



**Agenda
Regular Meeting
of the Mary Esther City Council
July 7, 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 June 2nd, 2025, Local Planning Agency Meeting**
 - 7.9. Minutes of the June 2nd, 2025, Regular Council Meeting**
 - 7.10. Minutes of the June 16th, 2025, Special Council Meeting**
- 8. CITIZENS WHO HAVE REQUESTED TO BE PLACED ON THE AGENDA**
- 9. PUBLIC COMMENT (NON-AGENDA ITEMS)**
- 10. UNFINISHED BUSINESS**
- 11. NEW BUSINESS**
 - 11.1. City Manager Evaluation Process and Instrument**
 - 11.2. Resolution 25-07, Citizen of the Year Program**
 - 11.3. Resolution 25-08, Repeal and Adopt Updated FEMA Compliant Purchasing Policy**
 - 11.4. Appointment of FLC Annual Conference Voting Delegate**
 - 11.5. Azalea Park Progress Update**
 - 11.6. Animal Control Contract Update**
 - 11.7. Boil Water Notice Debriefing and Update**
- 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: July 7, 2025

SUBJECT: Yard of the Month

BACKGROUND:

The Yard of the Month program recognizes residents who go above and beyond in maintaining their properties, enhancing the community's overall appearance. Residents can nominate any yard within the Mary Esther city limits, including their own.

DISCUSSION:

We received two nominations for the July Yard of the Month: 27 Overstreet Dr and 250 Anderson Dr. Both property owners have been contacted and have expressed interest in participating.

FINANCIAL IMPACT:

The Mayor awards the winner a certificate and branded items from the City of Mary Esther, with the items varying each month based on availability.

RECOMMENDATION:

Motion to select _____ as the Yard of the Month for July 2025.

ATTACHMENT(S):

1. July Yard of the Month Submissions

27 Overstreet Dr.







250 Anderson Dr.









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

BMS Account	GENERAL FUND BANK	Summary of Investments		INTEREST RATE	Purpose of Acct.
		5/31/2025	Fund		
101251	FNBT BANK	\$147,460.00	410	0.00%	Cust. Utility Deposits Acct.
104300	GEN FUND FLORIDA PRIME	\$2,424,647.69	1	4.48%	GF Savings/Investment
104400	W/S FUND FLORIDA PRIME	\$351,058.99	410	4.48%	W/S Savings/Investment
101001	FNBT BANK	\$12,363,070.85	1 & 410	4.30%	Operating Acct.
101210	FNBT BANK	\$0.00	1	0.00%	Payroll Account
101001	FNBT BANK	\$6,541.93	1	0.00%	HRA Account
101001	FNBT BANK	\$1,682,128.48	1 & 410	4.30%	Money Market Account
104301	FLCLASS	\$545,032.12	1	4.37%	GF Investment
104302	AMERIS BANK	\$6,552.99	1	0.00%	GF Investment

\$17,526,493.05

FY24-25 ESTIMATED BEGINNING GENERAL FUND UNRESTRICTED CASH	\$5,310,790
FY2025 Budget deficit	(\$2,531,521)
Budget Resolution 25-06	(\$105,790)

ESTIMATED GENERAL FUND TOTAL UNRESTRICTED CASH **\$2,673,479**

FY24-25 ESTIMATED BEGINNING W/S FUND UNRESTRICTED CASH	\$5,041,904
FY2025 Budget surplus	\$123,063

ESTIMATED W/S FUND TOTAL UNRESTRICTED CASH **\$5,164,967**

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: **\$9,403,275**

RESTRICTED REVENUES:

IMPACT FEE REVENUE AVAILABLE FOR RELATED EXPENSES	
Fire Protection	\$337
Law Enforcement	\$38,991
Stormwater	\$41,465
Transportation	\$68,488
Parks & Recreation	\$36,750
Water & Sewer	\$8,994
TOTAL	\$195,025

OTHER RESTRICTED REVENUE

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

TOTAL RESTRICTED REVENUES **\$2,008,736**



Budget vs Actuals

Account Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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	40,098.28	2,148,779.60	2,148,779.60	67,103.40
001-00-311200	AD VALOREM TAXES-DELO	65,000.00	65,000.00	0.00	1,121.72	1,121.72	63,878.28
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	200,000.00	14,169.92	103,590.30	103,590.30	96,409.70
001-00-312420	LOCAL ALTERNATIVE FUEL USER FEE	200,000.00	0.00	0.00	0.00	0.00	0.00
001-00-314100	UTILITY TAXES-ELECTRIC	235,000.00	235,000.00	18,398.90	133,353.97	133,353.97	101,646.03
001-00-314200	UTILITY TAXES-COMMUNICATION SE...	230,000.00	230,000.00	21,285.15	122,167.69	122,167.69	107,832.31
001-00-314300	UTILITY TAXES-WATER	129,000.00	129,000.00	10,761.28	84,882.30	84,882.30	44,117.70
001-00-314400	UTILITY TAXES-GAS	42,000.00	42,000.00	3,136.13	30,919.18	30,919.18	11,080.82
001-00-314800	UTILITY TAXES -PROPANE GAS	200.00	200.00	0.00	131.60	131.60	68.40
001-00-316010	BUSINESS TAX - PENALTY INT	900.00	900.00	6.25	650.00	650.00	250.00
001-00-316100	BUSINESS TAX	95,000.00	95,000.00	88,282.50	101,822.50	101,822.50	-6,822.50
001-00-322000	BUILDING PERMITS	80,000.00	80,000.00	202.20	6,411.48	6,411.48	73,588.52
001-00-323100	ELECTRICITY FRANCHISE FEES	210,000.00	210,000.00	12,975.70	97,719.03	97,719.03	112,280.97
001-00-323400	GAS FRANCHISE FEES	40,000.00	40,000.00	2,920.58	29,420.11	29,420.11	10,579.89
001-00-324120	IMPACT FEES-FIRE PROTECTION	0.00	0.00	0.00	337.00	337.00	-337.00
001-00-324125	IMPACT FEES-LAW ENFORCEMENT	0.00	0.00	0.00	323.00	323.00	-323.00
001-00-329050	TRACKING FEES	1,500.00	1,500.00	180.00	1,880.00	1,880.00	-380.00
001-00-334000	STATE GRANTS	0.00	0.00	97,837.20	97,837.20	97,837.20	-97,837.20
001-00-335120	STATE REVENUE SHARING PROCEEDS	210,000.00	210,000.00	16,257.58	133,273.35	133,273.35	76,726.65
001-00-335150	ALCOHOLIC BEVERAGE LICENSES	500.00	500.00	146.83	880.99	880.99	-380.99
001-00-335180	LOCAL GOVERNMENT 1/2 SALES TAX	500,000.00	500,000.00	45,895.66	269,159.40	269,159.40	230,840.60
001-00-338200	INTERGOV REV-COUNTY BUSINESS TAX	3,000.00	3,000.00	91.99	1,718.80	1,718.80	1,281.20
001-00-338210	INTERGOV REV - LIBRARY COOP	63,000.00	63,000.00	0.00	49,270.50	49,270.50	13,729.50
001-00-341200	ZONING FEES	0.00	0.00	0.00	350.00	350.00	-350.00
001-00-341901	FIRE DEPARTMENT FEES	13,000.00	13,000.00	764.50	8,304.50	8,304.50	4,695.50
001-00-341902	NOTARY FEE REVENUE	0.00	0.00	0.00	100.00	100.00	-100.00
001-00-341910	PLAN REVIEW	0.00	0.00	95.00	170.00	170.00	-170.00
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	120.00	780.00	780.00	-280.00
001-00-342910	IMPACT FEE- STORMWATER	0.00	0.00	0.00	300.00	300.00	-300.00
001-00-343800	CEMETERY FEES	100.00	100.00	0.00	150.00	150.00	-50.00
001-00-344210	BOAT LAUNCH DAILY PERMIT	500.00	500.00	86.00	351.00	351.00	149.00
001-00-344901	FLORIDA DOT	51,759.00	51,759.00	22,494.82	22,494.82	22,494.82	29,264.18
001-00-344910	IMPACT FEE- TRANSPORTATION	0.00	0.00	0.00	1,500.00	1,500.00	-1,500.00
001-00-347210	IMPACT FEE- PARKS & RECREATION	0.00	0.00	0.00	150.00	150.00	-150.00
001-00-349100	LIEN SEARCH FEE	1,500.00	1,500.00	320.00	1,350.00	1,350.00	150.00
001-00-351100	COURT FINES	6,000.00	6,000.00	716.68	5,184.05	5,184.05	815.95
001-00-352000	LIBRARY FINES/LOST BOOKS	1,500.00	1,500.00	340.00	1,579.41	1,579.41	-79.41
001-00-354100	VIOLATION OF LOCAL ORDINANCE	2,500.00	2,500.00	0.00	547.00	547.00	1,953.00
001-00-361000	INTEREST AND OTHER EARNINGS	0.00	0.00	1.06	9.75	9.75	-9.75
001-00-361100	INTEREST INCOME	250,000.00	250,000.00	31,881.96	261,500.35	261,500.35	-11,500.35
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	0.00	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	8.00	4,327.07	4,327.07	-4,327.07
001-00-381000	INTERFUND TRANSFER	943,092.00	943,092.00	79,854.00	79,854.00	79,854.00	863,238.00
001-00-389400	GRANTS - OTHER SOURCES	505,000.00	505,000.00	5,000.00	5,000.00	5,000.00	500,000.00
Department: 00 - UNDESIGNATED Total:		6,537,034.00	6,537,034.00	514,328.17	3,810,982.07	3,810,982.07	2,726,051.93
Revenue Total:		6,537,034.00	6,537,034.00	514,328.17	3,810,982.07	3,810,982.07	2,726,051.93

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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	0.00	13,390.00	13,390.00	13,010.00
001-11-51100-2110	SOCIAL SECURITY TAXES	1,637.00	1,637.00	0.00	830.18	830.18	806.82
001-11-51100-2410	WORKER'S COMPENSATION	600.00	600.00	0.00	306.66	306.66	293.34
001-11-51100-3000	MEDICARE INSURANCE	383.00	383.00	0.00	194.36	194.36	188.64
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	140.12	9,391.33	9,588.33	4,411.67
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	0.00	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	112.00	311.00	311.00	1,089.00
001-11-51100-5290	OPERATING SUPPLIES	1,510.00	1,510.00	124.23	374.92	374.92	1,135.08
001-11-51100-5410	BOOKS, PUBS, SUBS & MEMBS	4,767.00	4,767.00	0.00	3,981.00	4,381.00	386.00
Department: 11 - MAYOR AND CITY COUNCIL Total:		67,247.00	67,247.00	376.35	29,534.45	30,131.45	37,115.55
Activity: 51100 - LEGISLATIVE Total:		67,247.00	67,247.00	376.35	29,534.45	30,131.45	37,115.55
Activity: 51200 - EXECUTIVE							
Department: 12 - CITY MANAGER							
001-12-51200-1210	SALARIES	173,945.00	173,945.00	13,052.80	113,678.59	113,678.59	60,266.41
001-12-51200-2110	SOCIAL SECURITY TAXES	10,785.00	10,785.00	809.27	7,054.01	7,054.01	3,730.99
001-12-51200-2210	RETIREMENT	24,352.00	24,352.00	1,827.39	14,242.70	14,242.70	10,109.30
001-12-51200-2310	EMPLOYEE INSURANCE	28,630.00	28,630.00	1,875.79	16,884.20	16,884.20	11,745.80
001-12-51200-2410	WORKER'S COMPENSATION	170.00	170.00	0.00	86.69	86.69	83.31
001-12-51200-3000	MEDICARE INSURANCE	2,522.00	2,522.00	189.28	1,649.77	1,649.77	872.23
001-12-51200-4010	TRAVEL & PER DIEM	6,100.00	6,100.00	329.10	605.10	1,015.44	5,084.56
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	625.00	675.00	675.00	2,825.00
001-12-51200-5290	OPERATING SUPPLIES	2,500.00	2,500.00	280.21	825.17	825.17	1,674.83
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	18,988.84	156,098.23	156,508.57	97,855.43
Activity: 51200 - EXECUTIVE Total:		254,364.00	254,364.00	18,988.84	156,098.23	156,508.57	97,855.43
Activity: 51300 - FINANCE							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51300-1210	SALARIES	74,886.00	74,886.00	5,539.86	49,301.32	49,301.32	25,584.68
001-13-51300-2110	SOCIAL SECURITY TAXES	4,643.00	4,643.00	343.50	3,052.83	3,052.83	1,590.17
001-13-51300-2210	RETIREMENT	10,484.00	10,484.00	711.19	4,675.24	4,675.24	5,808.76
001-13-51300-2310	EMPLOYEE INSURANCE	4,710.00	4,710.00	487.64	2,821.24	2,821.24	1,888.76
001-13-51300-2410	WORKER'S COMPENSATION	70.00	70.00	0.00	35.79	35.79	34.21
001-13-51300-3000	MEDICARE INSURANCE	1,086.00	1,086.00	80.33	714.11	714.11	371.89
001-13-51300-3210	ACCOUNTING AND AUDITING	26,250.00	26,250.00	0.00	24,522.50	24,522.50	1,727.50
001-13-51300-4010	TRAVEL & PER DIEM	3,500.00	3,500.00	0.00	60.90	60.90	3,439.10
001-13-51300-4710	PRINTING & BINDING	1,900.00	1,900.00	0.00	423.19	423.19	1,476.81
001-13-51300-4921	BANK FEES	1,000.00	1,000.00	82.00	522.57	522.57	477.43
001-13-51300-4930	TRAINING	2,500.00	2,500.00	0.00	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
001-13-51300-5110	OFFICE SUPPLIES	0.00	0.00	268.60	268.60	268.60	-268.60
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	7,513.12	87,419.76	87,419.76	47,114.24
Activity: 51300 - FINANCE Total:		134,534.00	134,534.00	7,513.12	87,419.76	87,419.76	47,114.24
Activity: 51310 - HUMAN RESOURCES							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51310-1210	SALARIES	13,366.00	13,366.00	971.14	8,351.59	8,351.59	5,014.41
001-13-51310-2110	SOCIAL SECURITY TAXES	829.00	829.00	60.20	517.75	517.75	311.25
001-13-51310-2210	RETIREMENT	1,871.00	1,871.00	135.97	747.80	747.80	1,123.20
001-13-51310-2220	RETIRED EMPLOYEE LIFE INSURANCE	850.00	850.00	55.80	496.60	496.60	353.40

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-13-51310-2230	RETIRED EMPLOYEE DENTAL INSURA...	4,700.00	4,700.00	306.90	2,958.58	2,958.58	1,741.42
001-13-51310-2310	EMPLOYEE INSURANCE	3,400.00	3,400.00	19.22	1,749.22	1,749.22	1,650.78
001-13-51310-2410	WORKER'S COMPENSATION	20.00	20.00	0.00	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	14.06	121.01	121.01	72.99
001-13-51310-3100	PROFESSIONAL SERVICES	11,200.00	11,200.00	0.00	4,918.04	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	14.97	4,525.92	4,525.92	724.08
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	4,239.19	17,390.63	17,390.63	8,859.37
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	5,817.45	41,910.16	41,910.16	41,169.84
Activity: 51310 - HUMAN RESOURCES Total:		83,080.00	83,080.00	5,817.45	41,910.16	41,910.16	41,169.84
Activity: 51400 - LEGAL							
Department: 14 - CITY ATTORNEY							
001-14-51400-3111	LEGAL COUNSEL	65,000.00	65,000.00	6,827.50	30,109.00	30,109.00	34,891.00
Department: 14 - CITY ATTORNEY Total:		65,000.00	65,000.00	6,827.50	30,109.00	30,109.00	34,891.00
Activity: 51400 - LEGAL Total:		65,000.00	65,000.00	6,827.50	30,109.00	30,109.00	34,891.00
Activity: 51500 - PLANNING AND ZONING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-51500-1210	SALARIES	99,488.00	99,488.00	7,532.67	64,980.50	64,980.50	34,507.50
001-30-51500-2110	SOCIAL SECURITY TAXES	6,168.00	6,168.00	467.07	4,028.96	4,028.96	2,139.04
001-30-51500-2210	RETIREMENT	13,928.00	13,928.00	884.83	7,283.38	7,283.38	6,644.62
001-30-51500-2310	EMPLOYEE INSURANCE	23,670.00	23,670.00	1,508.82	13,579.88	13,579.88	10,090.12
001-30-51500-2410	WORKER'S COMPENSATION	320.00	320.00	0.00	35.79	35.79	284.21
001-30-51500-3000	MEDICARE INSURANCE	1,443.00	1,443.00	109.24	942.36	942.36	500.64
001-30-51500-3100	PROFESSIONAL SERVICES	90,000.00	90,000.00	0.00	44,652.80	75,843.21	14,156.79
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	0.00	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	0.00	3,256.24	3,256.24	-256.24
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	11.98	191.98	191.98	-191.98
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	10,514.61	139,256.89	170,447.30	71,109.70
Activity: 51500 - PLANNING AND ZONING Total:		241,557.00	241,557.00	10,514.61	139,256.89	170,447.30	71,109.70
Activity: 51600 - NON-COURT INFORMATION SYSTEMS							
Department: 16 - CITY CLERK							
001-16-51600-1210	SALARIES	77,595.00	77,595.00	5,819.34	50,369.01	50,369.01	27,225.99
001-16-51600-2110	SOCIAL SECURITY TAXES	4,811.00	4,811.00	360.80	3,122.85	3,122.85	1,688.15
001-16-51600-2210	RETIREMENT	10,863.00	10,863.00	814.70	7,051.68	7,051.68	3,811.32
001-16-51600-2310	EMPLOYEE INSURANCE	17,300.00	17,300.00	1,071.18	9,640.40	9,640.40	7,659.60
001-16-51600-2410	WORKER'S COMPENSATION	100.00	100.00	0.00	51.37	51.37	48.63
001-16-51600-3000	MEDICARE INSURANCE	1,125.00	1,125.00	84.38	730.37	730.37	394.63
001-16-51600-3100	PROFESSIONAL SERVICES	2,350.00	2,350.00	0.00	520.85	960.00	1,390.00
001-16-51600-4010	TRAVEL & PER DIEM	2,500.00	2,500.00	1,081.05	1,081.05	1,859.41	640.59
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	1,430.00	1,430.00	270.00
001-16-51600-4946	LEGAL & RETAIL ADVERTISEMENTS	1,000.00	1,000.00	0.00	400.64	400.64	599.36
001-16-51600-5110	OFFICE SUPPLIES	850.00	850.00	0.00	129.79	129.79	720.21
001-16-51600-5290	OPERATING SUPPLIES	1,300.00	1,300.00	56.00	328.95	328.95	971.05
001-16-51600-5410	BOOKS, PUBS, SUBS & MEMBS	800.00	800.00	195.00	459.00	459.00	341.00
001-16-51600-5416	CODIFICATION	3,500.00	3,500.00	819.00	819.00	819.00	2,681.00

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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	10,451.45	76,134.96	77,352.47	49,591.53
	Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	126,944.00	126,944.00	10,451.45	76,134.96	77,352.47	49,591.53
	Activity: 51610 - INFORMATION TECHNOLOGY						
	Department: 13 - ADMINISTRATIVE SERVICES						
001-13-51610-3100	PROFESSIONAL SERVICES	32,500.00	32,500.00	1,524.80	15,564.60	15,564.60	16,935.40
001-13-51610-4110	TELEPHONE & INTERNET	14,000.00	14,000.00	420.85	10,971.63	10,971.63	3,028.37
001-13-51610-4655	COMPUTER HARDWARE & SOFTWARE...	87,404.00	87,404.00	10,441.79	51,114.38	51,114.38	36,289.62
001-13-51610-4660	COPIER MAINTENANCE	7,900.00	7,900.00	470.69	4,710.76	9,058.14	-1,158.14
001-13-51610-6400	COMPUTER SOFTWARE & EQUIPMENT	42,500.00	42,500.00	0.00	0.00	0.00	42,500.00
	Department: 13 - ADMINISTRATIVE SERVICES Total:	184,304.00	184,304.00	12,858.13	82,361.37	86,708.75	97,595.25
	Activity: 51610 - INFORMATION TECHNOLOGY Total:	184,304.00	184,304.00	12,858.13	82,361.37	86,708.75	97,595.25
	Activity: 51900 - GENERAL GOVERNMENT						
	Department: 99 - NON DEPARTMENTAL						
001-99-51900-4100	POSTAGE & SHIPPING	4,200.00	4,200.00	0.00	1,815.08	1,815.08	2,384.92
001-99-51900-4520	LIABILITY INSURANCE	56,940.00	56,940.00	0.00	49,149.99	49,149.99	7,790.01
001-99-51900-5110	OFFICE SUPPLIES	4,000.00	4,000.00	190.49	1,124.29	1,124.29	2,875.71
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	190.49	52,089.36	52,089.36	13,950.64
	Activity: 51900 - GENERAL GOVERNMENT Total:	66,040.00	66,040.00	190.49	52,089.36	52,089.36	13,950.64
	Activity: 51910 - FACILITIES						
	Department: 50 - PUBLIC WORKS						
001-50-51910-1210	SALARIES	52,293.00	51,653.00	4,184.44	29,708.18	29,708.18	21,944.82
001-50-51910-1310	PART-TIME SALARIES	11,200.00	11,200.00	1,068.87	5,297.46	5,297.46	5,902.54
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	325.74	2,170.45	2,170.45	1,797.55
001-50-51910-2210	RETIREMENT	7,391.00	2,391.00	49.04	676.37	676.37	1,714.63
001-50-51910-2310	EMPLOYEE INSURANCE	17,850.00	13,850.00	1,347.35	9,405.00	9,405.00	4,445.00
001-50-51910-2410	WORKER'S COMPENSATION	3,490.00	1,490.00	0.00	1,087.89	1,087.89	402.11
001-50-51910-3000	MEDICARE INSURANCE	928.00	928.00	76.17	507.62	507.62	420.38
001-50-51910-3100	PROFESSIONAL SERVICES	20,450.00	15,450.00	1,436.88	7,269.68	9,707.47	5,742.53
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	28,000.00	1,707.13	13,545.46	13,545.46	14,454.54
001-50-51910-4320	WATER	12,000.00	12,000.00	676.58	5,476.76	5,476.76	6,523.24
001-50-51910-4330	SOLID WASTE	7,500.00	7,500.00	247.29	1,941.48	1,941.48	5,558.52
001-50-51910-4340	NATURAL GAS	2,500.00	2,500.00	37.43	863.24	863.24	1,636.76
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	32,540.00	0.00	32,246.00	32,246.00	294.00
001-50-51910-4522	VEHICLE INSURANCE	1,050.00	1,050.00	0.00	870.00	870.00	180.00
001-50-51910-4611	BUILDING R & M	20,000.00	20,000.00	244.50	7,820.38	12,085.38	7,914.62
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	1,049.79	1,049.79	3,950.21
001-50-51910-4930	TRAINING	1,000.00	1,000.00	176.93	176.93	176.93	823.07
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	7,500.00	0.00	1,048.57	1,048.57	6,451.43
001-50-51910-5220	UNIFORMS	1,000.00	1,500.00	74.90	411.24	411.24	1,088.76
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	328.37	1,511.25	1,511.25	988.75
001-50-51910-5231	SEASONAL DECORATIONS	0.00	500.00	0.00	392.52	392.52	107.48
001-50-51910-5260	TOOLS	1,000.00	1,000.00	29.97	117.90	117.90	882.10
001-50-51910-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	0.00	715.34	715.34	784.66
001-50-51910-5290	OPERATING SUPPLIES	7,500.00	7,500.00	466.43	1,895.21	2,124.87	5,375.13
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	0.00	28,466.75	602,778.96	215,895.04
	Department: 50 - PUBLIC WORKS Total:	1,058,044.00	1,056,544.00	12,478.02	154,988.57	736,233.23	320,310.77
	Activity: 51910 - FACILITIES Total:	1,058,044.00	1,056,544.00	12,478.02	154,988.57	736,233.23	320,310.77

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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	49,854.84	224,391.78	224,391.78	86,396.22
Department: 20 - PUBLIC SAFETY Total:		310,788.00	310,788.00	49,854.84	224,391.78	224,391.78	86,396.22
Activity: 52100 - LAW ENFORCEMENT Total:		310,788.00	310,788.00	49,854.84	224,391.78	224,391.78	86,396.22
Activity: 52200 - FIRE							
Department: 20 - PUBLIC SAFETY							
001-20-52200-3405	CONTRACT FOR SERVICES	1,147,687.00	1,147,687.00	0.00	573,843.40	573,843.40	573,843.60
001-20-52200-4710	PRINTING & BINDING	0.00	0.00	0.00	198.00	198.00	-198.00
Department: 20 - PUBLIC SAFETY Total:		1,147,687.00	1,147,687.00	0.00	574,041.40	574,041.40	573,645.60
Activity: 52200 - FIRE Total:		1,147,687.00	1,147,687.00	0.00	574,041.40	574,041.40	573,645.60
Activity: 52400 - CODE COMPLIANCE							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52400-1210	SALARIES	57,350.00	57,350.00	4,299.79	37,990.72	37,990.72	19,359.28
001-30-52400-2110	SOCIAL SECURITY TAXES	3,556.00	3,556.00	266.58	2,355.50	2,355.50	1,200.50
001-30-52400-2210	RETIREMENT	8,029.00	8,029.00	312.37	3,491.09	3,491.09	4,537.91
001-30-52400-2310	EMPLOYEE INSURANCE	13,850.00	13,850.00	869.89	7,829.01	7,829.01	6,020.99
001-30-52400-2410	WORKER'S COMPENSATION	710.00	710.00	0.00	1,008.60	1,008.60	-298.60
001-30-52400-3000	MEDICARE INSURANCE	832.00	832.00	62.37	550.90	550.90	281.10
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	205.80	205.80	294.20
001-30-52400-4522	VEHICLE INSURANCE	290.00	290.00	0.00	306.30	306.30	-16.30
001-30-52400-4610	VEHICLE R & M	1,000.00	1,000.00	105.26	123.11	123.11	876.89
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	0.00	667.22	667.22	632.78
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	28.00	28.00	28.00	122.00
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	5,973.66	54,832.24	54,832.24	35,984.76
Activity: 52400 - CODE COMPLIANCE Total:		90,817.00	90,817.00	5,973.66	54,832.24	54,832.24	35,984.76
Activity: 52410 - BUILDING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52410-1210	SALARIES	48,185.00	48,185.00	3,616.60	31,349.24	31,349.24	16,835.76
001-30-52410-2110	SOCIAL SECURITY TAXES	2,987.00	2,987.00	224.20	1,943.34	1,943.34	1,043.66
001-30-52410-2210	RETIREMENT	6,746.00	6,746.00	377.95	3,102.69	3,102.69	3,643.31
001-30-52410-2310	EMPLOYEE INSURANCE	13,580.00	13,580.00	858.38	7,725.92	7,725.92	5,854.08
001-30-52410-2410	WORKER'S COMPENSATION	170.00	170.00	0.00	10.23	10.23	159.77
001-30-52410-3000	MEDICARE INSURANCE	699.00	699.00	52.40	454.37	454.37	244.63
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	0.00	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	5,129.53	44,890.79	44,890.79	108,766.21
Activity: 52410 - BUILDING Total:		153,657.00	153,657.00	5,129.53	44,890.79	44,890.79	108,766.21
Activity: 53800 - STORMWATER							
Department: 50 - PUBLIC WORKS							
001-50-53800-1210	SALARIES	95,502.00	100,602.00	7,333.55	64,043.59	64,043.59	36,558.41
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	6,352.00	453.88	3,962.50	3,962.50	2,389.50
001-50-53800-2210	RETIREMENT	13,440.00	8,940.00	612.17	5,385.39	5,385.39	3,554.61
001-50-53800-2310	EMPLOYEE INSURANCE	28,350.00	25,450.00	1,776.74	15,958.20	15,958.20	9,491.80
001-50-53800-2410	WORKER'S COMPENSATION	4,360.00	6,160.00	0.00	4,585.79	4,585.79	1,574.21
001-50-53800-3000	MEDICARE INSURANCE	1,392.00	1,492.00	106.16	927.03	927.03	564.97
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	600.00	718.58	281.42
001-50-53800-4522	VEHICLE INSURANCE	1,050.00	1,050.00	0.00	870.00	870.00	180.00

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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	2,855.09	4,239.51	4,239.51	1,260.49
001-50-53800-4930	TRAINING	0.00	219.00	0.00	219.00	219.00	0.00
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	669.00	3,081.00
001-50-53800-5410	BOOKS, PUBS, SUBS & MEMBS	2,500.00	2,500.00	0.00	375.00	375.00	2,125.00
001-50-53800-6310	INFRASTRUCTURE	1,104,703.00	1,104,703.00	0.00	151,769.70	617,896.59	486,806.41
Department: 50 - PUBLIC WORKS Total:		1,286,749.00	1,286,968.00	13,137.59	252,935.71	719,850.18	567,117.82
Activity: 53800 - STORMWATER Total:		1,286,749.00	1,286,968.00	13,137.59	252,935.71	719,850.18	567,117.82

Activity: 54100 - STREETS

Department: 50 - PUBLIC WORKS

001-50-54100-1210	SALARIES	95,502.00	100,602.00	7,333.47	64,027.72	64,027.72	36,574.28
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	6,352.00	453.77	3,961.52	3,961.52	2,390.48
001-50-54100-2210	RETIREMENT	13,440.00	8,940.00	612.11	5,384.63	5,384.63	3,555.37
001-50-54100-2310	EMPLOYEE INSURANCE	28,350.00	25,050.00	1,776.76	15,973.07	15,973.07	9,076.93
001-50-54100-2410	WORKER'S COMPENSATION	4,360.00	6,360.00	0.00	4,651.46	4,651.46	1,708.54
001-50-54100-3000	MEDICARE INSURANCE	1,392.00	1,492.00	106.08	926.09	926.09	565.91
001-50-54100-3100	PROFESSIONAL SERVICES	0.00	60,000.00	0.00	5,625.00	5,625.00	54,375.00
001-50-54100-4010	TRAVEL & PER DIEM	3,000.00	3,000.00	155.53	155.53	155.53	2,844.47
001-50-54100-4310	ELECTRICITY	60,000.00	60,000.00	4,553.05	32,120.41	32,120.41	27,879.59
001-50-54100-4320	WATER	500.00	500.00	33.35	231.87	231.87	268.13
001-50-54100-4330	Solid Waste	10,000.00	10,000.00	3,510.80	7,757.13	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	1,250.00	0.00	1,165.71	1,165.71	84.29
001-50-54100-4610	VEHICLE R & M	4,000.00	4,000.00	0.00	931.62	1,386.41	2,613.59
001-50-54100-4615	FENCING AND LANDSCAPING	2,500.00	5,000.00	0.00	4,726.56	4,726.56	273.44
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
001-50-54100-4631	STREET REPAVING	61,000.00	61,000.00	338.53	7,885.68	63,491.00	-2,491.00
001-50-54100-4636	TRAFFIC CONTROL/SIGNS R&M	6,000.00	6,000.00	811.12	1,540.74	2,556.69	3,443.31
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	130.54	0.00	130.54	130.54	0.00
001-50-54100-4930	TRAINING	1,000.00	1,000.00	153.75	223.29	223.29	776.71
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	329.31	2,000.05	2,000.05	3,999.95
001-50-54100-5220	UNIFORMS	700.00	1,500.00	0.00	0.00	0.00	1,500.00
001-50-54100-5221	PERSONAL PROTECTIVE EQUIPMENT	750.00	1,000.00	0.00	137.72	137.72	862.28
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	644.83	1,029.88	1,029.88	3,970.12
001-50-54100-5290	OPERATING SUPPLIES	4,000.00	4,000.00	1,823.55	2,479.15	4,302.15	-302.15
001-50-54100-5410	BOOKS, PUBS, SUBS & MEMBS	500.00	500.00	0.00	407.00	407.00	93.00
001-50-54100-6310	INFRASTRUCTURE	980,863.00	980,863.00	298,600.80	1,083,023.50	1,120,318.50	-139,455.50
001-50-54100-6410	MACHINERY & EQUIPMENT	300,000.00	300,000.00	0.00	289,430.00	289,430.00	10,570.00
Department: 50 - PUBLIC WORKS Total:		1,626,959.00	1,690,639.54	321,236.81	1,540,200.65	1,638,108.38	52,531.16
Activity: 54100 - STREETS Total:		1,626,959.00	1,690,639.54	321,236.81	1,540,200.65	1,638,108.38	52,531.16

Activity: 56200 - ANIMAL CONTROL

Department: 30 - COMMUNITY DEVELOPMENT

001-30-56200-3410	ANIMAL CONTROL	5,000.00	5,000.00	745.00	3,585.00	3,585.00	1,415.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		5,000.00	5,000.00	745.00	3,585.00	3,585.00	1,415.00
Activity: 56200 - ANIMAL CONTROL Total:		5,000.00	5,000.00	745.00	3,585.00	3,585.00	1,415.00

Activity: 57100 - LIBRARY

Department: 71 - LIBRARY

001-71-57100-1210	SALARIES	278,192.00	278,192.00	20,754.21	200,227.62	200,227.62	77,964.38
001-71-57100-1310	SALARIES - PART TIME	47,552.00	47,552.00	3,205.54	24,654.46	24,654.46	22,897.54
001-71-57100-2110	SOCIAL SECURITY TAXES	20,196.00	20,196.00	1,479.29	13,880.27	13,880.27	6,315.73
001-71-57100-2210	RETIREMENT	38,947.00	38,947.00	2,004.64	20,004.37	20,004.37	18,942.63
001-71-57100-2310	EMPLOYEE INSURANCE	78,223.00	78,223.00	4,292.90	40,985.47	40,985.47	37,237.53

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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	0.00	357.78	357.78	342.22
001-71-57100-3000	MEDICARE INSURANCE	4,723.00	4,723.00	345.98	3,246.25	3,246.25	1,476.75
001-71-57100-4010	TRAVEL & PER DIEM	1,200.00	1,200.00	333.50	735.60	735.60	464.40
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	211.49	1,307.42	1,836.62	63.38
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	114.95	765.04	765.04	1,934.96
001-71-57100-5290	OPERATING SUPPLIES	0.00	0.00	25.00	40.69	40.69	-40.69
001-71-57100-5410	BOOKS, PUBS, SUBS & MEMBS	16,000.00	16,000.00	360.70	10,321.36	10,321.36	5,678.64
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	0.00	292.00	292.00	908.00
Department: 71 - LIBRARY Total:		508,733.00	508,733.00	33,128.20	322,048.02	322,577.22	186,155.78
Activity: 57100 - LIBRARY Total:		508,733.00	508,733.00	33,128.20	322,048.02	322,577.22	186,155.78
Activity: 57200 - PARKS							
Department: 50 - PUBLIC WORKS							
001-50-57200-1210	SALARIES	118,320.00	118,320.00	9,491.13	67,206.83	67,206.83	51,113.17
001-50-57200-1310	PART-TIME SALARIES	26,133.00	26,133.00	2,494.01	12,360.62	12,360.62	13,772.38
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	743.08	4,933.28	4,933.28	4,053.72
001-50-57200-2210	RETIREMENT	16,635.00	14,135.00	98.11	1,466.62	1,466.62	12,668.38
001-50-57200-2310	EMPLOYEE INSURANCE	40,800.00	40,800.00	3,124.40	21,788.83	21,788.83	19,011.17
001-50-57200-2410	WORKER'S COMPENSATION	8,140.00	8,140.00	0.00	2,538.39	2,538.39	5,601.61
001-50-57200-3000	MEDICARE INSURANCE	2,102.00	2,102.00	173.77	1,153.62	1,153.62	948.38
001-50-57200-3100	PROFESSIONAL SERVICES	100,000.00	100,000.00	11,917.50	34,231.02	94,792.52	5,207.48
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	363.21	2,492.94	2,492.94	3,007.06
001-50-57200-4320	WATER	4,000.00	4,000.00	309.32	1,847.11	1,847.11	2,152.89
001-50-57200-4330	SOLID WASTE	500.00	500.00	0.00	254.51	254.51	245.49
001-50-57200-4521	PROPERTY INSURANCE	8,450.00	8,450.00	0.00	7,927.00	7,927.00	523.00
001-50-57200-4522	VEHICLE INSURANCE	1,050.00	1,050.00	0.00	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	437.64	2,451.97	4,244.86	25,755.14
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	388.13	1,798.48	1,798.48	4,201.52
001-50-57200-5231	SEASONAL DECORATIONS	5,000.00	6,000.00	0.00	5,960.00	5,960.00	40.00
001-50-57200-5270	MACHINERY & EQUIPMENT	3,000.00	5,000.00	995.60	1,692.60	1,692.60	3,307.40
001-50-57200-5290	OPERATING SUPPLIES	10,000.00	10,000.00	1,126.18	2,300.36	2,300.36	7,699.64
001-50-57200-5295	OPERATING SUPPLIES/JANITORIAL	0.00	100.00	0.00	35.92	35.92	64.08
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	50.53	5,289.90	5,714.90	9,285.10
001-50-57200-6310	INFRASTRUCTURE	908,100.00	950,890.88	953.95	87,402.55	156,629.34	794,261.54
001-50-57200-6410	MACHINERY & EQUIPMENT	12,000.00	12,000.00	0.00	0.00	10,583.00	1,417.00
Department: 50 - PUBLIC WORKS Total:		1,346,817.00	1,390,207.88	32,666.56	266,037.55	408,626.73	981,581.15
Activity: 57200 - PARKS Total:		1,346,817.00	1,390,207.88	32,666.56	266,037.55	408,626.73	981,581.15
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	0.00	86,064.75	86,064.75	114,673.25
Department: 99 - NON DEPARTMENTAL Total:		310,234.00	310,234.00	0.00	86,064.75	86,064.75	224,169.25
Activity: 58100 - INTERFUND TRANSFER Total:		310,234.00	310,234.00	0.00	86,064.75	86,064.75	224,169.25
Expense Total:		9,068,555.00	9,174,345.42	547,888.15	4,218,930.64	5,545,878.52	3,628,466.90
Fund: 001 - GENERAL FUND Surplus (Deficit):		-2,531,521.00	-2,637,311.42	-33,559.98	-407,948.57	-1,734,896.45	-902,414.97

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

	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	63,767.20	298,540.98	201,459.02
101-00-361100	INTEREST INCOME	50,000.00	50,000.00	11,296.38	80,055.89	-30,055.89
Department: 00 - UNDESIGNATED Total:		550,000.00	550,000.00	75,063.58	378,596.87	171,403.13
Revenue Total:		550,000.00	550,000.00	75,063.58	378,596.87	171,403.13

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

	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):	-313,238.00	-313,238.00	75,063.58	378,596.87	378,596.87	-691,834.87

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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	106,990.97	798,885.98	798,885.98	482,114.02
410-00-343320	WATER UTIL - PENALTIES	20,000.00	20,000.00	3,386.52	24,197.71	24,197.71	-4,197.71
410-00-343340	BACKFLOW PREVENTER INSPECTION F...	3,500.00	3,500.00	850.00	5,400.00	5,400.00	-1,900.00
410-00-343351	TURN-ON & CUT-OFF FEES	6,000.00	6,000.00	420.00	4,050.00	4,050.00	1,950.00
410-00-343510	SEWER UTIL REV - OPER INCOME	1,806,000.00	1,806,000.00	153,506.70	1,125,494.08	1,125,494.08	680,505.92
410-00-343520	SEWER UTILITY PENALTIES	20,000.00	20,000.00	1,661.67	11,831.73	11,831.73	8,168.27
410-00-343611	IMPACT FEES WATER	0.00	0.00	0.00	400.00	400.00	-400.00
410-00-343612	IMPACT FEES SEWER	0.00	0.00	0.00	400.00	400.00	-400.00
410-00-359000	OTHER REVENUE & RETURN CHECKS	200.00	200.00	-62.74	619.72	619.72	-419.72
410-00-361000	INTEREST AND OTHER EARNINGS	100,000.00	100,000.00	21,697.88	158,630.94	158,630.94	-58,630.94
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	9,710.77	131,525.12	131,525.12	67,474.88
410-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	2,919.28	17,627.48	17,627.48	-17,627.48
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	301,081.05	2,280,262.76	2,280,262.76	3,447,501.24
Revenue Total:		5,727,764.00	5,727,764.00	301,081.05	2,280,262.76	2,280,262.76	3,447,501.24

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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	0.00	1,597.70	1,597.70	-1,597.70
Department: 99 - NON DEPARTMENTAL Total:		0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 51700 - DEBT SERVICE PAYMENT Total:		0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 53300 - WATER							
Department: 50 - PUBLIC WORKS							
410-50-53300-1210	SALARIES	112,553.00	112,553.00	8,482.83	75,155.47	75,155.47	37,397.53
410-50-53300-2110	SOCIAL SECURITY TAXES	6,978.00	6,978.00	525.94	4,699.87	4,699.87	2,278.13
410-50-53300-2210	RETIREMENT	15,757.00	15,757.00	836.75	6,597.38	6,597.38	9,159.62
410-50-53300-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,731.08	15,579.68	15,579.68	11,975.32
410-50-53300-2410	WORKER'S COMPENSATION	145.00	145.00	0.00	61.32	61.32	83.68
410-50-53300-3000	MEDICARE INSURANCE	1,632.00	1,632.00	123.01	1,099.28	1,099.28	532.72
410-50-53300-3100	PROFESSIONAL SERVICES	148,543.00	148,543.00	11,093.75	47,096.15	197,179.18	-48,636.18
410-50-53300-3150	ENGINEERING, CONSULTING SERVICES	15,000.00	15,000.00	0.00	6,374.36	6,374.36	8,625.64
410-50-53300-3210	ACCOUNTING AND AUDITING	11,700.00	11,700.00	0.00	12,261.25	12,261.25	-561.25
410-50-53300-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	61,433.21	621,537.37	621,537.37	228,462.63
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	145.05	3,119.24	3,119.24	2,380.76
410-50-53300-4110	TELEPHONE & INTERNET	6,200.00	6,200.00	348.18	2,475.14	2,475.14	3,724.86
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	0.00	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	3,660.28	25,737.48	28,237.48	52,362.52
410-50-53300-4644	ELEVATED TANKS MAINTENANCE CO...	70,000.00	70,000.00	0.00	35,500.00	71,000.00	-1,000.00
410-50-53300-4650	COMPUTER OPERATIONS AND MAINT...	24,130.00	24,130.00	543.65	1,834.11	3,834.11	20,295.89
410-50-53300-4710	PRINTING & BINDING	3,500.00	3,500.00	393.68	1,775.96	2,033.54	1,466.46
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	-1,460.00	472.90	692.45	807.55
410-50-53300-4915	CREDIT CARD PROCESSING FEES	23,000.00	23,000.00	2,716.87	12,993.06	12,993.06	10,006.94
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	1,421.73	20,379.17	41,236.17	8,763.83
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	193,618.79	249,078.79	249,078.79	792,071.21
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	285,614.80	1,186,466.80	1,397,883.96	1,262,809.04
Activity: 53300 - WATER Total:		2,660,693.00	2,660,693.00	285,614.80	1,186,466.80	1,397,883.96	1,262,809.04
Activity: 53500 - SEWER							
Department: 50 - PUBLIC WORKS							
410-50-53500-1210	SALARIES	112,553.00	112,553.00	8,482.68	75,154.28	75,154.28	37,398.72
410-50-53500-2110	SOCIAL SECURITY TAXES	6,978.00	6,978.00	525.87	4,699.16	4,699.16	2,278.84
410-50-53500-2210	RETIREMENT	15,757.00	15,757.00	836.67	6,596.25	6,596.25	9,160.75
410-50-53500-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,731.08	15,579.72	15,579.72	11,975.28
410-50-53500-2410	WORKER'S COMPENSATION	145.00	145.00	0.00	61.32	61.32	83.68
410-50-53500-3000	MEDICARE INSURANCE	1,632.00	1,632.00	123.04	1,098.79	1,098.79	533.21
410-50-53500-3100	PROFESSIONAL SERVICES	0.00	0.00	0.00	558.25	558.25	-558.25
410-50-53500-3150	ENGINEERING, CONSULT. SERVICES & ...	15,000.00	15,000.00	0.00	11,464.39	25,924.39	-10,924.39
410-50-53500-3210	ACCOUNTING AND AUDITING	11,700.00	11,700.00	0.00	12,261.25	12,261.25	-561.25
410-50-53500-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	61,433.21	621,537.44	621,537.44	228,462.56
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	145.06	2,978.17	2,978.17	2,521.83
410-50-53500-4110	TELEPHONE & INTERNET	3,800.00	3,800.00	191.52	1,579.11	1,579.11	2,220.89
410-50-53500-4320	WATER	37,000.00	37,000.00	4,074.88	21,426.23	21,426.23	15,573.77
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	0.00	37,308.00	37,308.00	1,792.00

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		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	0.00	3,500.00
410-50-53500-4618	SEWER SYSTEMS MAINTENANCE	87,500.00	87,500.00	0.00	103,720.00	122,779.00	-35,279.00
410-50-53500-4650	COMPUTER OPERATIONS AND MAINT...	24,130.00	24,130.00	543.65	1,834.11	3,834.11	20,295.89
410-50-53500-4710	PRINTING & BINDING	2,500.00	2,500.00	393.68	1,364.71	1,364.71	1,135.29
410-50-53500-4905	WTP/STP OPERATING PERMITS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
410-50-53500-4906	OTHER CHARGES	2,000.00	2,000.00	-1,460.00	643.18	862.73	1,137.27
410-50-53500-4915	CREDIT CARD PROCESSING FEES	23,000.00	23,000.00	2,716.86	12,993.03	12,993.03	10,006.97
410-50-53500-4930	TRAINING	2,000.00	2,000.00	0.00	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	0.00	5,000.00
410-50-53500-5290	OPERATING SUPPLIES	500.00	500.00	0.00	295.00	295.00	205.00
410-50-53500-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	0.00	1,201.55	1,201.55	298.45
410-50-53500-6310	INFRASTRUCTURE	1,284,789.00	1,284,789.00	78,380.82	131,680.30	131,680.30	1,153,108.70
410-50-53500-6410	MACHINERY & EQUIPMENT	136,000.00	136,000.00	0.00	13,598.23	32,951.20	103,048.80
Department: 50 - PUBLIC WORKS Total:		2,716,354.00	2,716,354.00	158,119.02	1,100,837.92	1,155,929.44	1,560,424.56
Activity: 53500 - SEWER Total:		2,716,354.00	2,716,354.00	158,119.02	1,100,837.92	1,155,929.44	1,560,424.56
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	0.00	138,000.00
410-99-58100-7220	SRF LOAN INTEREST	9,800.00	9,800.00	0.00	0.00	0.00	9,800.00
410-99-58100-9001	INTERFUND TRANSFER	79,854.00	79,854.00	79,854.00	79,854.00	79,854.00	0.00
Department: 99 - NON DEPARTMENTAL Total:		227,654.00	227,654.00	79,854.00	79,854.00	79,854.00	147,800.00
Activity: 58100 - INTERFUND TRANSFER Total:		227,654.00	227,654.00	79,854.00	79,854.00	79,854.00	147,800.00
Expense Total:		5,604,701.00	5,604,701.00	523,587.82	2,368,756.42	2,635,265.10	2,969,435.90
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):		123,063.00	123,063.00	-222,506.77	-88,493.66	-355,002.34	478,065.34
Report Surplus (Deficit):		-2,721,696.00	-2,827,486.42	-181,003.17	-117,845.36	-1,711,301.92	

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	514,328.17	3,810,982.07	3,810,982.07	2,726,051.93
Revenue Total:	6,537,034.00	6,537,034.00	514,328.17	3,810,982.07	3,810,982.07	2,726,051.93

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	376.35	29,534.45	30,131.45	37,115.55
Activity: 51100 - LEGISLATIVE Total:	67,247.00	67,247.00	376.35	29,534.45	30,131.45	37,115.55
Activity: 51200 - EXECUTIVE						
12 - CITY MANAGER	254,364.00	254,364.00	18,988.84	156,098.23	156,508.57	97,855.43
Activity: 51200 - EXECUTIVE Total:	254,364.00	254,364.00	18,988.84	156,098.23	156,508.57	97,855.43
Activity: 51300 - FINANCE						
13 - ADMINISTRATIVE SERVICES	134,534.00	134,534.00	7,513.12	87,419.76	87,419.76	47,114.24
Activity: 51300 - FINANCE Total:	134,534.00	134,534.00	7,513.12	87,419.76	87,419.76	47,114.24
Activity: 51310 - HUMAN RESOURCES						
13 - ADMINISTRATIVE SERVICES	83,080.00	83,080.00	5,817.45	41,910.16	41,910.16	41,169.84
Activity: 51310 - HUMAN RESOURCES Total:	83,080.00	83,080.00	5,817.45	41,910.16	41,910.16	41,169.84
Activity: 51400 - LEGAL						
14 - CITY ATTORNEY	65,000.00	65,000.00	6,827.50	30,109.00	30,109.00	34,891.00
Activity: 51400 - LEGAL Total:	65,000.00	65,000.00	6,827.50	30,109.00	30,109.00	34,891.00
Activity: 51500 - PLANNING AND ZONING						
30 - COMMUNITY DEVELOPMENT	241,557.00	241,557.00	10,514.61	139,256.89	170,447.30	71,109.70
Activity: 51500 - PLANNING AND ZONING Total:	241,557.00	241,557.00	10,514.61	139,256.89	170,447.30	71,109.70
Activity: 51600 - NON-COURT INFORMATION SYSTEMS						
16 - CITY CLERK	126,944.00	126,944.00	10,451.45	76,134.96	77,352.47	49,591.53
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	126,944.00	126,944.00	10,451.45	76,134.96	77,352.47	49,591.53
Activity: 51610 - INFORMATION TECHNOLOGY						
13 - ADMINISTRATIVE SERVICES	184,304.00	184,304.00	12,858.13	82,361.37	86,708.75	97,595.25
Activity: 51610 - INFORMATION TECHNOLOGY Total:	184,304.00	184,304.00	12,858.13	82,361.37	86,708.75	97,595.25
Activity: 51900 - GENERAL GOVERNMENT						
99 - NON DEPARTMENTAL	66,040.00	66,040.00	190.49	52,089.36	52,089.36	13,950.64
Activity: 51900 - GENERAL GOVERNMENT Total:	66,040.00	66,040.00	190.49	52,089.36	52,089.36	13,950.64
Activity: 51910 - FACILITIES						
50 - PUBLIC WORKS	1,058,044.00	1,056,544.00	12,478.02	154,988.57	736,233.23	320,310.77
Activity: 51910 - FACILITIES Total:	1,058,044.00	1,056,544.00	12,478.02	154,988.57	736,233.23	320,310.77
Activity: 52100 - LAW ENFORCEMENT						
20 - PUBLIC SAFETY	310,788.00	310,788.00	49,854.84	224,391.78	224,391.78	86,396.22
Activity: 52100 - LAW ENFORCEMENT Total:	310,788.00	310,788.00	49,854.84	224,391.78	224,391.78	86,396.22
Activity: 52200 - FIRE						
20 - PUBLIC SAFETY	1,147,687.00	1,147,687.00	0.00	574,041.40	574,041.40	573,645.60
Activity: 52200 - FIRE Total:	1,147,687.00	1,147,687.00	0.00	574,041.40	574,041.40	573,645.60
Activity: 52400 - CODE COMPLIANCE						
30 - COMMUNITY DEVELOPMENT	90,817.00	90,817.00	5,973.66	54,832.24	54,832.24	35,984.76
Activity: 52400 - CODE COMPLIANCE Total:	90,817.00	90,817.00	5,973.66	54,832.24	54,832.24	35,984.76
Activity: 52410 - BUILDING						
30 - COMMUNITY DEVELOPMENT	153,657.00	153,657.00	5,129.53	44,890.79	44,890.79	108,766.21
Activity: 52410 - BUILDING Total:	153,657.00	153,657.00	5,129.53	44,890.79	44,890.79	108,766.21
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	1,286,749.00	1,286,968.00	13,137.59	252,935.71	719,850.18	567,117.82
Activity: 53800 - STORMWATER Total:	1,286,749.00	1,286,968.00	13,137.59	252,935.71	719,850.18	567,117.82
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	1,626,959.00	1,690,639.54	321,236.81	1,540,200.65	1,638,108.38	52,531.16
Activity: 54100 - STREETS Total:	1,626,959.00	1,690,639.54	321,236.81	1,540,200.65	1,638,108.38	52,531.16
Activity: 56200 - ANIMAL CONTROL						
30 - COMMUNITY DEVELOPMENT	5,000.00	5,000.00	745.00	3,585.00	3,585.00	1,415.00
Activity: 56200 - ANIMAL CONTROL Total:	5,000.00	5,000.00	745.00	3,585.00	3,585.00	1,415.00
Activity: 57100 - LIBRARY						
71 - LIBRARY	508,733.00	508,733.00	33,128.20	322,048.02	322,577.22	186,155.78

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	33,128.20	322,048.02	322,577.22	186,155.78
Activity: 57200 - PARKS						
50 - PUBLIC WORKS	1,346,817.00	1,390,207.88	32,666.56	266,037.55	408,626.73	981,581.15
Activity: 57200 - PARKS Total:	1,346,817.00	1,390,207.88	32,666.56	266,037.55	408,626.73	981,581.15
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	310,234.00	310,234.00	0.00	86,064.75	86,064.75	224,169.25
Activity: 58100 - INTERFUND TRANSFER Total:	310,234.00	310,234.00	0.00	86,064.75	86,064.75	224,169.25
Expense Total:	9,068,555.00	9,174,345.42	547,888.15	4,218,930.64	5,545,878.52	3,628,466.90
Fund: 001 - GENERAL FUND Surplus (Deficit):	-2,531,521.00	-2,637,311.42	-33,559.98	-407,948.57	-1,734,896.45	-902,414.97

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	75,063.58	378,596.87	378,596.87	171,403.13
Revenue Total:	550,000.00	550,000.00	75,063.58	378,596.87	378,596.87	171,403.13

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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):	-313,238.00	-313,238.00	75,063.58	378,596.87	378,596.87	-691,834.87

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	301,081.05	2,280,262.76	2,280,262.76	3,447,501.24
Revenue Total:	5,727,764.00	5,727,764.00	301,081.05	2,280,262.76	2,280,262.76	3,447,501.24

Budget vs Actuals

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	0.00	1,597.70	1,597.70	-1,597.70
Activity: 51700 - DEBT SERVICE PAYMENT Total:	0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 53300 - WATER						
50 - PUBLIC WORKS	2,660,693.00	2,660,693.00	285,614.80	1,186,466.80	1,397,883.96	1,262,809.04
Activity: 53300 - WATER Total:	2,660,693.00	2,660,693.00	285,614.80	1,186,466.80	1,397,883.96	1,262,809.04
Activity: 53500 - SEWER						
50 - PUBLIC WORKS	2,716,354.00	2,716,354.00	158,119.02	1,100,837.92	1,155,929.44	1,560,424.56
Activity: 53500 - SEWER Total:	2,716,354.00	2,716,354.00	158,119.02	1,100,837.92	1,155,929.44	1,560,424.56
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	227,654.00	227,654.00	79,854.00	79,854.00	79,854.00	147,800.00
Activity: 58100 - INTERFUND TRANSFER Total:	227,654.00	227,654.00	79,854.00	79,854.00	79,854.00	147,800.00
Expense Total:	5,604,701.00	5,604,701.00	523,587.82	2,368,756.42	2,635,265.10	2,969,435.90
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	123,063.00	123,063.00	-222,506.77	-88,493.66	-355,002.34	478,065.34
Total Surplus (Deficit):	-2,721,696.00	-2,827,486.42	-181,003.17	-117,845.36	-1,711,301.92	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001 - GENERAL FUND	-2,531,521.00	-2,637,311.42	-33,559.98	-407,948.57	-1,734,896.45	-902,414.97
101 - DISCRETIONARY SALES ...	-313,238.00	-313,238.00	75,063.58	378,596.87	378,596.87	-691,834.87
410 - WATER/SEWER FUND	123,063.00	123,063.00	-222,506.77	-88,493.66	-355,002.34	478,065.34
Total Surplus (Deficit):	-2,721,696.00	-2,827,486.42	-181,003.17	-117,845.36	-1,711,301.92	

Public Works Report for June 2025

- Prepared Budget and Capital Improvements Plan
- Inspected and monitored work on Ray's Pond
- Progress continues at City Hall Adaptive Reuse, currently finalizing change orders
- Collaborated with Barge Designs for City Council presentation
- Sealcoated Mary Esther Manor
- Awarded bid to A-to-Z Security for access control, burglar alarms, and security cameras for New City Hall and held kickoff meeting with A to Z and the contractor performing the adaptive reuse at New City Hall.
- Completed Annual Environmental Stewardship Report for Oak Tree Nature Park
- Conducted Stormwater Inspections at construction sites
- Repaired signs and performed thermo patching in Mary Esther Manor
- Swept all routes according to schedule covering all of Mary Esther with the newly published routes
- Fixed large potholes on Winfield Way at 98 and at S. Lorriane and W. Lorraine
- Maintained Asphalt Maintenance Equipment
- Applied Thermoplastic Markings at Mary Esther Manor Entry/Exits
- Regular mowing and landscape maintenance
- Repaired irrigation at New City Hall and Community Garden
- Replaced rotten boards on Bridges at Oak Tree Park
- Installed new trash cans at city parks
- Repaired and painted library picnic tables
- Acquired new mower
- Installed Kafka Composted granite sample at Azalea Park for comparison to Rubber Mulch trail
- Received new pavilion for Azalea Park but working through quality issues in materials while getting permits and bids for assembly.
- Built raised bed for the library
- Set up a new Project Manager with Jacobs with access to well camera system.
- Develop maps hand help with press releases in Mary Esther Manor
- Helped with communications during city wide water outage.
- Due to sudden rain during sealcoating crews were able to borrow oil booms from Ocean City Destin office and contain asphalt sealcoating washout and use the new street sweeper to vacuum out catch basins and new Vac Trailer to remove a small amount of asphalt sealer that made it to pond at Brian Circle. Spill was reported to DEQ and they reported that our response was appropriate to contain the spill.

Mary Esther Public Library Report for Council

May/June 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>
<u>April</u>	<u>4280</u>	<u>2310</u>	<u>2721</u>	<u>250</u>	<u>184</u>
<u>May</u>	<u>4673</u>	<u>2331</u>	<u>2706</u>	<u>266</u>	<u>177</u>

More than 530 people attended library programs in May 2025! All ages from the youngest to the most seasoned patrons participated.

Programming Snapshot:

Spring Into Nature Event: 75
 Baby Storytime: 61
 Lego Club: 19
 Movie Matinee: 13
 THREE Book Clubs: 21
 LoveCrafts: 10
 STEAM: 20
 Puzzle Exchange & Table: 23

Preschool Storytime: 60
 Coloring: 7
 Mushroom Scavenger Hunt: 36
 Youth Village Programming: 104
 Bunco 14
 Tech Help Sessions/ Wkshp 43
 BookQuest: 25

Summer Reading Kickoff was WONDROUS

This report mostly focuses on the happenings in May, but since Summer Reading is the most wonderful time of the year, it is right and fitting to mention it. After months and months of planning and advertising and working and preparing, we celebrated the beginning of Summer Reading in the first week of June!



162 patrons of all ages attended the kickoff on June 6, 2025!





There were crafts and activities and refreshments and all sorts of outside games. Residents and patrons registered for the incredible events planned for the summer.





We had such a wonderful time and all the participants raved about their experience.

We're grateful for our supporters, patrons, volunteers, and residents who make this library special.

The Library Fosters Strong Family Bonds and Successful Students

Reading to children is one of the most impactful ways parents can support early childhood development. Research shows that when parents regularly read aloud to their children, they not only strengthen the parent-child bond but also build a foundation for cognitive, language, and social-emotional development. According to the American Academy of Pediatrics (AAP), reading aloud "stimulates optimal patterns of brain development and strengthens parent-child relationships at a critical time in child development" (AAP, 2014). This stimulation plays a vital role in language acquisition, literacy skills, and emotional connection.

The library encourages parents to read to their children to strengthen their bond and also to set up the child for later success.



According to a 2019 study published in *Journal of Pediatrics*, children whose parents read five books a day to them hear about 1.4 million more words by kindergarten than children who were not read to regularly (Logan et al., 2019). This "million-word gap" gives early readers a strong advantage in language comprehension and verbal skills, and consequently, improves these readers' chance for success in school, work, and life.



Pictured above is one of our newest library card holders, Louie, who serves in the Air Force and visits the library to read to his child.

Praise Continues to Pour in for Our Spring Into Nature Event

Recently, a patron who attended our 3rd annual Spring Into Nature emailed us.

"Dear Librarians, I wanted to send a huge thank you for the fantastic Nature event you held on May 3rd! My son and I had such a wonderful time building our mushroom container, and we're thrilled to report it's been a massive success.

We've been diligently monitoring our kit in a dark place, and on May 16th, my son excitedly discovered mushrooms pinning! It was such a fun moment for us. I've attached photos showcasing their rapid growth since May 19th. We've been spraying them daily, and it's been incredible to watch them expand so quickly. We haven't tried eating them yet – we're having too much fun just observing their progress!

Thank you again for providing such a unique and engaging experience for the community. We really appreciate it!" Here are the photos the patron attached.





STEAM kids had a Great Session in May

Our young patrons made their own bubble solution this month! Check out the size of these bubbles!



To register for the next STEAM Kids! visit:

<https://okaloosa.librarycalendar.com/event/color-our-world-steam-kids-52253>

Book Clubs Foster Community and Conversation

We have three marvelous book clubs at the Mary Esther Public Library! More than twenty residents and patrons join us monthly.

We have “It’s A Mystery Book Club!,” “All About Books,” and the “Show and Tell Book Club.”

Bell Hooks said, “what the book club opens up is that people can read a book and then have someone else to talk about it with. Then they see that a book can lead to the pleasure of conversation, that the solitary act of reading can actually be a part of the path to communion and community.”



We welcome you to any of these monthly gatherings:

<https://okaloosa.librarycalendar.com/events/month/2025/07?branches%5B100%5D=100>

Remember We Offer Tech Help Sessions on an Appointment and Walk-in Basis!



Every day of the week we have residents and patrons of all ages who visit the library for tech help sessions and to meet tech needs. We are always available to assist you!

OCPLC Governing Board

The Governing Board meeting occurred on July 21, 2025 from 2:00 PM - 3:00 PM in the Niceville Library's conference room. Cmgr. Bernie Oder is Mary Esther's Governing Board Representative and the Vice Chair of the Board. Cmgr. Richard Lawson is the alternate. We thank them for their support!



Ocean City-Wright Fire Control District

June 20th, 2025

TO: Honorable Mayor and Council Members, City of Mary Esther
RE: Monthly Report, Fire Department, May 15th – June 20th, 2025

Mayor and Council Members,

Please find below the Mary Esther Fire Department's monthly update, highlighting our recent progress in training, planning, regional collaboration, and operational readiness:

1. Training & Professional Development

- As previously shared, we created a Training Chief position earlier this year, which was filled by Chief Blake Good. Since this addition, 2025 has become our busiest and most productive training year in recent memory.
- Over the past month, our personnel have participated in:
 - Structural collapse rescue and shoring training
 - Advanced traumatic injury medical care training
 - Water rescue training with Tallahassee's Urban Search and Rescue Task Force 7
- These trainings continue to enhance our emergency response capabilities and reinforce our commitment to firefighter and community safety.

2. Budget Planning

- We have officially begun development of our 2025–2027 Fiscal Year Budget. A major emphasis in this budget cycle will be on expanding our training programs, with a particular focus on officer development to prepare future leaders within our organization.

3. Strategic Plan Goals

- At our most recent meeting, the Board of Fire Commissioners approved three new strategic goals to be incorporated into our department's existing strategic plan.
- These goals are an extension of our mission of continuous improvement, helping ensure our long-term effectiveness and accountability.
- A copy of the approved memo outlining these goals has been attached for your reference.

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4. Hurricane Preparedness

- Several of our personnel participated in the Okaloosa County Emergency Management Hurricane Exercise, reinforcing our operational readiness for the current storm season and our coordination with partner agencies.

5. Regional Collaboration – Niceville Fire Chief Search

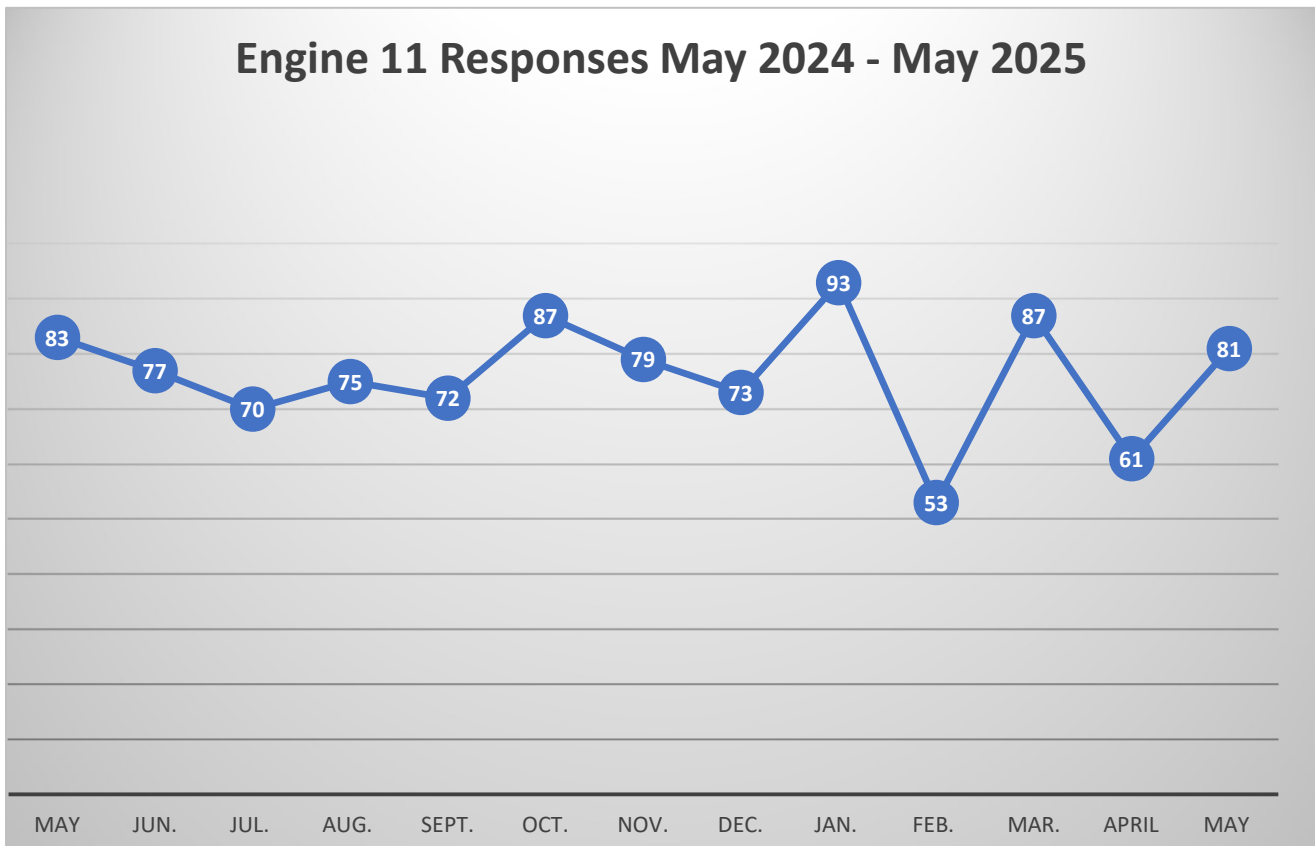
- I had the honor of assisting the City of Niceville in their search for their next Fire Chief. Alongside Chief Vargason from the City of Crestview, we conducted interviews with the final candidates.
- It was a pleasure to support City Manager David Deitch and the Niceville leadership team in this important process. This type of regional cooperation strengthens the fire service throughout Okaloosa County.

As always, thank you for your continued support of the Mary Esther Fire Department. Please feel free to reach out with any questions or requests for additional information.

Respectfully,

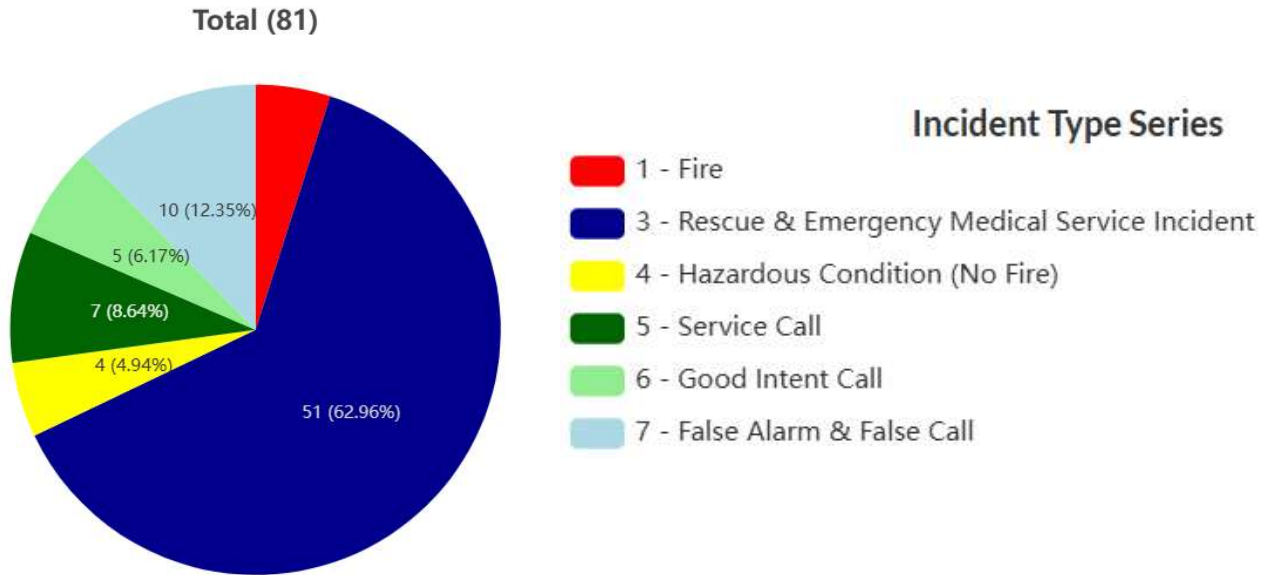


Jeff Wagner, Fire Chief



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May 2025



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Ocean City-Wright Fire Control District

5 Jun 2025

MEMORANDUM FOR RECCORD

FROM: Lincoln T. Williams, Assistant Chief
 Accreditation Manager
 Ocean City-Wright Fire Control District

SUBJECT: 2025 Strategic Plan Goal Establishment

1. Following the achievement of securing the CAFI Accredited Agency status, the district continues to pursue organizational excellence through continuous processes, and capability improvement. In March of 2025 the district held an internal stakeholder meeting where a Strengths, Weakness, Opportunities, and Threats (SWOT) analysis was conducted to assist in vectoring efforts in strategic planning. The following goals are the result of the SWOT analysis and are reflective of the resolve our organization holds for service to our community and each other.

Goal 2

Develop and improve OCWFCD facilities, vehicles, and equipment to provide the highest level of service to our community.

Objective	Assess and renovate the district training facility to meet the robust training requirements of the Fire Service. (Added 30 May 2025)	
2E		
Timeframe	12-24 months	Assigned to:
Critical Tasks	<input type="checkbox"/> Select a board consisting of line personnel and administrative staff. <input type="checkbox"/> Conduct training facility renovation survey to identify needs. <input type="checkbox"/> Assign the board to develop recommended training facility renovation/construction plan. <input type="checkbox"/> Assign board to submit results to fire chief within thirty days of board analysis for approval and funding.	

-
- Assign board to obtain bids and perform procedures for RFP or RFQ, as required.
 - Assign board to review and submit budget package to fire chief/board of fire commissioners.
 - Seek Funding through outside sources or allocation through the fiscal year budget.
 - Upon funding approval, assign the board to begin facility renovation work scheduling.
 - Assign the board to appoint a project manager to oversee construction.
 - Project manager will update the board weekly on construction progress.
 - Upon project(s) completion, the board will provide the fire chief/board of fire commissioners final project report.
 - Assign training facility custodians to monitor serviceability and manage repairs.
-

Goal 7

Maximize current special operations capabilities and expand service delivery to exceed historical community incident mitigation demands.

Objective	Expand community service delivery with a practical and capable water rescue program.	
7A		
Timeframe	12-24 months	Assigned to:
Critical Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Appoint a water rescue committee comprised of admin and line personnel. <input type="checkbox"/> The Water Rescue committee will determine community needs, staffing, geographic, and training requirements. <input type="checkbox"/> Appoint and train (via external agency) district SMEs. <input type="checkbox"/> Develop a water rescue training plan. <input type="checkbox"/> Develop a list of required operational equipment and associated costs. <input type="checkbox"/> Submit proposed training plan and budget request to fire chief for approval. <input type="checkbox"/> Implement training plan. <input type="checkbox"/> Implement operational capability. <input type="checkbox"/> Assess program annually, draft and publish program appraisal. <input type="checkbox"/> Revise as needed. 	

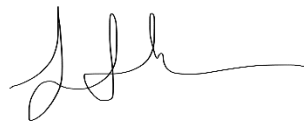
Objective 7B	Develop the OCWFCD TRT program into a viable, capable local response asset for emergency rescue operations that are outside of the scope of a single engine company response.	
Timeframe	12-24 months	Assigned to:
Critical Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Create a TRT training team to assess current TRT training and develop a program that supports greater proficiency and capability. <input type="checkbox"/> Assess district personnel for “Team Lead” interest. <input type="checkbox"/> Create training schedule. <input type="checkbox"/> Appoint team leads and assistants. <input type="checkbox"/> Task team leads to develop training that aligns with schedule. <input type="checkbox"/> Develop a list of required SME training, training props and consumables with associated costs. <input type="checkbox"/> Submit proposed training plan and budget request to fire chief for approval. <input type="checkbox"/> Implement training plan. <input type="checkbox"/> Review plan annually. <input type="checkbox"/> Revise as needed. 	

Goal 8

Bolster district readiness by generating a large scale natural or manmade disaster preparedness plan that supports operations thru the preparation, response, and recovery phases of community service.

Objective 8A	Create a comprehensive district emergency management plan that addresses district administrative and operational needs during large scale manmade or natural disasters.	
Timeframe	3-6 months	Assigned to: Chief Sasser
Critical Tasks	<ul style="list-style-type: none"><input type="checkbox"/> Include all administrative personnel to create team to manage emergency management plan (EMP) for OCWFCD.<input type="checkbox"/> Create a reoccurring schedule and projected completion date for EMP.<input type="checkbox"/> Assign functional areas to subject matter experts.<input type="checkbox"/> Develop a list of required preparation equipment and consumables with associated costs.<input type="checkbox"/> Submit proposed EMP and associated budget to fire chief for approval.<input type="checkbox"/> Implement preparation plan.<input type="checkbox"/> Assess EMP annually for relevance.<input type="checkbox"/> Revise as needed.	

2. These goals have been added to the formal strategic plan document and can be referenced in the SOP folder under Accreditation Documents. Any questions regarding the strategic plan or the districts accreditation may be directed to me, by phone 850-862-1185 ext. 221, or email LTWilliams@ocwfc.org.



LINCOLN T. WILLIAMS, Assistant Chief
Ocean City-Wright Fire Control District

**COMMUNITY DEVELOPMENT DEPARTMENT
Monthly Activity Report**

**Reporting Period
May 17, 2025 – June 23, 2025**

Code Enforcement

Activities			
Opened Cases	7	Inspection	9
Agency Assist	2	Consultations	5
Verbal Warning	1	Advisements On Codes to Citizens	9
Notice of violations	7	Courtesy Notice	3
Citation	1	Closed Cases	8

Permitting

Permit Type	
Accessory Structure	3
Demolition	1
Driveway	3
Patio Cover	1
Inspections	4

Development Review

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

- Staff compiled comments for Big Box Retail at Santa Rosa Mall after receiving the missing documents/ fees from applicant on 6/11/25. The comments are currently in internal review.

- Staff presented the first reading of the Comp Plan with ECRC and has transmitted to the State for review on 6/4/25.
- Staff is compiling history for Christobal Landing Park.
- Staff conducted pre-application meeting for CPH – Santa Rosa Mall grocery 6/16/25

City of Mary Esther

May 2025 Monthly Report

Prepared By: Erica Coggeshall, Project Administrator



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Executive Summary

Jacobs O&M Team

Our staff consist of 8 full-time operations and maintenance technicians. The staff maintains the Florida Department of Environmental Protection operator certification requirements for Water, Wastewater, Distribution, and Backflow Prevention.

Wastewater Licenses – 4
 Water Licenses – 5
 Backflow Certifications – 5

Table 1.0 Personal and Certification

O&M Team		
Name	Job Title	Certification
Joshua Robinson	Project Manager	Class C WWC License, Class C DWC, and Backflow Prevention Certified
Erica Coggeshall	Project Administrator	
Michael Bennett	Water/Wastewater Operator	Class C WWC, Class C DWC License, and Backflow Prevention Certified
Paul Price	Lead Wastewater Operator	Class C Wastewater
Michael Gaines	Water/Wastewater Operator	Class C WWC License and Class C DWC License
Jeremy Bankston	Water Operator	Class C DWC License and Backflow Prevention Certified
Maxwell Boone	Distribution Systems Operator	Class 3 Distributions Systems Operator and Backflow Prevention Certified
Derick Smith	Utility Worker	

* Wastewater Certified (WWC)
 * Drinking Water Certified (DWC)

Executive Summary Continued

Introducing Jacobs' O&M Team



Joshua Robinson
Project Manager



Erica Coggeshall
Project Administrator



Michael Bennett
Water/Wastewater Operator



Paul Price
Lead Wastewater Operator



Michael Gaines
Water/Wastewater Operator



Jeremy Bankston
Water Operator



Maxwell Boone
Distribution Systems Operator



Derick Smith
Utility Worker

Executive Summary Continued

Jacobs' O&M Team News & Announcements

Beginning May 1, 2025 – The City awarded Jacobs a new 5-year contract for O&M.

Jacobs staff was glad to collaborate with the City Public Works Department during their teambuilding cookout event.



Executive Summary Continued

Table 1.1 Capital City Project (CIP) Status Report **Capital Improvement Projects (CIP)**

Jacobs is proud to collaborate with the City of Mary Esther to develop comprehensive one-year and five-year Capital Improvement Plans (CIP) and an Asset Repair and Replacement Program.

Jacobs staff is actively working with the finance department in developing the water/sewer budget for the upcoming fiscal year.

Executive Summary Continued

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 307 accident-free days.

Monthly Safety Training Topics

- Accident Prevention Plan 2025 (APP)
- Shoulder Injury Prevention
- Tractor Safety
- Blade Safety



Operations

Water Production & Distribution

Monthly Operations Report Submission Date: June 10, 2025

Table 2.0 Monthly Water Production Summary

Water Treatment Plant	MG (Millions Gallons)
WTP 1	5,010,000 MG
WTP 3	3,906,000 MG
WTP 4	4,768,000 MG
Overall Average Daily Production	441,419.4 MG
Total Monthly Production	13,684,000 MG

Operations Continued

Meter Reading

May 2025

- Total Meter Connections = 2,111
- Rereads Required = 28
- Meter Reading Accuracy = 98.7

Table 2.1 Meter Reading Monthly Summary

Month	Total Meters #	Meter Rereads #	Meter Reading Accuracy
May 2025	2,111	28	98.7
Apr 2025	2,111	68	96.8
Mar 2025	2,111	10	99.5
Feb 2025	2,111	17	99.2
Jan 2025	2,111	15	99.3
Dec 2024	2,111	19	99.1
Nov 2024	2,111	20	99.1
Oct 2024	2,111	25	98.8
Sep 2024	2,111	8	99.6
Aug 2024	2,111	21	99.0
Jul 2024	2,111	26	98.8
Jun 2024	2,111	30	98.6
Average	2,111	24	98.9

Operations Continued

City Work Order & After-Hours Callouts

May 2025

- Total Number of Completed Requests: 252
- Total Number of Completed After-Hours Callout(s):
 - There were no after hours call outs for the month of May

Table 2.2 Action Summary Report

Action	Completed
Connect	5
Disconnect	5
Occupant Change	13
Miscellaneous	144
Cutoff	37
Reinstate	32
Service Action	16
Grand Totals	252

Operations Continued

City Work Order Requests

May 2025

Table 2.3 City Work Order Requests and Call Outs Summary

Job Code	Completed
BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	18
CALL OUT - CALL OUT	0
CONNECT - CONNECT	5
CUST INQ - CUSTOMER CONCERN/INQUIRY	11
CUT - CUTOFF	37
DATA LOG - PULL READING LOG	1
DISCO-FB - DISCONNECT-FINAL BILL	5
DOOR HANG - DOOR HANGER	7
FIRE HYDRANT FLUSH - FIRE HYDRANT FLUSH	1
LK CK - LEAK CHECK	23
LOW PRSSR CK - LOW WATER PRESSURE CHECK	3
MP - METER PULL	0
MS - METER SWAP	16

Job Code	Completed
OCC - OCCUPANT CHANGE	13
REINSTATE - REINSTATE	33
REPL CURB - REPLACE CURBSTOP	0
RR & LC - REREAD METER & LEAK CHECK	2
RR-MISC - REREAD MISC	28
SERVICE ACTION - SERVICE ACTION	0
SW BU - SEWER BACKUP	0
SW LN REP - SEWER LINE REPAIR	0
TEMP SHUT REP - TEMPORARY SHUT-OFF FOR REPAIRS	0
UNLOCK-OFF - UNLOCK & LEAVE OFF	0
WA LLK-CITY - WATER LINE LEAK - CITY SIDE	3
WA/SW SPOT - WATER/SEWER LINE SPOT	44
Grand Totals	296

Operations Continued

Wastewater and Collections Treatment

May 2025

- During the month, all lift stations were inspected, cleaned, and if required residual grease was removed.
- Monthly Discharge Monitory Report Submission Date: May 4, 2025
- During the month of May, 8.2" of rainfall was experienced
- CBOD Removal – 98%
- TSS Removal – 97%

Table 2.4 Reuse Water Monthly Summary

Month	Rainfall MGD	Flow Total MGD	CBOD Rolling Avg mg/L	CBOD mg/L	COD Removal %	TSS mg/L	TSS Removal
May 2025	8.2	.405	30.0	7.6	98	8.7	97

Operations Continued

Biosolids Management

- During the month, drying beds 1-3 were used for dewatering the aerobically digested sludge.
- 6.7 dry tons were removed from the WWTP.

Table 2.5 Biosolids Monthly Summary

Month	Drying Beds / Bed 1			Drying Beds / Bed 2			Drying / Bed 3			Disposal
	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Beneficial Use Dry Tons
May 2025	22,945	36.4	1.74	26,475	36.5	2.02	38,830	54.8	2.96	6.7

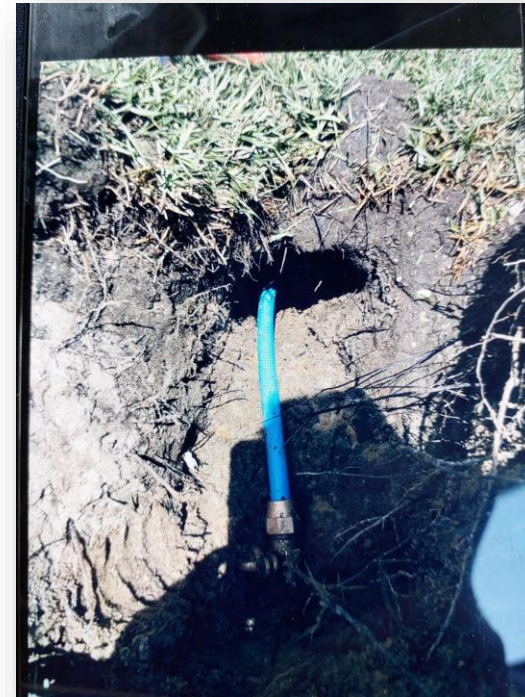
Operations Continued

Water and Sewer Line Repairs

- On 5/12/25 – A damaged sewer lateral was identified and repaired on 27 North.



- On 5/16/25 – A water service line was repaired on the City side of 121 Scottsdale.



Maintenance

Corrective Maintenance

Wastewater Plant 1

- Remains out of service at this time.

Spray Field Equipment

- Contractors have observed the spray field road condition and are generating quotes for repairs needed.
- All tractors have been thoroughly inspected, and repairs have been made or scheduled.
- All sprinkler heads in zones 1-3 have been analyzed
- Many repairs have been made to spray heads.



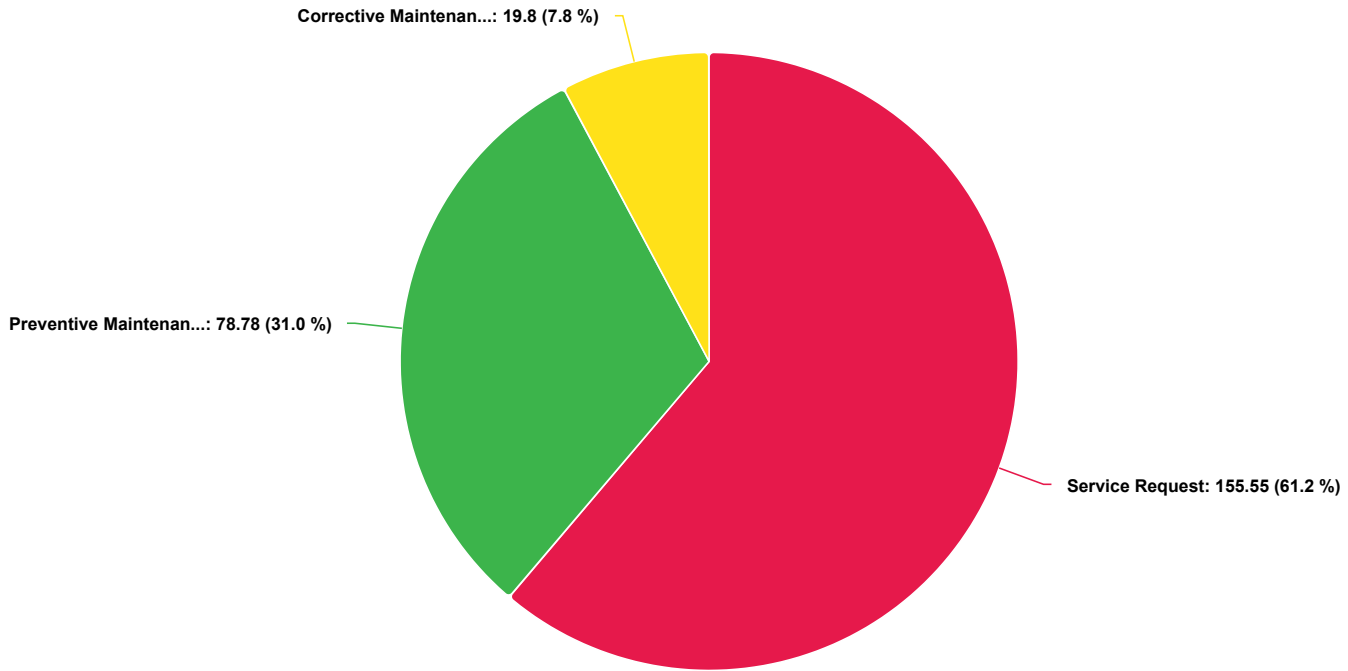
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Work Order Actual Hours by WO Type



Report Criteria

- Complete Date is between '5/1/2025' AND '5/31/2025'
- Location / Asset is **Mary Esther (MAE)**
- Repair Center is **Mary Esther**

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
Corrective Maintenance Non Emergency						
MAE-4078117	MAE-8040996	Water Meter-151 MARY ESTHER BLVD STE 106	MS - METER SWAP	see attachment for full report	5/8/2025	5/1/2025 5:13:00 PM
MAE-4084661	MAE-MTR-WATER-60504	Water Meter-225 BRIAN CIR	LK CK - LEAK CHECK	5/11/2025 - JARED.KENNEDY: Verified meter ID. Monitored meter for leaks and found no leaks city side. Do find potential leak. Customer side, meter spins. Unable to verify all water sources are off, no one home. Left door hanger on findings. Ran Data Log	5/18/2025	5/7/2025 11:56:00 AM
MAE-4084662	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	FIRE HYDRANT FLUSH - FIRE HYDRANT FLUSH	5/11/2025 - JARED.KENNEDY: Verified location. Flushed hydrant for 20 mins. Water was clear and pleasant looking. Tested residual to be 1.48.	5/18/2025	5/7/2025 11:59:00 AM
MAE-4084663	MAE-METER-WATER-59283	Water Meter-21 OVERSTREET DR	LK CK - LEAK CHECK	5/11/2025 - JARED.KENNEDY: Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side. Unable to data log, not a sensus meter	5/18/2025	5/7/2025 12:01:00 PM
MAE-4084664	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	WA/SW SPOT - WATER/SEWER LINE SPOT	5/11/2025 - JARED.KENNEDY: 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.	5/18/2025	5/8/2025 12:03:00 PM
MAE-4084665	MAE-99903-CD-MARY ESTHER DR-15	15 MARY ESTHER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	5/11/2025 - JARED.KENNEDY: 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	5/18/2025	5/8/2025 12:05:00 PM
MAE-4084666	MAE-99903-CD-OVERSTREET DR-26	26 OVERSTREET DR	WA/SW SPOT - WATER/SEWER LINE SPOT	5/11/2025 - JARED.KENNEDY: 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.	5/18/2025	5/8/2025 12:07:00 PM
MAE-4084667	MAE-99903-CD-NORTH ST-2	2 NORTH ST	WA/SW SPOT - WATER/SEWER LINE SPOT	5/11/2025 - JARED.KENNEDY: 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	5/18/2025	5/8/2025 12:09:00 PM
MAE-4084668	MAE-8041367	Water Meter-304 OXFORD CT	OCC - OCCUPANT CHANGE	5/11/2025 - JARED.KENNEDY: Verified meter ID. Read final reading and left on.	5/18/2025	5/9/2025 12:11:00 PM
MAE-4084669	MAE-99903-CD-WINFIELD WAY-	4 WINFIELD WAY	WA/SW SPOT - WATER/SEWER	5/11/2025 - JARED.KENNEDY: Verified location. Located all mains and services, marked with paint and flags accordingly.	5/18/2025	5/9/2025 12:14:00

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
	4		LINE SPOT	Marked water up to meter. No sewer laterals are included. Hand dig only.		PM
MAE-4084670	MAE-8041426	Water Meter-23 PALMETTO DR	OCC - OCCUPANT CHANGE	5/11/2025 - JARED.KENNEDY: Verified meter ID. Read final reading and left on	5/18/2025	5/9/2025 12:16:00 PM
MAE-4086134	MAE-69017-SPRAYFIELDDEQ	Sprayfield Equipment	Repairing tractors in hay field	5/15/2025 - MIKE.ROUSE: repair oil leak and source parts for cab over 4243 Massey, repair bad neutral switch on 283 Massey, removed tire and carried to shop for repair on Ford.	5/22/2025	5/15/2025 7:20:00 AM
Corrective Maintenance Non Emergency - 12						
Total:						
Preventive Maintenance						
MAE-4060564	MAE-95802	Well #1 First Aid Kit	Monthly First-Aid Kit Inspection	Clearing backlog per JR's request	5/5/2025	5/14/2025 9:26:00 AM
MAE-4060565	MAE-69020	WELL #3 SITE	Monthly First-Aid Kit Inspection	Clearing backlog per JR's request	5/5/2025	5/14/2025 9:26:00 AM
MAE-4060566	MAE-69021	WELL #4 SITE	Monthly First-Aid Kit Inspection	PM Discontinued combined with Well Site inspection	5/5/2025	5/18/2025 10:54:00 AM
MAE-4060580	MAE-31507	Oxidation Ditch 2 Rotor 1 Motor	Ox. Ditch Rotor Motor Lubrication	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060581	MAE-31508	Oxidation Ditch 2 Rotor 2 Motor	Ox. Ditch Rotor Motor Lubrication	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060582	MAE-33405	Oxidation Ditch 3 Rotor 1 Motor	Ox. Ditch Rotor Motor Lubrication	Completed as requested.	5/1/2025	5/1/2025 3:33:00 PM
MAE-4060583	MAE-33406	Oxidation Ditch 3 Rotor 2 Motor	Ox. Ditch Rotor Motor Lubrication	Completed as requested.	5/1/2025	5/1/2025 3:41:00 PM
MAE-4060587	MAE-31517	DIGESTER BLOWER MOTOR #1	Semi-Annual Digestor Blower Motor Lubrication	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060588	MAE-31518	DIGESTER BLOWER MOTOR #2	Semi-Annual Digestor Blower Motor Lubrication	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060589	MAE-31519	DIGESTER BLOWER MOTOR #3	Semi-Annual Digestor Blower Motor Lubrication	Paul completed all added tasks and changed all oil.	5/1/2025	5/1/2025 11:29:00 AM
MAE-4060603	MAE-42213	#3 CLARIFIER GEARBOX	Clarifier Annual Inspection	Inspected main gear vent, drive chain, and sprockets. Lubricated chain. Changed oil in worm gear, main gear unit, and in speed reducer.	5/1/2025	5/1/2025 10:55:00 AM
MAE-4060604	MAE-93401	Husky Shop Air Compressor	Air Compressor Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4060605	MAE-93301	Campbell Hausfeld Air Compressor	Air Compressor Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4060606	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Monthly Emergency Light and Exit Sign Inspection	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060607	MAE-WTP	Mary Esther Water System	Monthly Emergency Light and Exit Sign Inspection	Completed as requested.	5/1/2025	5/1/2025 11:30:00 AM
MAE-4060608	MAE-LS	Mary Esther Lift Stations	Monthly Emergency Light and Exit Sign Inspection	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060609	MAE-LS	Mary Esther Lift Stations	Fire Extinguisher Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060610	MAE-SPRAYFIELD	Mary Esther Sprayfield	Fire Extinguisher Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 11:30:00 AM
MAE-4060611	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Fire Extinguisher Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060612	MAE-WTP	Mary Esther Water System	Fire Extinguisher Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060615	MAE-6" Bypass Pump-5	6" Bypass Pump	Generator Monthly inspection	Completed as requested.	5/5/2025	5/5/2025 4:00:00 PM
MAE-4060617	MAE-93307	Onan Emergency Generator Wellsite 4	Generator Monthly inspection	Paul monitored generator while it was running - all was good upon completion.	5/14/2025	5/14/2025 3:35:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4060619	MAE-20003	#2 DITCH RAS PUMP #1	Monthly RAS Pump Inspection	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060620	MAE-20004	#2 DITCH RAS PUMP #2	Monthly RAS Pump Inspection	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060621	MAE-03106	Effluent Auto-Sampler	Sampler Monthly Maintenance	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060622	MAE-03105	Influent Auto-Sampler	Sampler Monthly Maintenance	Clearing backlog per JR's request	5/1/2025	5/14/2025 9:26:00 AM
MAE-4060632	MAE-20603	Well #1 HS Pump #3	Plant High Service Pump Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060633	MAE-20604	Well #3 HS Pump #1	Plant High Service Pump Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060634	MAE-20605	Well #3 HS Pump #2	Plant High Service Pump Monthly Inspection	Clearing backlog per JR's request	5/1/2025	5/14/2025 9:26:00 AM
MAE-4060635	MAE-69018	WELL #1 SITE	Wellsite Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060636	MAE-69019	WELL #2 SITE	Wellsite Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 11:30:00 AM
MAE-4060637	MAE-69020	WELL #3 SITE	Wellsite Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 11:36:00 AM
MAE-4060638	MAE-69021	WELL #4 SITE	Wellsite Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060642	MAE-33009	Well #3 Well Pump Motor	Vertical Motor Annual Lubrication Service	Completed as requested.	5/1/2025	5/1/2025 3:40:00 PM
MAE-4060643	MAE-33010	Well #4 Well Pump Motor	Vertical Motor Annual Lubrication Service	failed due to waiting on parts	5/1/2025	5/1/2025 4:43:00 PM
MAE-4060644	MAE-33401	EFFLUENT PUMP MOTOR #1	Vertical Motor Annual Lubrication Service	failed due to waiting on parts	5/1/2025	5/1/2025 4:44:00 PM
MAE-4060645	MAE-33402	EFFLUENT PUMP MOTOR #2	Vertical Motor Annual Lubrication Service	failed due to waiting on parts	5/1/2025	5/1/2025 4:44:00 PM
MAE-4060646	MAE-33403	EFFLUENT PUMP MOTOR #3	Vertical Motor Annual Lubrication Service	failed due to waiting on parts	5/1/2025	5/1/2025 4:45:00 PM
MAE-4060647	MAE-21511	Well #2 Well Pump	Vertical Pump Monthly Inspection	Work was completed. However, due to this already re-populating, we will close out the newest work order.	5/15/2025	5/15/2025 10:55:00 AM
MAE-4060648	MAE-21512	Well #3 Well Pump	Vertical Pump Monthly Inspection	Work was completed. However, due to this already re-populating, we will close out the newest work order.	5/15/2025	5/15/2025 10:55:00 AM
MAE-4060649	MAE-21513	Well #4 Well Pump	Vertical Pump Monthly Inspection	Work was completed. However, due to this already re-populating, we will close out the newest work order.	5/15/2025	5/15/2025 10:55:00 AM
MAE-4060650	MAE-91306	LS #10 Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060651	MAE-02604-1	Well #1 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 11:35:00 AM
MAE-4060652	MAE-91303	Well #3 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060653	MAE-91307	Well #3 Pump Room Exhaust Fan	Exhaust Fan Monthly Inspection	Clearing backlog per JR's request	5/1/2025	5/14/2025 9:26:00 AM
MAE-4060654	MAE-91304	Well #4 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Clearing backlog per JR's request	5/1/2025	5/14/2025 9:26:00 AM
MAE-4060655	MAE-91301	CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Clearing backlog per JR's request	5/1/2025	5/14/2025 9:26:00 AM
MAE-4060656	MAE-91308	Digester Building Upper Level Exhaust Fan	Exhaust Fan Monthly Inspection	Clearing backlog per JR's request	5/1/2025	5/14/2025 9:26:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4060660	MAE-21507	Sprayfield Pump #1	Vertical Pump Monthly Inspection	Work was completed. However, due to this already re-populating, we will close out the newest work order.	5/15/2025	5/15/2025 10:55:00 AM
MAE-4060664	MAE-EQUIPMENT-293	Fuel Trailer Electric	Monthly Fuel Tank Inspection	Completed as requested.	5/6/2025	5/6/2025 4:15:00 PM
MAE-4060665	MAE-EQUIPMENT-294	Fuel Trailer Flat	Monthly Fuel Tank Inspection	Completed as requested.	5/6/2025	5/6/2025 4:14:00 PM
MAE-4060666	MAE-71905	LS #14 DIESEL FUEL DAY TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060667	MAE-71904	LS #14 DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2025	5/1/2025 11:35:00 AM
MAE-4060668	MAE-71906	WELL #1 GAS STORAGE TANK	Monthly Fuel Tank Inspection	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060669	MAE-71908	WELL #3 FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Clearing backlog per JR's request	5/1/2025	5/14/2025 9:26:00 AM
MAE-4060670	MAE-71907	WELL #2 FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Clearing backlog per JR's request	5/1/2025	5/14/2025 9:26:00 AM
MAE-4060671	MAE-71901	DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Clearing backlog per JR's request	5/1/2025	5/14/2025 9:26:00 AM
MAE-4060672	MAE-71902	GENERATOR DAY TANK	Monthly Fuel Tank Inspection	Clearing backlog per JR's request	5/1/2025	5/14/2025 9:26:00 AM
MAE-4060673	MAE-40101	LS #14 RIGHT ANGLE DRIVE #1	Angle Drive Monthly Inspection	Completed as requested.	5/9/2025	5/9/2025 4:48:00 PM
MAE-4060674	MAE-40103	Well #2 Well Pump Right Angle Drive	Angle Drive Monthly Inspection	Completed as requested.	5/9/2025	5/9/2025 4:51:00 PM
MAE-4060680	MAE-95401	Well #4 SCBA	SCBA Monthly Inspection	Completed as requested.	5/9/2025	5/9/2025 4:44:00 PM
MAE-4060685	MAE-93311	STIHL CHOP SAW	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060686	MAE-EQUIPMENT-276	Echo Hedge Trimmer	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060687	MAE-EQUIPMENT-267	Echo Weed Eater 1 of 2	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060688	MAE-EQUIPMENT-268	Echo Weed Eater 2 of 2	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060689	MAE-GENERATOR-344	Honda 11 HP Generator	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060690	MAE-PUMP-TRASH-PORT-29	Koshin Portable Trash Pump 1 of 2	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060691	MAE-PUMP-TRASH-PORT-61	Honda Portable Trash Pump 1 of 2	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060692	MAE-PUMP-TRASH-PORT-30	Koshin Portable Trash Pump 2 of 2	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060693	MAE-WASHER-PRESSURE-23	DeWalt Pressure Washer	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060694	MAE-EQUIPMENT-270	Husqvarna Chainsaw	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060695	MAE-EQUIPMENT-280	Brute Force Air Compressor	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060696	MAE-EQUIPMENT-271	Poulan Chainsaw 1 of 3	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060697	MAE-EQUIPMENT-272	Poulan Chainsaw 2 of 3	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4060698	MAE-EQUIPMENT-269	Stihl Backpack Leaf Blower	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060699	MAE-EQUIPMENT-275	Stihl Hedge Trimmer	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060700	MAE-EQUIPMENT-285	Stihl Pole Saw	Small Equipment Monthly Service	PM Moved to a new schedule per JR	4/25/2025	5/4/2025 9:48:00 AM
MAE-4060701	MAE-52101	DIGESTER POLYMASTER	Polyblend unit monthly inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4060703	MAE-20014	Digester Transfer/Recirculation Pump	Monthly Small Centrifugal Pump Inspection	Completed as requested.	5/1/2025	5/1/2025 2:57:00 PM
MAE-4060704	MAE-20009	Plant Reuse Water Pump	Monthly Small Centrifugal Pump Inspection	Completed as requested.	5/1/2025	5/1/2025 11:47:00 AM
MAE-4060705	MAE-59002	SCREENING CONVEYOR	Grit Auger Monthly Inspection	Completed as requested.	5/9/2025	5/9/2025 4:40:00 PM
MAE-4060708	MAE-92506	Hay Rake	Monthly Hay Rake Service	Completed as requested.	5/9/2025	5/9/2025 4:24:00 PM
MAE-4060709	MAE-92505	Hay Cutter	Monthly Hay Cutter Service	Completed as requested.	5/9/2025	5/9/2025 4:23:00 PM
MAE-4060710	MAE-92501	Bush Hog 5' Mower	Monthly Mower Service	Completed as requested.	5/9/2025	5/9/2025 4:22:00 PM
MAE-4060725	MAE-HYDRANTS-F-10765	KIMBROUGH 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/12/2025	5/9/2025 4:54:00 PM
MAE-4060728	MAE-00102	Executive Plaza 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/5/2025	5/5/2025 4:05:00 PM
MAE-4060729	MAE-00110	Islandview 2" Flushing Hydrant	Potable Water Dead-End Flushing	Mike flushed Islandview Fire Hydrant for 15 minutes. Water was clear upon completion.	5/12/2025	5/12/2025 3:33:00 PM
MAE-4060747	MAE-LAWN-MOWER-153	Bobcat Zero Turn Mower	Monthly Mower Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4060748	MAE-LAWN-MOWER-154	Craftsman Push Mower	Monthly Mower Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4060749	MAE-LAWN-MOWER-152	Farris Zero Turn Mower	Monthly Mower Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4061207	MAE-60699	Concrete Saw	Monthly Concrete Saw Inspection	Completed as requested.	5/8/2025	5/6/2025 4:17:00 PM
MAE-4061281	MAE-26203	DIGESTER BLOWER #1	Monthly Digester Blower Service	Paul inspected all 3 Digester Blower's and exercised their pressure relief valves. All are working as they should.	5/16/2025	5/16/2025 10:49:00 AM
MAE-4061282	MAE-26204	DIGESTER BLOWER #2	Monthly Digester Blower Service	Paul inspected all 3 Digester Blower's and exercised their pressure relief valves. All are working as they should.	5/16/2025	5/16/2025 10:49:00 AM
MAE-4061283	MAE-26205	DIGESTER BLOWER #3	Monthly Digester Blower Service	Paul inspected all 3 Digester Blower's and exercised their pressure relief valves. All are working as they should.	5/16/2025	5/16/2025 10:49:00 AM
MAE-4061626	MAE-95302	Well #3 Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection	Combined with Monthly Building inspection	5/19/2025	5/5/2025 8:07:00 AM
MAE-4061627	MAE-95301	Main Plant Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection	PM Discontinued New PM in place combined with Building inspections	5/19/2025	5/14/2025 9:33:00 AM
MAE-4061628	MAE-95303	Well #4 Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection	PM Discontinued, Combined with building inspection	5/19/2025	5/7/2025 8:13:00 PM
MAE-4061631	MAE-56001	BARSCREEN #1	Influent Screen Monthly Inspection	Sprayed headworks, inspected all side flashing, moved rags, and cleaned up area of any sewage debris.	5/19/2025	5/19/2025 4:09:00 PM
MAE-4061635	MAE-VVWTP	Mary Esther Wastewater Treatment Plant	Monthly Site Inspection	Paul walked around the Wastewater Treatment Plant and checked entire fence/gates for breaches, removed trash and debris, checked lighting, checked asphalt, and visually inspected the facility and it is up to par with all compliance.	5/19/2025	5/19/2025 11:06:00 AM
MAE-4062250	MAE-00101	Misty Water Lane 6" Fire Hydrant	Potable Water Dead-End Flushing	Mike flushed Misty Water Fire Hydrant for 30 minutes and water was clear upon completion	5/19/2025	5/19/2025 3:41:00

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4062917	MAE-VEHICLES-TRUCK-LT-370	CD5 2018 FORD F-150	Monthly Vehicle Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/19/2025	5/19/2025 11:01:00 AM
MAE-4062918	MAE-VEHICLES-TRUCK-LT-371	CD2 2018 FORD F-150	Monthly Vehicle Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/19/2025	5/19/2025 11:16:00 AM
MAE-4062919	MAE-VEHICLES-TRUCK-LT-372	CD3 2018 FORD F-150	Monthly Vehicle Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/19/2025	5/19/2025 11:16:00 AM
MAE-4062920	MAE-VEHICLES-TRUCK-LT-373	CD4 2018 FORD F-150	Monthly Vehicle Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/19/2025	5/19/2025 11:16:00 AM
MAE-4062921	MAE-VEHICLES-TRUCK-LT-374	CD6 2018 FORD F-150 4X4	Monthly Vehicle Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/19/2025	5/19/2025 11:16:00 AM
MAE-4062922	MAE-VEHICLES-TRUCK-LT-375	CD7 2017 FORD F-250	Monthly Vehicle Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/19/2025	5/19/2025 11:16:00 AM
MAE-4062923	MAE-VEHICLES-TRUCK-LT-376	CD8 2017 FORD F-350 4X4 CRANE TRUCK	Monthly Vehicle Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/19/2025	5/19/2025 11:16:00 AM
MAE-4062924	MAE-VEHICLES-TRUCK-LT-377	WT1 2009 FORD F-150	Monthly Vehicle Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/19/2025	5/19/2025 11:16:00 AM
MAE-4062925	MAE-VEHICLES-MINIEX-18	Mini-ex	Monthly Vehicle Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/19/2025	5/19/2025 11:16:00 AM
MAE-4064157	MAE-92301	JOHN DEERE TRACTOR	Monthly Tractor Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/21/2025	5/21/2025 11:18:00 AM
MAE-4064158	MAE-92302	FORD 7740 TRACTOR (1992)	Monthly Tractor Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/21/2025	5/21/2025 11:18:00 AM
MAE-4064658	MAE-95402	WWTP SCBA	SCBA Monthly Inspection	failed due to past-due work order. However, all SCBA's are in working order, will complete follow-up work order	5/22/2025	5/22/2025 3:17:00 PM
MAE-4065941	MAE-00105	Soundview Cove 2" Flushing Hydrant	Potable Water Dead-End Flushing	Mike Flushed Soundview Cove fire hydrant for 30 minutes, water was clear upon completion.	5/26/2025	5/25/2025 10:30:00 AM
MAE-4067031	MAE-21504	LS #14 PUMP #1	Vertical Pump Monthly Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/27/2025	5/23/2025 11:24:00 AM
MAE-4067032	MAE-21505	LS #14 PUMP #2	Vertical Pump Monthly Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/27/2025	5/23/2025 11:24:00 AM
MAE-4067033	MAE-21502	EFFLUENT PUMP #2	Vertical Pump Monthly Inspection	Paul completed all tasks and motor is running properly	5/27/2025	5/27/2025 11:29:00 AM
MAE-4067034	MAE-21503	EFFLUENT PUMP #3	Vertical Pump Monthly Inspection	Paul completed all tasks and pump motor is functioning properly	5/27/2025	5/27/2025 11:31:00 AM
MAE-4067507	MAE-62203	Oxidation Ditch 2 Rotor 1	Ox. Ditch Rotor Annual Inspection	Paul inspected rotor and it is functioning as designed.	5/28/2025	5/28/2025 11:28:00 AM
MAE-4067508	MAE-62204	Oxidation Ditch 2 Rotor 2	Ox. Ditch Rotor Annual Inspection	Checked rotors for unusual noise/vibration, housing temp, oil level, vent breather, all main bolts for tightness, pillow block bearings, and checked belts for tension and deterioration. All 3 rotors are functioning properly.	5/28/2025	5/28/2025 11:21:00 AM
MAE-4067509	MAE-62205	Oxidation Ditch 3 Rotor 1	Ox. Ditch Rotor Annual Inspection	Checked rotors for unusual noise/vibration, housing temp, oil level, vent breather, all main bolts for tightness, pillow block bearings, and checked belts for tension and deterioration. All 3 rotors are functioning properly.	5/28/2025	5/28/2025 11:21:00 AM
MAE-4067510	MAE-62206	Oxidation Ditch 3 Rotor 2	Ox. Ditch Rotor Annual Inspection	Checked rotors for unusual noise/vibration, housing temp, oil level, vent breather, all main bolts for tightness, pillow block bearings, and checked belts for tension and deterioration. All 3 rotors are functioning properly.	5/28/2025	5/28/2025 11:21:00 AM
MAE-4067511	MAE-14104	LS #10 GENERATOR	Generator Monthly inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/28/2025	5/27/2025 11:32:00 AM
MAE-4067512	MAE-GENERATOR-EM-459	Doosan Portable Generator	Generator Monthly inspection	N/A due to past due work order - generator is working as designed	5/28/2025	5/28/2025 3:18:00 PM
MAE-4067513	MAE-14101	Main Plant Generator	Generator Monthly inspection	Duplicate Work Order	5/28/2025	5/28/2025 10:38:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4068215	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/5/2025	5/5/2025 3:52:00 PM
MAE-4068216	MAE-SAFETY-HYDRANTS-F-7192	Point Comfort 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	5/5/2025	5/5/2025 4:02:00 PM
MAE-4068391	MAE-77801	LS #10 Main Building	Building Monthly Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/30/2025	5/30/2025 11:38:00 AM
MAE-4068392	MAE-77808	LS #8 Building	Building Monthly Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/30/2025	5/30/2025 11:38:00 AM
MAE-4068394	MAE-77803	Well #2 Building	Building Monthly Inspection	PM Discontinued new PM in place	5/30/2025	5/7/2025 8:14:00 PM
MAE-4068398	MAE-77002	Digester Building	Building Monthly Inspection	Paul inspeceted all buidlings and there are no issues needing addressed.	5/30/2025	5/30/2025 11:50:00 AM
MAE-4068399	MAE-77101	Main Plant Building	Building Monthly Inspection	Paul inspeceted all buidlings and there are no issues needing addressed.	5/30/2025	5/30/2025 11:50:00 AM
MAE-4068400	MAE-76001	WWTP-Maintenance Building	Building Monthly Inspection	Paul inspeceted all buidlings and there are no issues needing addressed.	5/30/2025	5/30/2025 11:50:00 AM
MAE-4068401	MAE-77807	WWTP Maintenance Shed	Building Monthly Inspection	Paul inspeceted all buidlings and there are no issues needing addressed.	5/30/2025	5/30/2025 11:50:00 AM
MAE-4068402	MAE-77806	C+D Maintenance Shop	Building Monthly Inspection	Paul inspeceted all buidlings and there are no issues needing addressed.	5/30/2025	5/30/2025 11:50:00 AM
MAE-4068403	MAE-14103	zzzPORTABLE GENERATOR COLEMAN	Small Equipment Monthly Service	Failed due to new Scheduling Per JR	5/30/2025	5/7/2025 8:23:00 PM
MAE-4068404	MAE-93312	EDCO STREET SAW	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068405	MAE-93203	GR BLUE PORTABLE CENTRIGUGAL PUMP	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068406	MAE-93311	STIHL CHOP SAW	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068407	MAE-EQUIPMENT-276	Echo Hedge Trimmer	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068408	MAE-EQUIPMENT-267	Echo Weed Eater 1 of 2	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068409	MAE-EQUIPMENT-268	Echo Weed Eater 2 of 2	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068410	MAE-GENERATOR-344	Honda 11 HP Generator	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068411	MAE-PUMP-TRASH-PORT-29	Koshin Portable Trash Pump 1 of 2	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068412	MAE-PUMP-TRASH-PORT-61	Honda Portable Trash Pump 1 of 2	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068413	MAE-PUMP-TRASH-PORT-30	Koshin Portable Trash Pump 2 of 2	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068414	MAE-WASHER-PRESSURE-23	DeWalt Pressure Washer	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068415	MAE-EQUIPMENT-270	Husqvarna Chainsaw	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068416	MAE-EQUIPMENT-280	Brute Force Air Compressor	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068417	MAE-EQUIPMENT-271	Poulan Chainsaw 1 of 3	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4068418	MAE-EQUIPMENT-272	Poulan Chainsaw 2 of 3	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068419	MAE-EQUIPMENT-269	Stihl Backpack Leaf Blower	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068420	MAE-EQUIPMENT-275	Stihl Hedge Trimmer	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068421	MAE-EQUIPMENT-285	Stihl Pole Saw	Small Equipment Monthly Service	PM Failed due to new Scheduling per JR	5/30/2025	5/4/2025 9:54:00 AM
MAE-4068452	MAE-TRAILER-107	16 FT Trailer	Trailer Inspection	PM Schedule changed	5/30/2025	5/14/2025 9:35:00 AM
MAE-4068453	MAE-TRAILER-108	Water and Sewer Trailer	Trailer Inspection	PM Schedule changed	5/30/2025	5/14/2025 9:35:00 AM
MAE-4068454	MAE-EQUIPMENT-293	Fuel Trailer Electric	Trailer Inspection	PM Schedule changed	5/30/2025	5/14/2025 9:35:00 AM
MAE-4068455	MAE-EQUIPMENT-294	Fuel Trailer Flat	Trailer Inspection	PM Schedule changed	5/30/2025	5/14/2025 9:35:00 AM
MAE-4068456	MAE-OHV-TRAILER-120	24 FT Heavy Equipment trailer	Trailer Inspection	PM Schedule changed	5/30/2025	5/14/2025 9:35:00 AM
MAE-4068457	MAE-TRAILER-106	Mower Trailer	Trailer Inspection	PM Schedule changed	5/30/2025	5/14/2025 9:35:00 AM
MAE-4069195	MAE-69020	WELL #3 SITE	Monthly First-Aid Kit Inspection	Combined PM with Monthly Building Inspection	6/2/2025	5/4/2025 9:37:00 PM
MAE-4069214	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Fire Extinguisher Monthly Inspection	Combined with Building inspection	6/2/2025	5/7/2025 8:01:00 PM
MAE-4069222	MAE-69019	WELL #2 SITE	Wellsite Monthly Inspection	PM Discontinued New PM in Place	6/2/2025	5/7/2025 8:07:00 PM
MAE-4069227	MAE-02604-1	Well #1 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection	Combined with new PM	6/2/2025	5/7/2025 8:05:00 PM
MAE-4069236	MAE-71906	WELL #1 GAS STORAGE TANK	Monthly Fuel Tank Inspection	Discontinued PM new PM in place	6/2/2025	5/7/2025 8:25:00 PM
MAE-4069238	MAE-71907	WELL #2 FUEL STORAGE TANK	Monthly Fuel Tank Inspection	PM discontinued, New PM in place	6/2/2025	5/7/2025 8:26:00 PM
MAE-4069243	MAE-20014	Digester Transfer/Recirculation Pump	Monthly Small Centrifugal Pump Inspection	Checked pump for water/oil leaks, no leaks. Pump did not need greasing. Inspection completed.	6/2/2025	5/3/2025 4:01:00 PM
MAE-4072505	MAE-69003	LS #1 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072506	MAE-69004	LS #2 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072507	MAE-69005	LS #3 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072508	MAE-69006	LS #4 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072509	MAE-69007	LS #5 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072510	MAE-69008	LS #6 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072511	MAE-69009	LS #7 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072512	MAE-69010	LS #8 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072513	MAE-69011	LS #9 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072514	MAE-69012	LS #10 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072515	MAE-69013	LS #11 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072516	MAE-69014	LS #12 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4072517	MAE-69023	LS #13 SITE	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072518	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Monthly Inspection	Clearing backlog per JR's request	5/2/2025	5/14/2025 9:26:00 AM
MAE-4072950	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combining LS inspections	5/9/2025	5/5/2025 8:14:00 AM
MAE-4072951	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combining LS inspections	5/9/2025	5/5/2025 8:14:00 AM
MAE-4072952	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combing LS inspection	5/9/2025	5/5/2025 8:17:00 AM
MAE-4072953	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combining LS inspections	5/9/2025	5/5/2025 8:14:00 AM
MAE-4072954	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combining LS inspections	5/9/2025	5/5/2025 8:14:00 AM
MAE-4072955	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combining LS inspections	5/9/2025	5/5/2025 8:14:00 AM
MAE-4072956	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combining LS inspections	5/9/2025	5/5/2025 8:14:00 AM
MAE-4072957	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combining LS inspections	5/9/2025	5/5/2025 8:14:00 AM
MAE-4072958	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combining LS inspections	5/9/2025	5/5/2025 8:14:00 AM
MAE-4072959	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combing LS inspection	5/9/2025	5/5/2025 8:17:00 AM
MAE-4072960	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combing LS inspection	5/9/2025	5/5/2025 8:17:00 AM
MAE-4072961	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combing LS inspection	5/9/2025	5/5/2025 8:17:00 AM
MAE-4072962	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM in place combing LS inspection	5/9/2025	5/5/2025 8:17:00 AM
MAE-4072963	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection	Duplicate WO, New PM in place combing LS inspection	5/9/2025	5/5/2025 8:17:00 AM
MAE-4073250	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073251	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073252	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073253	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073254	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073255	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073256	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073257	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073258	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073259	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073260	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073261	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073262	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4073263	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/16/2025	5/5/2025 8:25:00 AM
MAE-4075853	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing	Mike flushed Fire Hydrant at 191 E. Miracle Strip Parkway for one hour and water was clear upon completion.	5/19/2025	5/19/2025 3:37:00 PM
MAE-4075854	MAE-SAFETY-HYDRANTS-F-7192	Point Comfort 2" Flushing Hydrant	Potable Water Dead-End Flushing	Jeremy flushed Point Comfort, 2" line for 1 hour	5/19/2025	5/15/2025 3:00:00 PM
MAE-4078233	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/23/2025	5/5/2025 8:25:00 AM
MAE-4078234	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/23/2025	5/5/2025 8:25:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4078235	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combing LS Inspections	5/23/2025	5/5/2025 8:25:00 AM
MAE-4078236	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4078237	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4078238	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4078239	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4078240	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4078241	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4078242	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4078243	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4078244	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4078245	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4078246	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection	Duplicate WO, New PM combining LS inspection	5/23/2025	5/5/2025 8:29:00 AM
MAE-4079052	MAE-95302	Well #3 Safety Shower/Eyewash Station	Eyewash/Safety Shower Annual Inspection	Combined with Monthly Building Inspection	6/17/2025	5/4/2025 9:39:00 PM
MAE-4079053	MAE-95301	Main Plant Safety Shower/Eyewash Station	Eyewash/Safety Shower Annual Inspection	PM Schedules Changed	6/17/2025	5/14/2025 9:41:00 AM
MAE-4079054	MAE-95303	Well #4 Safety Shower/Eyewash Station	Eyewash/Safety Shower Annual Inspection	PM Schedules Changed	6/17/2025	5/14/2025 9:41:00 AM
MAE-4081960	MAE-LS	Mary Esther Lift Stations	Lift Station Weekly Inspection	Completed as requested.	5/9/2025	5/8/2025 4:19:00 PM
MAE-4081963	MAE-LS	Mary Esther Lift Stations	Lift Station Weekly Inspection	Max inspected all Lift Stations, as well as ensured floats, walls, sewage build-up, and lawn maintenance were all clear before completing. Floats on 2 will need inspecting, sewage build up on 13 will need cleaning, and 9 will need lawn maintenance upon our next round. All tasks have been completed properly.	5/16/2025	5/16/2025 3:28:00 PM
MAE-4081965	MAE-LS	Mary Esther Lift Stations	Lift Station Weekly Inspection	Max inspected all lift stations	5/23/2025	5/23/2025 11:20:00 AM
MAE-4082434	MAE-69020	WELL #3 SITE	Monthly Well #3 Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/30/2025	5/30/2025 11:54:00 AM
MAE-4082435	MAE-69018	WELL #1 SITE	Monthly Well #1 Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/30/2025	5/30/2025 11:54:00 AM
MAE-4082436	MAE-69021	WELL #4 SITE	Monthly Well #4 Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/30/2025	5/30/2025 11:54:00 AM
MAE-4082437	MAE-69019	WELL #2 SITE	Monthly Well #2 Inspection	Work has been completed. However, since it has already re-populated, we will be closing out the newest work order.	5/30/2025	5/30/2025 11:54:00 AM
MAE-4083663	MAE-LS	Mary Esther Lift Stations	Lift Station Weekly Inspection	Max inspected, cleaned, and tested all lift stations.	5/30/2025	5/30/2025 11:34:00 AM
MAE-4085050	MAE-OHV-TRAILER-120	24 FT Heavy Equipment trailer	Trailer Inspection	PM Schedules Changed	6/27/2025	5/14/2025 9:41:00 AM
MAE-4085051	MAE-TRAILER-107	16 FT Trailer	Trailer Inspection	PM Schedules Changed	6/27/2025	5/14/2025 9:41:00 AM
MAE-4085052	MAE-TRAILER-108	Water and Sewer Trailer	Trailer Inspection	PM Schedules Changed	6/27/2025	5/14/2025 9:41:00 AM
MAE-4085053	MAE-EQUIPMENT-293	Fuel Trailer Electric	Trailer Inspection	PM Schedules Changed	6/27/2025	5/14/2025 9:41:00 AM
MAE-4085054	MAE-EQUIPMENT-294	Fuel Trailer Flat	Trailer Inspection	PM Schedules Changed	6/27/2025	5/14/2025 9:41:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4085055	MAE-TRAILER-106	Mower Trailer	Trailer Inspection	PM Schedules Changed	6/27/2025	5/14/2025 9:41:00 AM
MAE-4091922	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing	Completed as requested.	7/11/2025	5/28/2025 11:05:00 AM
Preventive Maintenance - 242 Total:						
Service Request						
MAE-4078112	MAE-99903-CD-MIRAMAR ST-172	172 MIRAMAR ST	LK CK - LEAK CHECK	Verified meter ID. Unable to verify all water sources are off. Nobody at door. Potential small leak on customer side	5/8/2025	5/1/2025 4:17:00 PM
MAE-4078113	MAE-MTR-WATER-60587	Water Meter-345 ARGYLE CT	OCC - OCCUPANT CHANGE	Verified meter ID. Meter already on. Reading on meter is 857.	5/8/2025	5/1/2025 4:19:00 PM
MAE-4078114	MAE-8040991	Water Meter-151 MARY ESTHER BLVD STE 101	MS - METER SWAP	see attached for full report	5/8/2025	5/1/2025 4:24:00 PM
MAE-4078115	MAE-8040993	Water Meter-151 MARY ESTHER BLVD STE 103	MS - METER SWAP	see attachment for full report	5/8/2025	5/1/2025 4:35:00 PM
MAE-4081070	MAE-8040996	Water Meter-151 MARY ESTHER BLVD STE 106	MS - METER SWAP	See attachment for full report	5/11/2025	5/1/2025 9:55:00 PM
MAE-4081073	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	WA/SW SPOT - WATER/SEWER LINE SPOT	Marked water mains and services with paint and flags accordingly. No sewer laterals included. HAND DIG ONLY.	5/11/2025	5/1/2025 10:25:00 PM
MAE-4081074	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	WA/SW SPOT - WATER/SEWER LINE SPOT	Mains marked with paint and flags accordingly. No sewer laterals are included. HAND DIG ONLY.	5/11/2025	5/1/2025 10:28:00 PM
MAE-4081075	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	WA/SW SPOT - WATER/SEWER LINE SPOT	Marked mains with paint and flags accordingly. Sewer laterals not marked. HAND DIG ONLY	5/11/2025	5/1/2025 10:33:00 PM
MAE-4081076	MAE-99903-CD-EMORY ST-50	50 EMORY ST	CUSTOMER CONCERN/INQUIRY-CUSTOMER SAID THAT THERE WAS A METAL PIPE THING COMING OUT OF THE GROUND, HE SAID HE THINKS IT IS A WATER LINE AND CONCERNED THAT SOMEONE WITH TRIP OVER IT AND GET HURT	In between the road and sidewalk there is a water main valve cover. The valve is marked with blue paint so it is visible.	5/11/2025	5/2/2025 10:35:00 PM
MAE-4081077	MAE-99903-CD-W MIRACLE STRIP PKWY-777	777 W MIRACLE STRIP PKWY	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	5/11/2025	5/2/2025 10:37:00 PM
MAE-4081078	MAE-99903-CD-W MIRACLE STRIP PKWY-741	741 W MIRACLE STRIP PKWY	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	5/11/2025	5/2/2025 10:39:00 PM
MAE-4081079	MAE-8040891	Water Meter-230 LEE DR	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Turned off curbstop and locked. Water services are off.	5/11/2025	5/2/2025 10:42:00 PM
MAE-4081080	MAE-8041399	Water Meter-323 PAGE BACON RD STE 16	MS - METER SWAP	see attachments for full report	5/11/2025	5/1/2025 10:45:00 PM
MAE-4081574	MAE-8040997	Water Meter-151 MARY ESTHER BLVD STE 201	MS - METER SWAP	See attachment for full report	5/12/2025	5/1/2025 8:57:00 AM
MAE-4081579	MAE-8040998	Water Meter-151 MARY ESTHER BLVD STE 202	MS - METER SWAP	see attachment for full report	5/12/2025	5/1/2025 9:06:00 AM
MAE-4081581	MAE-METER-WATER-58193	Water Meter-11 WINFIELD WAY	LK CK - LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side. DO find leak on customer side. Spoke with customer on findings	5/12/2025	5/2/2025 9:15:00 AM
MAE-4081582	MAE-8041006	Water Meter-151 MARY ESTHER BLVD STE 309 A	MS - METER SWAP	see attachment for full report	5/12/2025	5/1/2025 9:19:00 AM
MAE-4081583	MAE-8040168	Water Meter-651 Blackstone Rd	CONNECT - CONNECT	Verified meter info, water already on, recorded reading.	5/12/2025	5/1/2025 9:25:00 AM
MAE-4082369	MAE-99903-CD-E MIRACLE	931 E MIRACLE STRIP PKWY	WA LLK-CITY - WATER LINE LEAK -	Contractor hit water line during excavation, repaired water line. Cleaned area of tools and materials	5/14/2025	5/5/2025 4:49:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
	STRIP PKWY-931		CITY SIDE			
MAE-4082370	MAE-8040458	Water Meter-21 CASWELL CIR	OCC - OCCUPANT CHANGE	Verified meter ID. Water services already on. Meter reads 4451. No further action needed.	5/14/2025	5/5/2025 4:52:00 AM
MAE-4082371	MAE-METER-WATER-59345	Water Meter-725 CRESTWOOD ST	OCC - OCCUPANT CHANGE	Verified meter ID. Water services already on. Meter reads 4658. No further action needed.	5/14/2025	5/5/2025 4:54:00 AM
MAE-4082372	MAE-99903-CD-S LORRAINE DR-290	290 S LORRAINE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water mains and services marked in blue paint and flags. Sewer main is marked in green paint, sewer laterals are not marked. HAND DIG ONLY!!	5/14/2025	5/5/2025 4:57:00 AM
MAE-4082373	MAE-8040891	Water Meter-230 LEE DR	CONNECT - CONNECT	Verified meter ID. Turned on meter. Verified meter stopped spinning. Meter reads 3665. No further action needed.	5/14/2025	5/5/2025 4:59:00 AM
MAE-4082375	MAE-99903-CD-STONEHENGE DR-641	641 STONEHENGE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water meter and service marked w/ blue paint and flags, water main marked by blue paint. Sewer is no conflict. HAND DIG ONLY!!	5/14/2025	5/5/2025 5:02:00 AM
MAE-4082376	MAE-99903-CD-E LANE DR-22	22 E LANE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water services up to meter marked with blue paint and flags. Sewer mains marked with green paint. Sewer laterals not marked. HAND DIG ONLY.	5/14/2025	5/5/2025 5:04:00 AM
MAE-4082377	MAE-8041931	Water Meter-4 WINFIELD WAY	CONNECT - CONNECT	Verified meter ID. Water services already on. Meter reads 481. No further action needed	5/14/2025	5/5/2025 5:06:00 AM
MAE-4082378	MAE-99903-CD-MARCIA DR-183	183 MARCIA DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water mains marked up to meter with blue paint and flags. Sewer mains marked with green paint. Sewer laterals not marked. HAND DIG ONLY	5/14/2025	5/6/2025 5:08:00 AM
MAE-4082379	MAE-MTR_FOLDER-60491	zzzWater Meter-12 KIMBROUGH RD	CUST INQ - CUSTOMER CONCERN/INQUIRY	Verified meter ID. Monitored meter and found meter moves forward and backward. Customer does have. Dual check in ground as a backflow preventer, but appears to be faulty. Als9 noticed 1" register on 3/4 meter. Recommend replacing register, and spoke to customer about backflow preventer (plumber was out today. Plumber was looking at the meter and told the customer that the meter is fluctuating up and down and thinks something is wrong with the meter)	5/14/2025	5/6/2025 5:11:00 AM
MAE-4082380	MAE-MTR_FOLDER-60491	zzzWater Meter-12 KIMBROUGH RD	Replaced Register	Verified meter ID. Replaced register. SN stays the same with 89125223. ID-94544183 reading-0000	5/14/2025	5/6/2025 5:14:00 AM
MAE-4084926	MAE-METER-60448	Water Meter-30 E LANE DR	CUT - CUTOFF	Verified meter ID is correct. Turned off and locked. Read reading.	5/19/2025	5/12/2025 12:21:00 PM
MAE-4084930	MAE-8041466	zzzWater Meter-109 POINT COMFORT RD	CUT - CUTOFF	Verified meter ID. Read reading. Turned off water and locked.	5/19/2025	5/12/2025 12:58:00 PM
MAE-4084931	MAE-8041920	Water Meter-12 WINFIELD WAY	CUT - CUTOFF	Verified meter ID. Turned off meter. Meter reads 9116	5/19/2025	5/12/2025 12:59:00 PM
MAE-4084933	MAE-8041494	Water Meter-6 REGENCY PARK DR	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked	5/19/2025	5/12/2025 1:04:00 PM
MAE-4084936	MAE-8041198	Water Meter-55 MARY ESTHER DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 7641.	5/19/2025	5/12/2025 1:21:00 PM
MAE-4084937	MAE-METER-WATER-58160	Water Meter-57 MARY ESTHER DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 1995.	5/19/2025	5/12/2025 1:26:00 PM
MAE-4084938	MAE-8040658	Water Meter-466 E MIRACLE STRIP PKWY	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/19/2025	5/12/2025 1:28:00 PM
MAE-4084939	MAE-METER-60296	Water Meter-4 PRYOR DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 401.	5/19/2025	5/12/2025 1:30:00 PM
MAE-4084940	MAE-8041326	Water Meter-19 OVERSTREET DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 477	5/19/2025	5/12/2025 1:42:00 PM
MAE-4084942	MAE-8041343	Water Meter-6 OVERSTREET DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 874.	5/19/2025	5/12/2025 1:44:00 PM
MAE-4084943	MAE-8040456	Water Meter-2 CASWELL CIR	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/19/2025	5/12/2025 1:46:00 PM
MAE-4084949	MAE-METER-60396	Water Meter-19 AZALEA DR	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked	5/19/2025	5/12/2025 2:02:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4084950	MAE-8040833	Water Meter-1 KOHLER DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 708	5/19/2025	5/12/2025 2:09:00 PM
MAE-4084951	MAE-8041418	Water Meter-14 PALMETTO DR	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/19/2025	5/12/2025 2:20:00 PM
MAE-4085788	MAE-METER-WATER-59355	Water Meter-710 CRESTWOOD ST	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked	5/21/2025	5/12/2025 11:46:00 AM
MAE-4085789	MAE-METER-WATER-57857	Water Meter-459 BRYN MAWR BLVD	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/21/2025	5/12/2025 11:49:00 AM
MAE-4085790	MAE-METER-60136	Water Meter-320 BRYN MAWR BLVD	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/21/2025	5/12/2025 11:51:00 AM
MAE-4085792	MAE-8040401	Water Meter-500 BRYN MAWR BLVD	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked	5/21/2025	5/12/2025 11:54:00 AM
MAE-4085793	MAE-METER-WATER-58270	Water Meter-260 N LORRAINE DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 4229	5/21/2025	5/12/2025 11:57:00 AM
MAE-4085794	MAE-MTR-WATER-60534	Water Meter-650 CORNWALL TERRACE	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/21/2025	5/12/2025 12:05:00 PM
MAE-4085795	MAE-METER-WATER-58396	Water Meter-151 N LORRAINE DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 1113.	5/21/2025	5/12/2025 12:09:00 PM
MAE-4085798	MAE-METER-WATER-58027	Water Meter-621 STONEHENGE DR	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/21/2025	5/12/2025 12:12:00 PM
MAE-4085799	MAE-8040084	Water Meter-320 Argyle Ct	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/21/2025	5/12/2025 12:15:00 PM
MAE-4085800	MAE-8040071	Water Meter-220 Argyle Ct	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/21/2025	5/12/2025 12:18:00 PM
MAE-4085801	MAE-8041261	Water Meter-111 N LORRAINE DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter,. Meter reads 4738	5/21/2025	5/12/2025 12:21:00 PM
MAE-4085803	MAE-METER-WATER-58180	Water Meter-525 E HOLLYWOOD BLVD	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/21/2025	5/12/2025 12:29:00 PM
MAE-4085804	MAE-METER-WATER-58405	Water Meter-271 ANNABELLE DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 2696	5/21/2025	5/12/2025 12:31:00 PM
MAE-4085821	MAE-8041375	Water Meter-313 OXFORD CT	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked	5/21/2025	5/12/2025 8:59:00 PM
MAE-4085822	MAE-METER-WATER-58313	Water Meter-241 S LORRAINE DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 2495	5/21/2025	5/12/2025 9:02:00 PM
MAE-4085823	MAE-8041370	Water Meter-307 OXFORD CT	CUT - CUTOFF	see attachment	5/21/2025	5/12/2025 9:05:00 PM
MAE-4085824	MAE-METER-WATER-58313	Water Meter-241 S LORRAINE DR	REINSTATE - REINSTATE	Verified meter ID. Turned on meter. Verified meter stopped spinning. Meter reads 2495.	5/21/2025	5/12/2025 9:07:00 PM
MAE-4085825	MAE-METER-WATER-59255	Water Meter-202 SHARON CT	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked	5/21/2025	5/12/2025 9:10:00 PM
MAE-4085826	MAE-MTR-WATER-60572	Water Meter-240 ANDERSON DR	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 3405.	5/21/2025	5/12/2025 9:13:00 PM
MAE-4085827	MAE-MTR-WATER-60598	Water Meter-245 KATHY CT	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/21/2025	5/12/2025 9:16:00 PM
MAE-4085828	MAE-METER-WATER-58382	Water Meter-741 BRIAN CIR	CUT - CUTOFF	Verified meter ID. Read reading. Turned water off and locked.	5/21/2025	5/12/2025 9:19:00 PM
MAE-4085829	MAE-8040294	Water Meter-545 Brian Cir	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 2732	5/21/2025	5/12/2025 9:21:00 PM
MAE-4085831	MAE-METER-WATER-58285	Water Meter-331 ANGELA LN	CUT - CUTOFF	Verified meter ID. Turned off and locked meter. Meter reads 2652.	5/21/2025	5/12/2025 9:24:00

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4085832	MAE-METER-WATER-58396	Water Meter-151 N LORRAINE DR	REINSTATE - REINSTATE	See attachment for full report	5/21/2025	5/12/2025 9:27:00 PM
MAE-4085833	MAE-8040456	Water Meter-2 CASWELL CIR	REINSTATE - REINSTATE	verified meter ID. Read reading. Turned water on. Meter topped spinning.	5/21/2025	5/12/2025 9:30:00 PM
MAE-4085834	MAE-8041920	Water Meter-12 WINFIELD WAY	REINSTATE - REINSTATE	Verified meter ID. Turned on meter. Verified meter stopped spinning. Meter reads 9116.	5/21/2025	5/12/2025 9:41:00 PM
MAE-4085835	MAE-METER-60448	Water Meter-30 E LANE DR	REINSTATE - REINSTATE	verified meter ID. Read reading. Turned water on. Meter stopped spinning.	5/21/2025	5/12/2025 9:44:00 PM
MAE-4085836	MAE-99903-CD-LANE DR-5D	5 LANE DR #D	DOOR HANG - DOOR HANGER	Verified location. Taped door hanger to door.	5/21/2025	5/12/2025 9:46:00 PM
MAE-4085837	MAE-99903-CD-E MIRACLE STRIP PKWY-124-205	124 E MIRACLE STRIP PKWY STE 205	DOOR HANG - DOOR HANGER	Verified location. Hand delivered door hanger	5/21/2025	5/12/2025 9:48:00 PM
MAE-4085838	MAE-99903-CD-BRYN MAWR BLVD-1056	1056 BRYN MAWR BLVD	DOOR HANG - DOOR HANGER	Verified location. Taped door hanger to door.	5/21/2025	5/12/2025 9:50:00 PM
MAE-4085839	MAE-99903-CD-MARY ESTHER BLVD-503	503 MARY ESTHER BLVD	DOOR HANG - DOOR HANGER	Verified location. Hand delivered door hanger.	5/21/2025	5/12/2025 9:52:00 PM
MAE-4085840	MAE-99903-CD-MARY ESTHER BLVD-480	480 MARY ESTHER BLVD	DOOR HANG - DOOR HANGER	Verified location. Hand delivered door hanger.	5/21/2025	5/12/2025 9:54:00 PM
MAE-4085841	MAE-99903-CD-PAGE BACON RD-323-9	323 PAGE BACON RD STE 9	DOOR HANG - DOOR HANGER	Verified location. Hand delivered door hanger	5/21/2025	5/12/2025 9:57:00 PM
MAE-4085842	MAE-8040294	Water Meter-545 Brian Cir	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/21/2025	5/12/2025 9:59:00 PM
MAE-4085843	MAE-8041343	Water Meter-6 OVERSTREET DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/21/2025	5/12/2025 10:01:00 PM
MAE-4085844	MAE-METER-WATER-57857	Water Meter-459 BRYN MAWR BLVD	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored	5/21/2025	5/12/2025 10:03:00 PM
MAE-4085845	MAE-METER-60136	Water Meter-320 BRYN MAWR BLVD	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored	5/21/2025	5/12/2025 10:05:00 PM
MAE-4085846	MAE-MTR-WATER-60534	Water Meter-650 CORNWALL TERRACE	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter, verified meter stopped spinning. Water services restored	5/21/2025	5/12/2025 10:08:00 PM
MAE-4085847	MAE-8040401	Water Meter-500 BRYN MAWR BLVD	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/21/2025	5/12/2025 10:10:00 PM
MAE-4086145	MAE-METER-WATER-58180	Water Meter-525 E HOLLYWOOD BLVD	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored	5/22/2025	5/12/2025 9:30:00 AM
MAE-4086146	MAE-8041418	Water Meter-14 PALMETTO DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/12/2025 9:38:00 AM
MAE-4086148	MAE-METER-WATER-59254	Water Meter-202 SHARON CT	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored	5/22/2025	5/12/2025 9:53:00 AM
MAE-4086149	MAE-MTR-WATER-60598	Water Meter-245 KATHY CT	REINSTATE - REINSTATE	verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored	5/22/2025	5/12/2025 9:56:00 AM
MAE-4086150	MAE-8041375	Water Meter-313 OXFORD CT	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/12/2025 10:00:00 AM
MAE-4086151	MAE-METER-WATER-58382	Water Meter-741 BRIAN CIR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored	5/22/2025	5/12/2025 10:02:00 AM
MAE-4086152	MAE-METER-WATER-58285	Water Meter-331 ANGELA LN	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/12/2025 10:05:00 AM
MAE-4086153	MAE-MTR-WATER-60572	Water Meter-240 ANDERSON DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/12/2025 10:08:00 AM
MAE-4086154	MAE-METER-WATER-58270	Water Meter-260 N LORRAINE DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/12/2025 10:13:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4086155	MAE-METER-WATER-58160	Water Meter-57 MARY ESTHER DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/12/2025 10:16:00 AM
MAE-4086156	MAE-8041198	Water Meter-55 MARY ESTHER DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/12/2025 10:18:00 AM
MAE-4086157	MTR-WATER-48095	Water Meter-330 Brian Cir	OCC - OCCUPANT CHANGE	Verified meter ID. Meter already on, curbstop not locked. Water services are On.	5/22/2025	5/12/2025 10:21:00 AM
MAE-4086158	MAE-METER-WATER-59355	Water Meter-710 CRESTWOOD ST	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/12/2025 10:24:00 AM
MAE-4086159	MAE-METER-60296	Water Meter-4 PRYOR DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/12/2025 10:27:00 AM
MAE-4086161	MAE-8040084	Water Meter-320 Argyle Ct	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/12/2025 10:33:00 AM
MAE-4086162	MAE-8040833	Water Meter-1 KOHLER DR	REINSTATE - REINSTATE	Verified meter ID. Turned on meter. Verified meter stopped spinning. Meter reads 7082.	5/22/2025	5/13/2025 10:37:00 AM
MAE-4086164	MAE-METER-60396	Water Meter-19 AZALEA DR	REINSTATE - REINSTATE	Verified meter ID. Turned on meter. Verified meter stopped spinning. Meter reads 2629.	5/22/2025	5/13/2025 10:40:00 AM
MAE-4086165	MAE-METER-WATER-58027	Water Meter-621 STONEHENGE DR	REINSTATE - REINSTATE	Verified meter ID. Turned on meter. Verified meter stopped spinning. Meter reads 779	5/22/2025	5/13/2025 10:48:00 AM
MAE-4086170	MAE-8041370	Water Meter-307 OXFORD CT	REINSTATE - REINSTATE	Verified meter ID. Turned on meter. Verified meter stopped spinning. Meter reads 049.	5/22/2025	5/13/2025 11:17:00 AM
MAE-4086171	MAE-99903-CD-MARY ESTHER BLVD-193	193 MARY ESTHER BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Water mains marked by blue paint, sewer main is no conflict. HAND DIG ONLY!!	5/22/2025	5/13/2025 11:33:00 AM
MAE-4086172	MAE-99903-CD-MARY ESTHER BLVD-351	351 MARY ESTHER BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Water mains marked by blue paint, Sewer mains marked by green paint. HAND DIG ONLY!!	5/22/2025	5/13/2025 11:35:00 AM
MAE-4086173	MAE-99903-CD-MARY ESTHER BLVD-435	435 MARY ESTHER BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Water mains and services marked by blue paint. Sewer mains are no conflict, sewer laterals are not marked. HAND DIG ONLY!!!	5/22/2025	5/13/2025 11:39:00 AM
MAE-4086174	MAE-99903-CD-MARY ESTHER BLVD-440	440 MARY ESTHER BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Water mains and services marked in blue paint, sewer mains marked in green paint, sewer laterals not marked. HAND DIG ONLY!!!	5/22/2025	5/13/2025 11:46:00 AM
MAE-4086175	MAE-99903-CD-WINFIELD WAY-4	4 WINFIELD WAY	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	5/22/2025	5/13/2025 11:49:00 AM
MAE-4086177	MAE-99903-CD-E LANE DR-31	31 E LANE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water mains and services marked in blue paint and flags. Sewer main is marked in green paint, sewer laterals are not marked. HAND DIG ONLY!!!	5/22/2025	5/13/2025 11:52:00 AM
MAE-4086181	MAE-99903-CD-E LANE DR-31	31 E LANE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water mains and services marked in blue paint and flags. Sewer main is marked in green paint, sewer laterals are not marked. HAND DIG ONLY!!!	5/22/2025	5/13/2025 12:11:00 PM
MAE-4086183	MAE-MTR-WATER-60698	Water Meter-111 PRYOR DR	RR & LC - REREAD METER & LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side. Read reading. Ran Data Log	5/22/2025	5/13/2025 12:14:00 PM
MAE-4086184	MAE-99903-CD-BRIAN CIR-265	265 BRIAN CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Marked water service line up to meter in blue flags. City sewer main is in The street. Sewer lateral line not marked. No city water or sewer lines in backyard	5/22/2025	5/13/2025 12:16:00 PM
MAE-4086185	MAE-8041843	Water Meter-191 W MIRACLE STRIP PKWY #1	CONNECT - CONNECT	Verified meter info. Meter needs replacement. Unlocked but left turned off. Unable to read meter. Replacement needed.	5/22/2025	5/13/2025 12:21:00 PM
MAE-4086186	MAE-99903-CD-EMORY ST-15	15 EMORY ST	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.	5/22/2025	5/14/2025 12:25:00 PM
MAE-4086187	MAE-METER-WATER-58405	Water Meter-271 ANNABELLE DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/22/2025	5/14/2025 12:39:00 PM
MAE-4086190	MAE-99903-CD-POINT COMFORT CT-120	120 POINT COMFORT CT	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.	5/22/2025	5/14/2025 1:13:00 PM
MAE-4086192	MAE-99903-CD-MIRAMAR DR-173-450306	178 MIRAMAR 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.	5/22/2025	5/14/2025 1:17:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4086197	MAE-99903-CD-CRESTWOOD ST-727	727 CRESTWOOD ST	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests	5/22/2025	5/14/2025 1:22:00 PM
MAE-4086198	MAE-99903-CD-MARCIA DR-168	168 MARCIA DR	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests.	5/22/2025	5/14/2025 1:26:00 PM
MAE-4086199	MAE-99903-CD-PAGE BACON RD-217-3	217 PAGE BACON RD #3	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTON	Verified meter ID. Inspected Backflow. Passed all tests	5/22/2025	5/13/2025 1:29:00 PM
MAE-4086201	MAE-99903-CD-MARY ESTHER BLVD-208-D	208 MARY ESTHER BLVD STE D	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTON	Verified meter ID. Inspected Backflow. Passed all tests	5/22/2025	5/14/2025 1:32:00 PM
MAE-4086202	MAE-8041132	Water Meter-330 MARY ESTHER BLVD	LOW PRSSR CK - LOW WATER PRESSURE CHECK	Checked pressure at meter. 31psi. Required to provide 20psi. This is located on mall property that is private infrastructure	5/22/2025	5/15/2025 1:38:00 PM
MAE-4087880	MAE-8041132	Water Meter-330 MARY ESTHER BLVD	LOW PRSSR CK - LOW WATER PRESSURE CHECK	Checked pressure at meter. 31psi. Required to provide 20psi. This is located on mall property that is private infrastructure.	5/25/2025	5/15/2025 9:20:00 PM
MAE-4087881	MAE-8041843	Water Meter-191 W MIRACLE STRIP PKWY #1	METER QUERY - METER QUERY	Verified meter ID. Meter looks to be for main house. Service IN, is copper. Service OUT will be PVC with new install	5/25/2025	5/15/2025 9:23:00 PM
MAE-4087882	MAE-MTR-WATER-60574	Water Meter-191 W MIRACLE STRIP PKWY #2	METER QUERY - METER QUERY	Verified meter ID. Meter locked and off. Service IN is Copper, Service OUT is PVC	5/25/2025	5/15/2025 9:25:00 PM
MAE-4087883	MAE-8041843	Water Meter-191 W MIRACLE STRIP PKWY #1	MS - METER SWAP	Verified meter ID. Replaced Meter.	5/25/2025	5/15/2025 9:40:00 PM
MAE-4087884	MAE-MTR-WATER-60537	Water Meter-191 W MIRACLE STRIP PKWY #3	METER QUERY - METER QUERY	Verified meter ID. ID and SN are the same 88517565, reading-00000 Service IN and Service OUT are both Galvanized. Meter was off, but not locked, added lock	5/25/2025	5/15/2025 9:47:00 PM
MAE-4087885	MAE-8041846	Water Meter-191 W MIRACLE STRIP PKWY #4	METER QUERY - METER QUERY	Verified meter ID. ID-93733590, SN-89913866, reading-101.101 Service IN is Poly, Service OUT is galvanized	5/25/2025	5/15/2025 9:49:00 PM
MAE-4087886	MAE-METER-WATER-59159	Water Meter-711 MARCIA CIR	CUST INQ - CUSTOMER CONCERN/INQUIRY	Spoke with customer on meter relocation. Relocation scheduled for week of 5.19.25. . Please send work order for meter relocation.	5/25/2025	5/17/2025 9:51:00 PM
			(move the meter)			
MAE-4087887	MAE-8041326	Water Meter-19 OVERSTREET DR	REINSTATE - REINSTATE	Verified meter. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored.	5/25/2025	5/16/2025 9:54:00 PM
MAE-4087888	MAE-8041613	Water Meter-121 SCOTTSDALE CT	LK CK - LEAK CHECK	Verified meter ID. Customer called the emergency number last night and informed us of leak. Visually inspected area and confirmed city side leak, before meters for 121 and 123. Will need repaired.	5/25/2025	5/16/2025 9:56:00 PM
MAE-4087889	MAE-99903-CD-KOHLER DR-6	6 KOHLER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	water meter and service marked w/ blue paint and flags, water main is no conflict, sewer laterals are not marked. HAND DIG ONLY!!!!	5/25/2025	5/16/2025 9:58:00 PM
MAE-4087890	MAE-99903-CD-N LORRAINE DR-100	100 N LORRAINE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water service line and meter marked w/ blue paint and flags, water main is no conflict. Sewer main is marked by green paint, sewer laterals are not marked. HAND DIG ONLY!!	5/25/2025	5/16/2025 10:00:00 PM
MAE-4087891	MAE-99903-CD-SLEEPY HOLLOW DR-14	14 SLEEPY HOLLOW DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Work is already completed, no spot needed	5/25/2025	5/16/2025 10:02:00 PM
MAE-4087892	MAE-99903-CD-MARCIA CIR-711	711 MARCIA CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water meter and service marked w/ blue paint and flags, water main marked w/ blue paint. Sewer main is marked w/green paint, sewer laterals are not marked. HAND DIG ONLY!!	5/25/2025	5/16/2025 10:04:00 PM
MAE-4087893	MAE-99903-CD-SCOTTSDALE CT-121	121 SCOTTSDALE CT	WA LLK-CITY - WATER LINE LEAK - CITY SIDE	verified meter ID. Repaired leak.	5/25/2025	5/16/2025 10:06:00 PM
MAE-4088169	MAE-8041665	Water Meter-10 SHAMROCK DR	OCC - OCCUPANT CHANGE	Verified meter ID. Meter already Unlocked and on.	5/26/2025	5/19/2025 10:03:00 PM
MAE-4088170	MAE-8040429	Water Meter-900 BRYN MAWR BLVD	ZERO READING - MISSED READING	Verified meter ID. Read reading	5/26/2025	5/19/2025 10:05:00 PM
MAE-4088171	MAE-8041004	Water Meter-151 MARY ESTHER BLVD STE 307	ZERO READING - MISSED READING	Verified meter ID. Read reading	5/26/2025	5/19/2025 10:07:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4088172	MAE-8040453	Water Meter-17 CASWELL CIR	ZERO READING - MISSED READING	Verified meter ID. Read reading	5/26/2025	5/19/2025 10:09:00 PM
MAE-4088173	MAE-8040770	Water Meter-HYDRANT WATER METER (2)	ZERO READING - MISSED READING	Verified meter ID. Read reading.	5/26/2025	5/19/2025 10:13:00 PM
MAE-4088174	MAE-8040683	Water Meter-841 E MIRACLE STRIP PKWY #1&2	ZERO READING - MISSED READING	Verified meter ID. Read reading	5/26/2025	5/19/2025 10:15:00 PM
MAE-4088175	MAE-MTR-WATER-60524	Water Meter-300 MARY ESTHER BLVD #80	: WA/SW SPOT - WATER/SEWER LINE SPOT	Verified meter ID. Read reading	5/26/2025	5/19/2025 10:18:00 PM
MAE-4088176	MAE-8041069	Water Meter-300 MARY ESTHER BLVD #20	ZERO READING - MISSED READING	Verified meter ID. Read reading	5/26/2025	5/19/2025 10:22:00 PM
MAE-4088177	MAE-8041114	Water Meter-300 MARY ESTHER BLVD #71	ZERO READING - MISSED READING	verified meter ID. Unable to gain access, security does not have keys.	5/26/2025	5/19/2025 10:24:00 PM
MAE-4088178	MAE-8040868	Water Meter-14 LAKEWOOD ST	OCC - OCCUPANT CHANGE	Verified meter ID. Meter already unlocked and On. Read reading.	5/26/2025	5/19/2025 10:26:00 PM
MAE-4088179	MAE-8041354	Water Meter-229 OXFORD CT	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Read final reading and locked. Water services are off	5/26/2025	5/19/2025 10:28:00 PM
MAE-4088180	MAE-99903-CD-E MIRACLE STRIP PKWY-350	350 E MIRACLE STRIP PKWY	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.	5/26/2025	5/19/2025 10:30:00 PM
MAE-4088181	MAE-99903-CD-W MIRACLE STRIP PKWY-741	741 W MIRACLE STRIP PKWY	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.	5/26/2025	5/19/2025 10:32:00 PM
MAE-4088182	MAE-METER-WATER-59115	Water Meter-175 MIRAMAR ST	CUST INQ - CUSTOMER CONCERN/INQUIRY	Verified meter ID. Unlocked meter but did not turn water on yet, at customers request.	5/26/2025	5/19/2025 10:35:00 PM
			(CUSTOMER CALLED AND SAID THAT THE WATER WAS OFF. I THINK WHEN IT WAS TURNED ON WE DIDN'T PUT TO HAVE IT UNLOCKED WHEN NEW OWNER PURCHASED IT)			
MAE-4088183	MAE-8041873	Water Meter-471 W MIRACLE STRIP PKWY	LOW PRSSR CK - LOW WATER PRESSURE CHECK	Customer has 40-45psi at meter. Customer states there is low flow at the house. Monitored meter, customer has 5-6 gpm at meter connection	5/26/2025	5/19/2025 10:37:00 PM
MAE-4088515	MAE-BACKFLOW-VLV-34	Panera Bread - 350 Mary Esther Blvd Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Passed all tests	5/27/2025	5/20/2025 10:57:00 PM
MAE-4088516	MAE-99903-CD-E MIRACLE STRIP PKWY-124-602	124 E MIRACLE STRIP PKWY STE 602	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTON	Passed all tests	5/27/2025	5/20/2025 11:00:00 PM
MAE-4088517	MAE-99903-CD-W MIRACLE STRIP PKWY-100	100 W MIRACLE STRIP PKWY	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Past all tests	5/27/2025	5/20/2025 11:03:00 PM
MAE-4088518	MAE-99903-CD-MARY ESTHER BLVD-201	201 MARY ESTHER BLVD	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTON	Passed all tests	5/27/2025	5/20/2025 11:05:00 PM
MAE-4088519	MAE-99903-CD-SHREWSBURY RD-300	300 SHREWSBURY RD	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Passed all tests	5/27/2025	5/20/2025 11:07:00 PM
MAE-4088520	MAE-99903-CD-CRESTWOOD ST-707	707 CRESTWOOD ST	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified location. Inspected Backflow. Passed all tests	5/27/2025	5/20/2025 11:10:00 PM
MAE-4088521	MAE-METER-60091	Water Meter-25 EMORY ST	CUST INQ - CUSTOMER CONCERN/INQUIRY	Verified meter is correct. Shut off valve can be turned off. However will require the assistance of from the city due to a Custom T-Valve Wrench will be needed to turn off the shut	5/27/2025	5/20/2025 11:13:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4088522	MAE-8040633	Water Meter-124 E MIRACLE STRIP PKWY STE 205	CUT - CUTOFF	off valve. Shut off valve is a older model turn off valve Verified meter is correct. Read meter. Turned water off and locked.	5/27/2025	5/20/2025 11:16:00 PM
MAE-4088523	MAE-BACKFLOW-VLV-51	Superior - 5 Lane Dr. Unit C Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Past all test	5/27/2025	5/20/2025 11:19:00 PM
MAE-4088524	MAE-99903-CD-E MIRACLE STRIP PKWY-124-204	124 E MIRACLE STRIP PKWY STE 204	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Pass all test	5/27/2025	5/20/2025 11:21:00 PM
MAE-4088525	MAE-79117	LS #4 Back Flow Preventer	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Passed all tests	5/21/2025	5/20/2025 11:24:00 PM
MAE-4088526	MAE-79128	LS #5 Back Flow Preventer	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Passed all tests	5/21/2025	5/20/2025 11:28:00 PM
MAE-4088527	MAE-69004	LS #2 SITE	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Passed all test	5/27/2025	5/20/2025 11:31:00 PM
MAE-4088528	MAE-79102	WELL #3 MAIN RPZ BACKFLOW DEVICE	RR-MISC - REREAD MISC	Verified meter is correct. Read meter	5/27/2025	5/20/2025 11:33:00 PM
MAE-4088529	MAE-8040655	Water Meter-350 E MIRACLE STRIP PKWY	RR-MISC - REREAD MISC	Verified meter is correct. Read meter	5/27/2025	5/20/2025 11:35:00 PM
MAE-4088530	MAE-8041129	Water Meter-315 MARY ESTHER BLVD	RR-MISC - REREAD MISC	Verified meter is correct. Read meter	5/27/2025	5/20/2025 11:37:00 PM
MAE-4088531	MAE-8041144	Water Meter-440 MARY ESTHER BLVD	RR-MISC - REREAD MISC	Verified meter is correct. Read meter.	5/27/2025	5/20/2025 11:39:00 PM
MAE-4088532	MAE-MTR-WATER-60626	Water Meter-120 MARY ESTHER BLVD	RR-MISC - REREAD MISC	Verified meter is correct. Read meter.	5/27/2025	5/20/2025 11:42:00 PM
MAE-4088533	MAE-VLV-BFP-2643	110 Mary Esther Blvd #110 Backflow Preventer	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests	5/27/2025	5/20/2025 11:44:00 PM
MAE-4088534	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	WA/SW SPOT - WATER/SEWER LINE SPOT	Water main marked in blue paint flags. Surmaine marked in green paint flags. Customer sewer laterals not marked. Hand dig only. City maps attached. Contact water and sewer department prior to digging for further verification on site if needed.	5/27/2025	5/20/2025 11:46:00 PM
MAE-4088535	MAE-99903-CD-POINT COMFORT CT-112-194978	112 POINT COMFORT CT	WA/SW SPOT - WATER/SEWER LINE SPOT	water main marked in blue paint flags. Sewer main marked in green paint flags. Customer sewer laterals not marked. Hand dig only. City maps attached. Contact water and sewer department prior to digging for further verification on site if needed.	5/27/2025	5/20/2025 11:48:00 PM
MAE-4088536	MAE-99903-CD-MARY ESTHER BLVD-251-B1	251 MARY ESTHER BLVD STE B1	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Did NOT inspect Backflow atthis time. Valid inspection by B&C Fire Safety Inc. Inspection val8d through June 2025.	5/27/2025	5/20/2025 11:50:00 PM
MAE-4088537	MAE-8041232	Water Meter-12 MISTY WATER LN	RR-MISC - REREAD MISC	Verified meter is correct. Read meter	5/27/2025	5/20/2025 11:52:00 PM
MAE-4088538	MAE-99903-CD-MARY ESTHER BLVD-251-B5	251 MARY ESTHER BLVD STE B5	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests	5/27/2025	5/20/2025 11:55:00 PM
MAE-4088539	MAE-8040633	Water Meter-124 E MIRACLE STRIP PKWY STE 205	REINSTATE - REINSTATE	verified meter was correct - read meter. Unlocked & turned water on. Stopped spinning	5/27/2025	5/20/2025 11:57:00 PM
MAE-4088966	MAE-8040009	Water Meter-205 Andalusia Rd	RR-MISC - REREAD MISC	Verified meter ID. Read reading.	5/28/2025	5/21/2025 9:44:00 PM
MAE-4088967	MAE-8041452	Water Meter-5 PLANTATION OAKS DR	METER QUERY - METER QUERY	Verified meter ID. Read reading. Exercised Spigot and meter does not spin. Recommend replacing register, possibly meter.	5/28/2025	5/21/2025 9:47:00 PM
MAE-4088968	MAE-8041132	Water Meter-330 MARY ESTHER	LOW PRSSR CK - LOW WATER	disconnected water meter, checked pressure at meter connection 45-47psi. Pressure at backflow preventer	5/28/2025	5/21/2025 9:50:00

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4088969	MAE-8040601	BLVD Water Meter-708 E HOLLYWOOD BLVD	PRESSURE CHECK METER QUERY - METER QUERY	30psi. Spoke with customer. Signs point to issue with backflow assembly. Verified meter ID. Exercised Spigot and meter does not spin. Recommend replacing register	5/28/2025	5/21/2025 9:53:00 PM
MAE-4088970	MAE-8041385	Water Meter-217 PAGE BACON RD #4	RR-MISC - REREAD MISC	Verified meter ID. Read reading	5/28/2025	5/21/2025 9:57:00 PM
MAE-4088971	MAE-8041502	Water Meter-21 RIDGELAKE DR	RR-MISC - REREAD MISC	Verified meter ID. Read reading.	5/28/2025	5/21/2025 10:02:00 PM
MAE-4088972	MAE-99903-CD- E MIRACLE STRIP PKWY- 250	250 E MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Verified location. Located all mains and services, marked with paint and flags accordingly. Marked water lines up to meter. No sewer laterals are included. Hand dig only	5/28/2025	5/21/2025 10:04:00 PM
MAE-4088973	MAE-8040007	Water Meter-201 Andalusia Rd	METER QUERY - METER QUERY	Verified meter ID. Read reading. Exercised Spigot and meter does spin. Home appears empty	5/28/2025	5/21/2025 10:07:00 PM
MAE-4088974	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. Marked water up to meter. No sewer laterals are included. Hand dig only	5/28/2025	5/21/2025 10:12:00 PM
MAE-4088975	MAE-8040339	Water Meter-418 Bryn Athyn Blvd	RR-MISC - REREAD MISC	Verified meter ID. Read reading	5/28/2025	5/21/2025 10:15:00 PM
MAE-4088976	MAE-8040176	Water Meter-691 Blackstone Rd	RR-MISC - REREAD MISC	Verified meter ID. Read reading.	5/28/2025	5/21/2025 10:18:00 PM
MAE-4088977	MAE-8041704	Water Meter-320 SHREWSBURY RD	RR-MISC - REREAD MISC	Verified meter ID. Read reading.	5/28/2025	5/21/2025 10:21:00 PM
MAE-4088978	MAE-8040304	Water Meter-591 Brian Cir	METER QUERY - METER QUERY	Verified meter ID. Read reading. Exercised Spigot and meter does not spin. Recommend replacing meter.	5/28/2025	5/21/2025 10:28:00 PM
MAE-4088979	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. Marked water meters up to meter. No sewer laterals are included. Hand dig only	5/28/2025	5/21/2025 10:32:00 PM
MAE-4088980	MAE-8040319	Water Meter-685 Brian Cir	RR-MISC - REREAD MISC	Verified Meter. Read reading.	5/28/2025	5/21/2025 10:34:00 PM
MAE-4088981	MAE-8041674	Water Meter-201 SHARON CT	RR-MISC - REREAD MISC	Verified Meter id. Read reading	5/28/2025	5/21/2025 10:36:00 PM
MAE-4088982	MAE-8040174	Water Meter-681 Blackstone Rd	RR-MISC - REREAD MISC	Verified Meter. Read reading.	5/28/2025	5/21/2025 10:38:00 PM
MAE-4088983	MAE-8040168	Water Meter-651 Blackstone Rd	RR-MISC - REREAD MISC	verified Meter. Read reading	5/28/2025	5/21/2025 10:43:00 PM
MAE-4088984	MAE-99903-CD- MARCIA CIR-713	713 MARCIA CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Marked water services up to Meter with blue paint and flags. Sewer mains no conflict. No sewer laterals included. HAND DIG ONLY.	5/28/2025	5/21/2025 10:46:00 PM
MAE-4088985	MAE-99903-CD- ISLANDVIEW DR-7	7 ISLANDVIEW DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water services marked up to Meter with blue paint and flags. Sewer mains no conflict. Sewer laterals not marked. HAND DIG ONLY.	5/28/2025	5/21/2025 10:48:00 PM
MAE-4088986	MAE-8041435	Water Meter-4 PALMETTO DR	RR-MISC - REREAD MISC	Verified Meter. Read reading	5/28/2025	5/21/2025 10:51:00 PM
MAE-4088987	MAE-8041729	Water Meter-601 SHREWSBURY RD	RR-MISC - REREAD MISC	Verified Meter. Read reading	5/28/2025	5/21/2025 10:53:00 PM
MAE-4088988	MAE-8041033	Water Meter-208 MARY ESTHER BLVD	RR-MISC - REREAD MISC	Verified Meter. Read reading	5/28/2025	5/21/2025 10:56:00 PM
MAE-4088989	MAE-99903-CD- DESTIN DR-260	260 DESTIN DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Marked water services up to Meter with blue paint and flags. Sewer mains no conflict. Sewer laterals not marked. HAND DIG ONLY.	5/28/2025	5/21/2025 10:58:00 PM
MAE-4088990	MAE-8040873	Water Meter-25 LAKEWOOD ST	RR-MISC - REREAD MISC	Verified Meter. Read reading	5/28/2025	5/21/2025 11:01:00 PM
MAE-4088991	MAE-8040280	Water Meter-441 Brian Cir	RR-MISC - REREAD MISC	Verified Meter. Read reading	5/28/2025	5/21/2025 11:03:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4088992	MAE-8041158	Water Meter-95 MARY ESTHER BLVD	RR-MISC - REREAD MISC	Verified Meter. Read reading	5/28/2025	5/21/2025 11:05:00 PM
MAE-4092736	MAE-8040334	Water Meter-341 Bryn Athyn Blvd	CUST INQ - CUSTOMER CONCERN/INQUIRY	Performed camera inspection. Sewer lateral line is clear and no blockages. Blockage is upstream from sewer clean out near house in backyard. Customer issue. Advised customer to contact a plumber.	6/4/2025	5/22/2025 1:07:00 PM
MAE-4092739	MAE-8041678	zzzWater Meter-205 SHARON CT	MS - METER SWAP	see attached for full	6/4/2025	5/22/2025 1:21:00 PM
MAE-4092743	MAE-8041008	zzzWater Meter-151 MARY ESTHER BLVD STE 311	MS - METER SWAP	see attachment for full report	6/4/2025	5/22/2025 1:37:00 PM
MAE-4092757	MAE-99903-CD-MARCIA CIR-711	711 MARCIA CIR	METER RELOCATE - RELOCATE METER	Verified meter was correct. Prepped and coned off work area, excavated work area, exposed water piping to meter, and turned off water to 711 & 713 Marcia Circle. Replaced old infrastructure with new water service lines. Back filled excavated area and turned water back on for both addresses. Cleaned work area of trash and debris.	6/4/2025	5/19/2025 3:12:00 PM
MAE-4092758	MAE-99903-CD-ARGYLE CT-265	265 ARGYLE CT	DOOR HANG - DOOR HANGER	verified location. Left Door Hanger	6/4/2025	5/22/2025 3:39:00 PM
MAE-4092761	MAE-8040162	Water Meter-621 Blackstone Rd	RR-MISC - REREAD MISC	Verified meter ID. Read reading	6/4/2025	5/22/2025 8:51:00 PM
MAE-4092762	MAE-99903-CD-MARCIA DR-195	195 MARCIA 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	6/4/2025	5/22/2025 8:53:00 PM
MAE-4094181	MAE-8041864	Water Meter-393 W MIRACLE STRIP PKWY	LK CK - LEAK CHECK	No leak detected. Reading is 704. No further action needed	6/6/2025	5/22/2025 12:16:00 PM
MAE-4097141	MAE-8040999	zzzWater Meter-151 MARY ESTHER BLVD STE 203	MS - METER SWAP	See Attached for full report	6/10/2025	5/22/2025 10:22:00 AM
MAE-4097145	MAE-8041864	Water Meter-393 W MIRACLE STRIP PKWY	LK CK - LEAK CHECK	No leak detected. Reading is 704. No further action needed.	6/10/2025	5/22/2025 10:42:00 AM
MAE-4097147	MAE-MTR-WATER-60649	Water Meter-317 W MIRACLE STRIP PKWY	RR & LC - REREAD METER & LEAK CHECK	Verified Meter ID. Customer Leak detected. Spoke to customer on findings	6/10/2025	5/22/2025 10:59:00 AM
MAE-4097150	MAE-8040669	Water Meter-750 E MIRACLE STRIP PKWY	RR-MISC - REREAD MISC	See attached for full report	6/10/2025	5/22/2025 11:04:00 AM
MAE-4097151	MAE-8041028	Water Meter-180 MARY ESTHER BLVD	RR-MISC - REREAD MISC	see attached for full report	6/10/2025	5/22/2025 11:11:00 AM
MAE-4097155	MAE-METER-WATER-59373	Water Meter-181 BREWER CIR	RR & LC - REREAD METER & LEAK CHECK	Verified Meter ID. Meter reads 2193. No leak detected.	6/17/2025	5/22/2025 11:33:00 AM
MAE-4097157	MAE-8041007	zzzWater Meter-151 MARY ESTHER BLVD STE 310	MS - METER SWAP	Replaced curbstop along with Meter. Used one 3/4 inch pvc to cts coupler, one cts to Meter customer and 2 feet of poly line. 2 techs 40 minutes =80 minutes total labor.	6/10/2025	5/22/2025 11:54:00 AM
MAE-4097161	MAE-99903-CD-SHREWSBURY RD-380	380 SHREWSBURY RD	LK CK - LEAK CHECK	Verified Meter ID. Meter reads 4350. No leak detected. Recommended data log. Showing alarm L indicating possible leak.	6/10/2025	5/22/2025 12:10:00 PM
MAE-4097167	MAE-METER-WATER-58183	Water Meter-5 HAMPTON CT	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Read final reading and locked. Water services are off	6/10/2025	5/23/2025 12:20:00 PM
MAE-4097170	MAE-99903-CD-OXFORD CT-313	313 OXFORD CT	RR-MISC - REREAD MISC	5904. Scanner reading to the singles rather than to the hundreds of gallons. True reading 59.	6/10/2025	5/22/2025 12:33:00 PM
MAE-4097171	MAE-METER-60231	Water Meter-124 E MIRACLE STRIP PKWY STE 201	LK CK - LEAK CHECK	Verified Meter ID. No leak detected	6/10/2025	5/23/2025 12:33:00 PM
MAE-4097172	MAE-METER-WATER-58183	Water Meter-5 HAMPTON CT	CONNECT - CONNECT	Verified meter ID. Unlocked and turned on meter. Verified meter stopped spinning. Water services restored	6/10/2025	5/23/2025 12:39:00 PM
MAE-4097173	MAE-99903-CD-RUBY CIR-45	45 RUBY CIR	RR & LC - REREAD METER & LEAK CHECK	Verified Meter ID. Meter reads 1550. No leak detected.	6/10/2025	5/22/2025 12:45:00 PM
MAE-4097175	MAE-99903-CD-PRYOR DR-119	119 PRYOR DR	LK CK - LEAK CHECK	Verified Meter ID. Customer Leak detected. Current reading 749. Left door hanger.	6/10/2025	5/22/2025 1:37:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4097185	MAE-99903-CD-MARY ESTHER DR-36	36 MARY ESTHER DR	LK CK - LEAK CHECK	Verified Meter ID. Spicket sprinkler was running upon arrival. Higher consumption could be due to sprinkler. No leak detected. Spoke with customer on findings.	6/10/2025	5/22/2025 1:51:00 PM
MAE-4097188	MAE-99903-CD-MARY ESTHER DR-17	17 MARY ESTHER DR	LK CK - LEAK CHECK	Verified Meter ID. No leak detected. Meter reads 6514.	6/10/2025	5/23/2025 2:00:00 PM
MAE-4097189	MAE-99903-CD-RUBY CIR-42	42 RUBY CIR	LK CK - LEAK CHECK	Verified Meter. Read reading. No leak detected. Spoke with customer. Leak was fixed.	6/10/2025	5/23/2025 2:10:00 PM
MAE-4097194	MAE-99903-CD-BRYN MAWR BLVD-840	840 BRYN MAWR BLVD	LK CK - LEAK CHECK	Verified Meter ID. No leak detected. Spoke with customer. Customer recently filled pool. No further action needed.	6/10/2025	5/23/2025 2:18:00 PM
MAE-4097195	MAE-99903-CD-RUBY CIR-84	84 RUBY CIR	LK CK - LEAK CHECK	Verified Meter. Customer Leak detected. Current reading 2952. Spoke with customer on findings.	6/10/2025	5/23/2025 2:28:00 PM
MAE-4097197	MAE-99903-CD-BRYN MAWR BLVD-459	459 BRYN MAWR BLVD	LK CK - LEAK CHECK	Verified Meter ID. Customer Leak detected. Left door hanger.	6/10/2025	5/23/2025 2:37:00 PM
MAE-4097198	MAE-99903-CD-CASWELL CIR-7	7 CASWELL CIR	LK CK - LEAK CHECK	Verified Meter ID. No leak detected.	6/10/2025	5/23/2025 2:47:00 PM
MAE-4097199	MAE-99903-CD-BRYN MAWR BLVD-119	119 BRYN MAWR BLVD	LK CK - LEAK CHECK	Verified Meter ID. Customer Leak detected.	6/10/2025	5/23/2025 2:54:00 PM
MAE-4097200	MAE-99903-CD-W MIRACLE STRIP PKWY-571	571 W MIRACLE STRIP PKWY	LK CK - LEAK CHECK	Verified Meter ID. No leak detected.	6/10/2025	5/23/2025 3:01:00 PM
MAE-4097202	MAE-99903-CD-POINT COMFORT RD-109	109 POINT COMFORT RD	OCC - OCCUPANT CHANGE	Verified meter ID. Read final reading and left on. Noticed dial on meter not spinning correctly, meter over 1 million gallons, recommend replacing meter.	6/10/2025	5/23/2025 3:12:00 PM
MAE-4097206	MAE-99903-CD-ARGYLE CT-435	435 ARGYLE CT	LK CK - LEAK CHECK	Verified Meter ID. No leak detected.	6/10/2025	5/23/2025 4:09:00 PM
MAE-4097207	MAE-99903-CD-CORNWALL TERRACE-610	610 CORNWALL TERRACE	LK CK - LEAK CHECK	Verified Meter ID. Customer Leak detected. Left door hanger.	6/10/2025	5/23/2025 4:19:00 PM
MAE-4097208	MAE-99903-CD-E HOLLYWOOD BLVD-730	730 E HOLLYWOOD BLVD	LK CK - LEAK CHECK	Verified Meter ID. No leak detected.	6/10/2025	5/23/2025 12:05:00 PM
MAE-4097209	MAE-99903-CD-SHAMROCK DR-10	10 SHAMROCK DR	CUST INQ - CUSTOMER CONCERN/INQUIRY	Verified meter ID. Turned on meter at curbsstop. Meter does NOT stop spinning. Water must be on somewhere, no one answers door. Turned curbsstop back OFF.	6/10/2025	5/23/2025 4:35:00 PM
MAE-4097491	MAE-99903-CD-SHREWSBURY RD-380	380 SHREWSBURY RD	DATA LOG - PULL READING LOG	Verified meter ID. Ran Data Log	6/11/2025	5/23/2025 9:18:00 AM
MAE-4097492	MAE-99903-CD-PLANTATION OAKS DR-1	1 PLANTATION OAKS DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water main and sewer main are no conflict. Water meter and service are marked w/ blue paint and flags. Sewer lateral is not marked. HAND DIG ONLY!!! LOCATE DOES NOT INCLUDE PRIVATE PROPERTY.	6/11/2025	5/23/2025 9:42:00 AM
MAE-4097493	MAE-99903-CD-SHADY LN-2	2 SHADY LN	LK CK - LEAK CHECK	Verified Meter ID. No leak detected.	6/11/2025	5/23/2025 9:49:00 AM
MAE-4097512	MAE-99903-CD-SHAMROCK DR-3	3 SHAMROCK DR	LK CK - LEAK CHECK	Verified Meter ID. Possible Customer Leak detected . Left door hanger.	6/11/2025	5/23/2025 9:58:00 AM
MAE-4097530	MAE-99903-CD-E HOLLYWOOD BLVD-526	526 E HOLLYWOOD BLVD	LK CK - LEAK CHECK	Verified Meter ID. No leak detected.	6/11/2025	5/23/2025 10:06:00 AM
MAE-4097531	MAE-8040676	Water Meter-801 E MIRACLE STRIP PKWY	Meter Query	See attachment for full report	6/11/2025	5/27/2025 10:09:00 AM
MAE-4097532	MAE-99903-CD-KINGSTON CT-6	6 KINGSTON CT	WA/SW SPOT - WATER/SEWER LINE SPOT	Water main and sewer main are no conflict. Water meter and service line are marked w/ blue paint and flags. Sewer lateral is not marked. HAND DIG ONLY!!!!	6/11/2025	5/23/2025 12:40:00 PM
MAE-4097533	MAE-8040682	zzzWater Meter-841 E MIRACLE STRIP PKWY	Meter Query	See attached for full report	6/11/2025	5/27/2025 10:15:00 AM
MAE-4097534	MAE-99903-CD-PRYOR DR-2	2 PRYOR DR	CUST INQ - CUSTOMER CONCERN/INQUIRY	Verified meter is correct. Read meter. Meter box was sitting on top of curbsstop. Moved meter box back 6 inches. Water was already on. Spoke with homeowner about issue. Disconnected meter from curbsstop. Opened curbsstop to indicate there was water flowing from curbsstop. Reinstalled meter. Homeowner spoke	6/11/2025	5/29/2025 10:27:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
				with realtor. Realtor said they're was a residential hand valve. Homeowner opened hand valve. Homeowner now has water		
MAE-4097535	MAE-99903-CD-DESTIN DR-241	241 DESTIN DR	METER QUERY - METER QUERY	There is no signal or Display on display on the register. Register numbers match recommend replace register. Water is on.	6/11/2025	5/29/2025 10:29:00 AM
MAE-4097536	MAE-8040651	Water Meter-281 E MIRACLE STRIP PKWY	METER QUERY - METER QUERY	Unable to verify and read meter due to ants in meter box. Sprinkled ant pesticide around meter.	6/11/2025	5/29/2025 10:30:00 AM
MAE-4097537	MAE-METER-WATER-58375	Water Meter-17 RUBY CIR	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter is correct. Read meter. Turned water off and locked.	6/11/2025	5/29/2025 10:36:00 AM
MAE-4097538	MAE-99903-CD-BRYN MAWR BLVD-479	479 BRYN MAWR BLVD	RR-MISC - REREAD MISC	Verified meter is correct. Read meter. Meter is installed backwards.	6/11/2025	5/29/2025 10:38:00 AM
MAE-4097539	MAE-8040691	Water Meter-889 E MIRACLE STRIP PKWY	METER QUERY - METER QUERY	Verified meter is correct. Read meter. Turned water off. Disconnected meter on homeowner side. Turned water on. Meter began to spin. Turned water off. Reconnected meter. Turned water back on.	6/11/2025	5/29/2025 10:38:00 AM
MAE-4097540	MAE-8040692	Water Meter-911 E MIRACLE STRIP PKWY	METER QUERY - METER QUERY	Verified meter is correct. Read meter. Turned spigot on. Meter didn't spin. Turned spigot off. Meter appears to not be working correctly.	6/11/2025	5/29/2025 10:41:00 AM
MAE-4097541	MAE-8040692	Water Meter-911 E MIRACLE STRIP PKWY	METER QUERY - METER QUERY	Verified meter is correct. Read meter. Turned water off. Disconnected meter from homeowner side. Turned water on. Meter began to spin. Turned water off. Reconnected meter to homeowner plumbing. Meter appears to be working correctly. Turned water back on.	6/11/2025	5/29/2025 10:44:00 AM
MAE-4097543	MAE-METER-60183	zzzWater Meter-1 CEDAR BLUFF	RR & LC - REREAD METER & LEAK CHECK	Verified meter information. Recorded meter reading. No leaks noted	6/11/2025	5/30/2025 10:49:00 AM
MAE-4097544	MAE-99903-CD-ANDERSON DR-200	200 ANDERSON DR	METER QUERY - METER QUERY	No reading on register, Register numbers match. Recommend replace register.	6/11/2025	5/29/2025 10:51:00 AM
MAE-4097545	MAE-8041806	Water Meter-631 STONEHENGE DR	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter. Water was already turned on before arrival. Left water on.	6/11/2025	5/30/2025 10:51:00 AM
MAE-4097546	MAE-8040716	Water Meter-221 ELLIOTT RD	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter. Water was already turned on. Left water on.	6/11/2025	5/30/2025 10:53:00 AM
MAE-4097548	MAE-99903-CD-OXFORD CT-268	268 OXFORD CT	Customer Concern	Knocked on door. No answer. Checked meter, water in on position with no indication Of constant flow going through the meter. Left water on	6/11/2025	5/30/2025 10:57:00 AM
MAE-4097549	MAE-99903-CD-W MIRACLE STRIP PKWY-777	777 W MIRACLE STRIP PKWY	CUST INQ - CUSTOMER CONCERN/INQUIRY	Flushing was conducted during his period of time at 745 W Miracle Strip. Water was restored. Attempts were made to contact the home owner. They would not come to the door. Satisfactory water pressure was checked at the hosebib.	6/11/2025	5/29/2025 10:59:00 AM
MAE-4097550	MAE-99903-CD-BRIAN CIR-280	280 BRIAN CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Spoke with home owner, work being performed is taking place about 15' from the house. No conflict with city water or sewer infrastructure	6/11/2025	5/30/2025 10:59:00 AM
MAE-4097551	MAE-99903-CD-ISLANDVIEW DR-12	12 ISLANDVIEW DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Water lines marked with blue paint and flags. Sewer main marked by green paint. Sewer laterals are not marked. HAND DIG ONLY!!!	6/11/2025	5/30/2025 11:03:00 AM
MAE-4097552	MAE-METER-60301	Water Meter-7 PALMETTO DR	METER QUERY - METER QUERY	see attached for full report	6/11/2025	5/27/2025 11:07:00 AM
MAE-4097553	MAE-99903-CD-PRYOR DR-2	2 PRYOR DR	OCC - OCCUPANT CHANGE	Verified Meter. Read reading. Reading is 571.	6/11/2025	5/28/2025 12:38:00 PM
MAE-4097554	MAE-8040382	Water Meter-240 BRYN MAWR BLVD	METER QUERY - METER QUERY	Verified meter is correct. Read meter. Turned spigot on. Meter began to spin. Turned spigot off. Meter stopped spinning.	6/11/2025	5/30/2025 11:09:00 AM
MAE-4097555	MAE-8040359	Water Meter-138 BRYN MAWR BLVD	METER QUERY - METER QUERY	Verified meter is correct. Read meter. Register was unattached from meter and damaged upon arrival. Replaced register	6/11/2025	5/30/2025 11:12:00 AM
MAE-4097556	MAE-METER-60381	Water Meter-19 PALMETTO DR	METER QUERY - METER QUERY	see attached for full report	6/11/2025	5/27/2025 11:14:00 AM
MAE-4097557	MAE-99903-CD-W MIRACLE STRIP PKWY-241	241 W MIRACLE STRIP PKWY	OCC - OCCUPANT CHANGE	Verified Meter ID. Meter reads 6662.	6/11/2025	5/28/2025 11:17:00 AM
MAE-4097558	MAE-8041159	Water Meter-1 MARY ESTHER DR	METER QUERY - METER QUERY	see attached for full report	6/11/2025	5/27/2025 11:17:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4097559	MAE-99903-CD-E MIRACLE STRIP PKWY-931	931 E MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Water main is marked w/ blue paint and flags, nowater service at this location. Sewer main is no conflict. HAND DIG ONLY!!!	6/11/2025	5/30/2025 11:22:00 AM
MAE-4097564	MAE-99903-CD-E MIRACLE STRIP PKWY-271	271 E MIRACLE STRIP PKWY	METER QUERY - METER QUERY	Verified meter is correct. Read meter. Turned spigot on. Meter did not spin to indicate water being used. Turned spigot off.	6/11/2025	5/27/2025 11:41:00 AM
MAE-4097569	MAE-99903-CD-E HOLLYWOOD BLVD-607	607 E HOLLYWOOD BLVD	METER QUERY - METER QUERY	No information listed. No costs listed. See attached work order.	6/11/2025	5/27/2025 11:51:00 AM
MAE-4097573	MAE-99903-CD-SCOTTSDALE DR-160	160 SCOTTSDALE DR	METER QUERY - METER QUERY	No information listed on work order. No costs listed on work orders. See attached work order.	6/11/2025	5/27/2025 12:02:00 PM
MAE-4097576	MAE-99903-CD-NORTH ST-3	3 NORTH ST	METER QUERY - METER QUERY	No information listed on work order. No costs listed on work order. See attached work order.	6/11/2025	5/27/2025 12:09:00 PM
MAE-4097579	MAE-99903-CD-W MIRACLE STRIP PKWY-325	325 W MIRACLE STRIP PKWY	METER QUERY - METER QUERY	Verified meter is correct. Road meter. Water is turned off at curb stop.	6/11/2025	5/27/2025 12:20:00 PM
MAE-4097582	MAE-99903-CD-KOHLER DR-18	18 KOHLER DR	METER QUERY - METER QUERY	No information listed on work order. No costs listed on work order. See attached work order.	6/11/2025	5/27/2025 12:28:00 PM
MAE-4097586	MAE-99903-CD-WINFIELD WAY-10	10 WINFIELD WAY	METER QUERY - METER QUERY	Verified meter is correct. Read meter. Turned spigot on. Meter didn't spin. Turned spigot off. Meter needs to be replaced due to meter not operating correctly.	6/11/2025	5/27/2025 12:38:00 PM
MAE-4097593	MAE-99903-CD-E MIRACLE STRIP PKWY-841-3	841 E MIRACLE STRIP PKWY #3	METER QUERY - METER QUERY	Verified meter was correct. Read meter. Turned spigot on. Meter began to spin turned spigot off. Meter appears to function properly.	6/11/2025	5/27/2025 12:47:00 PM

Service Request - 277 Total:



**MINUTES
SPECIAL MEETING
of THE MARY ESTHER LOCAL PLANNING AGENCY
June 2, 2025 - 5:30 PM
195 Christobal Road – North, Mary Esther, FL 32569**

LOCAL PLANNING AGENCY PRESENT

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

April Sutton, Board Member
Larry Carter, Board Member
Richard Lawson, Board Member

CITY STAFF PRESENT

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

Tyler Reed, Community Development Director

1. INVOCATION

No invocation was given.

2. CALL TO ORDER

The meeting was called to order by Chairman Stein at 5:30 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. The motion was initiated by Board Member Sutton, seconded by Board Member Cowell. The motion passed unanimously.

RESULT:	PASSED (4-0)
MOVER:	Board Member April Sutton
SECOND:	Board Member Susan Coxwell
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. Consideration of transmittal of the City of Mary Esther Comprehensive Plan update for State Coordinated Review and first reading of Ordinance 2025-04

Tyler Reed, Community Development Director, provided the background of the Mary Esther Comprehensive Plan Update. Eric Christanson, Emerald Coast Regional Council, discussed the update to the City's comprehensive plan, including what a comprehensive plan is, comprehensive plan versus zoning, required updates, the timeline, comprehensive plan changes generally, future land use elements, transportation elements, housing elements, infrastructure elements, coastal management and conservation elements, recreation and open space elements, intergovernmental coordination elements, capital improvement elements, public schools facility elements, property rights elements, and the next steps of formal adoption. Board Member Oder asked if there were any issues with submitting later, with Eric Christanson stating that the only penalty would be that the city could not submit any future land use map changes, but that this is a typical occurrence. Community Development Director Reed also stated they reached out to the state to inform them that the submission would be late. Chairman Stein asked if the LPA had

any additional comments. Hearing none, Chairman Stein opened the floor to public comments. Hearing none, Chairman Stein asked for a motion to approve the transmittal of the City of Mary Esther Comprehensive Plan update for state-coordinated review and to recommend a first reading of Ordinance 2025-04 to the City Council. Board Member Lawson initiated the motion, seconded by Board Member Sutton. The motion passed unanimously.

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

7. ADJOURN

The council meeting adjourned at 5:50 p.m.

Minutes approved at the _____ meeting.

Dillon Morris, City Clerk



Mary Esther Comp Plan Update

Eric Christianson, Planner

Agenda

- Comprehensive Planning Overview
- Policy Changes
- Plan Implementation
- Adoption



CITY OF MARY ESTHER

Comprehensive Plan: 2020

*Ordinance No. 99-02
(As Amended)*

March 9, 2010

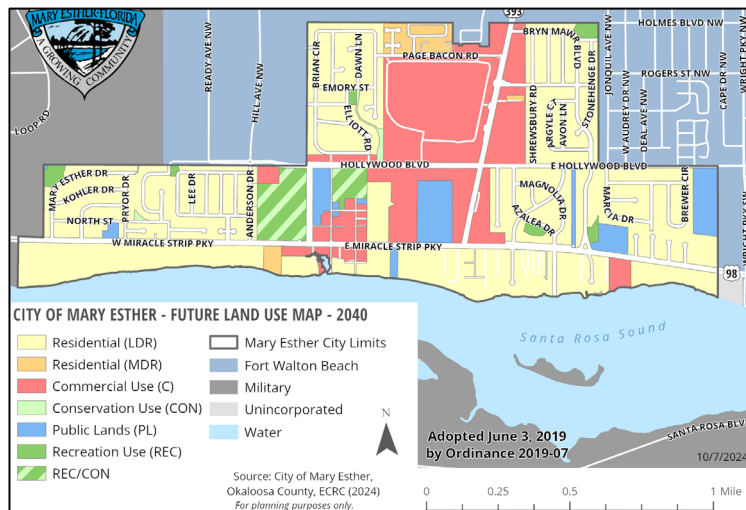
What is a Comprehensive Plan?

Your Comprehensive Plan serves as a long-term blueprint for guiding growth and development. It ensures that land use, housing, transportation, and public facilities are planned in a way that meets current needs while accommodating future changes.

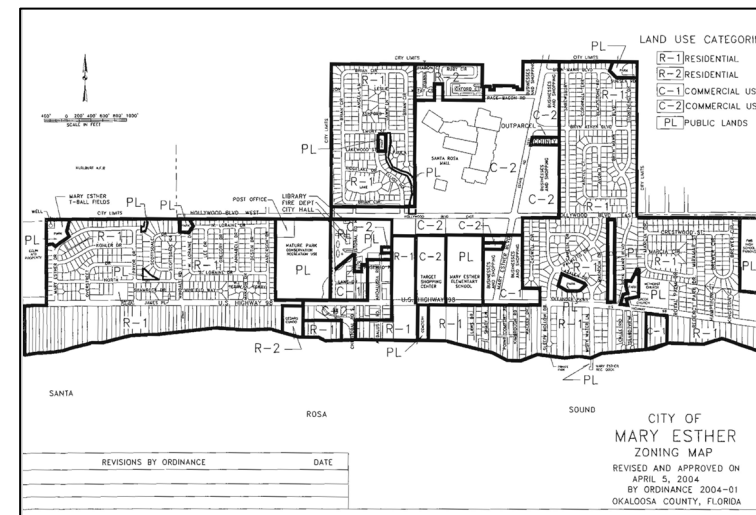
A well written plan simplifies the task of approving individual development requests and ordinance changes.



Comp Plan v. Zoning



- Regulates Future Land Uses
- High level vision



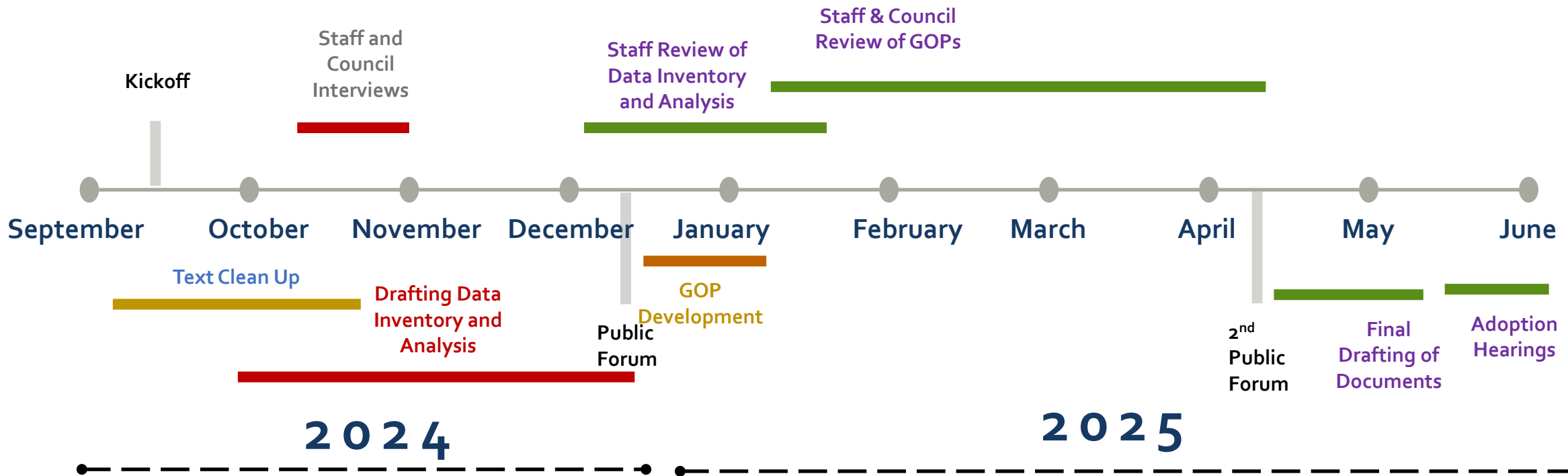
- Regulates the way land is used today
- Specific Application

1. Update Planning Horizon
At least 10-year and 20-year planning horizons
2. Add in the required 2021 Property Rights Element
3. Overall updates to reflect changes in the City since last major update in 2010
4. State Deadline of February 28





Timeline (Updated)



2024

2025





- Grammar and clarity changes
- Restructured and simplified document
- Removed references to outdated City Land Development Code and Florida Statutes
- Updated best practices where appropriate
- Creates new Annual Comprehensive Plan Review and Goal Setting Session

Introduction

Definitions

A – Future Land Use Element

B – Transportation Element

C – Housing Element

D – Infrastructure Element

E – Coastal Management and Conservation Element

F – Recreation and Open Space Element

G – Intergovernmental Coordination Element

H – Capital Improvements Element


I – Public School Facilities Element

J – Property Right Element (new)



Major Updates:

- Clarified descriptions and creation of new Future Land Use Categories
- Creation of **Town Center** and **Soundside Overlay**
- Inclusion of Concurrency Management (previously a separate section)
- Updated Future Land Use Map

FUTURE LAND USE 

ELEMENT A - FUTURE LAND USE GOALS, OBJECTIVES, AND POLICIES

Pursuant to Section 163.3177(6)(a), F.S., the following represents the Future Land Use Goals, Objectives, and Policies of the City of Mary Esther. In addition to statutory requirements, the Goals, Objectives, and Policies were developed in keeping with the character, conditions, both environmental and social, and desires of the community. Goals, Objectives, and Policies are intended to address the establishment of a long-term end towards which the land use programs and activities of the community are ultimately directed.

The included Future Land Use Map Series is, by reference, made a part of this Ordinance including all future amendments, revisions, and updates. The Future Land Use Map Series may be amended by following the requirements in Florida Statutes Section 163.3184.

GOAL A1
Manage and regulate land uses, locations, and densities to ensure the promotion, protection, and improvement of public, health safety, and welfare of the residents of the City of Mary Esther.

Objective A1-1 - Coordinate future land growth and development with the appropriate topography, soil conditions, and availability of facilities and services to protect the public health, safety, and welfare through the adoption, implementation, and enforcement of land development regulations.

Policy A1-1a - The City's Land Development Regulations shall be maintained in the City's adopted Land Development Code (LDC).

Policy A1-1b - The LDC shall contain specific and detailed provisions to implement this Ordinance including, as a minimum, the following:

- a. Regulation of the subdivision of land (reference Article 2, Section 13 - Land Development Code);
- b. Regulation of the use of land by zoning districts which implement the land use categories shown on the Future Land Use Map (reference Chapter 21 - City Code);
- c. Ensure compatibility of adjacent land uses (reference Chapter 21 - City Code);
- d. Provide for open space (reference **Element E** of this Ordinance);
- e. Protect potable water wellfields and sources (reference **Policy E2-2a**);

City of Mary Esther Vision 2040 - Volume 1: Goals, Objectives, and Policies
Page A-1

Future Land Use Map (Current)



CITY OF MARY ESTHER - FUTURE LAND USE MAP - 2040

- | | |
|------------------------|-------------------------|
| Residential (LDR) | Mary Esther City Limits |
| Residential (MDR) | Fort Walton Beach |
| Commercial Use (C) | Military |
| Conservation Use (CON) | Unincorporated |
| Public Lands (PL) | Water |
| Recreation Use (REC) | |
| REC/CON | |

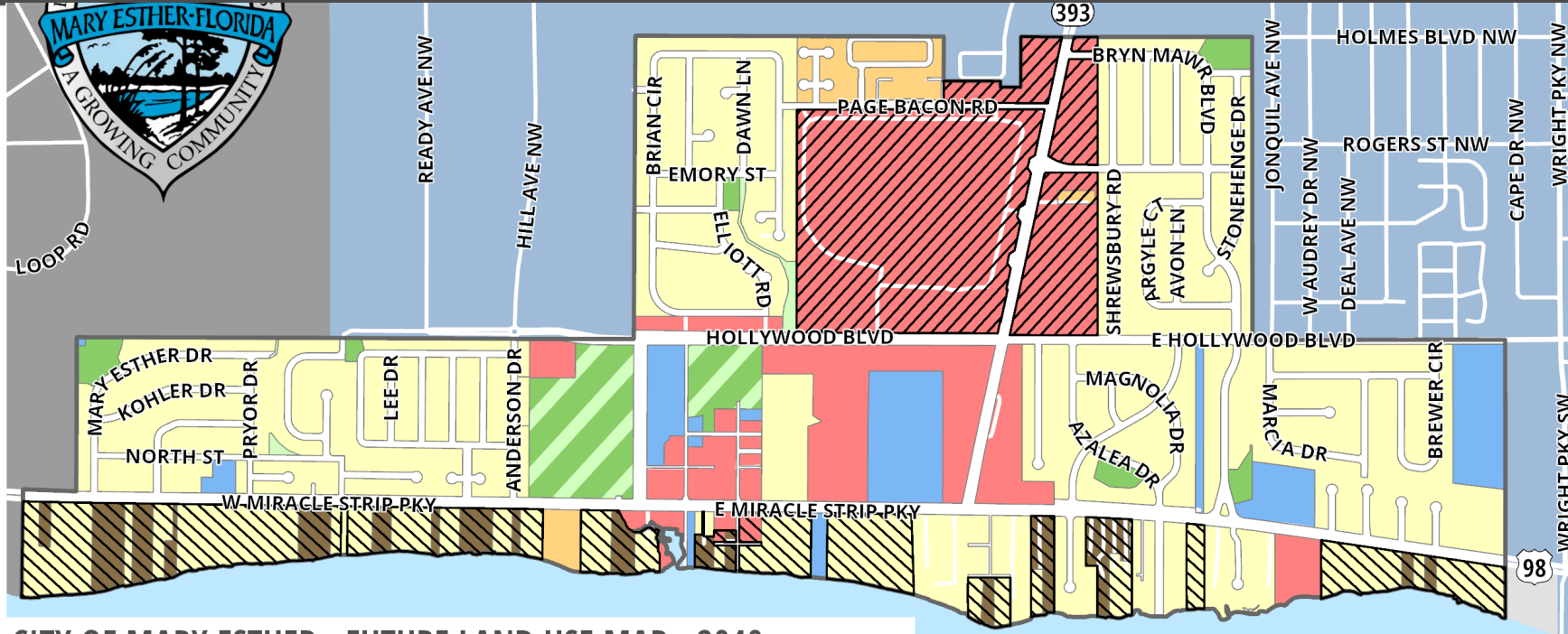
Source: City of Mary Esther, Okaloosa County, ECRC (2024)
For planning purposes only.

















Adopted June 3, 2019
by Ordinance 2019-07

10/7/2024

Future Land Use Map (Proposed)

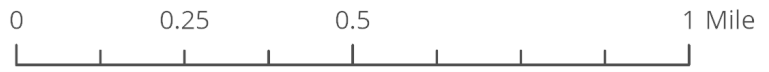


CITY OF MARY ESTHER - FUTURE LAND USE MAP - 2040

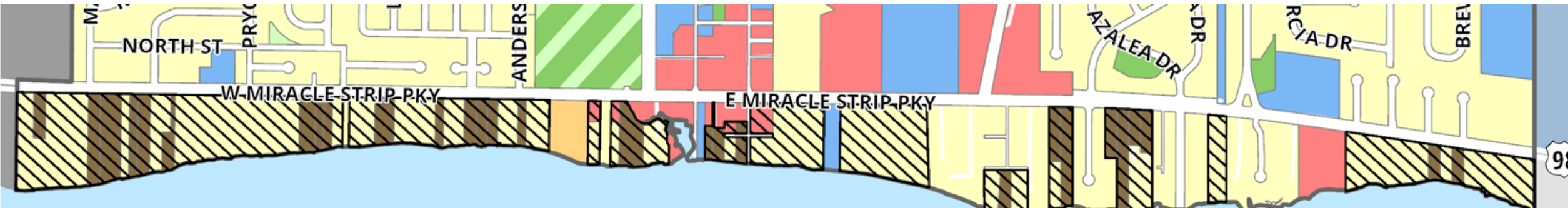
- | | |
|---|--|
|  Residential (LDR) |  Town Center District |
|  Residential (MDR) |  Soundside Overlay District |
|  Commercial Use (C) |  Mary Esther City Limits |
|  Conservation Use (CON) |  Fort Walton Beach |
|  Public Lands (PL) |  Military |
|  Recreation Use (REC) |  Unincorporated |
|  REC/CON | |
|  Historic Duplex Cottage District (HDCD) | |



Source: City of Mary Esther, Okaloosa County, ECRC (2025)
For planning purposes only.



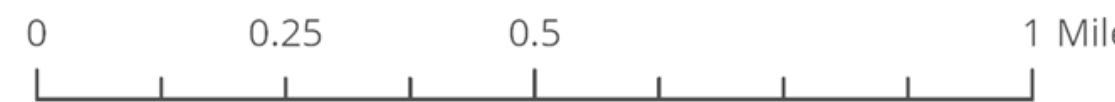
Future Land Use Map (Current)



CITY OF MARY ESTHER - FUTURE LAND USE MAP - 2040

- | | |
|---|----------------------------|
| Residential (LDR) | Town Center District |
| Residential (MDR) | Soundside Overlay District |
| Commercial Use (C) | Mary Esther City Limits |
| Conservation Use (CON) | Fort Walton Beach |
| Public Lands (PL) | Military |
| Recreation Use (REC) | Unincorporated |
| REC/CON | |
| Historic Duplex Cottage District (HDCD) | |

Source: City of Mary Esther, Okaloosa County, ECRC (2024)
For planning purposes only.



Updated through
Ord. 2024-05

4/4/2025

Major Updates:

- Clarified and strengthened references to nonmotorized transportation.
- New Policy on working with FDOT and the OCSD to alleviate queuing on US 98.
- Inclusion of new transportation technologies
- References to an encouragement of bike and pedestrian infrastructure in the new Town Center overlay.



Major Updates:

- Promotion of a wide variety of housing types including “missing middle” housing, mixed-use development, and adaptive reuse.
- Dedication to reviewing and improving the city’s regulatory and permitting program.



Major Updates:

- Updated goals surrounding wastewater disposal to allow for flexibility in exploring future solutions.
- Clarified current solid waste management practices.
- Removed specific recycling goals.
- Removed water saving device ordinance reference previously required by state statute.





Major Updates:

- Updated goals to reflect the statewide Resilient Florida standards.
- Updated references to the County's Local Mitigation Strategy and regional Hurricane Evacuation Study.
- Added Florida Friendly Landscaping as a potential alternative to current xeriscape requirements



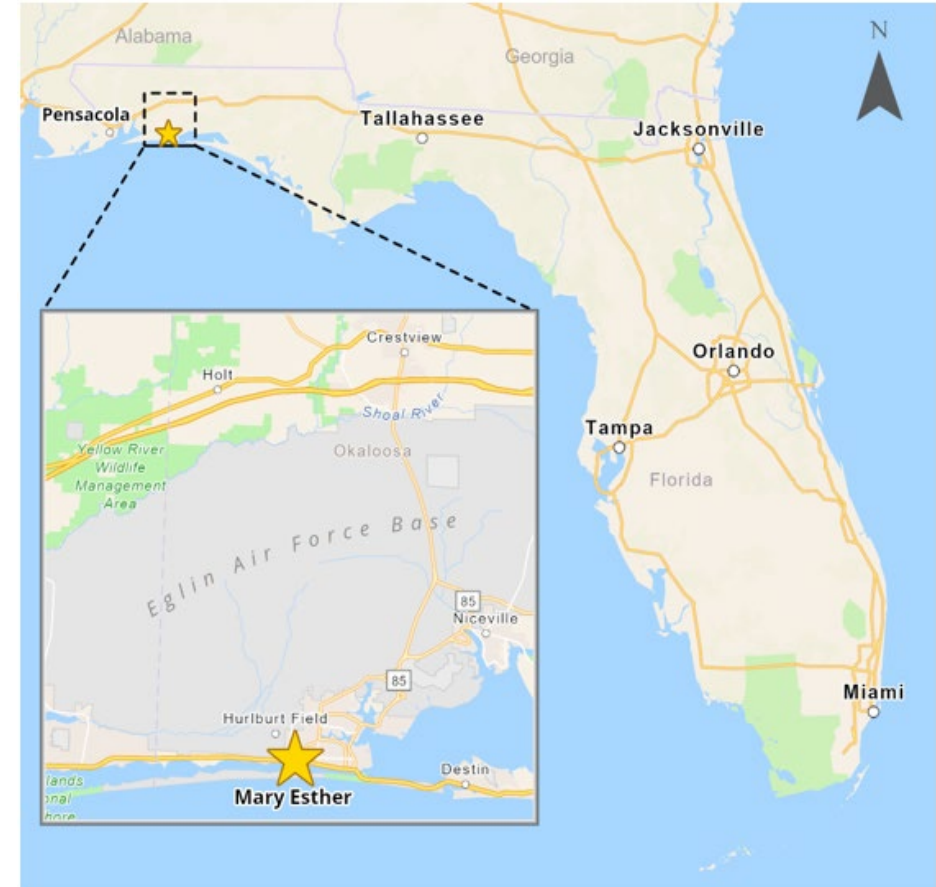
Major Updates:

- Creates new category of Park 'Town Center Park'
- Updated references to upcoming Bike, Ped, Trail Plan for Okaloosa-Walton TPO.
- Added references to community gardens and the farmer's market.
- Modified references to tourism development organizations.



Major Updates:

- Clarified importance of intergovernmental coordination and updated references to recent coordination efforts.
- Eliminated or modified references to defunct organizations, plans and agreements.



CITY OF MARY ESTHER - LOCATION MAP

Source: FDEP, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, USFWS, FDEP, Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA

Major Updates:

- Added in updated inventory of capital improvements
- Included Level of Service standards for Roadways, Sewer, Solid Waste, Drainage, Potable Water, Recreation and Open Space, and Public School Facilities
- Establishes new Annual Goal Setting Process



Major Updates:

- Added a direct reference to support the development of a new primary access drive for Mary Esther Elementary School.
- Clarified support for Safe Routes to School
- Removed references to outdated schools plans and maps



Major Updates:

- Added in state recommended language to protect property owner's rights.
- Clarified current notice and hearing procedures.





Formal Adoption

- LPA Public Hearing and Recommendation
- Council Transmittal Hearing (First Reading)
- Transmittal to State and Agency Review (expedited review)
- Adoption Hearing (Second Reading)
- Final Submittal and Appeal Window

Thank You

Ada Clark, Community and Economic Development Director
Ada.Clark@ECRC.org

Eric Christianson, Planner
Eric.Christianson@ECRC.org



**MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
June 2, 2025 - 6:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
April Sutton, Councilmember
Kenneth Woods, Councilmember

Bernie 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

The meeting was called to order by Mayor Stein at 6:02 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. Councilmember Sutton initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

RESULT:	PASSED (4-0)
MOVER:	Councilmember 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 make any changes to the agenda. Hearing none, Mayor Stein asked for a motion. Councilmember Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

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

6. SPECIAL PRESENTATIONS

6.1. Yard of the Month

City Clerk Morris presented the submissions for Yard of the Month. Councilmember Coxwell mentioned liking 152 Brewer Cir. City Manager Cobb stated the city reached out to the properties and confirmed they were interested in participating. Councilmember Coxwell made a motion to select 152 Brewer Cir. as Yard of the Month, seconded by Councilmember Sutton.

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

Mayor Stein discussed future procedures for submissions, which should include the entire front yard. City Manager Cobb stated that submissions would also be posted a week in advance. The Mayor and Council then discussed who is allowed to submit submissions, whether it should be open to residents or anyone, and whether anonymous submissions should be allowed.

7. CONSENT AGENDA

Mayor Stein asked if the council wished to make any changes to the consent agenda. Hearing none, Mayor Stein asked for a motion. 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

- 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, Public Workshop Meeting**
- 7.9. Minutes of the May 5, 2025, Regular Council Meeting**

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

8.1. John McLean, 265 Argyle Court, Requesting a Utility Bill Adjustment

John McLean did not attend the meeting. The Mayor and Council discussed how to address the utility bill adjustment and what had caused the high bill. Heather Day, Finance Director, provided background information on the request, including attempts to contact John McLean, the timeframe of the high water usage, a 12-month agreement, and his living situation. The

Mayor and Council discussed options for addressing the problem, possible causes of the high usage, and removing the sewer from the bill. Mayor Stein asked for a motion to remove the sewer charge and leave the agreement as is for 12 months. The motion was initiated by Councilmember Lawson, seconded by Mayor Pro Tem Oder. Councilmember Carter said that if John McLean does not show up to sign for a couple of days, then send the sheriffs to do a wellness check. The motion passed unanimously.

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

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

None.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

11.1. Transmittal of the City of Mary Esther Comprehensive Plan update for State Coordinated Review and first reading of Ordinance 2025-04

Tyler Reed, Community Development Director, provided the background of the transmittal of the City of Mary Esther's comprehensive plan update for state-coordinated review. Eric Christianson, Emerald Coast Regional Council, recommenced the expedited review process to speed things along. Mayor Stein asked City Clerk Morris to read the title of Ordinance 2024-04, which he read into the record. Mayor Stein asked for a motion to approve the transmittal of the City of Mary Esther's comprehensive plan update for expedited state coordinated review, and first reading of Ordinance 2025-04. The motion was initiated by Mayor Pro Tem Oder, 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

11.2. Agreement, Amendment to Lease with Cellco Partnership (d/b/a Verizon Wireless)

Kelvin Cherry, Code Compliance Officer, provided the background of the amendment to the lease with Cellco Partnership. Councilmember Coxwell inquired about the presence of additional cell companies on the tower, with Code Officer Cherry discussing the need for a network equipment list and the contract sent to the other companies. City Manager Cobb discussed that the city is receiving competitive rent from the leases. Mayor Stein asked for a motion to approve the attached fifth amendment to the lease agreement with Cellco Partnership (dba Verizon Wireless). The motion was initiated by Mayor Pro Tem Oder, 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

11.3. Agreement with RedSpeed Florida, LLC via Piggyback of Plantation Contract RFP No. 005-24 for School Zone Photo Enforcement

City Manager Cobb discussed the background of the agreement with RedSpeed Florida, LLC via piggybacking. He discussed potential changes to the contract and is seeking feedback from the council before proceeding. City Attorney Dykes added in information about the contract and some of the changes to be made before bringing it forward. Mayor Stein asked if the council would like to proceed with piggybacking or a complete rfp, with the consensus being piggybacking.

11.4. Amendments to State Revolving Fund Loans WW460201 and DW460212

Heather Day, Finance Director, provided background information on the amendments to state revolving fund loans WW460201 and DW460212. Mayor Stein asked if there was any discussion. Hearing none, he requested a motion to approve Extensions No. 1 to SRF Loan Agreement DW460212 and No. 3 to SRF Loan Agreement WW460201. Councilmember Coxwell initiated the motion, seconded by Councilmember Sutton. The motion passed unanimously.

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

11.5. Scope of Work for the Highway 98 Water Line Replacement Project

Shawn Lindsey, Public Works Director, provided the background of the scope of work for the Highway 98 water line replacement project. Councilmember Carter asked how many linear feet it was, with Public Works Director Lindsey stating it was 6,500. Mayor Stein asked for a motion to approve the scope of work for the Highway 98 Water Line Replacement Project from the western city limits to Andalusia Road. Mayor Pro Tem Oder initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

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

11.6. Change Order #3, Well 1 Rehabilitation

Shawn Lindsey, Public Works Director, introduced the topic and handed the conversation over to Scott Jernigan of Jacobs Engineering to provide the full background on the subject. City Manager Cobb discussed that the payment to Griner Drilling would be the final payment. Councilmember Sutton asked if the well could be run at this point, with Scott Jernigan stating it is operational and also discussing challenges related to possible sand in the pump and how to

address it. Mayor Stein asked about the total depth of the well, with Scott Jernigan stating it was 900 feet. City Manager Cobb added that with any future contracts, if they think more time is needed, they should request it from the engineers. Mayor Pro Tem Oder discussed not wanting Mary Esther to be sued for debris in the water. Mayor Stein asked when the well can be put into service, with Scott Jernigan stating it could be put in service any time, but was just being held off with the sand issue. Mayor Stein requested a motion to approve the final payment to Griner Drilling in the amount of \$37,598.80, along with the accompanying legal waivers, as approved by the city attorney. 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

11.7. Citizen of the Year Discussion

Dillon Morris, City Clerk, gave the background of the Citizen of the Year discussion topic. Mayor Pro Tem Oder discussed naming it after Ronald Stearns, which the council came to a consensus on. City Clerk Morris discussed emailing him about which choices the council liked for the award trophy. Council had no more feedback to provide on the topic.

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

Councilmember Sutton discussed attending the Tecman conference, Williams International coming to the county, and a new hotel owner in the area.

Councilmember Sutton discussed attending the new Eglin Federal Credit Union building, the CLT luncheon, and the tours of the parks and library.

Councilmember Lawson discussed attending the new Volkswagon dealer grand opening.

Mayor Stein discussed getting back from vacation, attending the reserve air force ceremony, the 35th anniversary of special forces, and the Okaloosa County League of Cities meeting.

Councilmember Carter discussed his daughter will be meeting with the transplant team on Wednesday.

Mayor Pro Tem Oder discussed the library cooperative meeting, advantages of ai, moving of the library meetings, attending the MacDill airforce base dinner, the AFSOC 35th anniversary, attending the Beal Cemetery Veterans Day Memorial ceremony, and the FLC week.

13. OTHER COMMENTS

City Attorney Dykes had no additional comments.

City Clerk Morris reminded council to check their mailboxes, their ethics training, their cybersecurity training, their financial disclosure forms, and his attendance at the IIMC conference.

City Manager Cobb discussed his attendance at the FCMA conference, the budgeting process in Tallahassee, and his upcoming vacation.

14. ADJOURN

The council meeting adjourned at 7:13 p.m.

Dillon Morris, City Clerk



**MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
June 16, 2025 - 6:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

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

Bernie 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

Tyler Reed, Community Development Director
Shawn Lindsey, Public Works Director

OTHERS PRESENT

1. INVOCATION

No invocation was given.

2. CALL TO ORDER

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

5. APPROVAL OF THE AGENDA

Mayor Stein asked if the council wished to make any changes to the agenda. Hearing none, Mayor Stein asked for a motion. Councilmember Sutton initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

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

6. NEW BUSINESS

6.1. Parks and Greenways Master Plan Presentation

Ron Yearwood, Barge Design Solutions, led the discussion on the parks and greenways master plan. He discussed the planning process phases, the benefits of parks, connectivity, future public fund investments, public feedback, the existing park inventory, Springdale Park, Elliot Park, the library open space, Bryn Mawr Park, the Jesse Rogers Cemetery, Oak Tree Park, Town Lane, Oak Tree Nature Preserve, South Bryn Mawr Park, the boat ramp, Brian Circle Pond, Azalea Park, systemwide recommendations, maintenance, programming, implementation, funding strategies, and the next steps. Mayor Stein inquired about the costs, with Mr. Yearwood displaying an adjustable spreadsheet that allowed numbers to be plugged in. Mayor Pro Tem Oder inquired about installing cameras and signs in the park, with Mr. Yearwood stating that he

could look into it. Councilmember Sutton asked if the numbers take into account hiring contractors, and Mr. Yearwood stated that they do. City Manager Cobb asked if the council would like to see any of the parks scaled down. Councilmember Sutton said she was not comfortable until the city completed a successful park renovation. Mr. Yearwood stated that the spreadsheet could be edited and changes made as needed. Councilmember Carter asked if the parks could be developed to grow or change in the future. Mr. Yearwood discussed the multi-use fields on some of the plans. Councilmember Sutton asked how many staff members would be required to maintain the parks. Mr. Yearwood discussed the spreadsheet accounts for those costs and detailed maintenance costs. Councilmember Coxwell asked about including a dog agility course and asked about the future of the community garden. City Manager Cobb discussed that the parks are changeable, the plans shown are just concepts, and that the community garden, in the plans, was moved to a more central location. Councilmember Carter discussed a partnership with the air force base, and Mayor Pro Tem Oder seconded his point with partnering with the county. Kevin Kennoy, Barge Design Solutions, added that these plans will be phased in chunks. Mayor Stein asked about ways to get more community feedback.

6.2. Resolution 25-05, Approving the Professional Services Agreement with RedSpeed Florida, LLC

Mayor Stein asked the clerk to read the title of the resolution. City Clerk Morris read the title of Resolution 25-05. Mayor Stein asked for a motion to approve Resolution 25-05, approving the professional services agreement with RedSpeed Florida, LLC. Councilmember Sutton initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

6.3. Progress Update on New City Hall

City Manager Cobb provided an update on the progress of the new city hall, seeking feedback on hurricane shutters on the building. City Clerk Morris pulled up images of the city hall (see attachments). Councilmember Sutton asked if the shutters could serve as an operations facility for staff in the event of an emergency. Councilmember Carter asked if this could be pushed into the next fiscal year, and City Manager Cobb stated that it could. City Manager Cobb also sought feedback on lettering on the mall side or the Mary Esther Boulevard side. Council favored a mural on the mall side and lettering on the Mary Esther Boulevard side. Councilmember Sutton also discussed placing a time capsule on the property. Mayor Pro Tem Oder discussed changing the flag pole light. Councilmember Carter discussed eventually relocating the flagpole to the front of the building.

6.4. PAWS Animal Control Discussion

City Manager Cobb led the discussion of the PAWS Animal Control contract. City Manager Cobb discussed the challenges and history with PAWS and the other cities that deal with PAWS. Councilmember Sutton asked if the county could provide the service with PAWS and the city pay with City Attorney Dykes stating that he does not know if PAWS would provide service in our jurisdiction. Council and City Manager Cobb discussed potential alternatives to PAWS. City Manager Cobb said he asked if PAWS would offer the same rate as the county and is awaiting an answer, and if the council would like that contract or alternatives. Councilmember Carter asked what to do if the city gets a call in the interim. City Attorney Dykes stated that he does not know what to do in the circumstance, but the city could sign the contract and utilize the 90-day termination clause while looking for other vendors. Council and City Manager Cobb discussed pricing in the contract and with PAWS.

7. ADJOURN

Councillmember Sutton thanked Jacobs and maintenance for their work around the city.

Councillmember Sutton liked the fence around Ray's pond, removing the bleachers from Springdale park, and having a flag sponsorship for the city with the new city hall during Veterans Day and Memorial Day.

Councillmember Lawson had no additional comments.

Mayor Stein asked about an indentation on a sidewalk on North Street, with Public Works Director Lindsey stating it was a sewer that Jacobs was working on, and then his crew would repair it.

Councillmember Carter thanked everyone for their support and asked about using a different yard of the month sign.

Mayor Pro Tem Oder had no additional comments.

City Attorney Dykes had no additional comments.

City Clerk Morris reminded the council of their ethics training, cybersecurity training, financial disclosures, checking their mailboxes, the upcoming Florida Clerk's Conference, and being out of the office on Friday.

City Manager Cobb reminded that City Hall will be closed for Juneteenth and thanked maintenance for their work.

The council meeting adjourned at 7:32 p.m.

Minutes approved at the _____ meeting.

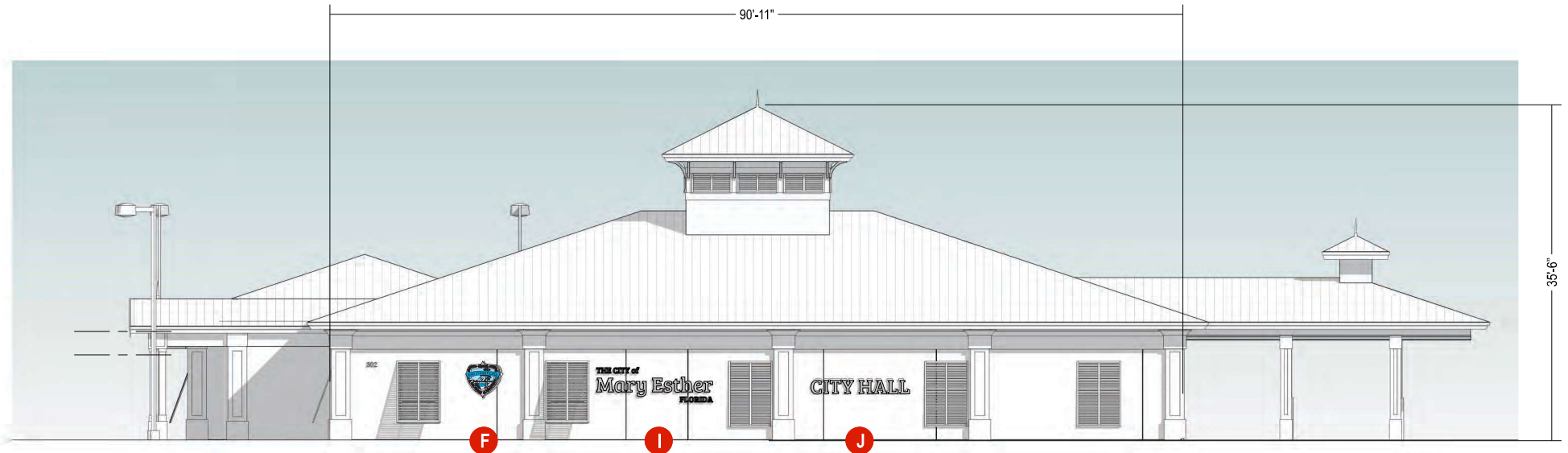
Dillon Morris, City Clerk





AUTHORIZED PERSONNEL ONLY

South Elevation
 Scale: 3/32"=1'-0"



SignArt

6225 Old Concord Road
 Charlotte, NC 28213
 P: 704.597.9801
 www.signartsign.com

JOB ID: 43497

ISSUE DATE: 04/02/25

CUSTOMER: Stockton Construction

SALESPERSON: Brandon Souther

DESIGNER: HC

JOB LOCATION: Mary Esther City Hall

302 Mary Esther Blvd.

Mary Esther, FL 32569

FILE PATH: Mary Esther City Hall/43497

REVISIONS: 1 HC 04/14/24

- 2
- 3
- 4
- 5
- 6
- 7

APPROVED FOR PRODUCTION

Date:

Signature:

NOTE: ALL SIGNS MANUFACTURED FOR 120v
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AGENDA ITEM

Agenda Item 11.1.

TO: Honorable Mayor and Members of the City Council

FROM:

DATE: July 7, 2025

SUBJECT: City Manager Evaluation Process and Instrument

BACKGROUND:

On November 4, 2024, the City Council approved an agreement with Dr. Walt Hanline of the National Center for Executive Leadership and School Board Development to facilitate the city manager's annual evaluation.

DISCUSSION:

A hard copy of the evaluation form is attached for your review. A digital copy and a copy of the city manager's annual objectives will be sent after the council meeting. The evaluation form should be completed and submitted directly to Dr. Hanline. Individual virtual meetings to discuss your submission are scheduled for August 8. Subsequently, comments will be summarized into a single evaluation document for review and consideration by the full City Council.

FINANCIAL IMPACT:

The agreement and fee, totaling \$4,400, were approved at the meeting on November 4, 2024. Funds were budgeted in the City Council budget to cover the evaluation.

RECOMMENDATION:

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

ATTACHMENT(S):

1. City Manager Evaluation Form

City of Mary Esther

EVALUATION OF THE CITY MANAGER

Council Member: _____

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

- 4.50 - 5.00 = EXEMPLARY** - The City Manager demonstrates exemplary leadership that is a model for others.
- 3.75 - 4.49 = EXCELLENT** - The City Manager exceeds the expectations of his/her job description.
- 2.75 - 3.74 = MEETS EXPECTATIONS** - The City Manager meets expectations.
- 1.75 - 2.74 = NEEDS IMPROVEMENT** - The City Manager needs to concentrate self-improvement efforts in this area.
- 1 - 1.74 = UNSATISFACTORY** - The City Manager 's performance in this category is unacceptable and requires immediate attention.

A.) RELATIONSHIP WITH THE COUNCIL

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

Comments:

B.) ADMINISTRATION OF THE CITY

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

Comments:

C.) LEADERSHIP

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

Comments:**D.) PERSONNEL**

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

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

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

Comments:

F.) COMMUNITY RELATIONSHIPS

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

Comments:**G.) INDIVIDUAL CHARACTERISTICS**

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

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

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

Comments:

I.) ANNUAL OBJECTIVES

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

Comments:

Summary Comments:

AGENDA ITEM

Agenda Item 11.2.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: July 7, 2025

SUBJECT: Resolution 25-07, Citizen of the Year Program

BACKGROUND:

The mayor and council have expressed interest in establishing a Citizen of the Year program. Per the direction received from the regular city council meeting in June, City Clerk Morris has developed a program.

DISCUSSION:

City Clerk Morris has developed a program titled "The Ronald Stearns Citizen of the Year Program". The awards the city clerk has developed include:

- A ceremonial award
- A proclamation declaring the citizen's birthday as "[Citizen's Name] Day"
- An invitation to be a VIP at city events (Throw candy with the council in the Veterans Day parade, light the Christmas tree in the tree lighting, for instance)
- A swag bag of Mary Esther items, like Yard of the Month, receives

FINANCIAL IMPACT:

The only expected additional costs are the cost of the award plaque and the engraving fee, which are both negligible costs.

RECOMMENDATION:

Motion to approve Resolution 25-07.

ATTACHMENT(S):

1. Resolution 25-07
2. Citizen of the Year Application
3. Plaque Style

RESOLUTION 25-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA, ESTABLISHING THE RONALD STEARNS CITIZEN OF THE YEAR AWARD, ESTABLISHING CRITERIA, ESTABLISHING A TIMELINE FOR THE NOMINATION, SELECTION AND PRESENTATION OF THE AWARD, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Mayor and City Council have determined a need for a citizen of the year program; and

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

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

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

Section II: Criteria

The criteria for the selection of the Ronald Stearns Citizen of the Year Award shall be as follows:

- Nominee must be a resident of the City of Mary Esther for a minimum of 12 months and have an interest in the betterment of the City.
- Application should include contributions to the City and its citizens for the selection year.
- The application may include past actions that demonstrate dedication to the City of Mary Esther and its citizens.
- Application should discuss specific acts that put others first and enhance the quality of life.
- Application should describe who benefited, what was accomplished, the breadth of impact, and how the action related to the community.
- Nomination should be for selfless acts and not directly related to the person's job.

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

- Applications for the Ronald Stearns Citizen of the Year Award will be accepted from September 1 to November 1 of each year.
- The applications shall be presented to the City Council for a vote on the first meeting in the Month of December.
- Presentation of the award shall take place at the first meeting of the City Council in January,

unless otherwise determined by the City Council.

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

So Done this _____ day of _____, 2025.

Time Adopted: _____

By: _____

Chris Stein, Mayor
City of Mary Esther, Florida

ATTEST:

Dillon Morris
City Clerk



The Ronald Stearns Citizen of the Year Award Nomination Package

Name of Nominee: _____

Home Address: _____

Contact Phone Number: _____ Email: _____

Name of Nominator: _____

Nominator Contact Phone Number: _____

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

- Nominee must be a resident of the City of Mary Esther for a minimum of 12 months and have an interest in the betterment of the City.
- Application should include contributions to the City and its citizens for the year 2024.
- The application may include past actions that demonstrate dedication to the City of Mary Esther and its citizens.
- Application should discuss specific acts that put others first and enhance the quality of life.
- Application should describe who benefited, what was accomplished, the breadth of impact, and how the action related 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 Citizen of the Year.

All applications must be accompanied by this cover sheet.

Nominations open September 1, 2025 at 8:00 a.m.

Submit nomination packages to the City Clerk's office by November 1, 2025, 8 a.m., to:

Dillon Morris, City Clerk
195 N. Christobal Rd.
Mary Esther, Florida 32569
dmorris@cityofmarvesther.com

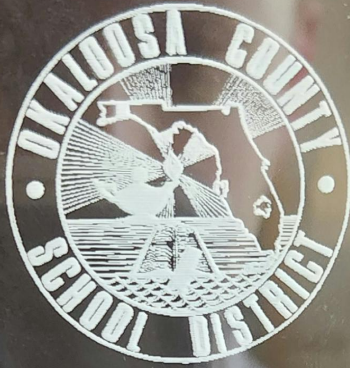
Nomination Form

City of Mary Esther Citizen of the Year

Contributions for Selection Year:

Past Contributions:

Other Reasons for Consideration:



Best of Show
2011

Okaloosa County Art Show
Mattie Kelly Arts Foundation
2-D Art
Middle School Division
Ed Wiegand

\$ 59.95

AGENDA ITEM

Agenda Item 11.3.

TO: Honorable Mayor and Members of the City Council

FROM: Heather Day, Finance Director

DATE: July 7, 2025

SUBJECT: Resolution 25-08, Repeal and Adopt Updated FEMA Compliant Purchasing Policy

BACKGROUND:

The City’s current purchasing policy is outdated and in need of updates. The proposed revisions aim to modernize the policy and improve the efficiency of the City’s procurement processes. Staff recommends approval of the updated purchasing policy.

DISCUSSION:

The updated purchasing policy being presented for Council approval includes key revisions designed to enhance the efficiency and flexibility of the City’s procurement process. Notably, the policy increases purchasing thresholds, allowing for a more streamlined approach to routine purchases. Additionally, the policy incorporates FEMA-specific procurement language to ensure compliance with federal guidelines when using federal funds. This inclusion is intended to simplify and expedite the reimbursement process in the event of a natural disaster.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Motion to approve Resolution 25-08, approving an updated Purchasing Policy.

ATTACHMENT(S):

1. Resolution 25-08 Purchasing Policy

RESOLUTION 25-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA, ADOPTING THE CITY OF MARY ESTHER PURCHASING POLICY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Mary Esther seeks to establish clear and consistent policies for the procurement of goods and services to ensure transparency, efficiency, and compliance with applicable laws and regulations; and

WHEREAS, the Purchasing Policy, identified as Policy Number 17 and attached hereto as Exhibit "A", reflects the City's commitment to obtaining best value, promoting fair competition, ensuring accountability, and protecting public funds; and

WHEREAS, the City Council has reviewed and supports the adoption of the updated Purchasing Policy, including provisions related to competitive thresholds, exemption criteria, cooperative purchasing, FEMA-specific procurement requirements, and other best practices; and

WHEREAS, the City Council desires to formally adopt the Purchasing Policy to guide all departments and officials in their purchasing decisions.

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

Section I: Adoption of Policy. The City of Mary Esther hereby adopts the Purchasing Policy, Policy Number 17, attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. Conflicts. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. Severability. If any section, subsection, clause, or provision of this Resolution is held invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected by such holding and shall remain in full force and effect.

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption.

SO DONE this 7th day of July 2025.

By: _____
Chris Stein, Mayor

ATTEST:

Dillon Morris, City Clerk

**EXHIBIT A
TO RESOLUTION 25-08**

Policy Title: Purchasing Policy

Policy Number: Policy - 17

Effective Date: July 7, 2025

Part I: Standard City Purchasing Policy

A. Purpose and Intent

To maximize the purchasing value of public funds, maintain a procurement system of quality and integrity, and ensure fair and equitable treatment of all persons involved in public purchasing by the City.

B. Scope

This policy governs all procurements made by the City, including purchases, projects, and contracts. No purchase, project, or contract shall be subdivided to avoid the requirements of this policy. For procurements involving federal or specific state funds, supplemental requirements outlined in Part II of this Policy must also be met.

C. Policy Statement

1. The City shall strive to obtain the highest quality goods and services at the lowest cost, ensuring maximum value for public funds.
2. The City is committed to fair and open competition in all procurement activities.
3. The City shall comply with all applicable purchasing laws, regulations, and ethical standards, including Section 112.313, Florida Statutes, pertaining to standards of conduct for public officers, employees of agencies, and local government attorneys.
4. Any violation of Section 112.313, Florida Statutes, pertaining to purchasing or contractual relationships shall also be deemed a violation of this Policy.
5. Specific statutory provisions pertaining to purchasing and contracting include but are not limited to: Section 112.313 (standards of conduct), Section 218.70 (the Florida Prompt Payment Act), and Section 287.055 (consultants' competitive negotiation act).
6. The City shall promote efficiency and value in the procurement and disposal of goods and services.
7. The City shall maintain a bidders list and utilize cooperative purchasing agreements when beneficial.
8. Sole source procurement under this Part 1 shall only be permitted upon written demonstration that:
 - The use is justified based on costs or interchangeability factors; and
 - The use is recommended by the project architect, engineer, or affected Department Manager; and

- The rationale for sole source is approved by the City Manager and/or Council as authorized by the Purchasing Policies. (For noncompetitive procurements involving federal funds, see Part II. F of this Policy).

D. Purchasing Thresholds

The following purchasing thresholds shall apply to determine the minimum level of competitive action:

1. Small Purchases (no quotes required): Not to exceed \$1,000.00
2. Written Quotes/Proposals (2 required): \$1,001.00-\$10,000.00
3. Written Quotes/Proposals (3 required): \$10,001.00- \$50,000.00
4. Sealed Bids/Proposals: Over \$50,000.00

E. Signature Authority Thresholds

1. Small purchases \$1,000.00 and under require approval of the Department Manager.
2. Purchases above \$1,000.00, but less than \$2,500.00 require Department Manager and Finance Director approval.
3. Purchases of \$2,500.00 to \$25,000.00 require Department Manager, Finance Director, and City Manager approval.
4. Purchases over \$25,000.00 require Council approval.

F. Emergency and Unauthorized Purchases

The City shall have clear procedures for handling emergencies and unauthorized purchases, as defined in this policy and in accordance with Chapter 252, Florida Statutes. It shall be a violation of Council policy for any officer, employee, or agent of the Council to order unauthorized purchases or make any contract within the purview of this Policy other than through the guidelines established in this policy. Any emergency purchases above fifteen thousand dollars (\$15,000.00) made with City funds under the provisions of this Part I shall be brought to Council for ratification. (For emergency purchases involving federal funds, see Part II.G of this Policy).

G. Exemptions from Competitive Solicitation

The following exemptions apply primarily to procurements funded solely by City funds. For exemptions when federal funds are involved, see Part II.F.

1. Emergency Purchases: When immediate acquisition of goods or services is necessary to protect public health, safety, or welfare of city property or its citizens.
2. Sole or Single Source Purchases: When only one vendor is capable of providing the required goods or services due to uniqueness, compatibility, or specialized expertise, subject to the approval requirements in Part I.C.
3. Cooperative Purchasing Agreements/“Piggyback” Purchases: Purchases of goods or services may be made through contracts awarded by other governmental agencies (state or federal) or through purchasing cooperatives, provided that the original contracts were established using competitive processes comparable to those of the City. The City must be offered the same terms and conditions set forth in the original contract, and those terms and conditions must be acceptable to the City.

H. Bid Posting Requirements

Notice inviting bid/proposals (unless otherwise provided by law) shall be published once in at least one newspaper of general circulation in the City, and at least ten (10) calendar days prior to the last day set for the receipt of bids or proposals. Construction projects projected to cost more than two hundred thousand dollars (\$200,000.00) must follow the advertising requirements outlined in Section 255.0525, Florida Statutes.

I. Local Preference

Unless otherwise prohibited by prevailing law or policy, a local preference of the bid price or total score shall be assigned to a respondent that has a principal office located within the City of Mary Esther and satisfies the definition of a "Local Business." This preference shall be 5% of the bid price or 5% of the total points available, whichever is applicable. If, after applying the local preference, there is a tie between two respondents, the award will go to the Local Business. (For procurements involving federal funds, see Part II.B).

J. Best Value

The City shall consider not just the lowest price but also the best overall value when evaluating quotes, bids, and proposals. Evaluation criteria may include quality, delivery time, vendor experience, and other factors relevant to the specific purchase.

K. Public Records

The City shall maintain public records in accordance with Florida Statutes. All bids, RFPs, quotes, and all documentation are open for public inspection once a recommendation for award is made.

L. Surplus Property

The City shall have procedures for managing surplus property and disposal, as defined in this policy.

1. Real Property: The determination to declare real property as surplus shall be made exclusively by the City Council. The City Manager shall present recommendations for surplus real property to the City Council for their consideration and action.
2. Personal Property: The City Manager is authorized to determine the process for the surplus of personal property owned by the City.
 - For personal property valued \$10,000.00 or less, the City Manager may dispose of it through methods that achieve the best value for the City, considering factors such as cost, efficiency, and potential community benefit. Disposal methods may include, but are not limited to, public auction, sealed bids, donation, salvage, recycling, or general disposal.
 - Personal property with a fair market value above \$10,000.00 shall be declared as surplus by the City Council. The city manager will present the council with recommended methods of disposal.

Documentation: All surplus property transactions, regardless of value, must be documented and retained according to the city's record retention policy.

M. Responsibilities

The City Council approves the Purchasing Policy and oversees its implementation. The City Manager, Finance Director, and Department Managers ensure compliance with the policy. The Finance Director, under the direction of the City Manager, is responsible for developing and maintaining detailed purchasing procedures consistent with this Policy.

II. Supplemental Requirements for Procurement Using Federal or Specific State Funds

A. Applicability and Governing Rules

The requirements in this Section II are supplemental to, and must be followed in conjunction with, the City's general procurement policies and competitive thresholds outlined in Part I, whenever a City procurement involves federal funding (e.g., from FEMA). All procurements using federal funds shall comply with all applicable federal laws, regulations, and standards, primarily 2 C.F.R. Part 200 (Uniform Guidance), specifically §§ 200.317 – 200.327, and any other applicable requirements of the federal awarding agency. In any instance of a direct and unavoidable conflict between a City requirement in Part I and a mandatory federal requirement outlined herein or in 2 C.F.R. Part 200, the federal requirement shall govern to ensure compliance with federal law and the terms of the federal award.

For procurements funded in whole or in part by State of Florida grants or other state financial assistance, the provisions of Part I of this Policy shall apply as the baseline. However, if such state funding involves federal pass-through dollars, or if the terms of the state grant or applicable state law explicitly require adherence to federal procurement standards, then all applicable requirements of this Part II shall also be met. In the event a state grant imposes specific procurement requirements that are stricter than, or different from, Part I and are not addressed by Part II, those specific state grant requirements shall be followed for that particular procurement. In all cases involving external funding, the City shall adhere to the strictest applicable procurement requirements (City, State, or Federal) that ensure full compliance with all funding source mandates and applicable laws.

B. Adherence to Federal Procurement Methods and Requirements (When Federal Funds are Used) While the City's competitive thresholds in Part I will determine the minimum solicitation process (e.g., quotes, sealed bids), City staff must also ensure that the procurement process used for federally funded purchases aligns with an appropriate federal procurement method outlined in 2 C.F.R. § 200.320 (i.e., Micro-purchase, Small purchase, Sealed Bids, Competitive proposals, Noncompetitive procurement). The City's procurement process must satisfy all procedural and documentation requirements of that identified federal method. **Local preference as described in Part I of this policy is prohibited in federally funded procurements (2 C.F.R. § 200.319(c)).** Time and materials type contracts may only be used with federal funds after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. The Finance Director shall develop and maintain procedures to assist staff in:

1. Following the City's competitive thresholds (Part I).

2. Identifying the corresponding applicable federal procurement method for that purchase (Micro-purchase, Small purchase, Sealed Bids, Competitive proposals, or Noncompetitive procurement).
3. Ensuring that the City's procurement process and documentation meet all requirements of that identified federal method, including any specific federal documentation, advertising, or procedural requirements.

C. Mandatory Federal Contract Provisions (When Federal Funds are Used) All contracts, including small purchases, funded in whole or in part with federal funds must include the following provisions as applicable:

1. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate.
2. Termination for cause and for convenience by the City, including the manner by which it will be effected and the basis for settlement.
3. Equal Employment Opportunity: Compliance with Executive Order 11246, 'Equal Employment Opportunity' (3 CFR, 1964-1965 Supp., p. 339), as amended by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented in Department of Labor regulations (41 CFR part 60).
4. Davis-Bacon Act: For all construction contracts in excess of \$2,000, compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141 – 3148) as supplemented by Department of Labor regulations (29 CFR Part 5).
5. Copeland 'Anti-Kickback' Act: For all construction or repair contracts, compliance with the Copeland 'Anti-Kickback' Act (40 U.S.C. § 3145), as supplemented in Department of Labor regulations (29 CFR Part 3).
6. Contract Work Hours and Safety Standards Act: For contracts exceeding \$100,000 that involve mechanics or laborers, compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701 - 3708).
7. Rights to Inventions Made Under a Contract or Agreement: If the federal award meets the definition of 'funding agreement' under 37 CFR § 401.2(a) and the City enters into a contract with a small business firm or nonprofit organization regarding experimental, developmental, or research work, the City must follow 37 CFR Part 401, 'Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements,' and any implementing regulations issued by the awarding agency.
8. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended: Compliance with applicable standards, orders or regulations issued pursuant to these acts.
9. Debarment and Suspension (Executive Orders 12549 and 12689): Non-federal entities and contractors must not award subcontracts to parties listed on the government-wide exclusions in the System for Award Management (SAM). This applies to all contracts and subcontracts at all tiers. SAM exclusions can be found at <https://www.sam.gov/>.

10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): Contractors that apply or bid for an award exceeding \$100,000 must file the required certification.
11. Procurement of Recovered Materials: Compliance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. City and contractors must give preference to products and services that conserve natural resources, reduce waste, and are environmentally preferable, including recycled content.
12. Access to Records: The City, the Federal awarding agency, the Comptroller General of the United States, or any of their authorized representatives, must have access to any books, documents, papers, and records of the contractor which are directly pertinent to the Federal award for the purpose of making audits, examinations, excerpts, and transcriptions.

D. Prohibition of Cost-Plus-Percentage-of-Cost Contracts (When Federal Funds are Used)

The City shall not award cost-plus-a-percentage-of-cost contracts or cost-plus-a-percentage-of-construction-cost contracts using federal funds.

E. Specific Federal Compliance Requirements (When Federal Funds are Used)

1. **Conflict of Interest (Federal Standards):** In addition to the conflict-of-interest provisions in Part I.C, and pursuant to 2 C.F.R. § 200.318(c), no employee, officer, or agent of the City shall participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for or selected for the award. The City's officers, employees, or agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts.
2. **Suspension and Debarment:** The City shall comply with the requirements of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000 concerning debarment and suspension. The City must verify that contractors are not suspended or debarred by checking the System for Award Management (SAM) at <https://www.sam.gov/> before entering into federally funded contracts.
3. **Cost and Price Analysis:** For federally funded procurements over the federal Simplified Acquisition Threshold, and in other instances required by 2 C.F.R. § 200.324, a cost or price analysis must be performed and documented.
4. **Compliance with other Federal Acts:** As applicable to the specific federally funded contract, the City will comply with requirements including, but not limited to, those listed as contract clauses in Section II.C (e.g., Davis-Bacon, Copeland Act, etc.).

F. Noncompetitive Procurement (Federal Justifications Prevail When Federal Funds are Used) For any noncompetitive procurement (e.g., sole source, emergency not covered by Section II.G) using federal funds, the justifications and procedures outlined in 2 C.F.R. § 200.320(c) must be strictly followed and documented. These federal requirements for noncompetitive procurement shall take precedence over solely local justifications if federal funds are used.

G. Disaster or Emergency Procurement with Federal Funds In the event of a disaster or emergency formally declared by an authorized federal, state, or local authority, where federal funds are used or anticipated for reimbursement (e.g., FEMA Public Assistance), the City may need to expedite procurement procedures. In such cases:

1. Procurements must adhere to the noncompetitive procurement provisions of 2 C.F.R. § 200.320(c) if the public exigency or emergency will not permit a delay resulting from competitive solicitation.
2. The City must document the emergency circumstances to justify any deviation from standard competitive procurement procedures, including the rationale for noncompetitive procurement if used.
3. Even under expedited procedures, the City must ensure that all procurements comply with federal requirements to the greatest extent practicable, including maintaining adequate competition to the extent possible, ensuring that all costs are reasonable and necessary, and including all applicable federal contract clauses.
4. The scope and duration of emergency procurements should be limited to the immediate threat or need.

H. Contract Administration (Federal Standards Apply When Federal Funds are Used) The City shall establish and maintain a contract administration system to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders and applicable federal requirements when federal funds are involved. This system shall include:

1. Procedures for monitoring contractor performance.
2. Procedures for ensuring contractor compliance with applicable standards and regulations.
3. Procedures for documenting contract performance.
4. Procedures for processing payments to contractors.
5. Procedures for addressing contract disputes.
6. Maintenance of records sufficient to detail the history of all federally funded procurements. These records shall include, but are not limited to, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

I. Record Retention (Federal Standards Apply When Federal Funds are Used) All records related to federally funded procurements shall be retained for a minimum of three years from the date of the final payment under the contract or the submission of the final expenditure report for the federal award, OR for such longer period as may be required by the terms and conditions of the federal award, specific program regulations, or other applicable laws, whichever is longer. These records shall be made available to the City, the federal awarding agency, the Comptroller General of the United States, or any of their authorized representatives for audit purposes.

AGENDA ITEM

Agenda Item 11.4.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: July 7, 2025

SUBJECT: Appointment of FLC Annual Conference Voting Delegate

BACKGROUND:

The Florida League of Cities' Annual Conference will be held at the Signia by Hilton Orlando Bonnet Creek in Orlando, Florida, from August 13 to 16, 2025. The conference offers valuable educational opportunities to help Florida's municipal officials serve their citizens more effectively.

The League has emphasized the importance of each municipality designating one official as the voting delegate for the election of the League leadership and the adoption of resolutions, which are conducted during the business meeting. These delegates will make decisions that determine the direction of the League.

DISCUSSION:

To date, Councilmember Sutton, Mayor Pro Tem Oder, and Mayor Stein have registered for the conference. Unless other members of the Council also wish to attend, the selection of our delegate should be one of those three members.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

Motion to appoint _____ as the City of Mary Esther's 2025 FLC Annual Conference Voting Delegate.

ATTACHMENT(S):

1. 2025 Voting Delegate Memo



To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 17, 2025

Subject: 2025 Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Signia by Hilton Orlando Bonnet Creek in Orlando, Florida, from August 14-16, 2025. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference **designate one elected official to serve as its Voting Delegate** and cast the municipality's votes at the Annual Business Meeting which will be held on **Saturday, August 16, 2025**. The Voting Delegate designated by each municipality will vote on all official business matters brought before the League membership and requiring a vote during the Business Meeting. Matters such as the election of League leadership, adoption of resolutions and any other official business matters affecting the League may be voted on during the Business Meeting.

In accordance with the League's by-laws, the number of votes allocated to each municipality is determined based upon population. The League will use the latest Florida Estimates of Population as published by the University of Florida, Bureau of Economic and Business Research.

Annual Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at flcities.com.

If you have any questions about voting delegates, please email erussell@flcities.com.
Voting delegate forms must be received by the League no later than July 31, 2025.

Attachments: Form Designating Voting Delegate

**2025 Annual Conference
Florida League of Cities, Inc.
August 14-16, 2025
Orlando, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of its elected officials to cast the municipality's votes at the Annual Business Meeting. League By-Laws require each municipality to select one person to serve as the municipality's Voting Delegate.

Municipalities do not need to adopt a resolution to designate a voting delegate. Instead, please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2025.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:

Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: erussell@flcities.com

AGENDA ITEM

Agenda Item 11.5.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: July 7, 2025

SUBJECT: Azalea Park Update

BACKGROUND:

The Azalea Park concept is a visionary plan to create a functional, inclusive, and environmentally resilient space. Designed by CPH, the original concept included a pervious, handicap-accessible rubber walkway capable of withstanding flooding, high water tables, and root interference. This design aimed to provide accessibility for all users, including those with mobility challenges, while ensuring durability in challenging environmental conditions.

Bids were solicited for the walkway material, and two vendors submitted material-only quotes. The Rubberway material was awarded based on the color and samples provided.

However, the project encountered immediate challenges. The rubber material was delayed for several months due to supply chain issues, impacting the construction timeline.

Once the material arrived, city crews prepared for installation according to the manufacturer's recommendations. The installation proved more challenging than anticipated. Crews initially attempted a 2-inch natural turn-down edge, but it did not yield a consistent surface. They then experimented with thinner, formed edges (1.5 inches and 1 inch), as well as various compaction techniques and different percentages of binder, but satisfactory results were not achieved.

Exploring Alternatives:

Faced with persistent issues, the team explored alternative materials that could meet ADA accessibility standards while offering improved performance. This search led to Kafka, a product made from composted granite infused with wax polymer, known for its durability in golf course settings. City crews installed a sample of Kafka in the park to evaluate its suitability. While initial results were promising, it was determined that Kafka would likely lead to additional long-term maintenance issues due to cypress roots and the high water table.

It is now believed that a rubber product is still ideal, specifically one that incorporates 50% rock to create a firm and consistent finish, unlike 100% rubber pathway materials.

DISCUSSION:

Both the original rubber material and the Kafka product have merits, but a rubber product is believed to be more durable and require less maintenance over time. Using a rubber product with

a 50% stone mixture will exceed the current \$160,000 budget for an installer.

The work already performed by staff, including adding base material to elevate the trail above roots and groundwater, and installing a geotextile with a compacted stone base, saved approximately \$75,000 compared to contracting the work. This base work would be necessary before any rubber trail installation.

City crews will need to remove the previously installed rubber to ensure consistency for the completed trail by a contractor. Crews are also currently seeking an installer for the pavilion and are working on bridges, porch swings, and a kiosk. Additional fencing or hedge planting may be needed to separate the park from neighboring dogs, and these potential costs will be presented to the City Council if desired.

FINANCIAL IMPACT:

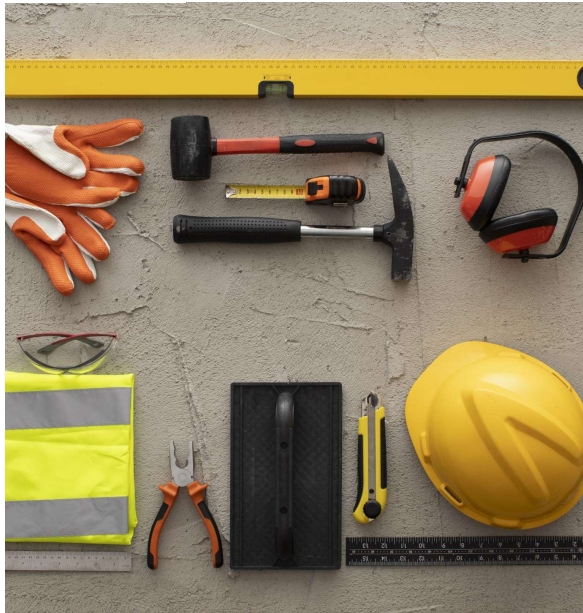
The estimated contract price for an installed rubber/stone blend is around \$150,000.

RECOMMENDATION:


Staff recommends formal bids be let for a rubber/stone blended trail material to be installed by a contractor.

ATTACHMENT(S):

1. Public Works Creation Update Slurry Seal and Azalea park



Establishing a New Public Works Department: Overview of the Previous Year's Project, Including Slurry Seal and Azalea Park Developments



Tools, Training, and Experience making us more proactive in Maintaining our City and allowing for Sealcoating. To Sealcoat we need better sweeping ability, crack sealing, infrared patching and the tools to do this.

New Sweeper/New Part-Time Position - The city will now conduct sweeping activities 12 times a year instead of the previous 6, along with routine catch basin cleaning and pressure washing of signs. A designated part-time operator will focus on maintaining cleaner streets and signs, as well as trimming back branches around signage and roadways. The newly acquired Hydro-excavator/vac trailer is designated for larger catch basins.

GIS/GPS - The new Director is proficient in GIS and GPS technology, enabling the addition of in-house mapping services that include field data collection. This initiative will benefit all departments by allowing geographical data representation and asset mapping across two platforms: Diamond Maps, which facilitated our water and sewer inspections as part of the Asset Management Plan conducted by Rural Water, and ESRI ArcMap Pro. We are currently mapping all trails and sidewalks to support our planning and maintenance efforts and to assist community development in zoning and planning, while also preparing for Stormwater mapping.

Crack Sealing Operation - We are currently aiming to complete crack sealing on all roads in Mary Esther within the next five years. To date, approximately one-fifth of the city's roads have been completed.

Infrared Patching - An infrared heater has been added to our operations, and we have started utilizing various cold and hot mixes to create seamless cuts and prepare roads for slurry seals.

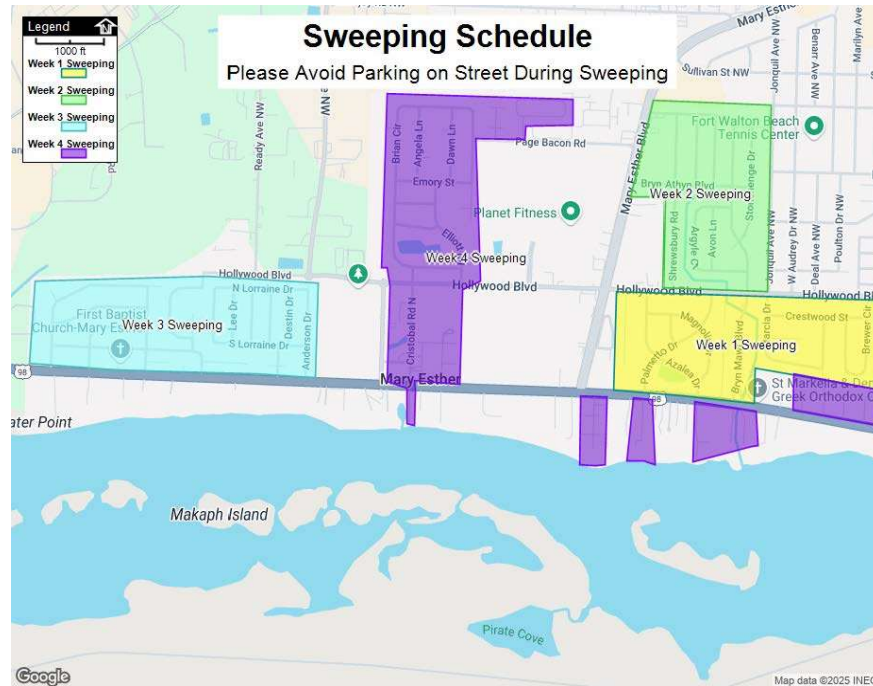
Spray/Squeegee Machine - Under the 5-year plan for Mary Esther, we aim to slurry seal every road that will not be paved in that timeframe, and we are currently about one-fifth of the way through this process.

New Skid Steer - The recent purchase of a skid steer has enabled us to perform larger asphalt patches and manage more extensive stormwater repairs, including the preparation and replacement of sidewalks or the addition of new sections in-house. This has resulted in savings of over \$150K based on last year's sidewalk additions and stormwater projects. Future attachments will enhance our capabilities, allowing for better ditch cutting and maintenance of right-of-ways.

New Sweeper/New Part-Time Role - The sweeping schedule for all city areas has increased from 6 to 12 times annually, with additional tasks including routine cleaning of catch basins and pressure washing of signs. This position is designated for a part-time operator dedicated to maintaining cleaner streets and signs, as well as trimming back branches around these areas. The new hydro-excavator/vacuum trailer will be utilized for larger catch basins.



City of Mary Esther
March 7
Our vigilant Public Works crew discovered a sinkhole during a routine street sweep yesterday. Immediately the team began working on it. They identified a collapsed culv... See more



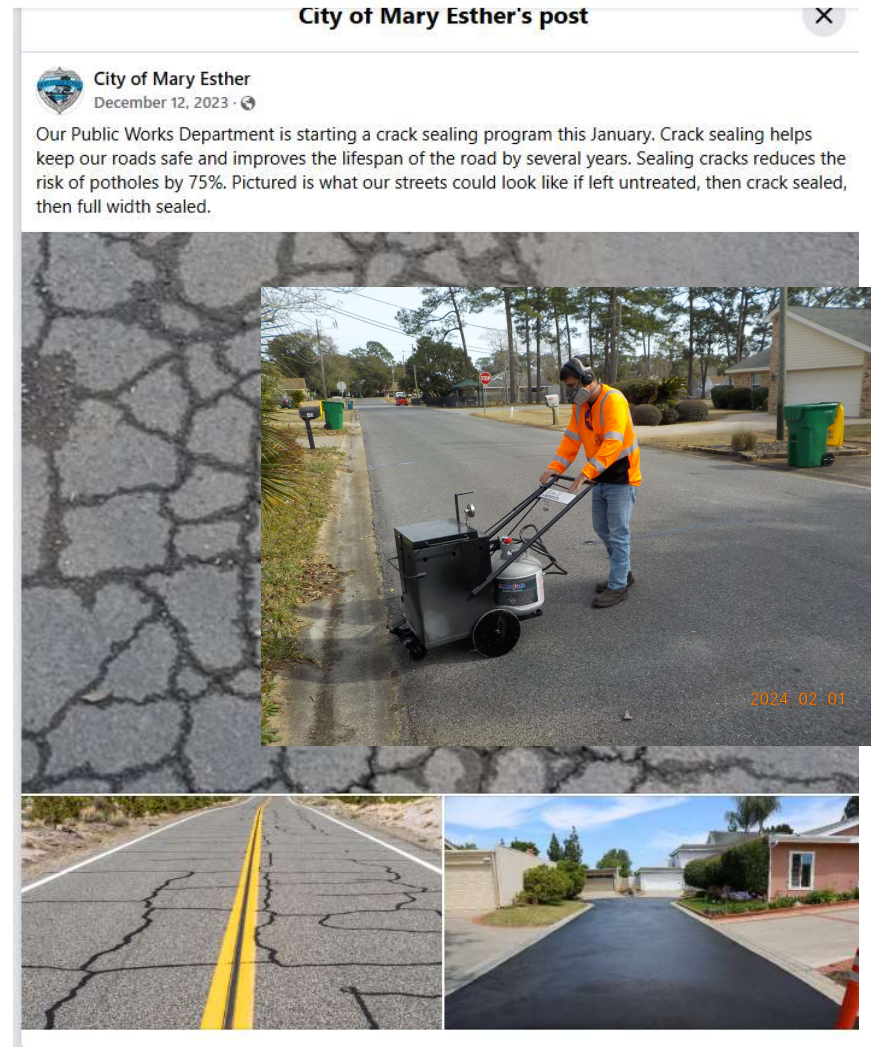
City of Mary Esther
March 14
Our new street sweeper keeps impressing us! The sweeper has versatile functions, including a pressure washer for cleaning street signs. This enhances sign visibility an... See more

City of Mary Esther
July 16, 2024, 4p
The Mary Esther City Council recently approved the purchase of a new Vacuum Trailer/ Hydro Excavator. The primary purpose of this new piece of equipment is to help main... See more

Crack Sealing Operation Begins Expanding Road life 6 years

Lessons Gained:

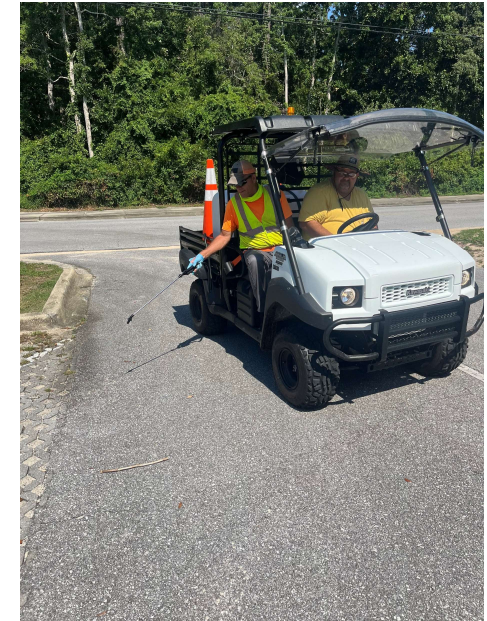
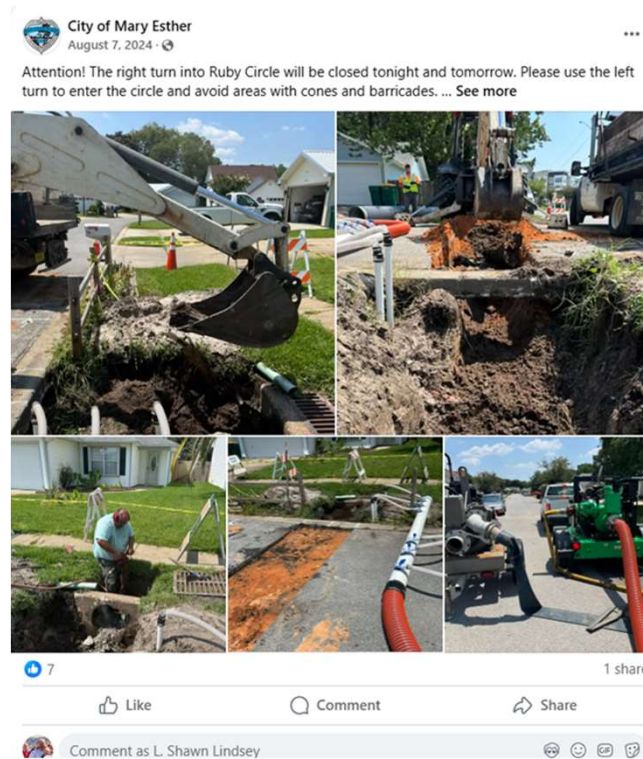
1. Community members reacted positively to this new initiative and appreciated witnessing the advancements. To our knowledge, this approach had not been implemented in Mary Esther prior to 2024.
2. Teams discovered the correct method to clean a crack thoroughly, ensuring that the material effectively fills and adheres to it.
3. Teams became proficient in using the new crack cleaning equipment and melter applicator.
4. Teams identified which cracks were too wide to fill and recognized areas that should not be crack sealed, as this could complicate infrared patching later on.



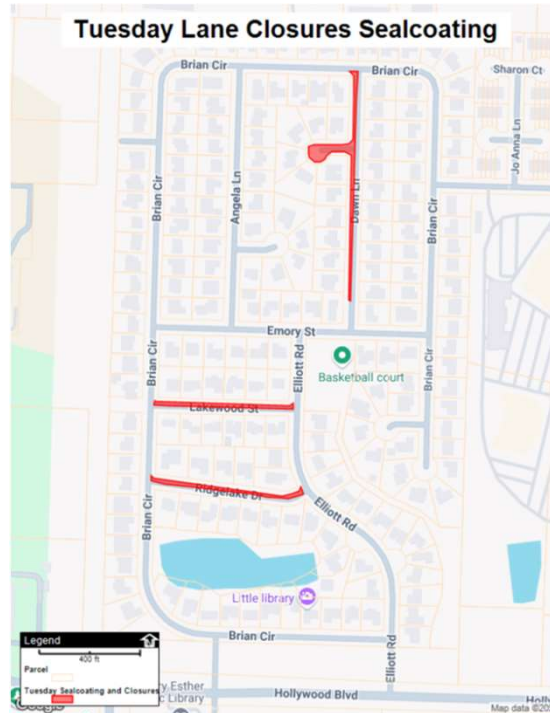
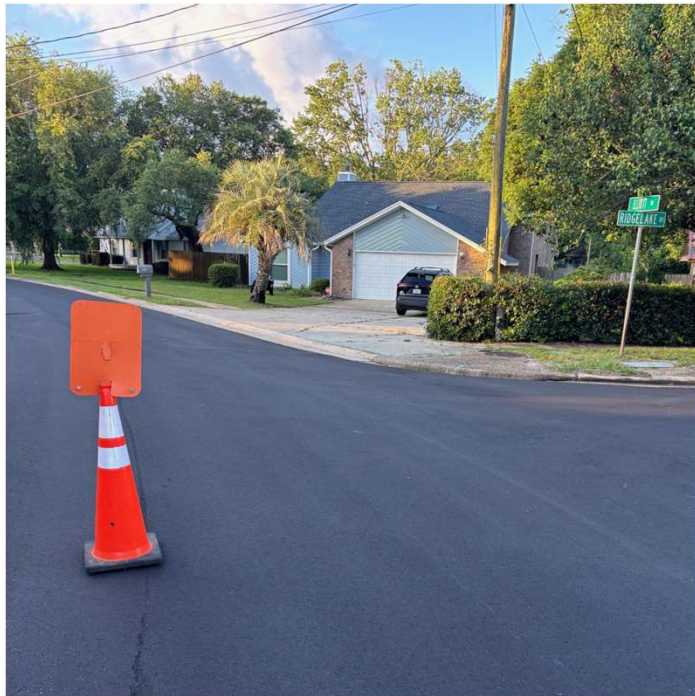
Infrared Patching - We incorporated an infrared heater and started utilizing different cold and hot mixes to achieve seamless cuts and ready roads for slurry seals.



Repairing and constructing new sidewalks, eliminating weeds from curbs and gutters throughout the city, and patching are essential steps in preparing for slurry sealing and stormwater repairs, all aimed at enhancing the appearance of each area post-slurry sealing. After the work is finished, we repaint the stop bars.



Spray/Squeegee Machine- Mary Esther 5-year plan has us slurry sealing every road within 5 years that will not be paved during that time frame, and we are approximately 1/5 completed.



Azalea Work in Progress



City Crews are now cutting, sanding, and staining the wood that will become the bridges, covered shelters for the porch swings, and picnic table and benches



Azalea Park Completed and Planned Activities

Accomplishments:

1. The demolition of equipment and the Pavilion was carried out in-house, resulting in savings of approximately \$10K for the City compared to contracting.
2. Crews applied herbicides to reduce weeds, enhancing the survival chances of new plants.
3. The clearing and grubbing of the trail, along with roughing in the path, was completed in-house, saving the City \$15K versus contracting.
4. The installation of the base, geotextile, and compacted stone for the trail was finished in-house, leading to a savings of \$75K over contracting.
5. Volunteers successfully planted more than 1,000 trees, shrubs, and flowers.
6. Rubber mulch was installed in three variations, including a turned down curb 2+ inches thick, 2-inch formed, and 1-inch formed. Continuing this work could save an estimated \$60-80K.
7. Wood for bridges, kiosks, and a covered porch swing has been ordered and received. Material take-offs and cut sheets are complete, with crews approximately 50% finished with the sawing and staining. Bald Cypress is being utilized, which, if properly maintained, will last at least twice as long as regular wood due to its natural resistance to rot and insects.

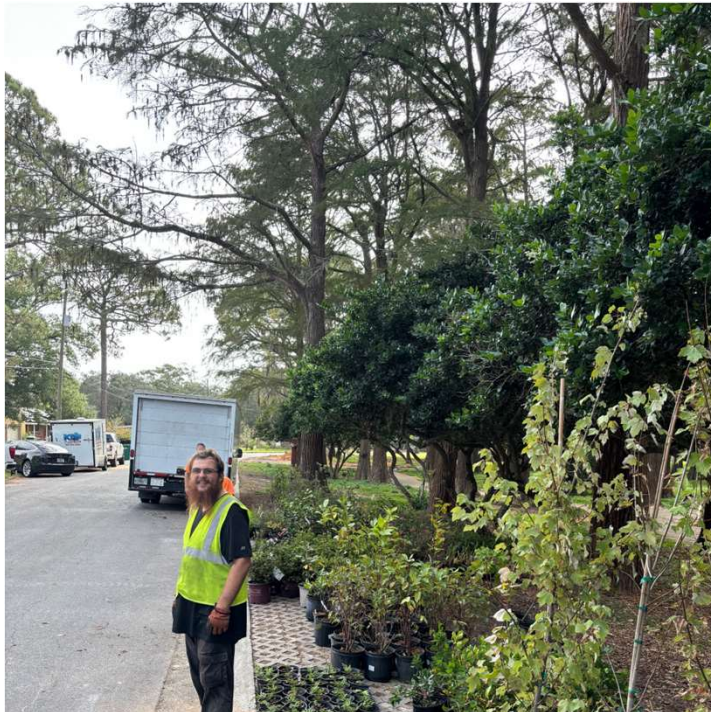
Coming Up:

1. The pavilion has been delivered, and materials for footer installation have been acquired. A permit has been applied for, and bids have been requested for the installation. Bids are due by July 1, and we have asked for installation to occur within 30 days of the award. The pavilion's arrival was delayed; it was initially expected by March 15, 2025, but setbacks occurred due to staff turnover and supply chain issues.
2. The pavers for the pavilion, fire pit, and seating area have been received and awarded. However, installation will wait until the pavilion is completed to ensure optimal results.
3. Orders were placed for two pedestrian bridges, 3-4 covered porch swings, and larger ornate Kiosk wood, which has been cut from Bald Cypress, kiln-dried, and delivered this week. This includes two trees removed from the park that will be used to construct a unique 14-foot picnic table with bench seating. City crews will handle the installation once the wood has been sanded and stained.
4. Weed control will be managed under the guidance of a consultant. We had been utilizing Florida Extension services, but unfortunately, Sheila Dunning, who was involved in this project, has passed away.
5. City crews have ordered a supersack of Kafka, a decomposed granite mixed with a wax polymer. This will be applied to the trail, allowing the City to decide which product they prefer for the trail. Once a decision is made, we will request bids for construction services and materials.
6. Final planting and backfilling are necessary to fill around the trail, establish a border between the back fence and trail, and replant in the areas previously occupied by the basketball court and pavilion. Additional fencing may also be added around the back fence.
7. New signage for the park, along with trash cans and a kiosk sign, will need to be installed.

Images depicting the clearing and preparing of the trail, the removal of recreational equipment, the addition of foundational material to elevate it, the installation of geotextile, and the compaction of 4-7 inches of stone



Day of Service planting over 1,000 trees, shrubs, and flowers with around 80 volunteers.



City of Mary Esther
November 6, 2024 · 🌐

On Saturday, November 2, 2024, we held a Day of Service at Azalea Park. In less than 4 hours 60 volunteers from across the community planted 1,000 plants throughout th... [See more](#)

Kammee Cassidy Lindsey, Mary Esther Public Library and 11 others 2 shares

Like Comment Share

Comment as L. Shawn Lindsey

Installing rock, rubber, and composted granite alternative



City of Mary Esther
January 30 · 🌐
City Parks Improvement Update
Our city crews are hard at work today at Azalea Park, so please watch your step. Our new rubber trail, which takes two days to dry, is alr... See more



Installation Pictures of Rubberway Mulch Installation



**Need a decision on
composted granite or a
rubber trail product.**



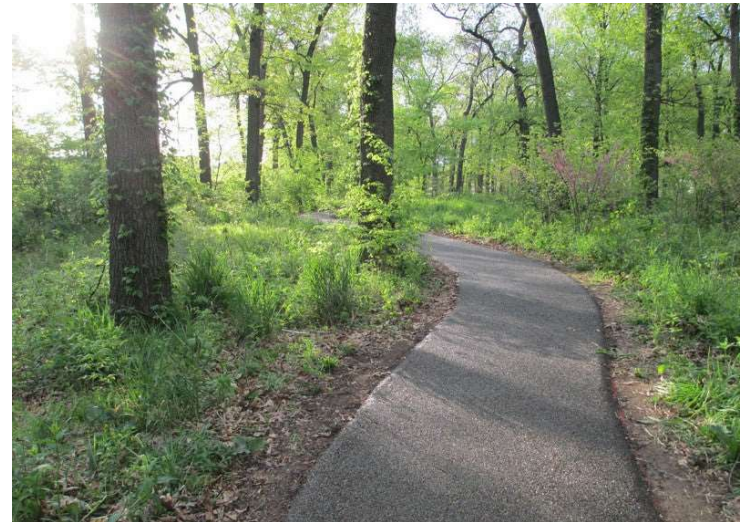
Costs

Composted Granite with Wax Polymer

Materials Costs= \$63,810 not including border or installation. Currently looking for an installed price.



Install price **Kinetic Recreation Walking Trail** using 50% Beig Rubber/50% small aggregate and hard poly binder= \$145,800. Should be harder surface than we have with the current product as it is 50% stone.



AGENDA ITEM

Agenda Item 11.6.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: July 7, 2025

SUBJECT: Animal Control Contract Update

BACKGROUND:

On June 10, 2025, the Panhandle Animal Welfare Society (PAWS) terminated animal control services. At the Council meeting on June 16, the City Council directed staff to explore alternatives until a long-term solution is available.

DISCUSSION:

Staff reached out to the City of Crestview, Walton County, and Santa Rosa County to solicit a proposal for interim animal control services. At the time of this writing, Santa Rosa County and Walton County have stated they are unable to provide service. We are waiting to receive a response from the City of Crestview.

FINANCIAL IMPACT:

The proposed contract from PAWS is \$6.50 per capita, or \$26,546 annually.

RECOMMENDATION:

This agenda item provides an update and requires no action.

ATTACHMENT(S):

1. Draft PAWS Contract

ANIMAL CONTROL OPERATION AGREEMENT

THIS CONTRACT is entered into as of the ___ day of ___ 2025, by and between the City of Mary Esther, a Florida municipal corporation, hereinafter referred to as “City”, and Panhandle Animal Welfare Society, Inc., a Florida not for profit, hereinafter referred to as “PAWS” or “Contractor.”

WITNESSETH

WHEREAS, at present, the City has been contracting with PAWS for animal control services, the City now desires to renew the agreement with PAWS; and

WHEREAS, PAWS has the management capabilities, experience and resources to provide such services; and

WHEREAS, City desires to contract with PAWS to provide a broad range of animal control services for the purpose of safeguarding the health and safety of its domestic and wild animals in the City, promoting the humane treatment of animals, and for enforcing City ordinances relating to animal control; and

WHEREAS, the parties desire to enter into a Contract (hereinafter “Contract”) whereby PAWS will furnish animal control services to City as specifically defined herein;

NOW, THEREFORE, the parties hereto agree as follows:

1. **TERM OF CONTRACT**

This Contract shall commence as of the day and year above, and shall remain in full force and effect through _____, unless sooner terminated as provided herein. The City Manager, or his or her designee, is authorized to make a one-time extension of this Contract for a period of five (5) years as long as such extension is upon the same terms and conditions as this original Contract.

2. **COMPENSATION**

A. **Payment.**

Payment for services shall be based on the rates and amounts as set forth in Exhibits “A”, which PAWS attached hereto and incorporated herein by this reference. City’s payments pursuant to Exhibit A shall constitute full compensation for the services provided by PAWS to City under this Contract. There shall be no additional fees paid by the City for charges related to the services provided under this Contract, including but not limited to sheltering animals, fees for animals held, fees for dead animals, livestock charges.

B. **Amendment of Compensation**

1. The consideration for this Contract is based upon normal anticipated growth of City. If there is an exceptional change of circumstances, changes within the City of Mary Esther Municipal Code, or annexation, or exclusion of large areas, then the parties agree to meet and in good faith renegotiate the consideration for the remainder of the term of this Contract.

2. The compensation to PAWS under this Contract shall not be adjusted during the Term of this Contract, except on the mutual agreement of the Parties, the execution of a written amendment to the Contract and only upon a determination by the City that the current payment amounts specified on Exhibit A do not reflect expenses that could not be reasonable anticipated or foreseen at the time the Contract was executed.

3. **CORRECTIVE ACTION**

City may, at any time, request in writing that PAWS address in writing any operational issues or deficiencies relating to the services specified in the Contract, and upon such notice, Contractor shall promptly, but not later than ten (10) days from receipt of that notice correct those operational issues and deficiencies.

4. **REPRESENTATIVES OF THE PARTIES AND SHELTER PERSONNEL**

A. City Contract Officer: For the purposes of this Contract, the Contract Officer shall be the City Manager, or such other person designated in writing by the City Manager (“Contract Officer”). Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority, if specified in writing by the City Manager, to sign all documents on behalf of City required hereunder to carry out the terms of this Contract.

B. Principals and Personnel of Contractor.

1. Contractor Representative: The following principal of Contractor is hereby designated as being the Contractor Representative authorized to act on Contractor’s behalf regarding the Services specified herein and make all decisions in connection therewith:

<u>Name</u>	<u>Title</u>
Tracey Kinsley	Executive Director

2. Contractor’s Personnel: Contractor has, or will secure at its own expense, all personnel required to perform the Services required under this Contract. All of the Services required under this Contract shall be performed by Contractor or under its supervision, and all personnel engaged in the Services shall be qualified to perform such Services. Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor’s staff and sub-contractors, if any, assigned to perform the Services required under this Contract.

5. **RECORDS**

If PAWS has questions regarding the application of Chapter 119, Florida Statutes, as to PAWS' duty to provide public records relating to this contract, contact the custodian of public records at (850) 243-3566 ext.11, cclk@cityofmaryesther.com, or 195 Christobal Rd., N, Mary Esther, FL 32569.

PAWS shall keep and maintain public records required by the City to perform the services contained in this Agreement. Upon request from the City's custodian of public records, PAWS shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes or as otherwise provided by law. PAWS shall ensure that public records that are exempt or confidential and exempt from public records disclosure require completion of the contract if PAWS does not transfer the records to the City. Upon completion of the contract, PAWS shall transfer, at no cost, to the City all public records in possession of the PAWS or keep and maintain public records required by the City to perform the service. If PAWS transfers all public records to the City upon completion of the contract, PAWS shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PAWS keeps and maintains public records upon completion of the contract, PAWS shall meet all applicable requirements for retaining public records. All public records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City. Failure of PAWS to comply with the City's request for records or any other provisions contained in this paragraph, shall be deemed a material breach of this contract and the parties agree that the City may seek immediate relief through a court of law as outlined in Section 119.11, Florida Statutes. If PAWS fails to provide the public records to the City within a reasonable time PAWS may be subject to penalties under Section 119.10, Florida Statutes. If it is found that PAWS has unlawfully refused to comply with a public records request within a reasonable time, and if the Notice requirements of Section 119.0701(4), Florida Statutes have been met, the City will be entitled to recover all reasonable costs and attorneys' fees for such violation in accordance with Section 119.0701(4), Florida Statutes.

A. PAWS shall make all records maintained under this section available to authorized City personnel during normal business hours upon reasonable notice. Such notice shall not be less than 72 hours. Such records shall also be provided upon the termination of the contract.

B. PAWS shall maintain a record of all written complaints received by PAWS, from whatever source regarding the City's animal control operations. Such records shall be provided to the City each month in a form to be agreed upon by the City and PAWS.

6. **INDEMNIFICATION**

Contractor shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), at law or in equity, whether actual, alleged or threatened,

which arise out of, PAWS claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor, its officers, agents, servants, employees, sub-contractors, materialmen, or their officers, agents, servants or employees (or any entity or individual that Contractor shall bear the legal liability thereof) in the performance of this Contract, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Contractor shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Contractor shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

7. **INSURANCE**

A. **Minimum Scope and Limits of Insurance.**

PAWS shall procure and at all times during the term of this Contract carry, maintain, and keep in full force and effect, insurance as follows:

1. Commercial General Liability Insurance with a minimum limit of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.00 per project or location.

2. Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Contract with a combined single limit of \$1,000,000.00 per accident for bodily injury and property damage.

3. Workers' Compensation Insurance as required by the State of Florida and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease.

B. **Additional Insured.**

The commercial general and automobile liability policies shall contain an endorsement naming City, its officers, employees, agents and volunteers as additional insureds.

C. **Primary and Non-Contributing.**

The insurance policies required under this Article shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents, or volunteers, shall be in excess of PAWS's insurance and shall not contribute with it.

D. **PAWS's Waiver of Subrogation.**

The insurance policies required under this Article shall not prohibit PAWS and PAWS's employees, agents, or sub-contractors from waiving the right of subrogation prior to a loss. PAWS hereby waives all rights of subrogation against City.

E. Cancellations or Modifications to Coverage.

PAWS shall not cancel, reduce, or otherwise modify the insurance policies required by this Article during the term of this Contract. The commercial general and automobile liability policies required under this Contract shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Article is canceled or reduced in coverage or limits, PAWS shall, within two (2) Business Days (as defined in Section 8.12) of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

F. Evidence of Insurance.

Prior to the performance of Services under this Contract, PAWS shall furnish the City Clerk with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Article. The endorsements PAWS subject to City's approval. PAWS may provide complete, certified copies of all required insurance policies to City. PAWS shall maintain current endorsements on file with the City Clerk. PAWS shall provide proof to the City Clerk that insurance policies expiring during the term of this Contract have been renewed or replaced with other policies providing at least the same coverage. PAWS shall furnish such proof at least two (2) weeks prior to the expiration of the coverages.

G. Indemnity Requirements not Limiting.

Procurement of insurance by PAWS shall not be construed as a limitation of PAWS's liability or as full performance of PAWS's duty to indemnify City under this Contract.

H. Sub-contractor Insurance Requirements.

PAWS shall require each of its sub-contractors that perform Services under this Contract to maintain insurance coverage that meets all of the requirements of this Article.

8. **EQUIPMENT AND VEHICLES**

Except as otherwise specifically set forth in this Contract, PAWS shall provide all equipment and materials required by PAWS to perform its obligations under this Contract. With respect to equipment obtained by PAWS in contemplation of this Contract, if City terminates Contract without cause, City shall be responsible for payment to PAWS of the remaining obligation owed by PAWS to third parties for equipment leased by PAWS for the fulfillment of its obligations hereunder. A schedule of such equipment shall be prepared by PAWS and attached to this Contract and made a part hereof. If PAWS terminates the Contract or City terminates the Contract on grounds of a substantial breach, City shall be under no obligation for the equipment. City is not hereby made a guarantor of PAWS for any equipment it may lease. If upon the termination of the Contract, or earlier, City shall desire to take over ownership of the equipment, City shall give PAWS written notice of such intent. City shall thereafter be responsible for all remaining payments on the lease, purchase, or lease-purchase of the equipment. In addition, with respect to any purchase or lease-lease-purchase of the equipment. In addition, with respect to any purchase or lease-purchase arrangement taken over by the City, the City shall pay over to PAWS any positive difference in the sum of the payments remaining to be paid by the City and the depreciated value of the equipment to PAWS, if any.

9. **TERMINATION OF CONTRACT**

In addition to the provisions of this Contract, either party, at any time may terminate this Contract without cause upon the giving of ninety (90) days prior written notice to the other of such intent to terminate.

10. **INDEPENDENT CONTRACTOR**

A. PAWS is an independent contractor and not an employee of City. PAWS shall have no power to incur any debt, obligation, or liability on behalf of City. All services provided pursuant to this Contract shall be performed by PAWS or under its supervision. PAWS will determine the means, methods, and details of performing the services. Any additional personnel performing services under this Contract on behalf of PAWS shall also not be employees of City and shall at all times be under PAWS's exclusive direction and control. PAWS shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Contract and as required by law. PAWS shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

B. PAWS shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from PAWS's personnel practices. City shall have the right to offset against the amount of any fees due to PAWS under this Contract any amount due to City from PAWS as a result of PAWS's failure to promptly pay to City any reimbursement or indemnification arising under this Section.

11. **RELEASE OF NEWS INFORMATION**

No news release, including photographs, public announcements, or confirmation of same, of any part of the subject matter of this Contract or any phase of any program hereunder shall be made without prior written approval of the City Manager or his or her designee.

12. **CONFLICT OF INTEREST**

A. No officer or employee of City shall have any direct or indirect financial interest in this Contract, nor shall any such officer or employee make, participate in making, or use his or her official position to influence, any City decision relating to the Contract which has a material financial effect on his or her financial interests or the financial interests of any corporation, partnership or association in which he or she is, directly or indirectly, interested, in violation of any State statute or regulation. PAWS warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Contract.

B. PAWS and its officers, employees, associates and sub-contractors, if any, shall comply with all conflict-of-interest statutes of the State of Florida applicable to PAWS's Services under this Contract.

13. **SUCCESSOR AND ASSIGNMENT**

The services as contained herein PAWS to be rendered by PAWS and PAWS shall

not assign nor transfer any interest in this Contract without the prior written consent of City.

14. **COMPLIANCE WITH LAWS**

The parties agree to be bound by applicable federal, state and local laws, regulations and directives as they pertain to the performance of this Contract. PAWS otherwise specifically agrees that it shall conform to all laws with respect to the regulation of its operations hereunder with particular reference to the certification of its employees to perform such duties. A violation of this provision shall constitute a substantial breach of this Contract.

15. **NON-DISCRIMINATION**

In the fulfillment of the program established under this Contract, either as to employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other terms of compensation, selection for training, including apprenticeship or participation in the program or the receiving of any benefits under the program, PAWS agrees not to discriminate nor to allow any subcontractor to discriminate on the basis of race, color, creed, religion, natural origin, ancestry, sex, marital status or physical handicap.

16. **SEVERABILITY**

In the event that any provision herein contained is held to be invalid, void or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Contract and shall in no way affect, impair or invalidate any other provision contained herein. If any such provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

17. **INTERPRETATION**

No provision of this Contract is to be interpreted for or against either party because that party or that party's legal representative drafted such provision, but this Contract is to be construed as if it were drafted by both parties hereto.

18. **FLORIDA LAW**

This Contract, and any dispute arising from the relationship between the Parties to this Contract, shall be interpreted, construed and governed both as to validity and to performance of the Parties in accordance with the laws of the State of Florida. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Contract shall be instituted in the Circuit Court of the County of Okaloosa State of Florida, or any other appropriate court in such county, and PAWS covenants and agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of Florida, in Pensacola.

19. **DISPUTES; DEFAULT**

A. In the event that City determines PAWS is in default under the terms of this Contract, City shall have no obligation or duty to continue compensating PAWS for any Services performed after the date of default. In addition to the right to terminate pursuant to Section _____, if the City Manager determines that PAWS is in default in the performance of any of the terms or

conditions of this Contract, City may serve PAWS with written notice of the default. PAWS shall have thirty (30) calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that PAWS fails to cure its default within such period of time, City may, notwithstanding any other provision of this Contract, terminate this Contract without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Contract.

20. **ENTIRE AGREEMENT**

This Contract supersedes any and all other agreements, either oral or in writing, between this parties hereto with respect to the services of PAWS to be performed for the City and contains all the covenants and agreements between the parties with respect to such services.

21. **WAIVER**

No breach of any provision hereof can be waived unless in writing. Waiver of any one breach of any provision shall not be deemed to be a waiver of any other breach of the same or any other provision hereof.

22. **CONTRACT ADMINISTRATION, EVALUATION AND REVIEW**

A. The City Manager or his/her designee PAWS hereby made the Contract administrator for the City hereunder.

B. The ongoing assessment and monitoring of this Contract is the responsibility of the City Manager, or his/her designee.

23. **NOTICE**

Notices, herein shall be presented in person or by certified or registered U.S. mail,
as follows:

To PAWS: Panhandle Animal Welfare Society
752 Lovejoy Road NW
Fort Walton Beach, FL 32548

With a copy to: DeWitt D. Clark, Esq.
Anchors Smith Grimsley, PLC
909 Mar Walt Dr.
Suite 1014
Fort Walton Beach, FL 32547

To City:

Nothing in this paragraph shall be construed to prevent the giving of notice of personal service.

24. NO THIRD-PARTY BENEFICIARIES

No third party shall be deemed to have any rights hereunder against any of the parties hereto as a result of this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their authorized officers as of the day and year first above written.

City of Mary Esther

Panhandle Animal Welfare Society

ATTEST:

Witness:

EXHIBIT "A"

A per capita rate of \$6.50 and a population of 4,084. The total monthly billing is \$2,212, which amounts to an annual billing of \$26,546.

AGENDA ITEM

Agenda Item 11.7.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: July 7, 2025

SUBJECT: Boil Water Notice Debriefing and Update

BACKGROUND:

On Tuesday, June 17, 2025, at approximately 4:30 PM, City staff received notification of a broken water main near 325 Miracle Strip Parkway, caused by a struck fire hydrant. Initial assessment and repairs were underway by Jacobs, the City's water and sewer operations contractor. By 8:30 PM, staff were notified that a broader system shutdown was necessary to safely and effectively complete repairs. This resulted in a significant loss of water pressure and a temporary interruption of water service for many residents. A precautionary boil-water notice was issued at approximately 9:30 p.m. on June 17, 2025.

Emergency repairs to the damaged fire hydrant and water main were completed by Jacobs at approximately 7:00 AM on Wednesday, June 18, 2025, with water service gradually restored throughout the day. Water samples were taken, in accordance with state requirements, for bacteriological testing. The precautionary boil water notice was lifted following the successful completion of required bacteriological testing at 11:45 AM on Monday, June 23.

DISCUSSION:

This debriefing provides an overview of the incident, focusing on the City's communication efforts and lessons learned.

- 1. Communication Challenges and Responses:** The initial boil water notice was published on the City's website, emailed/texted to website subscribers, and posted on our Facebook page at 9:30 PM on June 17. However, the City's primary text/phone notification system experienced technical difficulties and failed to send notifications. After calling in additional staff and troubleshooting for several hours, staff contacted Okaloosa County Dispatch, which sent an alert through the countywide opt-in system (Alert Okaloosa) at 12:10 a.m. Notifications were distributed to local media outlets at 12:37 AM. Throughout the remainder of the incident, updates were distributed daily through the phone/text notification system (over 1,900 contacts), emailed/texted to city website subscribers, and posted to the City website and Facebook.
- 2. Lessons Learned and Future Preparedness (Communications Focus):** In response to the primary system's failure, the City has acquired a secondary system for sending notifications that also utilizes contact information from our utility system. This is in addition to the utilization of Alert Okaloosa. Staff are also exploring the opportunity for

utility customers to update their contact information using a self-service portal, mobile apps for push notifications, and other solutions to strengthen our emergency communication protocols.

3. **Financial Recovery and Legal Considerations:** The driver of the dump truck involved in the incident admitted fault the day after the accident. The City has filed a claim with the responsible driver's insurance to recoup all expenses incurred from the repairs and incident response. The OCSO also approached city staff regarding filing criminal charges. Staff are focused on making the city financially whole; however, we welcome any feedback or direction from the City Council.
4. **Contractor Review and Future Resilience:** Jacobs will provide a review of the event at the Council meeting. This review will include additional lessons learned from their operational perspective and outline actions moving forward to build a more resilient water system for the City of Mary Esther.

FINANCIAL IMPACT:

The City is pursuing recoupment of all expenses incurred from the repairs and incident response by filing a claim with the responsible driver's insurance.

RECOMMENDATION:

No action is required for this agenda item, which is included for debriefing and discussion. A progress update on communication enhancements will be given at the regular City Council meeting in August.

ATTACHMENT(S):

1. Hwy, 98 Water Main Summary Report 07.01.25

Hwy. 98 Water Main Break Summary

Date:	July 1, 2025	25W. Cedar Street
Project name:	Mary Esther O&M	Suite 350
Attention:	Shawn Lindsey	Pensacola, FL 32502
Company:	City of Mary Esther	United States
Prepared by:	Josh Robinson, Ernie Nolan, Mike Criddle	T +1.850.438.2740
Copies to:	Scott Jernigan	www.jacobs.com

Problem Background:

The sequence of events that resulted in loss of water pressure in the City of Mary Esther is as follows:

- Jacobs staff was notified of a fire hydrant leaking at 325 W Miracle Strip parkway at 1500 on 6.17.25
- At 1530 6.17.25, staff verified the issue. The leaking fire hydrant was located less than 1' from Hwy 98, and had received damage due to vehicular contact.
- Jacobs crews began to locate isolation valves in the surrounding area in an attempt to isolate the hydrant leak while other crew members began gathering materials and equipment needed for repairs.
- At 1630, valves were located, and hydrant isolation was attempted.
- I (Josh) notified Shawn Lindsey of the situation at 1645. We spoke about the isolation attempts and that if they were not successful, and that the Elevated storage tanks would need to be isolated, causing a city-wide water outage. The elevated tanks were subsequently isolated to preserve as much of the finished water as possible.
- At 1650, an emergency line location request was called in to 811 for the area surrounding 325 W Miracle Strip Parkway.
- Between 1700 and 1815, multiple attempts were made to the contact traffic control service.
- At 1810 the sherifs department was notified of the ongoing issue, with concerns for the integrity of the US 98 roadway surface, since isolation efforts were not successful. A deputy was dispatched to block one lane of 98 until the traffic control service arrived on scene to properly shut down one lane of traffic.
- As the situation was monitored, the hydrant leak was beginning to show signs of undermining the eastbound lane of the Hwy 98 roadway.
- In conversation with the City at 2020, Shawn Lindsey and the City staff were working on drafting a PBWN to notify residents of the upcoming boil water notice for this repair.
- At 2100 traffic control successfully closed down the lane, at this time Jacobs staff was directed to isolate the elevated water tanks to preserve finished water already produced.

- Repairs were completed to the hydrant around 0600 on 6.18.25
- At 0700 water service restoration procedures began. This is a slow process due to the large amount of water that had been drained from the system, and the inherent risk of producing a water hammer that would further damage the distribution system.
- At 1100 all water towers were returned to service and flushing procedures remained underway to protect the water system infrastructure from the system depressurization.
- Flushing procedures continued around the city throughout the day to remove air from the distribution system (cloudy water).
- At 1700, the cloudy water seemed to be isolated to one flushing location on Bryn Mawr Blvd., near the Bingo Hall. This hydrant remained flushing overnight to remove residual air from the distribution system.

Takeaways:

- If a similar situation arises in the future, communications from Jacobs to the City will be handled differently as follows:
 - If the water distribution system requires draining, this fact will be stated up front so that no misunderstanding occurs. The number of residents that will be without water will be stated. The duration of time for this or any outage will be estimated as closely as possible.
 - The duration of the outage event, FDEP mandated testing protocols, and the possible scenarios (potential for a failed Bac-T test) will be clearly documented.
 - Updates to the outage and additional details will be provided as prompt as events develop.
- The decision to isolate the finished water storage tanks was the correct call at the time, and remains so today. This measure preserved not only the finished water, but also likely prevented the undermining and closure of at least one, if not both, lanes of Hwy. 98. The flow of water from a 6" line has the potential to do a catastrophic damage to adjacent roadways and structures. The proximity of the damaged fire hydrant to Hwy. 98 created an extremely urgent situation that required a very quick response.
- Eventually the asset mapping and management program that is underway now, will yield dividends allowing for more accurate and timely isolation of sections of the water distribution system. This process will also likely result in the identification of additional valves needed in the water system to isolate areas of the city and not require draining of the entire distribution system.