and sewer systems in the Azalea Park and Caswell Circle Neighborhoods. Each site visit will generally be 4 hours, including travel, field observation and report development. The additional services cover the expected project duration period extended from the original eight (8) months (Preconstruction, construction, substantial completion and final completion) to fifteen (15) months (14 months to substantial completion + 1 month to final completion).

Additional site visits include:

Additional Support Services During Construction Azalea Park Neighborhood

- (280) Daily site visits based on a 15-month construction duration
- (1) Substantial Completion and punch list
- (1) Final Completion

Final Inspection

Jacobs will review the work at the substantial completion and final completion stages. Jacobs will prepare one (1) punch list of items requiring completion or correction. Jacobs will make recommendations to City regarding acceptance of the work based on the results of the final inspection.

Should deviations from these assumptions be required to deliver the services described in this Scope of Services, the scope of work and compensation shall be modified accordingly and approved by the City in writing prior to executing the changes to the Scope of Services.

Deliverables:

- Attendance at preconstruction conference.
- Daily reviews of work progress during the construction period.
- Substantial completion review and punch list.
- Final inspection report.
- Contract closeout documentation.

Additional services:

Jacobs has included an allowance of \$15,000 for additional tasks associated with this work. The City may authorize Jacobs to utilize this allowance by providing written direction by email.

Schedule

The schedule for this project is assumed to be 15 months following receipt of the City's Notice to Proceed. Task 1 will begin upon Task Order authorization.

Compensation

A summary of costs for tasks associated with the Additional Support Services During Construction Phases described in the Scope of Work are provided in Table 1. Compensation for services and expenses under this Task Order shall be on a time and material basis. Invoicing shall be monthly. The total fee requested for this task order amendment is **\$155,616**. This amount is in addition to the amount included in Task Order 2022-01.

Table 1 – Summary of Costs

Task No.	Description	Fee Amount
1	Additional Support Service During Construction for Phase 1 Water and Sewer Rehabilitation Project	\$141,616
2	Additional Services As Requested	\$15,000

Authorized Representative

The Authorized Representatives designated below are authorized to act with respect to Task Order 2022-1 Amendment 1. Communications between the City and Jacobs shall be through the Authorized Representatives:

For the City of Mary Esther, Florida	For Jacobs
Name: Shawn Lindsey	Name: Mike Criddle
Address: 195 Cristobal Road N, Mary Esther, FL 32569	Address: 25 W. Cedar Street, Suite 350 Pensacola, FL, 32502
Telephone: (850) 243-3566	Telephone: (706) 594-0425

Authorization:

Task Order 2022-01 Amendment 1 is effective as of _____, 2025	
Accepted for CITY by:	Accepted for Jacobs Engineering Group Inc by:
Name: Chris Stein	Name: Scott Jernigan, P.E.
Title: Mayor	Title: Principal Project Manager



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/31/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LIC #0437153 Marsh Risk & Insurance Services CIRTS_Support@jacobs.com 633 W. Fifth Street Los Angeles, CA 90071 USA	1-212-948-1306	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS:	FAX (A/C, No): 1-212-948-1306
INSURED Jacobs Engineering Group Inc. C/O Global Risk Management 555 South Flower Street, Suite 3200 Los Angeles, CA 90071 USA		INSURER(S) AFFORDING COVERAGE	
		INSURER A: ACE AMER INS CO	NAIC # 22667
		INSURER B: INDEMNITY INS CO OF NORTH AMER	43575
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 751856308

REVISION NUMBER:

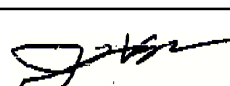
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			HDO G4892007A	07/01/24	07/01/25	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			ISA H10739585	07/01/24	07/01/25	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLR C5072041A (AOS)	07/01/24	07/01/25	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY			EON G21655065 015	07/01/24	07/01/25	PER CLAIM/PER AGG 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROJECT MGR: Kevin Waddell. CONTRACT MGR: Fred Davis. RE: Professional Engineering and Consulting Services for Phase I Water and Sewer Rehabilitation Project- Azalea Park Neighborhood. CONTRACT END DATE: 12-31-2025. PROJECT NUMBER: D3632500. SECTOR: Public. City of Mary Esther, Florida is added as an additional insured for general liability & auto liability as respects the negligence of the insured in the performance of insured's services to cert holder under contract for captioned work. *THE TERMS, CONDITIONS, AND LIMITS PROVIDED UNDER THIS CERTIFICATE OF INSURANCE WILL NOT EXCEED OR BROADEN IN ANY WAY THE TERMS, CONDITIONS, AND LIMITS AGREED TO UNDER THE APPLICABLE CONTRACT.*

CERTIFICATE HOLDER**CANCELLATION**

City of Mary Esther, Florida 195 Cristobal Road N Mary Esther, FL 32569 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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751856308

SUPPLEMENT TO CERTIFICATE OF INSURANCE

DATE
03/31/2025

NAME OF INSURED: Jacobs Engineering Group Inc.

Additional Description of Operations/Remarks from Page 1:

Additional Information:

*\$2,000,000 SIR FOR STATE OF: OHIO

NOTICE TO OTHERS ENDORSEMENT – SCHEDULE – EMAIL ONLY

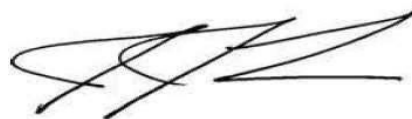
Named Insured Jacobs Solutions Inc.			Endorsement Number 8
Policy Symbol HDO	Policy Number G4892007A	Policy Period 07/01/2024 TO 07/01/2025	Effective Date of Endorsement
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

- A.** If we cancel the Policy prior to its expiration date by notice to you or the first Named Insured for any reason other than nonpayment of premium, we will endeavor, as set out below, to send written notice of cancellation, via such electronic notification as we determine, to the persons or organizations listed in the schedule that you or your representative provide or have provided to us (the "Schedule"). You or your representative must provide us with the e-mail address of such persons or organizations, and we will utilize such e-mail address that you or your representative provided to us on such Schedule.
- B.** The Schedule must be initially provided to us within 15 days after:
- i.** The beginning of the Policy period, if this endorsement is effective as of such date; or
 - ii.** This endorsement has been added to the Policy, if this endorsement is effective after the Policy period commences.
- C.** The Schedule must be in an electronic format that is acceptable to us; and must be accurate.
- D.** Our delivery of the notification as described in Paragraph **A.** of this endorsement will be based on the most recent Schedule in our records as of the date the notice of cancellation is mailed or delivered to the first Named Insured.
- E.** We will endeavor to send such notice to the e-mail address corresponding to each person or organization indicated in the Schedule at least 30 days prior to the cancellation date applicable to the Policy.
- F.** The notice referenced in this endorsement is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). Our failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule shall impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- G.** We are not responsible for verifying any information provided to us in any Schedule, nor are we responsible for any incorrect information that you or your representative provide to us. If you or your representative does not provide us with a Schedule, we have no responsibility for taking any action under this endorsement. In addition, if neither you nor your representative provides us with e-mail address information with respect to a particular person or organization, then we shall have no responsibility for taking action with regard to such person or entity under this endorsement.
- H.** We may arrange with your representative to send such notice in the event of any such cancellation.
- I.** You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.
- J.** This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of the Policy remain unchanged.

A handwritten signature in black ink, consisting of several overlapping loops and strokes, positioned above a horizontal line.

Authorized Representative

NOTICE TO OTHERS ENDORSEMENT – SCHEDULE – EMAIL ONLY

Named Insured Jacobs Solutions Inc.			Endorsement Number 2
Policy Symbol ISA	Policy Number H10739585	Policy Period 07/01/2024 TO 07/01/2025	Effective Date of Endorsement
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

- A.** If we cancel the Policy prior to its expiration date by notice to you or the first Named Insured for any reason other than nonpayment of premium, we will endeavor, as set out below, to send written notice of cancellation, via such electronic notification as we determine, to the persons or organizations listed in the schedule that you or your representative provide or have provided to us (the "Schedule"). You or your representative must provide us with the e-mail address of such persons or organizations, and we will utilize such e-mail address that you or your representative provided to us on such Schedule.
- B.** The Schedule must be initially provided to us within 15 days after:
- i.** The beginning of the Policy period, if this endorsement is effective as of such date; or
 - ii.** This endorsement has been added to the Policy, if this endorsement is effective after the Policy period commences.
- C.** The Schedule must be in an electronic format that is acceptable to us; and must be accurate.
- D.** Our delivery of the notification as described in Paragraph **A.** of this endorsement will be based on the most recent Schedule in our records as of the date the notice of cancellation is mailed or delivered to the first Named Insured.
- E.** We will endeavor to send such notice to the e-mail address corresponding to each person or organization indicated in the Schedule at least 30 days prior to the cancellation date applicable to the Policy.
- F.** The notice referenced in this endorsement is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). Our failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule shall impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- G.** We are not responsible for verifying any information provided to us in any Schedule, nor are we responsible for any incorrect information that you or your representative provide to us. If you or your representative does not provide us with a Schedule, we have no responsibility for taking any action under this endorsement. In addition, if neither you nor your representative provides us with e-mail address information with respect to a particular person or organization, then we shall have no responsibility for taking action with regard to such person or entity under this endorsement.
- H.** We may arrange with your representative to send such notice in the event of any such cancellation.
- I.** You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.
- J.** This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of the Policy remain unchanged.

A handwritten signature in black ink, consisting of several overlapping loops and strokes, positioned above a horizontal line.

Authorized Representative

Workers' Compensation and Employers' Liability Policy

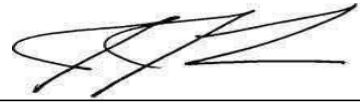
Named Insured JACOBS SOLUTIONS INC. 555 S. FLOWER STREET SUITE 3200 LOS ANGELES CA 90017	Endorsement Number
	Policy Number Symbol: WLR Number: C5072041A
Policy Period 07-01-2024 TO 07-01-2025	Effective Date of Endorsement 07-01-2024
Issued By (Name of Insurance Company) INDEMNITY INS. CO. OF NORTH AMERICA	
Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy. This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.	

NOTICE TO OTHERS ENDORSEMENT – SCHEDULE – EMAIL ONLY

- A.** If we cancel this Policy prior to its expiration date by notice to you or the first Named insured for any reason other than nonpayment of premium, we will endeavor, as set out below, to send written notice of cancellation, via such electronic notification as we determine, to the persons or organizations listed in the schedule that you or your representative provide or have provided to us (the "Schedule"). You or your representative must provide us with the e-mail address of such persons or organizations, and we will utilize such e-mail address that you or your representative provided to us on such Schedule.
- B.** The Schedule must be initially provided to us within 15 days after:
 - i.** The beginning of the Policy period, if this endorsement is effective as of such date; or
 - ii.** This endorsement has been added to the Policy, if this endorsement is effective after the Policy period commences.
- C.** The Schedule must be in an electronic format that is acceptable to us; and must be accurate.
- D.** Our delivery of the notification as described in Paragraph **A.** of this endorsement will be based on the most recent Schedule in our records as of the date the notice of cancellation is mailed or delivered to the first Named Insured.
- E.** We will endeavor to send such notice to the e-mail address corresponding to each person or organization indicated in the Schedule at least 30 days prior to the cancellation date applicable to the Policy.
- F.** The notice referenced in this endorsement is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). Our failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule shall impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- G.** We are not responsible for verifying any information provided to us in any Schedule, nor are we responsible for any incorrect information that you or your representative provide to us. If you or your representative does not provide us with a Schedule, we have no responsibility for taking any action under this endorsement. In addition, if neither you nor your representative provides us with e-mail address information with respect to a particular person or organization, then we shall have no responsibility for taking action with regard to such person or entity under this endorsement.
- H.** We may arrange with your representative to send such notice in the event of any such cancellation.
- I.** You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.
- J.** This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of this Policy remain unchanged.

This Endorsement is not applicable in the states of AZ, FL, ID, ME, NC, NJ, NM, TX and WI.



Authorized Representative

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Named Insured Jacobs Solutions Inc.			Endorsement Number
Policy Symbol EON	Policy Number G21655065 015	Policy Period 07/01/2024 to 07/01/2025	Effective Date of Endorsement 07/01/2024
Issued By (Name of Insurance Company) ACE American Insurance Company			

NOTICE TO OTHERS ENDORSEMENT – SCHEDULE

- A. If **We** cancel or non-renew the **Policy** prior to its expiration date by notice to **You** for any reason other than nonpayment of premium, **We** will endeavor, as set out below, to send written notice of cancellation or non-renewal via such electronic or other form of notification as **We** determine, to the persons or organizations listed in the schedule that **You** or **Your** representative provide or have provided to **Us** (the **Schedule**). **You** or **Your** representative must provide **Us** with both the physical and e-mail address of such persons or organizations, and **We** will utilize such e-mail address and/or physical address that **You** or **Your** representative provided to **Us** on such **Schedule**.
- B. The **Schedule** must be initially provided to **Us** within 30 days after:
 - i. The beginning of the **Policy Period**, if this endorsement is effective as of such date; or
 - ii. This endorsement has been added to the **Policy**, if this endorsement is effective after the **Policy Period** commences.
- C. The **Schedule** must be in a format that is acceptable to **Us** and must be accurate.
- D. **Our** delivery of the notification as described in Paragraph A of this endorsement will be based on the most recent **Schedule** in **Our** records as of the date the notice of cancellation or non-renewal is mailed or delivered to **You**.
- E. **We** will endeavor to send or deliver such notice to the e-mail address or physical address corresponding to each person or organization indicated in the **Schedule** at least 30 days prior to the cancellation or non-renewal date applicable to the **Policy**.
- F. The notice referenced in this endorsement is intended only to be a courtesy notification to the person(s) or organization(s) named in the **Schedule** in the event of a pending cancellation or non-renewal of coverage. **We** have no legal obligation of any kind to any such person(s) or organization(s). **Our** failure to provide advance notification of cancellation or non-renewal to the person(s) or organization(s) shown in the **Schedule** shall impose no obligation or liability of any kind upon **Us**, **Our** agents or representatives, will not extend any **Policy** cancellation or non-renewal date and will not negate any cancellation or non-renewal of the **Policy**.
- G. **We** are not responsible for verifying any information provided to **Us** in any **Schedule**, nor are **We** responsible for any incorrect information that **You** or **Your** representative provide to **Us**. If **You** or **Your** representative does not provide **Us** with a **Schedule**, **We** have no responsibility for taking any action under this endorsement. In addition, if neither **You** nor **Your** representative provides **Us** with e-mail address and/or physical address information with respect to a particular person or organization, then **We** shall have no responsibility for taking action with regard to such person or entity under this endorsement.
- H. With respect to this endorsement **Our**, **Us** or **We** means the stock insurance company listed in the Declarations, and **You** or **Your** means the insured person or entity listed in Item 1 of the Declarations page.

All other terms and conditions of this **Policy** remain unchanged.



JOHN J. LUPICA, President
Authorized Representative

The scope of work is presented in the following elements.

- I. Project Description
- II. Scope of Services
- III. Project Understanding, Assumptions, and Exclusions
- IV. Compensation

I. Project Description

This task order proposal is for the purpose of Barge Design Solutions (Barge) to provide professional services to the City of Mary Esther (Client).

Barge is pleased to present Mary Esther with this proposal for a Construction Engineering and Inspection Services. The proposed project consists of the replacement of waterlines and appurtenances along with rehabilitating sanitary sewer lines and manholes within the Azalea Park neighborhood and replacing the sanitary sewer lines and manholes within the Caswell Circle neighborhood. The Project also includes resurfacing of streets, replacement of curb and gutter and installation of sidewalks.

II. Scope of Services

The following sections provide a description of the purpose, activities, deliverables, and assumptions anticipated for each of the tasks. Throughout the following tasks, Barge will manage the activities of our staff, coordinate with Client staff, and submit monthly invoices with updated schedules and budgets as applicable

Construction Engineering:

- Attend pre-construction meeting with Client and the Contractor's representatives.
- Attend monthly progress meetings with Client and the Contractor's representatives to provide engineering support for field issues; prepare meeting agenda and summaries.
- Review Contractor's project status reports, monthly pay applications, and change order log.
- Perform periodic site visits to review site conditions to review materials and workmanship used on the project for general conformance with the contract documents.
- Review or coordinate review of Contractor submittals and shop drawings for compliance with the specifications and drawings.
- Respond or coordinate response to Contractor requests for information (RFI), issue clarifications and interpretations of the contract documents as necessary and maintain an RFI log.
- Perform one-day pre-final inspection and prepare construction punch list at Substantial Completion.

- Conduct one-day final inspection to verify completion of punch list and other items.
- Review Contractor closeout documents for completion, certificates of completion, warranties, etc.

Deliverables

- Meeting agendas and minutes
- Response to contractor submittals
- Response to contractor RFI's
- Final Punch List

Construction Inspection:

Barge will provide a full-time Resident Project Representative (RPR) services to observe the Contractor's work and perform the services listed below:

- Conduct onsite observations of the general progress of the work to determine if the work is proceeding in accordance with the construction contract documents.
- Visually inspect materials, equipment, and supplies delivered to the worksite. Reject materials, equipment, and supplies that do not conform to the construction contract documents.
- Coordinate onsite materials testing services during construction.
- Assist with coordination of construction activities that may affect normal facility operations and serve as liaison between the Contractor and the Client. Review Contractor work plans for any impact to facility operations.
- Monitor work-site integrity, such as subsurface and physical conditions, existing structures, and site-related utilities when such utilities are exposed.
- Maintain log of significant weather events that may cause the Contractor a work delay; include in construction progress reports.
- Submit weekly construction progress reports containing summary of the Contractor's progress, general condition of the work, problems, and resolutions or proposed resolutions to problems.
- Review Contractor red-line markups of any field changes encountered.
- Attend substantial completion walkthrough of the construction work and prepare a punch list of those items to be completed or corrected before final completion of the project.
- Upon completion or correction of the items of work on the punch list, conduct a final inspection to determine if the work is completed.
- Barge will assist the Client operations staff and equipment startup services.

Deliverables:

- Daily project reports and project photos, submitted on a weekly basis
- Monthly construction progress meeting agenda, sign-in sheet, and meeting summary
- Contract correspondence, including as applicable: comments on submittals, clarifications, responses to RFIs, and site visit reports

III. Project Understandings, Assumptions, Exclusions

- The construction phase official start date (Notice to Proceed) is to be determined and is anticipated to take 420 Calendar Days.
- Design revisions as needed for RFI's, submittal review, owner directed scope or other changes are not included in this scope.
- Design revisions will be coordinated with and the responsibility of the Engineer of Record for their respective section.
- Review of submittals and RFI's are limited to conformance with contract documents only; review time is based on response to 10 submittals and 20 RFI's; in depth review of design alternatives or product substitutions are not included in this task order other than coordination with the Engineer of Record.
- All concrete, asphalt, pipe, earthwork, and structural steel testing will be furnished by others.
- Barge will attend and observe pressure, disinfection or deflection testing provided by others.
- Any field construction stake-out surveying or as-built surveying is by others.
- Special Inspections (if needed) are not included and are assumed to be separately contracted by the Client.
- The RPR shall not have responsibility for the superintendence of construction site conditions, safety, safe practices or unsafe practices or conditions, operation, equipment, or personnel other than employees of Barge. This service will in no way relieve the Contractor of complete supervision and inspection of the work or the Contractor's obligation for complete compliance with the drawings and specifications. The Contractor shall have sole responsibility for safety and for maintaining safe practices and avoiding unsafe practices or conditions.
- By performing the construction phase services, Barge shall not have authority or responsibility to supervise, direct, or control the Contractor's work or the Contractor's means, methods, techniques, sequences or procedures of construction. Barge shall not have authority or responsibility for safety precautions and programs incident to the Contractor's work or for any failure of the Contractor to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the Contractor furnishing and performing the work.
- Barge shall not be responsible for the acts or omissions of the Contractor, or of any subcontractor or supplier, or any of the Contractor's or subcontractor's or supplier's agents or employees or any other persons (except Barge 's employees or agents) at the site or otherwise furnishing or performing any of the Contractor's work.

IV. COMPENSATION

The proposed fee is based on the Construction Engineering Staff spending on average 7 hours per week, the Resident Project Representative will spend on average 24 hours per week and the Administrative Assistant will spend on average 1 hour per week for the duration of the contract 420 days (60 weeks or 15 months). The RPR services are based on a 50-week heavy construction period (remainder of construction contract time includes submittals, mobilization, lead time and closeout) and five days (40 hours) per week of representation (1,890 hours total).

Based on the project time estimated and the hourly rates below, **BARGE** proposes to provide these services to the Client on a time and material basis at an estimated total cost of **\$258,250.00**.

Position	Average Time	Total Hours	Rate Per Hr.	Total
Senior Project Manager	2 hours/month	30	\$235	\$7,050
Senior Technical Specialist	2 hours/week	120	\$215	\$25,800
Professional Engineer 1	4 hours/week	240	\$155	\$37,200
RPR II	24 hours/week	1,440	\$120	\$172,800
Project Administrator	1 hour/week	60	\$90	\$5,400
Direct Expenses				\$10,000
Total Fee Estimated				\$258,250


BARGE's fee will be billed on a time and materials basis based on actual hours spent. **BARGE** will not exceed the estimated total without additional approval from the Client. A time and materials invoice will be submitted to the Client on a monthly basis.

Expenses such as travel expenses, mileage (standard IRS rates), reproduction, photography or videography, or other direct expenses incurred by **BARGE** and related to the work will be invoiced at the actual cost incurred.

**TASK ORDER for Construction Engineering and Inspection
Azalea Park and Caswell Circle Neighborhood Improvements**

This TASK ORDER is issued under the Continuing Professional Consulting Services Agreement dated June 21, 2021, between the City of Mary Esther (Client) and Barge Design Solutions, Inc. (Consultant) for services to be provided by Consultant for Client for Construction Engineering and Inspection Services, as described in the Consultant's Exhibit A – Scope and Fee Proposal dated October 22, 2024. Exhibit A is incorporated into and part of the Continuing Professional Consulting Services Agreement.

All terms and conditions of the Continuing Professional Consulting Services Agreement shall continue in full force and effect. This Task Order is accepted, and Consultant is authorized to proceed.

City of Mary Esther, FL	Barge Design Solutions, Inc.
By:	 By: _____
Printed Name:	Printed Name: Kevin Kennoy
Title:	Title: VP, Client Service Lead
Address:	Address: 600 Grand Boulevard, Suite 203 Miramar Beach, FL 32550
Date Signed:	Date Signed: 11/18/2024



SCOPE OF SERVICES

Azalea Park and Caswell Circle Neighborhood Improvements CEI and Post Design Services February 10, 2025

CPH, Inc.

BASIC SERVICES OF THE CONSULTANT

This Scope of Services is for the Construction phase services for the Sidewalks, Utilities and Pavement improvements for Azalea Park and Caswell Circle Neighborhood Improvements.

The CONSULTANT agrees to perform professional engineering services in connection with the construction project as hereinafter stated.

Task 1 – CEI and Post Design Services

The CONSULTANT will coordinate with City Design Consultant to prepare written responses to questions during the bidding and issue clarifications as needed to clarify the design.

General Project Administration

The CONSULTANT will attend general project management activities, such as informal meetings, coordinate with the City and Construction Team for individual tasks, and perform administrative activities.

The CONSULTANT will assist the City in providing technical assistance to the Contractor and City representatives during project construction to provide clarifications and interpretations of the drawings and specifications and to resolve technical issues or conflicts which may arise.

The CONSULTANT will attend the pre-construction conference and assist with answering the Contractor's questions as necessary.

The CONSULTANT will review and approve shop drawings, catalog data, diagrams, illustrations, schedules, samples, test and inspection results and other data the Contractor is required to submit, but only as to conformance with the overall design concept of the project and compliance with the Plans, Specifications, and other Contract Documents. Within this scope is the review of ten (10) Contractor submittals.

The CONSULTANT will review and respond to requests for information (RFI). The CONSULTANT will assist the City with the review of field order and change order requests and make recommendations for acceptance of any change orders. Within this scope is the review of ten (10) RFI's and five (5) Change Order requests.

The CONSULTANT will prepare for and attend eighteen (18) monthly progress meetings with the City and Contractor to discuss the progress of the construction.

The CONSULTANT will, on a monthly basis, field review the Contractor's application for payment, confirming that it corresponds with work performed and materials provided. The CONSULTANT will review the requested construction

SCOPE OF SERVICES

quantities with the City and make recommendation for approval of payment. This scope includes eighteen (18) pay app request reviews.

During project construction, The CONSULTANT will perform site engineering visits to observe the progress and quality of the work and to determine if the work is proceeding in compliance with the permits and Contract Documents. The CONSULTANT will inform the City in writing of any observed deficiencies and construction related issues.

For the purposes of this Scope of Services, it is assumed the construction phase will occur over a total period of 18 months (78 weeks), from the Notice to Proceed to Substantial Completion, plus 30 days from Substantial Completion to Final Completion. An average of 20 hours per week has been included in this subtask. Actual hours applied to this subtask may vary week to week but not exceed an average of 20 hours per week.

Along with the City, the CONSULTANT will attend the Substantial Completion and Final Completion walk through and prepare a punch list for each. The CONSULTANT will then send the punch list to the City for its use.

The CONSULTANT will review the record drawings provided by the Contractor and provide review comments to the City and Contractor if any revisions/clarifications are needed.

The CONSULTANT will compile contract closeout documents. The CONSULTANT will prepare statements of completion certifying completion of the work, and submit statements in accordance with the Contract Documents, and the requirements of the City.

This scope of services also includes an average of 1 hour per week for general administration services and 1 hour per week for technical assistance.

Payment

For the professional services set forth in this Scope of Services document, the UCNSB shall compensate CPH Inc. fees on a Fixed Fee basis as indicated below.

Task	Description	Labor	Expenses/ Sub-Consultant	Total
1	CEI and Post Design Services	\$427,590.00	\$0	\$427,590.00
Total Fee				\$427,590.00

In addition to the above, CPH requests an allowance of \$1,000 for expenses. Expenses will include mileage, printing, and phone calls. These expenses will be billed at actual costs.

AGENDA ITEM

Agenda Item 11.5.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: May 5, 2025

SUBJECT: Direction regarding 911 E. Miracle Strip Private Lift Station

BACKGROUND:

The City has been collaborating with the owner and users of the private lift station located at 911 E. Miracle Strip Parkway to conduct the required triennial inspection and certification by a licensed engineer. Public Works recently informed each person of the requirements in person, stating that the lift station might need significant work due to its appearance and age. Barge Design examined the lift station a few years ago and suggested that it would eventually need to be replaced by the users or that installing grinder pumps for each resident could be a more cost-effective alternative. This includes properties at 911 and 921, which are in the county and not obligated to receive water or sewer services from the City, and lots 881 and 889, which are within the City boundaries and require a solution.

Recently, after the owner of 911 E. Miracle Strip Parkway refused responsibility for the lift station and surrounding owners expected him to fix it independently, an impasse was reached. Public Works requested Jacobs to review the study and estimate costs for providing individual grinder pumps, eliminating the need for the lift station. During Jacob's site visit, they discovered the lift station was not operational and had not used power since the previous month. The reason for its malfunction and leakage was unknown, prompting a call to the Health Department, which referred the findings to FDEP. The residents will need to follow any orders or guidance from FDEP.

Public Works contacted Okaloosa County and Fort Walton Beach, and neither plans to connect those properties to water and sewer.

DISCUSSION:

Several properties (two in the county, two in Mary Esther with the same owner) connect to the City sewer via a single, privately owned lift station. Crucially, all connected property owners currently share joint responsibility for the lift station's maintenance, repairs, and required triennial reporting.

Current Shared Obligations & Future Options

- **Shared Responsibility:** All users are jointly responsible for maintaining and ensuring regulatory compliance of the private lift station.

- Long-Term Solutions: Options involve rehabilitating the shared lift station or installing individual grinder pumps at each property.
- Cost Considerations: Grinder pumps are estimated at \$15,000 - \$27,000 each. Jacobs Engineering is preparing designs/quotes.

The significant cost of long-term solutions may lead property owners to seek City financial assistance, potentially via a special assessment. Staff requests City Council direction on whether to proceed with exploring these financial avenues. Specifically:

1. Does the Council want staff to investigate the feasibility and structure of potential financing options, including special assessments, for these sewer improvements that benefit properties both inside and outside the city?
2. If exploration is desired, should staff evaluate specific conditions, such as the possibility of requiring voluntary annexation for county residents seeking City financial assistance, as part of the options presented back to the Council?

FINANCIAL IMPACT:

The estimated cost is \$15,000 to \$27,000 per property to install grinder pumps.

RECOMMENDATION:

The lift station must be returned to working order and operate within FDEP requirements. A triennial report must also be provided to the City within ninety (90) days showing the lift station has been repaired and is operational. Failure of the property owners to comply may result in termination of water service. Staff is requesting Council direction on potential financing, with any stipulated requirements, such as voluntary annexation.

ATTACHMENT(S):

1. 3774101_911_Plantation Oaks_Summary Report (1)



911 and Plantation Oaks Pump Stations Recommendations for Improvements

Prepared For: City of Mary Esther, Florida



CONTENTS

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APPENDICES

Appendix A – DEP Checklist

Appendix B – Barge Pump Station Checklists

1.0 INTRODUCTION

The City of Mary Esther is investigating the 911 and Plantation Oaks pump stations for suitability for moving the currently private station under the maintenance purview of the City. Barge was tasked to evaluate the required improvements and work required to bring the stations into DEP compliance and up to the City of Mary Esther desired standards.

2.0 PUMP STATION EVALUATION

Barge visited the stations on March 30, 2022, for a cursory investigation. The inspection reports are included in Appendix B. Barge evaluated the stations per the DEP permitting checklists for compliance. The DEP checklists are included in Appendix A.

2.1 911 Pump Station

The 911 Pump Station is in poor physical shape. Due to its age, physical limitations, and damage after extreme weather events, it must be concluded that full replacement is the only long-term viable solution. The 911 station serves only 4 residences, therefore future service was evaluated with two options. Option 1 is the replacement with a new pump station, equipped with the reliability, communications, and redundancies of modern pump stations. Option 2 is the abandonment of the station and replacing it with a low-pressure sewer system for the 4 residences, utilizing the existing force main.

2.2 Plantation Oaks Pump Station

The Plantation Oaks Pump Station is in good physical shape. The pump station is performing adequately for its intended service and appears well maintained. Maintenance work is limited/hampered by poor access to the station. A tall brick wall on one side and trees and heavy landscaping surrounding the station, make the removal of the pumps for maintenance extremely difficult. Specialty equipment is needed to lift the pumps over the wall and does not appear an efficient and economical solution. Creating improved access through the landscaping will require approval by the property owner. The current easement language covering the station was not investigated.

3.0 RECOMMENDATIONS

3.1 911 Pump Station

3.1.1 Option 1 – Replacement of Pump Station

For the City of Mary Esther to take ownership of the 911 pump station, total replacement appears the only way to assure reliability of the system. The current station does not provide the space or the structural integrity to effectively refurbish the station. Recommended is a new duplex, submersible pump station, with a new wet well, new controls, and new SCADA features. Probable construction costs are provided in section 3.1.3.

3.1.2 Option 2 – Low Pressure Sewer Option

An alternative to total replacement of the 911 station is to abandon and remove the current station and replace it with individual package grinder stations (4), located near the clean outs of the residences to be changed over. The station would be owned by the residences with their responsibility of providing power to the stations. Force main extensions would need to be constructed to connect the 911 force main to the low pressure sewer lines. Probable construction costs are provided in section 3.1.3.

3.1.3 Opinion of Probable Construction Costs

Table 3.1 – Option 1 – Replacement of Pump Station

Item:	Costs:
Abandonment Existing 911 Station	\$5,000.00
Repair Existing Force Main	\$1,500.00
New Pump Station	\$74,000.00
Contingency (30%)	\$24,150.00
Total:	\$104,650.00

Table 3.2 – Option 2 – Low Pressure Sewer Option

Item:	Costs:
Item:	Costs:
Abandonment Existing 911 Station	\$5,000.00
Repair Existing Force Main	\$1,500.00
New Low-Pressure Mains	\$4,000.00
New Individual Grinder Stations (4)	\$50,000.00
Service Change Over Residences (4)	\$3,500.00
Contingency (30%)	\$19,200.00
Total:	\$83,200.00

3.2 Plantation Oaks Pump Station

3.2.1 Pump Station Improvements

The main concern for the Plantation Oaks Pump Station is proper access for maintenance tasks to the station. The station is in good physical condition and for the City of Mary Esther to provide reliable service an addition of SCADA is recommended, matching the type the City already uses. The station is equipped with adequate redundancies, with one item missing, a hoist to safely remove the pump from the wet well. Considering the proximity of a tall wall immediately adjacent to the wet well, a specialty type hoist would be required. Probable construction costs are provided in section 3.2.2.

3.2.2 Opinion of Probable Construction Costs

Table 3.3 – Plantation Oaks Improvements

Item:	Costs:
Hoist System	\$10,000.00
Mission type SCADA	\$3,000.00
Contingency (30%)	\$3,900.00
Total:	\$16,900.00

APPENDIX A – DEP Check List

911 Station.

Existing Conditions.

Stream Crossings

Initials (or "NA" or "NC")	Item Number	Requirement
	27	Sewers and force mains entering or crossing streams are designed to be constructed of ductile iron pipe with mechanical joints or so they will remain watertight and free from changes in alignment or grade or constructed of HDPE with fused joints for directional drilling. Appropriate materials which will not readily erode, cause siltation, damage pipe during placement, or corrode the pipe are specified to backfill the trench. [RSWF 36.21]
	28	Stream crossings are designed to incorporate valves or other flow regulating devices (which may include pump stations) on the shoreline or at such distances from the shoreline to prevent discharge in the event the line is damaged. [62- 604.400(2)(j)5., F.A.C.]
	29	Sewers and force mains entering or crossing streams are designed at a sufficient depth below the natural bottom of the stream bed to protect the line. At a minimum, the project is designed with subaqueous lines to be buried at least three feet below the design or actual bottom, whichever is deeper, of a canal and other dredged waterway or the natural bottom of streams, rivers, estuaries, bays, and other natural water bodies; or if it is not practicable to design the project with less than three-foot minimum cover, alternative construction features (e.g. a concrete cap, sleeve, or some other properly engineered device to insure adequate protection of the line) are described in Part II.C. [62- 604.400(2)(j)1., F.A.C., and RSWF 36.11]
	30	Specifications require permanent warning signs be placed on the banks of canals, streams, and rivers clearly identifying the nature and location (including depths below design or natural bottom) of subaqueous crossings and suitably fixed signs be placed at the shore, for subaqueous crossings of lakes, bays, and other large bodies of water, and in any area where anchoring is normally expected. [62-604.400(2)(j)2., F.A.C.]
	31	Provisions for testing the integrity of subaqueous lines are specified. [62-604.400(2)(j)4., F.A.C.]
	32	Supports are designed for all joints in pipes utilized for aerial crossings and to prevent overturning and settlement. Expansion jointing is specified between above ground and below ground sewers and force mains. The design considers the impact of floodwaters and debris. [RSWF 37]
	33	Aerial crossings are designed to maintain existing or required navigational capabilities within the waterway and to reserve riparian rights of adjacent property owners. [62- 604.400(2)(j)3., F.A.C.]

Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
X	34	In areas with high water tables, pump stations are designed to withstand flotation forces when empty. When siting the pump station, the design considers the potential for damage or interruption of operation because of flooding. Pump station structures and electrical and mechanical equipment are designed to be protected from physical damage by the 100-year flood. Pump stations are designed to remain fully operational and accessible during the 25-year flood unless lesser flood levels are appropriate based on local considerations, but not less than the 10-year flood. [62-604.400(2)(e), F.A.C.]
✓	35	Pump stations are designed to be readily accessible by maintenance vehicles during all weather conditions. [RSWF41.2]
X	36	Wet well and pump station piping is designed to avoid operational problems from the accumulation of grit. [RSWF 41.3]
✓	37	Dry wells, including their superstructure, are designed to be completely separated from the wet well. Common walls are designed to be gas tight. [RSWF 42.21]
✓	38	The design includes provisions to facilitate removing pumps, motors, and other mechanical and electrical equipment. [RSWF 42.22]
✓	39	The design includes provisions for: 1) suitable and safe means of access for persons wearing self-

Initials (or "NA" or "NC")	Item Number	Requirement
		contained breathing apparatus are provided to dry wells, and to wet wells; 2) stairway access to wet wells more than 4 feet deep containing either bar screens or mechanical equipment requiring inspection or maintenance; 3) for built-in-place pump stations, a stairway to the dry well with rest landings at vertical intervals not to exceed 12 feet; 4) for factory-built pump stations over 15 feet deep, a rigidly fixed landing at vertical intervals not to exceed 10 feet unless a manlift or elevator is provided; and 5) where a landing is used, a suitable and rigidly fixed barrier to prevent an individual from falling past the intermediate landing to a lower level. If a manlift or elevator is provided, emergency access is included in the design. [RSWF 42.23]
✓	40	Specified construction materials are appropriate under conditions of exposure to hydrogen sulfide and other corrosive gases, greases, oils, and other constituents frequently present in wastewater. [RSWF 42.25]
X	41	Multiple pumps are specified, and each pump has an individual intake. Where only two units are specified, they are of the same size. Specified units have capacity such that, with any unit out of service, the remaining units will have capacity to handle the design peak hourly flow. [RSWF 42.31 and 42.36]
N/A	42	Bar racks are specified for pumps handling wastewater from 30 inch or larger diameter sewers. Where a bar rack is specified, a mechanical hoist is also provided. The design includes provisions for appropriate protection from clogging for small pump stations. [RSWF 42.322]
X	43	Pumps handling raw wastewater are designed to pass spheres of at least 3 inches in diameter. Pump suction and discharge openings are designed to be at least 4 inches in diameter. Note, this provision is not applicable to grinder pumps. [RSWF 42.33]
✓	44	The design requires pumps be placed such that under normal operating conditions they will operate under a positive suction head, unless pumps are suction-lift pumps. [RSWF 42.34]
X	45	The design requires: 1) pump stations be protected from lightning and transient voltage surges; and 2) pump stations be equipped with lightning arrestors, surge capacitors, or other similar protection devices and phase protection. Note, small pump stations serving a single building are not required to provide surge protection devices if not necessary because the pump station is protected by the surge protection device of the single building. [62-604.400(2)(b), F.A.C.]
X	46	The design requires 1) electrical systems and components (e.g., motors, lights, cables, conduits, switch boxes, control circuits, etc.) in raw wastewater wet wells, or in enclosed or partially enclosed spaces where hazardous concentrations of flammable gases or vapors may be present, comply with the National Electrical Code requirements; 2) electrical equipment located in wet wells be suitable for use under corrosive conditions; 3) each flexible cable be provided with a watertight seal and separate strain relief; 4) a fused disconnect switch located above ground be provided for the main power feed for all pump stations; 5) electrical equipment exposed to weather to meet the requirements of weatherproof equipment NEMA 3R or 4; 6) a 110 volt power receptacle to facilitate maintenance be provided inside the control panel for pump stations that have control panels outdoors; and 7) ground fault interruption protection be provided for all outdoor outlets. [RSWF 42.35]
X	47	The design requires a sump pump equipped with dual check valves be provided in dry wells to remove leakage or drainage with discharge above the maximum high water level of the wet well. [RSWF42.37]
✓	48	Pump/pump station design capacities are based on the peak hourly flow and are adequate to maintain a minimum velocity of 2 feet per second in the force main. [RSWF 42.38]
X	49	The design includes provisions to automatically alternate the pumps in use. [RSWF 42.4]
✓	50	The design requires: 1) suitable shutoff valves be placed on the suction line of pumps/dry pit pumps; 2) suitable shutoff and check valves be placed on the discharge line of each pump (except on screw pumps); 3) a check valve be located between the shutoff valve and the pump; 4) check valves be suitable for the material being handled; 5) check valves be placed on the horizontal portion of discharge piping (except for ball checks, which may be placed in the vertical run); 6) all valves be capable of withstanding normal pressure and

Initials (or "NA" or "NC")	Item Number	Requirement
		water hammer; and 7) all shutoff and check valves be operable from the floor level and accessible for maintenance. [RSWF 42.5]
X	51	The effective volume of wet wells is based on design average flows and a filling time not to exceed 30 minutes unless the facility is designed to provide flow equalization. The pump manufacturer's duty cycle recommendations were utilized in selecting the minimum cycle time. [RSWF 42.62]
X	52	The design requires wet well floors have a minimum slope of 1 to 1 to the hopper bottom and the horizontal area of hopper bottoms be no greater than necessary for proper installation and function of the inlet. [RSWF 42.63]
✓	53	For covered wet wells, the design provides for air displacement to the atmosphere, such as an inverted "j" tube or other means. [RSWF 42.64]
✓	54	The design provides for adequate ventilation at all pump stations. Mechanical ventilation shall be provided where the dry well is below the ground surface. Permanently installed ventilation shall be provided if screens or mechanical equipment requiring maintenance or inspection are located in the wet well. Pump stations are designed with no interconnection between the wet well and dry well ventilation systems. [RSWF 42.71]
X	55	The design requires all intermittently operated ventilation equipment to be interconnected with the respective pit lighting system and the manual lighting/ventilation switch to override the automatic controls. [RSWF 42.73]
X	56	The design requires the fan wheels of ventilation systems be fabricated from non-sparking material and automatic heating and dehumidification equipment be provided in all dry wells. [RSWF 42.74]
X	57	If wet well ventilation is continuous, design provides for at least 12 complete 100% fresh air changes per hour; if wet well ventilation is intermittent, design provides for at least 30 complete 100% fresh air changes per hour; and design requires air to be forced into wet wells by mechanical means rather than solely exhausted from the wet well. [RSWF 42.75]
X	58	If dry well ventilation is continuous, design provides at least 12 complete 100% fresh air changes per hour; and dry well ventilation is intermittent, design provides for at least 30 complete 100% fresh air changes per hour, unless a system of two speed ventilation with an initial ventilation rate of 30 changes per hour for 10 minutes and automatic switch over to 6 changes per hour is used to conserve heat. [RSWF 42.76]
X	59	Pump stations are designed and located on the site to minimize adverse effects from odors, noise, and lighting. [62- 604.400(2)(c), F.A.C.]
X	60	The design requires pump stations be enclosed with a fence or otherwise designed with appropriate features to discourage the entry of animals and unauthorized persons. Posting of an unobstructed sign made of durable weather resistant material at a location visible to the public with a telephone number for a point of contact in case of emergency is specified. [62-604.400(2)(d), F.A.C.]
N/A	61	The design requires suitable devices for measuring wastewater flow at all pump stations. Indicating, totalizing, and recording flow measurement are specified for pump stations with a 350 gpm or greater design peak flow. [RSWF 42.8]
✓	62	The project is designed with no physical connections between any potable water supplies and pump stations. If a potable water supply is brought to a station, reduced-pressure principle backflow-prevention assemblies are specified. [RSWF 42.9 and 62-555.30(4), F.A.C.]

Additional Items to be Completed for Suction-Lift Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
✓	63	The design requires all suction-lift pumps to be either self-priming or vacuum-priming and the combined total of dynamic suction-lift at the "pump off" elevation and required net positive suction head at design operating conditions not to exceed 22 feet. For self-priming

Initials (or "NA" or "NC")	Item Number	Requirement
		pumps, the design requires: 1) pumps be capable of rapid priming and repriming at the "lead pump on" elevation with self-priming and repriming accomplished automatically under design operating conditions; 2) suction piping not to exceed the size of the pump suction or 25 feet in total length; and 3) priming lift at the "lead pump on" elevation to include a safety factor of at least 4 feet from the maximum allowable priming lift for the specific equipment at design operating conditions. For vacuum-priming pump stations, the design requires dual vacuum pumps capable of automatically and completely removing air from the suction-lift pumps and the vacuum pumps be adequately protected from damage due to wastewater. [RSWF 43.1]
✓	64	The design requires: 1) suction-lift pump equipment compartments to be above grade or offset and to be effectively isolated from the wet well to prevent a hazardous and corrosive sewer atmosphere from entering the equipment compartment; 2) wet well access not to be through the equipment compartment and to be at least 24 inches in diameter; 3) gasketed replacement plates be provided to cover the opening to the wet well for pump units to be remove for service; and 4) no valving be located in the wet well. [RSWF 43.2]

Additional Items to be Completed for Submersible Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
	65	Submersible pumps and motors are designed specifically for raw wastewater use, including totally submerged operation during a portion of each pump cycle and to meet the requirements of the National Electrical Code for such units. Provisions for detecting shaft seal failure or potential seal failure are included in the design. [RSWF 44.1]
	66	The design requires submersible pumps be readily removable and replaceable without dewatering the wet well or disconnecting any piping in the wet well. [RSWF 44.2]
	67	In submersible pump stations, electrical supply, control, and alarm circuits are designed to provide strain relief; to allow disconnection from outside the wet well; and to protect terminals and connectors from corrosion by location outside the wet well or through use of watertight seals. [RSWF 44.31]
	68	In submersible pump stations, the design requires the motor control center to be located outside the wet well, readily accessible, and protected by a conduit seal or other appropriate measures meeting the requirements of the National Electrical Code, to prevent the atmosphere of the wet well from gaining access to the control center. If a seal is specified, the motor can be removed and electrically disconnected without disturbing the seal. The design requires control equipment exposed to weather to meet the requirements of weatherproof equipment NEMA 3R or 4. [RSWF 44.32]
	69	In submersible pump stations, the design requires: 1) pump motor power cords be flexible and serviceable under conditions of extra hard usage and to meet the requirements of the National Electrical Code standards for flexible cords in wastewater pump stations; 2) ground fault interruption protection be used to de-energize the circuit in the event of any failure in the electrical integrity of the cable; and 3) power cord terminal fittings be corrosion-resistant and constructed in a manner to prevent the entry of moisture into the cable, provided with strain relief appurtenances, and designed to facilitate field connecting. [RSWF 44.33]
	70	In submersible pump stations, the design requires all shut-off and check valves be located in a separate valve pit. Provisions to remove or drain accumulated water from the valve pit are included in the design. [RSWF 44.4]

Emergency Operations for Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
X	71	Pump stations are designed with an alarm system which activates in cases of power failure, sump pump failure, pump failure, unauthorized entry, or any cause of pump station malfunction. Pump station alarms are designed to be telemetered to a facility that is manned 24 hours a day. If such a facility is not available and a 24-hour holding capacity is not provided, the alarm is designed to be telemetered to utility offices during normal working hours and to the home of the responsible person(s) in charge of the lift station during off-duty hours. Note, if an audio-visual alarm system with a self-contained power supply is provided in lieu of a telemetered system, documentation is provided in Part II.(5)B. showing an equivalent level of reliability and public health protection. [RSWF 46]
X	72	The design requires emergency pumping capability be provided for all pump stations. For pump stations that receive flow from one or more pump stations through a force main or pump stations discharging through pipes 12 inches or larger, the design requires uninterrupted pumping capability be provided, including an in-place emergency generator. Where portable pumping and/or generating equipment or manual transfer is used, the design includes sufficient storage capacity with an alarm system to allow time for detection of pump station failure and transportation and connection of emergency equipment. [62-604.400(2)(a)1. and 2., F.A.C., and RSWF 47.423 and 47.433]
X	73	The design requires: 1) emergency standby systems to have sufficient capacity to start up and maintain the total rated running capacity of the station, including lighting, ventilation, and other auxiliary equipment necessary for safety and proper operation; 2) special sequencing controls be provided to start pump motors unless the generating equipment has capacity to start all pumps simultaneously with auxiliary equipment operating; 3) a riser from the force main with rapid connection capabilities and appropriate valving be provided for all pump stations to hook up portable pumps; and 4) all pump station reliability design features be compatible with the available temporary service power generating and pumping equipment of the authority responsible for operation and maintenance of the collection/transmission system. [62-604.400(2)(a)3., F.A.C., and RSWF 47.431]
X	74	The design provides for emergency equipment to be protected from operation conditions that would result in damage to the equipment and from damage at the restoration of regular electrical power. [RSWF 47.411, 47.417, and 47.432]
X	75	Where independent substations are used for emergency power, each separate substation and its associated transmission lines is designed to be capable of starting and operating the pump station at its rated capacity. [RSWF 47.44]

Force Mains

Initials (or "NA" or "NC")	Item Number	Requirement
✓	76	Force mains are designed to maintain, at design pumping rates, a cleansing velocity of at least 2 feet per second. The minimum force main diameter specified for raw wastewater is not less than 4 inches. (Not applicable to low pressure sewer systems) [RSWF49.1]
N/A	77	The design requires: 1) branches of intersecting force mains be provided with appropriate valves such that one branch may be shut down for maintenance and repair without interrupting the flow of other branches; and 2) stub-outs on force mains, placed in anticipation of future connections, be equipped with a valve to allow such connection without interruption of service. [62-604.400(2)(f), F.A.C.]
N/A	78	The design requires air relief valves be placed at high points in the force main to prevent air locking. [RSWF 49.2]
X	79	Specified force main pipe and joints are equal to water main strength materials suitable for design conditions. The force main, reaction blocking, and station piping are designed to withstand water hammer pressures and stresses associated with the cycling of wastewater

Initials (or "NA" or "NC")	Item Number	Requirement
		pump stations. [RSWF 49.4]
N/A	80	When the Hazen and Williams formula is used to calculate friction losses through force mains, the value for "C" is 100 for unlined iron or steel pipe for design. For other smooth pipe materials, such as PVC, polyethylene, lined ductile iron, the value for C does not exceed 120 (130 for PVC and HDPE) for design. (Not applicable to low pressure sewer systems) [RSWF 49.61]
X	81	Where force mains are constructed of material, which might cause the force main to be confused with potable water mains, specifications require the force main to be clearly identified. [RSWF 49.7]
X	82	Leakage tests for force mains are specified including testing methods and leakage limits. [RSWF 49.8]

Note, if this project is an alternative collection system (i.e. a low pressure sewer system or a vacuum sewer system), complete the checklist items on Attachment I for low pressure sewer systems or Attachment II for vacuum sewer systems. Include the attachment with the submittal. For any items marked "NA" or "NC," provide an explanation in section 5(B).

Plantation Oaks Station

Existing Conditions

Stream Crossings

Initials (or "NA" or "NC")	Item Number	Requirement
	27	Sewers and force mains entering or crossing streams are designed to be constructed of ductile iron pipe with mechanical joints or so they will remain watertight and free from changes in alignment or grade or constructed of HDPE with fused joints for directional drilling. Appropriate materials which will not readily erode, cause siltation, damage pipe during placement, or corrode the pipe are specified to backfill the trench. [RSWF 36.21]
	28	Stream crossings are designed to incorporate valves or other flow regulating devices (which may include pump stations) on the shoreline or at such distances from the shoreline to prevent discharge in the event the line is damaged. [62- 604.400(2)(j)5., F.A.C.]
	29	Sewers and force mains entering or crossing streams are designed at a sufficient depth below the natural bottom of the stream bed to protect the line. At a minimum, the project is designed with subaqueous lines to be buried at least three feet below the design or actual bottom, whichever is deeper, of a canal and other dredged waterway or the natural bottom of streams, rivers, estuaries, bays, and other natural water bodies; or if it is not practicable to design the project with less than three-foot minimum cover, alternative construction features (e.g. a concrete cap, sleeve, or some other properly engineered device to insure adequate protection of the line) are described in Part II.C. [62- 604.400(2)(j)1., F.A.C., and RSWF 36.11]
	30	Specifications require permanent warning signs be placed on the banks of canals, streams, and rivers clearly identifying the nature and location (including depths below design or natural bottom) of subaqueous crossings and suitably fixed signs be placed at the shore, for subaqueous crossings of lakes, bays, and other large bodies of water, and in any area where anchoring is normally expected. [62-604.400(2)(j)2., F.A.C.]
	31	Provisions for testing the integrity of subaqueous lines are specified. [62-604.400(2)(j)4., F.A.C.]
	32	Supports are designed for all joints in pipes utilized for aerial crossings and to prevent overturning and settlement. Expansion jointing is specified between above ground and below ground sewers and force mains. The design considers the impact of floodwaters and debris. [RSWF 37]
	33	Aerial crossings are designed to maintain existing or required navigational capabilities within the waterway and to reserve riparian rights of adjacent property owners. [62- 604.400(2)(j)3., F.A.C.]

Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
✓	34	In areas with high water tables, pump stations are designed to withstand flotation forces when empty. When siting the pump station, the design considers the potential for damage or interruption of operation because of flooding. Pump station structures and electrical and mechanical equipment are designed to be protected from physical damage by the 100-year flood. Pump stations are designed to remain fully operational and accessible during the 25-year flood unless lesser flood levels are appropriate based on local considerations, but not less than the 10-year flood. [62-604.400(2)(e), F.A.C.]
X	35	Pump stations are designed to be readily accessible by maintenance vehicles during all weather conditions. [RSWF41.2]
✓	36	Wet well and pump station piping is designed to avoid operational problems from the accumulation of grit. [RSWF 41.3]
N/A	37	Dry wells, including their superstructure, are designed to be completely separated from the wet well. Common walls are designed to be gas tight. [RSWF 42.21]
X	38	The design includes provisions to facilitate removing pumps, motors, and other mechanical and electrical equipment. [RSWF 42.22]
✓	39	The design includes provisions for: 1) suitable and safe means of access for persons wearing self-

Initials (or "NA" or "NC")	Item Number	Requirement
		contained breathing apparatus are provided to dry wells, and to wet wells; 2) stairway access to wet wells more than 4 feet deep containing either bar screens or mechanical equipment requiring inspection or maintenance; 3) for built-in-place pump stations, a stairway to the dry well with rest landings at vertical intervals not to exceed 12 feet; 4) for factory-built pump stations over 15 feet deep, a rigidly fixed landing at vertical intervals not to exceed 10 feet unless a manlift or elevator is provided; and 5) where a landing is used, a suitable and rigidly fixed barrier to prevent an individual from falling past the intermediate landing to a lower level. If a manlift or elevator is provided, emergency access is included in the design. [RSWF 42.23]
✓	40	Specified construction materials are appropriate under conditions of exposure to hydrogen sulfide and other corrosive gases, greases, oils, and other constituents frequently present in wastewater. [RSWF 42.25]
✓	41	Multiple pumps are specified, and each pump has an individual intake. Where only two units are specified, they are of the same size. Specified units have capacity such that, with any unit out of service, the remaining units will have capacity to handle the design peak hourly flow. [RSWF 42.31 and 42.36]
N/A	42	Bar racks are specified for pumps handling wastewater from 30 inch or larger diameter sewers. Where a bar rack is specified, a mechanical hoist is also provided. The design includes provisions for appropriate protection from clogging for small pump stations. [RSWF 42.322]
✓	43	Pumps handling raw wastewater are designed to pass spheres of at least 3 inches in diameter. Pump suction and discharge openings are designed to be at least 4 inches in diameter. Note, this provision is not applicable to grinder pumps. [RSWF 42.33]
✓	44	The design requires pumps be placed such that under normal operating conditions they will operate under a positive suction head, unless pumps are suction-lift pumps. [RSWF 42.34]
✓	45	The design requires: 1) pump stations be protected from lightning and transient voltage surges; and 2) pump stations be equipped with lightning arrestors, surge capacitors, or other similar protection devices and phase protection. Note, small pump stations serving a single building are not required to provide surge protection devices if not necessary because the pump station is protected by the surge protection device of the single building. [62-604.400(2)(b), F.A.C.]
✓	46	The design requires 1) electrical systems and components (e.g., motors, lights, cables, conduits, switch boxes, control circuits, etc.) in raw wastewater wet wells, or in enclosed or partially enclosed spaces where hazardous concentrations of flammable gases or vapors may be present, comply with the National Electrical Code requirements; 2) electrical equipment located in wet wells be suitable for use under corrosive conditions; 3) each flexible cable be provided with a watertight seal and separate strain relief; 4) a fused disconnect switch located above ground be provided for the main power feed for all pump stations; 5) electrical equipment exposed to weather to meet the requirements of weatherproof equipment NEMA 3R or 4; 6) a 110 volt power receptacle to facilitate maintenance be provided inside the control panel for pump stations that have control panels outdoors; and 7) ground fault interruption protection be provided for all outdoor outlets. [RSWF 42.35]
N/A	47	The design requires a sump pump equipped with dual check valves be provided in dry wells to remove leakage or drainage with discharge above the maximum high water level of the wet well. [RSWF42.37]
N/A	48	Pump/pump station design capacities are based on the peak hourly flow and are adequate to maintain a minimum velocity of 2 feet per second in the force main. [RSWF 42.38]
✓	49	The design includes provisions to automatically alternate the pumps in use. [RSWF 42.4]
✓	50	The design requires: 1) suitable shutoff valves be placed on the suction line of pumps/dry pit pumps; 2) suitable shutoff and check valves be placed on the discharge line of each pump (except on screw pumps); 3) a check valve be located between the shutoff valve and the pump; 4) check valves be suitable for the material being handled; 5) check valves be placed on the horizontal portion of discharge piping (except for ball checks, which may be placed in the vertical run); 6) all valves be capable of withstanding normal pressure and

Initials (or "NA" or "NC")	Item Number	Requirement
		water hammer; and 7) all shutoff and check valves be operable from the floor level and accessible for maintenance. [RSWF 42.5]
✓	51	The effective volume of wet wells is based on design average flows and a filling time not to exceed 30 minutes unless the facility is designed to provide flow equalization. The pump manufacturer's duty cycle recommendations were utilized in selecting the minimum cycle time. [RSWF 42.62]
✓	52	The design requires wet well floors have a minimum slope of 1 to 1 to the hopper bottom and the horizontal area of hopper bottoms be no greater than necessary for proper installation and function of the inlet. [RSWF 42.63]
✓	53	For covered wet wells, the design provides for air displacement to the atmosphere, such as an inverted "j" tube or other means. [RSWF 42.64]
N/A	54	The design provides for adequate ventilation at all pump stations. Mechanical ventilation shall be provided where the dry well is below the ground surface. Permanently installed ventilation shall be provided if screens or mechanical equipment requiring maintenance or inspection are located in the wet well. Pump stations are designed with no interconnection between the wet well and dry well ventilation systems. [RSWF 42.71]
N/A	55	The design requires all intermittently operated ventilation equipment to be interconnected with the respective pit lighting system and the manual lighting/ventilation switch to override the automatic controls. [RSWF 42.73]
N/A	56	The design requires the fan wheels of ventilation systems be fabricated from non-sparking material and automatic heating and dehumidification equipment be provided in all dry wells. [RSWF 42.74]
N/A	57	If wet well ventilation is continuous, design provides for at least 12 complete 100% fresh air changes per hour; if wet well ventilation is intermittent, design provides for at least 30 complete 100% fresh air changes per hour; and design requires air to be forced into wet wells by mechanical means rather than solely exhausted from the wet well. [RSWF 42.75]
N/A	58	If dry well ventilation is continuous, design provides at least 12 complete 100% fresh air changes per hour; and dry well ventilation is intermittent, design provides for at least 30 complete 100% fresh air changes per hour, unless a system of two speed ventilation with an initial ventilation rate of 30 changes per hour for 10 minutes and automatic switch over to 6 changes per hour is used to conserve heat. [RSWF 42.76]
X	59	Pump stations are designed and located on the site to minimize adverse effects from odors, noise, and lighting. [62- 604.400(2)(c), F.A.C.]
X	60	The design requires pump stations be enclosed with a fence or otherwise designed with appropriate features to discourage the entry of animals and unauthorized persons. Posting of an unobstructed sign made of durable weather resistant material at a location visible to the public with a telephone number for a point of contact in case of emergency is specified. [62-604.400(2)(d), F.A.C.]
N/A X	61	The design requires suitable devices for measuring wastewater flow at all pump stations. Indicating, totalizing, and recording flow measurement are specified for pump stations with a 350 gpm or greater design peak flow. [RSWF 42.8]
✓	62	The project is designed with no physical connections between any potable water supplies and pump stations. If a potable water supply is brought to a station, reduced-pressure principle backflow-prevention assemblies are specified. [RSWF 42.9 and 62-555.30(4), F.A.C.]

Additional Items to be Completed for Suction-Lift Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
	63	The design requires all suction-lift pumps to be either self-priming or vacuum-priming and the combined total of dynamic suction-lift at the "pump off" elevation and required net positive suction head at design operating conditions not to exceed 22 feet. For self-priming

Initials (or "NA" or "NC")	Item Number	Requirement
		pumps, the design requires: 1) pumps be capable of rapid priming and repriming at the "lead pump on" elevation with self-priming and repriming accomplished automatically under design operating conditions; 2) suction piping not to exceed the size of the pump suction or 25 feet in total length; and 3) priming lift at the "lead pump on" elevation to include a safety factor of at least 4 feet from the maximum allowable priming lift for the specific equipment at design operating conditions. For vacuum-priming pump stations, the design requires dual vacuum pumps capable of automatically and completely removing air from the suction-lift pumps and the vacuum pumps be adequately protected from damage due to wastewater. [RSWF 43.1]
	64	The design requires: 1) suction-lift pump equipment compartments to be above grade or offset and to be effectively isolated from the wet well to prevent a hazardous and corrosive sewer atmosphere from entering the equipment compartment; 2) wet well access not to be through the equipment compartment and to be at least 24 inches in diameter; 3) gasketed replacement plates be provided to cover the opening to the wet well for pump units to be remove for service; and 4) no valving be located in the wet well. [RSWF 43.2]

Additional Items to be Completed for Submersible Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
✓	65	Submersible pumps and motors are designed specifically for raw wastewater use, including totally submerged operation during a portion of each pump cycle and to meet the requirements of the National Electrical Code for such units. Provisions for detecting shaft seal failure or potential seal failure are included in the design. [RSWF 44.1]
✓	66	The design requires submersible pumps be readily removable and replaceable without dewatering the wet well or disconnecting any piping in the wet well. [RSWF 44.2]
✓	67	In submersible pump stations, electrical supply, control, and alarm circuits are designed to provide strain relief; to allow disconnection from outside the wet well; and to protect terminals and connectors from corrosion by location outside the wet well or through use of watertight seals. [RSWF 44.31]
✓	68	In submersible pump stations, the design requires the motor control center to be located outside the wet well, readily accessible, and protected by a conduit seal or other appropriate measures meeting the requirements of the National Electrical Code, to prevent the atmosphere of the wet well from gaining access to the control center. If a seal is specified, the motor can be removed and electrically disconnected without disturbing the seal. The design requires control equipment exposed to weather to meet the requirements of weatherproof equipment NEMA 3R or 4. [RSWF 44.32]
✓	69	In submersible pump stations, the design requires: 1) pump motor power cords be flexible and serviceable under conditions of extra hard usage and to meet the requirements of the National Electrical Code standards for flexible cords in wastewater pump stations; 2) ground fault interruption protection be used to de-energize the circuit in the event of any failure in the electrical integrity of the cable; and 3) power cord terminal fittings be corrosion-resistant and constructed in a manner to prevent the entry of moisture into the cable, provided with strain relief appurtenances, and designed to facilitate field connecting. [RSWF 44.33]
✓	70	In submersible pump stations, the design requires all shut-off and check valves be located in a separate valve pit. Provisions to remove or drain accumulated water from the valve pit are included in the design. [RSWF 44.4]

Emergency Operations for Pump Stations

Initials (or "NA" or "NC")	Item Number	Requirement
✓	71	Pump stations are designed with an alarm system which activates in cases of power failure, sump pump failure, pump failure, unauthorized entry, or any cause of pump station malfunction. Pump station alarms are designed to be telemetered to a facility that is manned 24 hours a day. If such a facility is not available and a 24-hour holding capacity is not provided, the alarm is designed to be telemetered to utility offices during normal working hours and to the home of the responsible person(s) in charge of the lift station during off-duty hours. Note, if an audio-visual alarm system with a self-contained power supply is provided in lieu of a telemetered system, documentation is provided in Part II.(5)B. showing an equivalent level of reliability and public health protection. [RSWF 46]
X	72	The design requires emergency pumping capability be provided for all pump stations. For pump stations that receive flow from one or more pump stations through a force main or pump stations discharging through pipes 12 inches or larger, the design requires uninterrupted pumping capability be provided, including an in-place emergency generator. Where portable pumping and/or generating equipment or manual transfer is used, the design includes sufficient storage capacity with an alarm system to allow time for detection of pump station failure and transportation and connection of emergency equipment. [62-604.400(2)(a)1. and 2., F.A.C., and RSWF 47.423 and 47.433]
✓	73	The design requires: 1) emergency standby systems to have sufficient capacity to start up and maintain the total rated running capacity of the station, including lighting, ventilation, and other auxiliary equipment necessary for safety and proper operation; 2) special sequencing controls be provided to start pump motors unless the generating equipment has capacity to start all pumps simultaneously with auxiliary equipment operating; 3) a riser from the force main with rapid connection capabilities and appropriate valving be provided for all pump stations to hook up portable pumps; and 4) all pump station reliability design features be compatible with the available temporary service power generating and pumping equipment of the authority responsible for operation and maintenance of the collection/transmission system. [62-604.400(2)(a)3., F.A.C., and RSWF 47.431]
N/A	74	The design provides for emergency equipment to be protected from operation conditions that would result in damage to the equipment and from damage at the restoration of regular electrical power. [RSWF 47.411, 47.417, and 47.432]
N/A	75	Where independent substations are used for emergency power, each separate substation and its associated transmission lines is designed to be capable of starting and operating the pump station at its rated capacity. [RSWF 47.44]

Force Mains

Initials (or "NA" or "NC")	Item Number	Requirement
N/A	76	Force mains are designed to maintain, at design pumping rates, a cleansing velocity of at least 2 feet per second. The minimum force main diameter specified for raw wastewater is not less than 4 inches. (Not applicable to low pressure sewer systems) [RSWF49.1]
N/A	77	The design requires: 1) branches of intersecting force mains be provided with appropriate valves such that one branch may be shut down for maintenance and repair without interrupting the flow of other branches; and 2) stub-outs on force mains, placed in anticipation of future connections, be equipped with a valve to allow such connection without interruption of service. [62-604.400(2)(f), F.A.C.]
N/A	78	The design requires air relief valves be placed at high points in the force main to prevent air locking. [RSWF 49.2]
N/A	79	Specified force main pipe and joints are equal to water main strength materials suitable for design conditions. The force main, reaction blocking, and station piping are designed to withstand water hammer pressures and stresses associated with the cycling of wastewater

Initials (or "NA" or "NC")	Item Number	Requirement
		pump stations. [RSWF 49.4]
N/A	80	When the Hazen and Williams formula is used to calculate friction losses through force mains, the value for "C" is 100 for unlined iron or steel pipe for design. For other smooth pipe materials, such as PVC, polyethylene, lined ductile iron, the value for C does not exceed 120 (130 for PVC and HDPE) for design. (Not applicable to low pressure sewer systems) [RSWF 49.61]
N/A	81	Where force mains are constructed of material, which might cause the force main to be confused with potable water mains, specifications require the force main to be clearly identified. [RSWF 49.7]
N/A	82	Leakage tests for force mains are specified including testing methods and leakage limits. [RSWF 49.8]

Note, if this project is an alternative collection system (i.e. a low pressure sewer system or a vacuum sewer system), complete the checklist items on Attachment I for low pressure sewer systems or Attachment II for vacuum sewer systems. Include the attachment with the submittal. For any items marked "NA" or "NC," provide an explanation in section 5(B).

APPENDIX B – Barge Pump Station Evaluation Forms

PUMP STATION CONDITION ASSESSMENT

PROJECT INFORMATION	
Project Name	Mary Esther, FL, 911 station
Client Company	Mary Esther, FL
Client Point of Contact Name	
Client Point of Contact Phone	
Client Point of Contact Email	
Project Number	3774101
GENERAL INFORMATION	
Person Performing Assessment	Kevin Kennoy, Hayden Brown, Tonny Peters
Date	03/30/2022
Assessment Type	Initial
PUMP STATION INFORMATION	
Pump Station Number	
Pump Station Name	911
Station Type	Dry Pit
Number of Pumps	1
Pump Station Operation Questions	
Configuration	Simplex
If other, type:	
Control Method	Wetwell Level
If other, type:	
Pump Rotation	Automatic
Pump Station General Condition Questions	
Does the pump station have problems with odor?	No
Does the pump station have problems with noise?	No
Is there leaking at the pipe, joints or fittings?	Yes
Is the paint in good condition?	No
Does the station have flowmeters?	No
Are the flowmeters operational?	N/A
Is seal water flowing to the pumps?	No
Seal water source:	N/A
Is there evidence of hydrogen sulfide (blackened copper, brass, or bronze)?	Yes
Is there wet well ventilation?	Yes, Inadequate
If yes:	N/A
If other, identify:	
Are fans in good condition?	
Are bird/insect screens provided?	
Are the screens dirty?	

PUMP STATION CONDITION ASSESSMENT

Is the station equipped with cranes?	No
If yes, what is the crane capacity (tons)?	
If yes, are the cranes in good working order?	
If yes, can crane(s) reach all equipment necessary?	
Does the station have large access door(s) (roll-up or oversize swing)?	
Does the station have surge relief?	No
If yes, type:	
If other, type:	
Is proper air relief provided where needed on force main?	Unknown
If yes, are ARVs operational?	
If yes, condition of ARVs:	
Is adequate illumination available?	N/A
If no, describe:	
Is there adequate workspace around equipment?	Yes
If no, describe:	
Does the equipment accommodate Lock Out / Tag Out?	No
Pump Station Ratings	
Overall Condition Rating	Poor
Notes	
Photos	Attached
SITE IMPROVEMENTS	
Instructions: Provide condition ratings for the following:	
Fencing	None
Landscaping/Aesthetics	Hidden
Driving Surfaces	Fair
Sidewalks	None
Notes	This inspection sheet is part of summary report
Photos	Attached
STRUCTURES INFORMATION	
Instructions: Provide condition ratings for the following:	
Exterior Structure	Poor
Roof	None
Interior Structure (excluding wet and dry wells; see respective section)	Poor
Notes	
Photos	
PUMP INFORMATION	

PUMP STATION CONDITION ASSESSMENT

Pump Tag	1700-145TEFR5334IH
Pump Type	Centrifugal
Horizontal or Vertical	Horizontal
Pump Manufacturer	Marathon
Pump Model	
Operation	Constant Speed, Variable Speed
If variable speed, type:	
Coupling	Belt
If lineshaft, length (ft):	
Coupling Type	Other
If other, type:	
Impeller Type	Unknown
If other, type:	
Impeller Diameter (in)	
Seal Type	Mechanical Single
Seal Lubrication	None
Working Suction Gauge (Compound Vac/ Press)	No
Working Discharge Pressure Gauge	No
Pump Questions	
Does the pump shaft rotate freely?	Yes
If no, describe:	
Are abnormal vibrations observed?	No
If yes, describe magnitude, direction, and frequency:	
Are bearings too hot to touch?	No
Is the pump making abnormal sounds?	No
If yes, describe:	
Are abnormal odors present?	No
If yes, describe:	
Is there visual evidence of impeller wear and ragging?	Unknown
If yes, describe:	
Is there visual evidence of seal degradation or water leakage?	No
If yes, note the amount, presence of metal or grit, dirty or clean:	
Can pump pass 3" solids or grinder discharge or pass 2" solids with integral screen?	Yes
Are the pumps removable and reconnectable without entry?	Yes
Has the O&M been provided?	No

PUMP STATION CONDITION ASSESSMENT

Have the pump curves been provided?	No
Pump Ratings	
Condition Rating	Poor
Notes	
Photos	
MOTOR INFORMATION	
Motor Tag	
Motor Manufacturer	
Motor Model	
Enclosure	
Voltage	
Motor Power (hp)	2
Motor RPM	1725
Service Factor	1.15
Inverter Duty?	
Insulation Class	Class B
Other:	
NEMA Design	
If other, identify:	
NEMA Frame (if applicable)	
If VFD powered, is bearing protection provided?	
If yes, what type?	
If other, identify:	
Coupling Manufacturer	
Coupling Model	
Allowable Temperature (°F)	
Observed Bearing Temperature (°F)	
Observed Winding Temperature (°F)	
Motor Questions	
Are abnormal vibrations observed?	
If yes, describe magnitude, direction, and frequency:	
Is the motor making abnormal sounds?	
If yes, describe:	
Are abnormal odors present?	
If yes, describe:	
Are the motors and controls protected from moisture?	
Is the motor protected on all three phases?	
Motor Ratings	

PUMP STATION CONDITION ASSESSMENT

Condition Rating	Poor
Notes	
Photos	
DRIVE INFORMATION	
Drive Tag	
Drive Manufacturer	
Drive Model	
Drive Questions	
Are abnormal vibrations observed?	
If yes, describe magnitude, direction, and frequency:	
Is the drive making abnormal sounds?	
If yes, describe:	
Are abnormal odors present?	
If yes, describe:	
Has the O&M been provided?	
Drive Ratings	
Condition Rating	
Notes	
Photos	
ELECTRICAL SYSTEM INFORMATION	
MCC/Switchgear Manufacturer	
MCC/Switchgear Model	
Main Feed Voltage	
Incoming Voltage to Station	
Interrupting Capacity	
Electrical System Questions	
If VFD controlled, are bypass connectors installed?	
If VFD controlled, is air conditioning provided?	
If constant speed:	
If reduced voltage start, type:	
Is the hardware obsolete?	
Is the technology efficient by current standards?	
Does the existing configuration allow for expansion or upgrades?	
Is there visual evidence of corrosion?	
Reason(s) for Corrosion	

PUMP STATION CONDITION ASSESSMENT

Is there the potential for fire or explosion due to equipment not being suitable for electrically "classified" areas?	
Are combustion gas detectors installed to detect flammable or explosive levels of methane in the wet well and other classified locations?	
Are the electrical controls located in a suitable housing to protect against weather and vandalism?	
Is there dust in control panel?	
Is the control panel corroded or obsolete?	
Is there visual evidence of dry or cracked cables?	
Are there loosened electrical contacts?	
Are the nameplates and signage readable, circuit breakers labeled with loads, and equipment labeled where being fed from?	
Are the alternate feeds fed from separate substations?	
Is the secondary feed rating greater than or equal to the primary	
For dual-feed, are the circuits separated to prevent a common mode of failure?	
Are there correct voltage warning signs?	
Are arc flash labels present?	
Electrical System Ratings	
Condition Rating	Poor
Notes	
Photos	
WET WELL INFORMATION- OBSERVE IN DRAW DOWN STATE	
Wet Well Dimensions (ft)	4
Wet Well Questions	
Is there visual evidence of grease accumulation?	No
Is there evidence of a heavy grease/floatable layer?	No
Is there visual evidence of sediment accumulation?	Yes
Is there evidence of heavy grit load?	Yes
Is there visual evidence of debris accumulation?	Yes
Are there signs of flooding?	Yes

PUMP STATION CONDITION ASSESSMENT

Do the walls show evidence of coating condition?	No
Is there evidence of spalling or softness of concrete or concrete erosion or degradation?	No
Are the bottom fillets in good condition?	No
Is there visible surface vortex at the low level?	Yes
Is there evidence of corrosion in the ventilation system ducts or fans?	Yes
Is there evidence of corrosion in the interior railing?	Yes, No
Is there evidence of corrosion in interior lighting fixtures?	
Is there evidence of corrosion in level sensing systems?	No
Is there evidence of corrosion in access ladders or platforms?	Yes
Is there evidence of corrosion in pump control systems?	No
Is there evidence of corrosion in pump rails?	
Is there evidence of corrosion in interior piping?	Yes
Is there evidence of corrosion on other metal components?	Yes
Is the station equipped with a bar screen?	No
If yes, bar screen manufacturer:	
If yes, bar screen model:	
If yes, bar screen condition:	
Are the screens equipped with a conveyor?	
If yes, conveyor manufacturer:	
If yes, conveyor model:	
If yes, conveyor condition:	
Is the station equipped with a grinder(s)?	
If yes, grinder manufacturer:	
If yes, grinder model:	
If yes, grinder condition:	
Is there visual evidence of loose shaft carrier brackets?	
Is there visual evidence of crossbeam support degradation?	
Is the wet well designed for unsettled sewage?	No

PUMP STATION CONDITION ASSESSMENT

Is equipment located in wet wells explosion proof?	No
If applicable, are fillets sloped one-to-one and is the horizontal area no greater than necessary?	No
Wet Well Rating	
Condition Rating	Poor
Notes	
Photos	
DRY WELL INFORMATION	
Dry Well Dimensions (ft)	4x4
Is there visual evidence of spalling, cracks, or seepage?	Yes
Are there other visual deficiencies (note below)?	Yes
Condition Rating	Poor
Notes	Elevated above ground surface
Photos	
PIPING INFORMATION- OBSERVE WHILE PUMP STATION ONLINE	
Is there evidence of corrosion, leakage, or coating system condition?	Yes
Are the pipes anchored?	No
Condition Rating	Poor
Notes	
Photos	
VALVE INFORMATION	
Valve Tag	
Valve Type	
Valve Description	
Valve Manufacturer	
Valve Model	
Valve Questions	
Is there evidence of corrosion, leakage, or coating system condition?	Yes
Are the shot-off and check valves located in a separate vault?	Yes
Are check valves in place on each line?	Yes
Valve Ratings	
Condition Rating	Poor
Notes	
Photos	

PUMP STATION CONDITION ASSESSMENT

INSTRUMENTATION INFORMATION	
Instrument Type	Float
Instrument Manufacturer	
Instrument Model	
Instrumentation Questions	
Is there adequate workspace around equipment?	Yes
Instrumentation Ratings	
Condition Rating	Good
Notes	
Photos	
SCADA EQUIPMENT/PROGRAMMING INFORMATION	
Is the wet well high-level alarm operating properly?	
Is the wet well low-level alarm operating properly?	
Is the dry well flood alarm operating properly?	
Is the dry well sump pumping alarm operating properly?	
Is the pump failure alarm operating properly?	
Is the CGD flammable gas concentration detection alarm operating properly?	
Is the telemetry failure alarm operating properly?	
Is the transmission and reception quality good?	
Is the alarm in a central location and monitored 24 hours/day?	
Condition Rating	
Notes	
Photos	
STANDBY POWER OR PUMPING INFORMATION	
Standby Equipment Type	
Standby Equipment Manufacturer	
Standby Equipment Model	
Standby Equipment Questions	
For generators: Is an adequate fuel supply available?	
Are tanks, containments, and associated alarms adequate and in good working condition?	

PUMP STATION CONDITION ASSESSMENT

For secondary utility power feed: Are service entrances and transfer switch gear in good working condition?	
Is the generator sized in accordance with the reliability classification of the pumping station?	
Is the generator or starting system independent of the station power source? Does the system allow for three starts without recharging?	
Standby Equipment Ratings	
Condition Rating	
Notes	
Photos	
LIGHTNING STRIKE PROTECTION INFORMATION	
According to operators, is the station prone to lightning strikes that cause an outage that results in SSOs?	No
Is equipment properly grounded?	
Notes	
Photos	
HVAC INFORMATION	
HVAC Manufacturer	
HVAC Model	
BTU	
Voltage	
HVAC Questions	
Is there visual evidence of vibrations?	
Is there visual evidence of corrosion?	
Is there visual evidence of leakage on ducts and louvers?	
Condition Rating	
Condition Rating	
Year Installed	
Notes	
Photos	
ODOR CONTROL INFORMATION	
Type	None
Condition Rating	
Year Installed	
Notes	
Photos	

PUMP STATION CONDITION ASSESSMENT



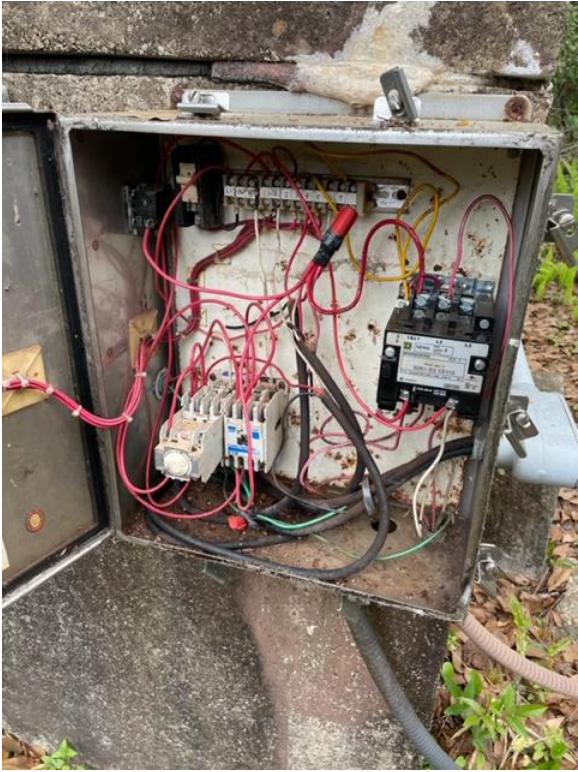
PUMP STATION CONDITION ASSESSMENT



PUMP STATION CONDITION ASSESSMENT



PUMP STATION CONDITION ASSESSMENT



PUMP STATION CONDITION ASSESSMENT

PROJECT INFORMATION	
Project Name	Mary Esther, FL, Plantation Oaks station
Client Company	Mary Esther, FL
Client Point of Contact Name	
Client Point of Contact Phone	
Client Point of Contact Email	
Project Number	3774101
GENERAL INFORMATION	
Person Performing Assessment	Kevin Kennoy, Hayden Brown, Tonny Peters
Date	03/30/2022
Assessment Type	Initial
PUMP STATION INFORMATION	
Pump Station Number	
Pump Station Name	Plantation Oaks
Station Type	Duplex Wetwell
Number of Pumps	2
Pump Station Operation Questions	
Configuration	Duplex
If other, type:	
Control Method	Wetwell Level
If other, type:	
Pump Rotation	Automatic
Pump Station General Condition Questions	
Does the pump station have problems with odor?	No
Does the pump station have problems with noise?	No
Is there leaking at the pipe, joints or fittings?	No
Is the paint in good condition?	No
Does the station have flowmeters?	Yes
Are the flowmeters operational?	Yes
Is seal water flowing to the pumps?	No
Seal water source:	N/A
Is there evidence of hydrogen sulfide (blackened copper, brass, or bronze)?	Yes
Is there wet well ventilation?	Yes
If yes:	N/A
If other, identify:	
Are fans in good condition?	
Are bird/insect screens provided?	
Are the screens dirty?	

PUMP STATION CONDITION ASSESSMENT

Is the station equipped with cranes?	No
If yes, what is the crane capacity (tons)?	
If yes, are the cranes in good working order?	
If yes, can crane(s) reach all equipment necessary?	
Does the station have large access door(s) (roll-up or oversize swing)?	
Does the station have surge relief?	No
If yes, type:	
If other, type:	
Is proper air relief provided where needed on force main?	Unknown
If yes, are ARVs operational?	
If yes, condition of ARVs:	
Is adequate illumination available?	N/A
If no, describe:	
Is there adequate workspace around equipment?	No
If no, describe:	Well blocked by trees and large brick wall
Does the equipment accommodate Lock Out / Tag Out?	No
Pump Station Ratings	
Overall Condition Rating	Good
Notes	
Photos	Attached
SITE IMPROVEMENTS	
Instructions: Provide condition ratings for the following:	
Fencing	Tall brick wall
Landscaping/Aesthetics	Hidden
Driving Surfaces	Fair
Sidewalks	None
Notes	This inspection sheet is part of summary report
Photos	Attached
STRUCTURES INFORMATION	
Instructions: Provide condition ratings for the following:	
Exterior Structure	Good
Roof	None
Interior Structure (excluding wet and dry wells; see respective section)	fair
Notes	
Photos	
PUMP INFORMATION	

PUMP STATION CONDITION ASSESSMENT

Pump Tag	HCP-750-C6C7-50GF23.71
Pump Type	Centrifugal
Horizontal or Vertical	Vertical
Pump Manufacturer	HCP
Pump Model	
Operation	Constant Speed
If variable speed, type:	
Coupling	Submersible
If lineshaft, length (ft):	
Coupling Type	Other
If other, type:	
Impeller Type	Unknown
If other, type:	
Impeller Diameter (in)	
Seal Type	Mechanical
Seal Lubrication	None
Working Suction Gauge (Compound Vac/ Press)	No
Working Discharge Pressure Gauge	No
Pump Questions	
Does the pump shaft rotate freely?	Yes
If no, describe:	
Are abnormal vibrations observed?	No
If yes, describe magnitude, direction, and frequency:	
Are bearings too hot to touch?	No
Is the pump making abnormal sounds?	No
If yes, describe:	
Are abnormal odors present?	No
If yes, describe:	
Is there visual evidence of impeller wear and ragging?	Unknown
If yes, describe:	
Is there visual evidence of seal degradation or water leakage?	No
If yes, note the amount, presence of metal or grit, dirty or clean:	
Can pump pass 3" solids or grinder discharge or pass 2" solids with integral screen?	Yes
Are the pumps removable and reconnectable without entry?	No
Has the O&M been provided?	No

PUMP STATION CONDITION ASSESSMENT

Have the pump curves been provided?	No
Pump Ratings	
Condition Rating	Good
Notes	
Photos	
MOTOR INFORMATION	
Motor Tag	HCP-750-C6C7-50GF23.71
Motor Manufacturer	HCP
Motor Model	11-20-0002
Enclosure	Stainless
Voltage	230
Motor Power (hp)	5
Motor RPM	3500
Service Factor	
Inverter Duty?	
Insulation Class	Class B
Other:	
NEMA Design	
If other, identify:	
NEMA Frame (if applicable)	
If VFD powered, is bearing protection provided?	
If yes, what type?	
If other, identify:	
Coupling Manufacturer	
Coupling Model	
Allowable Temperature (°F)	
Observed Bearing Temperature (°F)	
Observed Winding Temperature (°F)	
Motor Questions	
Are abnormal vibrations observed?	
If yes, describe magnitude, direction, and frequency:	
Is the motor making abnormal sounds?	
If yes, describe:	
Are abnormal odors present?	
If yes, describe:	
Are the motors and controls protected from moisture?	
Is the motor protected on all three phases?	
Motor Ratings	

PUMP STATION CONDITION ASSESSMENT

Condition Rating	Good
Notes	
Photos	
DRIVE INFORMATION	
Drive Tag	
Drive Manufacturer	
Drive Model	
Drive Questions	
Are abnormal vibrations observed?	
If yes, describe magnitude, direction, and frequency:	
Is the drive making abnormal sounds?	
If yes, describe:	
Are abnormal odors present?	
If yes, describe:	
Has the O&M been provided?	
Drive Ratings	
Condition Rating	
Notes	
Photos	
ELECTRICAL SYSTEM INFORMATION	
MCC/Switchgear Manufacturer	
MCC/Switchgear Model	
Main Feed Voltage	
Incoming Voltage to Station	230V/1 ϕ
Interrupting Capacity	
Electrical System Questions	
If VFD controlled, are bypass connectors installed?	
If VFD controlled, is air conditioning provided?	
If constant speed:	
If reduced voltage start, type:	
Is the hardware obsolete?	
Is the technology efficient by current standards?	
Does the existing configuration allow for expansion or upgrades?	
Is there visual evidence of corrosion?	
Reason(s) for Corrosion	

PUMP STATION CONDITION ASSESSMENT

Is there the potential for fire or explosion due to equipment not being suitable for electrically "classified" areas?	
Are combustion gas detectors installed to detect flammable or explosive levels of methane in the wet well and other classified locations?	
Are the electrical controls located in a suitable housing to protect against weather and vandalism?	
Is there dust in control panel?	
Is the control panel corroded or obsolete?	
Is there visual evidence of dry or cracked cables?	
Are there loosened electrical contacts?	
Are the nameplates and signage readable, circuit breakers labeled with loads, and equipment labeled where being fed from?	
Are the alternate feeds fed from separate substations?	
Is the secondary feed rating greater than or equal to the primary	
For dual-feed, are the circuits separated to prevent a common mode of failure?	
Are there correct voltage warning signs?	
Are arc flash labels present?	
Electrical System Ratings	
Condition Rating	Good
Notes	
Photos	
WET WELL INFORMATION- OBSERVE IN DRAW DOWN STATE	
Wet Well Dimensions (ft)	6
Wet Well Questions	
Is there visual evidence of grease accumulation?	No
Is there evidence of a heavy grease/floatable layer?	No
Is there visual evidence of sediment accumulation?	No
Is there evidence of heavy grit load?	No
Is there visual evidence of debris accumulation?	No
Are there signs of flooding?	No

PUMP STATION CONDITION ASSESSMENT

Do the walls show evidence of coating condition?	No
Is there evidence of spalling or softness of concrete or concrete erosion or degradation?	No
Are the bottom fillets in good condition?	No
Is there visible surface vortex at the low level?	
Is there evidence of corrosion in the ventilation system ducts or fans?	No
Is there evidence of corrosion in the interior railing?	No
Is there evidence of corrosion in interior lighting fixtures?	
Is there evidence of corrosion in level sensing systems?	No
Is there evidence of corrosion in access ladders or platforms?	No
Is there evidence of corrosion in pump control systems?	No
Is there evidence of corrosion in pump rails?	
Is there evidence of corrosion in interior piping?	No
Is there evidence of corrosion on other metal components?	No
Is the station equipped with a bar screen?	No
If yes, bar screen manufacturer:	
If yes, bar screen model:	
If yes, bar screen condition:	
Are the screens equipped with a conveyor?	
If yes, conveyor manufacturer:	
If yes, conveyor model:	
If yes, conveyor condition:	
Is the station equipped with a grinder(s)?	
If yes, grinder manufacturer:	
If yes, grinder model:	
If yes, grinder condition:	
Is there visual evidence of loose shaft carrier brackets?	
Is there visual evidence of crossbeam support degradation?	
Is the wet well designed for unsettled sewage?	No

PUMP STATION CONDITION ASSESSMENT

Is equipment located in wet wells explosion proof?	No
If applicable, are fillets sloped one-to-one and is the horizontal area no greater than necessary?	No
Wet Well Rating	
Condition Rating	Good
Notes	
Photos	
DRY WELL INFORMATION	
Dry Well Dimensions (ft)	
Is there visual evidence of spalling, cracks, or seepage?	
Are there other visual deficiencies (note below)?	
Condition Rating	
Notes	
Photos	
PIPING INFORMATION- OBSERVE WHILE PUMP STATION ONLINE	
Is there evidence of corrosion, leakage, or coating system condition?	No
Are the pipes anchored?	Yes
Condition Rating	Good
Notes	
Photos	
VALVE INFORMATION	
Valve Tag	
Valve Type	
Valve Description	
Valve Manufacturer	
Valve Model	
Valve Questions	
Is there evidence of corrosion, leakage, or coating system condition?	
Are the shot-off and check valves located in a separate vault?	
Are check valves in place on each line?	
Valve Ratings	
Condition Rating	Good
Notes	
Photos	

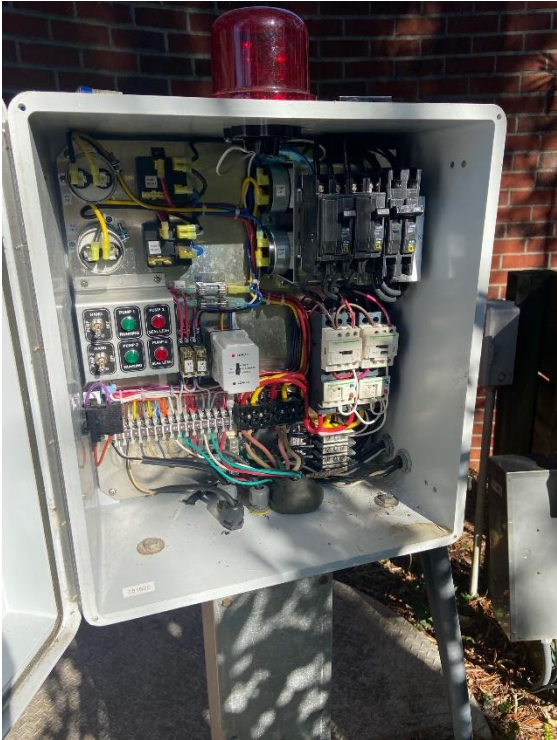
PUMP STATION CONDITION ASSESSMENT

INSTRUMENTATION INFORMATION	
Instrument Type	Float
Instrument Manufacturer	
Instrument Model	
Instrumentation Questions	
Is there adequate workspace around equipment?	Yes
Instrumentation Ratings	
Condition Rating	Good
Notes	
Photos	
SCADA EQUIPMENT/PROGRAMMING INFORMATION	
Is the wet well high-level alarm operating properly?	
Is the wet well low-level alarm operating properly?	
Is the dry well flood alarm operating properly?	
Is the dry well sump pumping alarm operating properly?	
Is the pump failure alarm operating properly?	
Is the CGD flammable gas concentration detection alarm operating properly?	
Is the telemetry failure alarm operating properly?	
Is the transmission and reception quality good?	
Is the alarm in a central location and monitored 24 hours/day?	
Condition Rating	
Notes	
Photos	
STANDBY POWER OR PUMPING INFORMATION	
Standby Equipment Type	
Standby Equipment Manufacturer	
Standby Equipment Model	
Standby Equipment Questions	
For generators: Is an adequate fuel supply available?	
Are tanks, containments, and associated alarms adequate and in good working condition?	

PUMP STATION CONDITION ASSESSMENT

For secondary utility power feed: Are service entrances and transfer switch gear in good working condition?	
Is the generator sized in accordance with the reliability classification of the pumping station?	
Is the generator or starting system independent of the station power source? Does the system allow for three starts without recharging?	
Standby Equipment Ratings	
Condition Rating	
Notes	
Photos	
LIGHTNING STRIKE PROTECTION INFORMATION	
According to operators, is the station prone to lightning strikes that cause an outage that results in SSOs?	No
Is equipment properly grounded?	
Notes	
Photos	
HVAC INFORMATION	
HVAC Manufacturer	
HVAC Model	
BTU	
Voltage	
HVAC Questions	
Is there visual evidence of vibrations?	
Is there visual evidence of corrosion?	
Is there visual evidence of leakage on ducts and louvers?	
Condition Rating	
Condition Rating	
Year Installed	
Notes	
Photos	
ODOR CONTROL INFORMATION	
Type	None
Condition Rating	
Year Installed	
Notes	
Photos	

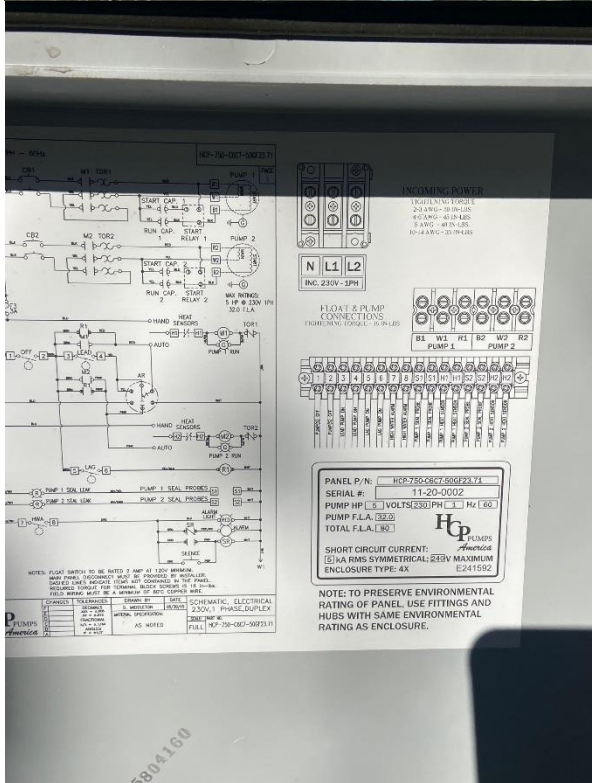
PUMP STATION CONDITION ASSESSMENT



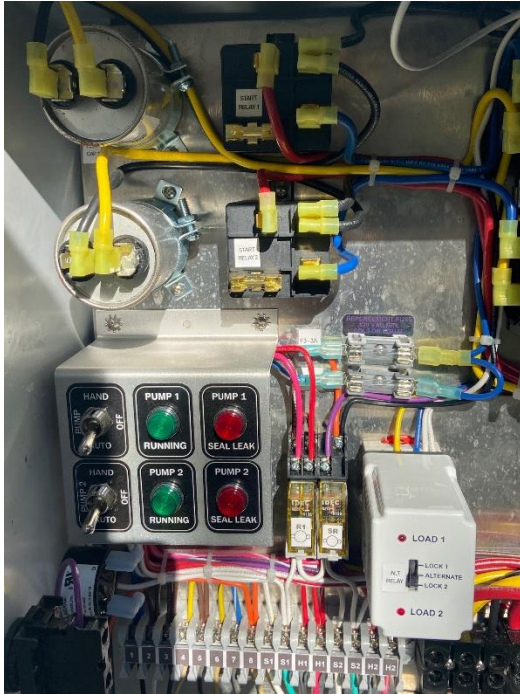
PUMP STATION CONDITION ASSESSMENT



PUMP STATION CONDITION ASSESSMENT



PUMP STATION CONDITION ASSESSMENT



AGENDA ITEM

Agenda Item 11.6.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: May 5, 2025

SUBJECT: Holiday Closing Schedule

BACKGROUND:

The week between Christmas and New Year's is typically slow for essential government business activities. It is also difficult to maintain minimum staffing levels, as employees request additional time off to travel and spend time with family. For these reasons, the City Council has historically closed city facilities during this period.

DISCUSSION:

This year we propose closing at noon on Tuesday, December 23, and reopening on Friday, January 2. This would require staff to use three (3) days of vacation or personal leave. Employees are permitted to work during this period, however, offices would remain closed to the public. The closure does not apply to essential services, including water and sewer operations.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to authorize the closing of City facilities during the holiday period beginning at noon on December 23, 2025, and reopening on January 2, 2026.

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 11.7.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: May 5, 2025

SUBJECT: Consideration of City Attorney Rate Schedule

BACKGROUND:

The City Attorney, Hayward Dykes, sent a letter pertaining to an hourly rate increase to the city manager and city clerk on April 2, 2025.

DISCUSSION:

The Mayor and Council are to discuss the letter received and if they would like to increase the rates for the city attorney.

FINANCIAL IMPACT:

The city attorney's hourly rate would be raised to \$240.00 per hour, and the rate for legal assistants would be \$85.00 per hour, with retroactive effect from May 1, 2025.

RECOMMENDATION:

ATTACHMENT(S):

1. April Letter to Mary Esther on City Attorney Rates 2025

April 2, 2025

City of Mary Esther, Florida
Attn: Mayor Chris Stein
195 Christobal Road N.
Mary Esther, FL 32569

Re: City Attorney Hourly Rate Increase

Honorable Mayor and City Council:

It has been my privilege to hold the title of Mary Esther's City Attorney for the past several years. Periodically I've requested the Council review and consider increases to the city attorney hourly rate. The last time this was requested was in August 2022, which brought us to the current hourly rate of \$215.

As you know costs have increased for every business, including my law firm. While we are proud to have kept our rates for the City the same for nearly 3 years, we believe it is necessary to request the hourly rates be raised to \$240.00 per hour and \$85.00 per hour for legal assistants. To provide some context, the average hourly rate for private practice attorneys in our geographic area has risen over the years and based on my years of experience would currently range from \$350 - \$500 per hour. At the new rate, the city is still receiving a significant discount and savings.

I hope the City Council has been pleased with the legal services provided over the years and agrees that I and my firm bring value to the position. Because this would be an amendment to the city attorney's contract, I recommend this request be placed on the May 5 agenda and if approved the rates become effective retroactive to May 1, 2025.

I appreciate the City Council's consideration and am available to answer any questions you may have.

Respectfully,



Hayward Dykes Jr., Esq.

AGENDA ITEM

Agenda Item 11.8.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: May 5, 2025

SUBJECT: Discussion of Citizen of the Year Proposal

BACKGROUND:

Mayor Stein and Councilmember Sutton approached the city clerk, interested in installing a citizen of the year program.

DISCUSSION:

Currently, Crestview has a Citizen of the Year award program. They have specific requirements such as a minimum residency, contributions they have made to the city and its citizens, actions that show dedication to the city and its citizens, and any selfless acts. Various cities award this to one citizen a year with awards and privileges granted to them, including but not limited to:

- A plaque
- A vanity license plate stating, “Citizen of the Year 2025”, for instance
- A hat
- VIP for event functions (she stated they are invited to things like any employee days, ride on floats in parades, any dinners they would like to attend, etc. They do not have to attend these, but they are invited to them)
- Being the one to officially light the tree in the Christmas tree lighting

FINANCIAL IMPACT:

The city would purchase whatever rewards the mayor and council deem appropriate for the citizen and any paid events the citizen is invited to would be paid for by the city.

RECOMMENDATION:

The mayor and council are to have an open discussion on the idea of a citizen of the year award for Mary Esther and provide direction to the City Clerk on how they would like to proceed with it.

ATTACHMENT(S):

1. Resolution Citizen of the Year
2. COY Nomination Application

RESOLUTION: 2020-14

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, RE-ESTABLISHING THE MAE REATHA COLEMAN CITIZEN OF THE YEAR AWARD, ESTABLISHING A COMMITTEE FOR THE SELECTION OF THE RECIPIENT, ESTABLISHING CRITERIA, ESTABLISHING A TIMELINE FOR THE NOMINATION, SELECTION AND PRESENTATION OF THE AWARD, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Crestview established the Mae Reatha Coleman Citizen of the year award in 2012; and

WHEREAS, many deserving Citizens of the City have received this award; and

WHEREAS, the Mayor and City Council of the City of Crestview have determined that certain changes should be made in the Award; and

WHEREAS, as such, the City Council desires to re-create a Citizen of the Year committee, with members from the City and the Community; and

WHEREAS, the City Council finds that this Resolution is in the best interest and welfare of the residents of the City of Crestview.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY OF CRESTVIEW COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. Creation of the Mae Reatha Coleman Citizen of the Year Committee. The City Council hereby creates a Committee, to be known as the Mae Reatha Coleman Citizen of the Year Committee to promote, review and present to the City Council a candidate for the Citizen of the Year.

Section 3. Composition of the Committee. The Committee shall consist of the Mayor (oversight only) and one City staff member appointed by the Mayor, plus five persons appointed by the City Council. The City staff member shall vote only in the event of a tie vote. Each City Council member shall appoint one member who resides in his or her district or who has a vested interest in the City of Crestview. The City Clerk shall be the administrator of the program.

Section 4. Dissolution of Committee. The committee shall remain in place until dissolution by

the City Council of the City of Crestview.

Section 5: Criteria. The criteria for the selection of the Citizen of the Year shall be as follows:

- Nominee must be a resident of or have a vested interest in the City of Crestview for a minimum of 12 months and have interest in the betterment of the City.
- Application should include contributions to the City and its citizens for the selection year.
- Application may include past actions that show dedication to the City of Crestview and its citizens.
- Application should discuss specific acts that put others first and enhancing the quality of life
- Application should describe who benefited, what was accomplished, breadth of impact and how did it relate to the community.
- Nomination should be for selfless acts and not directly related to the person's job.

Section 6: Timeline for Selection: Timeline for the nomination, selection and presentation of the Citizen of the Year shall be as follows:

- Applications for the Citizen of the Year award will be accepted from October 1 to November 1 of each year.
- The committee shall meet to discuss the applications during the month of November.
- The committee shall make its presentation to the City Council for a vote on the first meeting in the Month of December.
- Presentation of the award shall take place at a ceremony prior to the first meeting of the City Council in January, unless otherwise determined by the City Council.

Section 6: Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED IN REGULAR SESSION THIS **10th DAY** OF August 2020.

J.B. _____ Mayor _____

dvt/7h
---Elizabeth M Roy, City Clerk



**Mae Reatha Coleman
Crestview Citizen of the Year Award
Nomination Package**

Name of Nominee: _____

Home Address: _____

Contact Phone Number: _____ Email: _____

Name of Nominator: _____

Nominator Contact Phone Number: _____

Nominator Email: _____

Application should be attached to this letter and follow the following Criteria:

- Nominee must be a resident of or have a vested interest in the City of Crestview for a minimum of 12 months and have interest in the betterment of the City.
- Application should include contributions to the City and its citizens for the year 2024.
- Application may include past actions that show dedication to the City of Crestview and its citizens.
- Application should discuss specific acts that put others first and enhancing the quality of life.
- Application should describe who benefited, what was accomplished, the breadth of impact and how did the action relate to the community.
- Nomination should be for selfless acts and not directly related to the person's job.

Please include a brief narrative as to why this person should be chosen as the Citizen of the year.

All Applications must be accompanied by this cover sheet.

Submit nomination packages to the City Clerk's office by: November 1, 2024 to:

**Maryanne Girard, City Clerk
198 N. Wilson Street N
Crestview, Florida 32536
cityclerk@cityofcrestview.org**

Nomination Form

Mae Reatha Coleman
Crestview Citizen of the Year

Contributions for 2024

Past Contributions

Other Reasons for Consideration
