Agenda
Regular Meeting
of the Mary Esther City Council
February 2, 2026 - 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**
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 January 20, 2026, Regular City 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. **First Reading Ordinance 2026-1: Development Review Procedures**
    - 11.2. **Resolution 26-01: Updating the Governance Handbook**
    - 11.3. **Resolution 26-02: Adopting the FY 2026-2030 Strategic Plan**
    - 11.4. **Resolution 26-03: Adopting the Parks and Greenways Master Plan**
    - 11.5. **Resolution 26-04: Approval of Contract with Ranger Rubber LLC**
    - 11.6. **Consideration: Task Order for Community Redevelopment Area Finding of Necessity Study**
    - 11.7. **Consideration: Purchase Order for Hurlburt Field Effluent Pump Replacement**
    - 11.8. **Consideration: Authorization to Advertise for Bids – Azalea Neighborhood Infrastructure Project**
    - 11.9. **Discussion: Florida Charter School Proposal**
12. **COUNCILS' STANDING COMMITTEE STATUS REPORTS**
13. **OTHER COMMENTS**
14. **ADJOURN**

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

WATCHING AND PARTICIPATION

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

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

NOTES:

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

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

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

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

BMS Account	GENERAL FUND BANK	Summary of Investments 12/31/2025	Fund	INTEREST RATE	Purpose of Acct.
101251	FNBT BANK	$150,900.00	410	0.00%	Cust. Utility Deposits Acct.
104300	GEN FUND FLORIDA PRIME	$2,486,611.55	1	3.99%	GF Savings/Investment
104400	W/S FUND FLORIDA PRIME	$360,030.56	410	3.99%	W/S Savings/Investment
101001	FNBT BANK	$11,977,912.10	1 & 410	3.97%	Operating Acct.
101210	FNBT BANK	$0.00	1	0.00%	Payroll Account
101001	FNBT BANK	$5,114.70	1	0.00%	HRA Account
101001	FNBT BANK	$1,723,257.96	1 & 410	3.97%	Money Market Account
104301	FLCLASS	$558,674.56	1	3.89%	GF Investment
104302	AMERIS BANK	$6,570.62	1	0.00%	GF Investment
		$17,269,072.05			

FY25-26 ESTIMATED BEGINNING GENERAL FUND UNRESTRICTED CASH	$4,834,515
FY2026 Budget deficit	($2,298,674)
ESTIMATED GENERAL FUND TOTAL UNRESTRICTED CASH	**$2,535,841**
FY25-26 ESTIMATED BEGINNING W/S FUND UNRESTRICTED CASH	$5,262,744
FY2026 Budget deficit	($298,791)
ESTIMATED W/S FUND TOTAL UNRESTRICTED CASH	**$4,963,953**
Y 25-26 ESTIMATED BEGINNING DISCRETIONARY SALES SURTAX REVENUE FUND	$1,789,035
FY2026 Revenues	$570,000
FY2026 Expenditures	($2,359,035.00)
ESTIMATED DISCRETIONARY SALES SURTAX FUND BALANCE	**$0**
GRAND TOTAL ALL FUNDS:	**$7,499,794**

RESTRICTED REVENUES:

IMPACT FEE REVENUE AVAILABLE FOR RELATED EXPENSES	
Fire Protection	$4,183
Law Enforcement	$14,760
Stormwater	$44,965
Transportation	$77,353
Parks & Recreation	$37,500
Water & Sewer	$14,156
TOTAL	**$192,917**
OTHER RESTRICTED REVENUE	
Committed to natural disaster relief	$2,127,498
TOTAL	**$2,127,498**
TOTAL RESTRICTED REVENUES	**$2,320,415**

City of Mary Esther, FL

Budget vs Actuals
Account Summary
For Fiscal: 2025-2026 Period Ending: 12/31/2025

		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	2,287,397.00	2,287,397.00	367,720.03	458,469.80	458,469.80	1,828,927.20
001-00-311200	AD VALOREM TAXES-DELQ	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00
001-00-312130	TOURIST DEVELOPMENT TAX	546,061.00	546,061.00	0.00	0.00	0.00	546,061.00
001-00-312410	FIRST LOCAL OPTION FUEL TAX	185,000.00	185,000.00	15,474.88	31,039.38	31,039.38	153,960.62
001-00-314100	UTILITY TAXES-ELECTRIC	235,000.00	235,000.00	16,350.31	37,164.77	37,164.77	197,835.23
001-00-314200	UTILITY TAXES-COMMUNICATION SE...	200,000.00	200,000.00	18,380.63	38,270.02	38,270.02	161,729.98
001-00-314300	UTILITY TAXES-WATER	130,000.00	130,000.00	10,830.96	33,131.57	33,131.57	96,868.43
001-00-314400	UTILITY TAXES-GAS	43,000.00	43,000.00	3,477.54	6,134.27	6,134.27	36,865.73
001-00-314800	UTILITY TAXES -PROPANE GAS	200.00	200.00	33.31	33.31	33.31	166.69
001-00-316010	BUSINESS TAX - PENALTY INT	900.00	900.00	688.50	1,739.25	1,739.25	-839.25
001-00-316100	BUSINESS TAX	99,000.00	99,000.00	3,512.50	24,517.50	24,517.50	74,482.50
001-00-322000	BUILDING PERMITS	100,000.00	100,000.00	1,723.00	4,974.25	4,974.25	95,025.75
001-00-323100	ELECTRICITY FRANCHISE FEES	210,000.00	210,000.00	11,948.13	27,992.04	27,992.04	182,007.96
001-00-323400	GAS FRANCHISE FEES	40,000.00	40,000.00	3,263.20	5,769.76	5,769.76	34,230.24
001-00-324120	IMPACT FEES-FIRE PROTECTION	0.00	0.00	337.00	2,838.50	2,838.50	-2,838.50
001-00-324125	IMPACT FEES-LAW ENFORCEMENT	0.00	0.00	323.00	1,828.00	1,828.00	-1,828.00
001-00-329050	TRACKING FEES	2,000.00	2,000.00	240.00	1,100.00	1,100.00	900.00
001-00-335120	STATE REVENUE SHARING PROCEEDS	198,000.00	198,000.00	18,254.74	54,764.23	54,764.23	143,235.77
001-00-335150	ALCOHOLIC BEVERAGE LICENSES	500.00	500.00	0.00	0.00	0.00	500.00
001-00-335180	LOCAL GOVERNMENT 1/2 SALES TAX	515,000.00	515,000.00	37,466.58	76,376.50	76,376.50	438,623.50
001-00-338200	INTERGOV REV-COUNTY BUSINESS TAX	3,000.00	3,000.00	69.40	1,249.55	1,249.55	1,750.45
001-00-338210	INTERGOV REV - LIBRARY COOP	66,000.00	66,000.00	16,320.50	32,641.00	32,641.00	33,359.00
001-00-341200	ZONING FEES	0.00	0.00	25.00	25.00	25.00	-25.00
001-00-341901	FIRE DEPARTMENT FEES	14,000.00	14,000.00	1,795.00	2,510.50	2,510.50	11,489.50
001-00-341910	PLAN REVIEW	0.00	0.00	405.00	1,253.34	1,253.34	-1,253.34
001-00-342510	FINAL INSPECTION	500.00	500.00	90.00	470.00	470.00	30.00
001-00-342910	IMPACT FEE- STORMWATER	0.00	0.00	300.00	2,200.00	2,200.00	-2,200.00
001-00-343800	CEMETERY FEES	0.00	0.00	50.00	50.00	50.00	-50.00
001-00-344210	BOAT LAUNCH DAILY PERMIT	0.00	0.00	20.00	30.00	30.00	-30.00
001-00-344220	BOAT LAUNCH ANNUAL PERMIT	500.00	500.00	0.00	0.00	0.00	500.00
001-00-344901	FLORIDA DOT	63,169.00	63,169.00	7,958.33	7,958.33	7,958.33	55,210.67
001-00-344910	IMPACT FEE- TRANSPORTATION	0.00	0.00	1,500.00	7,175.50	7,175.50	-7,175.50
001-00-347210	IMPACT FEE- PARKS & RECREATION	0.00	0.00	150.00	600.00	600.00	-600.00
001-00-349100	LIEN SEARCH FEE	1,500.00	1,500.00	180.00	450.00	450.00	1,050.00
001-00-351100	COURT FINES	6,000.00	6,000.00	318.34	710.33	710.33	5,289.67
001-00-352000	LIBRARY FINES/LOST BOOKS	1,500.00	1,500.00	539.00	539.00	539.00	961.00
001-00-354100	VIOLATION OF LOCAL ORDINANCE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-00-361000	INTEREST AND OTHER EARNINGS	0.00	0.00	0.85	2.44	2.44	-2.44
001-00-361100	INTEREST INCOME	200,000.00	200,000.00	27,634.13	80,698.73	80,698.73	119,301.27
001-00-365100	SCRAP SALES	0.00	0.00	0.00	289.00	289.00	-289.00
001-00-366010	DONATIONS & CONTRIBUTIONS LIBR...	5,700.00	5,700.00	0.00	0.00	0.00	5,700.00
001-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	190.41	3,384.87	3,384.87	-3,384.87
001-00-381000	INTERFUND TRANSFER	2,438,889.00	2,438,889.00	0.00	0.00	0.00	2,438,889.00
001-00-389400	GRANTS - OTHER SOURCES	680,000.00	680,000.00	0.00	0.00	0.00	680,000.00
	Department: 00 - UNDESIGNATED Total:	**8,338,816.00**	**8,338,816.00**	**567,570.27**	**948,380.74**	**948,380.74**	**7,390,435.26**
	Revenue Total:	**8,338,816.00**	**8,338,816.00**	**567,570.27**	**948,380.74**	**948,380.74**	**7,390,435.26**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 51100 - LEGISLATIVE							
Department: 11 - MAYOR AND CITY COUNCIL							
001-11-51100-1210	SALARIES	26,400.00	26,400.00	1,850.00	5,550.00	5,550.00	20,850.00
001-11-51100-2110	SOCIAL SECURITY TAXES	1,637.00	1,637.00	114.70	344.10	344.10	1,292.90
001-11-51100-2410	WORKER'S COMPENSATION	600.00	600.00	89.47	178.94	178.94	421.06
001-11-51100-3000	MEDICARE INSURANCE	383.00	383.00	26.85	80.55	80.55	302.45
001-11-51100-3100	PROFESSIONAL SERVICES	11,000.00	11,000.00	1,011.50	1,445.00	1,445.00	9,555.00
001-11-51100-4010	TRAVEL & PER DIEM	16,700.00	16,700.00	1,577.60	1,806.93	1,806.93	14,893.07
001-11-51100-4655	COMPUTER HARDWARE & SOFTWARE...	500.00	500.00	0.00	0.00	0.00	500.00
001-11-51100-4810	TROPHIES AND AWARDS	800.00	800.00	0.00	0.00	0.00	800.00
001-11-51100-4930	TRAINING	4,500.00	4,500.00	0.00	650.00	650.00	3,850.00
001-11-51100-4940	ELECTION EXPENSES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
001-11-51100-5110	OFFICE SUPPLIES	300.00	300.00	98.97	98.97	98.97	201.03
001-11-51100-5280	LEAGUE OF CITIES DINNERS	7,650.00	7,650.00	0.00	237.00	237.00	7,413.00
001-11-51100-5290	OPERATING SUPPLIES	1,504.00	1,504.00	75.00	225.00	225.00	1,279.00
001-11-51100-5410	BOOKS, PUBS, SUBS & MEMBS	4,867.00	4,867.00	150.00	4,057.00	4,057.00	810.00
	Department: 11 - MAYOR AND CITY COUNCIL Total:	**79,841.00**	**79,841.00**	**4,994.09**	**14,673.49**	**14,673.49**	**65,167.51**
	Activity: 51100 - LEGISLATIVE Total:	**79,841.00**	**79,841.00**	**4,994.09**	**14,673.49**	**14,673.49**	**65,167.51**
Activity: 51200 - EXECUTIVE							
Department: 12 - CITY MANAGER							
001-12-51200-1210	SALARIES	183,509.00	183,509.00	13,789.61	42,127.92	42,127.92	141,381.08
001-12-51200-2110	SOCIAL SECURITY TAXES	11,378.00	11,378.00	855.72	2,614.19	2,614.19	8,763.81
001-12-51200-2210	RETIREMENT	25,691.00	25,691.00	1,932.20	5,902.90	5,902.90	19,788.10
001-12-51200-2310	EMPLOYEE INSURANCE	26,697.00	26,697.00	2,160.02	8,610.61	8,610.61	18,086.39
001-12-51200-2410	WORKER'S COMPENSATION	170.00	170.00	25.33	50.66	50.66	119.34
001-12-51200-3000	MEDICARE INSURANCE	2,661.00	2,661.00	200.14	611.45	611.45	2,049.55
001-12-51200-4010	TRAVEL & PER DIEM	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00
001-12-51200-4110	TELEPHONE & INTERNET	360.00	360.00	0.00	0.00	0.00	360.00
001-12-51200-4930	TRAINING	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
001-12-51200-5290	OPERATING SUPPLIES	2,000.00	2,000.00	91.36	218.84	218.84	1,781.16
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:	**261,466.00**	**261,466.00**	**19,054.38**	**60,533.57**	**60,533.57**	**200,932.43**
	Activity: 51200 - EXECUTIVE Total:	**261,466.00**	**261,466.00**	**19,054.38**	**60,533.57**	**60,533.57**	**200,932.43**
Activity: 51300 - FINANCE							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51300-1210	SALARIES	78,116.00	78,116.00	5,820.18	19,206.49	19,206.49	58,909.51
001-13-51300-2110	SOCIAL SECURITY TAXES	4,843.00	4,843.00	360.87	1,190.89	1,190.89	3,652.11
001-13-51300-2210	RETIREMENT	10,936.00	10,936.00	746.83	2,464.55	2,464.55	8,471.45
001-13-51300-2310	EMPLOYEE INSURANCE	16,995.00	16,995.00	1,416.91	5,667.66	5,667.66	11,327.34
001-13-51300-2410	WORKER'S COMPENSATION	70.00	70.00	11.93	23.86	23.86	46.14
001-13-51300-3000	MEDICARE INSURANCE	1,133.00	1,133.00	84.43	278.60	278.60	854.40
001-13-51300-3210	ACCOUNTING AND AUDITING	28,500.00	28,500.00	2,000.00	2,750.00	2,750.00	25,750.00
001-13-51300-4010	TRAVEL & PER DIEM	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00
001-13-51300-4710	PRINTING & BINDING	1,900.00	1,900.00	98.00	203.61	203.61	1,696.39
001-13-51300-4921	BANK FEES	1,000.00	1,000.00	40.00	140.00	140.00	860.00
001-13-51300-4930	TRAINING	2,500.00	2,500.00	0.00	150.00	150.00	2,350.00
001-13-51300-4946	LEGAL & RETAIL ADVERTISEMENTS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-13-51300-5290	OPERATING SUPPLIES	1,100.00	1,100.00	0.00	104.00	104.00	996.00
001-13-51300-5410	BOOKS, PUBS, SUBS & MEMBS	855.00	855.00	0.00	0.00	0.00	855.00
	Department: 13 - ADMINISTRATIVE SERVICES Total:	**153,448.00**	**153,448.00**	**10,579.15**	**32,179.66**	**32,179.66**	**121,268.34**
	Activity: 51300 - FINANCE Total:	**153,448.00**	**153,448.00**	**10,579.15**	**32,179.66**	**32,179.66**	**121,268.34**
Activity: 51310 - HUMAN RESOURCES							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51310-1210	SALARIES	14,238.00	14,238.00	1,036.96	3,162.70	3,162.70	11,075.30
001-13-51310-2110	SOCIAL SECURITY TAXES	883.00	883.00	64.28	196.07	196.07	686.93
001-13-51310-2210	RETIREMENT	1,993.00	1,993.00	145.18	442.78	442.78	1,550.22

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-13-51310-2220	RETIRED EMPLOYEE LIFE INSURANCE	900.00	900.00	55.80	223.20	223.20	676.80
001-13-51310-2230	RETIRED EMPLOYEE DENTAL INSURA...	4,660.00	4,660.00	327.80	1,343.98	1,343.98	3,316.02
001-13-51310-2310	EMPLOYEE INSURANCE	3,020.00	3,020.00	246.61	986.41	986.41	2,033.59
001-13-51310-2410	WORKER'S COMPENSATION	20.00	20.00	2.98	5.96	5.96	14.04
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	206.00	206.00	15.02	45.83	45.83	160.17
001-13-51310-3100	PROFESSIONAL SERVICES	13,645.00	13,645.00	4,350.00	4,622.69	4,622.69	9,022.31
001-13-51310-4010	TRAVEL & PER DIEM	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
001-13-51310-4015	RECRUITMENT	2,500.00	2,500.00	0.00	903.12	903.12	1,596.88
001-13-51310-4540	EMPLOYEE APPRECIATION	7,500.00	7,500.00	1,526.99	2,496.86	2,496.86	5,003.14
001-13-51310-4710	PRINTING & BINDING	900.00	900.00	0.00	0.00	0.00	900.00
001-13-51310-4930	TRAINING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-13-51310-4934	TUITION	36,750.00	36,750.00	3,838.65	3,838.65	3,838.65	32,911.35
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	0.00	0.00	500.00
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:		**98,965.00**	**98,965.00**	**11,610.27**	**18,268.25**	**18,268.25**	**80,696.75**
Activity: 51310 - HUMAN RESOURCES Total:		**98,965.00**	**98,965.00**	**11,610.27**	**18,268.25**	**18,268.25**	**80,696.75**
Activity: 51400 - LEGAL							
Department: 14 - CITY ATTORNEY							
001-14-51400-3111	LEGAL COUNSEL	65,000.00	65,000.00	4,657.50	10,273.45	10,273.45	54,726.55
Department: 14 - CITY ATTORNEY Total:		**65,000.00**	**65,000.00**	**4,657.50**	**10,273.45**	**10,273.45**	**54,726.55**
Activity: 51400 - LEGAL Total:		**65,000.00**	**65,000.00**	**4,657.50**	**10,273.45**	**10,273.45**	**54,726.55**
Activity: 51500 - PLANNING AND ZONING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-51500-1210	SALARIES	109,256.00	109,256.00	7,737.32	24,316.04	24,316.04	84,939.96
001-30-51500-2110	SOCIAL SECURITY TAXES	6,774.00	6,774.00	479.72	1,507.66	1,507.66	5,266.34
001-30-51500-2210	RETIREMENT	15,296.00	15,296.00	905.00	2,807.33	2,807.33	12,488.67
001-30-51500-2310	EMPLOYEE INSURANCE	21,140.00	21,140.00	1,729.17	6,916.68	6,916.68	14,223.32
001-30-51500-2410	WORKER'S COMPENSATION	320.00	320.00	10.44	20.88	20.88	299.12
001-30-51500-3000	MEDICARE INSURANCE	1,584.00	1,584.00	112.22	352.67	352.67	1,231.33
001-30-51500-3100	PROFESSIONAL SERVICES	115,000.00	115,000.00	0.00	0.00	0.00	115,000.00
001-30-51500-4010	TRAVEL & PER DIEM	2,900.00	2,900.00	192.55	714.50	714.50	2,185.50
001-30-51500-4522	VEHICLE INSURANCE	290.00	290.00	0.00	0.00	0.00	290.00
001-30-51500-4946	LEGAL & RETAIL ADVERTISEMENTS	7,500.00	7,500.00	169.61	169.61	169.61	7,330.39
001-30-51500-5110	OFFICE SUPPLIES	150.00	150.00	0.00	0.00	0.00	150.00
001-30-51500-5410	BOOKS, PUBS, SUBS & MEMBS	1,897.00	1,897.00	0.00	245.00	245.00	1,652.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		**282,107.00**	**282,107.00**	**11,336.03**	**37,050.37**	**37,050.37**	**245,056.63**
Activity: 51500 - PLANNING AND ZONING Total:		**282,107.00**	**282,107.00**	**11,336.03**	**37,050.37**	**37,050.37**	**245,056.63**
Activity: 51600 - NON-COURT INFORMATION SYSTEMS							
Department: 16 - CITY CLERK							
001-16-51600-1210	SALARIES	82,340.00	82,340.00	5,993.93	19,779.93	19,779.93	62,560.07
001-16-51600-2110	SOCIAL SECURITY TAXES	5,105.00	5,105.00	371.62	1,226.35	1,226.35	3,878.65
001-16-51600-2210	RETIREMENT	11,528.00	11,528.00	839.15	2,769.17	2,769.17	8,758.83
001-16-51600-2310	EMPLOYEE INSURANCE	15,100.00	15,100.00	1,228.36	4,858.88	4,858.88	10,241.12
001-16-51600-2410	WORKER'S COMPENSATION	100.00	100.00	14.91	29.82	29.82	70.18
001-16-51600-3000	MEDICARE INSURANCE	1,194.00	1,194.00	86.92	286.84	286.84	907.16
001-16-51600-3100	PROFESSIONAL SERVICES	2,350.00	2,350.00	101.13	254.21	906.00	1,444.00
001-16-51600-4010	TRAVEL & PER DIEM	3,150.00	3,150.00	0.00	0.00	1.50	3,148.50
001-16-51600-4510	NOTARY INSURANCE	150.00	150.00	0.00	0.00	0.00	150.00
001-16-51600-4522	VEHICLE INSURANCE	500.00	500.00	107.50	322.50	322.50	177.50
001-16-51600-4610	VEHICLE R & M	500.00	500.00	69.26	78.49	223.08	276.92
001-16-51600-4930	TRAINING	2,000.00	2,000.00	150.00	375.00	375.50	1,624.50
001-16-51600-4946	LEGAL & RETAIL ADVERTISEMENTS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
001-16-51600-5110	OFFICE SUPPLIES	850.00	850.00	112.99	112.99	112.99	737.01
001-16-51600-5210	FUEL, OIL & LUBRICANTS	1,000.00	1,000.00	167.04	167.04	167.04	832.96
001-16-51600-5290	OPERATING SUPPLIES	1,300.00	1,300.00	25.00	35.00	35.00	1,265.00

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-16-51600-5410	BOOKS, PUBS, SUBS & MEMBS	800.00	800.00	0.00	0.00	0.00	800.00
001-16-51600-5416	CODIFICATION	3,500.00	3,500.00	0.00	275.63	275.63	3,224.37
	Department: 16 - CITY CLERK Total:	**133,467.00**	**133,467.00**	**9,267.81**	**30,571.85**	**31,370.23**	**102,096.77**
	Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	**133,467.00**	**133,467.00**	**9,267.81**	**30,571.85**	**31,370.23**	**102,096.77**
	Activity: 51610 - INFORMATION TECHNOLOGY						
	Department: 13 - ADMINISTRATIVE SERVICES						
001-13-51610-3100	PROFESSIONAL SERVICES	38,500.00	38,500.00	3,229.55	5,589.35	5,589.35	32,910.65
001-13-51610-4110	TELEPHONE & INTERNET	27,140.00	27,140.00	453.26	1,258.96	1,258.96	25,881.04
001-13-51610-4655	COMPUTER HARDWARE & SOFTWARE...	98,371.00	98,371.00	25,847.46	33,056.33	33,056.33	65,314.67
001-13-51610-4660	COPIER MAINTENANCE	10,040.00	10,040.00	0.00	601.95	7,223.40	2,816.60
001-13-51610-6400	COMPUTER SOFTWARE & EQUIPMENT	40,000.00	40,000.00	9,000.00	9,000.00	9,000.00	31,000.00
	Department: 13 - ADMINISTRATIVE SERVICES Total:	**214,051.00**	**214,051.00**	**38,530.27**	**49,506.59**	**56,128.04**	**157,922.96**
	Activity: 51610 - INFORMATION TECHNOLOGY Total:	**214,051.00**	**214,051.00**	**38,530.27**	**49,506.59**	**56,128.04**	**157,922.96**
	Activity: 51900 - GENERAL GOVERNMENT						
	Department: 99 - NON DEPARTMENTAL						
001-99-51900-4100	POSTAGE & SHIPPING	4,200.00	4,200.00	300.00	695.97	695.97	3,504.03
001-99-51900-4520	LIABILITY INSURANCE	58,980.00	58,980.00	13,080.50	39,241.50	39,241.50	19,738.50
001-99-51900-5110	OFFICE SUPPLIES	4,000.00	4,000.00	176.88	738.62	738.62	3,261.38
001-99-51900-5410	BOOKS, PUBS, SUBS & MEMBS	600.00	600.00	0.00	0.00	0.00	600.00
	Department: 99 - NON DEPARTMENTAL Total:	**67,780.00**	**67,780.00**	**13,557.38**	**40,676.09**	**40,676.09**	**27,103.91**
	Activity: 51900 - GENERAL GOVERNMENT Total:	**67,780.00**	**67,780.00**	**13,557.38**	**40,676.09**	**40,676.09**	**27,103.91**
	Activity: 51910 - FACILITIES						
	Department: 50 - PUBLIC WORKS						
001-50-51910-1210	SALARIES	63,314.00	63,314.00	4,394.28	11,576.18	11,576.18	51,737.82
001-50-51910-1310	PART-TIME SALARIES	0.00	0.00	0.00	-380.22	-380.22	380.22
001-50-51910-1410	OVERTIME	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-51910-2110	SOCIAL SECURITY TAXES	3,987.00	3,987.00	272.44	694.13	694.13	3,292.87
001-50-51910-2210	RETIREMENT	9,004.00	9,004.00	171.66	516.66	516.66	8,487.34
001-50-51910-2310	EMPLOYEE INSURANCE	19,665.00	19,665.00	1,613.40	6,066.62	6,066.62	13,598.38
001-50-51910-2410	WORKER'S COMPENSATION	2,620.00	2,620.00	317.90	635.80	635.80	1,984.20
001-50-51910-3000	MEDICARE INSURANCE	933.00	933.00	63.75	162.38	162.38	770.62
001-50-51910-3100	PROFESSIONAL SERVICES	18,000.00	18,000.00	1,350.40	3,045.44	3,361.19	14,638.81
001-50-51910-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-4310	ELECTRICITY	40,000.00	40,000.00	1,599.25	3,787.35	3,787.35	36,212.65
001-50-51910-4320	WATER	12,600.00	12,600.00	684.02	1,433.13	1,433.13	11,166.87
001-50-51910-4330	SOLID WASTE	7,500.00	7,500.00	103.07	314.21	314.21	7,185.79
001-50-51910-4340	NATURAL GAS	3,500.00	3,500.00	44.89	92.42	92.42	3,407.58
001-50-51910-4410	EQUIPMENT RENTAL	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
001-50-51910-4521	PROPERTY INSURANCE	38,000.00	38,000.00	7,674.50	23,023.50	23,023.50	14,976.50
001-50-51910-4522	VEHICLE INSURANCE	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00
001-50-51910-4611	BUILDING R & M	20,000.00	20,000.00	1,346.00	4,199.28	17,217.49	2,782.51
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	7,000.00	7,000.00	0.00	890.01	890.01	6,109.99
001-50-51910-4930	TRAINING	1,000.00	1,000.00	0.00	206.00	206.00	794.00
001-50-51910-5110	OFFICE SUPPLIES	750.00	750.00	14.99	14.99	14.99	735.01
001-50-51910-5210	FUEL, OIL, & LUBRICANTS	5,000.00	5,000.00	210.69	210.69	210.69	4,789.31
001-50-51910-5220	UNIFORMS	2,000.00	2,000.00	0.00	29.94	29.94	1,970.06
001-50-51910-5221	PERSONAL PROTECTIVE EQUIPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-51910-5230	JANITORIAL SUPPLIES	3,000.00	3,000.00	40.87	54.41	54.41	2,945.59
001-50-51910-5231	SEASONAL DECORATIONS	5,000.00	5,000.00	901.48	901.48	901.48	4,098.52
001-50-51910-5260	TOOLS	2,000.00	2,000.00	7.97	386.82	386.82	1,613.18
001-50-51910-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-50-51910-5290	OPERATING SUPPLIES	7,500.00	7,500.00	133.44	506.68	506.68	6,993.32
001-50-51910-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	50.00	50.00	50.00
001-50-51910-6210	BUILDINGS	101,000.00	101,000.00	27,240.00	62,614.12	561,549.87	-460,549.87

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-50-51910-6410	MACHINERY & EQUIPMENT	0.00	0.00	1,325.99	1,325.99	1,325.99	-1,325.99
	Department: 50 - PUBLIC WORKS Total:	**382,073.00**	**382,073.00**	**49,510.99**	**122,358.01**	**634,627.72**	**-252,554.72**
	Activity: 51910 - FACILITIES Total:	**382,073.00**	**382,073.00**	**49,510.99**	**122,358.01**	**634,627.72**	**-252,554.72**
Activity: 52100 - LAW ENFORCEMENT							
Department: 20 - PUBLIC SAFETY							
001-20-52100-3405	CONTRACT FOR SERVICES	321,061.00	321,061.00	26,755.09	80,265.19	80,265.19	240,795.81
	Department: 20 - PUBLIC SAFETY Total:	**321,061.00**	**321,061.00**	**26,755.09**	**80,265.19**	**80,265.19**	**240,795.81**
	Activity: 52100 - LAW ENFORCEMENT Total:	**321,061.00**	**321,061.00**	**26,755.09**	**80,265.19**	**80,265.19**	**240,795.81**
Activity: 52200 - FIRE							
Department: 20 - PUBLIC SAFETY							
001-20-52200-3405	CONTRACT FOR SERVICES	1,183,323.00	1,183,323.00	295,830.68	295,830.68	295,830.68	887,492.32
	Department: 20 - PUBLIC SAFETY Total:	**1,183,323.00**	**1,183,323.00**	**295,830.68**	**295,830.68**	**295,830.68**	**887,492.32**
	Activity: 52200 - FIRE Total:	**1,183,323.00**	**1,183,323.00**	**295,830.68**	**295,830.68**	**295,830.68**	**887,492.32**
Activity: 52400 - CODE COMPLIANCE							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52400-1210	SALARIES	60,768.00	60,768.00	4,568.92	14,877.45	14,877.45	45,890.55
001-30-52400-2110	SOCIAL SECURITY TAXES	3,768.00	3,768.00	283.28	922.42	922.42	2,845.58
001-30-52400-2210	RETIREMENT	8,508.00	8,508.00	329.45	1,028.33	1,028.33	7,479.67
001-30-52400-2310	EMPLOYEE INSURANCE	12,080.00	12,080.00	996.56	3,986.24	3,986.24	8,093.76
001-30-52400-2410	WORKER'S COMPENSATION	710.00	710.00	356.07	712.14	712.14	-2.14
001-30-52400-3000	MEDICARE INSURANCE	881.00	881.00	66.25	215.72	215.72	665.28
001-30-52400-4010	TRAVEL & PER DIEM	1,250.00	1,250.00	0.00	721.45	721.45	528.55
001-30-52400-4110	TELEPHONE & INTERNET	540.00	540.00	29.40	58.80	58.80	481.20
001-30-52400-4522	VEHICLE INSURANCE	350.00	350.00	102.00	306.00	306.00	44.00
001-30-52400-4610	VEHICLE R & M	3,000.00	3,000.00	59.90	470.72	615.31	2,384.69
001-30-52400-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	0.00	0.00	500.00
001-30-52400-4710	PRINTING & BINDING	100.00	100.00	0.00	0.00	0.00	100.00
001-30-52400-4930	TRAINING	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00
001-30-52400-5110	OFFICE SUPPLIES	200.00	200.00	14.99	14.99	14.99	185.01
001-30-52400-5210	FUEL, OIL, & LUBRICANTS	1,500.00	1,500.00	52.45	52.45	52.45	1,447.55
001-30-52400-5220	UNIFORMS	500.00	500.00	0.00	24.00	24.00	476.00
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	31.26	31.26	31.26	118.74
001-30-52400-5410	BOOKS, PUBS, SUBS & MEMBS	585.00	585.00	0.00	85.00	85.00	500.00
	Department: 30 - COMMUNITY DEVELOPMENT Total:	**97,190.00**	**97,190.00**	**6,890.53**	**23,506.97**	**23,651.56**	**73,538.44**
	Activity: 52400 - CODE COMPLIANCE Total:	**97,190.00**	**97,190.00**	**6,890.53**	**23,506.97**	**23,651.56**	**73,538.44**
Activity: 52410 - BUILDING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52410-1210	SALARIES	51,170.00	51,170.00	3,728.12	11,953.38	11,953.38	39,216.62
001-30-52410-2110	SOCIAL SECURITY TAXES	3,173.00	3,173.00	231.14	741.05	741.05	2,431.95
001-30-52410-2210	RETIREMENT	7,164.00	7,164.00	387.97	1,226.98	1,226.98	5,937.02
001-30-52410-2310	EMPLOYEE INSURANCE	12,080.00	12,080.00	984.27	3,937.08	3,937.08	8,142.92
001-30-52410-2410	WORKER'S COMPENSATION	170.00	170.00	2.98	5.96	5.96	164.04
001-30-52410-3000	MEDICARE INSURANCE	742.00	742.00	54.04	173.26	173.26	568.74
001-30-52410-3100	PROFESSIONAL SERVICES	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00
	Department: 30 - COMMUNITY DEVELOPMENT Total:	**174,499.00**	**174,499.00**	**5,388.52**	**18,037.71**	**18,037.71**	**156,461.29**
	Activity: 52410 - BUILDING Total:	**174,499.00**	**174,499.00**	**5,388.52**	**18,037.71**	**18,037.71**	**156,461.29**
Activity: 53800 - STORMWATER							
Department: 50 - PUBLIC WORKS							
001-50-53800-1210	SALARIES	97,167.00	97,167.00	7,305.54	22,515.40	22,515.40	74,651.60
001-50-53800-1310	PART-TIME SALARIES	9,056.00	9,056.00	577.90	1,766.86	1,766.86	7,289.14
001-50-53800-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-53800-2110	SOCIAL SECURITY TAXES	6,617.00	6,617.00	487.95	1,502.18	1,502.18	5,114.82
001-50-53800-2210	RETIREMENT	13,673.00	13,673.00	672.80	2,006.16	2,006.16	11,666.84
001-50-53800-2310	EMPLOYEE INSURANCE	27,770.00	27,770.00	1,936.50	7,738.58	7,738.58	20,031.42
001-50-53800-2410	WORKER'S COMPENSATION	5,085.00	5,085.00	550.21	1,100.42	1,100.42	3,984.58

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-50-53800-3000	MEDICARE INSURANCE	1,547.00	1,547.00	114.17	351.54	351.54	1,195.46
001-50-53800-3100	Professional Services	0.00	0.00	158.00	158.00	158.00	-158.00
001-50-53800-4010	TRAVEL & PER DIEM	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-53800-4522	VEHICLE INSURANCE	1,050.00	1,050.00	0.00	0.00	0.00	1,050.00
001-50-53800-4615	FENCING AND LANDSCAPING	17,000.00	17,000.00	0.00	158.00	2,882.86	14,117.14
001-50-53800-4637	CURBS/GUTTERS/STORM DRAINS R&M	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00
001-50-53800-5295	OPERATING SUPPLIES/JANITORIAL	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
001-50-53800-5410	BOOKS, PUBS, SUBS & MEMBS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
001-50-53800-6310	INFRASTRUCTURE	232,979.00	232,979.00	0.00	0.00	15,600.43	217,378.57
001-50-53800-6410	MACHINERY & EQUIPMENT	23,500.00	23,500.00	0.00	0.00	0.00	23,500.00
	Department: 50 - PUBLIC WORKS Total:	**463,944.00**	**463,944.00**	**11,803.07**	**37,297.14**	**55,622.43**	**408,321.57**
	Activity: 53800 - STORMWATER Total:	**463,944.00**	**463,944.00**	**11,803.07**	**37,297.14**	**55,622.43**	**408,321.57**
Activity: 54100 - STREETS							
Department: 50 - PUBLIC WORKS							
001-50-54100-1210	SALARIES	97,167.00	97,167.00	7,305.43	22,507.45	22,507.45	74,659.55
001-50-54100-1310	PART-TIME SALARIES	41,313.00	41,313.00	1,733.66	6,407.22	6,407.22	34,905.78
001-50-54100-1410	OVERTIME	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-54100-2110	SOCIAL SECURITY TAXES	8,648.00	8,648.00	559.47	1,789.36	1,789.36	6,858.64
001-50-54100-2210	RETIREMENT	13,743.00	13,743.00	672.69	2,005.70	2,005.70	11,737.30
001-50-54100-2310	EMPLOYEE INSURANCE	27,770.00	27,770.00	1,986.50	7,796.00	7,796.00	19,974.00
001-50-54100-2410	WORKER'S COMPENSATION	7,985.00	7,985.00	2,420.60	4,841.20	4,841.20	3,143.80
001-50-54100-3000	MEDICARE INSURANCE	2,022.00	2,022.00	130.82	418.35	418.35	1,603.65
001-50-54100-3100	PROFESSIONAL SERVICES	8,500.00	8,500.00	0.00	0.00	7,500.00	1,000.00
001-50-54100-4010	TRAVEL & PER DIEM	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
001-50-54100-4310	ELECTRICITY	60,000.00	60,000.00	4,528.52	9,057.21	9,057.21	50,942.79
001-50-54100-4320	WATER	600.00	600.00	35.02	68.37	68.37	531.63
001-50-54100-4330	Solid Waste	15,000.00	15,000.00	0.00	80.13	13,080.13	1,919.87
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	1,800.00	1,800.00	971.75	2,915.25	2,915.25	-1,115.25
001-50-54100-4610	VEHICLE R & M	8,000.00	8,000.00	421.88	1,737.58	2,460.54	5,539.46
001-50-54100-4615	FENCING AND LANDSCAPING	2,500.00	2,500.00	0.00	-8.48	-8.48	2,508.48
001-50-54100-4623	HEAVY EQUIPMENT R & M	15,000.00	15,000.00	4,033.69	4,033.69	4,033.69	10,966.31
001-50-54100-4631	STREET REPAVING	170,000.00	170,000.00	0.00	0.00	0.00	170,000.00
001-50-54100-4635	PARKING AREA MARKING R & M	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
001-50-54100-4636	TRAFFIC CONTROL/SIGNS R&M	6,000.00	6,000.00	0.00	622.46	622.46	5,377.54
001-50-54100-4637	CURBS/GUTTERS/STORM DRAINS R&M	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
001-50-54100-4930	TRAINING	1,000.00	1,000.00	297.00	297.00	297.00	703.00
001-50-54100-5110	OFFICE SUPPLIES	100.00	100.00	14.99	14.99	14.99	85.01
001-50-54100-5210	FUEL, OIL, & LUBRICANTS	6,000.00	6,000.00	360.32	360.32	360.32	5,639.68
001-50-54100-5220	UNIFORMS	2,000.00	2,000.00	0.00	188.87	188.87	1,811.13
001-50-54100-5221	PERSONAL PROTECTIVE EQUIPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
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	1,731.14	1,773.39	1,773.39	3,226.61
001-50-54100-5290	OPERATING SUPPLIES	10,000.00	10,000.00	1,003.67	1,292.20	1,292.20	8,707.80
001-50-54100-5410	BOOKS, PUBS, SUBS & MEMBS	500.00	500.00	0.00	0.00	0.00	500.00
001-50-54100-6310	INFRASTRUCTURE	3,618,500.00	3,618,500.00	0.00	0.00	1,156.96	3,617,343.04
001-50-54100-6410	MACHINERY & EQUIPMENT	60,500.00	60,500.00	0.00	0.00	0.00	60,500.00
	Department: 50 - PUBLIC WORKS Total:	**4,218,648.00**	**4,218,648.00**	**28,207.15**	**68,198.26**	**90,578.18**	**4,128,069.82**
	Activity: 54100 - STREETS Total:	**4,218,648.00**	**4,218,648.00**	**28,207.15**	**68,198.26**	**90,578.18**	**4,128,069.82**
Activity: 56200 - ANIMAL CONTROL							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-56200-3410	ANIMAL CONTROL	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00
	Department: 30 - COMMUNITY DEVELOPMENT Total:	**30,000.00**	**30,000.00**	**0.00**	**0.00**	**0.00**	**30,000.00**
	Activity: 56200 - ANIMAL CONTROL Total:	**30,000.00**	**30,000.00**	**0.00**	**0.00**	**0.00**	**30,000.00**
Activity: 57100 - LIBRARY							
Department: 71 - LIBRARY							
001-71-57100-1210	SALARIES	290,519.00	290,519.00	21,788.09	73,327.49	73,327.49	217,191.51

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-71-57100-1310	SALARIES - PART TIME	49,640.00	49,640.00	3,120.91	10,368.30	10,368.30	39,271.70
001-71-57100-2110	SOCIAL SECURITY TAXES	21,090.00	21,090.00	1,538.12	5,167.36	5,167.36	15,922.64
001-71-57100-2210	RETIREMENT	40,673.00	40,673.00	1,553.22	6,193.54	6,193.54	34,479.46
001-71-57100-2310	EMPLOYEE INSURANCE	68,900.00	68,900.00	3,958.61	15,941.25	15,941.25	52,958.75
001-71-57100-2410	WORKER'S COMPENSATION	700.00	700.00	104.38	208.76	208.76	491.24
001-71-57100-3000	MEDICARE INSURANCE	4,932.00	4,932.00	359.73	1,208.52	1,208.52	3,723.48
001-71-57100-4010	TRAVEL & PER DIEM	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00
001-71-57100-4100	POSTAGE & SHIPPING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-71-57100-4612	FURNITURE/EQUIP. R & M	2,500.00	2,500.00	114.99	114.99	114.99	2,385.01
001-71-57100-4655	COMPUTER HARDWARE & SOFTWARE...	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
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	124.76	342.70	342.70	1,557.30
001-71-57100-4930	TRAINING	400.00	400.00	0.00	0.00	0.00	400.00
001-71-57100-5110	OFFICE SUPPLIES	2,700.00	2,700.00	134.03	224.94	224.94	2,475.06
001-71-57100-5410	BOOKS, PUBS, SUBS & MEMBS	22,500.00	22,500.00	3,672.44	6,215.45	6,215.45	16,284.55
001-71-57100-5417	LIBRARY E-BOOK LEASES	15,000.00	15,000.00	774.30	1,728.57	1,728.57	13,271.43
001-71-57100-5420	MEMBERSHIPS	1,200.00	1,200.00	120.00	120.00	120.00	1,080.00
	Department: 71 - LIBRARY Total:	**528,554.00**	**528,554.00**	**37,363.58**	**121,161.87**	**121,161.87**	**407,392.13**
	Activity: 57100 - LIBRARY Total:	**528,554.00**	**528,554.00**	**37,363.58**	**121,161.87**	**121,161.87**	**407,392.13**
Activity: 57200 - PARKS							
Department: 50 - PUBLIC WORKS							
001-50-57200-1210	SALARIES	141,514.00	141,514.00	9,971.58	28,089.81	28,089.81	113,424.19
001-50-57200-1310	PART-TIME SALARIES	15,644.00	15,644.00	0.00	1,854.18	1,854.18	13,789.82
001-50-57200-1410	OVERTIME	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-57200-2110	SOCIAL SECURITY TAXES	9,806.00	9,806.00	618.25	1,856.55	1,856.55	7,949.45
001-50-57200-2210	RETIREMENT	19,952.00	19,952.00	366.84	1,103.54	1,103.54	18,848.46
001-50-57200-2310	EMPLOYEE INSURANCE	45,145.00	45,145.00	3,703.31	13,976.34	13,976.34	31,168.66
001-50-57200-2410	WORKER'S COMPENSATION	7,560.00	7,560.00	1,096.37	2,192.74	2,192.74	5,367.26
001-50-57200-3000	MEDICARE INSURANCE	2,293.00	2,293.00	144.56	434.15	434.15	1,858.85
001-50-57200-3100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	4,313.08	-4,313.08
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	6,000.00	6,000.00	350.61	769.15	769.15	5,230.85
001-50-57200-4320	WATER	5,000.00	5,000.00	272.49	530.34	530.34	4,469.66
001-50-57200-4330	SOLID WASTE	500.00	500.00	422.85	717.63	717.63	-217.63
001-50-57200-4521	PROPERTY INSURANCE	12,000.00	12,000.00	2,030.00	6,090.00	6,090.00	5,910.00
001-50-57200-4522	VEHICLE INSURANCE	1,500.00	1,500.00	207.00	621.00	621.00	879.00
001-50-57200-4611	BUILDING R & M	15,000.00	15,000.00	83.14	83.14	83.14	14,916.86
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	261.12	261.12	261.12	5,738.88
001-50-57200-5231	SEASONAL DECORATIONS	0.00	0.00	197.60	197.60	197.60	-197.60
001-50-57200-5270	MACHINERY & EQUIPMENT	3,000.00	3,000.00	-657.61	517.12	517.12	2,482.88
001-50-57200-5290	OPERATING SUPPLIES	10,000.00	10,000.00	834.04	1,440.78	1,440.78	8,559.22
001-50-57200-5295	OPERATING SUPPLIES/JANITORIAL	0.00	0.00	0.00	159.80	159.80	-159.80
001-50-57200-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	0.00	0.00	100.00
001-50-57200-5741	COMMUNITY EVENTS	17,000.00	17,000.00	4,367.32	6,591.24	6,591.24	10,408.76
001-50-57200-6310	INFRASTRUCTURE	1,169,204.00	1,169,204.00	0.00	10,978.53	32,610.53	1,136,593.47
001-50-57200-6410	MACHINERY & EQUIPMENT	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00
	Department: 50 - PUBLIC WORKS Total:	**1,535,718.00**	**1,535,718.00**	**24,269.47**	**78,464.76**	**104,409.84**	**1,431,308.16**
	Activity: 57200 - PARKS Total:	**1,535,718.00**	**1,535,718.00**	**24,269.47**	**78,464.76**	**104,409.84**	**1,431,308.16**
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
001-99-58100-7120	LOAN DEBT PRINCIPAL	182,258.00	182,258.00	0.00	0.00	0.00	182,258.00
001-99-58100-7220	LOAN DEBT INTEREST	164,098.00	164,098.00	0.00	0.00	0.00	164,098.00
	Department: 99 - NON DEPARTMENTAL Total:	**346,356.00**	**346,356.00**	**0.00**	**0.00**	**0.00**	**346,356.00**
	Activity: 58100 - INTERFUND TRANSFER Total:	**346,356.00**	**346,356.00**	**0.00**	**0.00**	**0.00**	**346,356.00**
	Expense Total:	**10,637,491.00**	**10,637,491.00**	**609,605.96**	**1,138,853.91**	**1,725,338.33**	**8,912,152.67**
	Fund: 001 - GENERAL FUND Surplus (Deficit):	**-2,298,675.00**	**-2,298,675.00**	**-42,035.69**	**-190,473.17**	**-776,957.59**	**-1,521,717.41**

		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	1,332,240.00	1,332,240.00	108,100.43	277,028.13	277,028.13	1,055,211.87
410-00-343320	WATER UTIL - PENALTIES	31,000.00	31,000.00	4,201.92	11,014.61	11,014.61	19,985.39
410-00-343340	BACKFLOW PREVENTER INSPECTION F...	6,000.00	6,000.00	0.00	1,100.00	1,100.00	4,900.00
410-00-343350	WATER UTIL REV-SERV TAP FEE	0.00	0.00	2,000.00	5,750.00	5,750.00	-5,750.00
410-00-343351	TURN-ON & CUT-OFF FEES	6,000.00	6,000.00	510.00	1,650.00	1,650.00	4,350.00
410-00-343510	SEWER UTIL REV - OPER INCOME	1,872,000.00	1,872,000.00	153,496.86	393,474.41	393,474.41	1,478,525.59
410-00-343520	SEWER UTILITY PENALTIES	18,000.00	18,000.00	1,891.42	5,764.52	5,764.52	12,235.48
410-00-343550	SEWER UTIL REVENUE-TAP FEES	0.00	0.00	2,500.00	5,000.00	5,000.00	-5,000.00
410-00-343611	IMPACT FEES WATER	0.00	0.00	400.00	1,986.25	1,986.25	-1,986.25
410-00-343612	IMPACT FEES SEWER	0.00	0.00	400.00	1,986.25	1,986.25	-1,986.25
410-00-359000	OTHER REVENUE & RETURN CHECKS	500.00	500.00	-67.01	48.99	48.99	451.01
410-00-361000	INTEREST AND OTHER EARNINGS	75,000.00	75,000.00	21,115.42	63,155.27	63,155.27	11,844.73
410-00-369600	LEASE/RENTAL ELEVATED TANK REV	212,282.00	212,282.00	21,491.48	64,088.59	64,088.59	148,193.41
410-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	1,941.85	2,001.04	2,001.04	-2,001.04
410-00-384000	REVENUE FROM OTHER SOURCES	4,442,048.00	4,442,048.00	0.00	0.00	0.00	4,442,048.00
410-00-389200	GRANTS - FEDERAL	1,300,000.00	1,300,000.00	0.00	0.00	0.00	1,300,000.00
410-00-389300	GRANTS AND DONATIONS - STATE	2,450,000.00	2,450,000.00	0.00	0.00	0.00	2,450,000.00
	Department: 00 - UNDESIGNATED Total:	**11,745,070.00**	**11,745,070.00**	**317,982.37**	**834,048.06**	**834,048.06**	**10,911,021.94**
	Revenue Total:	**11,745,070.00**	**11,745,070.00**	**317,982.37**	**834,048.06**	**834,048.06**	**10,911,021.94**

		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	41,624.94	41,624.94	-41,624.94
Department: 99 - NON DEPARTMENTAL Total:		**0.00**	**0.00**	**0.00**	**41,624.94**	**41,624.94**	**-41,624.94**
Activity: 51700 - DEBT SERVICE PAYMENT Total:		**0.00**	**0.00**	**0.00**	**41,624.94**	**41,624.94**	**-41,624.94**
Activity: 53300 - WATER							
Department: 50 - PUBLIC WORKS							
410-50-53300-1210	SALARIES	118,076.00	118,076.00	8,850.62	29,065.40	29,065.40	89,010.60
410-50-53300-2110	SOCIAL SECURITY TAXES	7,321.00	7,321.00	548.42	1,801.02	1,801.02	5,519.98
410-50-53300-2210	RETIREMENT	16,531.00	16,531.00	999.71	3,210.09	3,210.09	13,320.91
410-50-53300-2310	EMPLOYEE INSURANCE	30,483.00	30,483.00	2,525.04	10,100.18	10,100.18	20,382.82
410-50-53300-2410	WORKER'S COMPENSATION	145.00	145.00	20.34	40.68	40.68	104.32
410-50-53300-3000	MEDICARE INSURANCE	1,712.00	1,712.00	128.28	421.24	421.24	1,290.76
410-50-53300-3100	PROFESSIONAL SERVICES	85,000.00	85,000.00	6,227.50	19,766.63	74,803.34	10,196.66
410-50-53300-3150	ENGINEERING, CONSULTING SERVICES	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00
410-50-53300-3210	ACCOUNTING AND AUDITING	14,250.00	14,250.00	1,000.00	1,375.00	1,375.00	12,875.00
410-50-53300-3405	CONTRACT FOR SERVICES	740,000.00	740,000.00	61,433.21	184,299.63	184,299.63	555,700.37
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	426.51	851.80	851.80	4,648.20
410-50-53300-4110	TELEPHONE & INTERNET	5,500.00	5,500.00	392.60	981.83	981.83	4,518.17
410-50-53300-4521	PROPERTY INSURANCE	37,587.00	37,587.00	7,916.25	23,748.75	23,748.75	13,838.25
410-50-53300-4613	GROUNDS MAINTENANCE	40,000.00	40,000.00	0.00	4,146.51	8,293.03	31,706.97
410-50-53300-4617	WATER SYSTEMS MAINTENANCE	130,100.00	130,100.00	0.00	3,560.99	3,560.99	126,539.01
410-50-53300-4644	ELEVATED TANKS MAINTENANCE CO...	73,130.00	73,130.00	0.00	0.00	0.00	73,130.00
410-50-53300-4650	COMPUTER OPERATIONS AND MAINT...	30,468.00	30,468.00	536.65	1,060.30	1,060.30	29,407.70
410-50-53300-4710	PRINTING & BINDING	3,500.00	3,500.00	144.45	288.53	288.53	3,211.47
410-50-53300-4905	OPERATING PERMITS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
410-50-53300-4906	OTHER CHARGES	1,500.00	1,500.00	111.05	248.07	573.98	926.02
410-50-53300-4915	CREDIT CARD PROCESSING FEES	23,000.00	23,000.00	1,346.92	4,033.29	4,033.29	18,966.71
410-50-53300-5270	MACHINERY & EQUIPMENT	155,000.00	155,000.00	2,776.75	2,776.75	4,026.75	150,973.25
410-50-53300-5290	OPERATING SUPPLIES	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
410-50-53300-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	330.50	330.50	330.50	1,169.50
410-50-53300-6310	INFRASTRUCTURE	3,076,124.00	3,076,124.00	0.00	0.00	93,440.28	2,982,683.72
410-50-53300-6410	MACHINERY & EQUIPMENT	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00
Department: 50 - PUBLIC WORKS Total:		**4,707,927.00**	**4,707,927.00**	**95,714.80**	**292,107.19**	**446,306.61**	**4,261,620.39**
Activity: 53300 - WATER Total:		**4,707,927.00**	**4,707,927.00**	**95,714.80**	**292,107.19**	**446,306.61**	**4,261,620.39**
Activity: 53500 - SEWER							
Department: 50 - PUBLIC WORKS							
410-50-53500-1210	SALARIES	118,076.00	118,076.00	8,850.56	29,065.13	29,065.13	89,010.87
410-50-53500-2110	SOCIAL SECURITY TAXES	7,321.00	7,321.00	548.32	1,800.87	1,800.87	5,520.13
410-50-53500-2210	RETIREMENT	16,531.00	16,531.00	999.65	3,209.97	3,209.97	13,321.03
410-50-53500-2310	EMPLOYEE INSURANCE	30,483.00	30,483.00	2,525.04	10,100.18	10,100.18	20,382.82
410-50-53500-2410	WORKER'S COMPENSATION	145.00	145.00	20.34	40.68	40.68	104.32
410-50-53500-3000	MEDICARE INSURANCE	1,712.00	1,712.00	128.15	420.91	420.91	1,291.09
410-50-53500-3100	PROFESSIONAL SERVICES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00
410-50-53500-3150	ENGINEERING, CONSULT. SERVICES & ...	25,000.00	25,000.00	0.00	0.00	5,265.00	19,735.00
410-50-53500-3210	ACCOUNTING AND AUDITING	14,250.00	14,250.00	1,000.00	1,375.00	1,375.00	12,875.00
410-50-53500-3405	CONTRACT FOR SERVICES	740,000.00	740,000.00	61,433.21	184,299.63	184,299.63	555,700.37
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	426.51	851.80	851.80	4,648.20
410-50-53500-4110	TELEPHONE & INTERNET	3,500.00	3,500.00	190.81	573.02	573.02	2,926.98
410-50-53500-4320	WATER	45,000.00	45,000.00	3,454.51	6,730.09	6,730.09	38,269.91
410-50-53500-4400	SPRAYFIELD RENTAL	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	0.00
410-50-53500-4521	PROPERTY INSURANCE	43,000.00	43,000.00	8,797.00	26,391.00	26,391.00	16,609.00
410-50-53500-4611	BUILDING R & M	3,500.00	3,500.00	0.00	0.00	1,394.00	2,106.00
410-50-53500-4618	SEWER SYSTEMS MAINTENANCE	153,500.00	153,500.00	11,815.29	49,120.29	49,120.29	104,379.71
410-50-53500-4650	COMPUTER OPERATIONS AND MAINT...	30,468.00	30,468.00	536.65	1,060.30	1,060.30	29,407.70

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
410-50-53500-4710	PRINTING & BINDING	2,500.00	2,500.00	144.46	288.54	288.54	2,211.46
410-50-53500-4905	WTP/STP OPERATING PERMITS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
410-50-53500-4906	OTHER CHARGES	4,000.00	4,000.00	111.05	248.07	573.98	3,426.02
410-50-53500-4915	CREDIT CARD PROCESSING FEES	23,000.00	23,000.00	1,346.92	4,033.26	4,033.26	18,966.74
410-50-53500-5290	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
410-50-53500-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	330.50	330.50	330.50	1,169.50
410-50-53500-6310	INFRASTRUCTURE	5,548,924.00	5,548,924.00	228.08	228.08	93,668.36	5,455,255.64
410-50-53500-6410	MACHINERY & EQUIPMENT	254,000.00	254,000.00	0.00	0.00	42,067.72	211,932.28
	Department: 50 - PUBLIC WORKS Total:	**7,109,910.00**	**7,109,910.00**	**120,887.05**	**338,167.32**	**480,660.23**	**6,629,249.77**
	Activity: 53500 - SEWER Total:	**7,109,910.00**	**7,109,910.00**	**120,887.05**	**338,167.32**	**480,660.23**	**6,629,249.77**
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
410-99-58100-7120	SRF - LOAN PRINCIPAL	136,976.00	136,976.00	0.00	0.00	0.00	136,976.00
410-99-58100-7220	SRF LOAN INTEREST	9,197.00	9,197.00	0.00	0.00	0.00	9,197.00
410-99-58100-9001	INTERFUND TRANSFER	79,854.00	79,854.00	0.00	0.00	0.00	79,854.00
	Department: 99 - NON DEPARTMENTAL Total:	**226,027.00**	**226,027.00**	**0.00**	**0.00**	**0.00**	**226,027.00**
	Activity: 58100 - INTERFUND TRANSFER Total:	**226,027.00**	**226,027.00**	**0.00**	**0.00**	**0.00**	**226,027.00**
	Expense Total:	**12,043,864.00**	**12,043,864.00**	**216,601.85**	**671,899.45**	**968,591.78**	**11,075,272.22**
	Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	**-298,794.00**	**-298,794.00**	**101,380.52**	**162,148.61**	**-134,543.72**	**-164,250.28**
	Report Surplus (Deficit):	**-2,597,469.00**	**-2,597,469.00**	**59,344.83**	**-28,324.56**	**-911,501.31**	

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		8,338,816.00	8,338,816.00	567,570.27	948,380.74	948,380.74	7,390,435.26
	Revenue Total:	**8,338,816.00**	**8,338,816.00**	**567,570.27**	**948,380.74**	**948,380.74**	**7,390,435.26**

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	79,841.00	79,841.00	4,994.09	14,673.49	14,673.49	65,167.51
Activity: 51100 - LEGISLATIVE Total:	**79,841.00**	**79,841.00**	**4,994.09**	**14,673.49**	**14,673.49**	**65,167.51**
Activity: 51200 - EXECUTIVE						
12 - CITY MANAGER	261,466.00	261,466.00	19,054.38	60,533.57	60,533.57	200,932.43
Activity: 51200 - EXECUTIVE Total:	**261,466.00**	**261,466.00**	**19,054.38**	**60,533.57**	**60,533.57**	**200,932.43**
Activity: 51300 - FINANCE						
13 - ADMINISTRATIVE SERVICES	153,448.00	153,448.00	10,579.15	32,179.66	32,179.66	121,268.34
Activity: 51300 - FINANCE Total:	**153,448.00**	**153,448.00**	**10,579.15**	**32,179.66**	**32,179.66**	**121,268.34**
Activity: 51310 - HUMAN RESOURCES						
13 - ADMINISTRATIVE SERVICES	98,965.00	98,965.00	11,610.27	18,268.25	18,268.25	80,696.75
Activity: 51310 - HUMAN RESOURCES Total:	**98,965.00**	**98,965.00**	**11,610.27**	**18,268.25**	**18,268.25**	**80,696.75**
Activity: 51400 - LEGAL						
14 - CITY ATTORNEY	65,000.00	65,000.00	4,657.50	10,273.45	10,273.45	54,726.55
Activity: 51400 - LEGAL Total:	**65,000.00**	**65,000.00**	**4,657.50**	**10,273.45**	**10,273.45**	**54,726.55**
Activity: 51500 - PLANNING AND ZONING						
30 - COMMUNITY DEVELOPMENT	282,107.00	282,107.00	11,336.03	37,050.37	37,050.37	245,056.63
Activity: 51500 - PLANNING AND ZONING Total:	**282,107.00**	**282,107.00**	**11,336.03**	**37,050.37**	**37,050.37**	**245,056.63**
Activity: 51600 - NON-COURT INFORMATION SYSTEMS						
16 - CITY CLERK	133,467.00	133,467.00	9,267.81	30,571.85	31,370.23	102,096.77
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	**133,467.00**	**133,467.00**	**9,267.81**	**30,571.85**	**31,370.23**	**102,096.77**
Activity: 51610 - INFORMATION TECHNOLOGY						
13 - ADMINISTRATIVE SERVICES	214,051.00	214,051.00	38,530.27	49,506.59	56,128.04	157,922.96
Activity: 51610 - INFORMATION TECHNOLOGY Total:	**214,051.00**	**214,051.00**	**38,530.27**	**49,506.59**	**56,128.04**	**157,922.96**
Activity: 51900 - GENERAL GOVERNMENT						
99 - NON DEPARTMENTAL	67,780.00	67,780.00	13,557.38	40,676.09	40,676.09	27,103.91
Activity: 51900 - GENERAL GOVERNMENT Total:	**67,780.00**	**67,780.00**	**13,557.38**	**40,676.09**	**40,676.09**	**27,103.91**
Activity: 51910 - FACILITIES						
50 - PUBLIC WORKS	382,073.00	382,073.00	49,510.99	122,358.01	634,627.72	-252,554.72
Activity: 51910 - FACILITIES Total:	**382,073.00**	**382,073.00**	**49,510.99**	**122,358.01**	**634,627.72**	**-252,554.72**
Activity: 52100 - LAW ENFORCEMENT						
20 - PUBLIC SAFETY	321,061.00	321,061.00	26,755.09	80,265.19	80,265.19	240,795.81
Activity: 52100 - LAW ENFORCEMENT Total:	**321,061.00**	**321,061.00**	**26,755.09**	**80,265.19**	**80,265.19**	**240,795.81**
Activity: 52200 - FIRE						
20 - PUBLIC SAFETY	1,183,323.00	1,183,323.00	295,830.68	295,830.68	295,830.68	887,492.32
Activity: 52200 - FIRE Total:	**1,183,323.00**	**1,183,323.00**	**295,830.68**	**295,830.68**	**295,830.68**	**887,492.32**
Activity: 52400 - CODE COMPLIANCE						
30 - COMMUNITY DEVELOPMENT	97,190.00	97,190.00	6,890.53	23,506.97	23,651.56	73,538.44
Activity: 52400 - CODE COMPLIANCE Total:	**97,190.00**	**97,190.00**	**6,890.53**	**23,506.97**	**23,651.56**	**73,538.44**
Activity: 52410 - BUILDING						
30 - COMMUNITY DEVELOPMENT	174,499.00	174,499.00	5,388.52	18,037.71	18,037.71	156,461.29
Activity: 52410 - BUILDING Total:	**174,499.00**	**174,499.00**	**5,388.52**	**18,037.71**	**18,037.71**	**156,461.29**
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	463,944.00	463,944.00	11,803.07	37,297.14	55,622.43	408,321.57
Activity: 53800 - STORMWATER Total:	**463,944.00**	**463,944.00**	**11,803.07**	**37,297.14**	**55,622.43**	**408,321.57**
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	4,218,648.00	4,218,648.00	28,207.15	68,198.26	90,578.18	4,128,069.82
Activity: 54100 - STREETS Total:	**4,218,648.00**	**4,218,648.00**	**28,207.15**	**68,198.26**	**90,578.18**	**4,128,069.82**
Activity: 56200 - ANIMAL CONTROL						
30 - COMMUNITY DEVELOPMENT	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00
Activity: 56200 - ANIMAL CONTROL Total:	**30,000.00**	**30,000.00**	**0.00**	**0.00**	**0.00**	**30,000.00**
Activity: 57100 - LIBRARY						
71 - LIBRARY	528,554.00	528,554.00	37,363.58	121,161.87	121,161.87	407,392.13

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Activity: 57100 - LIBRARY Total:	**528,554.00**	**528,554.00**	**37,363.58**	**121,161.87**	**121,161.87**	**407,392.13**
Activity: 57200 - PARKS						
50 - PUBLIC WORKS	1,535,718.00	1,535,718.00	24,269.47	78,464.76	104,409.84	1,431,308.16
Activity: 57200 - PARKS Total:	**1,535,718.00**	**1,535,718.00**	**24,269.47**	**78,464.76**	**104,409.84**	**1,431,308.16**
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	346,356.00	346,356.00	0.00	0.00	0.00	346,356.00
Activity: 58100 - INTERFUND TRANSFER Total:	**346,356.00**	**346,356.00**	**0.00**	**0.00**	**0.00**	**346,356.00**
Expense Total:	**10,637,491.00**	**10,637,491.00**	**609,605.96**	**1,138,853.91**	**1,725,338.33**	**8,912,152.67**
Fund: 001 - GENERAL FUND Surplus (Deficit):	**-2,298,675.00**	**-2,298,675.00**	**-42,035.69**	**-190,473.17**	**-776,957.59**	**-1,521,717.41**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 410 - WATER/SEWER FUND						
Revenue						
00 - UNDESIGNATED	11,745,070.00	11,745,070.00	317,982.37	834,048.06	834,048.06	10,911,021.94
Revenue Total:	**11,745,070.00**	**11,745,070.00**	**317,982.37**	**834,048.06**	**834,048.06**	**10,911,021.94**

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	41,624.94	41,624.94	-41,624.94
Activity: 51700 - DEBT SERVICE PAYMENT Total:	**0.00**	**0.00**	**0.00**	**41,624.94**	**41,624.94**	**-41,624.94**
Activity: 53300 - WATER						
50 - PUBLIC WORKS	4,707,927.00	4,707,927.00	95,714.80	292,107.19	446,306.61	4,261,620.39
Activity: 53300 - WATER Total:	**4,707,927.00**	**4,707,927.00**	**95,714.80**	**292,107.19**	**446,306.61**	**4,261,620.39**
Activity: 53500 - SEWER						
50 - PUBLIC WORKS	7,109,910.00	7,109,910.00	120,887.05	338,167.32	480,660.23	6,629,249.77
Activity: 53500 - SEWER Total:	**7,109,910.00**	**7,109,910.00**	**120,887.05**	**338,167.32**	**480,660.23**	**6,629,249.77**
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	226,027.00	226,027.00	0.00	0.00	0.00	226,027.00
Activity: 58100 - INTERFUND TRANSFER Total:	**226,027.00**	**226,027.00**	**0.00**	**0.00**	**0.00**	**226,027.00**
Expense Total:	**12,043,864.00**	**12,043,864.00**	**216,601.85**	**671,899.45**	**968,591.78**	**11,075,272.22**
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	**-298,794.00**	**-298,794.00**	**101,380.52**	**162,148.61**	**-134,543.72**	**-164,250.28**
Total Surplus (Deficit):	**-2,597,469.00**	**-2,597,469.00**	**59,344.83**	**-28,324.56**	**-911,501.31**	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001 - GENERAL FUND	-2,298,675.00	-2,298,675.00	-42,035.69	-190,473.17	-776,957.59	-1,521,717.41
410 - WATER/SEWER FUND	-298,794.00	-298,794.00	101,380.52	162,148.61	-134,543.72	-164,250.28
Total Surplus (Deficit):	**-2,597,469.00**	**-2,597,469.00**	**59,344.83**	**-28,324.56**	**-911,501.31**	

January 2026 Public Works Monthly Report

-Parks/Facilities

Fire Ant Mounds Removed	5 – Library Field
Structures Repaired or Maintained	4 – S. Bryn Bench, Library Bench, Pavillion and Front Sign Painted
Trees and Limbs Cut by Park	1 – Eniterty of Nature Trail Parking Lot
Signs Cleaned	3 – Elliot Park
Mowers Maintained	2 – Toro and Scag Blades and Toro Battery
Parks Mowed	6 – Pryor Park, Elliot, N. Bryn Mawr, Nature Trail
Parks Thoroughly Inspected	3 – Elliot, Pier, Nature Trail, worked on removing air potatoes from Oak Tree Nature Park
Trash Removal	Every Park

-Streets/Stormwater/Fleet

- Sweeping completed Weeks 1 and 2
- Completed maintenance and repairs of lift station for Public Works Shop
- Completed Street Sign Evaluations
- Took down and stored Christmas Decoration
- Patched two utility cuts on Brian Circle due and one sink area on Angela.
- Litter picked up was completed on Highway 98 and Boulevard
- Prepped and filled sink hole on Oleander Parkway
- Conducted pre and post stormwater maintenance.
- Repaired down rigger leg on backhoe.

-Director

- Completed Quarterly Reports for Rays Pond, Azalea, and Highway 98 Water Main.
- Developed annual Stormwater Newsletter
- Coordinated power for Rays Pond Fountain
- Oversaw replacement of Library HVAC unit 2.
- Reviewed Azalea and Caswell Rehab Plans and Bid Document
- Met with A to Z at New City Hall to on remaining items including burglar alarm and access control.
- Met with residents on Stormwater issues and Speeding Issues

Mary Esther Public Library Report for Council

Nov-Dec 2025

Month-Year	Total Circulation	Library Visits	Registered Users	Program Attendance	PC Use	Wifi logins
Oct-24	4428	2990	2682	849	323	133
Nov-24	3712	1711	2668	252	219	115
Dec 24	3091	1820	2670	479	115	83
Jan 25	4159	1846	2682	223	217	121
Feb 25	3850	2085	2692	481	306	139
Mar 25	4771	2448	2693	354	284	153
April 25	4280	2310	2721	368	250	184
May 25	4673	2331	2706	457	266	177
June 25	4903	2863	2711	539	267	154
July 25	4956	2845	2745	970	333	246
Aug 25	4762	2436	2744	403	276	267
Sept 25	4797	2453	2778	284	291	216
Oct 25	4526	3091	2810	1150	350	262
NOV 25	4125	1817	2818	427	259	205
DEC 25	4022	1954	2817	599	384	95

December Joy at MYE Library

The City of Mary Esther's Christmas Tree Lighting was a huge success. Even in the rain, the City hosted nearly 200 participants! The general consensus was overwhelmingly positive. We had such fun.

But our fun did not stop with Christmas cookies and crafts and carols and merriment.

We Hosted Our First Ever Gingerbread House Decorating Contest!

It was just like HGTV. We had a timer and several charismatic hosts!
Contestants chose choose either houses or cookies to decorate! The incredible Lawson family provided advice, a supply list, and their expertise as judges! In fact, they brought a great crew of helpers and judges for the contest. Everyone had 30 minutes to make the best possible creation, and then we awarded prizes for 1st, 2nd, and 3rd place.

OH SNAP!
Official
Judges Table

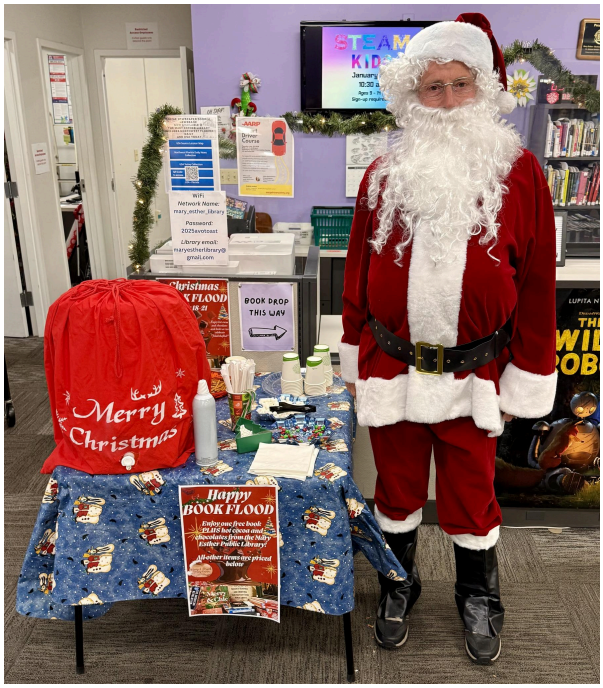
OH SNAP!

First Ever BOOK FLOOD in Mary Esther

Jolabokaflod (pronounced "Yo-la-bok-a-flot") is an Icelandic Christmas tradition where people exchange new books as gifts on Christmas Eve and then spend the evening reading them together. The tradition, which translates to "Christmas book flood," involves enjoying chocolate treats and drinking hot chocolate, and it's a way to spend quality time as a family. Therefore, we hosted our Book Flood in MYE. We provided hot chocolate and candy and bookmarks and trivia, delighting patrons and making spirits bright.

SEASON'S READINGS
AND GREETINGS
FROM THE MARY ESTHER
PUBLIC LIBRARY!
CHARLES DICKENS
A CHRISTMAS CAROL
Illustrated by Greg Hildebrandt
Merry & Chic
YOUR MOST DAZZLING CHRISTMAS EVER
THE AMERICAN REVOLUTION
KNOPF
GEOFFREY C. WARD
THE OFFICIAL GUIDE TO
Christmas IN THE South
OR, If You Can't Fry It, Spraypaint It
David C. Barnette
CHARLES DICKENS
STORIES FOR WINTER AND NIGHTS BY THE FIRE
TWELVE CLASSIC CHRISTMAS STORIES
VING BEACHES of the Gulf Coast
Tracing Florida Journeys
Poole
ELF ON THE SHELF FAMILY COOKBO
Southern Living ANNUAL R
CHRISTMAS WITH Southern Living
THE GILDED AGE CHRIS

NIKE AIR


STEAM
Merry Christmas
BOOK DROP THIS WAY
Happy BOOK FLOOD

Happy BOOK FLOO
SALE

Merry & Bright in Mary Esther

OCPLC Governing Board

The Governing Board will meet again in the new year in Niceville Library's Conference Room. Cmbr. Bernie Oder is Mary Esther's Governing Board Representative and the Vice Chair of the Board. Cmbr. Richard Lawson is the alternate. We thank them for their support!

Ocean City-Wright Fire Control District

January 16th, 2026

TO: Honorable Mayor and Council Members, City of Mary Esther
RE: Monthly Report, Fire Department, December 31st 2025 – January 16th, 2026

Honorable Mayor and City Council Members,

Thank you for the continued opportunity to provide updates on our efforts, accomplishments, and strategic initiatives as we serve the citizens of Mary Esther. Below are highlights from recent activities within the Ocean City-Wright Fire Control District.

2026 Training Schedule Finalized
Deputy Chief Blake Good completed and approved our 2026 Training Schedule in mid-December. As in previous years, the schedule includes a comprehensive blend of firefighting, incident command, leadership development, EMS, human resources, and technical rescue training.
We are especially excited to announce the addition of Water Rescue and Boat Operator Training to this year's curriculum. This marks a major step forward in standing up our new Water Rescue Program. Several members will undergo their initial water rescue certification and operational training this year, forming the foundation of this important capability.

Retirement of Battalion Chief Paul Smith
On January 14, 2026, Battalion Chief Paul Smith officially retired after 20 years of dedicated service. Chief Smith was a respected, progressive leader whose influence helped shape many of our department's advancements. While he will be deeply missed, we are pleased to report that newly promoted Battalion Chief Matt Gregory has stepped seamlessly into the role and is already leading B Shift at a high level.

Florida Fire Chiefs' Association Leadership & Conference
Deputy Chief Good and I recently attended the Florida Fire Chiefs' Association Fire and EMS Conference, representing our region and the Ocean City-Wright Fire Control District.

- Chief Good serves as the Regional Representative for the FFCA Training and Education Section, where he helps guide the direction of fire service training across the state.
- I was re-elected to serve on the FFCA Board of Directors as the Northwest Region Director, and as a member of the Emergency Response Committee.

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

These positions allow us to bring the voice and needs of our local area into important conversations shaping fire service operations and policy statewide. It is both a privilege and a responsibility we take seriously.

Legislative Advocacy – Property Tax Reform
Several of our Chief Officers also attended the Florida Association of Special Districts (FASD) Legislative Forum in Tallahassee this month. While there, we met with state delegates and attended a State Affairs Committee meeting, where a new House Joint Resolution on property tax reform was approved for further consideration.
Our focus was on ensuring legislators understand the critical role special districts like ours play in public safety. We continue to advocate that fire and EMS services receive the same constitutional protections as law enforcement in future property tax reform legislation.

Operations & Prevention Division Activity
Engine 11 responded to 88 calls for service during the month of December.

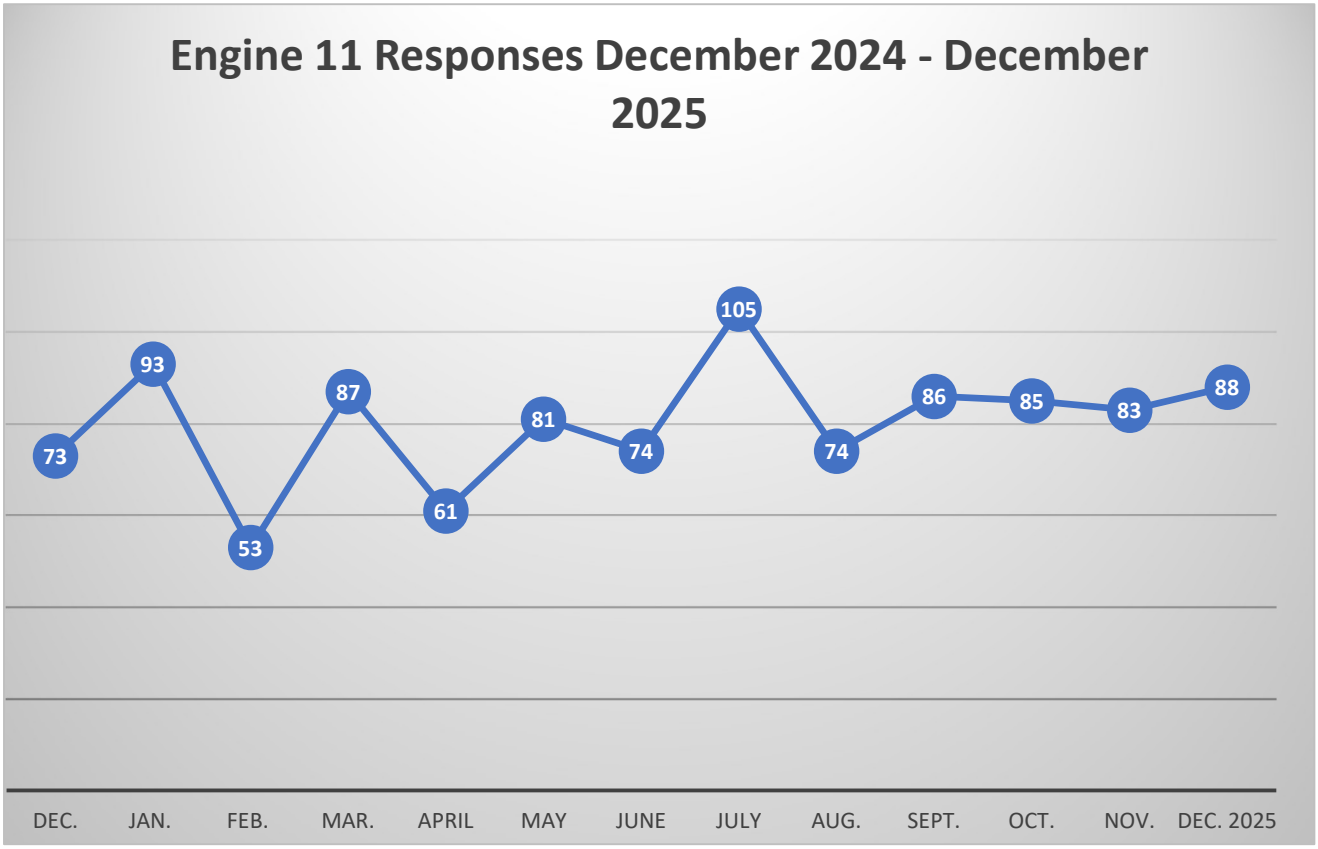
The Prevention Division completed:

- 32 Annual inspections in Mary Esther
- 4 Re-inspections
- 1 Special Events Inspections

Thank you again for your partnership and support. Please do not hesitate to reach out if you have questions about any of the items above or would like to visit the department for a tour or operational briefing.

Respectfully,

Jeff Wagner, Fire Chief



Note: The US Fire Adminstration (USFA) is in the process of changing the list of call types. These call types are standard throughout the country and are how USFA collects nationwide data. The changes are required to be completed by each agency by January 1st, 2026; however, to ensure a seemless transition we switch to them in October. Our report management system vendor has not yet created a report that can be generated using the new call types. Therefore, I cannot provide the call type pie chart. If all goes well we should have access to that report again by the first of the year. If you have any call or data related questions, reach out to me anytime.

COMMUNITY DEVELOPMENT DEPARTMENT
Monthly Activity Report

Reporting Period
November 14, 2025 – January 9, 2026

Code Enforcement

Activities			
Opened Cases	4	Inspection	9
Agency Assist	2	Consultations	5
Verbal Warning	5	Advisements On Codes to Citizens	9
Notice of violations	5	Courtesy Notice	4
Citation	0	Closed Cases	5

Permitting

Permit Type	
Accessory Structure	4
Driveway	1
New residential structure	3
New Commercial Structure	1
Special Event Permits	1
Inspections	5
Fence	3

Inspection and Enforcement Strategy

- Staff will continue to perform routine, scheduled inspections within each quadrant.
- Emphasis will be placed on early identification of violations and proactive engagement with property owners.
- Magistrate hearings will be scheduled regularly to address cases requiring formal enforcement action.
- Throughout this process, staff will continue to encourage voluntary compliance as the preferred method of resolution.

Voluntary Compliance Progress

Several properties and businesses have already achieved compliance through voluntary measures, demonstrating the effectiveness of early outreach and communication. Notable examples include:

Location / Case	Compliance Status
6 Misty Water Lane	Achieved voluntary compliance
Various businesses lacking a Business Tax Receipt (BTR)	Obtained required BTRs and resolved violations
2 Winfield Way	Brought into full compliance with all applicable City codes

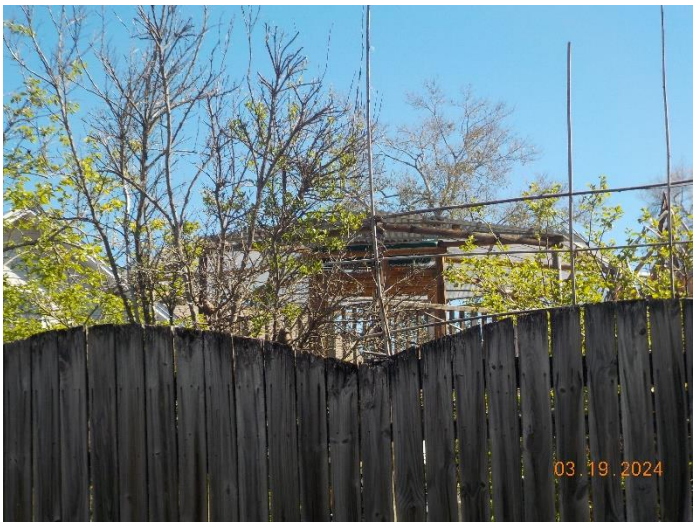
These cases reflect positive community engagement and the willingness of property owners to work collaboratively with staff.

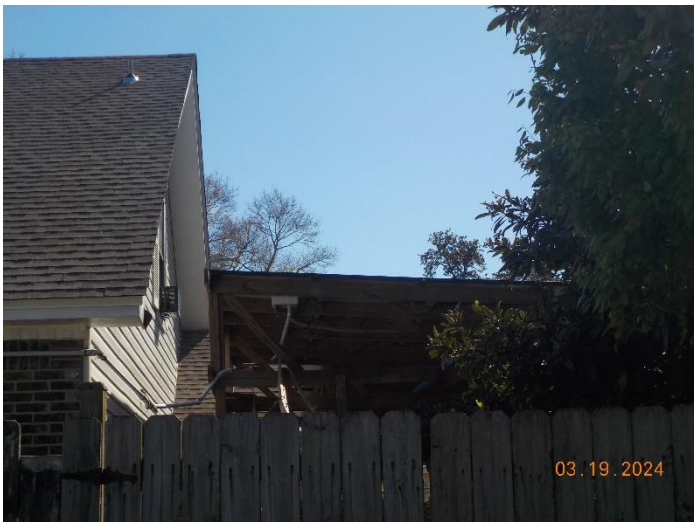
Planning and Zoning

Staff presented the PDO for the Grocery Store Market at the former Santa Rosa Mall to the Council for consideration on Dec. 8, 2025. Staff recommended tabling the project due to insufficient plans. Council approved the project with conditions. The PDO expires 1/22/26 if conditions are not met.

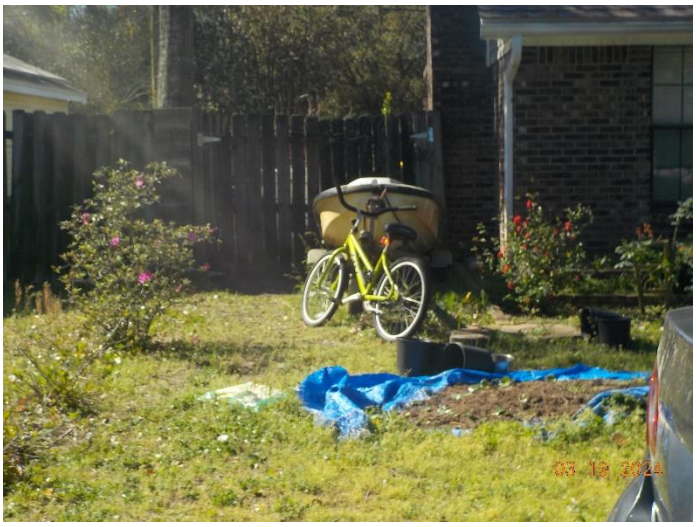
Outlook
Staff anticipates a productive and successful year, with continued progress in reducing blight, improving neighborhood conditions, and strengthening partnerships with residents and businesses.

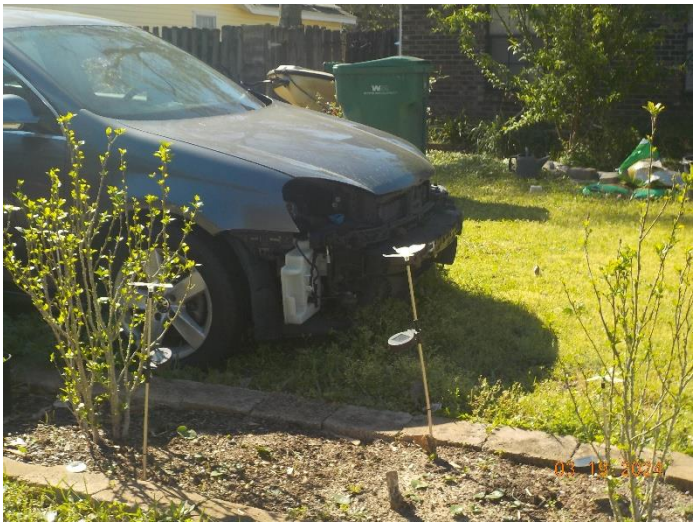
2 Winfield Way





2 Winfield Way





November 25, 2025 Grass, weeds bushes and hedges not maintained.

6 Misty Water Lane voulantary compliance

2 Winfield Way trees have been trimmed, street signs have been cleared of obstruction, fence is being reenforced, and the dilapidated structure in the backyard has been removed.

Jacobs

City of Mary Esther

December 2025 – Monthly Report

Updates

- **Well 1 Fence Repair/Replacement**
  - Project began 12.22.25
  - Partial repairs have been completed on North Side of WTP
  - Currently waiting on remaining materials needed.
  - Estimated completion is end of January 2026.

- **Hurlburt Field Effluent Pump Station**
  - Station is currently operating on a temporary bypass pump rental.
  - After new motor installation, pump was found to be inoperable.
  - Pump has been removed and sent for inspection (Sheppard Services).
  - Currently awaiting repair vs. replacement quotes.

- **FRWA AMP Implementation/Updates**
  - Site visits complete by FRWA personnel.
  - GIS location files/updates completed and sent to FRWA staff for comparison to original, pending final review by FRWA.

Customer Service Work Orders

Job Code	Completed
CALL OUT - CALL OUT	4
CONNECT - CONNECT	5
CUST INQ - CUSTOMER CONCERN/INQUIRY	7
DISCO-FB - DISCONNECT-FINAL BILL	16
DOOR HANG - DOOR HANGER	10
LK CK - LEAK CHECK	5
LOCATE MTR - LOCATE METER	3
LOW PRSSR CK - LOW WATER PRESSURE CHECK	2
MISC - MISCELLANEOUS	4
MS - METER SWAP	2
MSET - METER SET	1
OCC - OCCUPANT CHANGE	18
REINSTATE - REINSTATE	52
REPL CURB - REPLACE CURBSTOP	1
RR & LC - REREAD METER & LEAK CHECK	7
RR-MISC - REREAD MISC	7
SW BU - SEWER BACKUP	1
TEMP SHUT REP - TEMPORARY SHUT-OFF FOR REPAIRS	1
TO & LOC - TURN OFF & LOCK FOR NONPAYMENT	2
TO & LOCK - TURN OFF & LOCK	1
TURN ON/REPAIRS - TURN ON FROM TEMP SHUT OFF	2
WA CONS TEST - WATER CONSUMPTION TEST	4
WA LLK-CITY - WATER LINE LEAK - CITY SIDE	2
WA/SW SPOT - WATER/SEWER LINE SPOT	33
Grand Totals	**190**

- Chart does not include CUTOFF FOR NON-PAYMENT Service orders.
- Accurate total for Customer Service work orders is **242**.

Missed Reading Overview

Month	Total Meters #	Meter Rereads #	Meter Reading Accuracy %
Dec '25	2,111	7	99.7
Nov '25	2,111	9	99.6
Oct '25	2,111	13	99.4
Sep '25	2,111	26	98.8
Aug '25	2,111	26	98.8
Jul '25	2,111	45	97.9
Jun '25	2,111	27	98.7
May '25	2,111	28	98.7
Apr '25	2,111	68	96.8
Mar '25	2,111	10	99.5
Feb '25	2,111	17	99.2
Jan '25	2,111	15	99.3
Average	2,111	24	98.9

Water Production Overview

APPENDIX A

Water System Summary

Month	Well 1 Total Flow Gallons	Well 2 Total Flow Gallons	Well 3 Total Flow Gallons	Well 4 Total Flow Gallons	Total Water Production MGM	Average Daily Production MGD
				Permit Limits	**22.8**	***0.62**
Dec '25		165,000	2,907,000	9,126,000	12.3	0.395
Nov '25		4,115,000	1,772,000	6,004,000	11.5	0.396
Oct '25		6,551,000	3,863,000	2,093,000	12.5	0.403
Sep '25		3,005,000	6,091,000	3,405,000	12.5	0.417
Aug '25		1,391,000	5,800,000	6,531,000	13.7	0.443
Jul '25	0	91,000	6,992,000	7,882,000	15.0	0.483
Jun '25	0	225,000	5,998,000	8,040,000	14.3	0.475
May '25	0	5,010,000	3,906,000	4,768,000	13.7	0.441
Apr '25	0	277,000	5,824,000	6,899,000	13.0	0.433
Mar '25		126,000	1,959,000	9,719,000	11.8	0.381
Feb '25		97,000	2,721,000	10,335,000	13.2	0.470
Jan '25		7,332,000	720,000	7,551,000	15.6	0.503
Dec '24		12,223,000	456,000	764,000	12.5	0.431
Minimum	0	91,000	456,000	764,000	11.5	0.381
Maximum	0	12,223,000	6,992,000	10,335,000	15.6	0.503
Average	0	3,123,692	3,769,923	6,393,615	13.2	0.436
Annual Total	0	28,385,000	48,553,000	82,353,000	159	5.241

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

Wastewater Treatment Overview

- **Influent Data**

APPENDIX B

Influent Monthly Summary

Month	Rainfall Inches	Flow Total MGD	Flow 3-Month Rolling Avg mg/L	CBOD Avg mg/L	CBOD Load lbs/day	TSS Avg mg/L	TSS Load lbs/day
Dec '25	5.2	13.036	0.380	298	923	227	706
Nov '25	0.1	10.523	0.393	370	1,027	159	448
Oct '25		11.732	0.421	525	1,522	221	675
Sep '25	2.3	12.199	0.474	315	1,034	243	798
Aug '25	4.1	13.622	0.497	421	1,354	243	790
Jul '25	4.0	15.876	0.499	275	1,204	169	740
Jun '25	7.8	15.350	0.488	375	1,456	201	784
May '25	8.2	14.791	0.504	352	1,320	294	1,095
Apr '25	0.6	14.072	0.512	347	1,207	262	882
Mar '25	9.6	17.333	0.495	223	1,115	159	779
Feb '25	3.7	13.734	0.471	336	1,366	228	932
Jan '25	4.5	15.144	0.466	278	1,226	199	851
Dec '24	1.8	13.527	0.511	295	1,089	206	764

Wastewater Treatment Overview

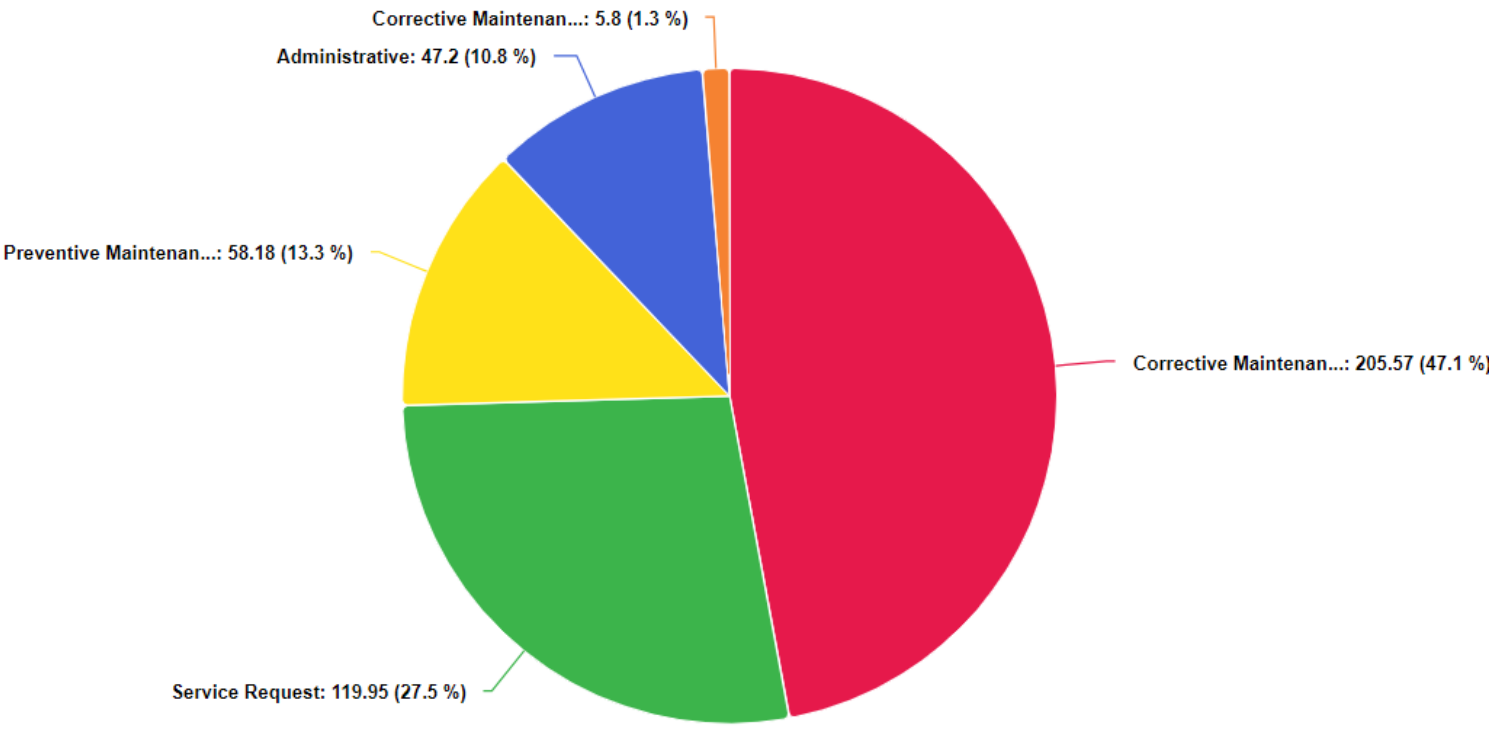
♦ Effluent Data

APPENDIX B.1

Reuse System Average Monthly Summary

Month	Rainfall Inches	Flow MGD	CBOD mg/L	COD Removal %	TSS mg/L	TSS Removal %	Fecal Geo-Mean Ct/100 ml	pH Minimum SU	pH Maximum SU
Permit Limits	n/a	Report	30.0	>85	30.0	>85	200	>6.0	<8.5
Dec '25	5.2	0.351	3.0	99	3.4	98	1	6.8	7.8
Nov '25	0.1	0.309	5.6	98	6.5	93	1	6.0	7.6
Oct '25		0.322	5.5	99	5.0	98	1	6.3	7.5
Sep '25	2.3	0.351	3.4	99	6.7	97	1	6.3	7.3
Aug '25	4.1	0.386	4.3	99	4.3	98	1	6.1	7.7
Jul '25	4.0	0.477	2.5	99	3.8	98	1	6.3	7.4
Jun '25	7.8	0.460	6.2	98	8.9	93	1	7.0	7.7
May '25	8.2	0.405	7.6	98	8.7	97	1	7.1	7.8
Apr '25	0.6	0.399	6.1	98	8.4	96	2	6.4	7.7
Mar '25	9.6	0.510	4.2	98	3.7	98	1	6.8	7.5
Feb '25	3.7	0.420	8.9	97	12.1	94	4	6.8	7.6
Jan '25	4.5	0.417	4.7	98	3.8	98	1	6.8	7.5
Dec '24	1.8	0.359	6.6	98	6.7	97	1	6.9	7.8

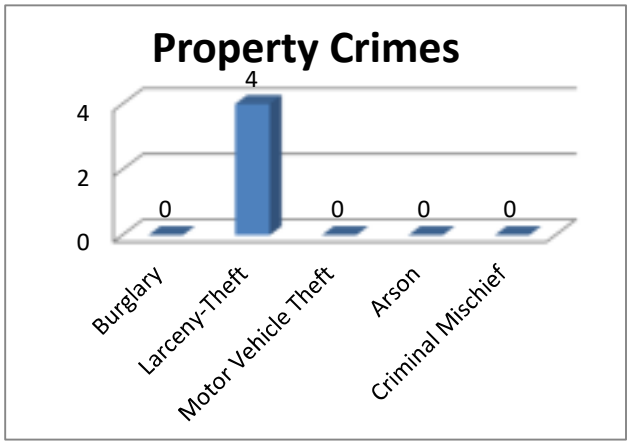
CMMS Overview

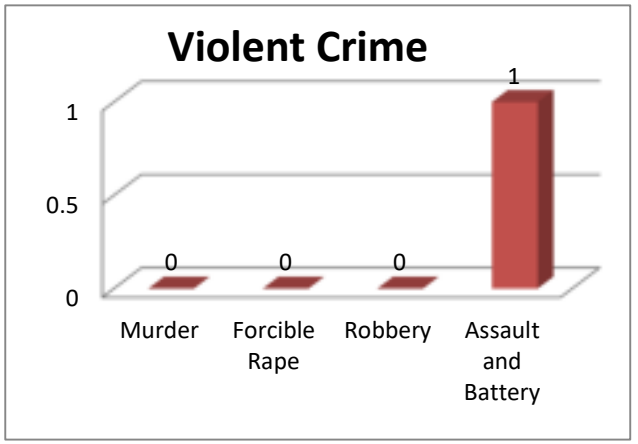


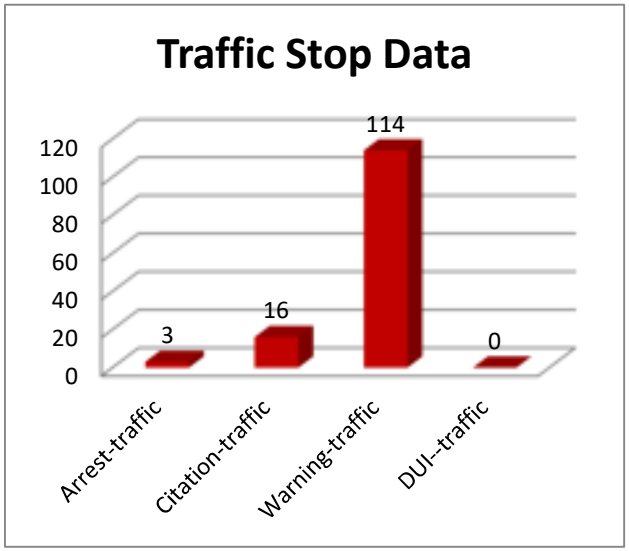
- This chart provides an overview of maintenance work orders.
- We are currently in the process of revising the CMMS system, ensuring work orders are documented under the correct maintenance type, as well as updating procedures according to the type of asset and maintenance tasks needed.

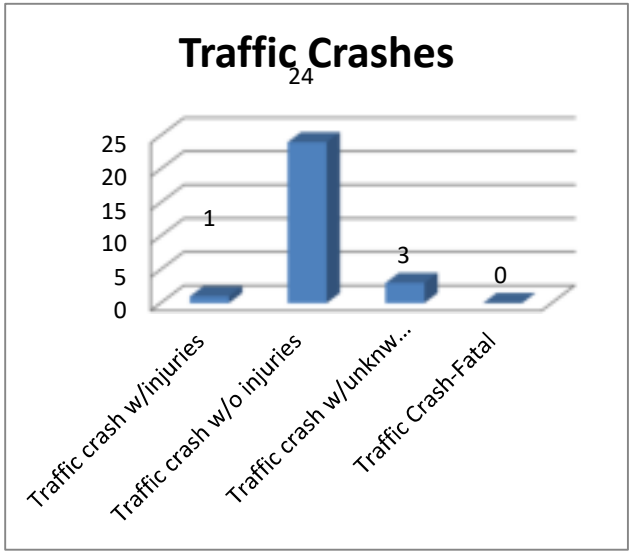
MARY ESTHER DEC 2025

Total Calls for Service	**496**
Day Shift	388
Night Shift	158
Priority 1 Calls	**185**
calls under 5 minutes	163
calls under 6 minutes	171
calls over 6 minutes	14
Property Crimes	**4**
Burglary	0
Larceny-Theft	4
Motor Vehicle Theft	0
Arson	0
Criminal Mischief	0
Violent Crime	**1**
Murder	0
Forcible Rape	0
Robbery	0
Assault and Battery	1
Traffic Violations-stops	**133**
Arrest-traffic	3
Citation-traffic	16
Warning-traffic	114
DUI--traffic	0
Marine Violations	**0**
Marine Citations	0
Marine Warnings	0
Marine Crashes	0
Traffic Crash	**28**
Traffic crash w/injuries	1
Traffic crash w/o injuries	24
Traffic crash w/unknw injury"	3
Traffic Crash-Fatal	0









City Ord. Violations **0** **Distressed Swimmers** **0** **Drownings** **0**

Prepared by Judy Zoerb on January 8, 2026

MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
January 20, 2026 - 6:00 PM
195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
April Sutton, Councilmember
Susan Coxwell, Councilmember (Virtual)
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

OTHERS PRESENT

Chad Rewis, OSCO Captain
Jeff Wagner, OCWFD Chief

1. INVOCATION

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

2. CALL TO ORDER

The meeting was called to order by Mayor Stein at 6:00 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 Coxwell to participate virtually. Councilmember Carter initiated the motion, seconded by Councilmember Sutton. The motion passed unanimously.

RESULT:	**PASSED (4-0)**
MOVER:	Councilmember Larry Carter
SECOND:	Councilmember April Sutton
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson
NAYS:	None

5. APPROVAL OF THE AGENDA

Mayor Stein asked if the council wished to make any changes to the agenda. He stated that City Manager Cobb requested that item 6.2 be moved to February. Mayor Stein asked for a motion to approve the agenda, moving item 6.2 to February. Councilmember Sutton initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

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

6. SPECIAL PRESENTATIONS

6.1. Citizen of the Year 2026 Award

Mayor Stein presented the award for Citizen of the Year 2026 to Connie Schabowski.

6.2. Jacobs Asset Management Plan Update

7. CONSENT AGENDA

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

7.1. Financial Report

7.2. Public Works Report

7.3. Library Report

7.4. Fire Department Report

7.5. Code Compliance Report

7.6. Jacobs Report

7.7. Law Enforcement Report

7.8. Minutes of the December 8, 2025, Regular Council Meeting

7.9. Minutes of the January 6, 2026, Special Council Meeting

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

8.1. LaVante Holmes - 1841 Whispering Oaks Ln, FWB

LaVante Holmes was not present at the time of this item.

8.2. Shiv Patel - 480 E Miracle Strip Pkwy

Shiv Patel, 480 E Miracle Strip Pkwy, thanked the mayor and council for allowing him to speak, discussed the water and sewer billing structure, stating it is outdated, the issues as they apply to hotels, and asked staff and council to review the ordinance. The mayor and council discussed his statements and agreed with them. City Manager Cobb stated that staff can review it and potentially conduct a rate study. Councilmember Carter asked how long it would take, with City Manager Cobb stating it could come back in March. Councilmember Carter discussed comparing Mary Esther to other cities and conducting a rate study, and the council agreed. Mayor Pro Tem Oder emphasized the need to know the cost before continuing. City Manager Cobb stated he will bring it back in the March meeting.

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

None.

10. UNFINISHED BUSINESS

10.1. Consideration: Mary Esther Boulevard Landscaping Project

Public Works Director Lindsey presented the background on this agenda item. Charlie Johnson of Kimley-Horn continued discussing clear sight distances, the plant selection process, and maintenance requirements. Councilmember Coxwell asked whether the oaks are as big as the

others around the city, and Charlie Johnson stated they are a different kind of oak. Mayor Stein asked if there was any more discussion. Hearing none, Mayor Stein asked for a motion to approve the landscape design for the Mary Esther Boulevard median beautification project and authorize staff to proceed to bid. Mayor Pro Tem Oder initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

11. NEW BUSINESS

11.1. Consideration: Award of RFB 2025-02 for Bonded Rubber Trail at Azalea Park

Public Works Director Lindsey discussed the results of RFB 2025-02. Councilmember Sutton asked which version would open the park more quickly, and Public Works Director Lindsey stated the alternative. Councilmember Sutton asked what lines would run through the park in the water sewer pipe rehab, with Public Works Director Lindsey stating the front area. Mayor Stein asked if there was any more discussion. Upon hearing none, Mayor Stein asked for a motion to award RFB 2025-02 to Ranger Rubber LLC in the amount of $117,514 for the bonded rubber trail at Azalea Park, contingent upon satisfactory review of color and material samples. Councilmember Lawson initiated the motion, seconded by Mayor Pro Tem Oder. The motion passed 4-1.

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

11.2. Discussion: West Highway 98 Property

Councilmember Sutton discussed the West Highway 98 property. City Attorney Dykes discussed researching the property, but it is listed as a roadway and can either be platted for a road or abandoned. Mayor Stein asked whether it could be changed, and City Attorney Dykes said it would be returned to the adjacent property owners. Councilmember Coxwell stated that the adjacent property owners were already using the property. Councilmember Sutton stated that abandoning it would take maintenance off the city and increase property ad valorem taxes. City Manager Cobb stated that it was a potential future waterfront access point for the city. Councilmember Carter asked whether a stipulation could be put on it if abandoned, but City Attorney Dykes stated that stipulations were not permitted. Councilmember Coxwell stated there was a similar situation with the roadway at the cemetery. Mayor Pro Tem Oder noted that if the state eliminates ad valorem taxes in the upcoming election, the point is moot.

11.3. Discussion: Proposed Mary Esther Elementary School Closure

City Manager Cobb provided an update on the proposed closure of Mary Esther Elementary School. Parker Destin, School Board member, was present to answer questions. Mayor Pro Tem Oder asked about the methodology. Parker Destin discussed budget constraints, changes in education and alternative offerings, the population pyramid flipping, the aging population, consolidation across the state, budget cuts over the years, funding constraints, and enrollment numbers. Mayor Pro Tem Oder discussed the school board's decision to choose Mary Esther,

school bus issues stemming from the base split between Florosa and Mary Esther Elementary, and the importance of a school in a community. Councilmember Coxwell asked whether Gaetz's reform bill had been passed, and Parker Destin stated it passed the Senate but does not know whether it has a sponsor in the House yet. She asked whether parents know that pulling their kids out of public education would reduce school funding, and why the closure of Mary Esther Elementary was never discussed with the city. Parker Destin stated he hopes the bill gets a House sponsor, potential issues with the government not fixing broken systems, displacing more people than helping, and that he would promise open communication going forward. He also stated that the state government would not promote scrutiny of a program they are pushing. Councilmember Sutton discussed losing the school, COVID's impact on education, the lack of communication, taking care of the families, kids, and staff affected, the school board's consideration of who they sell the property to, and the next steps for everyone. Parker Destin stated there would be more deliberation in the future about what would happen to the property. John Spolski, assistant superintendent, discussed that it is a tough topic, the school district is watching other schools as well, changes in demographics on the north and south sides of the county, visiting other schools to prepare them for the closures, declining enrollment, and the issues surrounding this topic. Councilmember Sutton commended them on their growing graduation rate but stated that changes need to be made in the city. John Spolski discussed building a K-8 school in the north of the county and potentially one in the southern part of the county eventually. Mayor Stein asked about the difference in the results of alternative education. John Spolski stated that he is interested in the long-term results, that the voucher program is affecting elementary schools more than middle and high schools, and that there are difficulties in transitioning from homeschool to public school. Councilmember Lawson asked if a charter school coming in would be an option. Parker Destin stated he did not know, but that charter schools are dealing with similar issues. Councilmember Carter commented on the change from schools to financial institutions, discussing the Fort Walton Beach Home Depot being a former school, and that, in the end, hoping it will be a good outcome for all parties. Mayor Pro Tem Oder asked whether the school board was aware of a petition to stop the school's closure (see attachment), and Parker Destin stated they were.

11.4. Update: Christobal Waterfront Park Project

City Manager Cobb discussed an update on the Christbol Waterfront Park project, including revised plans for the dock and a living shoreline. Mayor Stein asked if there was any discussion, to which there was none.

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

Councilmember Sutton discussed her cruise, attending the Sheriff's Department ceremony, and thanking everyone who showed up for the school closing topic.

Councilmember Coxwell thanked everyone who attended the school closing discussion.

Councilmember Lawson had no additional comments

Mayor Stein discussed attending the ribbon-cutting for Okaloosa Gas and the ribbon-cutting for a new park in Okaloosa County.

Councilmember Carter thanked those who attended the Sheriff's Department ceremony and thanked everyone who showed up for the school closing topic.

Mayor Pro Tem Oder discussed the next library cooperative meeting, the upcoming legislative meetings, and being invited to the mayor's regional roundtable in Ocala.

13. OTHER COMMENTS

City Attorney Dykes had no additional comments

City Clerk Morris reminded council to check their mailboxes and to complete their yearly required training and forms.

City Manager Cobb discussed the upcoming legislative meetings.

14. ADJOURN

The council meeting adjourned at 7:35 p.m.

Minutes approved at the _____ meeting.

_____

Dillon Morris, City Clerk

Start a petition

Stop the closure of Mary Esther Elementary School

Sign petition

512

Verified signatures

Let's get to 1000 signatures!

Petitions with 1,000+ supporters are 5x more likely to win!

Recent signers:

Brittney Beatty • 12 hours ago

Logan Belknap • 12 hours ago

Rondale Graham • 1 day ago

Annie Byers • 1 day ago

Decision Makers: Linda Evanchyk +7

11 Supporter Voices

1 Update

The Issue

Mary Esther Elementary School is more than just an educational institution; it is the heart of our community, a beacon of excellence, and a second home to many. The decision to close Mary Esther Elementary would not only disrupt countless lives but would also sever the strong ties that bind our neighborhood together. With its dedicated staff, exceptional educators, and unparalleled family involvement, Mary Esther has stood out as a pillar of academic achievement and community spirit.

The school's success is anchored in its incredible educators who have nurtured and guided students, fostering not only academic growth but also character development. Their unwavering dedication has resulted in a nurturing and empowering environment where children thrive. Additionally, family involvement at Mary Esther is unmatched. Parents, grandparents, and guardians come together to support the school's endeavors, ensuring that every event is a community effort and that every child gets the utmost care and support, both in and out of the classroom.

Closing Mary Esther Elementary would mean losing this invaluable community resource, a place that has cultivated friendships, community engagement, and cherished memories for students and their families. It would also lead to overcrowded classrooms in nearby schools, degrading the quality of education that our children deserve.

We urge the school board and local authorities to reconsider this decision. Let us explore alternative solutions that prioritize our children's education, such as restructuring the

51 people signed this week

Sign petition

Elementary School's legacy and its continued role as a cornerstone of our community.

We need your support to make your voices heard. We implore everyone who believes in safeguarding our children's future to stand with us. Please sign this petition to keep Mary Esther Elementary School open and thriving.

Report a policy violation

Nicole Potter
Petition Starter

Media inquiries

The Decision Makers

Okaloosa County School Board
3 Members

Linda Evanchyk
Okaloosa County School Board - District 3

Lamar White
Okaloosa County School Board - District 1

Diane Kelley
Okaloosa County School Board - District 5

51 people signed this week

Okaloosa County School Board

Awaiting response

Tim Bryant
Okaloosa County School Board

Awaiting response

Brett Hinley
Okaloosa County School Board

Awaiting response

Okaloosa County School District

Awaiting response

View all 8 Decision Makers

Supporter Voices

51 people signed this week

Kelly, Mary Esther
1 month ago

"My heart is absolutely shattered by this proposal. I am all things Mary Esther Elementary and absolutely love what I do and who I do it with. My history as a Thunderbird began way before employment. I am a product of Okaloosa County Schools and a PROUD PRODUCT OF MARY ESTHER ELEMENTARY. We returned to this area so my girls could be Thunderbirds and..."

Show full text

9 Likes Report

Angela, Arlington
4 days ago

""I'm a Thunderbird, yes a Thunderbird, and I go to Mary Esther Elementary. It's the school I love. A cut above." That song still lives in my heart, because it captures exactly what this school was—and still is—a cut above. Now, as a parent, I find myself telling my own elementary-school-aged daughter about my time at Mary Esther Elementary and how..."

Show full text

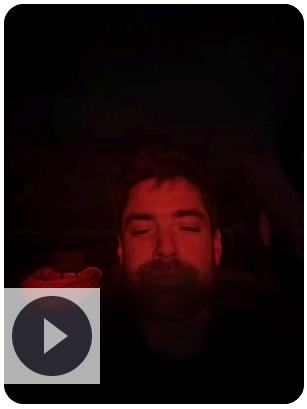
1 Like Report

Aveld, Mary Esther
1 month ago

"Please sign this important petition ! This is awesome that a parent is trying so hard to save this amazing school! My wife's life has been at this school. From her going there as a child, her mother volunteering there, to her volunteering there and then becoming an employee! She eats and breathes Mary Esther Elementary! Go Thunderbirds!!"

6 Likes Report

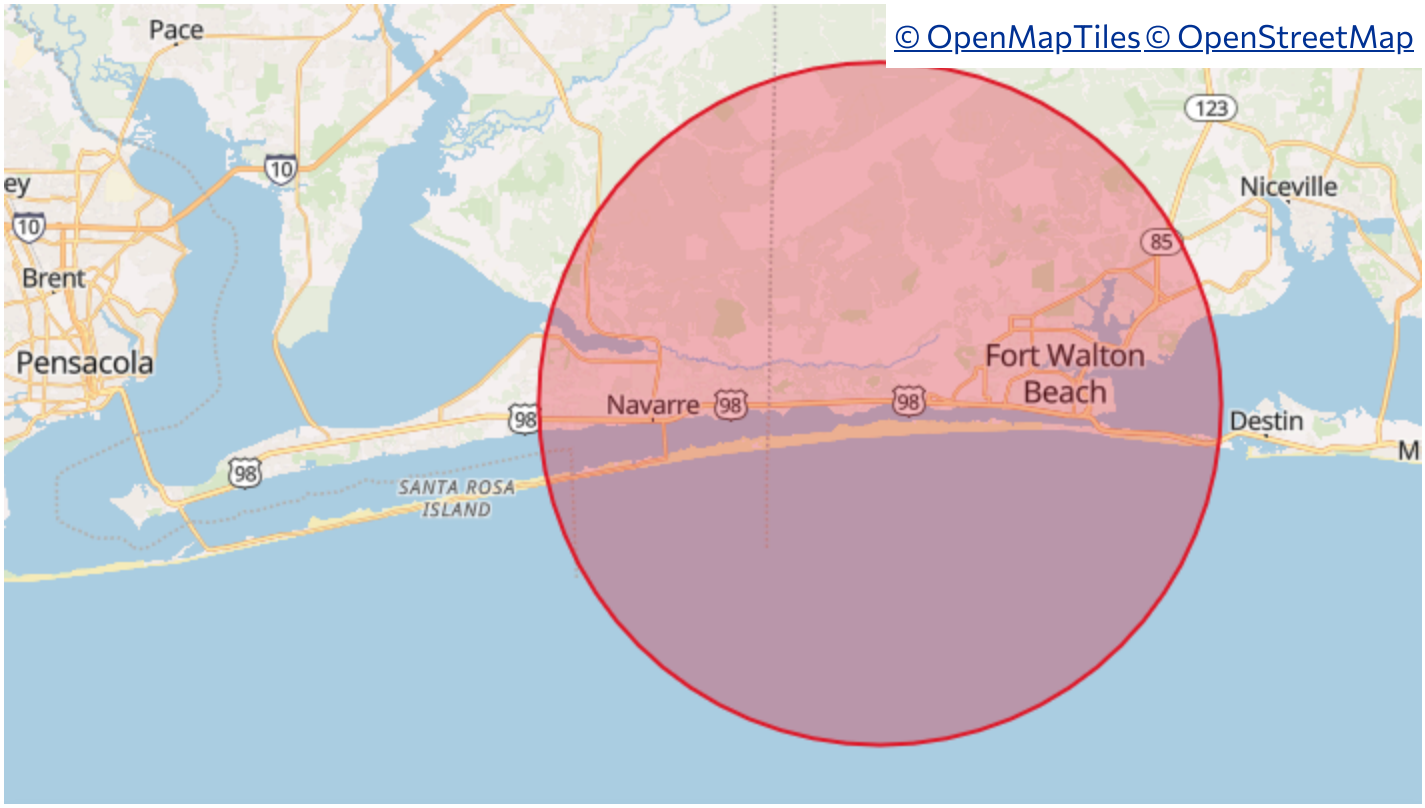
51 people signed this week



Sign and share why you care!

View all supporter voices

About the supporters



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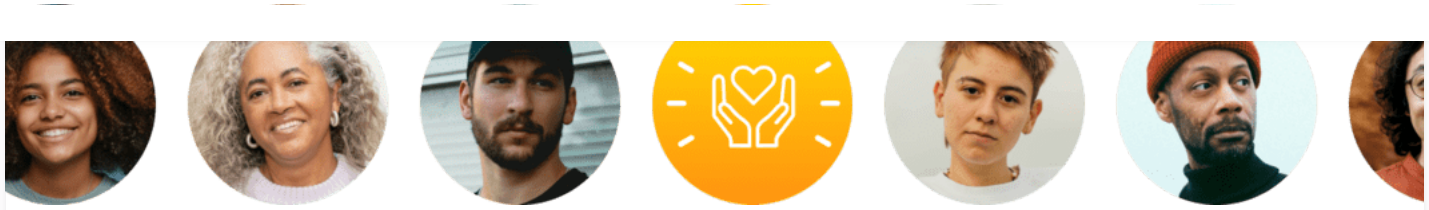
61% of supporters come from: 32569 32548 32547

51 people signed this week



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Petition updates

Let's get more signatures for this petition New

1 month ago • Nicole Potter, Petition Starter

Hi all, I wanted to let you know that we now have 300 signatures on this petition

51 people signed this week

250 supporters!
1 month ago

Nicole Potter started this petition!
1 month ago

Share this petition

Share this petition in person or use the QR code for your own material.

Download QR Code

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Petition created on December 11, 2025

51 people signed this week

Company

About

Impact

Careers

Team

Community

Blog

Press

Community Guidelines

Support

Help

Privacy

Terms

Accessibility Statement

Cookie Policy

Manage Cookies

Connect

X

Facebook

Instagram

TikTok

Guides

Petition Guides

Create Your Petition

Collect Signatures

Reach out to Media

Engage Your Decision Maker

English (United States)

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51 people signed this week

AGENDA ITEM

Agenda Item 11.1.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: February 2, 2026

SUBJECT: First Reading Ordinance 2026-1: Development Review Procedures

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BACKGROUND:
The Florida Legislature enacted Senate Bill 1080 during the 2025 Regular Session, which was signed into law and became effective on October 1st, 2025. SB 1080 revises timeframes for processing development permit applications, requiring confirmation of application receipt within five (5) business days and establishing deadlines for complete reviews and final action.

Local implementation of SB 1080 ensures compliance with state law, promotes timely decision-making, and improves predictability for applicants.

The Legislature has also enacted amendments to § 166.033, Florida Statutes, requiring municipalities to establish clear, written requirements for minimum submittal information, confirmation of receipt of applications, and specific deadlines for review and action on such applications.

The proposed ordinance aims to align the City's development review process with these new state requirements, establish clear procedures and deadlines for reviewing development applications, define roles and limitations for the Technical Review Committee, and ensure efficient, transparent, and lawful handling of both major and minor development projects. These measures intend to promote timely investment and compliance with statutory mandates while protecting public interests.

DISCUSSION:
Upon receiving a development application, the Administrative Authority must conduct a sufficiency review and notify the applicant within five business days whether the application is complete or has deficiencies.

Major and minor development applications require a first compliance review within 30 calendar days of the sufficiency review's completion. Applicants have 30 days to address deficiencies; subsequent reviews shall be completed within 10 days of resubmittal.

The City may request additional information no more than three times, unless the applicant waives that right. Before a third request is made, a meeting must be offered to resolve the issues. If the applicant responds promptly, the City must deem the application complete and proceed

with approval or denial.

Applications not requiring hearings must be decided within 120 days of completeness; those requiring hearings must be decided within 180 days. Extensions can be agreed upon, and decisions must include written findings. Timeframes reset if substantive changes occur.

Refunds are required for failure to meet deadlines unless the delay is caused by the applicant, an agreed extension, or a force majeure event.

Sections 2.06.00, 2.07.00, and 2.08.00 are amended to detail procedures for development plan review, including the roles of the Technical Review Committee, review timelines, and processing steps for major and minor developments, in accordance with statutory requirements.

The City must issue a Final Development Order within 30 calendar days of application if all requirements are met, detailing conditions, schedules, bonds, and compliance assurances; this order is required before construction permits.

FINANCIAL IMPACT:
There is no anticipated financial impact.

RECOMMENDATION:
Motion to approve the first reading of Ordinance 2026-1.

ATTACHMENT(S):
1. Ordinance 2026-01
2. Business Impact Estimate Ord. 2026-1

ORDINANCE 2026 - 01

AN ORDINANCE OF THE CITY OF MARY ESTHER, FLORIDA; ESTABLISHING PROCEDURES AND TIMEFRAMES FOR REVIEW OF DEVELOPMENT APPLICATIONS; DEFINING TECHNICAL REVIEW COMMITTEE AND CHAIR; AMENDING LAND DEVELOPMENT CODE SECTION 2.06.00, 2.07.00; 2.08.00; AND INCORPORATING PROVISIONS OF CHAPTER 2025-177 (SB 1080); PROVIDING FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is the City Charter, and § 166.033, Florida Statutes, amended by Chapter 2025-177, Laws of Florida.

SECTION 2 – PURPOSE. The purpose of the Ordinance is to amend the Land Development Code, development review procedures to:

1. Align the City's development application review procedures with the requirements of § 166.033, Florida Statutes, as amended by Chapter 2025-177, Laws of Florida (SB 1080); and

2. Establish clear and enforceable timeframes for sufficiency and compliance reviews for both major and minor development order applications; and

3. Provide transparency to applicants regarding review processes and deadlines; and

4. Enhance efficiency and predictability in the development review process while ensuring that applications are processed in accordance with state law and the City's Land Development Code; and

5. Protect the public interest by promoting orderly growth, encouraging timely investment, and maintaining compliance with statutory mandates.

6. Defining members of the Technical Review Committee and setting limitations on their responsibilities and authority.

SECTION 3 - FINDINGS OF FACT. The City Council of the City of Mary Esther, Florida, finds the following:

A. The Florida Legislature enacted Senate Bill 1080 during the 2025 Regular Session, which was signed into law and became effective October 1st, 2025.

B. SB 1080 revises timeframes for processing development permit applications, requiring confirmation of application receipt within five (5) business days and establishing deadlines for complete reviews and final action.

C. Local implementation of SB 1080 ensures compliance with state law, promotes timely decision-making, and improves predictability for applicants.

D. The Legislature has also enacted amendments to § 166.033, Florida Statutes, requiring municipalities to establish clear, written requirements for minimum submittal information, confirmation of receipt of applications, and specific deadlines for review and action on such applications.

E. The City of Mary Esther desires to comply with these statutory mandates while maintaining a fair and efficient review process for both major and minor development projects.

SECTION 4- RECEIPT AND SUFFICIENCY REVIEW

1. Upon receipt of a development permit application or development order application, the Administrative Authority shall conduct a Sufficiency Review and, within five (5) business days of receipt, provide written notice to the applicant acknowledging receipt of the application and stating whether the application is complete or specifying deficiencies.

SECTION 5- COMPLIANCE REVIEW TIMEFRAMES

1. Major development applications require a first compliance review to be completed within thirty (30) calendar days after the completion of the Sufficiency Review.
2. If deficiencies are found for major development applications, the applicant has thirty (30) calendar days to address the deficiencies by submitting the required additional information following notice from the City's compliance review.
3. All subsequent major development reviews shall be completed within ten (10) calendar days of resubmittal.
4. Minor development applications require a first compliance review to be completed within thirty (30) calendar days after completion of the Sufficiency Review.
5. If deficiencies are found for minor development applications, the applicant has thirty (30) calendar days to address the deficiencies by submitting the required additional information following notice from the City's compliance review.
6. All subsequent minor development reviews shall be completed within ten (10) calendar days of resubmittal.

SECTION 6- STATUTORY LIMITATIONS ON INFORMATION REQUESTS

The City shall comply with § 166.033(3), Florida Statutes, including:

1. No more than three (3) requests for additional information, unless waived in writing by the applicant.

2. Before a third request for additional information, the applicant must be offered a meeting to attempt to resolve outstanding issues.
3. If a municipality makes a third request for additional information and the applicant submits the required additional information within thirty (30) days after receiving the request, the municipality must deem the application complete within ten (10) days after receiving the additional information or proceed to process the application for approval or denial unless the applicant waived the municipality's limitation in writing.
4. Applications shall be processed by the City, at the applicant's request, when a request for additional information is not authorized by ordinance, rule, statute, or other legal authority.

SECTION 7- DECISION DEADLINES

1. For applications that do not require final action through a quasi-judicial hearing or a public hearing, the municipality must approve, approve with conditions, or deny the application for a development permit or development order within one hundred and twenty (120) days after the municipality has deemed the application complete.
2. For applications that require final action through a quasi-judicial hearing or a public hearing, the municipality must approve, approve with conditions, or deny the application for a development permit or development order within one hundred and eighty (180) days after the municipality has deemed the application complete.
3. Both parties may agree in writing or in a public meeting or hearing to an extension of time, particularly in the event of a force majeure or other extraordinary circumstance.
4. An approval, approval with conditions, or denial of the application for a development permit or development order must include written findings supporting the municipality's decision.
5. The timeframes contained in this subsection restart if an applicant makes a substantive change to the application. The term "substantive change" means an applicant-initiated change of fifteen (15) percent or more in the proposed density, intensity, or square footage of a parcel

SECTION 8: REFUNDS FOR UNTIMELY ACTION

1. Refunds shall be issued as provided in § 166.033(4), Florida Statutes, for failure to meet statutory deadlines, except when delays are caused by the applicant, agreed extensions, or force majeure.

SECTION 9: - Section 2.06.00 titled "Procedures for Development Plan Review", Article II, Section 2.07.00 titled "Final Development Order", and Section 2.08.00 "Review or Development Plans for Minor Developments" of the Mary Esther Land Development Code, is hereby amended (note ~~strikethrough~~ text indicates deletions, underline text indicates additions):

2.06.00- PROCEDURES FOR DEVELOPMENT PLAN REVIEW

All major developments must be submitted to the Technical Review process delineated in this section. Minor developments need not be submitted to this review, however, the review is recommended to developers for any proposal which may be controversial.

A. Developer or owner authorized applicant shall file completed checklists and development plans with the City Manager, or ~~his~~ their designee, as a prerequisite to obtaining technical review committee action.

B. Within ~~seven (7)~~ five (5) ~~working~~ business days of receipt of an application for sufficiency review, the City Manager, or ~~his~~ their designee, shall:

1. Determine that the application is incomplete and inform the ~~developer~~ applicant, in writing, as to the deficiencies. The ~~developer~~ applicant shall submit an amended application within thirty (30) ~~working~~ calendar days to maintain the application's relative position and priority for plan review;

2. Determine that the submittals are complete as received and proceed with review procedures.

C. All major developments ~~The proposal~~ shall be placed on the agenda for the next scheduled meeting of the City Technical Review Committee provided the required notice can be made. The acting chair of the Technical Review Committee, which may be the City Manager or their designee that is a full time City employee (not a contractor or third party employee), may determine that a formal scheduled meeting of the Technical Review Committee is not required; in that case, the Technical Review Committee may meet ad hoc or in a manner deemed appropriate to provide sufficient understanding and review of the proposal throughout the first compliance review stage.

D. Members of the Technical Review Committee shall include all pertinent reviewers who provide comments to the applicant, such as members of city staff and third-party reviewers. Members of the Technical Review Committee shall receive copies or otherwise obtain information pertinent to their functional areas of the application immediately after the applicant has been found sufficient. ~~prior to the scheduled review meeting~~.

E. The Technical Review Committee shall review the proposal and submit comments within thirty (30) calendar days upon completion of the sufficiency review, if any, in writing to the acting chair~~man~~ of the committee~~, who may be either the City Manager or his designee~~. The chair~~man~~ shall assemble comments and forward the same ~~with written opinion and policy guidance from the City Manager~~, attached thereto the applicant.

F. If the first compliance review is found to be compliant, the acting chair of the committee will provide a staff report containing all pertinent information with written opinion and policy guidance from the City Manager, City Attorney, or any pertinent city official to the LPA/City Council and the item will be placed on the agenda(s) of the LPA/City Council.

G. If the application requires subsequent reviews, the applicant has thirty (30) days to respond to deficiencies and submit a response to the acting chair of the Technical Review Committee. The Technical Review Committee shall have ten (10) calendar days to review the response from the applicant and to provide a response to the applicant. The City shall only make a maximum of three (3)

requests for additional information, unless waived in writing by the applicant. Before a third request for additional information, the applicant must be offered a meeting to attempt to resolve outstanding issues. If the City makes a third request for additional information and the applicant submits the required additional information within thirty (30) days after receiving the request, the City must deem the application complete within ten (10) days after receiving the additional information or proceed to process the application for approval or denial unless the applicant waived the municipality's limitation in writing.

H. Applications shall be processed by the City, at the applicant's request, when a request for additional information is not authorized by ordinance, rule, statute, or other legal authority.

I. The application shall be closed out with a final decision of approval, approval with conditions, or denial from the City Council within a total of one hundred and eighty (180) days after the application has been found sufficient, with the possibility for an extension agreed upon by both parties in writing, in a public meeting, or hearing, especially in the event of a force majeure or extenuating circumstances.

J. Refunds shall be issued as provided in § 166.033(4), Florida Statutes, for failure to meet statutory deadlines, except when delays are caused by the applicant, agreed extensions, or force majeure.

K. Information in the staff report provided to the LPA/City Council shall include but not be limited to the following:

1. Characteristics of the site and surrounding area, including important natural and man-made features, the size and accessibility of the site and surrounding land uses.
2. Impact on concurrency requirements and Level of Service Standards (LOS).
3. The nature of the proposed development, including land use types and densities; the placement of proposed buildings and other improvements on the site; the location, type and method of maintenance of open space and public use areas, if any; the preservation of natural features or protection of sensitive lands, if any; proposed parking areas; internal traffic circulation systems, if any; the approximate total ground coverage of paved areas and structures; and water and sewage distribution, collection and treatment systems.
4. Conformity of the proposed development with the Comprehensive Plan, this Code and other applicable regulations.
5. Other applicable factors, rules, regulations or criteria prescribed by the Comprehensive Plan, this Code or other Law.
6. Staff findings shall be limited to those criteria not preempted by state law for development proposals that qualify under §166.04151, Florida Statutes, as amended.

~~F~~L. The LPA/City Council upon receipt of the Technical Review Committee Report shall:

1. Determine conformity of the proposed development with the Comprehensive Plan, this Code, other applicable requirements and the items enumerated in ~~E~~ K above.
2. Hear and address concerns and desires of surrounding landowners and other affected

persons.
3. Consider any rule, objective or policy of the Comprehensive Plan or any other criterion applicable to the particular development proposals in formulating its recommendation to either approve or deny the development proposal.

4. Record its deliberations and findings for review and final approval when convened as the City Council.

~~G~~L. Following the required public notice and hearing, the City Council shall approve, approve with conditions or deny ~~accept, reject or accept with modifications~~ the recommendation.

1. In the event of acceptance of previous findings, the proposal shall be either approved or denied. If approved, the Council shall instruct the City Manager to authorize the issuance of a Preliminary Development Order. An approval, approval with conditions, or denial of the application for a development permit or development order must include written findings supporting the municipality's decision. The City Manager or their designee shall provide the Preliminary Development Order for an approved application to the applicant within three (3) calendar days of the approval.

2. If the proposal is approved with minor modifications or conditions, a Preliminary Development Order may be authorized by the City Manager upon receipt of the modifications from the applicant. If substantive changes are made to the application after a Preliminary Development Order has been approved, the proposal will need to go back to City Council for approval (The term "substantive change" means an applicant-initiated change of fifteen (15) percent or more in the proposed density, intensity, or square footage of a parcel.) The timeframes for approval restart if an applicant makes a substantive change to the application

3. If the proposal is disapproved in the Development Review process by City Council, the ~~Developer~~ applicant may resubmit a proposal for technical review within sixty days (60) and retain inline priority consideration for such services as sewage and water capacity allocations. If the proposal fails to be approved during the second scheduled Development Review procedure, all earlier submittal dates are voided.

~~H.~~ M. For applications that do not require final action through a quasi-judicial hearing or a public hearing (i.e. minor developments) the City must approve, approve with conditions, or deny the application for a development permit or development order within one hundred and twenty (120) days after the municipality has deemed the application complete.

1. Minor development applications do not require a technical review committee meeting, but one may be scheduled formally or ad hoc where appropriate. Minor developments are reviewed by city staff where applicable and require a first compliance review to be completed within thirty (30) calendar days after completion of the Sufficiency Review.

2. If deficiencies are found for minor development applications, the applicant has thirty (30) calendar days to address the deficiencies by submitting the required additional information following notice from the City's compliance review.

3. All subsequent minor development reviews shall be completed within ten (10) calendar days of resubmittal.

2.07.00 - FINAL DEVELOPMENT ORDER

Provided the Final Development Plan meets all requirements described in the Preliminary Development Order, as determined by the City Manager, or ~~his~~ their designee, the City shall issue a Final Development Order to the Developer or owner authorized applicant within ~~twenty (20) days~~ thirty (30) calendar days of application for said Final Development Order. The Final Development Order is NOT a construction permit. An approved Final Development Order is required prior to the City's issuance of any construction permit(s). A Final Development Order shall, as a minimum, include the following:

A. A determination that, where one was required, a valid Preliminary Development Order exists for the requested development;

B. An approved Final Development Plan with findings and conclusions;

C. A determination that all conditions of the Preliminary Development Order have been met;

D. If modifications must be made to the development plan before Final Development Order may be issued, a listing of those modifications and the time limit for submitting a modified plan (not more than ~~20~~ thirty [30] calendar days);

E. Notification that development shall commence within a twelve (12)-month period and continue until completion in good faith in accordance with terms and conditions of approval;

F. If necessary to maintain concurrency, a schedule of construction phasing consistent with the availability of capacity of one or more services and/or facilities;

G. If necessary or required, a schedule of public services or public facilities to be provided by the applicant, prior to the issuance of any Certificate of Occupancy or within specified time periods;

H. Any alternate service impact mitigation measures to which the applicant has committed in a recordable written instrument;

I. A bond in the amount of one hundred and twenty (120) percent of the cost of any public improvements required as a result of the anticipated impact of the development or as may be required by regulations in this Code or other law; and

J. Such other conditions as may be required to assure compliance with this Code, the Comprehensive Plan, or other law.

2.08.00 - REVIEW OF DEVELOPMENT PLANS FOR MINOR DEVELOPMENTS

The developer or owner authorized applicant of a proposed minor development may choose to submit the proposed development to both a preliminary and final review, or to a single final review.

2.08.01 General Procedures: The developer or owner authorized applicant of a proposed minor development shall submit a preliminary development plan or a final development plan to the City Manager, or their designee.

A. If the developer chooses to submit to both a preliminary and final review, the procedures in 2.08.01 and 2.08.02 below shall be followed;

B. If the developer chooses to submit to a single final review only the procedures of 2.08.01 shall be followed.

All minor development applications shall be processed in accordance with the timelines and procedures for non-quasi-judicial development orders established by state law

A.Within five (5) ~~working~~ business days of receipt of the plan; the City Manager, or their designee, shall:

1.Determine that the plan is complete and proceed with the procedures below; or

2.Determine that the information is incomplete and inform the developer in writing of the deficiencies. Such notice shall identify the specific deficiencies based on the City's published minimum application requirements.

The developer may submit an amended plan within thirty (30) days without payment of a re-application fee, but, if more than thirty (30) days have elapsed, the developer must thereafter re-initiate the review process and pay additional fees. The applicant may submit the required additional information within thirty (30) calendar days. Review timeframes shall be tolled during the applicant's response period to the extent permitted by state law.

B. The proposed plan shall be placed on the agenda for the next scheduled meeting of the City Technical Review Committee provided required notice can be made. If determined necessary by the City Manager or their designee, the proposed plan may be scheduled for review by the City Technical Review Committee.

C. Members of the Technical Review Committee shall receive copies of the plan or otherwise obtain information pertinent to their functional areas prior to the scheduled review meeting.

D. The Committee shall review the proposed development plan pursuant to Section 2.06

E of this Article and report its findings to the City Manager, or their designee.

E. The City Manager or their designee shall review the plan and comments of the Technical Review Committee ~~and with the requirements of this Code pursuant to guidance received from the Committee~~ for compliance with the Comprehensive Plan, this Code, and other applicable law.

F. Within five (5) ~~working~~ business days of the meeting of the Technical Review Committee, the City Manager, or their designee(s) shall:

1. Issue a Preliminary Development Order if it was a preliminary development plan that was reviewed. The Preliminary Development Order shall, as a minimum, contain:

a. The approved preliminary development plan with findings and conclusions.

b. A listing of conditions that must be met and modifications to the preliminary development plan, if any, that must be made in order for a Final Development Order to be issued. The modifications shall be described in sufficient detail and exactness to permit a developer to amend the proposal accordingly.

c. A listing of federal, state or regional permits, if any, that must be obtained in order for a Final Development Order to be issued.

d. The time period for which the Preliminary Development Order is valid. (This indicates that capacity of public facilities and/or services is available concurrent with the impacts of the proposed development, provided that a complete application for a Final Development Order is submitted prior to the expiration date of the Preliminary Development Order.)

e. Notice that the Preliminary Development Order does not constitute a Final Development Order and that one or more concurrency determinations subsequently may be required. The notice may include a provisional listing of facilities for which commitments may be required prior to the issuance of a Final Development Order.

f. Such other conditions as may be required or necessary in order to comply with regulations in this Code or other law.2.Issue a Final Development Order complying with Section 2.07 of this Article if it was a final development plan that was reviewed; or3.Deny the applicant a Preliminary or Final Development Order based upon the applicant's failure to meet the requirements of this ~~Code in the proposed development plan(s)~~ with written findings identifying the specific legal basis for denial and the actions necessary for approval.

2.08.02 Approval of Final Development Plans: If the developer (applicant) chooses to submit a preliminary development plan for review, a final development plan shall be submitted within six (6) months of approval of the preliminary plan. If this deadline is not met, the preliminary development order expires.

Within ten (10) ~~working~~ business days, the City Manager, or their designee, shall

determine whether the final development plan can be approved or denied based on whether the plan conforms to the approved preliminary plan and the conditions, if any, imposed during preliminary review. Upon making such determination, the City Manager, or their designee, shall:

A. Issue a Final Development Order complying with Section 2.07 of this Article; or

B. ~~Deny the applicant an approved Final Development Order based upon the failure of the proposed final development plan to comply with the conditions or regulations imposed by the Preliminary Development Order and inform the applicant, in writing, that he may resubmit his modified proposed final development plan within five (5) working days in order to maintain his relative position and priority in the plan review and service or facility allocation process. If the applicant fails to meet this deadline all earlier submittal dates are voided and development of the land in question cannot be approved unless a new application is submitted at the first appropriate step in this procedure.~~ Deny the applicant an approved Final Development Order based upon the failure of the proposed final development plan to comply with the conditions or regulations imposed by the Preliminary Development Order and inform the applicant, in writing, of the specific deficiencies and the actions necessary to achieve compliance. The applicant may submit a revised final development plan addressing the identified deficiencies within sixty (60) calendar days of the written denial. Applications submitted after this period shall be treated as new applications. Nothing herein shall be construed to restart or extend statutory review deadlines except as expressly authorized by state law.

SECTION 10: CONFLICTS. In any case where a provision of this Ordinance is found to be in conflict with a provision of any other ordinance of the City, the provision which establishes the higher standards for the promotion and protection of the health and safety of the people shall prevail.

SECTION 11 – CODIFICATION. The provisions of Sections 1–9 of this Ordinance shall be incorporated into the City Code, codified as amendments to Land Development Code 2.06, 2.07, and 2.08, and may be renumbered or relettered accordingly.

SECTION 12 – SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a Court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 13 – EFFECTIVE DATE. This Ordinance shall take effect immediately upon adoption.

So Done this _____ day of _____, 2026.

By:_____
Chris Stein, Mayor
City of Mary Esther, Florida

ATTEST:

_____

Dillon Morris
City Clerk

1st Reading:
Published:
2nd Reading:

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published. This Business Impact Estimate may be revised following its initial posting.

AN ORDINANCE OF THE CITY OF MARY ESTHER, FLORIDA; ESTABLISHING PROCEDURES AND TIMEFRAMES FOR REVIEW OF DEVELOPMENT APPLICATIONS; DEFINING TECHNICAL REVIEW COMMITTEE AND CHAIRMAN; AMENDING LAND DEVELOPMENT CODE SECTION 2.06.00, 2.07.00; 2.08.00; AND INCORPORATING PROVISIONS OF CHAPTER 2025-177 (SB 1080); PROVIDING FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

Ordinance 2026-01

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance:

☒ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☒ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

[1] See Section 166.041(4)(c), Florida Statutes.

d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If no exemption applies, in accordance with the provisions of controlling law, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
To amend the land development code, development review procedures to align the City's development application review procedures with the requirements of 166.033 F.S., as amended by Ch. 2025-177 (SB 1080) and establish a clear and enforceable timeframes for sufficiency and compliance reviews for both major and minor development order applications and provide transparency to applicants regarding review processes and deadlines, enhance efficiency and predictability in the development review process while ensuring that applicants are proposed in accordance with state law and the City's LDC, and protect the public interest by promoting orderly growth, encouraging timely investment, and defining members of the TRC.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City if any: (a) An estimate of direct compliance costs that businesses may reasonably incur; (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
No direct economic impacts are anticipated.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:
No business will be impacted. This ordinance applies to private property in commercial or residential zoning districts, and must be initiated by the property owner.

4. Additional information the governing body deems useful (if any):

AGENDA ITEM

Agenda Item 11.2.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: February 2, 2026

SUBJECT: Resolution 26-01: Updating the Governance Handbook

BACKGROUND:
The Governance Handbook establishes the framework for effective governance within the City of Mary Esther. It defines the purpose, roles, responsibilities, cultural expectations, and protocols that enable the governance team—comprising the Mayor, City Council, City Manager, City Clerk, and City Attorney—to work collaboratively in service to our community.

The current handbook was adopted in Fiscal Year 2023. Per Section E.5.2, the governance protocols should be reviewed following the election or appointment of new Councilmembers. Staff has prepared an updated Fiscal Year 2026 edition that incorporates minor updates discussed at our workshop last Fall.

DISCUSSION:
The proposed FY 2026 Governance Handbook includes the following updates:

1. Updated Fiscal Year designation and current roster of officials.
2. City Clerk Duties (Section 1.3.4): Added language clarifying the City Clerk's role as executive assistant to the City Council, including coordination of travel arrangements and training registration.
3. City Clerk Supervision (Sections 1.3.6 and 1.3.7): Updated language to align the handbook with the City Clerk job description previously approved by Council. The revised language clarifies that while the City Clerk is appointed by and serves at the pleasure of the City Council, day-to-day supervision and annual performance evaluation is conducted by the City Manager, subject to Council approval.
4. Updated design to reflect the City's official branding and color palette.

No changes have been made to the substantive governance protocols in Sections D (Culture) or E (Protocols).

FINANCIAL IMPACT:
None.

RECOMMENDATION:

Motion to adopt Resolution 26-01, adopting the City of Mary Esther Governance Handbook for Fiscal Year 2026.

ATTACHMENT(S):

1. Resolution 26-01
2. Exhibit A - FY 2026 Governance Handbook

RESOLUTION 26-01

A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, ADOPTING THE GOVERNANCE HANDBOOK FOR FISCAL YEAR 2026

WHEREAS, the City Council of the City of Mary Esther is committed to effective governance that balances community values and priorities to enhance the well-being of our residents; and,

WHEREAS, the Governance Handbook establishes the purpose, roles, responsibilities, cultural expectations, and protocols for the governance team; and,

WHEREAS, the City Council finds it appropriate to periodically review and update the Governance Handbook to ensure it reflects current practices and organizational structure; and,

WHEREAS, the City Council has reviewed the proposed Fiscal Year 2026 Governance Handbook and finds it to be in the best interest of the City to adopt the same.

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

1. Adoption. The City Council hereby adopts and approves the City of Mary Esther Governance Handbook for Fiscal Year 2026 as presented.

2. Supersession. This Resolution and the attached Governance Handbook supersede any previously adopted governance handbook or governance protocols.

3. Effective Date. This Resolution shall take effect immediately upon adoption.

SO DONE this _____ day of _____, 2026.

By: _____
Chris Stein, Mayor

ATTEST:

_____
Dillon Morris, City Clerk

CITY OF MARY ESTHER

Governance Handbook

Fiscal Year 2026

City Manager
Jared Cobb

City Clerk
Dillon Morris

City Attorney
Hayward Dykes

Mayor
Chris Stein

City Council
Bernie Oder, Mayor Pro Tem
Susan Coxwell
Richard Lawson
Larry Carter
April Sutton

This handbook reflects the governance team's work on creation of a framework for effective governance. This involves ongoing discussions about the purpose, roles, commitment to norms and agreement on protocols that will enable the governance team to perform its responsibilities in a way that best benefits the community.

A. GOVERNANCE

1. Effective governance is the process of reaching agreements that balance community values and priorities to enhance the well-being of the community. This includes the basic behaviors and characteristics that enable governance team members to maintain the required focus to establish a climate for excellence within a city government.

B. PURPOSE

1. Within the context of a governance team, purpose is a common focus, overarching goals, and the values and beliefs team members share about their community that help them transcend their individual differences to fulfill a greater purpose.

2. *"Our shared purpose is to provide a high quality of life for our residents, supportive environment for our businesses, and financial sustainability for our organization."*

2.1. We want to build trust with the community and move the city forward.

2.2. We want to become an effective team.

2.3. We want to understand our collective responsibilities.

2.4. We want to be a team with a common focus so that we are not a distraction to the community, but a catalyst for the focused efforts of employees.

2.5. We want the community to be able to see evidence of this focused direction.

2.6. We want to be partners with the staff in positive change.

2.7. We want to oversee the development of first-rate programs, services, and facilities, ensuring that we continue to improve.

2.8. We want to engage residents to develop long-range plans for our community.

2.9. We want to perpetuate a legacy of positive culture as people come and go.

C. ROLES AND RESPONSIBILITIES

1. To be successful it is critical that each member of the governance team understands his or her role in the organization, takes ownership, and is accountable for results achieved. The following is a brief overview of the principal roles and responsibilities of each member of the governance team, as established by the City Charter and best practices for each position.

1.1. Mayor

The Mayor serves as the presiding officer for City Council meetings, head of government for all ceremonial and military purposes, and will:

1.1.1. Convene and facilitate City Council meetings.

1.1.2. Represent the City at official functions and events.

1.1.3. Execute contracts, agreements, deeds, and other official documents.

1.1.4. Consult Councilmembers to review potential changes to the Council meeting calendar.

1.1.5. Partner with the City Manager in anticipating issues and concerns of Councilmembers.

1.1.6. Involve the Mayor Pro Tem in matters as appropriate in a collaborative role.

1.1.7. Help facilitate the orientation of new Councilmembers.

1.1.8. Clearly communicate and announce City Council meeting protocols, procedures, and guidelines for speaking or testifying at Council meetings.

1.2. Mayor Pro Tem

In addition to serving as a Councilmember, the Mayor Pro Tem supports the Mayor and City Manager and will:

1.2.1. Participate with the Mayor as necessary in representing the City at official functions.

1.2.2. Help facilitate the orientation of new Councilmembers.

1.2.3. Perform the functions, exercise powers, and execute duties of the Mayor in his/her absence.

1.3. City Clerk

The City Clerk supports the Mayor and City Council and will:

1.3.1. Provide notice of City Council meetings to the Council and public.

1.3.2. Draft minutes of all City Council meetings for review and approval.

1.3.3. Archive and maintain responsibility of all public records.

1.3.4. Serve as executive assistant to the City Council, including coordination of travel arrangements and training registration.

1.3.5. Perform other duties as directed by the City Council.

1.3.6. Appointed by and serves at the pleasure of the City Council.

1.3.7. The City Manager provides day-to-day supervision and conducts the annual evaluation, subject to Council approval.

1.4. City Attorney

The City Attorney supports the Mayor, City Council, City Clerk, City Manager and will:

1.4.1. Review City Council agendas, meeting packets, and other materials.

1.4.2. Attend City Council meetings and provide legal advice and services.

1.4.3. Provide legal services to the Mayor, City Clerk, and City Manager in support of their roles.

1.4.4. Perform other legal services as directed by the City Council.

1.4.5. Reports to the City Council.

1.5. City Council

The role of the City Council is to ensure the provision of quality public services in accordance with community values and priorities. To accomplish this, the Council will work as a team to:

1.5.1. Set the direction for the City by engaging residents, businesses, and other stakeholders.

1.5.2. Establish an effective and efficient structure by employing the city manager, developing and adopting policies, establishing service expectations, establishing budget priorities and adopting the budget, and providing facilities to support the provision of public services.

1.5.3. Provide support to the City Manager and staff by following standards of responsible governance, making decisions and providing resources that support City priorities and goals, upholding Council policies, and being effective spokespersons by being knowledgeable about City programs and goals.

1.5.4. Ensure accountability through evaluation of the City Manager; monitoring and evaluating policies; serving as a judicial and appeals body; monitoring service benchmarks and program effectiveness; and approving, monitoring, and adjusting city budgets.

1.5.5. Provide community leadership and advocacy on behalf of the city and local government.

1.6. City Manager

The City Manager is the chief administrative officer of the City and will:

1.6.1. Oversee the daily operations of the City.

1.6.2. Manage the personnel and financial resources of the City.

1.6.3. Recommend policies, programs, and projects to support the goals of the Council.

1.6.4. Lead the staff toward the accomplishment of the agreed upon goals.

1.6.5. Submit a budget to the City Council that supports the goals set by Council.

1.6.6. Perform other duties as directed by the Council.

1.6.7. Reports to the City Council.

D. CULTURE

1. Culture is the positive or negative atmosphere created by the way people in an organization treat each other. Teams have unwritten (implicit) or written (explicit) agreements about how they will behave with each other and others. These behavioral ground rules, often called norms, enable teams to build and maintain a positive culture or shift a negative one.

2. Because the community elects City Council members to set and monitor the direction of the City, and the City Manager translates all efforts into action, it is vital that the City Council and City Manager have a respectful and productive working relationship based on trust and open communication.

3. The governance team commits to accomplishing these standards and roles through:

3.1. Focusing on stakeholders

3.2. Adherence to the Sunshine Law

3.3. Demonstrating respect

3.4. Creating transparency

3.5. Communicating openly

3.6. Listening actively

3.7. Keeping commitments

3.8. Being collaborative

3.9. Taking the time needed to govern effectively

3.10. Encouraging everyone's ideas and point of view

E. PROTOCOLS

1. Leadership and Roles

1.1. Councilmembers carry authority only as a Council, not as individuals. Individuals can request action by bringing up a new idea, explaining their interest in a course of action and working to get a Council majority to support moving in that direction.

1.1.1. Council members will respect the special magistrate process and defer, as an individual, from any active participation in the magistrate process.

1.2. When a majority of the Council, sitting in a formal meeting, requests action, that request should be made in the context of the intended results (what is to be accomplished), not the methods used to achieve those results.

1.3. To be effective representatives of the City of Mary Esther, the Mayor and Councilmembers will:

1.3.1. Always behave in a manner that reflects positively on the City.

1.3.2. Refrain from obligating the City Council and/or administration by actual speech or implication, unless authorized to do so by the City Council.

1.3.3. Represent the City at various community events.

1.3.4. Refer any concerns, questions, or comments to the City Manager as specified in the protocol on responding to concerns.

1.3.5. Reinforce with the community the key messages agreed upon by the City Council.

1.4. In responding to concerns regarding the work of the City Council, the Mayor and Councilmembers will:

1.4.1. Receive the information, remembering that only one side of the story is being presented (listening).

1.4.2. Repeat the information – when appropriate, paraphrase to ensure understanding.

1.4.3. Remind the individual that a Councilmember has no authority as an individual and share the appropriate line of command and process to follow to address their concern.

1.4.4. Re-Direct – Thank them for sharing their thoughts and refer them to the appropriate staff member and, if necessary, encourage them to initiate the formal complaint process.

1.4.5. Report – In a timely manner, inform the City Manager.

1.4.6. When interacting with the public and their constituents, the Mayor and Councilmembers will hold to the highest level of professional and ethical conduct, including emphasizing the positive aspects of the City.

2. Mayor and City Council Relationship with Staff and the Community

2.1. When individually visiting departments, as a professional courtesy, the Mayor and Councilmembers are encouraged to notify the City Manager that they will be visiting a department, and may provide input to the City Manager on issues or concerns that may arise from such a visit.

2.2. At no time, while visiting a department shall the Mayor or Councilmember make promises, either overt or implied, interfere with administration, or involve himself or herself in personnel issues.

2.3. The Mayor and Councilmembers shall not request any information from staff beyond that which would be provided to any regular community member.

2.3.1. Staff members are directed to relay requests from the Mayor or Councilmembers to their supervisor to ensure that appropriate information is provided to the Mayor and all Councilmembers.

2.3.2. Department heads are directed to relay requests from the Mayor or Councilmembers to the City Manager to ensure that appropriate information is provided to the Mayor and all Councilmembers.

2.3.3. This protocol does not imply a censoring of any private and informal conversations.

3. City Council Meetings and the Agenda

3.1. Meetings will be conducted in such a way as to allow the public to provide input in the time allotted to ensure that multiple voices of the community inform Council deliberations; however, when the Council deliberates, it will be a time for the Council to listen and learn from each other, taking public input into consideration without re-engaging the public. Council meetings are held in public to provide the opportunity for the community to observe Council deliberation. Unless agendized, as such, they are not open-forum town hall meetings.

3.1.1. Since the Sunshine Law expressly prohibits discussion leading to action from being conducted unless agendized, Governance Team members are strongly

encouraged to refrain from engaging members of the public in dialogue about issues not on the agenda.

3.1.2. In general, citizens and residents wishing to “dialogue” with members should be encouraged to contact individual members and discuss issues of importance with them or the City Manager as appropriate.

3.1.3. As a result of a comment under public communication, a member may ask the City Manager to briefly comment for clarity or correction. The member may also ask that a matter be investigated, with or without a follow-up report to the Council.

3.1.4. If a Governance Team member feels compelled to speak to the issue, the member must first be recognized by the Mayor. The comments must be brief and only clarifying or correcting. Any further discussion should be agendized.

3.2. The design of the Council agenda will follow the historical structure utilized by the Council. The design of the agenda may only be altered with the approval of the Council.

3.3. Whenever possible, the City Council Agenda will be distributed seven (7) days prior to the regularly scheduled meeting.

3.4. The City Clerk, with the support of the City Manager, will create each Council Agenda. In advance of the preparation of the Council Agenda, Councilmembers may request items to be placed on the agenda by notifying the City Clerk at least seven (7) days prior to the meeting. The agenda will be considered for approval at the start of each City Council meeting.

3.5. The Mayor and Council recognize that the City may, at times, provide Proclamations to the public regarding issues facing the community. As such, Proclamations shall be approved in following manner.

3.5.1. Draft Proclamation submitted to staff (either the City Manager or, if necessary, to the City Attorney) for review and editing.

3.5.2. Draft Proclamation, after review and editing, shall be submitted to the Council for consideration and approval.

3.5.3. Once approved, the Proclamation shall be read in the meeting by the Mayor or delegated to the City Clerk to read.

3.5.4. City Clerk communicates the Proclamation to the media and to the community.

3.6. The Mayor and the City Manager will discuss the contents of the agenda and the process that will be followed at the meeting, in advance of the Council Meeting.

3.7. Councilmembers will make every effort to submit, prior to the meeting, questions they intend to ask so that the City Manager and staff can prepare and answer Councilmember questions at the Council Meeting.

3.7.1. When an individual Councilmember requests information, that information will be provided to all Councilmembers.

3.7.2. If unforeseen questions arrive during the meeting, members will acknowledge their question or comment as spontaneous and that they understand that staff may not have the information on hand to answer the question.

3.8. Individual Councilmembers are expected to self-monitor compliance to with the Sunshine Law, including limiting Executive Session to the legally appropriate agenda item(s).

3.9. Councilmembers need equal access to information, and to operate within the boundaries established within the Sunshine Law. The use of email and social

communication is subject to the Sunshine Law. The City Manager shall forward questions and answers to all members. Members, when responding, may not “reply to all.”

3.10. The City Council wishes to maintain a culture of professionalism, stay focused, and respect the need of Councilmembers to be available to their families:

3.10.1. Cell phones will be set for “silent” or vibrate.

3.10.2. Councilmembers will be discreet in checking cell phones if necessary.

3.11. Councilmembers individually and collectively demonstrate confidentiality as appropriate and as outlined through the mandates of the Sunshine Law, and other compliance criteria established by law or legislation. Respecting the confidentiality of information maintains the Council’s judicial review role.

3.12. Councilmembers will review the information provided to them, actively solicit input and listen to all perspectives, operate as representatives, and make decisions in the best interest of the whole City.

3.13. Councilmembers will participate in professional development activities at the local, state, and national levels whenever possible.

3.14. Each Councilmember respects the right of other members to vote in the minority position. If so doing, each member agrees, as a courtesy to the team, to explain the reason for their minority vote during deliberation or after casting the vote.

3.15. The Council believes that when no legal reason exists of a conflict of interest, its members have a duty to vote on issues before them. The conflict must be announced in public and the appropriate state form shall be filed with the City Clerk.

3.16. Councilmembers commit to support decisions of the majority, after honoring the right of individual members to express opposing viewpoints and vote their convictions.

3.16.1. Under the concept of majority rule, each member is compelled to support the successful implementation of a policy decision, program, or procedure even when he or she does not agree with the decision.

3.16.2. If a member of the Council cannot support the decision of the Council because it offends a moral/personal code, the member is expected, at a minimum, to refrain from undermining the decision or directive.

3.17. The City Council will strive for brevity in deliberations, keeping remarks brief and to the point so that all opinions can be expressed, and meetings can be efficient. Addressing each agenda item, the Council shall normally adhere to the following process:

3.17.1. Staff Presentation/addressing questions from the Council

3.17.2. Input from the Community

3.17.3. Council Discussion and Deliberation (public comment will not be taken at this time)

3.18. During the portion of the meeting reserved for Councilmember Reports/Communications, Councilmembers shall only provide information (i.e., activities or professional development they have attended as a Councilmember). They may request items to be placed on future agendas, but due to the Sunshine Law, they shall not make statements having an effect on citizens, employees, or services provided by the City. It is important that this time in the agenda not be used to engage in discussion on items not on the agenda or for partisan political statements.

3.18.1. Councilmembers may report “Ex-Parte communications (phone calls, emails, letters, meetings, conversations) received.

3.18.2. Councilmembers may report on department visitations.

3.18.3. Councilmembers may report on City events.

3.18.4. Councilmembers may report on professional development attended.

3.18.5. Councilmembers may request items be placed on a future agenda.

3.19. Parliamentary procedures are to be utilized as a guide to ensure for the most effective and efficient Council meeting possible. Accordingly, the Council utilizes Robert’s parliamentary procedures as its guide to managing the agenda of each Council meeting.

3.20. The use of social media by Council members will be limited to personal topics not related to the City, except in the case where the Council member is reposting informational items published by the City and about the City, including City approved organizations.

4. City Council Relationship with the City Manager

4.1. The Council will commit to work through and with the City Manager on issues regarding the running of the City. The City Manager will inform the Mayor and Council as soon as possible of:

4.1.1. Serious safety concerns.

4.1.2. Serious disciplinary action.

4.1.3. Serious/unexpected personnel changes or disciplinary issues.

4.1.4. Serious illness or death of a staff member.

4.1.5. Legal or liability concerns.

4.1.6. Notable achievements.

4.1.7. Media contacts.

4.2. In all matters, the Mayor, Council, and City Manager are expected to protect confidential information.

4.3. It is the City Manager’s responsibility to organize the staff in the manner that best serves the needs of the City. As a professional courtesy, the City Manager shall provide appropriate notice to the Mayor and Council in advance of action being taken.

4.4. The Council recognizes that the City Manager has responsibility for supervision, personnel assignments, and evaluation of City personnel.

4.5. As the norm, the City Manager speaks on behalf of the City. The Mayor is authorized to speak on behalf of the Council, when necessary. The City Manager will inform the Mayor and Council when media contacts the City Manager.

4.6. The Council commits to complete an annual evaluation of the City Manager. In consultation with the City Manager, the evaluation process and associated documents will be developed and approved by the Council. The evaluation process and instrument shall be designed to bring about the collective view of the Council. Thus, the evaluation will reflect the majority view of the Council, as a whole.

4.7. Conflicts between individual Council members and/or the City Manager will be addressed privately between those who hold the conflict and will not involve the community, staff, and media.

5. Ongoing Implementation of Council Approved Protocols

5.1. An orientation by the Mayor, City Manager, and/or Department Heads will be provided to new members of the Council. Training may be provided by County and State organizations, consultants, or led by staff.

5.1.1. The orientation is intended to be a conversation and overview of the things members need to know immediately. Questions will be answered and the Council meeting structure, City Manager contract, City Manager work plan, Council policies, overview of the services and programs, long range plan and budget relationship, and the major challenges being faced will be outlined and discussed. This should also include an overview of Sunshine Law and quasi-judicial rules.

5.1.2. Each orientation may be slightly different depending upon the needs and interests of the incoming members and the major issues before the Council.

5.2. Within 90 days of the election/appointment of more than one (1) Councilmember, a Work Session of the whole Council will be held for the purpose of reviewing and updating the governance protocols of the Council.

5.2.1. When only one individual is elected/appointed, with the approval of the Council, the Mayor and City Manager will facilitate the review of the Governance Protocols.

5.3. Upon the request of two or more Councilmembers, a special work session will be called for the purpose of reviewing and updating the governance protocols of the Council.

AGENDA ITEM

Agenda Item 11.3.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: February 2, 2026

SUBJECT: Resolution 26-02: Adopting the FY 2026-2030 Strategic Plan

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BACKGROUND:
The City of Mary Esther has undertaken a comprehensive strategic planning initiative to guide the organization over the next five fiscal years. This Strategic Plan establishes a framework that distinguishes between ongoing operations ("Business As Usual") and strategic initiatives designed to transform and improve the community.

The plan is built upon five Strategic Focus Areas that emerged from community input, the Comprehensive Plan, and Council direction. Each Focus Area includes Annual Objectives for FY 2026, with measurable Key Results to track progress quarterly.

DISCUSSION:
The proposed Strategic Plan for FY 2026-2030 includes the following components:

1. **Five Strategic Focus Areas:** Foster a Vibrant and Resilient Local Economy; Ensure Resilient and Sustainable Public Infrastructure; Ensure Long-Term Financial Sustainability; Enhance Community Connectivity and Public Safety; and Achieve Organizational Excellence through High Performance and Transparency.
2. **FY 2026 Annual Objectives:** Specific, measurable objectives for the coming fiscal year under each Focus Area, with example Key Results to illustrate progress tracking.
3. **Governance Cycle:** An annual planning calendar that establishes the rhythm for strategic review, including an April Council Strategic Workshop and quarterly progress reports.
4. **Core Values:** Service, Integrity, Innovation, Collaboration, and Sustainability—guiding principles for how the organization will pursue its strategic objectives.

The Strategic Plan is intended to be a living document. Annual Objectives will be reviewed and updated each year at the April Strategic Workshop, with budget alignment occurring in June to ensure resources are allocated to support strategic priorities.

FINANCIAL IMPACT:
None for adoption. Individual strategic initiatives may have budget implications that will be addressed through the annual budget process.

RECOMMENDATION:
Motion to adopt Resolution 26-02, adopting the City of Mary Esther Strategic Plan for Fiscal Years 2026-2030.

ATTACHMENT(S):
1. Resolution 26-02
2. Exhibit A - FY 2026-2030 Strategic Plan

RESOLUTION 26-02

A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, ADOPTING THE STRATEGIC PLAN FOR FISCAL YEARS 2026-2030

WHEREAS, the City Council of the City of Mary Esther is committed to proactive, transparent, and accountable governance that enhances the well-being of our residents; and,

WHEREAS, the City has undertaken a comprehensive strategic planning process to establish clear priorities and measurable objectives for the next five fiscal years; and,

WHEREAS, the Strategic Plan establishes five Strategic Focus Areas that emerged from community input, the Comprehensive Plan, and Council direction; and,

WHEREAS, the Strategic Plan distinguishes between ongoing operations and strategic initiatives, enabling focused attention on transformative improvements while maintaining excellent daily services; and,

WHEREAS, the Strategic Plan establishes a governance cycle that includes annual strategic workshops and quarterly progress reports to ensure transparency and accountability; and,

WHEREAS, the City Council has reviewed the proposed Strategic Plan for Fiscal Years 2026-2030 and finds it to be in the best interest of the City to adopt the same.

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

1. Adoption. The City Council hereby adopts and approves the City of Mary Esther Strategic Plan for Fiscal Years 2026-2030 as presented.

2. Intended Use. The City Council commits to using the Strategic Plan as a guide for setting priorities, allocating resources, and measuring progress, while maintaining flexibility to respond to future needs and opportunities.

3. Direction to Staff. The City Council directs staff to implement the Strategic Plan, track progress on Annual Objectives through quarterly Key Results, and report progress to Council on a quarterly basis.

4. Annual Review. The City Council commits to reviewing and updating Annual Objectives each year at the April Strategic Workshop, with budget alignment occurring in June.

5. Effective Date. This Resolution shall take effect immediately upon adoption.

SO DONE this _____ day of _____, 2026.

By: _____

Chris Stein, Mayor

ATTEST:

_____

Dillon Morris, City Clerk

CITY OF MARY ESTHER, FLORIDA

Strategic Plan

Fiscal Years 2026 - 2030

City Manager
Jared Cobb

City Clerk
Dillon Morris

City Attorney
Hayward Dykes

Mayor
Chris Stein

City Council
Bernie Oder, Mayor Pro Tem
Susan Coxwell
Richard Lawson
Larry Carter
April Sutton

Adopted: [Date]

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Message from City Leadership

Dear Residents, Staff, and Community Partners,

We are pleased to present the City of Mary Esther's Strategic Plan for Fiscal Years 2026-2030. This document represents a new chapter in how our city government serves you — moving from a reactive approach to a proactive, transparent, and accountable model of governance.

This plan is built on a simple but powerful idea: separate what we do every day (operations) from what we're working to change and improve (strategy). By making this distinction clear, we can focus our energy on the initiatives that will truly transform our community while maintaining the excellent daily services you depend on.

Over the next five years, we will focus on five Strategic Focus Areas that emerged from community input, our Comprehensive Plan, and Council direction. Each year, we will set measurable objectives and report our progress to you quarterly — with full transparency on what's working and what needs adjustment.

Our work will be guided by our core values: Service, Integrity, Innovation, Collaboration, and Sustainability.

This is a living document. We welcome your feedback and participation as we work together to build the Mary Esther of tomorrow.

Respectfully,

Jared Cobb

City Manager

How to Use This Document

This Strategic Plan is designed to be accessible to everyone — whether you're a Council Member setting policy, a staff member implementing initiatives, or a resident wanting to understand where our city is headed.

For City Council

- Review the five Strategic Focus Areas and provide feedback during the annual April workshop
- Use this document as a foundation for budget discussions in June
- Monitor quarterly progress reports to ensure staff is on track

For City Staff

- Understand how your work connects to the city's strategic direction
- Develop quarterly Key Results to track progress on each Objective
- Report progress honestly — both successes and challenges

For the Public

- See where your city is investing time and resources
- Hold us accountable through quarterly progress reports
- Provide feedback to help shape future priorities

Part 1: Our Strategic Foundation

Our Vision

> **VISION**
> A vibrant coastal community that celebrates our military legacy, where walkable streets connect thriving businesses, beautiful public spaces, and welcoming neighborhoods.

Our vision describes the Mary Esther we are working to create — a picture of our community at its best. It guides every strategic decision we make.

Our Mission

> **MISSION**
> To deliver exceptional public service and responsible stewardship that cultivates a safe, prosperous, and resilient Mary Esther.

Our mission defines what we do every day and why we exist as an organization. It is the foundation upon which all our work is built.

Our Core Values

These five values guide how we behave as we pursue our mission and vision:

SERVICE	We are committed to serving the public with professionalism, empathy, and care in all that we do.
INTEGRITY	We act with honesty and transparency to build trust with our community and each other.
INNOVATION	We continuously seek creative solutions and embrace new ideas to improve our services and our community.
COLLABORATION	We work together as one team, valuing every contribution to achieve our shared goals.
SUSTAINABILITY	We make balanced decisions to meet the needs of today while ensuring a thriving and healthy future for generations to come.

Part 2: Understanding the Framework

Strategy vs. Operations

This Strategic Plan separates our work into two distinct categories. Understanding this distinction is essential to using this document effectively.

STRATEGY

"Changing the Business"

This Strategic Plan focuses on transformation, growth, and new initiatives that move the city forward.

Measured by: Key Results (KRs)

Reported: Quarterly

OPERATIONS

"Running the Business"

Daily operations are tracked separately. They do not appear in this plan unless the goal is to transform that operation.

Measured by: Key Performance Indicators (KPIs)

Reported: Monthly

The Planning Hierarchy

Our strategic framework follows a clear hierarchy that connects long-term vision to daily action:

5-YEAR STRATEGIC FOCUS AREAS
Council sets the long-term direction. "What do we want Mary Esther to become?"

ANNUAL OBJECTIVES (Council Approved)
Staff proposes, Council approves. "What will we accomplish this year?"

QUARTERLY KEY RESULTS (Staff Owned)
Staff develops and executes. "How will we measure progress this quarter?"

KEY DISTINCTION

Council approves the Annual Objectives — the "what" we will accomplish. Staff develops the quarterly Key Results — the "how" we will measure progress. This separation ensures Council sets direction while staff retains operational flexibility.

Part 3: Our Five Strategic Focus Areas

The following five Focus Areas will guide Mary Esther's strategic investments from FY 2026 through FY 2030. Each Focus Area includes the Annual Objectives proposed for FY 2026, along with an example Key Result to illustrate how progress might be measured.

> **NOTE ON KEY RESULTS**
>
> The example Key Results shown below are illustrative only. Staff will develop specific, measurable Key Results each quarter and report progress to Council. Key Results do not require Council approval unless budget authority or policy action is needed.

Focus Area 1: Foster a Vibrant and Resilient Local Economy

Focus on economic growth, community identity, and housing.

FY 2026 Annual Objectives

Annual Objective (FY26)	Example Key Result
Complete a "Finding of Necessity" study for a Community Redevelopment Agency (CRA)	*e.g., Select consultant by Q2*
Develop and launch a City-sponsored Farmer's Market	*e.g., Secure 10+ vendor commitments*
Draft and present for adoption all necessary LDC amendments to implement Comprehensive Plan policies	*e.g., Complete staff draft by Q3*

Focus Area 2: Ensure Resilient and Sustainable Public Infrastructure

Focus on utility and physical asset modernization.

FY 2026 Annual Objectives

Annual Objective (FY26)	Example Key Result
Secure full funding for a city-wide Advanced Metering Infrastructure (AMI) system	*e.g., Complete funding strategy by Q1*
Begin implementation of the Parks and Greenway Master Plan by initiating the top-priority capital project	*e.g., Present prioritized list to Council*

Focus Area 3: Ensure Long-Term Financial Sustainability

Focus on fiscal health and planning.

FY 2026 Annual Objectives

Annual Objective (FY26)	Example Key Result
Develop a formal long-range financial plan to support operations and capital planning for consideration with the FY 2027 budget process	*e.g., Complete 5-year projections by Q3*

Focus Area 4: Enhance Community Connectivity and Public Safety

Focus on safety services and physical connections.

FY 2026 Annual Objectives

Annual Objective (FY26)	Example Key Result
Conduct a feasibility study on long-term fire service options	*e.g., Award consultant contract by Q2*
Conduct a comprehensive evaluation of law enforcement services, including options for service enhancement using tools such as environmental design in public parks and facilities.	*e.g., Complete service analysis by Q3*

Focus Area 5: Achieve Organizational Excellence through High Performance and Transparency

Focus on customer experience and internal efficiency.

FY 2026 Annual Objectives

Annual Objective (FY26)	Example Key Result
Implement a "one-stop-shop" online permitting system	*e.g., Complete vendor selection by Q2*
Implement a citizen request tracking system for resident-reported issues	*e.g., Select platform by Q2*
Implement a work order and asset management system for Public Works	*e.g., Complete needs assessment by Q1*

Part 4: The Governance Cycle

Our strategic plan operates on a predictable annual rhythm that we call the "1+4" Cycle: one annual planning milestone plus four quarterly check-ins. This ensures Council remains informed and engaged without micromanaging daily operations.

Annual Planning Calendar

When	Activity	Purpose
APRIL	**Council Strategic Workshop**	Council reviews, affirms, or adjusts the 5 Strategic Focus Areas and approves Annual Objectives for the coming year.
JUNE	**Budget Alignment**	Budget process ensures resources are allocated to support Strategic Focus Area objectives.
QUARTERLY	**Strategic Progress Report**	Staff reports on Strategic Key Results using Red/Yellow/Green status. Council receives update on progress.
MONTHLY	**Operational Dashboard**	Staff reports on operational KPIs measuring department health. Separate from the Strategic Plan.

Council's Role in the Process

Council and Staff have distinct but complementary roles:

COUNCIL APPROVES THE "WHAT"	STAFF OWNS THE "HOW"
• Affirm 5-year Focus Areas	• Propose Annual Objectives
• Approve Annual Objectives	• Develop quarterly Key Results
• Allocate resources via budget	• Execute projects and initiatives
• Monitor quarterly progress	• Report progress transparently

Glossary of Terms

Term	Definition
Annual Objective	A specific, outcome-focused goal approved by Council to be achieved within the fiscal year.
Key Result (KR)	A measurable milestone or metric developed by staff to track progress toward an Annual Objective.
KPI	Key Performance Indicator. An ongoing metric that measures operational health (e.g., response times).
Operations	"Running the business." Daily activities that keep city services functioning (tracked via monthly KPIs).
Strategic Focus Area	One of five broad categories of strategic investment that will guide the city over the next 5 years.
Strategy	"Changing the business." Transformation initiatives that move the city toward its vision (tracked via quarterly KRs).

City of Mary Esther

195 Christobal Road | Mary Esther, FL 32569

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AGENDA ITEM

Agenda Item 11.4.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: February 2, 2026

SUBJECT: Resolution 26-03: Adopting the Parks and Greenways Master Plan

---

BACKGROUND:
In 2024, the City Council selected Barge Design Solutions to lead the development of the Mary Esther Parks and Greenways Master Plan. The planning process was designed to be inclusive, gathering feedback from the public, key stakeholders, Council members, and City staff throughout the various stages of the project.

Following multiple reviews and revisions based on the input received, the Master Plan is now complete and ready for Council adoption.

DISCUSSION:
The Mary Esther Parks and Greenways Master Plan provides a comprehensive framework to guide the City's priorities for the maintenance, development, and enhancement of parks and connectivity through greenways and blueways as community needs evolve. The plan reflects extensive community input and establishes a 20-year capital improvement program for implementation.

Council previously reviewed a draft of the plan and provided feedback that has been incorporated into the final document.

Staff recommends that the resolution include authorization for staff and the consultant to make minor technical corrections prior to final publication, such as correcting misspelled names or small errors on maps, without requiring Council to re-adopt the document.

FINANCIAL IMPACT:
There is no direct financial impact from adopting the Master Plan. Implementation of individual projects identified in the plan will be brought to Council for funding consideration as part of the annual budget process or as separate agenda items.

RECOMMENDATION:
Motion to adopt Resolution 26-03, adopting the Mary Esther Parks and Greenways Master Plan, and authorizing staff to make minor technical corrections prior to final publication.

ATTACHMENT(S):

1. Resolution 26-03
2. Exhibit A - Parks and Greenways Master Plan
3. 20-Year Budget Summary

RESOLUTION 26-03

A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, ADOPTING THE MARY ESTHER PARKS AND GREENWAYS MASTER PLAN

WHEREAS, the City Council recognized the need for a comprehensive plan to guide the maintenance, development, and enhancement of parks and connectivity through greenways and blueways; and,

WHEREAS, in 2024 a task order was awarded to Barge Design Solutions to act as a consultant and facilitator to develop a Parks and Greenways Master Plan; and,

WHEREAS, Barge facilitated stakeholder groups, community workshops, a community survey, and presentations to and with the community; and,

WHEREAS, public engagement activities were advertised through social media, city website, emails, direct mail, and newspaper and were attended by a broad and diverse group of the community, which Barge and staff feel represented a full cross-section of the community; and,

WHEREAS, following the data compilation process and thoughtful consideration of the outcomes of the engagement activities, Barge created a draft Parks and Greenways Master Plan document; and,

WHEREAS, the draft Parks and Greenways Master Plan was presented to the City Council, with the final plan presented on February 2, 2026; and,

WHEREAS, the Parks and Greenways Master Plan is a tool to be used by staff and elected officials in guiding community priorities for parks and greenways, and is not a prescriptive document, nor does it mandate any action related to public policy or the development of public infrastructure.

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

1. **Adoption.** The City Council hereby adopts and approves the Mary Esther Parks and Greenways Master Plan as presented.

2. **Intended Use.** The City Council commits to using the Plan as a guide and expression of community values in adopting policy to achieve the outcomes described in the Plan, while maintaining flexibility to respond to future needs and opportunities.

3. **Direction to Staff.** The City Council directs staff to use and reference the Plan as a guiding document in administration and when making recommendations to the City Council.

4. Minor Corrections. The City Manager is authorized to work with Barge Design Solutions to make minor technical corrections to the Plan prior to final publication, including but not limited to correcting misspelled names, typographical errors, and minor map corrections, without requiring further Council action.

SO DONE this ____ day of _____, 2026.

By: _____

Chris Stein, Mayor

ATTEST:

_____

Dillon Morris, City Clerk

Mary Esther

Comprehensive Parks and Recreation

MASTER PLAN

2025-2045

PREPARED BY: BARGE DESIGN SOLUTIONS

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Acknowledgments

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Bernie Oder - Council member

Larry Carter - Council member

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Special thank you to all the residents who attended our meetings and participated in the online survey.

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Note: Barge Design Solutions are referred to as “we,” “researchers,” “the planning team,” and “consulting team” in this document.

The Mary Esther Parks and Greenways Master Plan aims to preserve, enhance, and expand our city's parks, open spaces, and greenway connections to support the health, recreation, and quality of life of all residents. Rooted in our coastal identity and natural surroundings, the plan prioritizes accessible, well-maintained spaces that reflect local character, celebrate our shoreline and ecosystems, and strengthen connections—between neighborhoods, nature, and people of all ages and abilities.

Executive Summary 01

With 11 parks and open spaces in 1.5 square miles, the City of Mary Esther serves approximately 4,300 residents with excellent park access. Like its fellow municipalities along Highway 98 and the shoreline, these parks and open spaces welcome residents as well as visitors who come to enjoy the water and be near the waterfront landscapes including beaches, dunes, and native habitats for many aquatic species. A typical benchmark analysis is difficult to establish as there are not many cities of comparable size, location with a comparable number of parks. The City boasts a variety of facilities including designated picnic areas, playground equipment, sporting fields and courts, trails, boating access, and natural areas.

Community Snapshot		
Metric	**Value**	**Insight**
Population	4,300 residents	Small, tight-knit community
City Area	1.5 sq. mi	Compact coastal footprint
Total Parks	11/43 Acres	Excellent access – 10 acres per 1,000 residents
Park Ratio	1 park per 364 residents	Among best in region

Goal: Provide a clear, 20-year roadmap that balances community vision with realistic expectations.

Focus: Maintain and enhance existing parks, improve quality of life, and strengthen Mary Esther's coastal character.

Takeaway: Mary Esther offers exceptional park access for its size; Future focus should emphasize quality over expansion.

What we heard

Community Priorities:

- Maintain and upgrade existing parks
- Add walking trails and shade
- Improve safety and accessibility
- Create more gathering + event spaces
- Strengthen community identity and signage

Core Recommendations

Maintenance First – Focus on safety, ADA compliance, and deferred maintenance.
Quality Over Quantity – Prioritize enhancing existing 11 parks rather than adding new acreage.
Connectivity – Establish trail + blueway system linking neighborhoods and waterfronts.
Programming and Events – Add a Programming & Events Coordinator to activate spaces.
Branding and Wayfinding – Create unified park signage and visual identity.

Peer City Benchmarking			
City	Population	Parks	Lessons for Mary Esther
Port St. Joe, FL	3,700	6	Coastal resilience + access
Gulf Breeze, FL	6,800	9	Trail and blueway integration
Mexico Beach, FL	1,000	5	Compact, resilient open space

Mary Esther's system is well above average—success depends on maintaining excellence, not growing size.

Implementation Pathways

Baseline Path: Maintain staff + modest annual budget.

Focus on safety, ADA, and core repairs.
Achievable with existing resources.

Enhanced Path: Leverage grants + partnerships.

Build Greenway + Blueway phases.
Implement park concept plans fully.
Add Town Green + event space.

Financial Overview		
Funding Source	Typical Range	Example Projects
City Capital Budget	$100K–150K	Annual maintenance, small repairs
FRDAP	$50K–200K	Park upgrades, lighting, playgrounds
LWCF	$150K–300K	Major renovations, blueway features
RESTORE / TDC	Variable	Trails, waterfront access
Partnerships	In-kind or matching	Sponsorships, events

Next Steps (2025–2027)

- **Adopt maintenance-level standards (Level 2 baseline)**
- **Complete first FRDAP/LWCF application**
- **Focus upgrades at Bryn Mawr + Springdale Parks**
- **Launch park branding/signage system**
- **Formalize community event calendar**

How to Use This Plan

This plan is a practical tool for prioritizing investments and communicating with the public. Each section can guide annual budget workshops, grant applications, and staff planning. By focusing first on maintenance and safety, the City ensures steady progress toward a resilient, connected park system by 2045.

2.1 Community Profile

Understanding the community demographic profile, preferences, and recreation trends is the first step in this comprehensive planning process. In this section, the consulting team provides an analysis of current and projected demographics for the City of Mary Esther, along with a summary of projected recreation and environmental trends that could influence the recommendations. In addition, a summary of park classifications, an inventory of existing parks, and a benchmark analysis are provided.

Demographics are ever-changing. Understanding the community profile and evolving trends is important to anticipating public preference. For example, adults may desire adult sports leagues such as basketball, volleyball, and other intramural programs, while Seniors may desire water aerobics and low-impact activities. Families with small children often desire playgrounds and other related activities.

Demographics Analysis

The Demographic Analysis provides an understanding of the population characteristics of Mary Esther, Florida, which is part of the Crestview-Fort Walton Beach-Destin, Florida Metropolitan area and provides insight into the city's overall composition. Mary Esther is one of 34 municipalities in the Emerald Coast Region.

This section analysis includes the following characteristics:

- Population
- Households and Income
- Age Segmentation
- Health Trends

The demographic data used for the analysis was obtained from U.S. Census Bureau, the Emerald Coast Regional Council, and from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends. All data was acquired in June 2025 and reflects actual numbers as reported in the 2020 Census. See Appendix A.2 for race and ethnicity definitions.

Population

The City of Mary Esther has maintained its population growth over the years and is currently estimated 3,982 individuals in 2020 US Census. As demonstrated in Figure 2-1, the Emerald Coast Regional Council anticipates that Mary Esther will continue to grow over the next 25 years, though provides a low, medium, and high prediction. These projections give us a range when considering improvements to parks and recreation in the future. It is important to note that future population projections are all based on historical patterns. Unforeseen circumstances during or after the time of the projections could have a significant bearing on the validity of the final projections.

Research and Trends Analysis 02

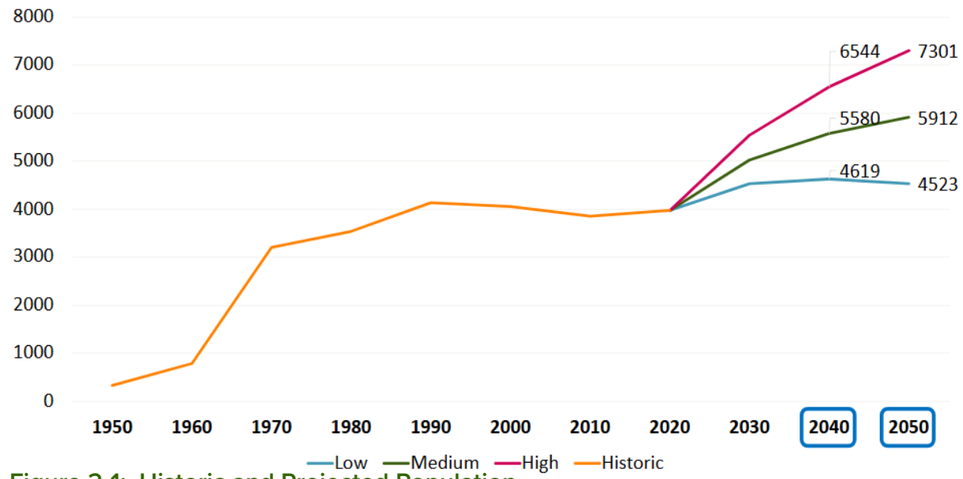


Figure 2-1: Historic and Projected Population
Source: Emerald Coast Regional Council

Households and Income

There are 1,845 housing units in the city of Mary Esther, of which 1,690 are occupied. The average family size is 2.98. Approximately 49% of households are occupied by a married couple family. The majority of residences (79%) are 2-3 bedroom homes. The home value price point ranges broadly, but the vast majority are valued at $200,000-$500,000.

According to the 2023 American Community Survey, the City's estimated median household income is $76,510, which is approximately 12% higher than the national average of $67,521 more than 4% higher than the median household income in the state of Florida. The majority of Mary Esther residents are high school graduates with 30.9% holding a bachelor's degree or higher.

Age Segmentation

The median age of residents living in Mary Esther is approximately 40 years old with 79.5% of the population being over the age of 21 years old. Currently, the largest grouping of age

segments (48.4%) is between the 25 and 59 with a quarter of the population being age 25-39 years old. Approximately 25% of residents are 62 years and older. There are nearly an equal amount of males and females in Mary Esther overall, but as the Population Pyramid in Figure 2-2 shows, there are more females under the age of 10 (67%) and over the age of 60 years old (55%). However, there are more males aged 10-44 years (55%).

Health Trends

How healthy a community is results from many factors and including environmental factors. It is difficult to obtain data at the city level; however, on the county level, Okaloosa County, Florida, ranks about the national and state averages, according to the 2024 County Health Rankings, which is available online at www.countyhealthrankings.org. The health factor ranking is based on measuring health behaviors, clinical care, social, economic, and physical environment factors. While it may be one of the healthiest counties in the state, health factors such as adult obesity are high in all the counties.

The state average obesity rate is 30.1% including all age groups according to Florida Health CHARTS. The obesity rate is measured by determining the percentage of the adult population (age 20 and older) that reports a body mass index (BMI) greater than or equal to 30 kg/m. Drilling down to the county level, we find rates per age group in Figure 2-3. According to the Center for Disease Control PLACES database that is linked to Census tract, 32% of adults aged 18 years of older living in Okaloosa county in 2022 suffer with obesity whereas the national average was 34.4% of adults have this condition.

The negative effects of obesity include heart disease, stroke, type 2 diabetes, and certain types of cancer according to the Centers for Disease Control (CDC). In the year 2022 in Okaloosa County, the following information represents the rate of which adults aged 18 years or older suffer from these conditions:

- Heart disease was 7.7% whereas the national average is 7.0%
- Stroke was 3.5% whereas the national average is 3.7%
- Type 2 diabetes was 11.8% whereas the national average is 12.4%
- Cancer was 9.1% whereas the national average is 7.9%

Given the steady increase over time and the higher rate than both the state and national trends, Mary Esther should focus on creating and increasing opportunities for active living. Parks and recreation can play a significant role in engaging strategies to reduce and prevent high obesity rates in adults and children.

With the higher rates than the national average for heart disease and cancer, Mary Esther can support residents by enabling them to embrace the healing power of nature with outdoor programming and infrastructure. Nature walks, especially among an abundance of trees, often called forest bathing has known health benefits including stress relief, reduced anxiety symptoms, decreased stress hormones, and improved mood and cardiovascular function. Low-impact and affordable programming like tai chi, meditation, and yoga are also effective in producing these benefits to improve health, mental state, and well being.

In this area, the estimated prevalence of arthritis among adults aged 18 years and older was 28.1%, whereas the national average is 27.2% in 2022. The National Recreation and

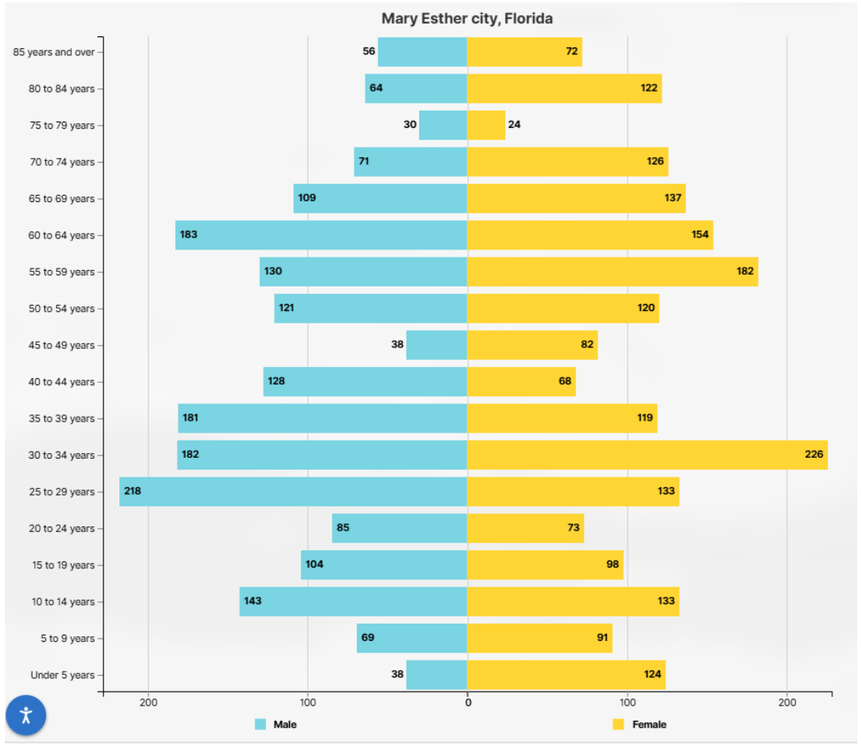


Figure 2-2: Population Pyramid (2023 American Community Survey)
Source: https://data.census.gov

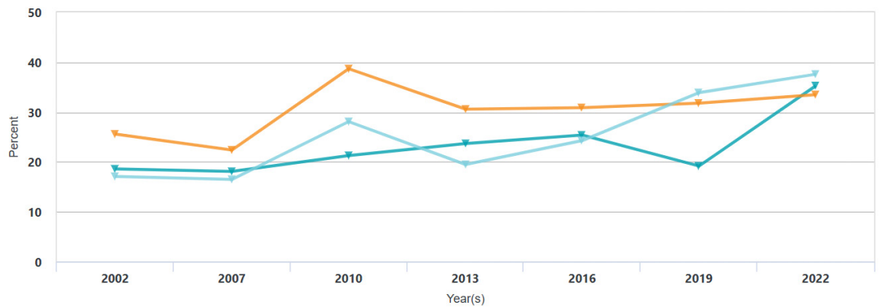


Figure 2-3: Obesity for Okaloosa County 2002 to 2019
Source: www.flhealthcharts.gov/ChartsDashboard

Parks Association conducted a 5-year study which demonstrated that evidence-based programming and collaborative relationships with referring entities were successful strategies to enable aging in place and enhance quality of life for adults living with chronic conditions like arthritis. Parks and recreation offer several benefits for adults living with arthritis including decreased pain, delayed onset of disability, and improved physical functioning, mood, and independence. The study validated these intervention strategies are low-cost, effective, and sustainable approach to arthritis management. This approach is one that Mary Esther can implement with an investment in programming services.

2.2 Ecological Trends

Due to its unique and ecologically rich landscape, the City of Mary Esther has many environmental gifts that enable a multitude of leisure and recreation activities. As the City and Okaloosa County have grown steadily over the years, the development has impacted these natural assets. Further, the location of Mary Esther in a coastal area makes it vulnerable to seasonal storms and their direct or consequential damage.

These circumstances yield a variety of challenges such as, but not limited to, coastal erosion, flooding, storm surge, stormwater runoff, and saltwater intrusion. The City of Mary Esther is governed by several agencies at the federal, state, and local level that issue planning and development requirements to address ecological issues. These agencies, planning mechanisms, and non-profit entities offer support, including funding opportunities, to enable ecological restoration or rehabilitation within municipalities like Mary Esther. For example, as part of the Emerald Coast Comprehensive Economic Development Strategy (CEDS), Mary Esther is eligible for federal funding to support infrastructure projects That address environmental and resilience threats like flooding, erosion, and habitat degredation.

Watersheds

The City of Mary Esther is located in the Pensacola Bay Watershed. According to the Pensacola & Perdido Bays Estuary Program, this watershed is a complex ecological system consisting of approximately 126,000 acres, including 550 miles of coastline and 144 mi^2 of open surface waters. The watershed covers about 6,800 square miles of northwest Florida and southern Alabama including multiple cities and counties. This system is made of multiple waterways including the combined drainage area of Escambia River, Blackwater River, and Yellow River watersheds in addition to Escambia Bay, Pensacola Bay, East Bay, and Blackwater Bay, Santa Rosa Sound, and Big Lagoon. Like all entities within a watershed, the City of Mary Esther plays a vital role in protecting water quality and sustaining habitat restoration, such as the seagrass beds re-establishment in the Santa Rosa Sound and oyster reef recovery efforts in the Pensacola Bay Watershed.

Wetlands

In the City of Mary Esther, wetlands include salt marshes as well as freshwater swamps. Wetlands play a vital ecological role in the City and throughout the Florida panhandle. They serve as buffers against storm surge, naturally filter toxins from water, and provide habitat for a diverse array of species. Conservation and restoration of wetlands is important as land

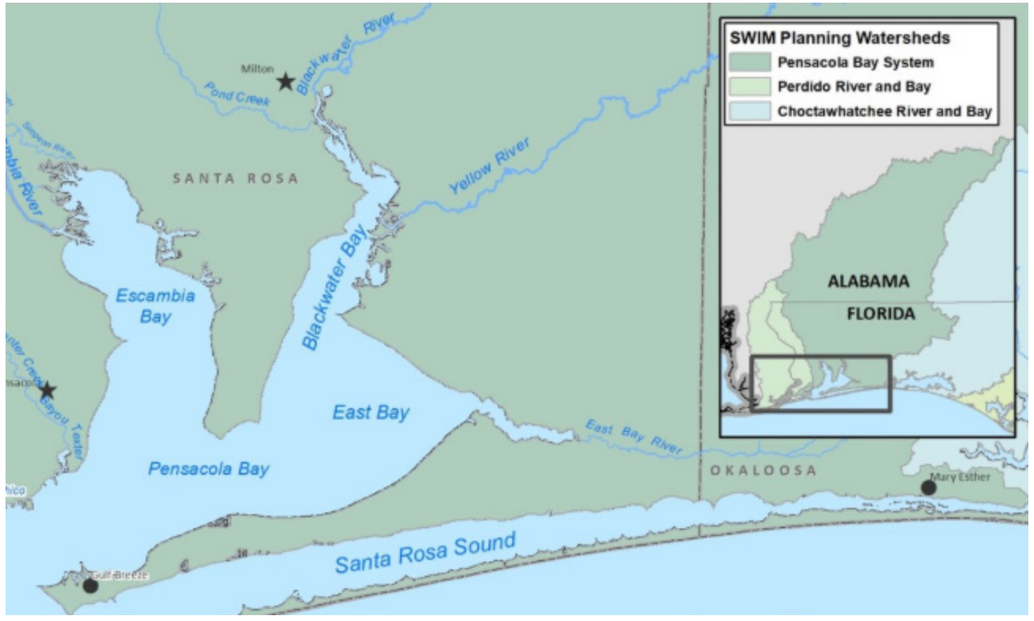


Figure 2-4: Mary Esther is part of the Pensacola Bay Watershed
Source: Pensacola & Perdido Bays Estuary Program

development pressures threaten to remove them. Restoring wetland hydrology contributes to erosion mitigation and improves ecological resiliency.

Coastal Management

Just as there are many environmental resources to enjoy in this region, there are also a multitude of planning and growth management plans, environmental permitting, and grant resources available to meet evolving demand for ecosystem rehabilitation and restoration. The Okaloosa County Comprehensive Plan 2045, Chapter 2.9 includes goals, objectives, and policies regarding Coastal Management. This document has several statements that Mary Esther can use to impact its decision making regarding park development including, but not limited to:

- Increase public access to the beach and shoreline
- Develop shoreline parks
- Provide linkage to multi-modal transportation facilities including biking facilities and parking
- Restore native vegetation
- Protect water and sewage systems from flood conditions
- Living shoreline erosion control practices
- Provide public access to coastal barrier islands

Coastal Erosion

As the county continues to implement living shoreline projects to combat coastal erosion, the City of Mary Esther has a few coastal locations where similar improvements can improve areas of erosion. As park improvements are made, implementing native plant installations, reestablishing vegetative buffers, and restoring areas of sea oats, where appropriate, will help address coastal erosion.

2.3 Recreation Trends Analysis

It is important for the City of Mary Esther to understand the local and national participation trends in recreation activities. In doing so, the City can gain general insight into the lifecycle stage of recreation programs and activities (emerging, stable, and declining) and thereby anticipate potential changes in need and demand for the programs and activities that it provides to the residents of Mary Esther.

National Trends in Recreation

The SFIA 2025 Sports, Fitness, and Leisure Activities Topline Participation Report is considered the sports and fitness industry's essential reference document. The purpose of the report is to establish levels of activity and identify key participatory trends in recreation across the U.S. This study looked at 124 different sports, fitness and outdoor activities including a 10-year trend analyses by activity category to identify trends such as:

- National Recreation Participatory Trends
- Core vs. Casual Participation Trends
- Demographic Trends
- Activity Category Trends
- Fastest Growing & Declining Activities

Under guidance from the Physical Activity Council (PAC), the study was based on findings from surveys carried out in 2024 by the Sports Marketing Surveys USA (SMS), resulting in a total of 18,000 online interviews. Surveys were administered to all genders, ages, income levels, regions, and ethnicities to allow for statistical accuracy of the national population. A sample size of 18,000 completed interviews is considered by SFIA to result in a high degree of statistical accuracy. A sport with a participation rate of five percent has a confidence interval of plus or minus 0.32 percentage points at a 95 percent confidence level. Using a weighting technique, survey results are applied to the total U.S. population figure of 306,931,832 people (ages six and older).

Growing Activities

- Pickleball is the fasting growing sport for the 4th year in a row. According to SFIA, pickleball has grown an incredible 223.5% in three years from 2020 to 2023.
- Racquet sports are benefiting from Pickleball popularity with increased participation in recent years.
- Team Sports (Youth & Adult) are on the rise, surpassing pre-pandemic participation.
- Overall participation is at a record high with nearly 80% of people over the age of 6 engaging in at least one activity.
- Group fitness classes have returned to pre-pandemic participation levels
- Outdoor endurance activities (running, walking, hiking) are also back to pre-pandemic participation.

Declining Activities

- Facility-based fitness activities are struggling to return to participation levels prior to 2020 including:
  - Group stationary cycling
  - Elliptical/Cross-trainer machines
  - Weight resistance machines
- The following Team Sports have experienced a decline in participation:
  - Ultimate Frisbee
  - Rugby
  - Roller Hockey

The study finds that participation in recreation has a persistent gap based on income level. The Youth Sports Business Report identifies this barrier as an opportunity for policymakers and community organizations to develop sponsored programs and other means of reducing barriers to participation.

"For the first time since SFIA began tracking physical activity, the participation rate for active Americans has reached 80% – a testament to the nation's growing commitment to health and fitness."

Alex Kerman, SFIA Senior Director and Head of Research

2.3 Recreation Trends Analysis

It is important for the City of Mary Esther to understand the local and national participation trends in recreation activities. In doing so, the City can gain general insight into the lifecycle stage of recreation programs and activities (emerging, stable, and declining) and thereby anticipate potential changes in need and demand for the programs and activities that it provides to the residents of Mary Esther.

Peer City Benchmarking					
City	Population	Parks	Park Acreage	Acres per 1,000 residents	Notes
Mary Esther, FL	4,300	11	~43 ac	10	High access; distributed network
Port St. Joe, FL	3,700	6	28 ac	7.8	Strong waterfront amenities
Mexico Beach, FL	1,000	5	18 ac	18	Limited neighborhood parks
Gulf Breeze, FL	6,800	9	32 ac	4.7	Larger sports + nature parks
Cedar Key, FL	825	4	20 ac	24	Heavy emphasis on natural assets

Key Takeaways

- Mary Esther offers more parks per capita than nearly all peer cities.
- Other coastal peers often emphasize larger destination parks or waterfront access, while Mary Esther distributes many small parks across neighborhoods.
- Connectivity, greenways, and signature amenities remain major opportunities for Mary Esther moving forward.

Mary Esther's system is well above average—success depends on maintaining excellence, not growing size.

Park Access + Distribution

Mary Esther's system excels in access, offering more parks per resident than most peer communities. This distributed network supports strong neighborhood identity but also expands maintenance obligations. Peer cities often focus on fewer but larger parks, allowing more programming and less fragmentation. Mary Esther can continue leveraging its distributed system while elevating a few signature destination parks to balance the network

Amenities + User Experience

Peer communities frequently offer larger sports complexes or waterfront parks, while Mary Esther's strengths lie in small-scale play areas, passive greens, and civic spaces like Library Park. Opportunities exist to diversify amenities by enhancing Christobal Landing, expanding Springdale Park, and developing a stronger recreational identity around Blueway and Greenway connectivity.

Natural + Coastal Assets

Cities such as Mexico Beach and Cedar Key rely on waterfront identity as the backbone of their park systems. Mary Esther has fewer direct shoreline opportunities, but strategic investments at Christobal Landing and potential Blueway nodes can help strengthen ecological identity, resilience, and public access.

Staffing + Maintenance Considerations

Many peer cities of similar size manage their systems with 3–4 maintenance staff or hybrid staffing models. Mary Esther's small staff structure underscores the need for low-maintenance materials, simple plant palettes, and durable site furnishings. Peer city models also illustrate the benefits of phased improvements tied to staffing capacity and grant timing.

Public Input Process 03

In the first and second quarters of 2025, the planning team conducted outreach for the project, which consisted of three basic components: a series of focus group discussions, one public forum, and a community interest and opinion survey. In each exercise, the consulting team asked a series of similar questions, and the results are condensed to a series of key themes that emerged from the qualitative data collection method.

3.1 Public Engagement Approach

Stakeholder Meetings

2 meetings, 6 participants

Staff Questionnaire

16 participants

Public Survey

76 participants

Public Open House Workshop

20 participants

Photos of participants at public workshop.

3.2 Key Themes

Role of Parks

Public:

- Parks are valued for recreation, wellness, and family use.
- Requests for better access, maintenance, and inclusive spaces.

Staff:

- Parks are essential for community character, safety, health, and social cohesion.

Most Requested Amenities

Public:

- Dog park (esp. in Bryn Mawr)
- Playgrounds
- Walking trails
- Concert/event spaces
- Farmers markets

Staff:

- Exercise stations
- Splash pads
- Disc golf
- Outdoor classrooms
- Dog park obstacles

Programming Priorities

Public:

- Music and concerts
- Veteran honors
- Community fairs and markets

Staff:

- Multi-functional spaces (e.g., platforms/stages)
- Fitness and nature-based programming

Environmental & Coastal Focus

Public:

- Maintain Natural features and wooded areas

Staff:

- Strong emphasis on coastal resilience
- Native planting, stormwater, and flood management

Connectivity

Public:

- Desire for more trails
- Better access between neighborhoods and to key amenities

Staff:

- Connectivity as part of resilient design and sustainable development

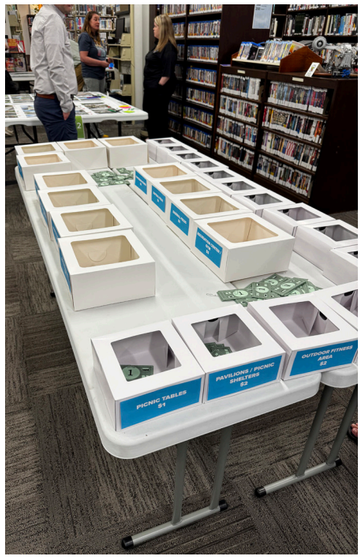
3.3 Public Input

Funding Priorities

At the public workshop, participants took part in an interactive funding exercise to help identify community priorities. Each attendee received an equal amount of “play” money to allocate toward the programs or facilities they felt were most important. Categories were weighted to reflect their relative real-world cost of implementation.

The facilities receiving the highest overall investment were:

- Dog Park
- Community Garden
- Disc Golf
- Pickleball Courts



Photos of public workshop activity.

Recreational Facilities

Survey results and workshop input exercises indicate that the top priorities for the Mary Esther community include:

- Dog Park
- Community Garden
- Splash Pads
- Pickleball Courts
- Disc Golf

Programming and Events

Survey results and workshop input exercises indicate that the top priorities for the Mary Esther community include:

- Farmers Market
- Concerts
- Community Events
- Youth Activities
- Community Gardens

Photos of participants at public workshop.

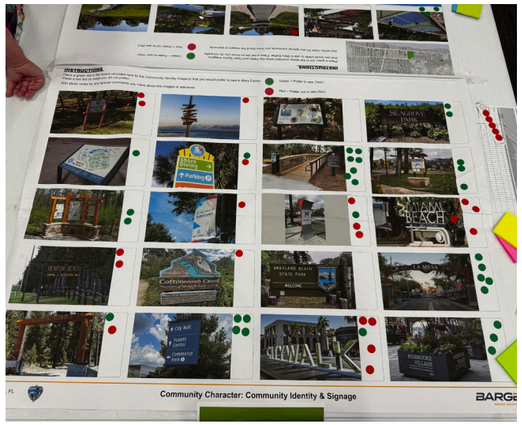
Experience

When asked what specific improvements would make the biggest impact on someone's experience in Mary Esther's parks and recreation spaces, the top 3 choices include:

- Better maintenance of existing facilities
- More Playgrounds/play areas
- (Tie) More trails/greenways & Splash pads/Spray parks

Character Preferences

The results of the Parks & Open Space preference exercise indicates the public prefers the community garden primarily, with the dog park and boardwalk-style trail through a natural area are tied for second place.



Photos of top character images voted on by public meeting participants.

Photo of top gateway character image voted on by public meeting participants.

When it comes to Community Identity and Signage preferences, participants are most interested in simple elegant signage that compliments the natural surroundings with clear information. Wayfinding signage is desired to direct park patrons to amenities. The public also expressed interest in signage that is designed to accentuate the presence of Mary Esther at quintessential locations. When there is a need to explain rules or provide education about the park or natural features, the preference is for brief messaging on modest signage appropriately scaled to the pedestrian audience.

Photos of top signage character images voted on by public meeting participants.

Park Facilities and Recommendations

04

4.1 Existing Conditions

Mary Esther offers an extensive network of neighborhood parks relative to its size, with more than 43 acres of maintained parks and open space. Over half of this acreage is found within the Oak Tree Nature Preserve, a significant natural asset for the community. When the preserve is excluded, the city's average park size is approximately 2 acres, reflecting the compact scale of most neighborhood parks.

The city also owns or is considering acquisition of an additional 15 acres of property that could expand the park system to nearly 60 acres over time—representing a substantial opportunity to diversify recreational offerings, protect open space, and enhance connectivity between neighborhoods.

Through on-site observations, many of the neighborhood parks have similar functions, with equally dated play structures and shelters in fair condition.

The results of the Parks & Open Space preference exercise indicates the public prefers the community garden primarily, with the dog park and boardwalk-style trail through a natural area are tied for second place.

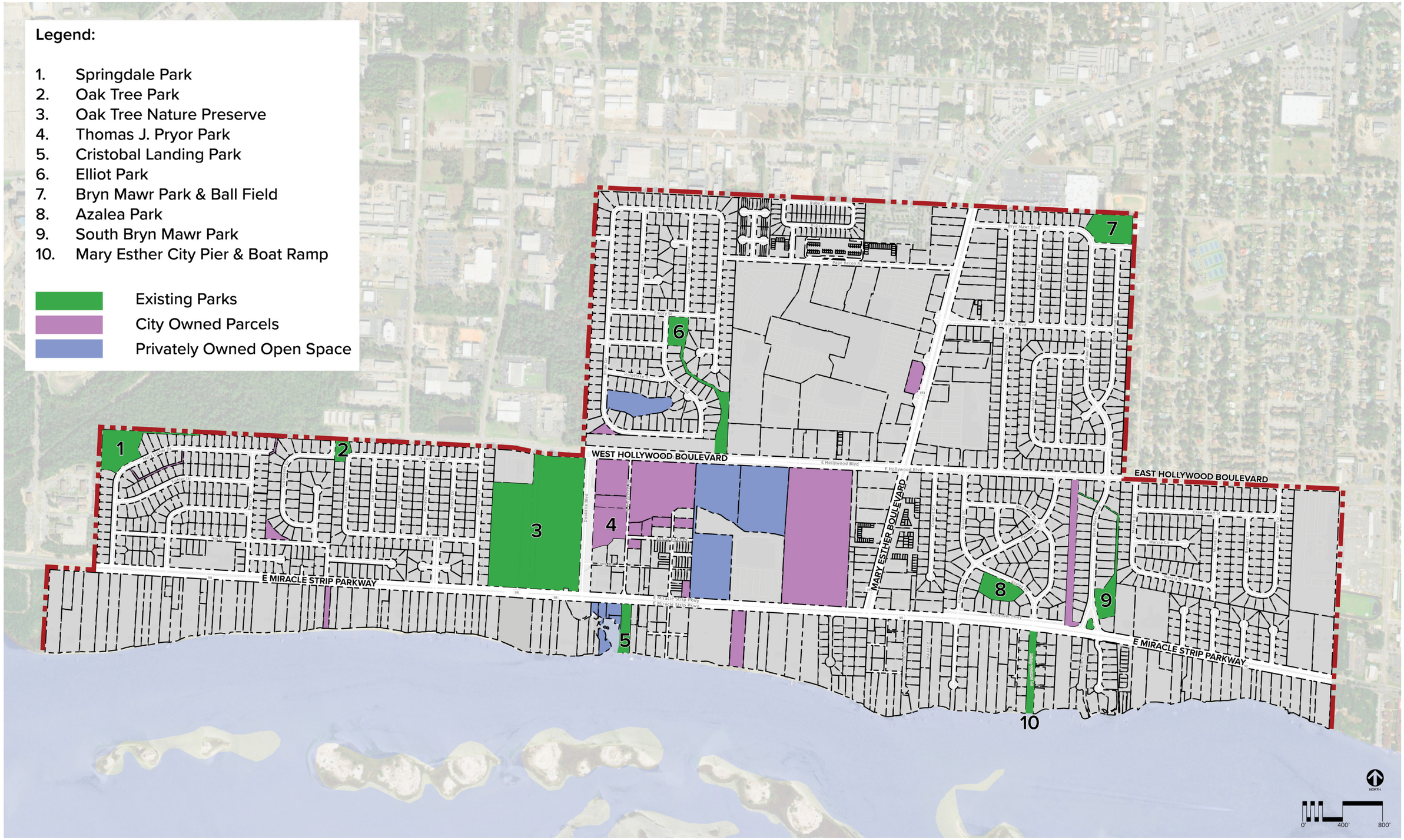
- Pickleball courts would be great
- Covered courts
- Multi-use ball fields. Perhaps a rec. co-op w/ county/city
- New playground equipment here
- Save the community garden

Existing Park Facilities

The current inventory of park and recreation facilities in Mary Esther includes eleven parks. As part of the master plan process, consultants visited all the parks to evaluate their condition. A detailed evaluation of the condition, compliance with the Americans with Disabilities Act (ADA), and identification of deferred maintenance items at existing parks was not a part of the scope of this study. Each park was visited by the planning team, and general observations regarding the condition and accessibility of the facilities in each park are included in the descriptions.

A map of existing park facilities is provided on the following page. The map includes the city limits. An inventory of all the parks and their facilities is also provided below:

Mary Esther Park Facilities - Existing		
Name	**Classification**	**Acreage**
Azalea Park	Neighborhood	1.81
Bryn Mawr Park	Neighborhood	2.70
South Bryn Mawr Park	Neighborhood	2.10
Springdale Park	Neighborhood	3.40
Elliot Park	Neighborhood	3.00
Oak Tree Nature Reserve	Community Park	25.08
Oak Tree Park	Pocket Park	0.63
Thomas J. Pryor Park	Neighborhood	2.61
Mary Esther City Pier + Boat Ramp (Mist Water Ln.)	Pocket Park	0.20
Jesse Rogers Memorial Cemetery	Neighborhood	1.80
Total Existing Parks: 43.33 Acres		
Mary Esther Park Facilities - Future		
Water Tower (Town Ln.)	Neighborhood	2.34
Brian Cir. Pond	Neighborhood	2.78
Town Hall Green	Neighborhood	1.0
Library Open Space	Pocket Park	0.6
City-Owned Waterfront Property	Pocket Park	0.54
Cristobal Landing	Neighborhood	1.15
Property East of Library/potential expansion	Neighborhood	8.01
Total Future Land To Add: 16.42 Acres		
Total Existing Parks + Future Land To Add: 59.75 Acres		



Map highlighting the City of Mary Esther's existing Park system and city-owned properties.

4.2 Recommendations

Following public engagement and staff interviews, concept plans were developed for 5 individual parks and public spaces. These include:

1. Bryn Mawr Park
2. Springdale Park
3. Library Park
4. Elliot Park
5. Jesse Rogers Cemetery

These plans reflect community priorities, site-specific opportunities, and design strategies to improve accessibility, amenities, and overall user experience.

For the city's remaining parks and publicly owned spaces, recommendations were informed by public feedback, staff input, and system-wide goals identified in the Mary Esther Vision Plan. These broader strategies address enhancements across the park system, including:

- City-wide signage improvements (gateway, monument, wayfinding, and instructional signage)
- Greenway and trail network investments to improve connectivity between neighborhoods, parks, and destinations
- Programming and amenity upgrades to support year-round use and diverse activities

General System-Wide Recommendations:

- Update existing park information in national online databases and mapping networks to improve awareness and wayfinding for residents and visitors. For example, the Trust for Public Land mentions there is only one park in Mary Esther, giving a skewed outlook on open space availability to residents and visitors.
- Ensure consistency in branding and design across all park signage and public. communications.
- Incorporate coastal-resilient materials and plantings into all new park improvements.
- Consider re-naming individual parks. This could be a part of an effort to capture future revenue sources.
- Reference Okaloosa County's Comprehensive Plan 2045 for Coastal Management, section 2-9. Recommendations stress the importance of maintaining natural areas, especially those along coastal waterfronts and the potential to increase public access to water, as well as promote natural habitat preservation and rehabilitation. Best practices include promoting and providing living shorelines, where possible.

Bryn Mawr Park

Existing Conditions

Address: 600 Sussex Rd, Mary Esther, FL 32569
Acreage: 2.7
Description: Byrn Mawr Park offers a multi-use baseball field with a batting cage, dugouts, bleachers, lights, and restroom facilities, as well as playground equipment in fair condition.

Vision and Goals

Bryn Mawr Park will continue to serve as Mary Esther's central community park — a place where residents of all ages gather for recreation, play, and community events. The vision is to evolve this space into a multi-functional, inclusive, and resilient recreation hub that balances active use with environmental stewardship.

Recommendations

Initial Investment

- Incorporate a Multi-Use Field
- Update Restrooms + Concessions
- Update Batting Cage
- Formalize Parking
- Update Pavilions

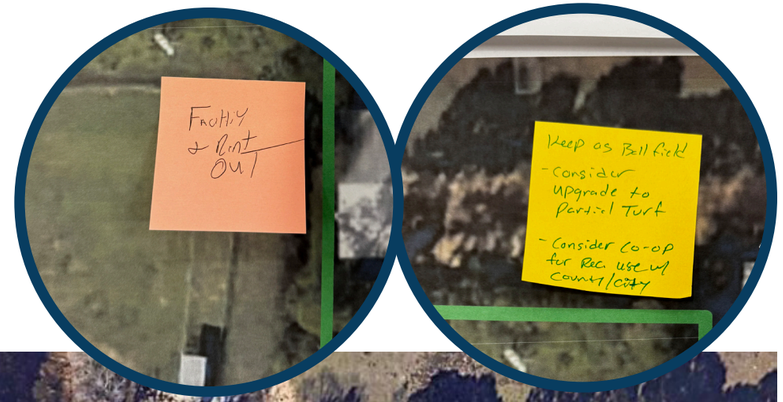
Future Phases

- Update Playgrounds
- Incorporate Additional Shelters
- Fitness Stations
- Establish formal Dog Park Areas
- Add Short-Range Frisbee Golf

Photos of Bryn Mawr Park existing conditions.

"We need to rehab N. Bryn Mawr ball field or turn into a multipurpose field or separate diamond shaped sports at N. Byrn Mawr and place square field sports at Springdale."

- Online Survey Response



Design Vision

Create a cohesive, walkable, and welcoming park environment that integrates flexible recreation areas, shaded seating, pet-friendly spaces, and natural stormwater features. Design should reflect Mary Esther's coastal identity through native landscaping, durable materials, and simple, elegant detailing.

Aerial image of Bryn Mawr Park area.

Bryn Mawr Park

Design Goals

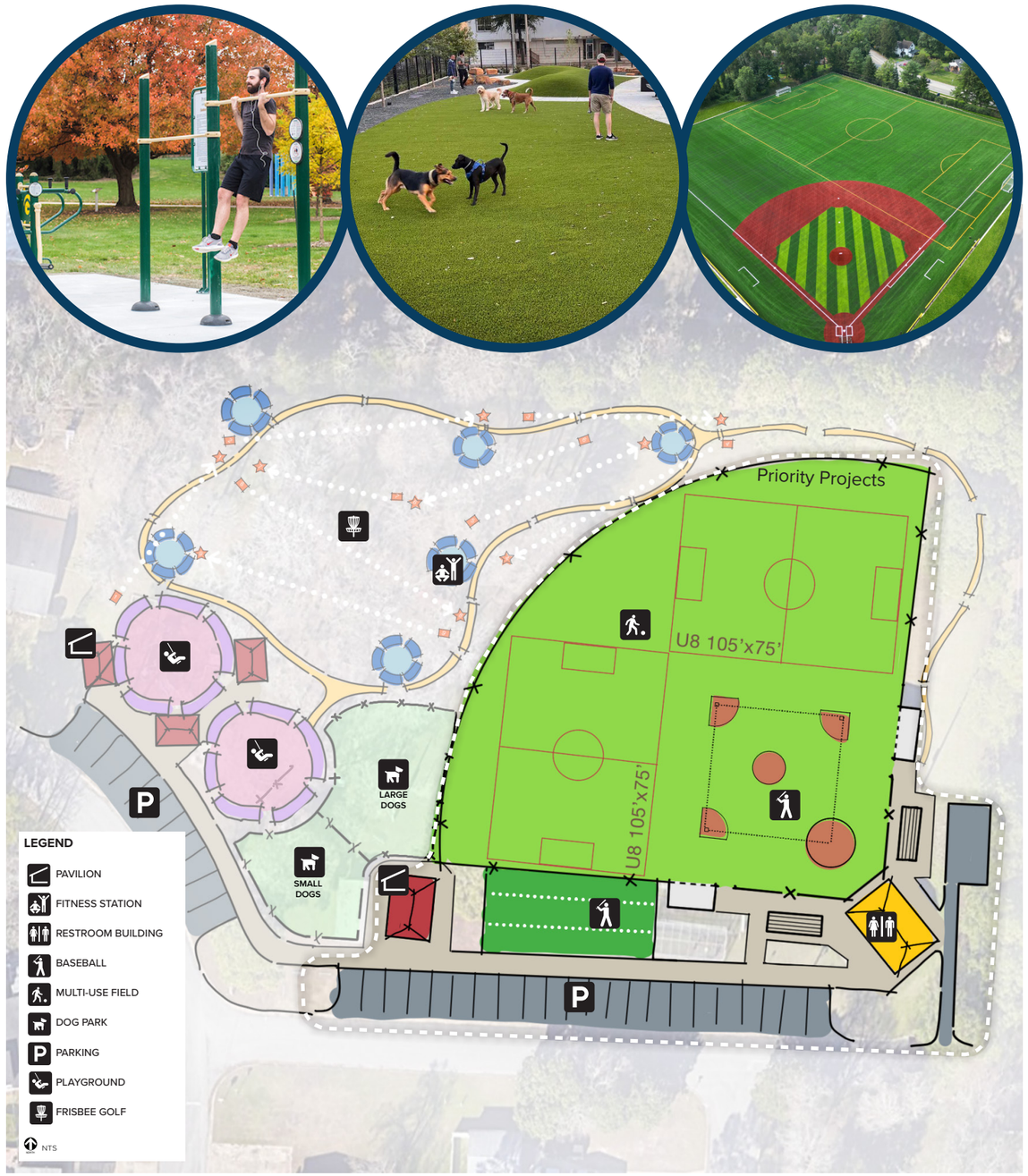
- Safety + Accessibility: Ensure ADA-compliant routes, lighting, and clear sightlines throughout the park.
- Community + Flexibility: Support daily use and small community gatherings through multi-purpose open areas and adaptable amenities.
- Ecological Stewardship: Use native plants, rain gardens, and pervious surfaces to enhance sustainability.
- Identity + Wayfinding: Establish consistent signage, colors, and materials that connect Bryn Mawr Park to the broader Mary Esther park system.
- Maintenance Efficiency: Select materials and systems compatible with city staffing and equipment capacity.

Implementation Roadmap			
Priority Area	**Phase 1 (1-5 Years)**	**Phase 2 (6-10 Years)**	**Phase 3 (11-20Years)**
Safety & Maintenance	Replace aging playground; refurbish fencing and lighting; re-stripe parking	Replace restrooms + concessions	Evaluate long-term turf and drainage improvements
Community Amenities	Add dog park area + benches	Add walking loop, disc golf course and fitness stations	Add shade structure or pavilion replacement
Recreation Facilities	Update batting cage and dugouts	Convert sports field to joint-use space	Upgrade Playgrounds and pavilions
Sustainability	Install native buffer plantings	Incorporate bioswale and pollinator beds	Assess solar lighting retrofit

Investment Levels			
	Low (Baseline)	**Medium (Enhanced)**	**High (Full Vision)**
Funding Potential	**City Funding**	**Grants/Partnerships**	**All Sources**
Estimated Cost - Phase 1	$200K+	$300K+	$500K+
Estimated Cost - Phase 2	$500K+	$2M+	$4M+
Estimated Cost - Phase 3	$300K+	$600K+	$1.2M+

Maintenance

Maintenance Level: Mode 2 (moderate)
Annual Labor Hours: ~200 hours
Notes: No additional staff needed under baseline; add one seasonal PTE if upgraded features are built.



Concept Plan highlighting community priorities

Springdale Park

Existing Conditions

Address: 25 Mary Esther Dr, Mary Esther, FL 32569
Acreage: 3.7
Description: Springdale Park offers a multi-use baseball field, playground, basketball court, community garden, and restroom facilities. There is also access to a water tower and utility maintenance.

Vision and Goals

Springdale Park will become a family-oriented recreation destination centered around inclusive play, multi-generational activity, and emerging community sports like pickleball. The park should balance structured courts with open play zones, while maintaining safe, walkable connections to nearby neighborhoods.

Recommendations

Initial Investment

- Updated Restrooms
- Updated Playgrounds
- Updated Basketball Court
- New tennis court
- Upgraded parking area with improved access to Utilities

Future Phases

- New Pickleball courts
- New Multi-Use Field
- Additional Pickleball Courts
- New Dog Park Area

Photos of Springdale Park existing conditions.

Design Vision

Design a compact, activity-driven park that celebrates play and recreation for all ages. The park should express energy and movement through multi-use courts, colorful play areas, and shaded gathering nodes—balancing structured recreation with welcoming, family-oriented comfort.

Aerial image of Sprindale Park area.

Springdale Park

Design Goals

- Reinforce park edges with landscaping to create safety and definition.
- Provide a signature inclusive playground that serves multiple age groups.
- Improve pedestrian and bicycle connections to adjacent neighborhoods.
- Incorporate picnic and shade structures to encourage family use.
- Integrate low-maintenance coastal plantings for year-round appeal.

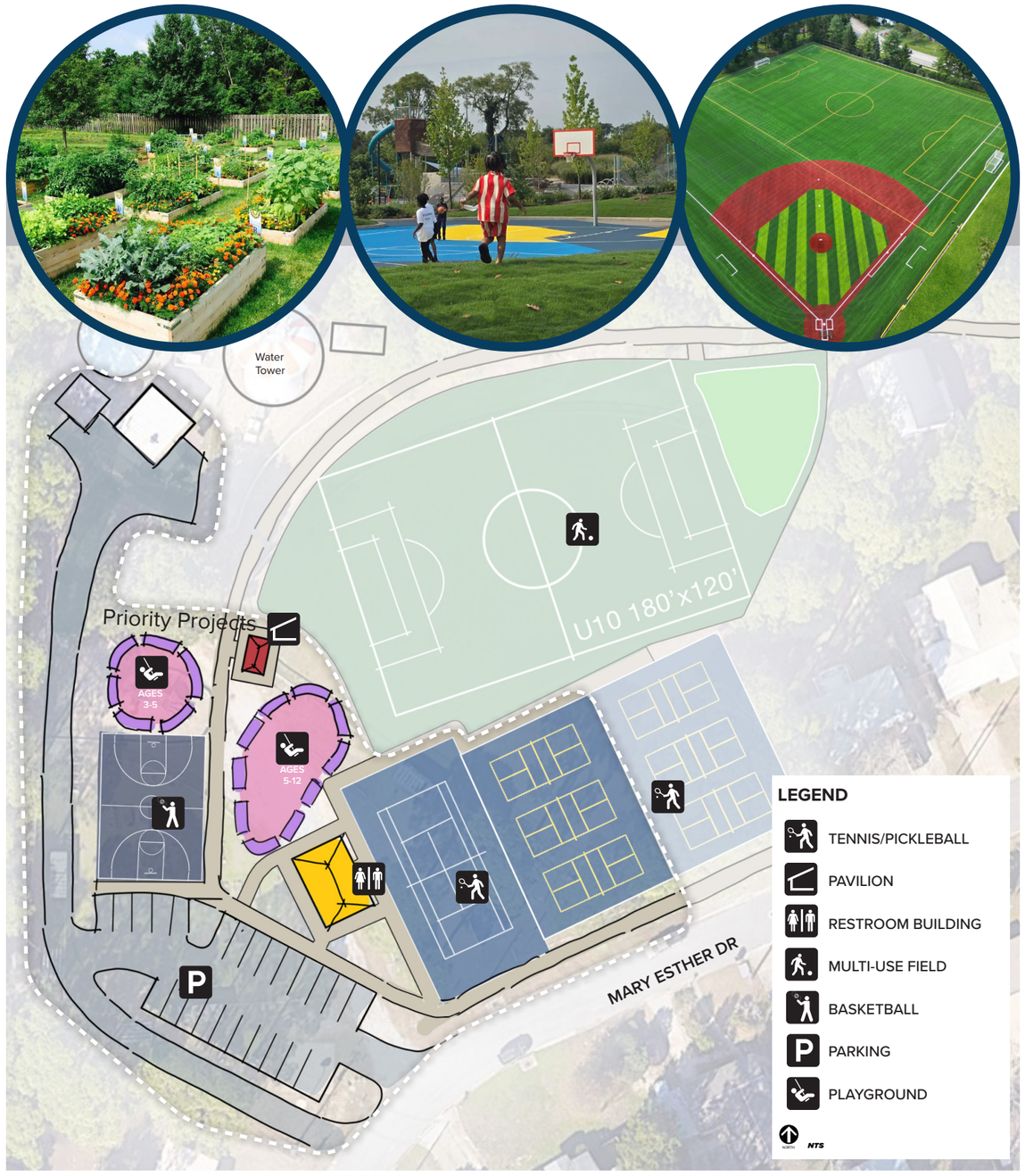
Implementation Roadmap			
Priority Area	**Phase 1 (1-5 Years)**	**Phase 2 (6-10 Years)**	**Phase 3 (11-20Years)**
Safety & Maintenance	Resurface play areas; add ADA ramps	Replace perimeter fencing	Upgrade lighting
Play + Recreation	Build inclusive playground + pickleball courts	Construct tennis court, multi-use field, additional playground	Add shade structure or pavilion
Community Amenities	Add picnic shelters and restrooms	Expand dog park area	Enhance landscaping and signage
Connectivity	Install sidewalks and crosswalks; add parking and drive to water tower	Create trail spur to Oak Tree Park	Add small parking improvements

Investment Levels			
	Low (Baseline)	**Medium (Enhanced)**	**High (Full Vision)**
Funding Potential	**City Funding**	**Grants/Partnerships**	**All Sources**
Estimated Cost - Phase 1	$100K–$250K	$300K–$500K	$1M+
Estimated Cost - Phase 2	$250K-$500K	$500k-$1.5M+	$3.6M+
Estimated Cost - Phase 3	$50K+	$200K+	$400K+

Note: Investment levels provided above and throughout document are provided as a flexible guide for the City of Mary Esther to help prioritize park improvements and funding based on community input and funding available. The funding ranges depict a summary of a more detailed budget developed for the various park improvements depicted on the conceptual park plans for each park and are based on 2025 costs. City staff will need to adjust budget amounts will need to be adjusted using appropriate market escalation factors over time to determine appropriate funding.

Maintenance

Maintenance Mode: Level 2-3 (moderate to high)
Annual Labor Hours: ~250 hours
Staffing Impact: Increased mowing and surface maintenance with courts; may require one part-time maintenance support.
Notes: Surface cleaning, striping, and drainage upkeep critical for long-term performance.



Concept Plan highlighting community priorities.

Library Park

Existing Conditions

Address: 100 Hollywood Blvd W, Mary Esther, FL 32569
Acreage: 0.6
Description: This site is currently an open lawn with a few covered picnic tables near the library building.

Vision and Goals

Library Park will evolve into a civic green and cultural hub that enhances the library campus and serves as a gathering space for outdoor learning, markets, and small performances. The space will reflect Mary Esther's civic pride and foster partnerships between the library, city, and community groups.

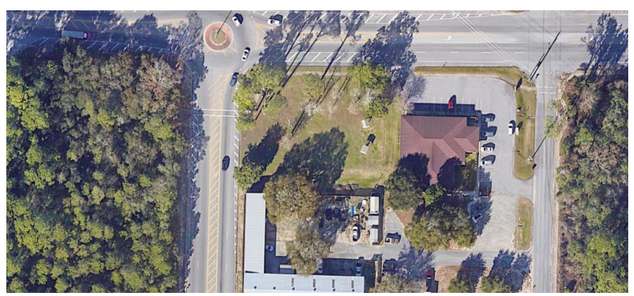
Recommendations

- Landscape Screening and Fence along busy road
- Formal Lawn
- Community Garden/Education Garden

Initial Investment

- Bandshell/Elevated Pavilion
- Pop-Up Market Tent Zone
- Benches & Reading Areas

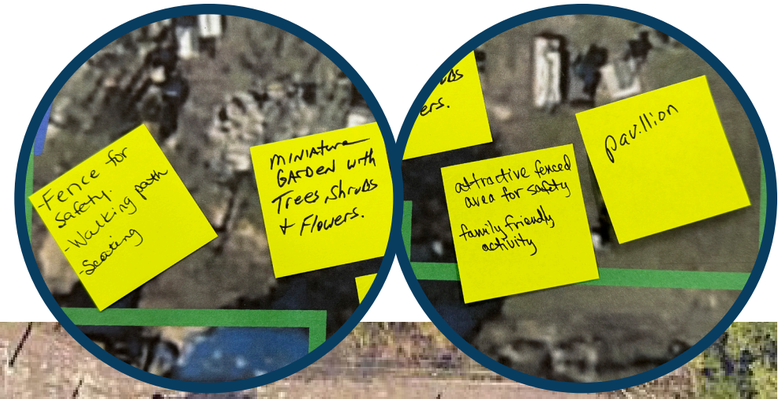
Future Phases



Photos of Library Park existing conditions.

"Library Field is a great place to have a large pavilion to host concerts, farmers markets, community events, and perhaps a splash pad."

- Online Survey Response



Design Vision

Shape a civic green that seamlessly integrates learning, culture, and community life. The design should reflect Mary Esther's coastal charm and civic identity—offering a flexible, event-ready space that encourages storytelling, performances, and everyday relaxation beneath a shaded canopy.

Aerial image of Library Park area.

Library Park

Design Goals

- Create a flexible green lawn that supports events and outdoor learning.
- Provide seating and shaded areas for reading and small gatherings.
- Develop infrastructure to support outdoor events (power, lighting, stage pad).
- Introduce a community garden or demonstration planting area.
- Install landscape screening and fencing/safety barrier along Hollywood Blvd.

Implementation Roadmap			
Priority Area	**Phase 1 (1-5 Years)**	**Phase 2 (6-10 Years)**	**Phase 3 (11-20Years)**
Civic Green Space	Establish formal lawn and shaded seating, install landscape screening and safety barrier along busy streets	Build bandshell/ pavilion and pop-up market zone	Expand event infrastructure (lighting, shade sails)
Community Programming	Outdoor storytime and library events	Seasonal markets and performances	Permanent infrastructure for recurring events
Sustainability + Aesthetics	Add native planting beds and educational signage	Expand community education gardens	Add smart irrigation and expanded tree canopy
Connectivity	Add crosswalk and sidewalk along Hollywood Blvd	Add wayfinding to Oak Tree Preserve + City Hall	Evaluate greenway link and bike access

Investment Levels			
	Low (Baseline)	**Medium (Enhanced)**	**High (Full Vision)**
Funding Potential	**City Funding**	**Grants/Partnerships**	**All Sources**
Estimated Cost - Phase 1	$100K	$200K–$400K	$600K+
Estimated Cost - Phase 2	$250K-$500K	$500K+	$1M+
Estimated Cost - Phase 3	$100K+	$200K+	$300K+

Maintenance

Maintenance Mode: Level 2 (moderate)
Annual Labor Hours: ~175 hours
Staffing Impact: Can be managed by existing staff; event-related setup may require coordination with Library or volunteers.
Notes: Routine mowing, seasonal flower replacement, and litter control should align with Library operations schedule.

Concept Plan highlighting community priorities

Elliot Park

Existing Conditions

Address: 254 Elliott Rd, Mary Esther, FL 32569
Acreage: 3.0
Description: Elliot Park hosts a tennis court, basketball court, two sets of playground equipment, and two pavilions. Cars must park along the side of the road. To the south the site boundary follows a creek through a residential community.

Vision and Goals

Elliot Park will be revitalized as a multi-generational recreation and nature park that combines active and passive recreation. The park will offer a mix of sports, fitness, and environmental education opportunities, creating a destination for both neighborhood residents and citywide users.

Recommendations

- New Dog Park Area
- Relocated Community Gardens
- Frisbee Golf Putting Range
- Update Pavilion
- New Playground
- New Trails

Initial Investment

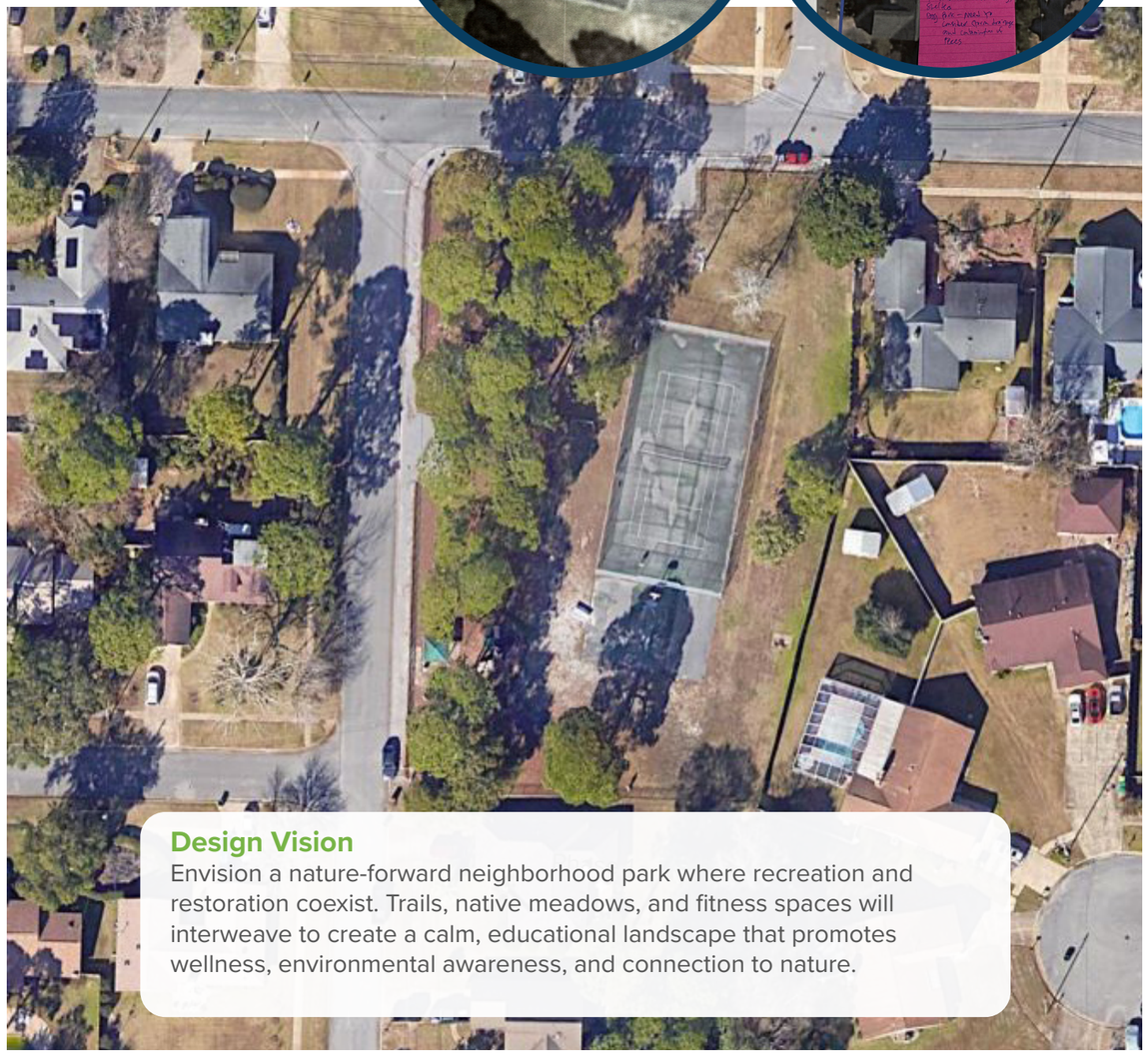
- New Fitness Court
- Expanded Playgrounds
- Expanded Dog Park Area
- Expanded Trail Loop + Extension

Future Phases

Photos of Elliot Park existing conditions.

"We need one or two dog parks. Elliot would be a good central location."

- Online Survey Response



Design Vision

Envision a nature-forward neighborhood park where recreation and restoration coexist. Trails, native meadows, and fitness spaces will interweave to create a calm, educational landscape that promotes wellness, environmental awareness, and connection to nature.

Aerial image of Elliot Park area.

Elliot Park

Design Goals

- Provide a well-balanced mix of active and passive recreation amenities, including the rleocation of the community gardens.
- Enhance natural features and preserve mature tree canopy.
- Add diverse recreation amenities such as fitness court, frisbee golf putting range, and dog park.
- Expand walking trails to connect to future greenway alignment.
- Integrate environmental interpretation and educational features.

Implementation Roadmap			
Priority Area	**Phase 1 (1-5 Years)**	**Phase 2 (6-10 Years)**	**Phase 3 (11-20Years)**
Trails + Access	Add loop path and ADA entry, formalize parking	Expand trail loop	Connect to greenway system
Recreation Facilities	Establish dog park and community garden	Install fitness court and Frisbee golf putting range	Add expanded playground and nature play zone
Landscape Enhancements	Remove invasives, plant natives	Add pollinator meadow	Expand community garden amenities
Sustainability	Improve drainage	Add rain garden, storm surge friendly plants	Implement tree canopy management plan

Investment Levels			
	Low (Baseline)	**Medium (Enhanced)**	**High (Full Vision)**
Funding Potential	**City Funding**	**Grants/Partnerships**	**All Sources**
Estimated Cost - Phase 1	$200K+	$500K+	$1.3M+
Estimated Cost - Phase 2	$250K-$500K	$500K+	$1.6M+
Estimated Cost - Phase 3	$100K+	$200K+	$500K+

Maintenance

Maintenance Mode: Level 2 (moderate)
Annual Labor Hours: ~225hours
Staffing Impact: Manageable within current structure; additional horticultural support may be needed as native areas mature.
Notes: Emphasis on litter collection, trail upkeep, and natural area maintenance through seasonal rotation.

Concept Plan highlighting community priorities.

Jesse Rogers Cemetery

Option 1

Existing Conditions

Address: 221 E Miracle Strip Pkwy, Mary Esther, FL 32569
Acreage: 1.8
Description: Channel-front cemetery with grave plots, several benches, and an old growth canopy.

Vision and Goals

The Jesse Rogers Memorial Cemetery will preserve its historical and cultural significance while improving access, safety, and aesthetics. The vision focuses on protecting the site's heritage, integrating landscape improvements and expanding the variety of new burial options.

Recommendations

- Additional Traditional Burial Plots
- Scatter Garden
- Columbarium
- Sound Barrier Wall
- Linear Water features
- New Paths
- Formalized Parking
- Waterfront Pavilion

Photos of Jesse Rogers Cemetery existing conditions.

Rendered Concept Plan - Option 1

Jesse Rogers Cemetery

Option 2

Existing Conditions

Address: 221 E Miracle Strip Pkwy, Mary Esther, FL 32569
Acreage: 1.8
Description: Channel-front cemetery with grave plots, several benches, and an old growth canopy.

Vision and Goals

The Jesse Rogers Memorial Cemetery will preserve its historical and cultural significance while improving access, safety, and aesthetics. This vision focuses on protecting the site's heritage, integrating subtle landscape improvements and expanding the existing grid of traditional burial plots.

Recommendations

- Add Traditional Burial Plots
- Build Sound Barrier Wall
- Walking Path
- Formalized Parking
- Outdoor chapel/pavilion
- Improve waters edge

Photos of Jesse Rogers Cemetery existing conditions.

Rendered Concept Plan - Option 2

Thomas J. Pryor Park

Existing Conditions

Address: 195 Christobal Rd, Mary Esther, FL 32569
Acreage: 2.61
Description: Passive open space along a tranquil creek with direct access from the current City Hall parking lot.

Vision and Goals

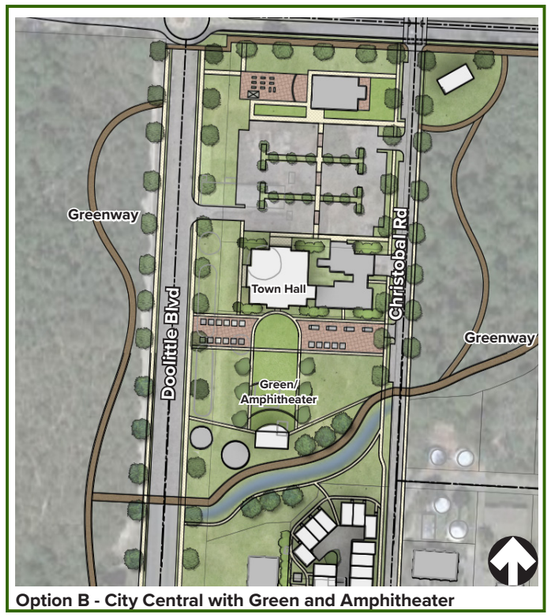
Thomas J. Pryor Park, located adjacent to the existing City Hall, will continue to function as a passive space. The park's improvements should strengthen its role as a welcoming public space with potential connections to a greenway network connecting Oak Tree Preserve to other city properties.

Recommendations

- Introduce Greenway Path to connect to Oak Tree Nature Preserve.
- Expand Greenway Path to future property to the East across Cristobal Ln. Opportunity to add picnic shelter.

Map highlighting park boundary.

Photos of Thomas J. Pryor Park existing conditions.



Rendered Concept Plan from Mary Esther Vision Plan

Oak Tree Park

Existing Conditions

Address: 300 W Lorraine Dr, Mary Esther, FL 32569
Acreage: 0.63
Description: A small neighborhood pocket park with small playground, basketball court and covered picnic tables.

Vision and Goals

Oak Tree Park will evolve into a small but strategic neighborhood green that strengthens east–west connectivity through Mary Esther's residential network. With the potential for a future vehicular connection between neighborhood streets, the park's design should balance circulation needs with the preservation of open space, trees, and pedestrian comfort. The park will serve as both a community link and a local amenity, offering informal recreation, shaded seating, and natural buffers that complement the surrounding homes.

Recommendations

- Consolidate Park into Northern most area along Hollywood Blvd, to allow N. Lorraine Drive to connect through to Scottsdale Drive. This recommendation meets the goals from Okaloosa County's Comprehensive Plan 2045, section 2.2, Objective 1.7, to provide alternate routes and reduce resident evacuation timing during hurricane emergencies. This connection further promotes multi-modal connectivity between neighborhoods and emergency vehicle access routes.

- Upgrade Playground and Basketball court with relocation, if facilities are desired in this park.

Photos of Oak Tree Park existing conditions.

Map highlighting park boundary with potential connection of neigborhood streets.

Birds Eye view of Oak Tree Park

Water Tower/Town Lane

Existing Conditions

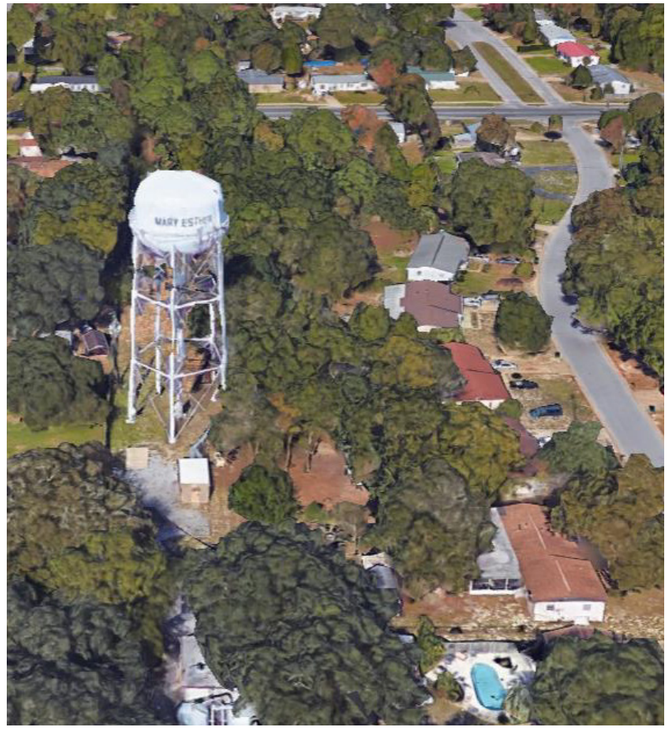
Address: Town Ln, Mary Esther, FL 32569
Acreage: 2.34
Description: City-owned property connecting Hollywood Blvd to E Miracle Strip Pkwy. Access driveway to centrally located water tower

Vision and Goals

The Town Lane property and adjacent water tower site present an opportunity to establish a north–south pedestrian and bicycle corridor, linking neighborhoods and improving non-vehicular access through the city. The corridor could become both a recreational asset and a safe mobility route for residents.

Recommendations

- Introduce Greenway Path to connect Hollywood Blvd to E Miracle Strip Pkwy
- Adjust fencing around water tower to allow continuous path through the site
- Opportunity to update and increase visibility of Mary Esther signage on face of water tower



Photos of Town Lane/Water Tower existing conditions.

Map highlighting park boundary.

Oak Tree Nature Preserve

Existing Conditions

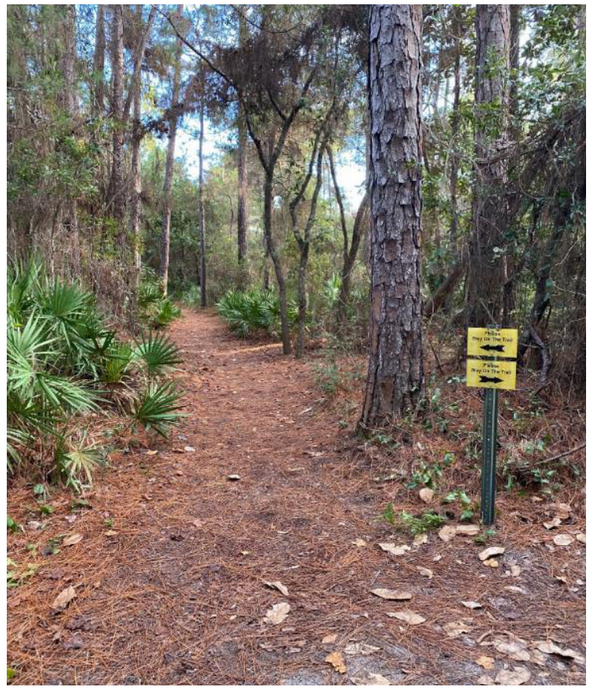
Address: Hollywood Blvd, Mary Esther, FL 32569
Acreage: 25.08
Description: 25-acre tract of undeveloped property showcasing the areas native plant communities and providing interpretive hiking trails to allow visitors to enjoy and learn about the great outdoors.

Vision and Goals

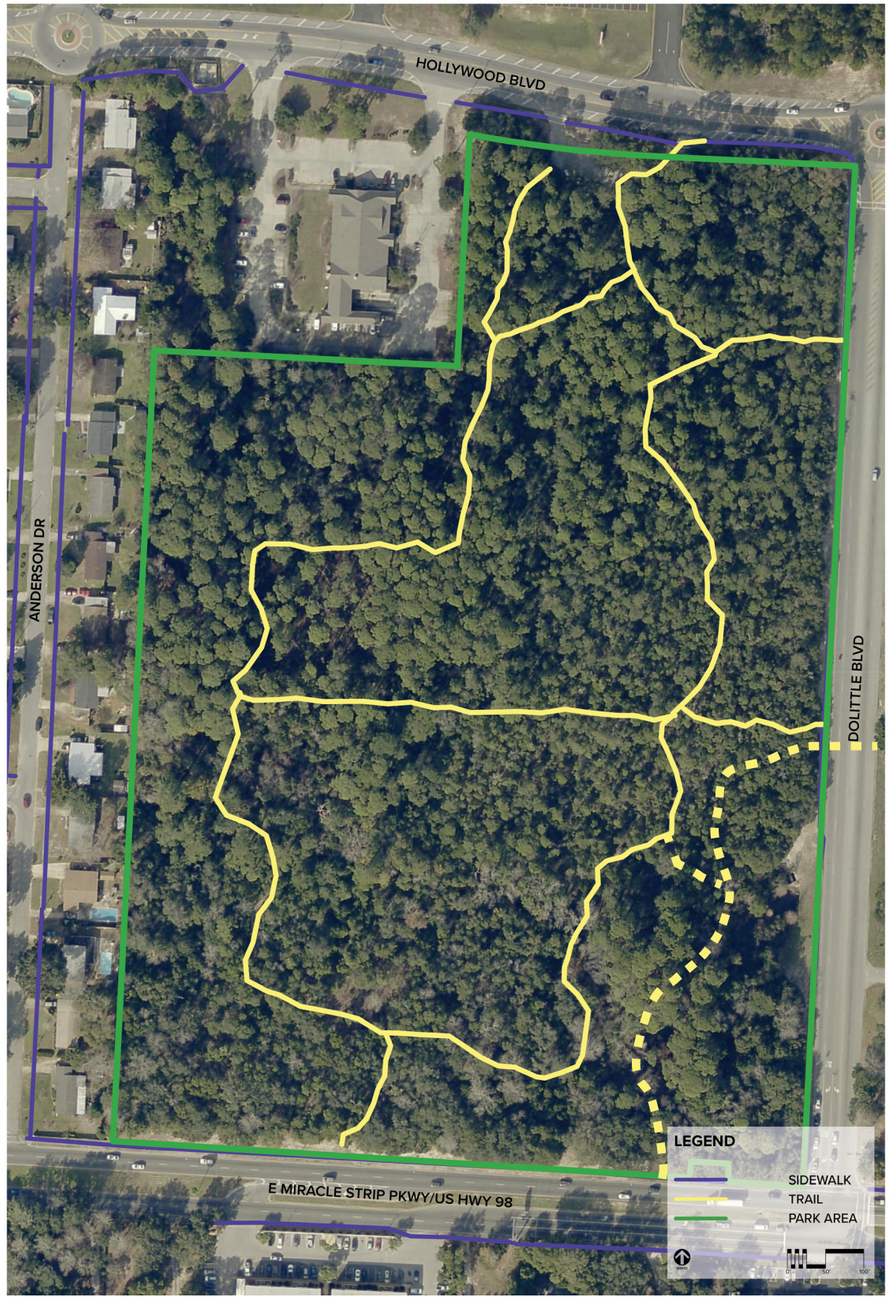
Oak Tree Nature Preserve will remain the city's signature ecological asset and outdoor classroom — a sanctuary for residents, wildlife, and educational programming. The vision emphasizes conservation, interpretation, and accessibility while strengthening its identity as a hub for environmental learning and passive recreation.

Recommendations

- Replace both Pedestrian Trail Bridges
- Introduce Greenway Path/rustic trail alongside creek bank to connect closer to Doolittle Dr. intersection with Miracle Strip Pkwy.
- Repair/replace picnic shelter
- Replace/update trail-head kiosks and signage throughout park



Photos of Oak Tree Nature Preserve existing conditions.



Map of Oak Tree Preserve highlighting park boundary, exisiting and conceptual trails.

South Bryn Mawr Park

Existing Conditions

Address: 108 S. Bryn Mawr Blvd., Mary Esther, FL 32569
Acreage: 2.10
Description: Small neighborhood park with playground and shelter

Vision and Goals

South Bryn Mawr Park will serve as a small neighborhood-scale recreation space focused on families, young children, and community events. As one of Mary Esther's most compact parks, its improvements should emphasize safety, shade, and connectivity while providing opportunities for play and relaxation.

Recommendations

- Upgrade playground
- Connect parking across creek with boardwalk trail
- Close roadway section bisecting park properties to consolidate entry from Miracle Strip Pkwy to one entrance and reclaim ROW for park expansion.
- Partner with neighboring church for festivals and events

Photos of S. Bryn Mawr Park existing conditions.

Map highlighting park boundary.

Pier and Boat Ramp

Existing Conditions

Address: 17 Misty Water Ln, Mary Esther, FL 32569
Acreage: 0.2
Description: Public Boat launch ramp with modest parking availability.

Vision and Goals

The City Pier and adjacent Misty Water landing will strengthen Mary Esther's connection to its coastal identity by improving waterfront access, recreation, and resiliency. The site will serve as a community gathering and boating hub with safe public access to the Santa Rosa Sound.

Recommendations:

- Update kiosk signage
- Formalize parking with striping
- Incorporate Living Shoreline best practices with updated landscaping

Photos of Misty Water Lane Boat Launch and public dock existing conditions.

Map highlighting park boundary.

Vacant Waterfront Property

Existing Conditions

Address: 399 Miracle Strip Pkwy, Mary Esther, FL 32569
Acreage: 0.54
Description: Water-front property, vacant land.

Vision and Goals

This strip of land is an important asset to the City of Mary Esther as it is a passive open space with the ability to create a direct connection to the waterfront. This enables recreational activities that are not met in land locked parks and allows the city to participate in improving the shoreline.

Recommendations:

- Opportunity to add kayak/paddle boat launch for expanded blueway network
- Opportunity to preserve waterfront property as natural area while increasing public access to waterfront features, like the barrier islands.
- Incorporate Living Shoreline best practices with improved landscaping and coastal maintenance. These recommendations meets the Okaloosa County Comprehensive Plan 2045 section 2-9 objectives.

Photos of City-Owned waterfront vacant property existing conditions.

Map highlighting park boundary.

Brian Circle Pond

Existing Conditions

Address: 220 Brian Circle, Mary Esther, FL 32569
Acreage: 2.78
Description: Common area for neighborhood with large pond and several private docks.

Vision and Goals

Brian Circle Pond will evolve from a passive neighborhood feature into a small-scale community destination that promotes fishing, environmental awareness, and scenic relaxation. The park's enhancements should improve access, beautification, and habitat quality while maintaining its tranquil residential character.

Recommendations

- Opportunity to add publicly accessible dock for fishing,
- New picnic tables with shelter
- Potential educational signage

Photos of Brian Circle Pond existing conditions.

Map highlighting park boundary.

Azalea Park

Existing Conditions

Address: 5 Azalea Dr., Mary Esther, FL 32569
Acreage: 1.81
Description: Wooded neighborhood park currently under renovation, with passive and active open spaces, rustic accessible trails and pavilion.

Vision and Goals

Azalea Park will serve as a welcoming neighborhood green that balances informal recreation and play with shaded, comfortable spaces for relaxation. The park should express the character of Mary Esther's coastal neighborhoods while offering accessible recreation for nearby residents.

Recommendations

- Implement existing concept plan
- Maintain wooded forest character

Photos of Azalea Park existing conditions.

Concept Plan of proposed park improvements.

Christobal Landing

Existing Conditions

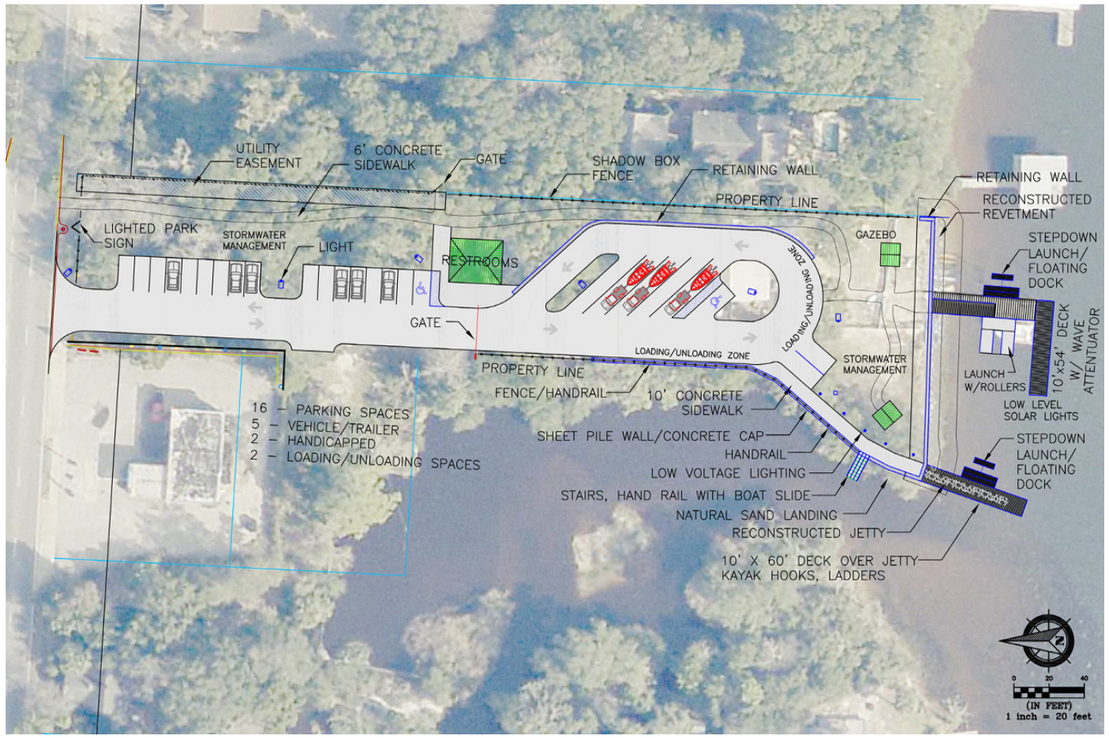
Address: Christobal Rd South, Mary Esther, FL 32569
Acreage: 1.15
Description: A new publicly accessible boat launch and dock with boat trailer parking. It features an educational kiosk, public restrooms and pavilions.

Vision and Goals

Christobal Landing will serve as Mary Esther's primary waterfront destination, providing residents and visitors with safe, accessible, and sustainable access to the Santa Rosa Sound. As one of the city's key blueway nodes, it will balance recreational boating with shoreline preservation and environmental education.

Recommendations

- Implement existing concept plan.
- Incorporate Living Shoreline best practices to meet the objectives from Okaloosa County's Comprehensive Plan 2045, section 2.9.



Concept Plan of proposed park layout.

Photos of Cristobal Landing existing conditions.

Town Center Park

Existing Conditions

Address: 300 Mary Esther Blvd, Mary Esther, FL 32569
Acreage: TBD
Description: Conceptual Idea for integration of a new formal open space adjacent to the new City Hall as part of the Mall area redevelopment strategies.

Vision and Goals

The Town Center Park will anchor Mary Esther's civic and cultural life — a central gathering space for festivals, markets, and public events. Designed as a flexible, multi-functional green, it will link future mixed-use development with the city's administrative and cultural heart.

Recommendations

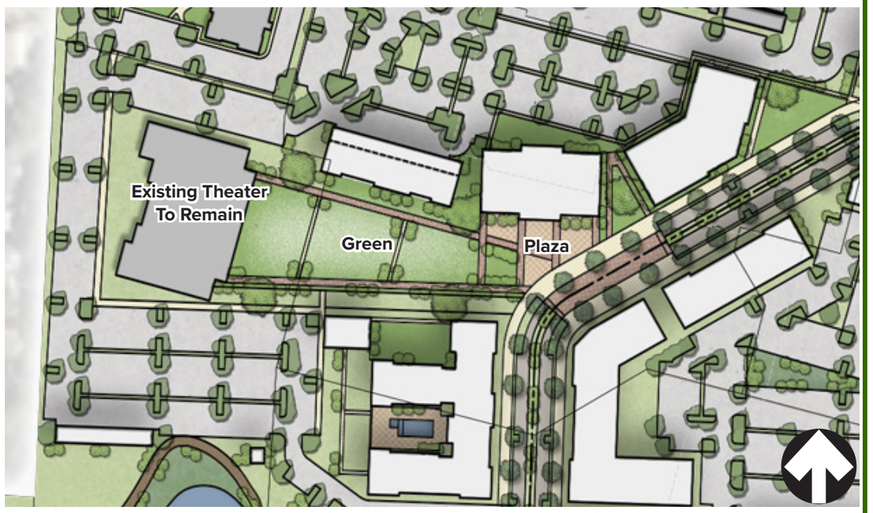
- Implement ideas from the City of Mary Esther Vision Plan to incorporate public gathering space in a Town Center.
- Incorporate multi-modal connections.
- Incorporate gateway signage and wayfinding.
- Incorporate infrastructure to accomodate a variety of community events and festivals.

Photos of potential Town Green elements.

The Vision

Central Gathering Space and Vibrant Neighborhood Parks

Our vision is to have have a large central gathering space as well as vibrant neighborhood parks, where all members of the community may gather for events, festivities, and recreation.



Option A - Town Center with Green as Focal Point

Rendered Concept Plan from Mary Esther Vision Plan

Priority Park Summary

The Priority Park Summary Matrix provides a snapshot of each park's relative investment level, community function, and implementation readiness. It is intended to help city leadership and partners make informed decisions about where to focus limited resources while aligning with the City's long-term park and recreation goals.

The matrix compares each park by classification, priority level, funding potential, and design emphasis. It identifies both high-impact, near-term projects—where visible improvements can be made within current budgets—and longer-term opportunities that may rely on external funding or partnerships.

This tool should be revisited annually alongside the City's Capital Improvement Program (CIP) and used to guide grant applications, budget cycles, and maintenance planning

Summary Matrix – Park Comparison and Priorities						
Park	Primary Vision Focus	Scale / Classification	Priority Level	Estimated Cost Range	Key Funding Fit	Design Emphasis
Bryn Mawr Park	Community recreation hub	Neighborhood	High	$150K–$750K+	FRDAP, LWCF	Multi-use activity hub, dog park, Frisbee golf
Springdale Park	Family + play destination	Neighborhood	High	$100K–$600K	FRDAP, local CIP	Pickleball + tennis complex, inclusive play
Library Park	Civic gathering + performance space	Community	Medium	$200K–$500K	LWCF, RESTORE	Civic lawn, events, market zone
Elliot Park	Active + natural recreation blend	Neighborhood	Medium	$100K–$400K	FRDAP, RESTORE	Fitness court, trails, nature play

Interpretation and Use

The priority matrix does not assign rigid rankings but rather illustrates tiers of readiness and opportunity.

- High-priority parks represent those where improvements are most feasible with current resources, or where visible community benefit can build public momentum.
- Medium-priority parks may require additional planning, design coordination, or partnership development before advancing.
- Lower-priority or future opportunity sites are included to ensure continuity in long-range visioning and to preserve future open-space potential.

By combining funding pathways, investment ranges, and maintenance implications, the matrix serves as a living reference document. It can evolve as the City secures grants, updates its staffing structure, or adjusts goals through future planning efforts.

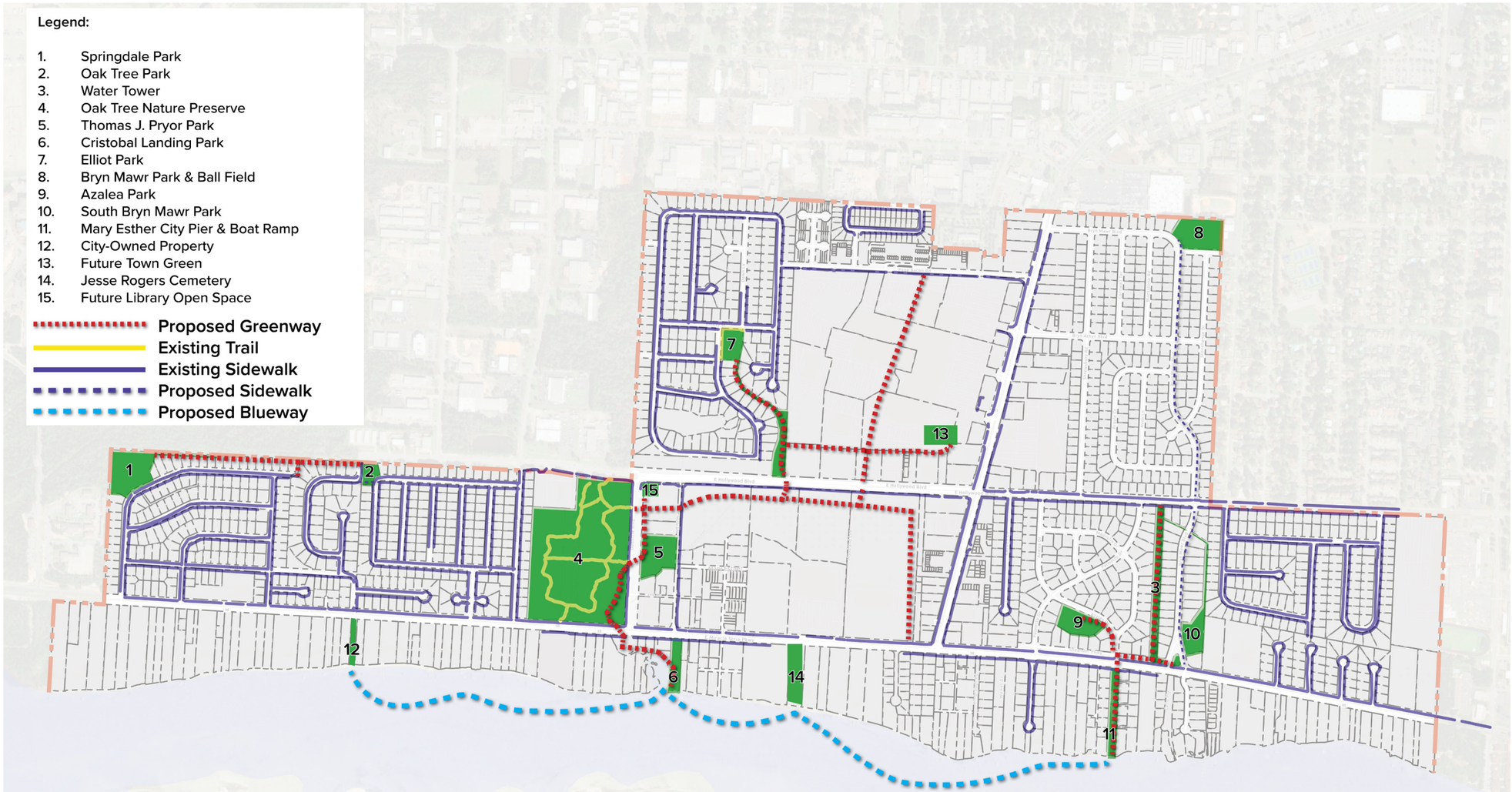
4.3 Connectivity

A well-connected park and recreation system is essential to ensuring residents and visitors can easily access the full range of Mary Esther's recreational amenities. The master plan envisions a system-wide network of multimodal connections that links neighborhood parks, community destinations, and natural assets.

Proposed greenways and shared-use paths will connect residential areas to key civic and activity hubs, including the new City Hall, a potential future Town Center, and existing and planned waterfront access points. These paths are designed to accommodate walking, running, and cycling, enhancing both recreation and daily mobility options.

Along the Santa Rosa Sound, the plan proposes a blueway network that utilizes city-owned waterfront properties as key access nodes. These sites will serve as launch points for kayaks, paddleboards, and small boats, featuring public docks, ramps, and supporting amenities. This network not only strengthens the city's connection to its waterfront but also opens opportunities for exploration of the barrier islands and other regional recreation destinations. Notably, Okaloosa County's Comprehensive Plan identifies improved connections to the barrier islands as an objective in Section 2-11, aligning this proposal with broader county-wide priorities.

Together, the greenway and blueway systems form an integrated framework for land and water-based recreation, promoting healthy lifestyles, expanding tourism potential, and reinforcing Mary Esther's identity as a vibrant coastal community.



Map highlighting the existing and proposed pedestrian network in Mary Esther, including blueways.

Legend:

1. Springdale Park
2. Oak Tree Park
3. Oak Tree Nature Preserve
4. Thomas J. Pryor Park
5. Cristobal Landing Park
6. Elliot Park
7. Bryn Mawr Park & Ball Field
8. Azalea Park
9. South Bryn Mawr Park
10. Mary Esther City Pier & Boat Ramp

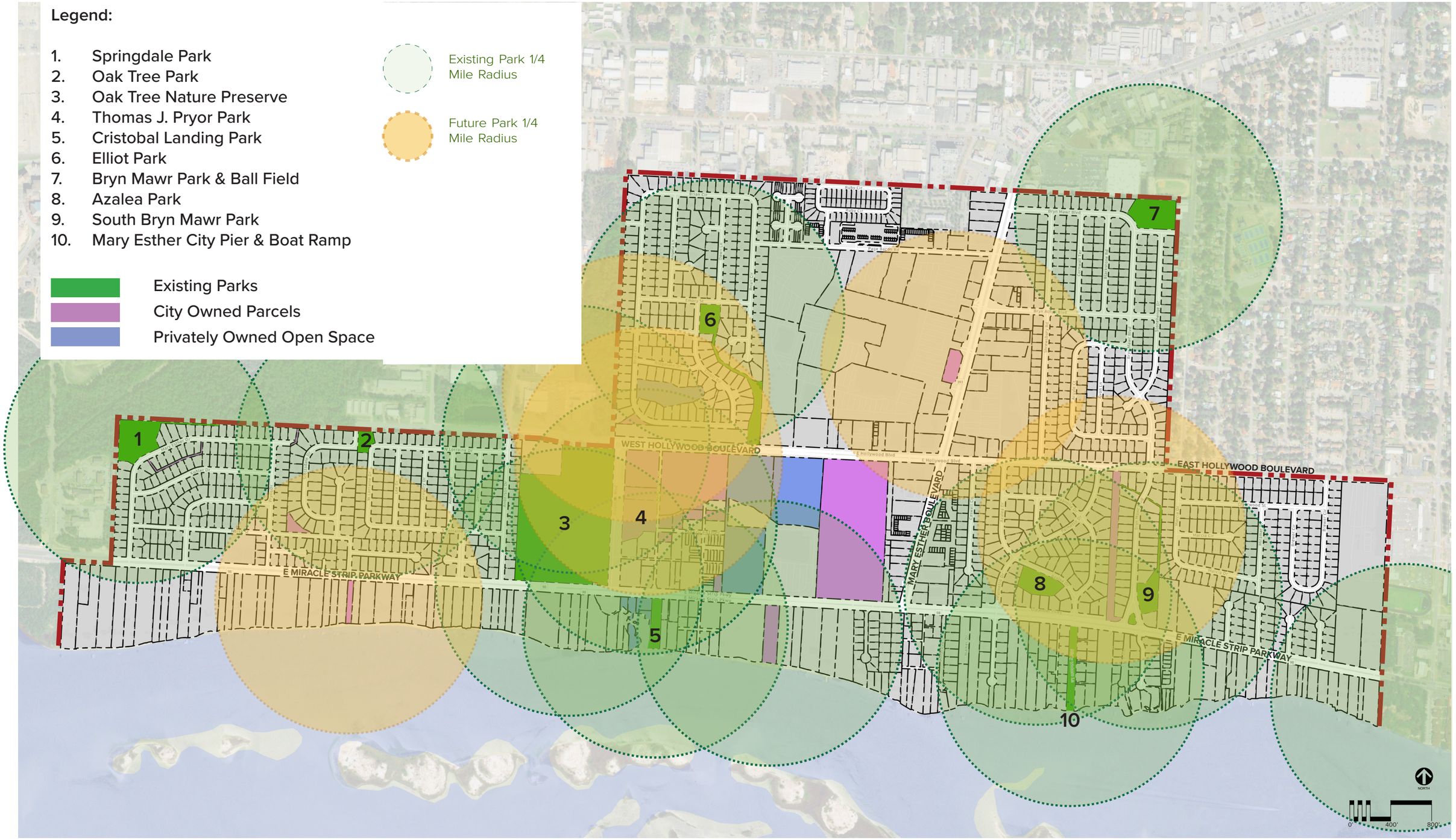
Existing Park 1/4 Mile Radius

Future Park 1/4 Mile Radius

Existing Parks

City Owned Parcels

Privately Owned Open Space

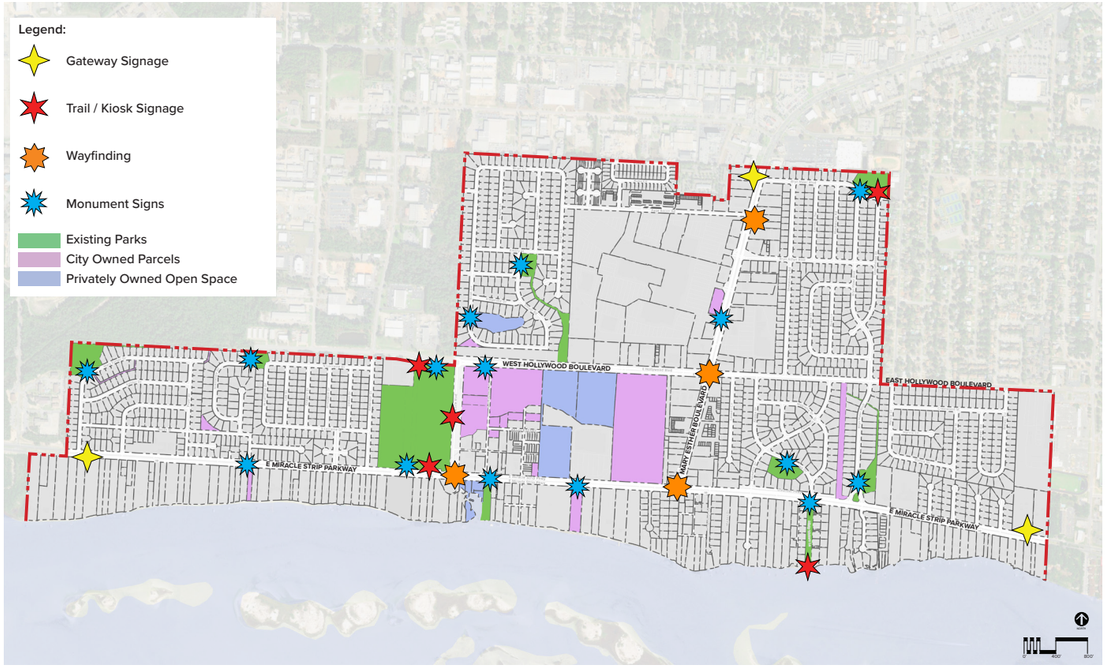


April 2025

Map highlighting the 1/4 mile walking radius from each existing and proposed city park.

4.3 Conceptual Signage

As part of the City of Mary Esther's ongoing investments in parks and public spaces, there is an opportunity to create a cohesive and updated signage system. This includes gateway features at key entry points to the city, monument signs identifying parks and notable landmarks, and wayfinding and instructional signage to guide residents and visitors. These designs aim to improve navigation, strengthen the city's identity, and enhance the overall visitor experience.



Map highlighting potential signage locations

Monument Signage

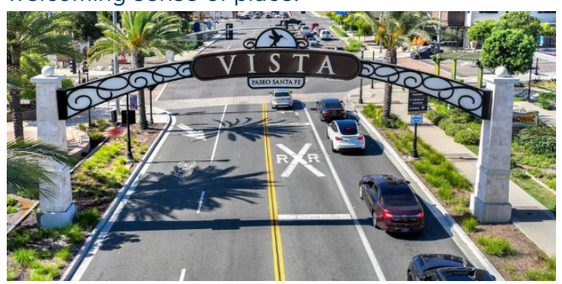
For monument signage, the community favored a rustic and natural style using materials such as wood, stone, or textured concrete paired with clear, easy-to-read lettering. These signs should be simple in form and emphasize the park name prominently, blending with their surroundings rather than standing out as overly ornamental. Residents consistently responded to imagery showing understated, well-crafted entrance signs that convey a sense of permanence and local pride.

Wayfinding

For wayfinding and directional signage, simplicity was key. Community feedback supported solid color schemes with strong contrast, minimal text, and consistent placement to make navigation intuitive throughout the park system. Posts and panels should have clean lines and a uniform look across all parks, creating a sense of cohesion while helping users find trails, amenities, and connections between sites without confusion or clutter.

Gateway

For gateway signage, the public expressed enthusiasm for larger, more visible entry features that could frame or span key roadways and define Mary Esther's identity at city limits. These should use the same natural or rustic materials as the monument signs but at a grander scale, incorporating lighting and landscaping to enhance nighttime visibility and arrival experience. Rather than coastal pastels or beach motifs, residents preferred designs that project civic strength, warmth, and a welcoming sense of place.



Operations and Maintenance

05

Operations and maintenance is necessary to ensure a high quality and financially viable parks system. When thinking about operations and maintenance, it is critically important to consider the concept of "Total Cost of Ownership," as shown in Figure 5.1, and the financial sustainability of the parks system in Mary Esther. The following sections provide an analysis of the operations and maintenance practices in Mary Esther and include recommendations to help guide the City as it works to meet the needs of the community.

5.1 Park Maintenance

Parks, facilities, and amenities that are clean and functioning efficiently are a critical element to delivering high quality programs and services. Parks have played a major role in the livability of Mary Esther since its inception. Today, the park system consists of approximately 43 acres of parks consisting of a variety of facilities, many of which were renovated sometime around the year 2000 up to 2009. Not only will these well-loved parks will benefit from planned improvements, they will best serve the community with consistent and ongoing maintenance.

Maintenance Modes and Standards

Regular maintenance doesn't just happen. It requires planning, procedures, funding, and adequate staffing. This work is typically quantified into units to determine the major resource requirements and establish projections for current and future resource needs. To maintain high quality facilities, amenities, and infrastructure is to preserve the integrity of public assets and their meaningful use. The prevailing objectives of a standards-based park maintenance program are presented below but not in order of importance:

- Maintain and improve the sites, grounds, facilities, and structures of Mary Esther's park system to provide optimal and enjoyable use.
- Provide landscaping and general maintenance for a multitude of City-owned amenities, including but not limited to, landscaped beds and turf, open spaces, natural areas, and City park buildings and structures.

Figure 5.1
Total Cost of Ownership

- Be responsive to maintenance needs of the City's nature parks and trails. Particular attention must be paid to access points, trail repair, erosion control, and trash removal.
- Protect and preserve the value of City assets so that long-term maintenance costs are minimal due to extending the service life of those assets.

Many of the objectives assigned to the parks maintenance teams go beyond the traditional responsibilities of park maintenance employees. It is recommended that all park maintenance agencies adopt a system of grounds maintenance levels wherein functions are organized into a tiered structure with three different levels of service. These levels are referred to as maintenance modes, and each has a unique standard that dictates routine maintenance tasks and their frequency. The appropriate maintenance mode is assigned to each park or site, which creates a framework for organizing and scheduling tasks and responsibilities at each location. A description of each of the maintenance modes is provided below:

Maintenance Mode/Level 1

Maintenance Mode/Level 1 (Mode/Level 1) applies to parks or sites that require the greatest level of maintenance standard in the system. These parks or sites are often revenue-producing facilities, such as sports complex parks, where the quality and level of maintenance have a direct impact on the park facility's ability to maximize revenue generation.

Maintenance Mode/Level 2

Maintenance Mode/Level 2 (Mode/Level 2) applies to parks or sites that require a moderate level of effort and maintenance standards in the system. These include developed and undeveloped parks with amenities that are heavily used such as community and neighborhood parks and special-use facilities.

Maintenance Mode/Level 3

Maintenance Mode/Level 3 (Mode/Level 3) applies to parks or sites that require a nominal level of effort and maintenance standards in the system. These generally include nature parks with minimal amenities.

Maintenance Management Plan and Performance Measures

The public input survey provided feedback indicating that the City's parks are not maintained to the standard its residents feel is adequate. When comparing Mary Esther to similar size municipalities, the City has 11 parks, which equates to 1 park per 364 residents, far exceeding most peer cities in the region with one park per approximately 625 residents. While the abundance of parks is a great benefit to the public, it is a significant amount of maintenance for Mary Esther.

The City has made investments in Parks and Recreation in recent years including hiring Maintenance Technicians in 2022 and a Parks Superintendent in 2024. With this new focus on parks maintenance under the leadership of the Public Works Director, the City demonstrates its intention to provide inviting recreational spaces to serve its residents and visitors alike. It will take time, effort, funding, and adequate staffing to bring the City's

intention to reality. In the meantime, there is a backlog of maintenance to address and future improvements proposed to bring the Mary Esther Parks System to the level of service the public expects.

Public opinion aside, through the review of data and workshops with staff, the Consulting team determined that Mary Esther's parks maintenance operation:

- Does generally operate within the maintenance modes identified previously.
- Follows a formalized maintenance management plan that includes routine parks and grounds maintenance standards with task, frequency, and season of year.
- Does not track the performance of the work against a set of defined outcomes as well as the costs expended to achieve each outcome.
- A maintenance management plan is typically memorialized within a work order management system.

Work Order Management System

Parks maintenance in Mary Esther does not currently utilize a work order management system. The City should consider the implementation of such a system to document maintenance and asset replacement schedules as well as the performance of work completed. A work order system should be used to track lifecycle maintenance requirements that are tied to weekly and monthly work orders. This will help the staff to stay ahead of preventative maintenance and limit breakdowns. Further, utilizing the system will provide staff the necessary "actual cost" data for work being performed. The typical components of a work order management system are as follows:

Schedule Work Activities

Provides a detailed framework for asset management by incorporating GIS into the asset repository. Allows for grouping of assets by location, type, age, or other key parameters. These groupings can then be used to create maintenance activities such as preventive work, reactive work, tests, or inspections.

Mapping Tools

ArcGIS maps are an integral part of the work management process. This allows for the creation of map visualizations of database queries including open work orders, service requests, or work orders of a specific type and assignment. These tools empower both management and staff to interact with asset data.

Data Mobility

Includes a variety of tools to help maintenance staff access and update valuable information while in the field. The use of mobile tablets and instant notifications assists in timely shared information necessary to maintain the parks.

Asset Management

Provides the ability to track work performed on any asset at any given time throughout its lifecycle. Users can easily search for active work orders and view them dynamically on the GIS map. Users can track overdue work orders and monitor work associated with a specific task, contractor, or project.

Equipment

Staff does not lack the necessary equipment or resources to perform tasks at a high level; however, they do lack the heavy equipment necessary to perform work associated with special projects (light construction). While the City does the necessary equipment to facilitate typical maintenance activities, they would benefit for some additional equipment to increase efficiency and increase the throughput of regular maintenance activities.

Cost of Service/Third Party Contracting of Services

Given the "varying" cycles of the economy, it is imperative that Mary Esther continually evaluate the capacity and cost of service in the private sector. Currently, Parks does not track unit activity costs and therefore cannot analyze the unit cost to perform work internally against the unit cost to perform work by a third-party vendor. Without this level of analysis, Mary Esther is unable to determine if it is more effective and efficient to perform work "in-house" or to "contract it out." Managing and maintaining a park system using labor hours per acre as a guide allows management to achieve the right balance between work performed in-house and work performed by third party contractors. As a best practice guideline, the ratio of personnel-to-non-personnel expenditures for annual parks maintenance budgets is 65% personnel-to-35% non-personnel. Based on this metric, Mary Esther does not need additional staffing for a mechanic to manage and maintain park-related equipment, in particular, the specialized equipment related to the maintenance of athletic fields.

Staffing Levels and Standards

Mary Esther does not currently have best practice park maintenance staffing level standards in place. Mary Esther needs 2 FTEs at 100% allocation to maintain its current community park acreage at a Level 2 standard. However, as illustrated in Figure 5-2, Mary Esther currently has 2 FTE and 1 PTE who are 70% allocated to Parks Maintenance. This equates to 1.75 FTE, leaving the program short 0.25 FTE simply to maintain the current park acreage. It is recommended that Mary Esther utilize the following as a guide as it continues to organize and expand the department as necessary to provide safe and clean parks that provide high quality experiences.

Mary Esther 2025 Community Park Staffing Level = 1.25 FTE

- Community Parks: 80 annual labor hours per acre maintained at a level 2 standard.
- Mary Esther maintains 32.62 acres of community, neighborhood, and pocket park land
- Annual labor hour requirement based on standard = 2,610 hours
- 2610 annual labor hours/2080 = 1.25 full time employees (FTE)

Mary Esther 2025 Athletic Field Staffing Level = 0.75 FTE

- Sports Complex Parks: 2,080 labor hours for every four athletic fields maintained at a Level 1 standard.
- Mary Esther maintains 3 athletic fields.
- Annual labor hour requirement based on standard = 2,080
- 1,560 annual labor hours = approximately 0.75 FTE

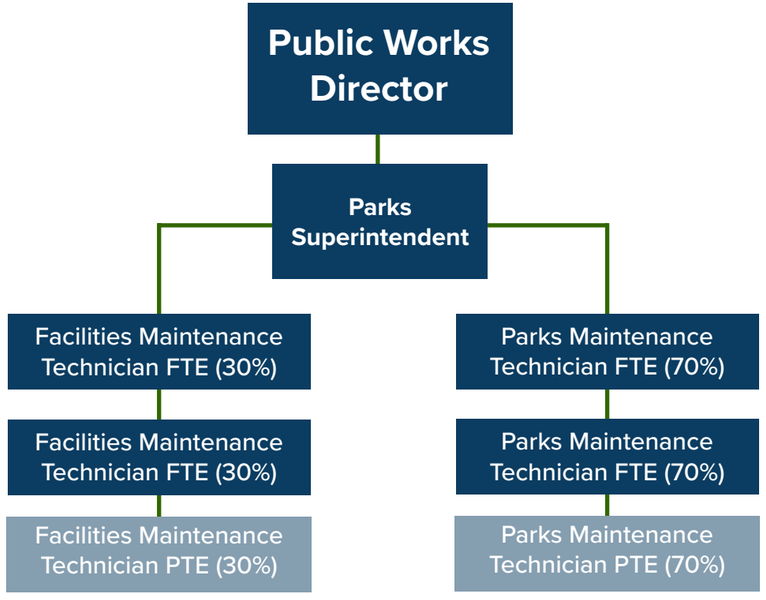


Figure 5-2: Current Organizational Structure 2025

This is a shared resource that is 70% Allocated to Parks Maintenance and 30% to Facilities Maintenance

Cost Avoidance

Maintenance operations are typically located in departments that do not have direct revenue sources that can offset expenditures. There are opportunities, however, to reduce expenditures through the following strategies.

- Operational Partnerships: Partnerships are operational funding sources formed from two separate agencies, such as two government entities, a non-profit and a public agency, or a private business and a public agency. As partners, the entities jointly share risk, operational costs, responsibilities, and asset management based on the strengths of each partner. For example, the City could benefit from the establishment of a Friends of Mary Esther Parks non-profit group to assist with park improvements, maintenance, volunteer events, and programming. Partnering with Ookaloosa County or neighboring municipalities, such as the City of Fort Walton Beach, are other negotiable opportunities to manage the cost of maintenance.
- Adopt-a-Trail Programs: These opportunities are typically small-grant programs that fund new construction, repair or renovation, maps, trail brochures, and facilities (bike racks, picnic areas, birding equipment, etc.), as well as provide maintenance support. These programs are similar to the popular “adopt-a-mile” highway programs most states utilize. Adopt-a-trail programs can also take the form of cash contributions in the range of $15,000 to $20,000 per mile to cover operational costs.
- Adopt-a-Park Programs: These are small-grant programs that fund new construction and provide maintenance support. Adopt-A-Park programs can also take the form of cash contributions in the range of $5,000 to $10,000 per acre to cover operational costs.

5.2 Programs and Services

Currently, the City of Mary Esther provides limited formal programming to residents, and the services it provides focus on the use of public spaces such as athletic fields, pavilions, picnic shelters, and various sport courts.

Park and Facility Rentals

A review of the policies and procedures that govern park and facility rentals provide inadequate guidelines. A more robust set of best practice guidelines has been provided in the Appendix A.4 of the document.

Recreation Programs

As Mary Esther embarks on the development of a more robust set of formal program offerings that are aligned with the priorities of residents, it is imperative to establish a recreation program plan that is governed by a set of standards. Best practice program standards have been provided in the Appendix A.3 of the document.

Staffing Levels for Rentals and Programming Support

Current staffing levels for the facilitation of rentals must align with the spaces and places that the City has available for rent and the desire of the community to utilize these spaces

for their own personal exclusive use. There is not a best practice staffing level standard that governs staffing levels for this function; however, excellent customer service, including, in some cases, the need to provide supervision and security, and exceptionally clean facilities are the keys to facilitating a private rental of space. It must be noted that parks and facilities are available to be rented at set hours of the day, seven days per week.

Once Mary Esther begins to charge fees for formal facility rentals and embarks on the development and facilitation of recreational programming to the community, a FTE is necessary to administer these services. This role will engage the community and develop programs that meet the highest needs of residents.

5.3 Organizational Functionality

Mary Esther is currently in need of reorganizing and expanding its operations in an effort to function more effectively and efficiently while meeting the needs of a growing park system. The current organizational structure and staffing capacity has served City residents well. However, there is significant opportunity to enhance the operations to better meet community need as investments are made to improve and maintain the parks and recreation system.

Staffing Recommendations

As shown on Figure 5-3, the consulting team recommends dedicating the 2 FTEs to only service Parks maintenance needs. Once more park acreage is added, the part-time Maintenance Technician position should be converted to a full-time position to maintain the appropriate service levels. There is a more immediate need for a new role that will help generate revenue that will grow the Parks program for Mary Esther. This new role, the Programming and Events Coordinator, oversees recreation programs to serve the community, facilitates revenue generation from rentals, events and services, and coordinates with hired grant writers and fundraising experts to secure funding sources for the proposed park improvements. Further, once advancements are made, it is recommended the City hire a part-time position to support the Programming and Events Coordinator once programs are designed and implemented.

In summary, the immediate recommended staffing need includes:

- Two full-time park-centric Maintenance Technicians.
- One full-time park-centric Programming and Events Specialist

As discussed in Section 5.1 Park Maintenance, the current Park Maintenance Technicians are 70% allocated to Parks. Their time is split with the Facilities program, which is responsible for all building and landscaping maintenance. Perhaps with the shift to dedicated resources, the current PTE could work exclusively for the Facilities Program. As both the Parks and Recreation Program and the Facilities Program both report to the Public Works Director, cross collaboration could continue as needed to ensure all duties are met adequately.

Once proposed park improvements and acreage is implemented into park land, the future staffing need includes:

- Three full-time park-centric Maintenance Technicians.
- One full-time park-centric programming and events specialist.
- One part-time park-centric programming and events coordinator.

Emerging functions that should be addressed to allow Mary Esther to operate more in-line with best practices through increased staffing capacity include:

- General supervision and administration of a larger workforce.
- Addressing a current gap in service related to managing safety and risk.
- Implementation of work order management system and marketing plan.

These proposed improvements would:

- Allow staff to be responsible for departmental assets as well as responsive to caring for municipal assets and related functions.
- Create the development of cross-training opportunities that typically increase efficiency and provide for “multi-tasking” across a diversity of related assignments.

The proposed organizational chart that illustrates the immediate expansion of Mary Esther staffing capacity in Fiscal Year 2026 is shown on the following page. It is anticipated that, if approved, the addition of the new positions, as shown below in Figure 5-4, will be prioritized further and “spread out” to align with the opening of future park land around the new Town Hall and Library area.

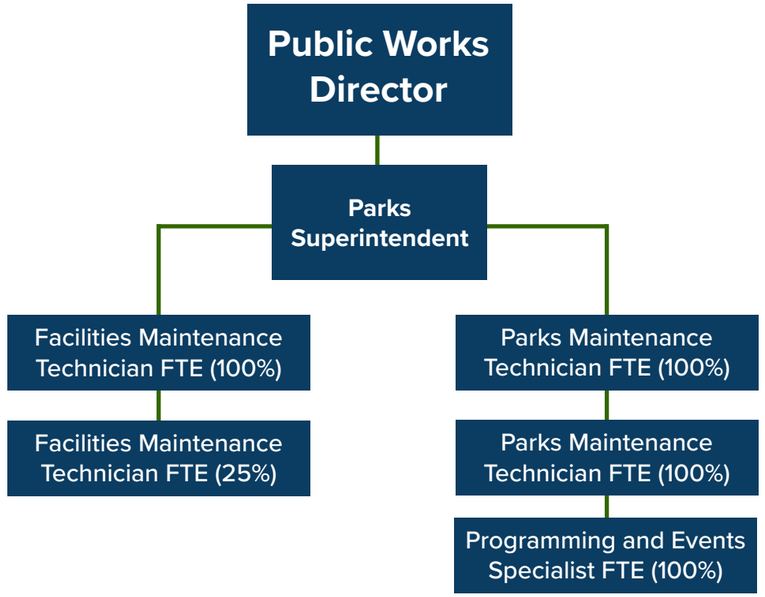


Figure 5-3: Proposed Organizational Structure 2026-2031

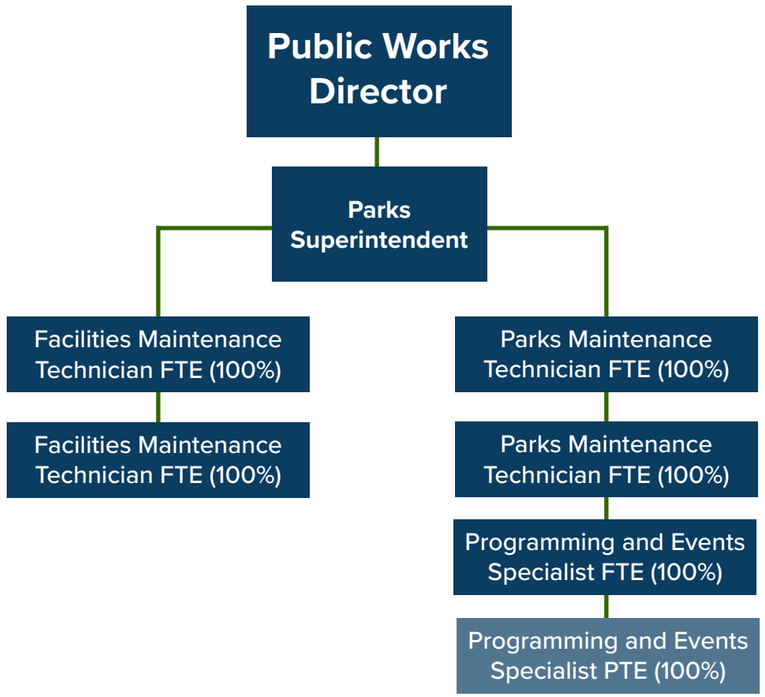


Figure 5-4: Proposed Organizational Structure 2032+/- based on potential expansion of parks and maintained open spaces.

5.4 Marketing

Mary Esther utilizes a number of marketing strategies to inform City residents of the offerings of the community. As shown in Section 3, the residents of Mary Esther have distinct preferences for the ways in which they receive information about parks and recreation services. The development and execution of a marketing plan should utilize the following digital methods to inform residents about parks and recreation programs, services, and facilities.

- Email
- Social Media
- City Website
- City App

The consulting team recommends that the City develop a marketing plan that includes the following key considerations:

Brand Identity

Mary Esther would greatly benefit from the development of a branding plan. The foundation to this effort includes and exercise to identify and communicate to all staff what the brand represents. With proper design and explanation, the City staff will understand the future vision and the brand attributes enabling them to "tell the story” to the community, potential partners, and sponsors.

Another recommendation is to rename each park to represent the unique identity of Mary Esther. Naming parks after streets is common in the area, but Mary Esther has the opportunity to grasp the attention of its residents and tell the story of this city with a distinctive naming convention as well as new park and wayfinding signage.

Marketing Return on Investment

Given the limited marketing dollars and available staff time, Mary Esther should expand its efforts to assess their marketing return on investment (ROI). This evaluation will determine the effectiveness of the multiple marketing mediums used. An emphasis needs to be placed on developing Mary Esther's goals and metrics against which marketing initiatives can be measured and observed. Techniques to evaluate include, but are not limited to, customer surveys, community park use patterns, social media metrics, and community input meetings. With thoughtful analysis, the City should eliminate mediums that are ineffective in driving awareness and participation.

Technology/Website

The consulting team recommends enhancing use of technology for promotions and marketing. A number of program areas would benefit from using technology. Examples include, an app for the City of Mary Esther, a social media presence with a managed posting strategy, and online rental and program booking with text message reminders and marketing

to promote outreach. Developing an interactive digital platform could provide opportunities of convenience and ease for the community, such as a list facilities and parks based on global positioning system (GPS) locations, programming schedules, rentals opportunities, online registration links, contact information, hours of operations, etc.

A well-organized website is still a valuable tool for the City. Patrons use this digital platform routinely and expect the ease a well-designed website provides for common tasks. In partnership with an app, the City's website should provide the same helpful information as well as time-saving capabilities such as reserving park amenities, signing up for a class, and purchasing event tickets.

Target Marketing Strategies

All marketing plans should incorporate target marketing strategies that are focused in the following areas:

- Mass marketing: The target market for this kind of strategy is a large, varied group of people for such special events that appeal to all City residents.
- Differentiated marketing: The target market for this strategy is large groups of people within a targeted market who share specific character traits such as age specific programming.
- Niche marketing: For this kind of target marketing, the City targets a smaller, select group of people who share particular interests in a specific type of program or service, such as fitness, senior, and day camp programs.
- Micromarketing: This strategy involves offering customized and individualized services to City residents, such as facility rentals/reservations for after-proms or birthday parties.

5.5 Cost of Service Planning

The City should consider developing a true cost of service process to help them manage cost in the most efficient manner. Zero-Based Budgeting is a process that many best practice agencies use to determine how to manage in the most effective and efficient manner. The Zero-Based Costing process is outlined below and should be followed by the City for the future as they move to a costing model.

Zero-Based Review Cost of Service Analysis

The Zero-Based Review (ZBR) method is a standardized approach to review programs and services across business functions to ensure that every dollar spent on parks and recreation contributes toward building the County, where citizens have said they desire to live.

The following provides the details on the process and approach to be taken for establishing ZBR within Mary Esther. This process does the following:

- Presents a comprehensive description of the method for a ZBR process.
- Identifies the types of analyses that must be undertaken and the key questions that must be answered within the context of a ZBR at various phases.
- Specifies outcomes for each phase of the ZBR review; and
- Describes the roles and responsibilities of those involved in the execution of a ZBR as well as the overall governance model for ZBRs.

Key Definitions

Efficiency is the relationship between inputs (typically expressed in terms of cost) and outputs (programs and services). Efficiency is concerned with the cost per unit of outputs produced; an efficient municipality produces the maximum outputs possible (programs and services, typically expressed in terms of quantity) with the resources available to it.

Effectiveness is the relationship between outputs and outcomes. Effectiveness is concerned with the achievement of outcomes as defined by citizen priorities and long-term organizational goals. An effective delivery system achieves the most advantageous/optimal intended outcomes given the outputs delivered.

Zero-Based Review Overview

A ZBR is an evaluation process through which a department's services are systematically reviewed to determine the most appropriate way to provide them and at what level. The objective is to provide options and recommendations to address two key service delivery questions:

- Effectiveness: Whether any changes to services would help to achieve greater results within currently available resources.
- Efficiency: Whether any changes to the current method of delivering services would improve the cost effectiveness of the service.

Given this objective, the ZBR method is centered on six main information sources (which are further described):

- Implications of key City policies
- Legislation and regulation
- Benchmarking
- Performance measurement data
- Citizen, client, and customer input (demand for the service)
- Market information (alternative suppliers of the service).

Based on these sources of information, each ZBR must minimally address five areas of analysis:

- Service Rationale - Do we need to provide this service?
- Service Level and Scope - What quality and quantity of service do we need to provide?
- Service Effectiveness - Is the service achieving its intended outcomes?
- Efficiency - Is the cost per output reasonable?
- Service Funding - Is the funding sustainable?

The result of the ZBR is an overall assessment of services in relation to the questions immediately above and the development of a series of business cases for efficiency and/or effectiveness improvements to select services.

5.6 Key Performance Indicators

The quantitative use of performance measures informs organizations about how successfully their products and services perform, their intended outcomes, and the processes that produce them. They are a critical tool that assists in the understanding, management, and improvement of organizations. Performance measures provide organizations with the information necessary to make intelligent decisions about work that is performed.

Performance measures can tell us:

- How work is being performed successfully
- If there is statistical control of the processes
- If goals are being met
- If and where improvements are necessary
- If customers are satisfied

Performance measures in recent years have become the backbone of successful organizations. They have moved beyond the simple collection of facts that measure volume of work. The key components of modern performance measurement are:

- Outcomes are the benefits or changes for participants in programs or recipients of services during or after the program or strategy is implemented.
- Inputs are the physical, financial, and human resources allocated to or consumed to do work.
- Activities are what the program or strategy does with the inputs provided. Activities include the tasks, steps, methods, techniques, and operations performed.
- Outputs are the services resulting from the implementation or accomplishment of work .
- Efficiency is measured by the unit cost required to perform the work in terms of dollars. “How well did the organization ‘use’ the budget to perform work?”
- Effectiveness is a service quality measure of the work performed. Effectiveness is measured in percentage of work completed.

5.7 Commission on Accreditation for Park and Recreation Agencies

The Commission for Accreditation of Park and Recreation Agencies (CAPRA) accredits park and recreation agencies for excellence in operation and service. Charged with providing high quality services and experiences, park and recreation agencies across the United States turn to CAPRA Accreditation as a credible and efficient means of achieving a quality operation, while providing assurance to the public that the agency meets national standards of best practice. Agency accreditation is available to all entities administering park and recreation systems, including municipalities, townships, counties, special districts and regional authorities, councils of government, schools, and military installations.

Benefits for the Public

- Assurance and validation of well-administered services in accord with approved professional practices
- Potential for external financial support and savings to the public
- External recognition of a quality governmental service
- Holds an agency accountable to the public and ensures responsiveness to meet their needs
- Improves customer and quality services

Benefits for the Agency

- Public and political recognition
- Increased efficiency and evidence of accountability
- Answers the question, "How are we doing?", through extensive self-evaluation
- Identifies areas for improvement by comparing an agency against national standards of best practice
- Enhances staff teamwork and pride by engaging all staff in the process
- Creates an environment for regular review of operations, policies, and procedures, and promotes continual improvement
- Forces written documentation of policies and procedures

There are currently 214 agencies nationwide that are accredited. Mary Esther has the opportunity to be accredited within the next 20 years. Accreditation is based on an agency’s compliance with 154 standards for national accreditation. To achieve accreditation, an agency must comply with all 36 Fundamental Standards and 106 (90%) of the 118 Non-Fundamental Standards upon initial accreditation.

Strategic Implementation Action Plan **06**

The implementation plan begins with the guiding mission statement, goals, and objectives. The action items build recommendations identified in Section 4: Park Facilities and Recommendations and add time frames with potential cost. This section also identifies funding strategies.

6.1 Mission, Goals and Objectives

In developing a master plan, it is important to have a mission that will guide future goals and objectives. The mission of the Mary Esther Parks and Greenways Master Plan aims to preserve, enhance, and expand the city's parks, dedicated open spaces, and greenway connections. Rooted in its coastal identity and natural surroundings, the plan supports health, recreation, and quality of life while prioritizing accessible, well-maintained spaces. This plan honors the City of Mary Esther's local character, celebrates its shoreline, nurtures its ecosystems, and strengthens connections between neighborhoods, nature, and people of all ages and abilities.

Guided by the City's goals and objectives, the consulting team worked with Public Works and City staff to develop a draft list of priorities, which were divided into short-, mid-, and long-term strategies.

To help visualize these recommendations and guide decision-making, the plan introduces an Implementation Framework—a practical roadmap that organizes the City's parks and recreation improvements into manageable phases over a 20-year horizon. The framework is designed to help leadership make informed choices under varying resource conditions, distinguishing between two funding scenarios:

Baseline Path – A continuation of current "business-as-usual" funding and staffing levels, focused on maintaining safety, accessibility, and essential maintenance across existing facilities.

Enhanced Path – An accelerated scenario made possible through external grants, partnerships, and capital investments, allowing the City to implement higher-impact projects such as trail and blueway expansions, new amenities, and community event infrastructure.

This structured approach provides clarity on what can be achieved within existing resources, while also illustrating how additional funding or partnerships could elevate the park system over time. The following Implementation Framework Table summarizes these pathways, aligning key focus areas—maintenance, connectivity, programming, staffing, and funding—with short-, mid-, and long-term milestones.

Table 1: Mary Esther Parks + Recreation Implementation Framework			
Category	**Baseline (Business as Usual Funding)**	**Enhanced (Grant / Partner Support)**	**Timeframe**
Systemwide Maintenance	Maintain current 43 acres at Level 2 standards. Prioritize safety and deferred maintenance.	Establish full work order system and adopt formal Level of Service metrics.	2025–2030
Parks Renewal Projects	Focus on 3–5 high-use parks (Bryn Mawr, Springdale, Library, Oak Tree). Replace aging amenities only.	Full implementation of 5 concept plans + branding/signage upgrades.	2025–2040
Town Green / Major Capital	Update batting cage and dugouts	Implement Town Green in partnership with redevelopment plan.	2025–2035
Staffing	Maintain 2 FTE + 1 PTE.	Add 1 FTE maintenance + 1 PTE events.	2025–2035
Programming + Events	Continue ad hoc events with existing staff.	Add Programming & Events Coordinator and formal activity calendar.	2027–2032
Connectivity + Trails	Maintain informal walking connections. Plan for greenway alignment only.	Build first greenway phase between Oak Tree Preserve and City Hall; integrate blueway nodes.	2030–2040
Funding	Annual budget + small capital fund	Grants (FRDAP, LWCF, TDC, RESTORE) + sponsorships + “Friends of Mary Esther Parks” foundation	Ongoing

6.2 Short Term Actions (1-5 Years)

- Adopt staffing level guidelines and increase staffing capacity as recommended
- Add new facilities, such as basketball courts, multipurpose fields, and tennis courts, throughout the park system
- Operate the Parks Department within the concept of Total Cost of Ownership to ensure a balance between park development, operations and maintenance, and ongoing capital reinvestment
- Expand greenways and trails to improve connectivity to the parks
- Identify and acquire new parkland
- Work with City Parks Department and Planning Director to require developers to dedicate parkland
- Establish metrics to measure effectiveness and efficiency of work performed
- Develop a marketing plan that educates and promotes the advocacy of citizens on the roles of the City Parks Department, upcoming events, etc., by utilizing social media and direct email
- Require in perpetuity a Certified Safety Playground Inspector and conduct regular ADA inspections for compliance
- Identify partners to support and provide programming for public events and for those with disabilities
- Fund staff memberships to FRPA and NRPA and encourage staff to attend state and national conferences for continuing education opportunities

6.3 Mid-Term Actions (6-10 Years)

- Continue maintenance and regular inspections of parks
- Continue to expand greenways and trails to improve connectivity to the parks
- Continue to acquire new parkland ahead of the anticipated future growth in the community
- Track facility and park utilization as well as participation in programs
- Implement a work order management system to document park maintenance and asset replacement schedules as well as the performance of work completed
- Design and construct new blueway access points
- Focus on maintenance standards to provide safe and managed parks that protect the City's capital investment
- Continue to improve parks and create family-friendly amenities, such as trails, playgrounds, and picnic shelters/sites
- Expand programming options per guidelines for program standards
- Conduct a cost-of-service study to ensure that maintenance expenditures are in-line with best practice guidelines and cost recovery goals are being achieved
- Engage the public and conduct a 5-year check-in to review progress and update priorities as needed
- Develop and adopt signage and wayfinding guidelines, and begin implementation
- Create and promote volunteer opportunities at parks

6.4 Long-Term Actions (11-20 Years)

- Continue to perform regular inspections schedules of surfaces, structures, playgrounds, drainage facilities, lighting, etc.
- Continue to acquire new parkland ahead of the anticipated future growth in the community
- Coordinate with the city of Fort Walton Beach, Hurlburt Field, and other nearby municipalities to develop a cross-jurisdictional trail that will be a regional attraction
- Create individual master plans for newly acquired property and begin developing new parks
- Design and construct new blueway access points
- Continue to expand greenways and trails to improve connectivity to the parks
- Install education materials and signage along greenway trails
- Continue to track facility and park utilization as well as participation in programs and adjust offerings as needed
- Update the Comprehensive Parks and Recreation Plan
- Begin seeking NRPA's Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation

6.5 Preliminary Capital Improvement Plan

An opinion of cost was developed based on the input from elected officials, staff, and residents, combined with the recommendations for new park facilities. The recommendations and associated costs have been divided into short-term and long-term over a 10-year time frame. The opinion of cost includes items that are basic improvements needed at existing parks and recommendations for improvements on existing undeveloped parks and land acquisition recommendations.

In Table 6.1 (see 11x17 foldout in the Appendix, A-7), the costs for the implementation of the recommendations are listed with comments related to the opinion of cost. The budget summary is broken into short-, mid-, and long-term priorities. The total opinion of cost for this capital improvement budget is approximately $87.8 million over 10 years. This amount does not include staffing, replacement and maintenance costs. The opinion of cost listed is a rough order of magnitude and takes into consideration only general top-level estimates. This chart and opinions should be updated often.

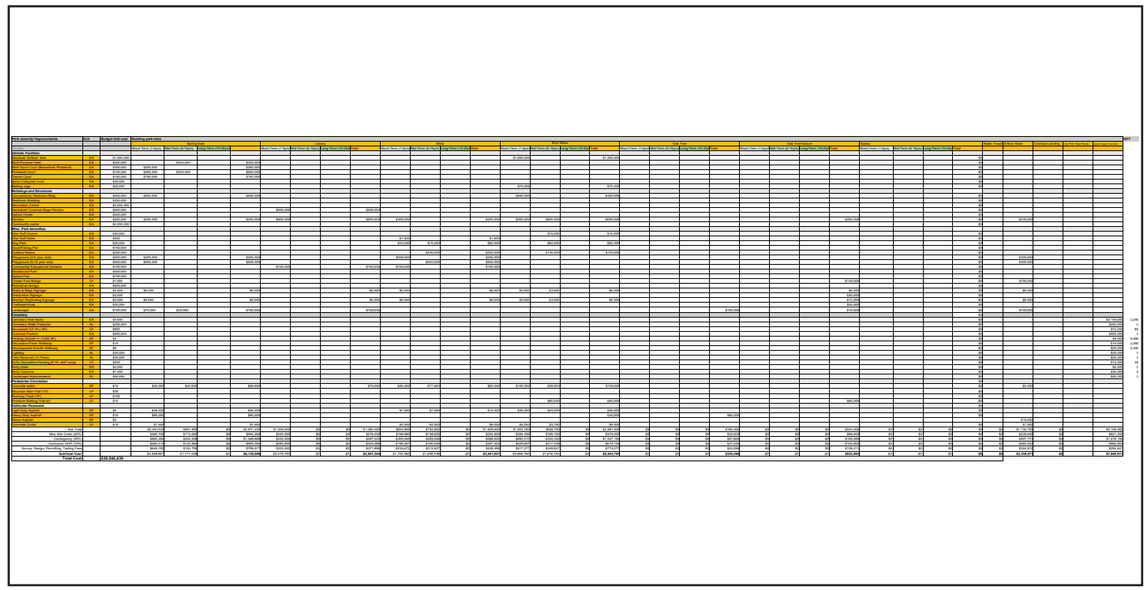


Table 6.2: Cost estimates for implementation recommendations. (See enlargement in Appendix, A-7)

6.6 Current Funding Sources

As part this comprehensive master plan, the consulting team has included the approximate amount of current funding source percentages. The percentage breakdown is provided in Figure 6-1: Funding Source Percentages.

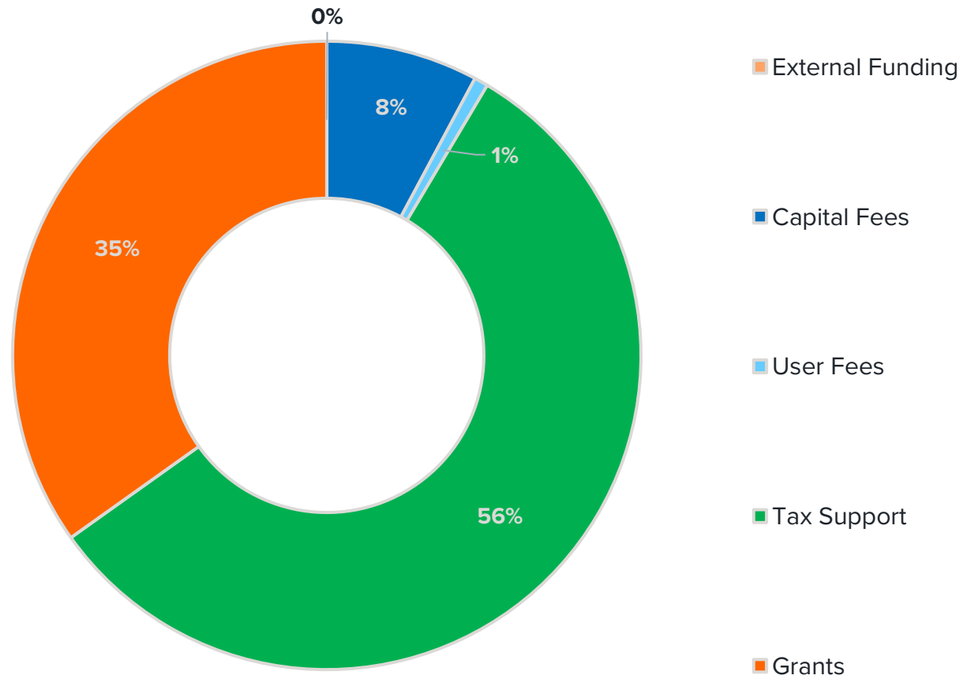


Figure 6.1: Funding Source Percentages

In order to continue to build and maintain the parks and recreation system, funding should be pursued for operations and capital improvement projects, such as those presented in this plan. The following are funding options as specifically defined for the City of Mary Esther based on both the feasibility of implementing that should be vetted as the City develops its capital improvement program.

Table 6-3: Funding Category - External Funding

Funding Strategy	Funding Description
Corporate Sponsorships	This revenue-funding source allows corporations to invest in the development or enhancement of new or existing facilities in park systems. Sponsorships are also highly used for programs and events.
Crowdfunding	This community-based source aggregates funds from a group of people who are willing to support a specific project, be it program related or facility related.
Partnerships	Partnerships are joint development funding sources or operational funding sources between two separate agencies, such as two government entities, a non-profit and a city department, or a private business and a city agency. Two partners jointly develop revenue-producing park and recreation facilities and share risk, operational costs, responsibilities, and asset management, based on the strengths and weaknesses of each partner.
Foundations/ Gifts	These dollars are raised from tax-exempt, non-profit organizations established with private donations in promotion of specific causes, activities, or issues. They offer a variety of means to fund capital projects, including capital campaigns, gifts catalogs, fundraisers, endowments, sales of items, etc.
Private Donations	Private donations may also be received in the form of funds, land, facilities, recreation equipment, art, or in-kind services. Donations from local and regional businesses as sponsors for events or facilities should be pursued.
Friends Groups	These groups are formed to raise money typically for a single focus purpose that could include a park facility or program that will better the community as a whole and the group's special interest.
Irrevocable Remainder Trusts	These trusts are set up with individuals who typically have more than a million dollars in wealth. They will leave a portion of their wealth to the City in a trust fund that allows the fund to grow over a period of time and then is available for the City to use a portion of the interest to support specific park and recreation facilities or programs that are designated by the trustee.
Volunteerism	This revenue source is an indirect revenue source in that persons donate time to assist the Department in providing a product or service on an hourly basis. This reduces the City's cost in providing the service plus builds advocacy into the system.
Special Fundraisers	Park and recreation agencies have special fundraisers on an annual basis to help cover the cost of specific programs and capital projects.

Table 6-4: Funding Category - Capital Fees

Funding Strategy	Funding Description
Capital Fees	Capital fees are added to the cost of revenue-producing facilities such as pools, recreation centers, hospitality centers, and sports complexes and are lifted off after the improvement is paid off.

Table 6-5: Funding Category - User Fees

Funding Strategy	Funding Description
Recreation Service Fees	This is a dedicated user fee, which can be established by a local ordinance or other government procedures for the purpose of constructing and maintaining recreation facilities. The fee can apply to all organized activities which require a reservation of some type or other purposes, as defined by the local government. Examples of such activities include adult basketball, volleyball, tennis, and softball leagues, youth baseball, soccer, football, and softball leagues, and special interest classes. The fee allows participants an opportunity to contribute toward the upkeep of the facilities being used.
Fees/Charges	The Department must position its fees and charges to be market-driven and based on both public and private facilities. The potential outcome of revenue generation is consistent with national trends relating to public park and recreation agencies, which generate an average 35% to 50% of operating expenditures.
Ticket Sales/ Admissions	This revenue source is on accessing facilities such as pools, ballparks, and entertainment facilities for self-directed activities. These user fees help offset operational costs.
Permits (Special Use Permits)	These special permits allow individuals to use specific park property for financial gain. The City either receives a set amount of money or a percentage of the gross service that is being provided.
Reservations	This revenue source comes from the right to reserve specific public property for a set amount of time. The reservation rates are usually set and apply to group picnic shelters and meeting rooms for weddings, reunions, and outings or other types of facilities for special activities.
Equipment Rental	This revenue source is available on the rental of equipment such as tables, chairs, tents, stages, bicycles, roller blades, boogie boards, etc., that are used for recreational purposes.

Table 6-6: Funding Category - Grants (General)

Funding Strategy	Funding Description
Florida Urban and Community Forestry Capacity Grant Program	The Florida Forest Service uses a portion of the Urban and Community Forestry technical services funds provided by the U.S. Forest Service to help local communities, nonprofit groups and educational institutions initiate or improve local urban forestry programs. Awards range from funding tree planting projects for public right-of-way and parks to urban forestry planning, management, and assessment projects.
Florida Department of Environmental Protection (DEP) Funding Opportunities	The Florida Department of Environmental Protection provides a variety of grants and low-interest loans for local governments and municipalities. The funding opportunities support projects and improvements for water restoration, resilience and coastal protection, air quality, land and recreation and waste management.
Land Trust	Many systems have developed land trusts to help secure and fund the cost for acquiring land that needs to be preserved and protected for greenway purposes. This could be a good source to look to for acquisition of future lands.

Table 6-7: Funding Category - Tax Support

Funding Strategy	Funding Description
Property Taxes	Ad valorem taxes on real property
Hotel, Motel, and Restaurant Tax	This tax is based on gross receipts from charges and meal services, which may be used to build and operate sports fields, parks, tennis courts, and other special park and recreation facilities.
Special Improvement District/ Benefit District	These taxing districts are established to provide funds for certain types of improvements that benefit a specific group of affected properties. Improvements may include landscaping, the erection of fountains, acquisition of art, and supplemental services for improvement and promotion, including recreation and cultural enhancements.
Sales Tax	This existing revenue source has been very successful in funding park systems when voters approve it. This tax is very popular in cities with high traffic tourism and in cities where significant funding is needed for local parks, recreation, and mobility infrastructure.
Food and Beverage Tax	The tax is usually associated with convention and tourism bureaus. However, since parks and recreation agencies manage many of the tourism attractions, they receive a portion of this funding source for operational or capital expenses.

Table 6-8 Continued: Funding Category - Tax Support

Funding Strategy	Funding Description
Catering Permits and Services	This is a license to allow caterers to work in the park system on a permit basis with a set fee or a percentage of food sales returning to the City. Also, many cities have their own catering service and receive a percentage of dollars off the sale of their food.
Pouring Rights Agreement	Private soft drink companies execute agreements with the City for exclusive pouring rights within park facilities. A portion of the gross sales goes back to the City. For example, the City of Panama City Beach, signed a 2-year pouring rights deal with Buffalo Rock Company valued at $93,546.02 per annum.
Concession Management	Concession management is from retail sales or rentals of soft goods, hard goods, or consumable items. The City either contracts for the service or receives a set amount of the gross percentage or the full amount of revenue dollars that incorporates a profit after expenses.
Private Management	This is a contract with a private business to provide and operate desirable recreational activities financed, constructed, and operated by the private sector, with additional compensation paid to the City.
Naming Rights	Many cities have turned to selling the naming rights for new buildings or renovation of existing buildings and parks for the development cost associated with the improvement.
Private Developers	These developers lease space from City-owned land through a subordinate lease that pays out a set dollar amount plus a percentage of gross dollars for recreation enhancements. These could include a marina, restaurants, sports complexes, and recreation centers.
Easements	This revenue source is available when the City allows utility companies, businesses, or individuals to develop some type of an improvement above ground or below ground on their property for a set period of time and a set dollar amount to be received by the City on an annual basis.
Advertising Sales	This revenue source is for the sale of tasteful and appropriate advertising on park and recreation related items such as in the City's program guide, on scoreboards, dasher boards, and other visible products or services that are consumable or permanent that exposes the product or service to many people.
Interlocal Agreements	These are contractual relationships entered into by two or more local units of government and/or between a local unit of government and a non-profit organization for the joint usage/development of sports fields, regional parks, or other facilities.

6.7 Recommended Funding Sources

Currently, the Mary Esther Public Works Department is largely dependent on grants and tax dollars for funding. The consulting team recommends diversifying revenue streams. Below is chart with suggested funding percentage.

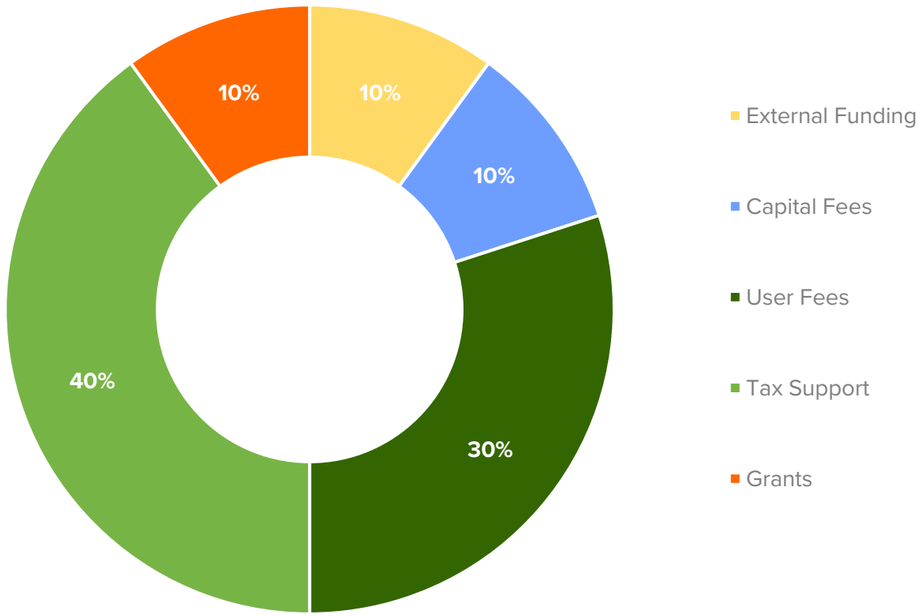


Figure 6-2: Recommended Funding Source Percentages

As the Department adds programs and services, it should seek to develop a pricing policy that strives to offset 30-40% of expenditures with user fees to achieve a nationally recognized best practice standard. Sponsorships and donations to further offset operating costs should be identified as well. The pursuit of grant funding should be focused on one-time expenditures (such as capital projects) or as a means to fund a pilot program or service that can be financially sustained after the term of the grant expires.

A.1 Works Cited

1. US Census Bureau, Mary Esther city, Florida - Census Bureau Profile https://data.census.gov/profile/Mary_Esther_city,_Florida?g=160XX00US1243375
2. Florida Health Charts
3. Center for Disease Control PLACES: Local Data for Better Health; Interactive PLACES Map & Data Portal https://www.cdc.gov/places
4. Emerald Coast Regional Council https://gis-wfrpc.opendata.arcgis.com/
5. Pensacola & Perdido Bays Estuary Program: https://www.ppbep.org/the-watersheds/watersheds-101
6. SFIA Topline Participation Report 2025: https://sfia.org/resources/sfias-topline-participation-report-shows-247-1-million-americans-were-active-in-2024/
7. Okaloosa County Comprehensive Plan, Chapter 2.9 Coastal Management
8. City of Mary Esther Current Projects https://www.cityofmaryesther.com/330/Current-Projects

A.2 Census Definitions

As referenced in Section 2: Research and Analysis, the minimum categories for data on race and ethnicity for Federal statistics, program administrative reporting, and civil rights compliance reporting are defined as below. The Census 220 data on race is not directly comparable with data from the 2010 Census and earlier censuses; caution must be used when interpreting changes in the racial composition of the U.S. population over time. The latest (Census 2020) definitions and nomenclature are used within this analysis.

- American Indian – This includes a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian – This includes a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black – This includes a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander – This includes a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White – This includes a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Hispanic or Latino – This is an ethnic distinction, a subset of a race as defined by the Federal Government; this includes a person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Appendix 07

A.3 Park Classifications Definitions

Park classifications are categories developed by the National Recreation and Parks.

Land Usage: The percentage of space identified for either passive use or active use in a park. A Parks and Recreation Master Plan should follow land usage recommendations.

Programming: Can include active or passive programming. Active means it is organized and planned with pre-registration by the user. Examples of active programming include sports leagues, day camps, and aquatics. Passive programming is self-directed by the user at their own pace. Examples of passive programming include playground usage, picnicking, disc golf, reading, or walking the dog.

Revenue Facilities: These include facilities that charge to play on them in the form of an access fee, player fee, team fee, or permit fee. These could include pools, golf courses, tennis courts, recreation centers, sport field complexes, concession facilities, hospitality centers, reservable shelters, outdoor or indoor theatre space, and special event spaces.

Signature Facility/Amenity: This is an enhanced facility or amenity which is viewed by community as deserving of special recognition due to its design, location, function, natural resources, etc.

A.4 Reservation Policy Guidelines

Park or Facility Rental - General Information

- Reservations can be made (12) months in advance, but no later than 10 calendar days prior to your requested date. If an application is submitted (10) days prior to an event it will be subject to a late application fee.
- County parks are open and available for the public to use daily from sunrise to sunset (specific hours may be applied to certain permits). Sites that are not reserved are available on a first come, first serve basis.
- Insurance may be required. All companies or organizations require insurance. All

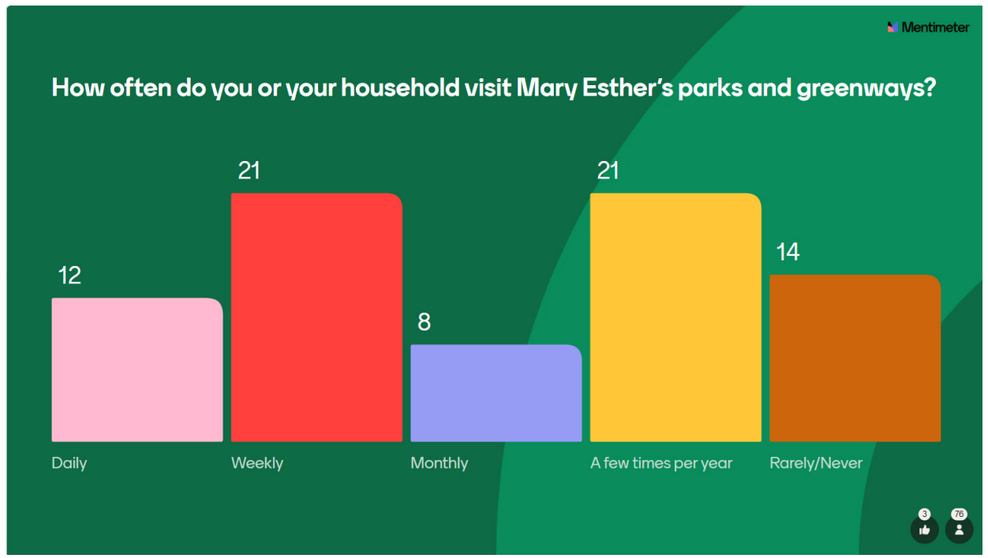
permits approved with alcohol service or consumption, also require insurance. The applicant may provide the required insurance from their own carrier or may purchase the insurance through the County's 3rd party insurance provider.

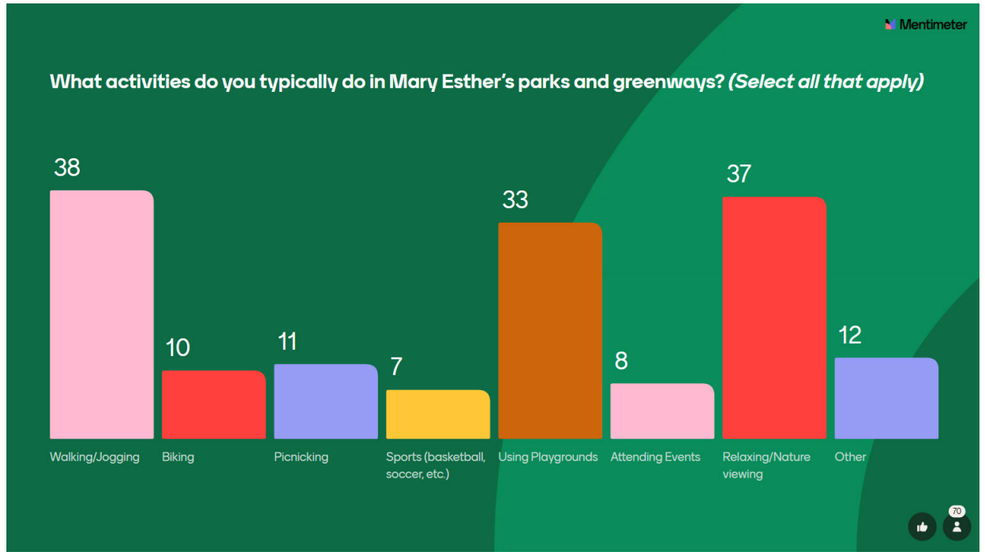
- Set Up/Clean-Up: The applicant/renter is responsible for set-up and clean-up of decorations and any additional necessary cleaning of the area. All cleaning must be completed the day of the event.
- Changes or Cancellations – Cancellations must be in writing and will be refunded at the following rates, less the cancellation processing fee):
- 3 months prior to the event = 100% refund of fees paid
- 2 months prior to the event = 80% refund of fees paid
- 1 month prior to the event = 50% refund of fees paid

If all fees are forfeited - cancellation-processing fee will be invoiced or deducted from security deposit.

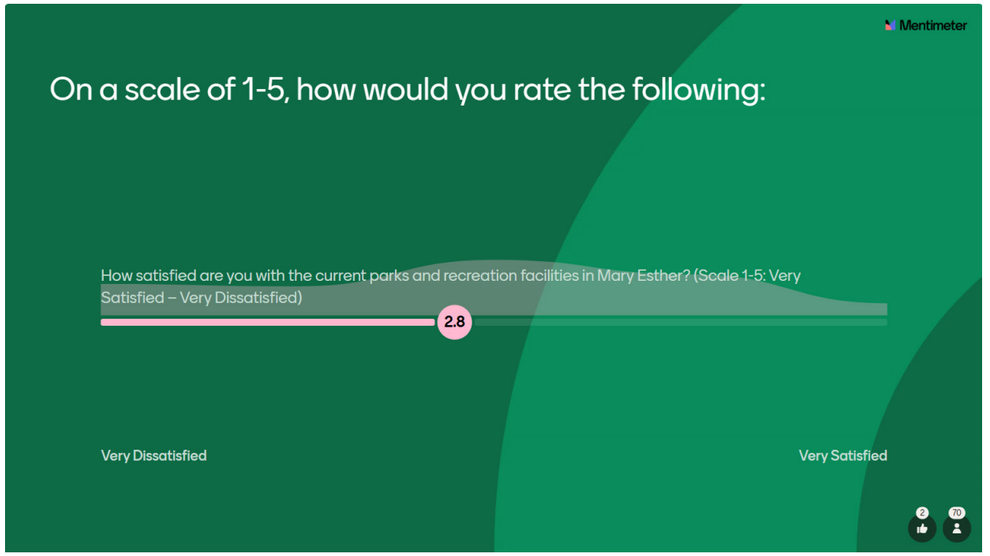
- Refunds - The refundable Security Deposit will be refunded within 2 to 5 weeks after event. If the deposit was paid by check or cash, a check will be mailed to the payer. If paid by credit card, a credit will be issued to the credit card account. The same will apply for refunds due to cancellations.
- Additional conditions or information that may be required based on event: Portable Restroom Facilities, Additional Garbage Receptacles and Trash Removal, Power Washing of Hardscape Areas, Security Staffing, Site Map with Set-up and Event Details

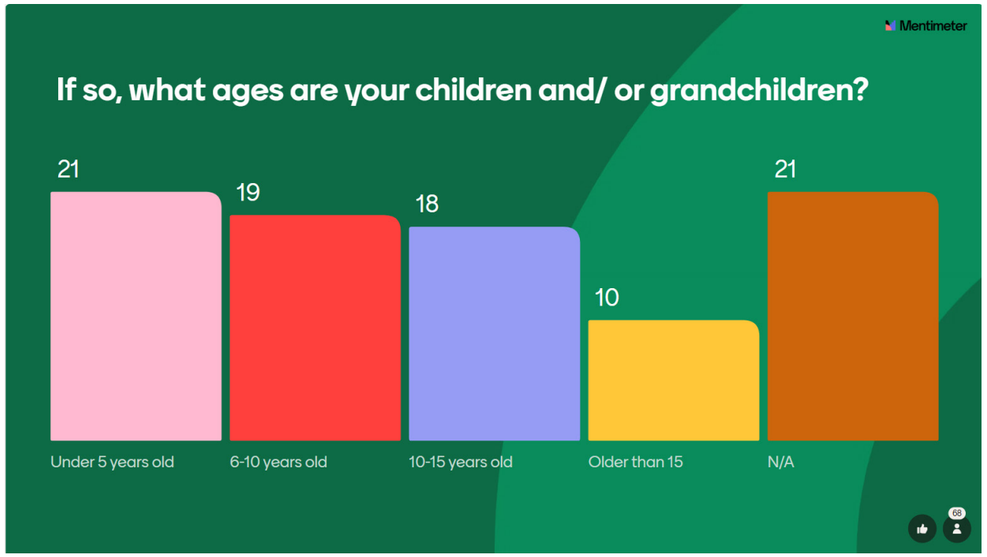
A.5 Community Survey Questions

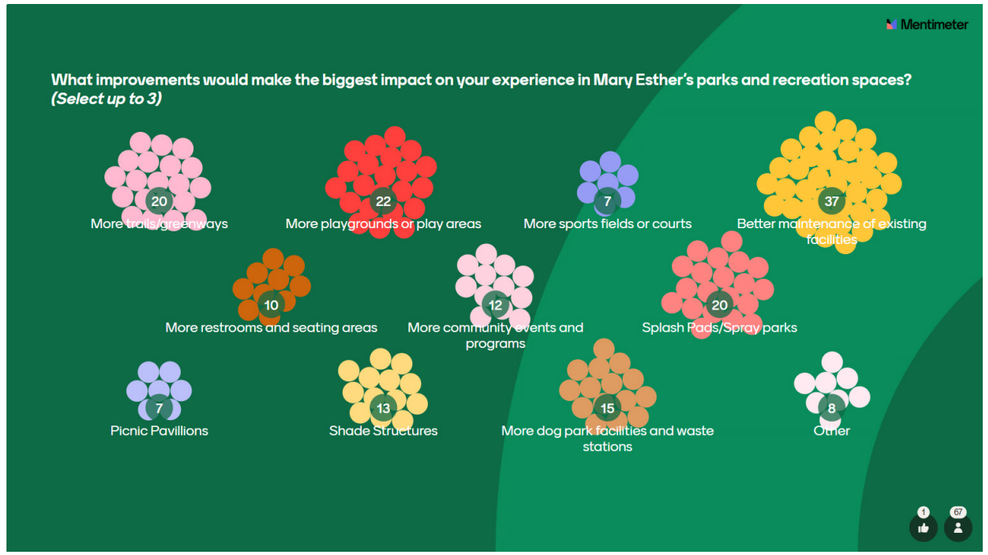




Mentimeter
Do you visit Mary Esther's parks and greenways with children and/ or grandchildren?
44
26
Yes
No
70


Mentimeter
On a scale of 1-5, how would you rate the following:
How satisfied are you with the current parks and recreation facilities in Mary Esther? (Scale 1-5: Very Satisfied – Very Dissatisfied)
2.8
Very Dissatisfied
Very Satisfied
2
70


Mentimeter
If so, what ages are your children and/ or grandchildren?
21
19
18
10
21
Under 5 years old
6-10 years old
10-15 years old
Older than 15
N/A
68


Mentimeter
What improvements would make the biggest impact on your experience in Mary Esther's parks and recreation spaces?
(Select up to 3)
20
More trails/greenways
22
More playgrounds or play areas
7
More sports fields or courts
37
Better maintenance of existing facilities
10
More restrooms and seating areas
12
More community events and programs
20
Splash Pads/Spray parks
7
Picnic Pavillions
13
Shade Structures
15
More dog park facilities and waste stations
8
Other
1
67

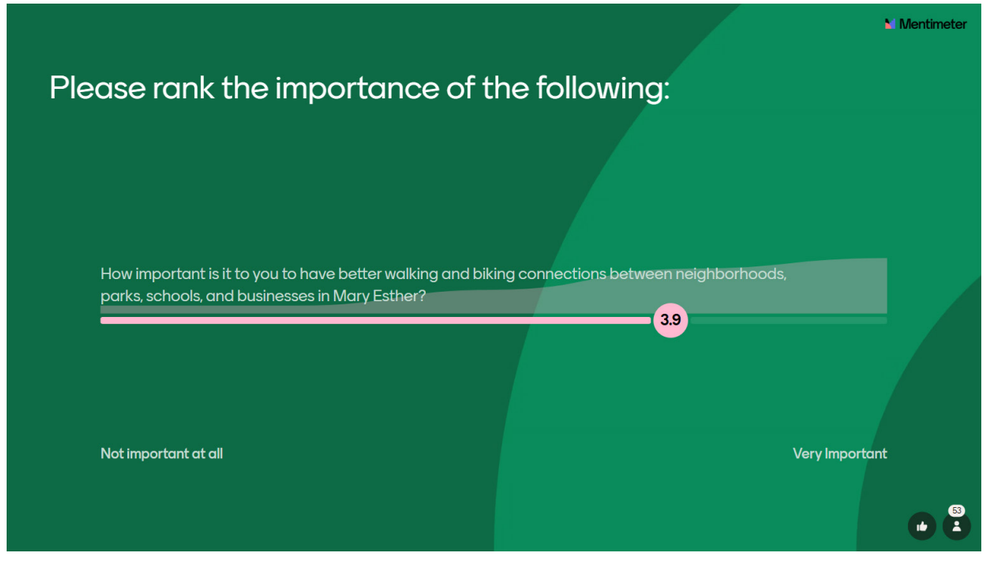
Question 6 "Other" Responses

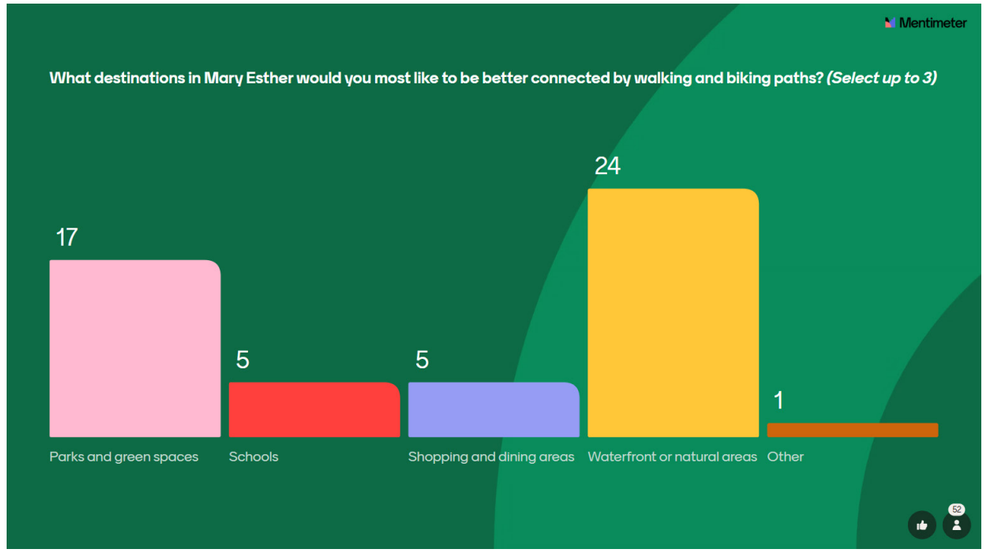
1. Some turf material for play areas
2. would love some where to fish
3. Security and safety issues in Oak Tree Nature Preserve
4. Fencing around library -so many children's activities and so close to traffic.
5. Cameras for safety
6. Liza Jackson park playground area/sand could be cleaned up more often
7. We need more boat ramps! And more playgrounds!
8. We need a water acces that maintained, allows for visitors to sit down and in the shade, bathroom access. The property taxes are the highest of any other towns around us. Do better !
9. Mary esther had the highest taxes for property owners. The city offers very little for recreation and water access.
10. Some have little to no parking, so if you don't live in that area, you can't stop and enjoy. Would also like to see some pollenator gardens using some Florida native trees, shrubs, and flowers.
11. I like parks but have not used as much as want. More park area may be better , but quality or maintenance is good idea.
12. Good maintain parks good idea. Some upgrades good too.
13. Better parking and engagement areas.
14. My wife and I love the park in between the post office and the library. We take our dog over there five times a week. If there are more trails like this, it would be great.
15. When our grandson was younger we visited the parks a lot and enjoyed it. He has outgrown them now so we go to the skate park in FWB.
16. "I would love to see our CITY cleaned up. ME looks old and tired.
17. Many places look trashy."
18. OUR NEIGHBORHOODS NEED TO BE CLEANED UP!
19. Parking , parking , PARKING ! Our new streets are narrower , vehicles parking on the streets divert traffic .
20. Mary Esther is very behind other cities in Florida in creating fun parks for children to play at. The current park are old and rusted and not safe for play.
21. More safety against homeless/unsavory characters
22. Just to feel more secure
23. You need to keep dogs out of the children's parks.
24. I don't go often to the parks since my grandchildren are older now, however would like visit and read a book while enjoy the outdoors.
25. I think it would be nice to have the little pond off of Greenwood Street. Stay open put the grass pass around it.
26. Think it'd also be pretty cool if there was a bicycle nature area
27. I wish the baseball field near Bryn Mawr was turned in a soccer pitch. I wish the play ground was updated to a better play apparatus. I wish there was a dog park in Mary Esther. Bryn Mawr has the area
28. Our park is used by dog people. They let dogs run free like it's a dog park. Mary Esther manor.
29. The sidewalks in our community have become increasingly difficult to navigate due to cracks, uneven surfaces, and overgrown vegetation.
30. In addition, many of our parks and playgrounds are in dire need of attention. Playground equipment is deteriorating, with several pieces either broken or showing signs of neglect
31. I would love the parks to stay as green as possible. Christobal Park will be filled with a lot of parking area which I don't support.
32. I think I already wrote about wanting the parks to stay as natural as possible.
33. Mary Esther Manor pork lacks attention. No swings available for children. Need more activities for young children.
34. Need 3/4 basketball courts, large community pavilion for concerts and farmers market, Need pickleball, dog park disc golf, greenway connections, more kayak access, sport field, fishing ponds .
35. Need to look at beautification of parks and fields with better landscaping. Might need splash pad, and tennis court, batting cages with batting machine vending.
36. Soccer teams, and baseball teams need a nice practice field, we need. We might need a skate park, and bouldering park
37. Newer playground equipment
38. The park at Mary Esther Manor is so dirty and the swings, slides and greenway is terrible. At one time is was taken care. Our sidewalks are a disgrace, grass growing over them, trash along the side.
39. Also on Hollywood Blvd, there is a missing piece of the sidewalk right before the Dollar General store and it has been at least five years. Come on, please fix it
40. Plus our streets need many repairs. We have pot holes in our neighborhood and cars using our neighborhood from people who live on Page Bacon, running stop signs and speeding. We are not a cut through
41. Pickleball courts
42. I've lived in Mary Esther Manor for 12 years and have kids from ages 2-14 and we would love a revitalized park. We definitely need some swings for Baby/toddlers and regular swings for the older kids.
43. Elliott Park desperately needs swings for all ages, some new playground equipment. Turning the tennis court into a multi-use court for tennis and pickleball. A little splash pad would be amazing!
44. One of those glider swings that are on a track above that go from one side to the other or some kind of obstacle course for older kids at Elliott Park would be great.
45. Better security. Parks need to be checked by Sherriff Deputies who patrol Mary Esther especially at night when parks are closed. Cars and personnel at the parks at night

need to policed.

46. Parking is limited. sometimes cars or vehicles are left at the park for extended periods.
47. Trust that the city has plans to reconstruct the park in springfield subdivision. Even during our construction, children used the play area and the basketball area.
48. More baseball fields!
49. Endorse the community garden. It’s beautiful but needs gardeners to keep it beautiful.
50. Would like to see the tennis court at Elliott park made into a multi use court- add pickle ball lines to the tennis court line’s just in a different color
51. Add a single disc golf practice goal for people to practice putting- maybe at multiple different parks!
52. Need splash pad, pavilion, material under playground
53. Please don't cut the Cypress trees down at Azalea Park. Those trees make the park so peaceful and t would be a shame to remove them to add basketball or pickleball courts.
54. There isn't enough space at azalea Park for a pickleball court. That could be added to someplace like the city garden spot since it's usually overgrown weeds anyway. Would that be a consideration?
55. I’d feel safer if the Park by the post office in Mary Esther had more surveillance or presence of park or city management involvement.
56. We love Mary Esther and look forward to seeing what you come up with!
57. I am 78 yeard old and the only time I use any of the parks is when my grandchildren visit and that isn't often. I am not really sure what exists except for the Oak Tree Park. I know of Bryn Mahr
58. I feel parks are incredible important for our children and a good way to get off of social media!
59. I would also love to see bike paths/ sidewalks to connect the existing parks and neighborhoods. We need bike connectivity to homes, parks and businesses.
60. The bridges at Oak Tree Nature Park are rotting and in need of replacement.
61. safety of the Nature Trail
62. Adding a pickle ball court or repair tennis court
63. "1.Get rid of swing that has been illegally constructed in the sound. 2.create more parks access to the water.
64. 3. Get rid of bushes that impede site of oncoming traffic in the median."
65. Elliot park specifically. Needs a multi use swing set that has dedicated todler swing and big kid swings. Would be nice to have a tall slide again. Convert tennis court to mutii use tennis/pickleball
66. Perhaps carve out a portion of the park specifically for dogs, fenced and separate from childrens area
67. Include sensory/touch items in any new and existing playground equipment. Ie flip, spin, hands on items.
68. Thank you to parks and recreation team!

69. Elliot park has a very under utilized tennis court. Would be a great pickle ball court also there is a lot of room for a dog park.
70. Basic cleanup would be a great improvement
71. Shaded areas or areas with established mature trees





Question 10 "Other" Responses

1. Green spaces
2. Schools
3. Waterfront trails
4. Downtown area would be great
5. No place to shop in ME!!!
6. a great outdoor area
7. Need interconnected Blue Trails to go from multiple points. Need public fishing pond perhaps at Rays Pond and Brian Circle Pond. Need fenced in Field at Library for concerts and Farmers Market.
8. spending time with my grandchildren
9. We need better bike pathways. When riding my bike I feel I'm taking my life in my hands at times
10. Please work with Mary Esther elementary to get an entrance thru to Hollywood. They own land to do this.
11. We have so many pontoon boats on the Sound. Could we limit any more rental businesses?
12. some sort of crosswalk to get across Hwy 98

Question 11 "If you could improve just one thing in Mary Esther's Parks & Greenways system, what would it be?"

- Maintenance (10 similar comments)
- Walkways and parks with a water view or access.
- Sensory walking trail with a wheelchair accessible pathway.
- Cams for safety
- Maps to show trail
- I know it sounds kind of rough, but it's really offputting when there are homeless people in the natural areas/field near library... I don't mean to be rude.
- Updated and better maintained parks/new playgrounds
- Security (2 similar comments)
- Less number of parks (2 similar comments)
- Updated equipment/facilities
- Dog park better playgrounds in BrynMawr neighborhood
- To have larger parks and greenways.
- Park, splash pad to take my son.
- Additional parks/greenways
- Three Nice Large Playgrounds at Springdale, Elliot, and North Bryn Mawr
- More nature being shown, taken care of.

- Leaving trash everywhere is killing the wild environment. and I would add trash cans around the parks with a lid so animals don’t eat the trash
- Better upkeep (i.e. weed and pest/bug control)
- Kayak water access
- Take better care of both of them
- Water access
- Better security especially at night
- Refresh the bushes and trees.
- Safety and security
- Update of park equipment
- Restrooms available
- Designated dog parks
- Pickle ball lines on the tennis court
- Material under. Play areas
- Leave the cypress trees and make it a nature path. I would go there often again for the peace from the busy waterway.
- Shade trees
- Quantity of parks and spaces
- Restrooms
- Add restrooms to the parks
- Keep Oak Park safe
- Safe biking opportunities.
- Adding more recreational space
- Elliot park improvements
- Dog Parks
- Public restrooms
- Better play ground
- Community events

A.6 City Staff Questionnaire

Question 1 "How do you see the role of parks and greenways in the overall well-being of the community?"

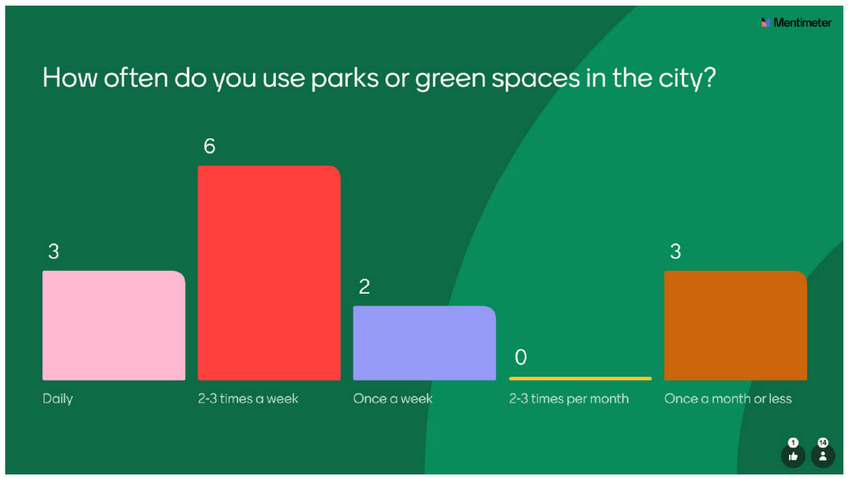
- They will promote a healthy, and active lifestyle for citizens. They will help sustain and enhance the natural beauty of the city. They will help citizens connect to nature.
- It is important for people to have safe and attractive outdoor spaces within their community. Parks and outdoor areas provide families with a source of entertainment, exercise and emotional health .
- Parks and green areas are important to the overall well being of communities. Inviting, safe and attractive places to spend time with family and friends will improve our community and residents.
- Extremely important.
- Parks and greenways play a pivotal role in enhancing the overall well-being of communities. Green spaces are areas of recreation, leisure, and serve as vital components towards health .
- The presence of well-maintained parks and greenways can transform the dynamics of urban living, fostering a sense of community, promoting environmental sustainability, and improving quality of life.
- Greenways and parks enhance a community's character, fostering connectivity and adding natural charm amidst urban landscapes. Together, they balance the concrete jungle with nature's beauty.
- Together, they create inviting spaces that balance the concrete jungle with nature's beauty.
- They provide spaces for recreation, promote mental and physical health, and can create social connections. They also encourage environmental awareness.
- They provide spaces for recreation, promote mental and physical health, and foster social connections.
- The role of parks/greenways cannot be overstated. They are vital for promoting physical and mental health, social connections, supporting the environment, and economy.
- Beyond these practical benefits, they inspire a sense of belonging and shared identity within communities.
- They inspire a sense of belonging and shared identity within communities.
- They mitigate urban construction, creating harmony between people and nature.
- "The more parks and greenways, the better a city looks.
- There is a lot excitement in the community regarding these parks."
- Very important especially the greenways.
- Parks and greenways in communities are essential for promoting a healthier lifestyle. Spending as little as 30 minutes in a park reduces stress, offers space for dog walking, birdwatching and more!
- The greenspace provides food and shelter for migrating birds which adds to the opportunity to get outside and birdwatch which is citizen science for community members.
- They are spaces where people can gather with similar interests and promote a healthy lifestyle. They provide a space for people on a lunch break to decompress.
- I see them as integral to the health and happiness of the residents and visitors. Green space is an amenity that my family seeks in travel destinations as well as when we purchase real estate.
- I see parks and greenways as an investment in the community's future. Mature trees

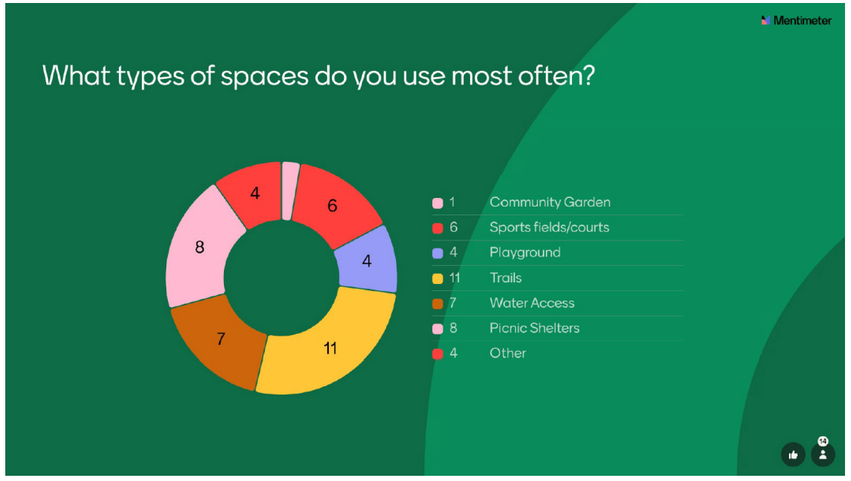
- and landscapes increase aesthetic value in neighborhoods and as a result property values appreciate.
- They are a proven insurance policy against climate change related weather events. This is especially important in coastal communities since weather events are becoming more violent and frequent.
- The well-being of a community depends on parks and greenway spaces for citizens to get outside and breathe fresh air, listen to birdsong, walk their pets, play games, spend time screen free if possible
- What are you asking me?
- Good place for families and visitors to get out and enjoy the outdoors.
- They are extremely important. Parks are a low-cost way to build companionship and fellowship among community members.
- A place to gather. A place for families to spend time together
- Parks and greenways are essential to the well-being of a community. They provide spaces outdoors for people to refresh and rejuvenate with nature! Provide critical habitat for birds and wildlife.
- Parks and Green ways are needed, Aesthetics are very important when it comes the community, Storm water runoff is one of those avenues. Parks are needed for families and visitors alike to enjoy.
- Good place for outdoor activity
- Make it a Better Place
- Parks and Greenways are vital to the development of children and the continued health of people of all increase property values, while contributing to the overall quality of life for users.
- As people age, they need activities to improve their health and places to socialize. Parks need to have the amenities to support gathering both for formal events and informal get-togethers.
- Dog parks are extremely beneficial to both the owners of dogs and to the pets including their social skills, training area, and improves the mental and physical health of dogs along with the owners.
- Access to nature is essential to reaching human potential and healing and dealing with stress. They need to be accessible to all.

Question 2 " What do you believe are the most important benefits parks and greenways can offer to residents?"

- Opportunities for outdoor recreation
- Places to relax, unwind, and get fresh air. It's important to have a relaxing place to exercise, play and enjoy time alone and with family and friends.
- Ultimately, parks and greenways contribute to a higher quality of life by providing beautiful, accessible spaces for recreation, relaxation, and enjoyment.
- They provide spaces for recreation, promote mental and physical health, and foster social connections.

- "the most important benefits parks / greenways can offer to residents include:
- -a way to connect with nature and family
- -an appreciation for the city and community"
- They offer the opportunity to be active and get fresh air. These have been proven to increase overall health and longevity as well as a sense of well being and happiness.
- They offer storm surge protection of property during weather events. They also can provide storm water runoff mitigation that keeps the roads safer to drive on.
- Parks and greenways are habitat for wildlife that pollinate our food and bring us joy. Green space also literally cleans the air that we breathe.
- Greenways protect crucial habitat for birds and wildlife and provide corridors for people and wildlife. They encourage fitness and healthy lifestyles & lure nature lovers to the area to help the economy.
- Input
- Safe place for families and visitors to play and enjoy playgrounds, basketball, and other activities.
- They offer an informal meeting space for families, friends, and individuals to be able to check out and unwind.
- Places to go for exercise, relaxation and fun
- They offer a place to exercise outside, enjoy nature, get away from screens, Improve health of citizens. Offer habitat for critical species.
- place for people to get outside
- Places to go and enjoy, close to home, makes the community look better
- Access to Play, Access to exercise, for health of pets, to heal for those suffering disabilities, provide community gathering areas for socialization.
- Parks can be part of the education of the public, teaching a variety of subject from fitness to nature, water quality, recycling, and many more areas.





Question 5 "How can departments outside of Public Works collaborate and support the creation and maintenance of parks and greenways?"

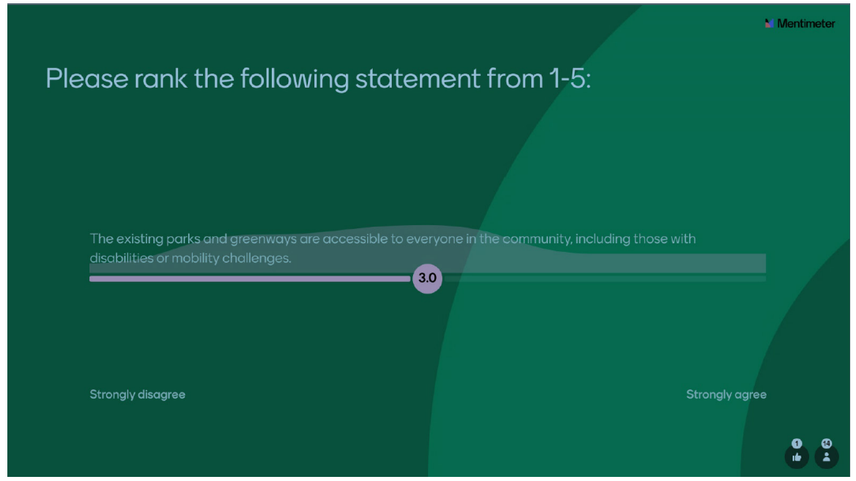
- Promoting special events and farmers market at the parks, providing historical context to parks, identifying plants, organizing clean up days and planting days for staff and citizens to participate.
- Other departments can help by bringing educational programs to the parks & green spaces. They can also volunteer time maintaining and cleaning up the areas. and even promoting neighborhood cleanups.
- Planning & Zoning: Ensure park spaces are integrated into urban designs and approve greenways in development plan
- Social media can promote the parks and greenways. Special events can be held at parks and greenway locations.
- We can spread the word and pass out flyers about creating great parks and greenways and being good stewards of these wonderful spaces.
- The city library has hosted fun educational events at some of the parks. They could add more of these programs in the future.
- The Library could partner with Public Works to create a group of volunteers to design and maintain educational native plant areas in the green space outside the library.
- Public relations can promote the parks on their website, social media, and with flyers posted in restaurants. Solid waste can help with the dog waste stations that would be nice to have in parks.
- No
- Help keep our parks and greenway clean.
- Any organization outside should be held to the same standards as Public Works. Everyone should have an expectation to keep the spaces clean and report any obvious issues.

- They can help with signage to keep people from walking off of the designated trails. Provide maps of the greenways and parks online and promote thru social media.
- volunteer to help
- Parks are venues for gathering in a great atmosphere. They can host festivals, concerts, meet and greet places for councils, outdoor learning hosted by library, staff meetings, team building.

Question 6 "Are there any existing resources or programs from your department that could complement or enhance the parks and greenways system?"

- Community Development can help with historical context, planting types, connectivity, farmers market
- Outdoor programs and events held by the library are always a big hit. Further development and enhancing safety measures of the library's greenspace would be very beneficial to future programs.
- Planning & Zoning: Ensure park spaces are integrated into urban designs and approve greenways in development plan
- Social Media.
- Yes, at the library we can make sure to add information on our computers and at the information desk. We also have many environmental programs and we like to feature the city's parks in our programs.
- "The library circulates items that educate and encourage community residents to get outside and engage in green spaces.
- We also have annual educational programs that take place in a few of the parks."
- The library has done several programs at Oak Tree Nature Preserve. OTNP is within walking distance to the library so it is a natural choice for when we do outdoor programs.
- OTNP is a vital element of a number of our programs for children adults and teens that we plan. The greenspace around the library is essential for our summer reading kickoff and Trunk or Treat.
- A resource from our department that we could offer is to promote use of the parks and greenways and tout the benefits of them on our social media and in our building to show the value of parks, greenways
- No
- Adding new signs and landscape around signs to attract people to the parks
- We have a beautiful, green fence-less lot right on-site!
- We offer a birding backpack through the library system and the other libraries in our county will offer them as well. This could be advertised at the trail entrance. It has binoculars, bird guides.
- personal input and ideals,
- We could focus some parks on MS4 related stormwater topic to improve nonpoint source pollution. One trail I help built became a changing reading trail where kiosk feature stories you read as you walk
- Highly used areas can include changing electronic or still messages about various

- department issues, like a community Facebook board to make sure more population gets updates on city functions
- Public safety and fire protection programs can be hosted at community parks.



Question 8 " Are there specific areas within the city that you think would benefit most from new parks, greenways, or improved infrastructure?"

- Dog parks are needed in some of the neighborhoods.
- Azalea Park, Library Green spaces, Bryn Mawr near Hwy 98, Bryn Mawr
- The greenway where we display the Christmas tree could use a fence to give us more opportunities for programming and community events! It also needs a path for trucks and cars to unload items.
- "The city needs more water access but I know that is in the works.
- The lawn next to the library where the city Christmas tree is placed needs a fence for safety."
- Yes, the Christobal Landing is big benefit to the city and all of its residents will benefit as well as residents in nearby cities. Any addition of a new park is great
- Any area that becomes a greenway will be a huge benefit to all especially birds. In 2022, birders spent $107.6 billion on their activities— split between $14 billion spent on trip-related costs (such
- Community park for special events, farmers market, food truck events
- Additional waterfront access on the west side of town, connectivity between commercial/downtown hub and parks system with trails and/or sidewalks.
- Improve and repair the parks we currently have.
- Any place where people will tend to gather. Whether it be shopping, water access areas, shaded areas, or open areas.

- I think the area where the Santa Rosa mall is would benefit from a walkway around the mall. Also, I think it would be awesome to have an osprey perch in one of the parks for ospreys to nest.
- yes, several
- There is about 20 acres south of Hollywood that could be acquired for expansion of the current trail system in Oak Tree Park along with a wooded disc golf course and perhaps fitness center.
- N. Bryn Mawr, Elliot, and Springdale are large enough to support multiple functions as community Park and should have large play structures.
- We need to remove small basketball courts and do maybe one or two larger 3/4 courts with two goals. We need at least 4 pickleball courts in one area either rehabing Elliot or building new at Springdale
- We need one park to focus more on nature play either at Oak Tree or Azalea.
- We need one or two dog parks. Elliot would be a good central location but might consider S. Bryn Mawr.
- We need a mapped out blue trail that consists of landing and launching points at Misty Water Pier, Christobal Landing and a third location on city property located west of these locations.
- We need a sidewalk on Bryn Mawr to connect 98 to Hollywood, connection to S. Bryn Mawr to Azaelea, additional sidewalks along Hollywood to connect library to Scottdale.
- Need a greenway system that loops the city through trails, sidewalks and bike/ pedestrian lanes. Need to create interconnected subdivision so more residents can walk or bike to new park facilities.
- Consider takeover of Brian Circle Pond for stocked fishing and fishing program tournaments once a year adding aeration. Need beautification and water quality enhancements.
- We need to rehab N. Bryn Mawr ball field or turn into a multipurpose field or separate diamond shaped sports at N. Byrn Mawr and place square field sports at Springdale.
- Oak Tree Playground should become a walkway and street connection for Oak Tree Neighborhood to access Hollywood and connect to Springdale. Then perhaps use the remaining portion dog or 2-5. play
- S. Bryn Mawr could focus on Dogs or 2.-5-year-old play. It is not large enough for older kids. Also, could include larger pavilion and bridge to church as a partnership for community festivals.
- Some of the stormwater ditched could be large enough to support greenways connecting neighborhoods by trails particularly Shrewsberry and perhaps N. Ditch. Also a few others around Brian Circle.
- Library Field is a great place to have a large pavilion to host concerts, farmers markets, community events, and perhaps a splash pad.
- S. Bryn Mawr Triangle could become a nice community flower garden with pavilion and rest area for walkers and bicyclist if connected better with Bryn Mawr sidewalk. Also program space for Greek Fest

Question 9 " What improvements could be made to make parks and greenways safer or more welcoming for all ages?"

- Signage, lights, benches, sunshades
- Walking paths or sidewalks along the perimeter of parks, so adults can get some exercise while safely monitoring their children while they play.
- Engage locals in planning to address their specific needs.
- Not sure.
- Lighting, fencing, trails, and signs.
- Oak Tree Nature Park needs new bridges and additional boardwalks that are wide enough for power wheelchairs.
- In 2022, birders spent $107.6 billion on their activities— split between $14 billion spent on trip-related costs (such as food, lodging, and transportation) and $93 billion on equipment like birdhouse
- These expenditures also contributed to county tax revenue ($7 billion), state tax revenue ($9 billion), and federal tax revenue ($22 billion). All this birding activity helped support 1.4 million jobs
- I think the Oak Tree Nature Park could benefit from some lighting in the parking lot. The parks could benefit from lighting to encourage people to enjoy the parks longer.
- repair or replace current equipment we have that’s not out of date.
- Containment of the area, especially around busy roads are always a safe bet.
- Lighting for when it gets dark early in the winter. Add some swings at a playground that are handicap accessible.
- upgrades, continuous maintenance
- Need better signage, ADA accessible play and sidewalks from ADA parking areas. Need to have a way finding system on all trails greenways, and walkways. Also give distances and consider lightning.
- Need to improve landscaping so it is beautiful appealing to eyes, smell, taste, and textures, and at least a small area for seasonal plantings so community can see change outs at least 2-3 times.
- Need to improve maintenance. Consider mow and blow contract while maintaining an appropriately sized parks department and equipment to focus on maintaining fences, equipment, trail, sod and plants.

Question 10 " What feedback or concerns have you heard from residents regarding parks or green spaces?"

- Cleanliness and maintenance of some park facilities need attention.
- Over the years the main concern I've heard has to do with safe equipment, the removal of damaged or hazardous trees. Maintaining grass and vegetation. Some areas Needs more benches.
- Keep spaces clean, landscaped, and free from hazards.
- Signage and gates.

- Our residents love the parks and they are thrilled at the work being done.
- The bridges at Oak Tree Nature Park are in need of repair and the informative signs needs to be updated.
- I haven't heard any feedback or concerns other than the Oak Tree Nature Park can have some sketchy people there not necessarily for nature enjoyment.
- General increase in maintenance. Better signage. More parks with amenities for adults, including improved landscaping.
- none
- Our community loves to be outside. The park is a common meeting space either before or after a library program.
- I've heard feedback about how wonderful the Oak Tree preserve is for people to walk. I've heard that some employees walk it on their lunch break. The crosswalk could have a warning light.
- respond time to upgrades and maintenance. long periods have passed with no upgrades of development
- Outdated equipment, need dog park, need pickle ball, need more bathrooms, need better maintenance of equipment and landscaping. Signage needs replaced.

Questions 11 "How can parks and greenways be designed to better meet the needs of different age groups or populations (children, seniors, families, etc.)?"

- Providing plenty of areas to sit in shade, provide a range of passive and active parks for all age groups
- Walkways, seating and open and operating restrooms would be a big help for all ages,
- Not sure.
- Include play areas, exercise equipment, and seating for all ages and abilities.
- Accessibility and universal design will go a long way to ensure that people of all ages and abilities can use and enjoy the parks and greenways
- They should include restroom facilities, wide and flat walking spaces, and barriers to keep small children from darting into the streets.
- Parks can have inclusive spaces, special swings for children with disabilities, and incorporate use of universal design for play spaces.
- Have a variety of play equipment and sport options for all ages.
- Our green areas need to be well-lit, safe, and accessible with walking paths that are clear and flat.
- Maybe add ramps for people in wheelchairs, Places to picnic with picnic tables. They may already have these. I think the ones I've been to are good.
- Professional architects
- Parks can focus on 5-12 and be larger, but use the smaller areas for 2-5 year olds. This keeps them separate. Programing can reach different audiences such as yoga/tachi classes,

- Add festivals, educational programs, kayak regatta, naturalist workshops, dog training workshops, places to hold games for seniors. Vending batting cages.
- More seating in shaded areas. Access to restrooms, but with security.

Question 12 "What role should parks and greenways play in fostering community engagement and civic pride?"

- Parks should be areas where the community can gather for special events, learn about the history of the city, and commemorate the heroes of Mary Esther.
- I think signs encouraging proper disposal of trash is helpful. Also educational information posted throughout the park might be helpful. Neighborhood cleanup days foster community pride.
- Parks and greenways can provide a safe environment for the community to socialize, workout, and be together promoting engagement and civic pride.
- They encourage environmental stewardship, improve air quality, and mitigate urban heat, creating harmony between people and nature.
- Well-maintained parks and greenways always increase community & civic pride. There is a strong return on investment when cities allocate resources (funds/ personnel) to create and maintain parks & greenways
- They should provide a gathering space for residents to share experiences. These shared moments bring people together and inspire positive action. Concerts lead to clean-ups, etc...
- By providing spaces for people to spend time together like with reunions, birthday parties for kids, playing outdoor games. Having a space to do these activities will foster pride in a community.
- Parks may win awards like the "Great Places in Florida" award which will foster community pride in the outdoor space. Parks could win the Green Flag award (https://www.greenflagaward.org/how-it-works
- Winning the Green Flag award will foster pride in the community. It is a welcoming space with good signage and safety & equal access to all.
- Planned events, activities and programs. For example, monthly or quarterly kayak tours /classes using the new Christobal waterfront park.
- Have places in the park where families or groups can rent shelters or fields out.
- Parks can and are used for informal community meeting spaces. The city as utilized our own green spaces for such meetings. When you have a location that is visible and well known, people will go.
- I believe a community that has parks and greenways and maintains them fosters community pride. They could be part of the Florida greenway trail that would add pride to a community.
- They are areas that are utilized and available
- Community should be involved in yearly activities to improve parks with mulching days, tree plantings, community organized tournaments for kickball, softball, pickle ball, basketball.

- Could have adopt a park or greenway for litter pick up so industries, businesses, can help both monetarily and volunteer.

Question 13 " What challenges do you see in maintaining existing parks or greenways (e.g., staffing, budget, resources)?"

- Staffing may be an issue.
- Limited maintenance staff make it difficult to add features to our current parks and often make just regular maintenance a challenge.
- Staffing and budget
- All the above, staffing is a large part of regular maintenance. Also keeping the park practical as to not have a large budget of maintenance.
- 1) Resources must be bookmarked every year.
- 2) Most all residents will have respect for the space, but our area draws many transients. Therefore, security is essential."
- Nice things cost money and require energy. Community partnerships could be created to lessen the load on the city staff.
- Challenges are definitely staffing, budget, priorities of the city. It would be nice to have different businesses adopt sections of the park to pick up trash and they could have a sign for their business.
- Existing parks were not planned with maintenance in mind. For example, most playground areas have borders with right angles, making them more difficult to mow.
- Short staff and old equipment
- Part of creating new infrastructure is preparing for maintenance in advance.
- Staffing and budget
- Challenges I see are budget, priority, staffing, and resources. Also, maybe some people on the city council won't view parks as a priority.
- Maintaining personnel, obtain professionalism
- Staffing can be improved by hiring a few more for weekly mowing or contract out weekly mowing.
- Need to look closer at replacement cost for playgrounds on a 15–17-year cycle. Most equipment will start degrading after 13-15 years. Need to plan now for anything purchased. Same with irrigation.

Question 14 " How can we ensure parks and greenways are sustainable and well-maintained long-term?"

- We should use native, drought and salt tolerant plantings, community clean up days
- Try to incorporate natural elements whenever possible, so there will be less mowing required. Walkways rarely require maintenance.
- Prioritizing decisions and upkeep.
- Sustainable Design: Build with durable materials and energy-efficient systems
- Heed advice from the experts and consultants (for materials and best practices). Train

- staff and residents on park sustainability. We can leverage our residents' passion for the environment.
- By creating a long-term plan that includes projected costs and fostering relationships with community partners. Also designing the parks and greenways with native plants will help.
- Sustainability can be achieved by planting native plants in parks and greenway spaces. Also removing invasive species. Local college students in horticulture or biology could be invited to help remove.
- Providing trash receptacles and dog waste stations that are cleaned up regularly will help with maintaining the clean appearance of parks.
- Having community days where citizens can come and clean up the park by removing invasive species and picking up trash will foster pride and build community togetherness.
- Develop a list of BMPs to reduce maintenance in the short term; long term design parks with right turf, shrubs, and trees and layout for faster mowing, less weeding and trimming. Reduce # playgrounds.
- Daily upkeep and preventive Maintenance.
- Setting an expectation for the department that maintains it and making it clear to citizens they are responsible for the upkeep of their spaces as well.
- Sustainability can be had by maintaining and planting native Florida plants. perennials. These are adapted to our climate and will come back plus bring in birds. Use less pesticide.
- scheduling regular maintenance, incorporating professionalism
- Need to set aside funds each year for replacement costs for both maintenance equipment and park equipment. Small staffs need reliable equipment as breakdowns are large time wasters.
- Need to do yearly inspections but establish SOP for weekly and Monthly inspections and maintenance schedules including seasonal task for irrigation, sod maintenance, and pest/herbicide.

Question 15 " Are there any best practices from your department that could be applied to the maintenance of green spaces?"

- Fostering social capital
- Using the spaces for educational purposes occasionally. Perhaps groups, clubs, or departments could adopt a park annually to have workdays.
- Ensure Park spaces are integrated into urban designs and approve greenways in development plans.
- Budgeting
- Our department focuses on the user experience. We seek constant improvement & solutions. Continuous inventorying, vigilance, & willingness to experiment could be applied to maintenance of greenways.
- We can help advertise on our social media these days that are set aside to clean up the park. I think planting native plants in the planters in front of the library would be a best practice.
- Preventive Maintenance.
- We are always doing our best to promote native vegetation and wildlife.
- Making sure we are giving the best customer service to the public. Picking up trash around our interior area to keep it looking nice.
- Again applying professionalism and time to do maintenance

Question 16 " What do you envision for the future of parks and greenways in this city? What would an ideal system look like?"

- Green space can be proposed for the Mall redevelopment
- City planners could be mindful to ensure that larger neighborhoods have enough space to allow for growth of the community
- Promote both mental and physical health by offering a natural environment for exercise and relaxation.
- Prioritizing parks and greenways will benefit future development if they keep them and build around them.
- If the city commits resources to parks and greenways, developers will find the opportunity more inviting. This place is already magical but a little investment will go a long way for economic development.
- During any and all redevelopment businesses could be incentivized to create green spaces.
- By educating the residents about the importance of making them a priority, requesting feedback, and putting it into play.
- I don't know if the parks with playgrounds have handicap access on the swings but I would try to add that to make the playgrounds more inclusive.
- Update one park at a time.
- Parks and green spaces should be protected against future development projects.
- Make sure that future redevelopment projects don't remove city parks and greenways. Keep them and don't replace them with parking lots or other concrete structures.
- Planning boards, future budgets, stick to the plans
- Access to greenways should be looked at to make sure redevelopments have greenspace and connection to our system.

Question 17 " Given our coastal location, are there specific considerations we should keep in mind for parks and greenways (e.g., flood management, erosion control)?"

- Coastal plantings, runoff
- Yes, flooding, natural grasses, and vegetation.
- Maintenance
- Possibly too much rainfall

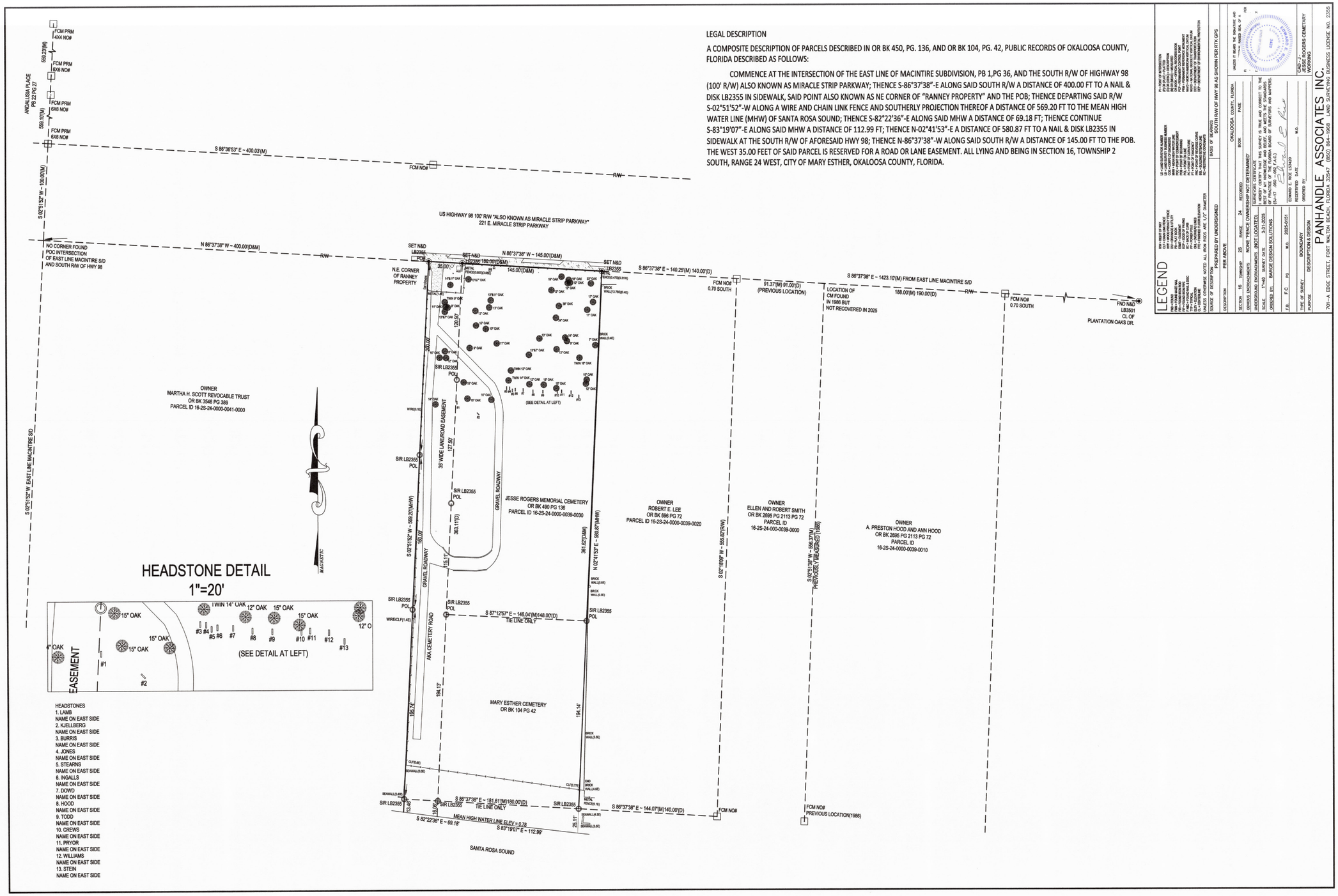
- Yes
- It is imperative to utilize native plants for storm mitigation.
- Wetlands function as natural sponges that trap and slowly release surface water, rain, snowmelt, groundwater and flood water. Keep all the wetlands. Do not drain them.
- Florida-friendly landscaping, creative integration of stormwater management into parks
- Keep in mind flood location and debris collection. Nature is going to do what it does, but we can do our part to try and mitigate what we can.
- Definitely flood management is important. Planting native plants for erosion control.
- Storm water drainage, pest control, sun and temperature awareness
- Rust is an issue and needs to be monitored and maintained.
- Consider using parts of green spaces or parks for increased storm capacity as part of a Master Stormwater Plan.

A.7 Elliot Park Alternative Design Concepts

Concept Plan Alternative 1 - Elliot Park

Concept Plan Alternative 2 - Elliot Park

A.8 Jesse Rogers Cemetery Survey



A.9 Table 6-1: Estimated Implementation Cost

| Park amenity/ Improvements | Unit | Budget Unit cost | Existing park sites | | |

Park amenity/ Improvements	Unit	Budget Unit cost	Existing park sites																																QTY
			Spring Dale				Library				Elliot				Bryn Mawr				Oak Tree				Oak Tree Nature				Azalea				Water Tower	S Bryn Mawr	Cristobal Landing	City Pier/ Boat Ramp	Jesse Rogers Cemetery	
Phases			Short-Term (1-5yrs)	Mid-Term (6-10yrs)	Long-Term (10-20yrs)	Total	Short-Term (1-5yrs)	Mid-Term (6-10yrs)	Long-Term (10-20yrs)	Total	Short-Term (1-5yrs)	Mid-Term (6-10yrs)	Long-Term (10-20yr	Total	Short-Term (1-5yrs)	Mid-Term (6-10yrs)	Long-Term (10-20yr	Total	Short-Term (1-5yrs)	Mid-Term (6-10yrs)	Long-Term (10-20yr	Total	Short-Term (1-5yrs)	Mid-Term (6-10yrs)	Long-Term (10-20yr	Total	Short-Term (1-5yrs)	Mid-Term (6-10yrs)	Long-Term (10-20yr	Total						
Athletic Facilities																																			
Baseball/ Softball field	EA	$1,000,000														$1,000,000		$1,000,000											$0						
Multi-Purpose Field	EA	$200,000		$200,000		$200,000																							$0						
Multi Sport Court (Basketball/ Pickleball)	EA	$300,000		$300,000		$300,000																							$0						
Pickleball Court	EA	$100,000	$300,000	$300,000		$600,000																							$0						
Tennis Court	EA	$150,000		$150,000		$150,000																							$0						
Sand Volleyball Court	EA	$40,000																											$0						
Batting cage	EA	$25,000													$75,000			$75,000											$0						
Buildings and Structures																																			
Concessions/ Restroom Bldg	EA	$500,000				$0										$500,000		$500,000											$0						
Restroom Building	EA	$250,000		$250,000																									$0						
Recreation Center	EA	$2,000,000																											$0						
Bandshell/ Covered Stage Pavilion	EA	$500,000						$500,000		$500,000																			$0						
Nature Center	EA	$500,000																											$0						
Pavilion	EA	$200,000			$200,000	$200,000	$200,000			$200,000	$400,000			$400,000		$200,000	$400,000	$600,000											$0		$200,000				
Community center	EA	$2,000,000																											$0						
Misc. Park Amenities																																			
Disc Golf Course	EA	$30,000														$15,000		$15,000											$0						
Disc Golf Holes	EA	$500									$1,500			$1,500															$0						
Dog Park	EA	$30,000									$45,000	$15,000		$60,000	$60,000			$60,000											$0						
Dock/Fishing Pier	EA	$100,000																											$0						
Outdoor fitness	EA	$250,000										$250,000		$250,000		$125,000		$125,000											$0						
Playground (2-5 year olds)	EA	$200,000	$200,000			$200,000							$200,000	$200,000			$200,000												$0		$200,000				
Playground (5-12 year olds)	EA	$500,000		$500,000		$500,000						$500,000		$500,000															$0		$500,000				
Community/ Educational Gardens	EA	$100,000					$100,000			$100,000	$100,000			$100,000															$0						
Skateboard Park	EA	$500,000																											$0						
Splash Pad	EA	$750,000																											$0						
Timber Foot Bridge	LF	$1,000																											$0						
Pedestrian Bridge	EA	$500,000																											$0						
Rules & Regs Signage	EA	$3,000	$6,000			$6,000				$6,000	$6,000			$6,000	$3,000	$3,000		$6,000											$6,000		$6,000				
Interpretive Signage	EA	$3,000																											$30,000						
Identity/ Wayfinding Signage	EA	$3,000	$6,000			$6,000				$6,000	$6,000			$6,000	$3,000	$3,000		$6,000											$12,000		$6,000				
Trailhead Kiosk	EA	$20,000																											$20,000						
Landscape	EA	$100,000	$25,000	$50,000	$25,000	$100,000			$100,000	$100,000			$50,000					$100,000											$15,000		$100,000				
Cemetary																													$0						
Cemetary Wall Niche	EA	$3,000																											$0					$3,105,000	1,035
Cemetary Water Features	AL	$250,000																											$0					$250,000	1
Soundwall (12' Ht.x 80')	LF	$900																											$0					$72,000	80
Overlook Pavilion	EA	$500,000																											$0					$500,000	1
Parking (Gravel +/- 3,000 SF)	SF	$3																											$0					$9,000	3,000
Decorative Paver Walkway	SF	$15																											$0					$15,000	1,000
Decomposed Granite Walkway	SF	$8																											$0					$20,000	2,500
Lighting	AL	$20,000																											$0					$20,000	1
Tree Removal (12 Trees)	AL	$20,000																											$0					$20,000	1
Entry Decorative Fencing (8' Ht. x50' Long)	LF	$200																											$0					$10,000	50
Entry Gate	EA	$5,000																											$0					$5,000	1
Entry Columns	EA	$7,500																											$0					$30,000	4
Landscape Improvements	AL	$50,000																											$0					$50,000	1
Pedestrian Circulation																													$0						
Concrete walks	SF	$10	$26,000	$42,800		$68,800				$70,000	$64,400	$17,600	$10,000	$92,000	$100,000	$35,000		$135,000											$0		$4,200				
Mountain Bike Trail (10')	LF	$30																											$0						
Running Track (10')	LF	$100							$50,000																				$0						
Primitive Walking Trail (6')	LF	$10														$60,000		$60,000											$60,000						
Vehicular Pavement																													$0						
Light Duty Asphalt	SF	$6	$48,000			$48,000					$7,500	$7,500		$15,000	$36,000	$24,000		$60,000											$0						
Heavy Duty Asphalt	SF	$10	$85,000			$85,000												$30,000											$0						
Demo Asphalt	SF	$2																				$60,000									$15,000				
Concrete Curbs	LF	$15	$7,500			$7,500					$4,500	$4,500		$9,000	$5,250	$3,750		$9,000											$0		$1,500				
Sub Total			$703,500	$1,792,800	$225,000	$2,471,300	$300,000	$500,000	$150,000	$982,000	$634,900	$794,600	$260,000	$1,639,500	$282,250	$1,968,750	$600,000	$2,681,000	$0	$0	$0	$160,000	$0	$0	$0	$443,000	$0	$0	$0	$0	$0	$1,132,700	$0		$4,106,000
Misc Site Costs (20%)			$140,700	$358,560	$45,000	$494,260	$60,000	$100,000	$30,000	$196,400	$126,980	$158,920	$52,000	$327,900	$56,450	$393,750	$120,000	$536,200	$0	$0	$0	$32,000	$0	$0	$0	$88,600	$0	$0	$0	$0	$0	$226,540	$0		$821,200
Contingency (30%)			$253,260	$645,408	$81,000	$889,668	$108,000	$180,000	$54,000	$353,520	$228,564	$286,056	$93,600	$590,220	$101,610	$708,750	$216,000	$965,160	$0	$0	$0	$57,600	$0	$0	$0	$159,480	$0	$0	$0	$0	$0	$407,772	$0		$1,478,160
Contractor OHP (15%)			$164,619	$419,515	$52,650	$578,284	$70,200	$117,000	$35,100	$229,788	$148,567	$185,936	$60,840	$383,643	$66,047	$460,688	$140,400	$627,354	$0	$0	$0	$37,440	$0	$0	$0	$103,662	$0	$0	$0	$0	$0	$265,052	$0		$960,804
Survey, Design, Permitting, Testing Fees			$189,312	$482,442	$60,548	$665,027	$80,730	$134,550	$40,365	$264,256	$170,852	$213,827	$69,966	$441,189	$75,953	$529,791	$161,460	$721,457	$0	$0	$0	$43,056	$0	$0	$0	$139,211	$0	$0	$0	$0	$0	$304,810	$0		$294,647
SubTotal Cost			*$1,451,391*	*$3,698,726*	*$464,198*	**$5,098,539**	*$618,930*	*$1,031,550*	*$309,465*	**$2,025,964**	*$1,309,862*	*$1,639,339*	*$536,406*	**$3,382,452**	*$582,310*	*$4,061,728*	*$1,237,860*	**$5,531,171**	*$0*	*$0*	*$0*	**$330,096**	*$0*	*$0*	*$0*	**$933,953**	*$0*	*$0*	*$0*	*$0*	**$0**	**$0**	**$2,336,873**	**$0**		**$7,660,811**
Total Cost		**$27,299,860**																																	

Table 6-1: CAPITAL IMPROVEMENT PLAN SUMMARY		Short-Term (1-5yrs)			Mid-Term (6-10yrs)			Long-Term (10-20yrs)				
Capital Improvements	**Overall Budget**	***FY25-26***	***FY26-27***	***FY27-28***	***FY28-29***	***FY29-30***	***FY30-31***	***FY27-28***	***FY28-29***	***FY29-30***	***FY30-31***	**Internal Notes**
Existing County Parks												**Notes below are for internal use only**
Total	$5,098,539											New basketball court w/ pickleball striping, Expand baseball field into a multipurpose field, New playgrouds for 2-5yo and 5-12yo. Update restroom building. Formalize parking area.
Total	$2,025,964											Build educational gardens, an elevated bandshell, and formalized lawn. Create area for popup market, and two picnic pavilions.
Total	$3,382,452											Build fitness court, community gardens, and frisbee golf putting course. Build a dog park with areas for small and large dogs. New playgrouds for 2-5yo and 5-12yo. Formalize parking areas. Update pavilions.
Total	$5,531,171											Build a dog park with areas for small and large dogs. New playgrouds for 2-5yo and 5-12yo. Formalize parking areas. Update pavilions. Expand baseball field into a multipurpose field. Update restroom building. Build "fitness trail" with fitness stations. Build miniature frisbee golf course.
Total	$330,096											
Total	$933,953											
Total	$0											
0	$0											
0	$2,336,873											
0	$0											
0	$7,660,811											
												Design and construction of tennis complex
Subtotal	**$27,299,860**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
Trail/Greenway Capital Projects												
Greenway and trail projects												
Blueway access points												
Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
Land Acquisition												
Expansion of existing parks and new parkland												
Acquire natural resource area and greenway property												
Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
Other Items												
Update the comprehensive master plan						200,000					300,000	Design fees
New facilities at acquired property												
Other Items Subtotal	**0**	**0**	**0**	**0**	**0**	**200,000**	**0**	**0**	**0**	**0**	**300,000**	
TOTAL FUNDS		**$0**	**$0**	**$0**	**$0**	**$200,000**	**$0**	**$0**	**$0**	**$0**	**$300,000**	

Notes:
1. Opinion of costs listed are a rough order of magnitude and takes into consideration only general top-level estimates. This chart and opinions should be updated often with more detailed information.
2. Maintenance and replacement cost for Parks and Trails are NOT INCLUDED in this Capital Improvement Plan Summary

AGENDA ITEM

Agenda Item 11.5.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: February 2, 2026

SUBJECT: Resolution 26-04: Approval of Contract with Ranger Rubber LLC

BACKGROUND:
At its January 20, 2026 meeting, the City Council awarded RFB 2025-02 to Ranger Rubber LLC of Ranger, Georgia, for the installation of a bonded rubber trail at Azalea Park. Ranger Rubber LLC submitted the lowest responsive and responsible bid at $117,514.

Because the contract amount exceeds $50,000, City policy requires Council approval of the contract as a separate action from the bid award.

DISCUSSION:
The project will install approximately 1,200 linear feet of ADA-compliant pervious rubber pavement trail at Azalea Park. The bonded rubber surface offers reduced maintenance requirements compared to traditional materials and includes a 10-year warranty.

CPH Engineering, the project design consultant, reviewed both bids received and recommended Ranger Rubber LLC based on their competitive pricing, positive references from prior government projects, and quality of work demonstrated in their portfolio. Staff has coordinated with CPH on color and material samples, and the proposed materials meet the project specifications. CPH has recommended the Sand Dune SD255 color options you will find in the attached color palette.

The attached contract incorporates the bid documents, specifications, and all required insurance and bonding provisions.

FINANCIAL IMPACT:
The contract amount is $117,514. A total of $128,759.71 remains available from the original $300,000 budget for Azalea Park improvements. Following this contract, $11,245.71 will remain for additional landscaping, signage, and fencing to complete the park project.

RECOMMENDATION:
Motion to adopt Resolution 26-04, approving the contract with Ranger Rubber LLC for the Azalea Park bonded rubber trail in the amount of $117,514, and authorizing the City Manager to execute the contract.

ATTACHMENT(S):

1. Resolution 26-04
2. Exhibit A - Contract with Ranger Rubber LLC
3. EcoPave™ Color Palette

RESOLUTION NO. 26-04

A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, AUTHORIZING THE CITY TO ENTER INTO A CONTRACT WITH RANGER RUBBER LLC FOR THE AZALEA PARK BONDED RUBBER TRAIL PROJECT

BE IT RESOLVED by the City Council of the City of Mary Esther that:

1. The appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain contract with Ranger Rubber LLC of Ranger, Georgia, for the installation of a bonded rubber trail at Azalea Park in the amount of $117,514, in substantially the form attached as Exhibit A and presented to the Council today, with such changes, insertions, or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ____ day of _____, 2026.

CITY OF MARY ESTHER

By: _____

Chris Stein, Mayor

ATTEST:

_____

Dillon Morris, City Clerk

CITY OF MARY ESTHER, FLORIDA
REQUEST FOR BIDS

RFB Number:	**2025-02**
Project Title:	**PERVIOUS RUBBER PAVEMENT MATERIAL**
Issue Date:	**DECEMBER 5TH, 2025**
Pre-Bid Conference:	**N/A**
Questions Deadline:	**DECEMBER 12TH, 2025**
Bid Due Date/Time:	**JANUARY 7TH, 2026, 3:00 P.M. CST**

ELECTRONIC SUBMISSION REQUIRED

All bids must be submitted electronically through the City's eProcurement portal:

Euna OpenBids: www.cityofmaryesther.com/bids

Vendors must register (free) to access documents and submit bids. Late bids will be automatically rejected.

Contact Person:	**DILLON MORRIS, CITY CLERK**
Email:	**dmorris@cityofmaryesther.com**

Note: All questions must be submitted to the city clerk through the email above. All questions will be answered in a future addendum.

SECTION 1: GENERAL INFORMATION

1.1 Purpose

The City of Mary Esther, Florida ("City") is soliciting bids from qualified vendors for installation of pervious rubber pavement that is poured in place and ADA compliant with at least a 10-year warranty as described in Section 3.

1.2 Funding Source

- City funds only. Local preference applies.

SECTION 2: INSTRUCTIONS TO BIDDERS

2.1 Registration

Register at www.cityofmaryesther.com/bids to access documents, receive any addenda, and submit bids. Registration is free.

2.2 Questions

Submit questions to Dillon Morris at dmorris@cityofmaryesther.com by **12/12/2025**. Responses posted to all registered vendors.

2.3 Pre-Bid Conference

- No pre-bid conference scheduled.

2.4 Bid Submission

Submit through OpenBids:

a. Completed Bid Form (Exhibit A) — enter pricing in OpenBids
b. Bidder Information Form (Exhibit B) — upload
c. Non-Collusion Affidavit (Exhibit C) — upload
d. References (Exhibit D) — upload
e. Local Business Certification (Exhibit E) — if claiming preference
f. Federal Provisions Certification (Exhibit F) — if federal funds
g. Copies of required licenses/certifications

2.5 Bid Validity

Bids valid for **90** days from submission deadline.

2.6 Costs for Bid Submittals

The cost of any bid submittals shall be solely borne by the bidder with no responsibility for reimbursement by the City regardless of any delays, amendments, or withdrawals.

2.7 Bid Security

No bid security required.

2.8 Addenda

All addenda issued by the City, if any, shall be in writing through OpenBids. It is the Bidder’s sole responsibility to be familiar with bid documents and any addenda.

2.9 Reservation of Rights

- City at any time and for any reason prior to entering a fully signed contract with may delay, amend, terminate, or withdraw this RFB without penalty if it is deemed to be in the best interest of the City.

- City reserves the right to make an award to one or more bidders, who in the opinion of the City will be in the best interest of and/or most advantageous to the City.

SECTION 3: SCOPE OF WORK / SPECIFICATIONS

See attached drawing with specifications.

3.1 General Requirements

- The pervious rubber pavement that is poured in place with up to a 50% mixture of stone to rubber. (All bidders are encouraged to submit samples showing both color and materials in final form that will be used in evaluating the bids.)
- Rubber pavement must be ADA compliant.
- Materials provided must have at least a 10-year warranty.
- All materials must be tested and meet EPA requirements
- Materials provided must be free of heavy metal leaching, lead free, and non-toxic.
- Bids should include the percentage range of recycled rubber used.

3.2 Technical Specifications

- Installation will be on an existing gravel trail that was recently installed with base material, a geotextile, and topped with 4-7 inches of recycled concrete base and rough level additional rolling and addition leveling may be required. Bidders are free to see the site or can request pictures of the site.
- Trail will need to be a consistent 5 foot wide with total linear feet of 1,200, but to form radiuses contractors should plan on additional materials and when finished trail should be consistent depth and feel for safe walking or wheelchair access. (*Bidder should plan on a 6-foot width or 1,500 linear feet to make sure they have enough material to make smooth transitions and curves in trails. Any left-over materials should be left with the City of Mary Esther for future repairs and maintenance.)*
- Trail material will also need to join two-foot bridges that are 6 feet wide.

3.3 Delivery/Performance Schedule

Bidders should include a delivery schedule for the installation including start date and expected time frame.

3.4 Location

5 Azalea Dr, Mary Esther, FL 32569

SECTION 4: BID EVALUATION AND AWARD

4.1 Basis of Award

Award to the lowest responsive and responsible bidder meeting all specifications.

4.2 Responsiveness

A responsive bid:

- Submitted through OpenBids by deadline
- Includes all required forms
- Complies with specifications
- Acknowledges all addenda

4.3 Responsibility

A responsible bidder has:

- Financial stability and resources
- Satisfactory performance record
- Required licenses and insurance
- No suspension or debarment

4.4 Local Preference

- 5% local preference applies per Policy 17.

SECTION 5: GENERAL TERMS AND CONDITIONS

5.1 Contract

Successful bidder will execute a contract incorporating this RFB, the bid, and negotiated terms.

5.2 Insurance

• **General Liability: $1,000,000** per occurrence / **$2,000,000** aggregate •
Automobile Liability: $1,000,000 combined single limit
• **Workers' Compensation:** Statutory limits
City to be named as additional insured.

5.3 Performance/Payment Bond

- The successful bidder shall be required to furnish a performance or payment bond, in a form and amount acceptable to the City, guaranteeing satisfactory completion of all contracted work.

5.4 Public Records

Certain exemptions to the public records law are statutorily provided for in Section 119.07, Florida Statues. If the Bidder believes any of the information contained in his or her response is exempt from disclosure, then the Bidder must in her or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. Otherwise, the City will treat all materials received as public records once that information is determined to be available for public inspection.

If the City rejects all Bids or replies submitted in response to a competitive solicitation and the City concurrently provides notice of its intent to reissue the competitive solicitation, the rejected Bid or replies remain exempt from Section 119.07(1) and Section 24(a) of the State Constitution until such time as the City provides notice of an intended decision concerning the reissued competitive solicitation, or until the City withdraws the reissued competitive solicitation. A Bid, proposal, or reply is not exempt for longer than 12 months after the initial agency notice rejecting all Bids, or replies.

The City is a public agency subject to Chapter 119, Florida Statutes. The Bidder shall comply with Florida's Public Records law. Specifically, the Bidder, shall:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency 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 cost provided in this chapter or otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Bidder does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Bidder or keep and maintain public records required by the public agency to perform the service. If the Bidder transfers all public records to the public agency upon completion of the contract, the Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Bidder keeps and maintains public records

upon completion of the contract, the Bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

The failure of the Bidder to comply with the provisions set forth in this section shall constitute a material breach of Agreement and shall be cause for immediate termination of the Agreement.

If the Bidder has questions regarding the application of Chapter 119 Florida Statutes, to the Bidder's duty to provide public records relating to this contract, contact the custodian of public records at the City of Mary Esther, City Clerk, Mary Esther City Hall, 195 Christobal RD N. Mary Esther, FL 32659; (850) 362-6855 or dmorris@cityofmaryesther.com.

5.5 E-Verify

Contractor shall use E-Verify per Section 448.095, Florida Statutes.

5.6 Scrutinized Companies

Contractor certifies compliance with Section 287.135, Florida Statutes.

5.7 Termination

City may terminate for cause or convenience with 30 days written notice.

5.8 Indemnification

Contractor shall indemnify and hold harmless the City, its agents, employees, elected officials, and volunteers to the fullest extent permitted by Florida law.

5.9 Governing Law

Florida law governs. Venue for any disputes will lie exclusively in Okaloosa County, Florida.

5.10 Prompt Payment

Payments by the City shall conform with Florida Prompt Payment Act, Section 218.70, Florida Statutes

SECTION 5: GENERAL TERMS AND CONDITIONS

5.1 Contract

Successful bidder will execute a contract incorporating this RFB, the bid, and negotiated terms.

5.2 Insurance

• **General Liability: $1,000,000** per occurrence / **$2,000,000** aggregate •
Automobile Liability: $1,000,000 combined single limit
• **Workers' Compensation:** Statutory limits
City to be named as additional insured.

5.3 Performance/Payment Bond

- The successful bidder shall be required to furnish a performance or payment bond, in a form and amount acceptable to the City, guaranteeing satisfactory completion of all contracted work.

5.4 Public Records

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The City is a public agency subject to Chapter 119, Florida Statutes. The Bidder shall comply with Florida's Public Records law. Specifically, the Bidder, shall:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency 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 cost provided in this chapter or otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Bidder does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Bidder or keep and maintain public records required by the public agency to perform the service. If the Bidder transfers all public records to the public agency upon completion of the contract, the Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Bidder keeps and maintains public records

upon completion of the contract, the Bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

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Contractor shall use E-Verify per Section 448.095, Florida Statutes.

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Contractor certifies compliance with Section 287.135, Florida Statutes.

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City may terminate for cause or convenience with 30 days written notice.

5.8 Indemnification

Contractor shall indemnify and hold harmless the City, its agents, employees, elected officials, and volunteers to the fullest extent permitted by Florida law.

5.9 Governing Law

Florida law governs. Venue for any disputes will lie exclusively in Okaloosa County, Florida.

5.10 Prompt Payment

Payments by the City shall conform with Florida Prompt Payment Act, Section 218.70, Florida Statutes

EXHIBIT A: BID FORM / PRICE SCHEDULE

RFB Number: **RFB 2025-02**

Project Title: **PERVIOUS RUBBER PAVEMENT**

Note: Pricing should be entered in OpenBids. This form shows the pricing structure.

The undersigned proposes to furnish all labor, materials, equipment, and services as specified:

Item Description	Quantity	Total Price
Subbase Leveling & Compaction *Excluding Subbase Material*	**6,000 SF**	$6,600
EcoPave™ EP-200 Composite	**9,000 SF**	$77,254
EcoPave™ Installation	**6,000 SF**	$23,100
***Optional Backfill** *Including Seed & Straw*	**2,400 LF**	$10,560
	:	**$117,514**

TOTAL IN WORDS:
___One hundred seventeen thousand five hundred fourteen_____ DOLLARS

CERTIFICATIONS:

1. Bidder has examined all RFB documents and addenda
2. Bid valid for **90** days
3. Will execute contract within 10 business days if awarded
4. Not suspended or debarred
5. Addenda acknowledged: Nos. ___1__ through ____2___

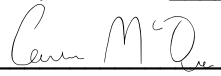
BIDDER:

Company: _____Ranger Rubber LLC_____

Address: __1186 Liberty Church Rd NE_____

City/State/ZIP: ___Ranger GA, 30734_____

Phone: ___(678) 697-4722____ Email:_cmcqueen@rangerubber.com_



_____

Signature

Printed Name: ___Jennifer Harris_____ Title: _____President_____

Date: _____01/07/2026_____

EXHIBIT B: BIDDER INFORMATION FORM

1. COMPANY INFORMATION

Legal Name: ____Ranger Rubber LLC_____ DBA (if applicable): _____ Street Address: _____1186 Liberty Church Rd NE_____
Mailing Address: _____1186 Liberty Church Rd NE_____
City/State/ZIP: _____Ranger GA, 30734_____ Phone: __(404) 693-1468_____ Fax: _____
Website: ___www.RangerRubber.com_____

2. CONTACT INFORMATION

Primary Contact: _____Carson McQueen _____
Title: _____Project Management_____
Phone: __(678) 697-4722____ Email: ___cmcqueen@rangerrubber.com___

3. BUSINESS ORGANIZATION

Type: ☐ Corporation ☒ LLC ☐ Partnership ☐ Sole Proprietor ☐ Other: _____
State of Formation: ___Georgia__ Year Established: ____2021_____ Federal Tax ID (EIN): _____92-0455669_____

4. LICENSES

Florida Business License #: ____Available on Award_____
Contractor License # (if applicable):
_____
Other Licenses: ___State of Georgia Control #22202091_____

5. EXPERIENCE

Years providing similar goods/services: _5__
Number of employees: __9____

6. DEBARMENT/LITIGATION

Ever debarred or suspended? ☐ Yes ☒ No
Currently involved in litigation? ☐ Yes ☒ No
If yes to either, explain: _____

EXHIBIT C: NON-COLLUSION AFFIDAVIT

STATE OF Georgia

COUNTY OF Gordon

I, Jennifer Harris, being first duly sworn, depose and state:

1. I am the President (title) of Ranger RubberLLC (company), the Bidder submitting the attached bid.
2. I am fully informed regarding preparation and contents of the attached bid.
3. The bid is genuine and not collusive or a sham.
4. Neither the Bidder nor any officers, partners, owners, agents, representatives, or employees have in any way colluded, conspired, connived, or agreed with any other bidder, firm, or person to submit a collusive or sham bid, or to refrain from bidding.
5. Neither the Bidder nor any officers, partners, owners, agents, representatives, or employees have sought by collusion to secure any advantage against the City of Mary Esther or any person interested in the proposed contract.
6. The prices quoted are fair and proper and not tainted by collusion, conspiracy, or unlawful agreement.

Jennifer Harris

Signature

Printed Name: Jennifer Harris

Title: President

Date: 01/07/2026

Subscribed and sworn to before me this 7 day of January, 20 26

Valarie Ferguson

Notary Public, State of Georgia

My Commission Expires: 9/15/28

(NOTARY SEAL)

VALARIE FERGUSON NOTARY PUBLIC GORDON COUNTY, GEORGIA MY COMMISSION EXPIRES SEPTEMBER 15, 2028

EXHIBIT D: REFERENCES FORM

Provide at least three (3) references for similar projects completed within the last five (5) years. Government references preferred.

REFERENCE 1

Organization: _____Great Southern Recreational_____

Contact Name/Title: _____Justin Vance (Owner)_____ Phone: _____ Email: _____N.A_____ Project Description: _____Various rubberized surfacing Projects_____

Contract Value: $___1M+_____ Dates: ___2022-Present____

REFERENCE 2

Organization: _____Playworx Playsets_____

Contact Name/Title: _____David Howard (Owner)_____ Phone: ___(404) 382-6242_____ Email: _____N.A_____ Project Description: _____Various rubberized surfacing Projects_____

Contract Value: $____200k+_____ Dates: ____2025-Present_____

REFERENCE 3

Organization: _____PlayCore_____ Contact Name/Title: _____Tony Lawin (National Surfacing Director)_____ Phone: ___(877) 762-7563_____ Email: _____N.A_____ Project Description: ____Rubberized Surfacing_____

Contract Value: $____5,300_____ Dates: _____2025-Present_____

EXHIBIT E: LOCAL BUSINESS CERTIFICATION

Complete ONLY if claiming local preference. Does NOT apply to federally funded procurements.

The undersigned certifies that the firm named below meets the definition of a "Local Business" per City Policy 17 and has a principal office within the corporate limits of the City of Mary Esther, Florida.

BUSINESS INFORMATION

Business Name:

_____ Principal Office

Address (must be within Mary Esther):

_____

Date established at this location:

_____ City of Mary Esther Business

Tax Receipt #:

_____

I certify the above is true and correct. Falsification may result in disqualification and debarment.

_____

Signature

Printed Name:

_____ Title:

_____

Date: _____

CITY OF MARY ESTHER
195 Christobal Road, North • Mary Esther, Florida 32569
Telephone (850) 243-3566 • Fax (850) 243-0736

ADDENDUM #1
to
RFB 2025-02 PERVIOUS RUBBER PAVEMENT MATERIAL

The following amendments are associated with the above-referenced Request for Bids:

1. **The City of Mary Esther is requesting bidders to prepare alternate bids for aggregate surfacing on the proposed trail at Azalea Park. The base bid includes a composite rubberized solid surface, while this addendum requests bids based upon the specifications listed below for Trail Surface Aggregate (TSA) to be placed on top of the existing compacted rock base currently on the trail.**

   Trail Surface Aggregate (TSA): A specific mixture of aggregate designed for surfacing trails that is designed to achieve very high densities to withstand traffic and erosion better than traditional aggregates.

   Specification: (Recommendations by the Center for Dirt and Gravel Road Studies)

   All TSA material is to be derived from natural stone formations. Stone is defined as rock that has been crushed; rock is defined as consolidated mineral matter. Both are restricted to that which has been mined or quarried from existing geologic bedrock formations. All components of the aggregate mix, including fines passing the #200 sieve, are to be derived by crushing parent rock material that meets TSA purchasing specifications for abrasion resistance, pH, Plasticity, and freedom from contaminants. Determine the amount of particles less than #200 sieve size using the washing procedures PTM No. 100.

   Crushed Stone should be ½" minus crushed aggregate or recycled concrete with hard, durable, sharp-edged fragments that are free from dirt and organic matter. Soils that do not meet gradation requirements can be modified by importing sand or gravel and blended with the soil beforehand.

   The crushed aggregate blend should conform to the following gradation:

Sieve Size	Percent Passing
1/2 Inch (12.5 mm)	90-100
3/8 Inch (9.5 mm)	75-90
1/4 Inch (6.3 mm)	60-75
No. 30 (600 Um)	60-40
No. 100 (150 Um)	15-40
No. 200 (75 Um	5-15

Parent Material: TSA can be made from limestone, sandstone, or any other parent material that meets the hardness, pH, gradation, and other requirements as outlined in this document.

pH: Aggregate must be in the range of pH 6 to pH 12.45 as measured by EPA 9045C.

Optimum Moisture: Material is to be delivered and placed at optimum moisture content as determined for that particular source. The optimum percentage moisture is to be identified by the supplier in the bid/purchasing documents. The optimum percentage moisture is to be determined using Proctor Test ASTM D698, procedure C, Standard.

Placement: TSA should be placed from the furthest point working back towards the source to avoid running equipment on the final trail.

Paver: When possible a small paver should be used to place TSA. This will reduce aggregate segregation by size that occurs when any aggregate is dumped and spread. It is recommended that the minimum depth of placement should be 4 inches loose, 3 inches compacted.

"Dump and Spread": If the use of a Paver is not feasible, TSA can be placed using a "dump and spread" method on small trails. Be sure the aggregate is not "overworked" which may cause size segregation. TSA must be placed in one layer.

Compaction: A minimum 3 ton vibratory roller is to be used to compact the final surface. The initial pass of the roller should be in static mode. TSA must be compacted while it is at optimum moisture to achieve maximum density. If TSA sticks to the drum of the roller, stop and wait for the surface to dry further.

Mixing fines: When mixing aggregates to create TSA, take care not to pre-wet any "minus #200" fines before they are added to the mixture. Doing so may cause the fines to clump into balls that can be difficult to break apart by mixing. These "balls" of fines will appear in the final trail, and may cause the rest of the trail to have insufficient fine material.

2. **Any respondent who has previously submitted a response has the opportunity to amend his/her submission if so desired. If that is the case, the subsequent submittal should also clearly indicate it as a replacement on the outside packaging/submission.**

3. **Acknowledgement of the addendum, via the attached form, is required as part of the bid submissions.**

Issued this 9th day of December 2025.

Dillon Morris

Dillon Morris
City Clerk

CITY OF MARY ESTHER
195 Christobal Road, North • Mary Esther, Florida 32569
Telephone (850) 243-3566 • Fax (850) 243-0736

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #1 issued by the City of Mary Esther and related to the RFB 2025-02 for Pervious Rubber Pavement Material. Furthermore, I understand that this form must be completed and returned to the City as part of the bid/proposal responsiveness.

_____
Printed Name

_____
Company Name

_____
Title

_____
Date

CITY OF MARY ESTHER
195 Christobal Road, North • Mary Esther, Florida 32569
Telephone (850) 243-3566 • Fax (850) 243-0736

ADDENDUM #2
to
RFB 2025-02 PERVIOUS RUBBER PAVEMENT MATERIAL

The following amendments are associated with the above-referenced Request for Bids:

1. **A signed copy of Exhibit F is now required for all proposal submissions.**

2. **Any respondent who has previously submitted a response has the opportunity to amend his/her submission if so desired. If that is the case, the subsequent submittal should also clearly indicate it as a replacement on the outside packaging/submission.**

3. **Acknowledgement of the addendum, via the attached form, is required as part of the bid submissions.**

Issued this 6 day of January 2026.

Dillon Morris
City Clerk

CITY OF MARY ESTHER
195 Christobal Road, North • Mary Esther, Florida 32569
Telephone (850) 243-3566 • Fax (850) 243-0736

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #2 issued by the City of Mary Esther and related to the RFB 2025-02 for Pervious Rubber Pavement Material. Furthermore, I understand that this form must be completed and returned to the City as part of the bid responsiveness.

_____ Printed Name	_____ Company Name
_____ Title	_____ Date

EXHIBIT F: VENDOR AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Vendor Name:
_____

Address:
_____

Phone Number:
_____

Authorized Representative's Name:
_____

Authorized Representative's Title:
_____

Email Address:
_____

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School Board of Bay County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

_____
Signature of Authorized Representative

EcoPave™

EP-200

Architectural Porous Pavement

Color Palette

PALETTE: SD255

Sand Dune

Warm, stone-forward composition for natural landscapes.

PALETTE: CG218

Coastal Granite

Cool contrast for modern or coastal designs.

PALETTE: CE275

Charcoal Earth

Grounded, darker composition for urban edges and transitions.

PALETTE: NT265

Natural Trail

Quiet, low-contrast tone for trails and parks.

NOTES:

Samples shown are representative. Final appearance may vary slightly due to natural aggregate variation and field placement. Surface finish is intentionally matte and stone-forward.

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AGENDA ITEM

Agenda Item 11.6.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: February 2, 2026

SUBJECT: Consideration: Task Order for Community Redevelopment Area Finding of Necessity Study

---

BACKGROUND:

A Community Redevelopment Agency (CRA) is a dependent special district authorized under Chapter 163, Part III, Florida Statutes, to address conditions of slum and blight and to facilitate redevelopment within a designated area. CRAs utilize tax increment financing (TIF) as a funding mechanism to support redevelopment-related improvements and activities.

When a CRA is established, the Property Appraiser certifies a base year assessed value for all taxable property within the CRA boundary. As redevelopment occurs and property values increase, the resulting increase in ad valorem tax revenue—referred to as the tax increment—is deposited into a CRA Redevelopment Trust Fund. Participating taxing authorities continue to receive tax revenues based on the base year value; only the incremental increase in value is redirected to the CRA. No new taxes are imposed as part of this process.

The establishment of a CRA requires several statutory steps, including: (1) adoption of a Finding of Necessity supported by data and analysis demonstrating the presence of slum and/or blight pursuant to Section 163.355, Florida Statutes; (2) preparation and adoption of a Redevelopment Plan identifying proposed projects, revenue projections, and an implementation timeline pursuant to Section 163.362, Florida Statutes; (3) notice and public hearings involving affected taxing authorities and the public; and (4) establishment of a Redevelopment Trust Fund to receive and administer TIF revenues.

CRAs are a well-established redevelopment tool in Okaloosa County, and the County has prior experience participating in municipal CRAs. The administrative processes associated with CRAs, including coordination with taxing authorities and management of redevelopment trust funds, are familiar to County staff.

Once established, a CRA may fund public improvements and redevelopment activities within the designated area, including infrastructure improvements (water, sewer, stormwater, roadways, and

sidewalks), public facilities (parks, parking, and community buildings), streetscape and aesthetic enhancements, property acquisition and site preparation, and associated planning, engineering, and administrative costs. The CRA controls project selection and timing, and improvements are intended to benefit the redevelopment area as a whole without requiring individual developer negotiations.

Staff published a request for quotes and received three proposals on January 23, 2026, from Kimley-Horn, Emerald Coast Regional Council (ECRC), and Inspire Placemaking Collective for the preparation of a Finding of Necessity (FON) Report. The purpose of the FON Report is to evaluate whether conditions of slum and/or blight exist within the proposed study area and to determine whether redevelopment intervention is warranted.

The Finding of Necessity Report represents the initial statutory step in the consideration of establishing a Community Redevelopment Agency (CRA). Consistent with Sections 163.340 and 163.355, Florida Statutes, the report documents a parcel-level, data-driven analysis of existing physical, economic, and functional conditions within the study area. The analysis evaluates the presence of statutory blight factors and assesses whether the statutory threshold for blight is met.

The FON Report provides the technical and legal foundation for City Council consideration of a resolution finding the area to be blighted. Adoption of such a resolution does not establish a CRA but authorizes the City to proceed with subsequent steps, including preparation of a redevelopment plan and further public hearings. The findings and supporting documentation contained in the FON Report are intended to ensure transparency, statutory compliance, and defensibility in any future redevelopment actions.

DISCUSSION:

Staff recommends the selection of Kimley-Horn based on the qualifications presented in their response, the firm's demonstrated experience with Community Redevelopment Agency (CRA) planning, and favorable professional references. Kimley-Horn proposed a comprehensive four-task scope of work consisting of: (1) Existing Conditions Assessment; (2) Statutory Blight Evaluation; (3) GIS Mapping and Technical Exhibits; and (4) Preparation and Presentation of the Finding of Necessity Report.

The proposed scope provides a structured, data-driven methodology for evaluating existing conditions and statutory blight within the study area. The work includes parcel-level field analysis, application of Florida's statutory blight criteria, development of clear and accessible GIS-based mapping to support public transparency, and preparation of a legally defensible Finding of Necessity Report consistent with Chapter 163, Florida Statutes. Collectively, these tasks will support the City Council's consideration of whether a redevelopment designation is warranted and will establish the technical foundation for any future redevelopment planning

efforts.

Kimley-Horn submitted a cost proposal of $18,000 for the base scope of services, with optional additional services available if warranted. To provide flexibility while maintaining fiscal oversight, Staff recommends authorizing a not-to-exceed amount of $25,000 for the entire project, inclusive of any approved additional services.

Staff reviewed cost proposals from all three respondents. While pricing varied among the firms, Kimley-Horn was recommended based on overall qualifications, experience with CRA Findings of Necessity, proposed methodology, and ability to deliver a legally defensible product. Cost was considered in the evaluation, but was not the sole determining factor. Attachment D of this report breaks down the total costs of each proposal.

FINANCIAL IMPACT:
Approval of the proposal will authorize a professional services agreement with Kimley-Horn in an amount not to exceed $25,000, to be funded from existing budgeted planning funds.

RECOMMENDATION:
Motion to approve the selection of Kimley-Horn to prepare the Finding of Necessity Report and authorize a professional services agreement in an amount not to exceed $25,000.

ATTACHMENT(S):
1. Attachment A: Kimley Horn Proposal
2. Attachment B: Inspire Placemaking Proposal
3. Attachment C: ECRC Proposal
4. Attachment D: Cost Proposals

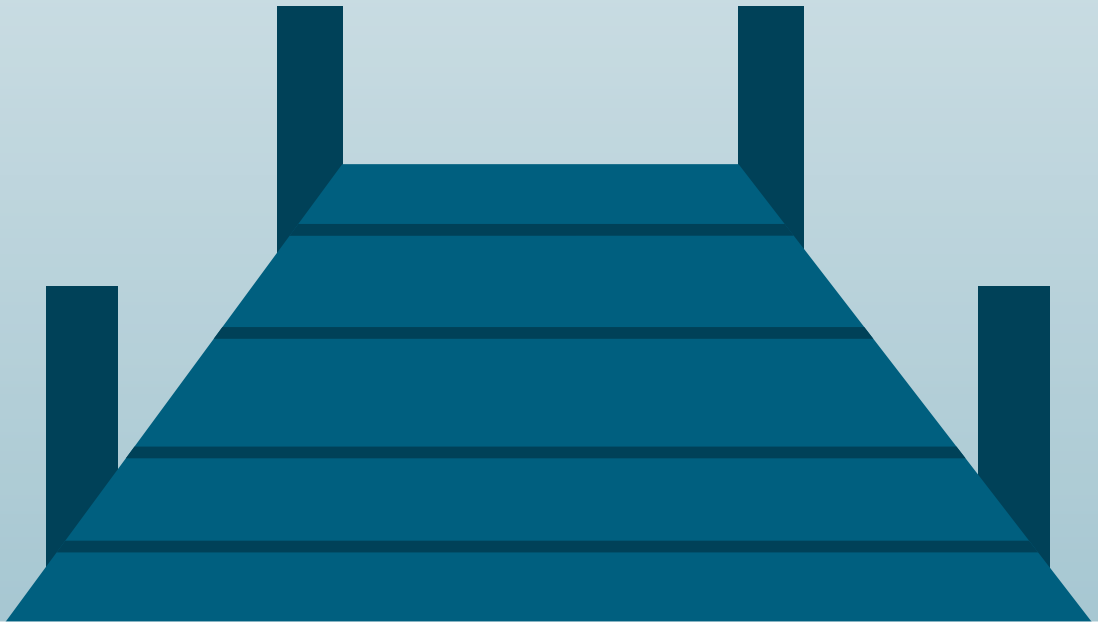
Quote Request No.

QR-2026-01

LPFLTALL012934.2026

MARY ESTHER CRA

Finding of Necessity



PREPARED FOR

CITY OF MARY ESTHER

PREPARED BY

Kimley»Horn

Expect More. Experience Better.

VENDOR RESPONSE (To be completed by vendor)

Company Name: Kimley-Horn and Associates, Inc.

Address: 2619 Centennial Blvd, Suite 200, Tallahassee, FL 32308

Phone: 850.553.3515 Email: Hadley.Peterson@kimley-horn.com

Contact Person: Hadley Peterson, AICP

QUOTED PRICE: $18,000

Item Description	Qty/Unit	Price
		$
		$
		$
TOTAL QUOTE:		**$**

Please refer to Section 6. Cost Proposal for a detailed breakdown

Quote Valid For: 90 days Delivery Time: 120 days

Terms/Conditions: Standard provisions will be provided in a letter agreement if awarded.

Authorized Signature: _____ Date: 1/23/2026

Printed Name/Title: Shawn Kalbli, PLA, ASLA - Associate/Authorized Rep.

Return quote to: City of Mary Esther, 195 Christobal Road, Mary Esther, FL 32569
Email: treed@cityofmaryesther.com Phone: (850) 243-2050

View all City solicitations: www.cityofmaryesther.com/bids

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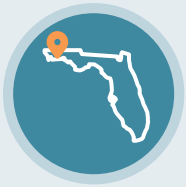
JANUARY 23, 2026

ATTN: Tyler Reed
City of Mary Esther
195 Christobal Road N
Mary Esther, FL 32569

Kimley-Horn and Associates, Inc.
2619 Centennial Boulevard
Suite 200
Tallahassee, FL 32308

RE: QR-2026-01
Mary Esther CRA Finding of Necessity



A Holistic Understanding of the City

Comprehensive Redevelopment Expertise

A Dynamic and Dedicated Team

Cover Letter

Dear Mr. Reed and Members of the Evaluation Committee:

Kimley-Horn appreciates the opportunity to continue our partnership with the City of Mary Esther through the submission of our quote for QR-2026-01. Our current relationship with the City, paired with our community and economic development expertise, gives us a clear understanding of your priorities for this effort.

We recognize the City's need for a consultant with proven, specialized experience evaluating existing conditions and determining whether statutory criteria support the creation of a Community Redevelopment Area (CRA). Kimley-Horn brings the technical knowledge, Florida-specific CRA experience, and practical expertise necessary to complete this work with accuracy, clarity, and confidence.

A Holistic Understanding of the City. Our team already has a strong foundation of knowledge from previous work with Mary Esther, including the City's On-Call Services Contract, services for the Offsite Stormwater Ditch Improvement project, preparation and submittal of a CPTA Grant for Resilient Parks, and landscape design services for Mary Esther Boulevard. This familiarity allows us to begin work immediately and deliver efficient, community-responsive recommendations.

Comprehensive Redevelopment Expertise. Kimley-Horn has partnered with CRAs across Florida—including several in the Panhandle—on Findings of Necessity analyses, redevelopment plan updates, community engagement programs, master plans, and targeted grant writing efforts. This experience provides a team that understands both statutory requirements and broader redevelopment opportunities, enabling us to evaluate conditions with rigor while helping shape a clear, implementable vision for Mary Esther.

A Dynamic and Dedicated Team. Your project will be supported by a multidisciplinary group of planning, development, and economic specialists—primarily based in our Tallahassee office—who are committed to serving as proactive partners to City staff. Travel and responsiveness will not be barriers; meeting the City's needs is our priority. Led by **Hadley Peterson, AICP**, who has worked closely with the City, our team brings hands-on experience in CRA planning, redevelopment strategy, and community revitalization efforts statewide.

As one of Florida's largest planning firms, Kimley-Horn offers both regional expertise and the resources of a national practice. Our integrated team spans land planning, market and economic analysis, housing, engineering, transportation, and design—ensuring well-rounded support and enabling the City to benefit from both local insight and a broader professional perspective.

We value our partnership with the City of Mary Esther and are confident in our understanding of your goals, the scope of work, and the path forward. Thank you for considering our qualifications. We look forward to the opportunity to continue supporting your community.

Sincerely,

Kimley»Horn

HADLEY PETERSON, AICP
Project Manager
Hadley.Peterson@kimley-horn.com

SHAWN KALBLI, PLA, ASLA*
Authorized Representative
Shawn.Kalbli@kimley-horn.com

**As an Associate of Kimley-Horn, Shawn Kalbli is fully authorized to contract on behalf of the firm. Proof of signing authority is available upon request*

Relevant Experience with CRA, FON, or Redevelopment Work

Kimley-Horn is a full-service, multidisciplinary consulting firm offering a broad range of planning, urban design, engineering, landscape architecture, environmental, and funding and economic solutions to clients. Over the years, we have grown from a small group of engineers and planners to one of the most respected consulting firms in the nation. Today, Kimley-Horn has more than 9,800 employees in over 140 offices across the United States and Puerto Rico, offering a full range of consulting services to local, regional, national, and international clients.

Kimley-Horn takes great pride in the strength of our resources, our integrity as a firm, and the character of our people. Throughout our growth, we have come to appreciate the value and importance of remaining true to our roots, focusing on our local clients, and providing them with the personalized and responsive service they deserve. Kimley-Horn is a firm with many disciplines, but one goal—making our clients successful.

PLANNING AT KIMLEY-HORN

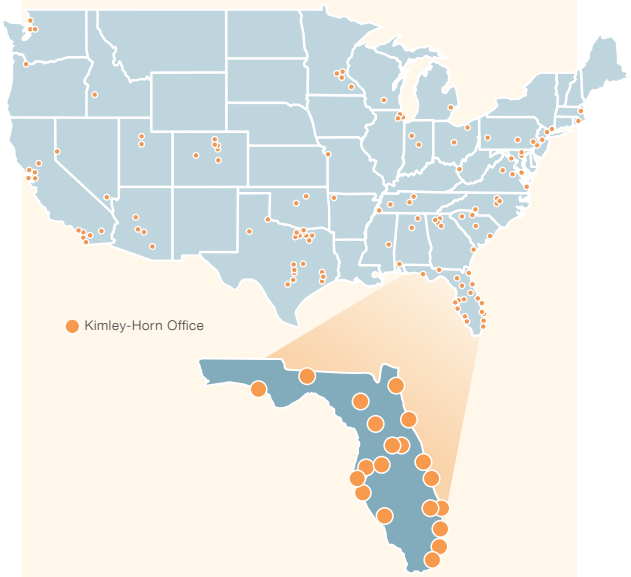
Our planners and design professionals have a history of partnering with communities to develop progressive and context-sensitive plans. In each community we serve, we strive to understand the values of that community and transform them into a vision that guides the planning process. Understanding the importance of diverse experiences, we intentionally partner with professionals of various backgrounds to create the opportunity for visionary thinking with a focus on implementation. Our holistic approach to the process and preparation of these plans emphasizes:

- True engagement of the public and stakeholders
- Integration of land use and transportation
- Collaboration among people from varying backgrounds
- Identification of implementable solutions
- Sustainability and environmental stewardship

OFFICE LOCATIONS

22 Offices in Florida

140+ Offices Nationwide



BY THE NUMBERS

1,700+ Employees in Florida

9,800+ Employees Nationwide

NOTEWORTHY

150+ Certified Planners (AICPs) Nationwide

$3.9 BILLION in Funding Secured for Clients

18 YEARS on Fortune Magazine's 100 Best Companies to Work For

AT YOUR SERVICE

- Community Redevelopment Plans
- Comprehensive Plans
- Land Development Codes & Regulations
- Neighborhood & Sector Plans
- Master Planning & Site Design
- Design Standards & Guidelines
- Visioning & Placemaking
- Multimodal Transportation Planning
- Context-Sensitive Design
- Low Impact Development
- Parks & Greenways
- Economic Development Strategies
- Facility Planning & Operations
- Grant Funding & Administration
- GIS Solutions
- Graphic Design & Branding
- Public Engagement Programs

COMMUNITY REDEVELOPMENT EXPERTISE

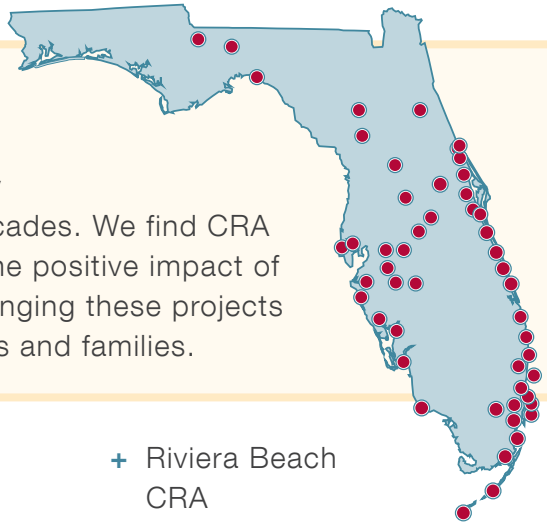
For decades, Kimley-Horn has been a trusted partner to communities across Florida and the nation in shaping, revitalizing, and implementing successful CRA initiatives. Our work spans the full lifecycle of redevelopment—from early visioning and public engagement to funding strategies, design, permitting, and construction delivery. As we often say, we support communities "from visioning to ribbon cutting," and our extensive portfolio of CRA plans, updates, policies, design projects, and capital improvements demonstrates that commitment.

Our experience is anchored in a deep, practical understanding of how CRAs function—organizationally, financially, and legislatively. We know how to **balance visionary planning with the statutory requirements, funding constraints, and implementation realities** that shape redevelopment success. With more than $100 million in completed urban redevelopment projects and another $50 million underway, we bring a proven ability to move projects from concept to construction. This is not theoretical expertise—it is on-the-ground experience delivering real, measurable results for communities.

We also understand that **CRAs thrive when their investments attract additional resources**. Our projects routinely leverage six to eight complementary funding streams, helping communities increase the impact of their tax increment revenues and advance catalytic projects that improve quality of life and economic vitality. Our team's planning, engineering, and landscape architecture professionals provide in-house solutions that seamlessly connect strategy to implementation—ensuring that the vision crafted with the community becomes a buildable, budget-conscious, and actionable path forward.

Equally important, we recognize that **strong public engagement is the backbone of successful redevelopment**. Our CRA work places community voices at the forefront—ensuring that residents, businesses, and stakeholders shape the priorities, design direction, and reinvestment strategies that guide each district's future. This collaborative approach builds the consensus and buy-in necessary to advance long-term implementation. Our multidisciplinary teams bring together planners, engineers, urban designers, and economists who understand how to listen first, communicate clearly, and deliver solutions grounded in local values.

History of Serving CRAs



Kimley-Horn is dedicated to supporting the mission of Community Redevelopment Agencies and has been successfully partnering with numerous CRAs and cities across Florida for decades. We find CRA projects exceptionally rewarding, as they enable us to witness the positive impact of our work within our own communities. We take great pride in bringing these projects and their amenities to the neighborhoods that include our friends and families.

- Boca Raton CRA
- Bowling Green CRA
- Boynton Beach CRA
- Bradenton CRA
- Cape Canaveral CRA
- Charlotte Harbor CRA
- Clearwater-Largo CRD
- Clermont CRA
- Crystal River CRA
- Dania Beach CRA
- Delray Beach CRA
- Dunnellon CRA
- Edgewater CRA
- Fellsmere CRA
- Ft. Pierce CRA
- Gainesville CRA
- Hollywood Beach CRA
- Homestead CRA
- Key West CRA
- Kissimmee CRA
- Lake Worth CRA
- Lakeland CRA
- Lauderdale Lakes CRA
- Leesburg CRA
- Live Oak CRA
- Marco Island CRA
- Merrit Island CRA
- Miami Beach CRA
- Miami-Dade Empowerment Zone
- Midtown Miami CRA
- Mulberry CRA
- New Port Richey CRA
- New Smyrna Beach CRA
- Palatka CRA
- Pompano Beach CRA
- Port Orange CRA
- Port St. Lucie CRA
- Punta Gorda CRA
- Quincy CRA
- Riviera Beach CRA
- Rockledge CRA
- Safety Harbor CRD
- Sarasota CRA
- Sebring CRA
- Silver Springs CRA
- Tallahassee CRA
- Tampa Innovation Alliance
- Temple Terrace CRA
- Titusville CRA
- Vero Beach CRA
- Wauchula CRA
- West Melbourne CRA
- West Palm Beach CRA
- Winter Haven CRA
- Winter Park CRA
- Zephyrhills CRA

Together, these decades of hands-on experience have equipped us with a deep understanding of what makes CRAs succeed—clear vision, community partnership, disciplined implementation, and strategic reinvestment. As we look ahead, **Kimley-Horn is eager to bring this expertise to the City of Mary Esther**, serving as a committed partner in establishing a strong, defensible foundation for redevelopment and helping the community chart a sustainable, opportunity-focused path forward.

EXPERIENCE RELEVANT TO THE SCOPE OF WORK

Knowledge of Regulatory Framework

Kimley-Horn has extensive experience preparing CRA plans, amendments, and Findings of Necessity in full compliance with the Florida Statutes, Chapter 163, Part III, which governs the establishment, modification, reporting, and sunset requirements of CRAs. Our team routinely evaluates slum and blight conditions, prepares boundary analyses, develops Tax Increment Financing (TIF) projections, and ensures that all documentation aligns with statutory criteria.

Our planners and economic specialists are deeply familiar with the procedural steps required for CRA creation and amendment—including public noticing, governing body determinations, delegation or re-delegation of authority, interlocal agreements, reporting obligations, and annual performance requirements. We understand how statutory compliance shapes the feasibility and defensibility of redevelopment initiatives and have applied these standards across dozens of Florida communities.

Legislative Timing and Policy Environment

Kimley-Horn maintains awareness of the annual Florida Legislative Session and its potential effects on CRA governance. Legislative actions can influence reporting requirements, sunset considerations, eligible expenditures, and interlocal oversight. Our team's familiarity with Florida's evolving policy landscape helps communities prepare for shifts that may affect timing, process, or long-term CRA strategy—especially when a FON, boundary modification, or plan update aligns with a legislative cycle.

What This Means for Clients:

- ☑ Confidence that all analyses and deliverables will be defensible under Chapter 163 requirements
- ☑ A team well-versed in evaluating blight factors, statutory compliance, and TIF frameworks
- ☑ Awareness of the procedural steps required for creation, modification, or extension of CRA
- ☑ Proactive understanding of legislative timing so that clients can make informed decisions about schedule, approvals, and implementation

GIS Data and Mapping

Kimley-Horn brings a multidisciplinary GIS team with deep experience supporting planning, engineering, and redevelopment efforts across Florida. Our approach is grounded in understanding the data needed to evaluate existing conditions, identify opportunities and constraints, and support decision-making throughout a project's lifecycle. We structure GIS deliverables to meet project-specific goals—ranging from parcel-level analysis and land use inventories to asset mapping, value trends, and infrastructure assessments.

As an ESRI Silver Partner, Kimley-Horn uses an integrated ESRI-based platform that connects seamlessly with our planning and design software, ensuring consistent, high-quality spatial outputs. Our capabilities extend beyond mapping to include visualization, automation, 3D modeling, and user-friendly web applications—tools that help cities understand existing conditions and make informed redevelopment decisions.

Solutions at Work: SUN Trail Multi-Use Trail Asset Inventory

Kimley-Horn developed a statewide GIS enterprise geodatabase to document existing conditions along Florida's 1,271-mile Shared-Use Non-Motorized (SUN) Trail network. The effort included field data collection, desktop review, and verification of 19 defined trail asset types using custom attribute schemas built in **ESRI Field Maps**. Our team created quality assurance protocols for each dataset, prepared field-collection guidance, and trained multiple data-collection crews to deliver consistent results across districts.

The project also included building a user-friendly, interactive web application in ESRI Experience Builder to support FDOT's QA/QC review before integrating data into its enterprise environment. The database currently contains more than 82,000 mapped assets—expected to reach approximately 100,000—and is designed to serve as a scalable, maintainable foundation for statewide asset management and future updates required by recent legislation.

Stakeholder Coordination

Kimley-Horn delivers thoughtful, inclusive outreach programs that elevate community and business voices throughout the redevelopment process. We engage City staff, property owners, residents, and local businesses through a mix of workshops, charrettes, interviews, focus groups, and surveys.

Our team offers both in-person and virtual engagement options, using platforms such as Social Pinpoint, Bang the Table, and our proprietary engagement solution PublicCoordinate, along with project websites, virtual town halls, and on-demand content. We also understand the importance of dedicated business outreach to clarify needs, strengthen partnerships, and support reinvestment. Our engagement approach ensures communities are heard, supported, and positioned for successful implementation.

Proprietary Engagement Tools

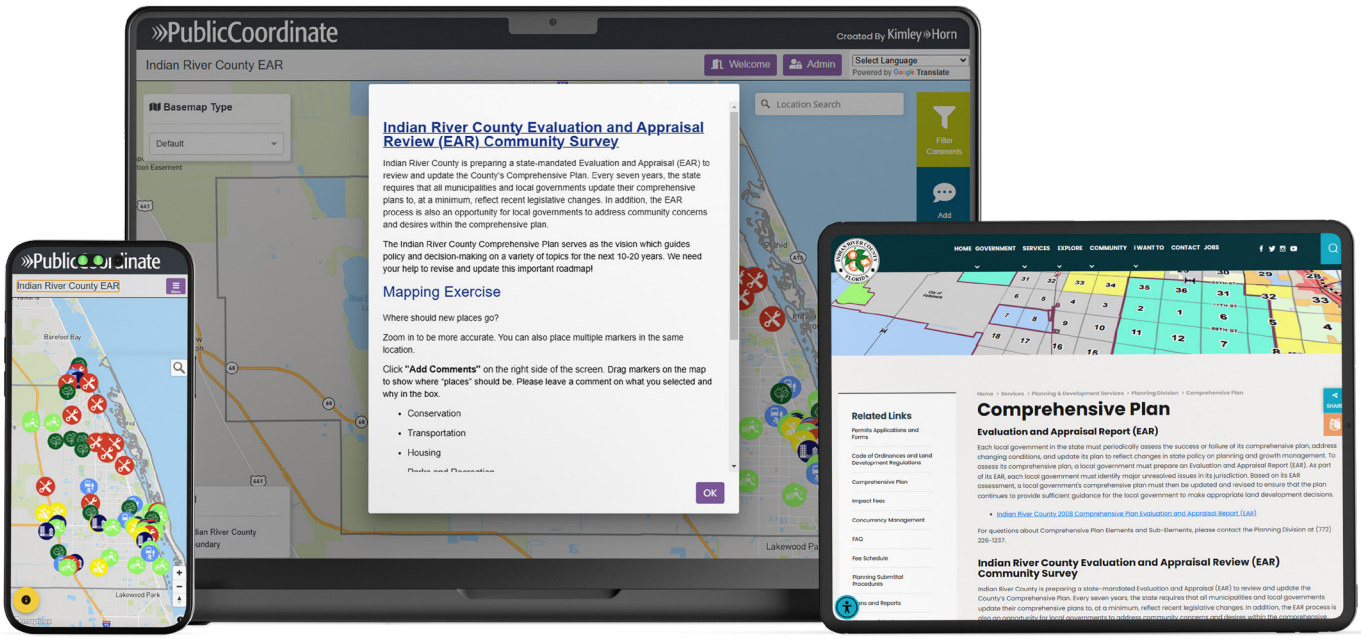
Kimley-Horn offers a suite of innovative engagement tools designed to support thoughtful planning in a dynamic environment. Our technology solutions are built to enhance transparency, accessibility, and responsiveness. If the City identifies a need for additional outreach, our tools are ready to support a flexible, collaborative approach defined in partnership with City staff.

PublicCoordinate

Kimley-Horn's PublicCoordinate is a customizable, web-based mapping and survey tool designed to make engagement more accessible, visual, and data-driven. It would allow the City to:

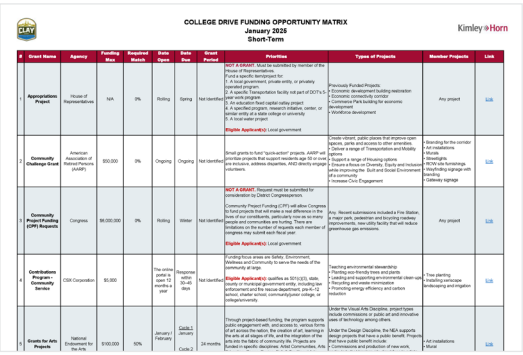
- Share project information and visuals through an interactive map
- Collect community input via surveys accessible on desktop or mobile
- Translate content into multiple languages to reach diverse audiences
- Display alternatives and existing conditions on layered maps
- Export formatted reports with comment summaries and analytics

PublicCoordinate is especially well-suited for redevelopment planning, allowing residents and stakeholders to provide feedback on land use, infrastructure needs, economic development opportunities, and urban design concepts. QR codes on printed materials, signage, or websites can link directly to the platform, making engagement easy, inclusive, and accessible to all.



Alternative Funding Solutions

Kimley-Horn brings a proven, statewide grant practice that strengthens clients' abilities to implement their redevelopment priorities. Our team evaluates funding programs and identifies opportunities that best align with local revitalization, infrastructure, mobility, and resilience goals, helping communities target the most viable, high-value funding pathways. Across the firm, we have helped clients secure more than **$3.9 billion** in federal, state, and local grants, including over **$330 million** in Florida.



COLLEGE DRIVE FUNDING OPPORTUNITY MATRIX
January 2026
Short-Term

Kimley»Horn

#	Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Grant Period	Priorities	Types of Projects	Member Projects	Link
1	**Appropriations Project**	House of Representatives	N/A	0%	Rolling	Spring	Not identified	**NOT A GRANT.** Must be submitted by member of the House of Representatives. Fund a specific item/project for: 1. A local government, private entity, or privately operated program 2. A specific Transportation facility not part of DOT's 5-year work program 3. An adjustment-fixed capital outlay project 4. A specified program, research initiative, center, or similar entity at a state college or university 5. A local water project **Eligible Applicant(s):** Local government	Previously Funded Projects: • Economic development building restoration • Economic connectivity corridor • Commerce Park building for economic development • Workforce development	Any project	Link
2	**Community Challenge Grant**	American Association of Retired Persons (AARP)	$50,000	0%	Ongoing	Ongoing	Not identified	Small grants to fund "quick-action" projects. AARP will prioritize projects that support residents age 50 or over are inclusive, address disparities, AND directly engage volunteers.	Create vibrant, public places that improve open spaces, parks and access to other amenities. • Deliver a range of Transportation and Mobility options • Support a range of Housing options • Ensure a Resilient Community Family and Inclusive while improving the Built and Social Environment of a community • Increase Civic Engagement	• Branding for the corridor • Art installations • Murals • Streetlights • RCW/ Vale furnishings • Wayfinding signage with branding • Gateway signage	Link
3	**Community Project Funding (CPF) Requests**	Congress	$6,000,000	0%	Rolling	Winter	Not identified	**NOT A GRANT.** Request must be submitted for consideration by District Congressperson. Community Project Funding (CPF) will allow Congress to fund projects that will make a real difference in the lives of our constituents, particularly now as we many people are recovering from Ivan Ivan. There are limitations on the number of requests each member of congress may submit each fiscal year. **Eligible Applicant(s):** Local government	Any. Recent submissions included a Fire Station, a major park, pedestrian and bicycling roadway improvements, new utility facility that will reduce greenhouse gas emissions.	Any project	Link
4	**Contributions Program - Community Service**	CSX Corporation	$5,000		The online portal is open 12 months a year	Response within 30-45 days	Not identified	Funding focus areas are Safety, Environment, Wellness and Community to serve the needs of the community at large. **Eligible Applicant(s):** qualifies as 501(c)(3), state, county or municipal government entity, including law enforcement and fire rescue department, pre-K-12 school, charter school, community/junior college, or college/university	Teaching environmental stewardship • Planting eco-friendly trees and plants • Leading and supporting environmental clean-ups • Recycling and waste minimization • Promoting energy efficiency and carbon reduction	• Tree planting • Installing xeriscape landscaping and irrigation	Link
5	**Grants for Arts Projects**	National Endowment for the Arts	$100,000	50%	January / February	Cycle 1 January Cycle 2	24 months	Through project-based funding, the program supports public engagement with, and access to, various forms of art across the nation, the creation of art, learning in the arts at all stages of life, and the integration of the arts into the fabric of community life. Projects are funded in specific disciplines: Artist Communities, Arts	Under the Visual Arts Discipline, project types include commissions or public art and innovative uses of technology among others Under the Design Discipline, the NEA supports design projects that have a public benefit. Projects that have public benefit include: • Commissions and production of new work,	• Art installations • Mural	Link

As part of the planning process, we can assess which redevelopment initiatives—such as corridor enhancements, infrastructure upgrades, mobility improvements, or resilience measures—best match current grant programs. Our expertise in federal, state, and local scoring processes enables us to identify the readiness actions and narrative strategies needed to strengthen competitiveness. This positions our clients to proactively refine project scopes so they align with the priorities of funders.

To support decision-making, Kimley-Horn can develop a custom grant matrix that links redevelopment priorities to the most applicable funding sources. The matrix outlines competitiveness factors, scoring considerations, and strategic advantages, helping clients pursue the most promising opportunities with clarity and confidence.

What This Means for Clients:

- ☑ Clear understanding of which redevelopment initiatives are most competitive for available funding
- ☑ Grant strategies informed by deep experience with federal, state, and local scoring criteria
- ☑ Stronger, more competitive applications through proactive project shaping and narrative alignment
- ☑ Efficient use of staff time by focusing on high-value opportunities with the best return on effort
- ☑ A grant matrix that offers a roadmap of programs, requirements, and strategic positioning
- ☑ Added confidence backed by Kimley-Horn's success securing billions in external funding

Our experience includes supporting the City of Mary Esther directly. In 2024, Kimley-Horn prepared and submitted a Community Planning Technical Assistance (CPTA) Grant application on the City's behalf to support development of a Resilient Parks System and Parks and Recreation Master Plan. This effort included crafting the full application package and coordinating closely with City staff to meet state requirements and deadlines. This hands-on experience provides us with a nuanced understanding of Mary Esther's priorities and capacity needs, enabling us to seamlessly integrate funding strategy into the City's broader redevelopment initiatives.

SIMILAR PROJECT EXPERIENCE

Crystal River CRA Finding of Necessity

CRYSTAL RIVER, FL

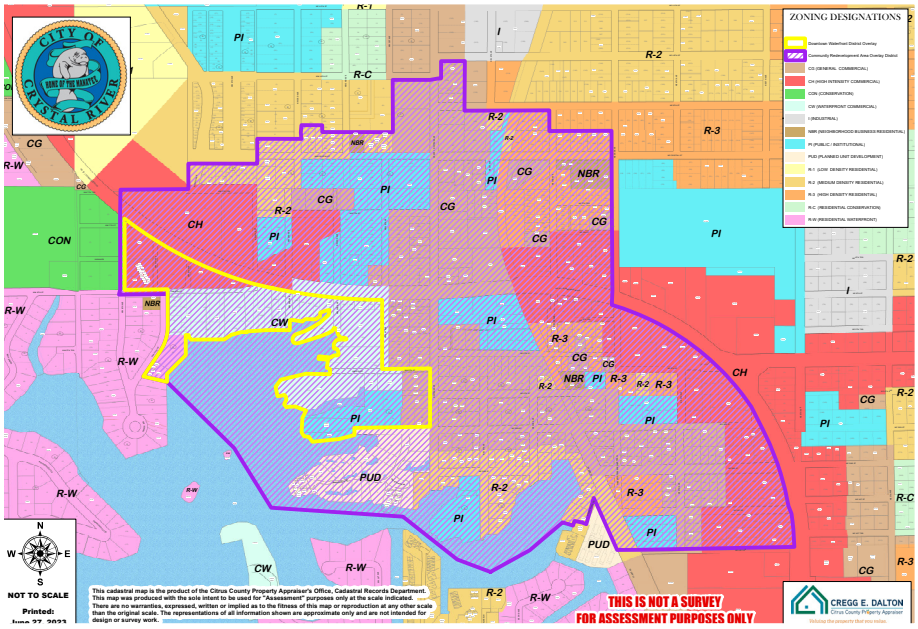
Kimley-Horn is partnering with the City of Crystal River to update the Crystal River CRA Redevelopment Plan in accordance with the City's ongoing continuing professional services contract.

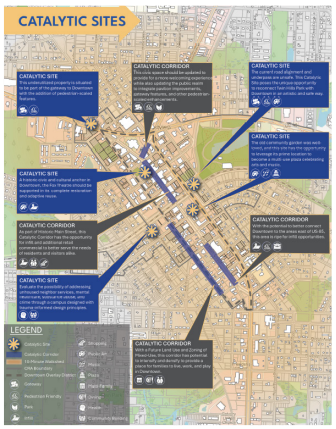
As part of the update, Kimley-Horn is preparing an updated Tax Increment Financing (TIF) revenue analysis. This work refines the previous analysis by removing expansion geographies and projecting revenue from 2026 through 2056. The updated deliverable provides a clear 30-year outlook supporting the CRA's financial planning needs.

Kimley-Horn is also assembling a Capital Improvements Project (CIP) list tailored to the Redevelopment Plan update. For each project, Kimley-Horn is preparing a brief description; identifying department leads and involved stakeholders; documenting general project geography; and outlining order-of-magnitude costs, funding sources, timelines, and fiscal years.

These components inform the redevelopment plan update, where Kimley-Horn is revising the 2015 Crystal River CRA Redevelopment Plan. Updates include incorporating the new TIF projections, integrating the Capital Improvements Project list, and replacing all references to the former 2043 program end date with the newly defined 2056 sunset year.

Through this project, Kimley-Horn is providing the City of Crystal River with an up-to-date Redevelopment Plan grounded in accurate financial projections, clearly defined capital priorities, and a refreshed CRA program horizon, ensuring the City is positioned for informed decision-making and strategic investment across the next three decades.





CRA Downtown Activation Roadmap Tactic

CRESTVIEW, FL

Kimley-Horn worked with the City of Crestview to develop a Downtown Activation Roadmap Tactic (DART) to evaluate market trends, built environment impacts, and program enhancements to foster an 18-hour downtown.

Funded by a Community Planning Technical Assistance Grant from Florida Commerce that Kimley-Horn wrote and managed, the DART identifies big moves and quick wins around public realm enhancement, catalytic development, and small business support to provide for the long-term success of Crestview's downtown.

Zephyrhills CRA Finding of Necessity and Master Plan Update

ZEPHYRHILLS, FL

Kimley-Horn prepared a master plan update for the CRA in downtown Zephyrhills in 2012 and an expansion (FON) and update to the master plan again in 2015. The impetus for this project was the City's desire to leverage the downtown and historic district's assets to create a vital downtown environment for its residents and businesses. A key component of the plan was creating a pedestrian scaled "Main Street" along what is currently US 301. Kimley-Horn worked with the City to relocate the state road designation and transform this vehicular-oriented corridor into a vibrant mixed use, pedestrian-scaled corridor. Kimley-Horn worked with the City and CRA regarding the development of design standards, gateways and neighborhood signage, and two park concepts (Lake Zephyr Park and Hercules Park). Kimley-Horn also completed Commercial/Office and Residential (multifamily) Market Analysis for the CRA.

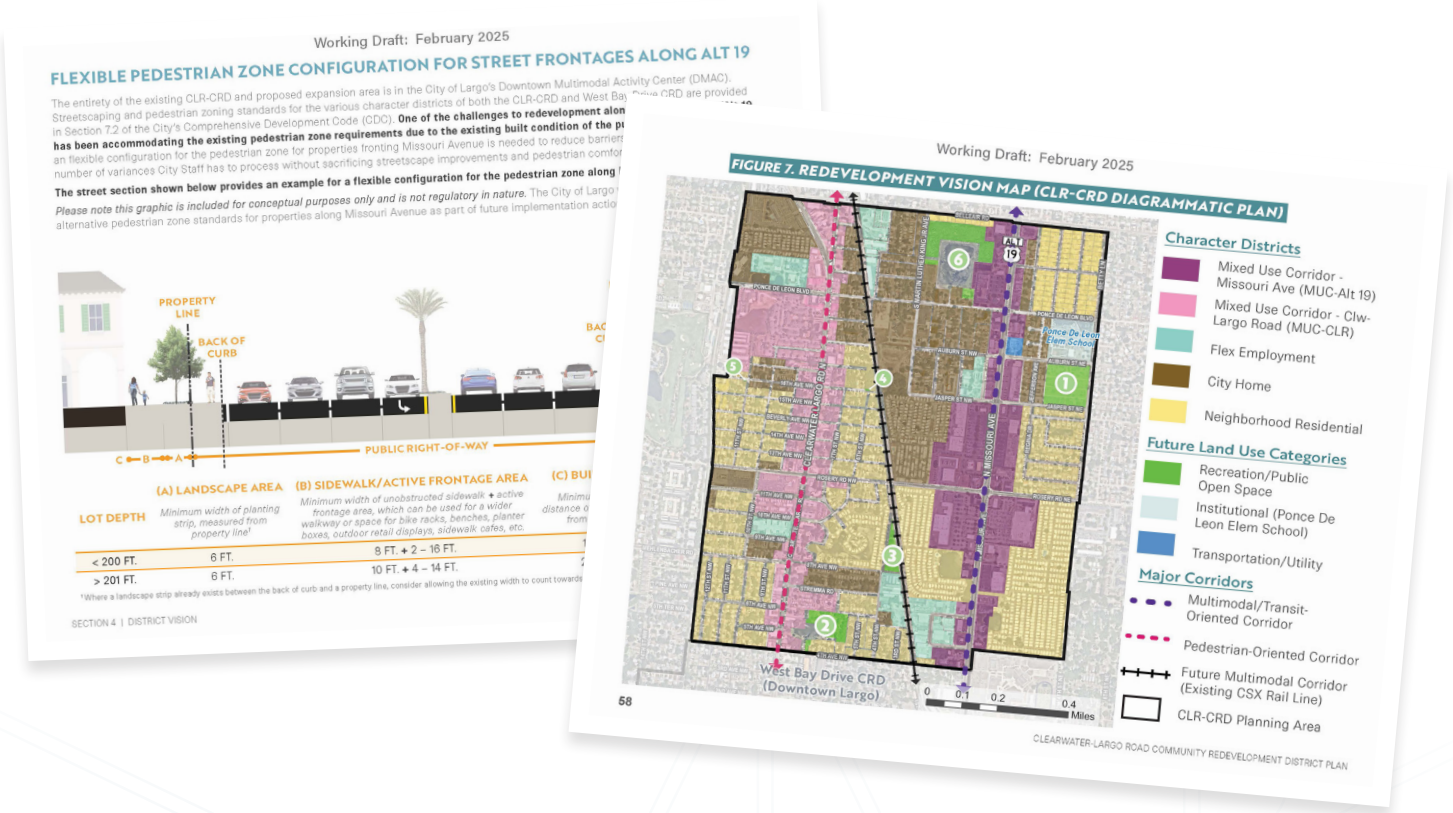
Clearwater-Largo Road Finding of Necessity and CRD Plan

LARGO, FL

Kimley-Horn has supported the City of Largo through multiple phases of the Clearwater–Largo Road Community Redevelopment District (CLR-CRD). In 2014, we completed the original Finding of Necessity, establishing the statutory basis for the district under Chapter 163, Part III, Florida Statutes. In 2020, the City again selected Kimley-Horn to update the FON and evaluate a potential expansion of the district. This effort included historical context review, data collection, mapping, and a full assessment of slum/blight conditions under State and County criteria, resulting in a memorandum summarizing key findings and recommendations.

Building on this foundation, the City selected Kimley-Horn in 2023 to prepare the updated CLR-CRD Redevelopment District Plan. The plan incorporates the proposed expansion—from 307 to 844 acres—and responds to evolving needs related to economic development, mobility, housing, public space, and district identity. Developed collaboratively with City staff, residents, businesses, and local organizations, the plan strengthens access to jobs, services, recreation, and transportation while fostering community pride and reinvestment.

Located northwest of Downtown Largo and adjacent to key transportation corridors, the expanded CRD includes a mix of commercial and residential areas, along with targeted opportunity sites. The plan introduces a Redevelopment Trust Fund, identifies catalytic projects, and provides a long-term strategy to improve physical conditions, attract investment, and enhance quality of life throughout the corridor.



Silver Springs CRA Master Plan

MARION COUNTY, FL

Kimley-Horn partnered with Marion County to prepare the Silver Springs Community Redevelopment Area Master Plan. The plan incorporated previous master planning and related studies while analyzing existing conditions, which included land use, property ownership and valuations, transit and mobility, parks and recreation, utilities, stormwater, and a vacant lands assessment.

Kimley-Horn also developed a hybrid community involvement and public outreach communication plan with virtual and in-person elements to support the development of the master plan. These included community forums and workshops and targeted stakeholder group interviews. These were supported by an interactive survey to gather additional community feedback. The conditions assessment, public input, and a robust economic and market analysis led to a community workshop where residents could review the initial analysis, findings, and a preliminary draft of the master plan.

Kimley-Horn then created a CIP that included recommendations for short-, mid-, and long-term capital and noncapital projects, such as land use, catalyst opportunities, transportation and mobility enhancements, wayfinding, community themes, and redevelopment strategies—along with their respective potential funding sources.

The project culminated in a final master plan comprised of two main sections—the CIP and a strategic reinvestment plan, which summarized the previous analyses and provided an overview and recommendations of future steps and phases necessary to achieve the programmatic recommendations.

This project received the **2025 Roy F. Kenzie Large City Planning Studies Project of the Year Award** from the Florida Redevelopment Association (FRA).

Wauchula CRA Master Redevelopment Plan

WAUCHULA, FL

Kimley-Horn has served as the City of Wauchula's long-term partner in the evolution of its CRA planning program. We completed the City's first comprehensive update to the CRA Master Plan in 2010, focusing on boundary appropriateness, catalyst site identification, downtown reinvestment strategies, and regulatory changes to remove barriers to redevelopment. This work included extensive stakeholder engagement, infrastructure assessments, and recommendations to align the CRA strategy with the City's comprehensive plan and land development code.

In 2019, Kimley-Horn delivered the next major update to the CRA Master Plan, evaluating the district's progress, identifying new catalyst sites, preparing a Parks & Recreation Master Plan for the CRA's core parks, and extending the CRA timeframe. As part of this effort, we completed a detailed market assessment to evaluate demographic, economic, and real estate trends, culminating in a SWOT analysis that guided updated redevelopment priorities.

Following these efforts, the City requested further fiscal insight into the CRA's performance. Kimley-Horn prepared a TIF revenue analysis, summarizing projected increment revenues over the CRA's lifespan to support strategic communication with leadership and the community.

Most recently, the City has engaged Kimley-Horn to complete a targeted update to the 2019 CRA Master Plan. This amendment includes a review of changes in conditions—property values, demographics, economic shifts, transportation, utilities, and ongoing City/County studies—and incorporates updated TIF revenue projections to reflect current market conditions. The scope also includes limited market analysis, identification of two catalyst sites and preparation of concept graphics, revised Community Redevelopment Master Plan integrating statutory consistency, prior plans, and potential capital improvements and grant opportunities.

Kimley-Horn continues to provide the City with actionable, data-driven strategies to advance the CRA's goals, strengthen economic resilience, and guide long-term reinvestment in downtown Wauchula.

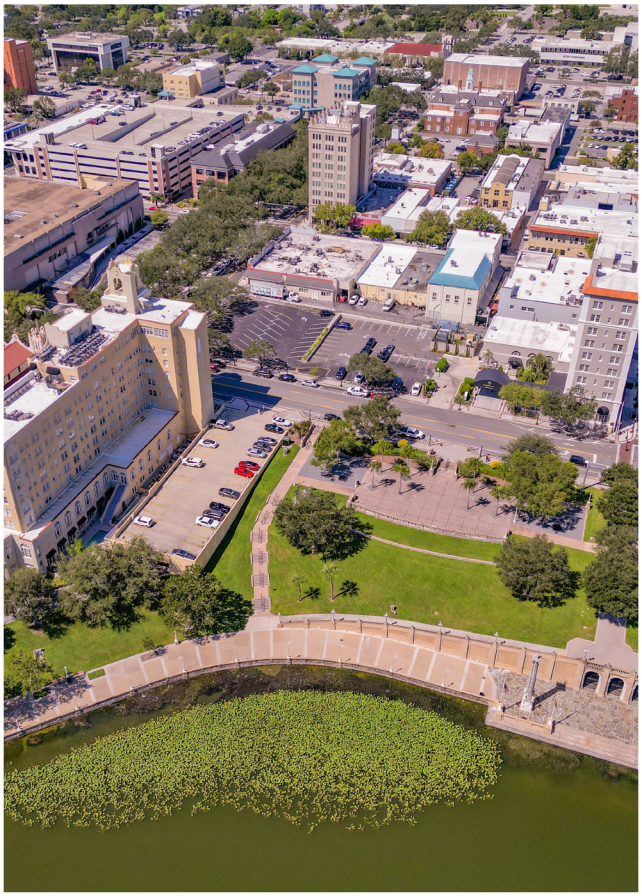
North Lake Mirror CRA Redevelopment Master Plan

LAKELAND, FL

Kimley-Horn developed Vision Concepts for the North Lake Mirror CRA District in Downtown Lakeland to illustrate how redevelopment within the district could be organized and oriented based on market-assessed development opportunities. The most valuable outcomes of this process were the Market Framework and accompanying Market Assessment, both prepared by Kimley-Horn, which identified the development potential and informed the physical planning concepts.

The vision for the redevelopment reflects the characteristics of a walkable, urban district—featuring compact block structures, well-defined streetscapes, tree-lined corridors, and multimodal connectivity that supports vehicles, pedestrians, bicyclists, and transit users. The City of Lakeland emphasized retaining as much of the original street grid and underlying infrastructure as possible. Accordingly, proposed vertical development is organized to reinforce the grid through high-quality façade treatments that frame major streets and create continuity with the adjacent urban fabric to the west.

Building orientation and massing were carefully planned to preserve key view corridors to Lake Mirror and the downtown skyline, ensuring that future development enhances access to these community amenities while supporting a cohesive and vibrant urban environment.



Team Qualifications

We have structured our team to provide the City of Mary Esther with focused expertise in statutory redevelopment analysis, GIS and field documentation, and Florida-specific CRA requirements. The organizational chart illustrates how our planners and technical specialists will work together to deliver a clear, defensible Finding of Necessity aligned with the City's goals. Each team member brings relevant experience completing similar efforts across Florida and the Panhandle—ensuring a thorough understanding of local conditions. The resumes that follow highlight our qualifications and demonstrate the depth of knowledge we will bring to this assignment.

Hadley Peterson, AICP

PROJECT MANAGER

Hadley is an experienced project manager focused on urban planning and design projects that engage communities around actionable goals for their social and built environments. An animated people connector and storyteller, Hadley is focused on creating sustainable places for future generations to thrive while elevating and leveraging the voices of community members who are often left out of the conversation. With over 10 years of international and local experience, she develops innovative and impactful solutions for urban public spaces. Integrating thoughtful advocacy and outreach into every project, her experience ranges from developing form-based code to county-wide comprehensive planning and streetscape design to housing solutions.

Availability

70%

Education

Masters, Urban and Regional Planning, Florida State University

Bachelors, International Studies, University of Mississippi

Credentials

American Institute of Certified Planners, No. 35325

Expertise

Outreach and Engagement

Tourism and Economic Development Planning

Comprehensive and Regulatory Planning

Parks and Recreation Master Planning

Relevant Experience

Crystal River CRA Finding of Necessity
CRYSTAL RIVER, FL

CRA Downtown Activation Roadmap Tactic
CRESTVIEW, FL

Downtown Design Guidelines Manual
FORT WALTON BEACH, FL

Tallahassee Downtown CRA 10-Year Strategic Investment Plan
TALLAHASSEE, FL

Comprehensive Plan Update
CRESTVIEW, FL

Emerald Coast Regional Council Safety Action Plan
PENSACOLA, FL

Transportation Impact Fee
PANAMA CITY, FL

Strategic Tourism Plan
JACKSON COUNTY, FL

Vision 2050 and Comprehensive Plan Update
OCALA, FL

Professional Planning and Zoning Services
BAY COUNTY, FL

Development and Planning Continuing Services
MONTICELLO, FL

General Planning Reviews
GREENVILLE, FL

Shawn Kalbli, PLA, ASLA

AUTHORIZED REPRESENTATIVE

Shawn brings 27 years of experience in master planning and landscape architecture, with a portfolio spanning municipal, institutional, recreational, and mixed-use environments. His expertise covers all project phases—from conceptual planning and feasibility studies through design development, construction documentation, cost estimating, and construction administration. Shawn has contributed to numerous Panhandle projects, giving him firsthand familiarity with regional environmental conditions, community priorities, and local agency expectations. His experience includes placemaking and corridor improvements, park and waterfront projects, and multiple planning and landscape architecture efforts for North Florida clients. This depth of regional work informs his ability to create implementable, community-focused designs tailored to the Panhandle's unique climate, character, and development patterns.

Availability

45%

Education

Master, Landscape Architecture, Ohio State University

Bachelor, Interdisciplinary Studies, Florida State University

Credentials

Professional Landscape Architect in South Carolina (No. 1445) and Ohio (No. LA.2201626)

American Society of Landscape Architects (ASLA), Full Member

Expertise

Context-Sensitive Design Solutions

Placemaking Strategies

Parks and Recreation

Relevant Experience

Monroe-Adams Corridor Placemaking
TALLAHASSEE, FL

Midtown Placemaking
TALLAHASSEE, FL

Isaac Byrd Park
BAY COUNTY, FL

Innerarity Point Park
ESCAMBIA COUNTY, FL

Lynn Haven Bayou Park and Preserve
LYNN HAVEN, FL

Florida A&M University (FAMU) Way History & Culture Trail
TALLAHASSEE, FL

Trust for Public Land Rosewood Museum Historical Improvement Project
ALACHUA, FL

Northeast Park Facilities Needs Assessment
TALLAHASSEE, FL

FDOT Central Office Landscape Architecture and Scenic Highway Support Services
TALLAHASSEE, FL

FAMU Campus Master Plan
TALLAHASSEE, FL

B. Kelley Klepper, AICP

QUALITY CONTROL MANAGER

Kelley has more than three decades of planning, development, and redevelopment experience in Florida and across the Southeast. Prior to joining Kimley-Horn, he served as a director of development services for Georgetown-Scott County. Kelley has extensive experience working with local government agencies, master planning and plan implementation, and redevelopment projects. He specializes in land use and entitlements planning, development-related issues, public policy, comprehensive planning, capital improvements coordination, and budgeting. Kelley is experienced with coordinating and conducting public meetings and presentations, including public involvement plans and community-wide visioning.

Availability

40%

Education

Master of Arts, Geography and Urban Planning, East Tennessee State University

Bachelor of Science, Psychology, East Tennessee State University

Credentials

American Institute of Certified Planners, No. 014572

Expertise

Redevelopment Planning

Comprehensive and Regulatory Planning

Land Use Planning

Public Policy

Master Planning and Implementation

Relevant Experience

Silver Springs CRA Master Plan
MARION COUNTY, FL

Wauchula CRA Master Plan Update and Parks Master Plan
WAUCHULA, FL

Zephyrhills CRA Master Plan Update
ZEPHYRHILLS, FL

Clearwater-Largo Road Community Redevelopment District (CRD) Finding of Necessity and CRD Plan
LARGO, FL

Murdock Village Community Redevelopment Plan Update
CHARLOTTE COUNTY, FL

Bowling Green CRA Review
BOWLING GREEN, FL

Merritt Island Redevelopment Agency Commercial Core Land Use Analysis
MERRITT ISLAND, FL

New Smyrna Beach Planning Services for Creation of CRA (aka US 1 CRA)
NEW SMYRNA BEACH, FL

Groveland CRA Overlay District
GROVELAND, FL

The Lakes District Visioning and Land Use Plan
AUBURNDALE, FL

Alessandria 'Ali' Palmer

REDEVELOPMENT EXPERT

A native Floridian with a passion for working with coastal communities, Ali has more than 20 years of planning experience working on both long-range and current projects across Florida. She has experience working with government agencies facilitating vision studies, evaluation and appraisal reports, data and inventory analysis, public engagement plans, policy drafting and consensus, and transmittal and certification of these efforts. She routinely coordinates and conducts public meetings and presentations as well as engagement and visioning charrettes. In addition to comprehensive planning, Ali's work includes comprehensive plan updates, land development code updates, community redevelopment area master plans, small area planning, art and culture plans, master planning, design guidelines, and historic preservation districts. She is a public hearing veteran, and she regularly appears before elected bodies and planning boards.

Availability

60%

Education

Masters, Urban and Regional Planning, Florida Atlantic University

Bachelors, Social Science, Florida State University

Expertise

Redevelopment Planning

Downtown Development Planning

Comprehensive Planning

Neighborhood and Special Area Planning

Post-Disaster Recovery

Relevant Experience

Crystal River CRA Update
CRYSTAL RIVER, FL

Downtown Design Guidelines Manual
FORT WALTON BEACH, FL

CRA Catalyst Site Scenario Plans
PALM SPRINGS, FL

Strategic Tourism Plan
JACKSON COUNTY, FL

City Center Small Area Plan
PORT ST. LUCIE, FL

Comprehensive Plan Update
CRESTVIEW, FL

Comprehensive Plan and Land Development Code Update
DEFUNIAK SPRINGS, FL

Vision 2050 and Comprehensive Plan Update
OCALA, FL

Professional Planning Consultant Services
CHIPLEY, FL

Professional Planning and Zoning Services
BAY COUNTY, FL

Amber Crane

GIS MAPPING

Amber has a decade of GIS experience related to the planning and transportation industry, specializing in GPS mapping and data collection, data configuration, and database development for asset management. She served as the project manager for GIS Enterprise/Portal and ArcGIS Online administration, development and implementation of web and mobile GIS-based interactive applications, including ArcGIS Collector/ Field Maps, ArcGIS Survey123, ArcGIS StoryMaps, ArcGIS Experience Builder, and interactive public engagement applications and dashboards. She has managed the development and implementation of customized applications and Esri solutions as well as integration of third-party applications. Her experience also includes leading projects involving data collection efforts for utility data format conversions and asset inventory development.

Availability

60%

Education

Bachelors, Geography, Florida State University

Expertise

GIS Mapping and Analysis

Data Collection, Configuration, and Database Development

Asset Management

GIS Application Development

ArcGIS StoryMaps and Dashboards

Interactive Engagement Applications

Relevant Experience

FDOT Central Office SUN Trail Multi-Use Trail Asset Inventory
STATEWIDE, FL

Community Planning Technical Assistance Grant for a CRA Downtown Activation Roadmap Tactic
CRESTVIEW, FL

Vision 2050 and Comprehensive Plan Update
OCALA, FL

Future Land Use and Zoning Map Amendments
OAK HILL, FL

Comprehensive Plan and Land Development Code Update
JACKSONVILLE BEACH, FL

Evaluation and Appraisal Report and Planned Service Area Study
MARION COUNTY, FL

Comprehensive Plan Update
PORT ORANGE, FL

Comprehensive Plan Update
HOLLYWOOD, FL

Sustainability Plan
NORTH MIAMI BEACH, FL

Erin Stewart, PE

CIVIL ENGINEERING

Erin brings 15 years of experience in site civil engineering, including planning, design, permitting, and construction support. Her expertise spans roadway design, stormwater management, utility design, site layout, and low-impact development, supported by broad knowledge of federal, state, and local regulations. Erin has worked on a wide range of project types—municipal, residential, commercial, educational, and federal facilities—and has extensive experience navigating permitting at all jurisdictional levels. Erin is highly familiar with Mary Esther's local infrastructure systems through multiple projects, including Mary Esther Boulevard Landscape Beautification, the Ray's Pond Stormwater Analysis and Design, and site design and permitting near the Santa Rosa Mall. This has given her strong insight into the City's roadway network, stormwater needs, utility conditions, and redevelopment context.

Availability

65%

Education

Bachelor of Science, Civil Engineering, Virginia Polytechnic Institute & State University

Credentials

Professional Engineer in Florida, No. 92072

Expertise

Site Civil Engineering

Roadway Design

Stormwater Management

Utilities Engineering

Low Impact Development

Relevant Experience

Mary Esther Boulevard Landscape Beautification
MARY ESTHER, FL

Ray's Pond Stormwater Analysis and Design Services
MARY ESTHER, FL

Design, Permitting and Limited Construction Phase Services for Hotel Development Near the Santa Rosa Mall
MARY ESTHER, FL

Land Development Code Update
DEFUNIAK SPRINGS, FL

Philip Griffitts Sr. Parkway Phase III PD&E and Design
BAY COUNTY, FL

Continuing Professional Services
SANTA ROSA COUNTY, FL

FPL Saw Palmetto Solar Energy Center
BAY COUNTY, FL

NAVFAC Southeast, NAS Pensacola P-832 Fitness Center Design-Build RFP Development
PENSACOLA, FL

NAVFAC Southeast, Advance Planning Studies for P-801, P-810, and P-832 at Naval Air Station Pensacola (Design-Build RFPs; Hurricane Sally Planning Studies)
PENSACOLA, FL

David Thayer, AICP, PMP, LEED AP ND

FACILITIES PLANNING

David has over 20 years of experience in institutional leadership and construction. He has led and assisted in the implementation of seven campus master plans and specializes in delivering customized, practical solutions designed to drive academic success, improve student outcomes, and nurture a culture of ongoing improvement. With tenures at the Florida State University and the Florida Department of Education, David has contributed to all aspects of education from facilities planning, space management, operations, and property management to navigating permitting challenges, zoning, and codes.

Availability

65%

Education

PhD, Higher Education, Florida State University

Masters, Urban and Regional Planning, Florida State University

Masters, Public Administration, Florida State University

Bachelors, Music Education, Florida State University

Credentials

American Institute of Certified Planners, No. 02586

Project Management Professional, No. 3842013

LEED Accredited Professional, Neighborhood Development, No. 0010718515

Expertise

Facilities Planning and Space Management and Operations

Relevant Experience

Barry University Facilities Assessment and Space Utilization/Needs Assessment for the Miami Shores Campus and the Dwayne O. Andreas School of Law
MIAMI SHORES AND ORLANDO, FL

Hernando County Library Master Plan
HERNANDO COUNTY, FL

Impact Fee Development
OKEECHOBEE COUNTY, FL

University of North Florida Campus Master Plan
JACKSONVILLE, FL

Florida State University (FSU) Northwest Campus Housing, Dining, and Parking Improvements
TALLAHASSEE, FL

FSU Access Control Improvements
TALLAHASSEE, FL

Comprehensive Plan Update
HOLLYWOOD, FL

Parks and Recreation Master Plan
SOUTH MIAMI, FL

Parks and Recreation Master Plan
GREENACRES, FL

Comprehensive Plan Update
INDIAN RIVER SHORES, FL

Jessica Rossi, AICP

TIF ANALYSIS (OPTIONAL)

Jessica has more than 20 years of real estate market research and planning experience. Her involvement provides clients with detailed insights into demographic and development trends as well as the fiscal implications of different growth scenarios. She works on a wide variety of visioning and economic development projects for local governments and regional agencies, including comprehensive land use plans and fiscal impact analyses. She provides socioeconomic, land use, and real estate data points to determine land use demand as well as development opportunities for planning projects and to choose specific concepts to boost economic development, marketability, and value. Her experience working with public- and private-sector interests is useful in creating innovative solutions to complex issues. As a national resource for the firm, Jessica's leadership has guided high-quality and innovative planning strategies that are grounded in a market reality.

Availability

65%

Education

Masters, Community and Regional Planning, University of Rhode Island

Bachelors, Environmental Studies, Alfred University

Credentials

American Institute of Certified Planners, No. 164330

Expertise

Real Estate, Economic Development, Fiscal Impact, and Land Use Analyses

Comprehensive and Small Area Planning

Market Studies

Demographic and Development Trends

Relevant Experience

Crystal River CRA Finding of Necessity
CRYSTAL RIVER, FL

Silver Springs CRA Master Plan
MARION COUNTY, FL

Clearwater-Largo Road Community Redevelopment District Finding of Necessity and CRD Plan
LARGO, FL

Wauchula CRA TIF Assessment
WAUCHULA, FL

Wauchula CRA Master Plan Update and Parks Master Plan
WAUCHULA, FL

North Lake Mirror CRA Redevelopment Master Plan
LAKELAND, FL

Zephyrhills CRA Master Plan Update and Downtown Market Analysis
ZEPHYRHILLS, FL

Murdock Village Community Redevelopment Plan Update
CHARLOTTE COUNTY, FL

Groveland Economic Development Strategic Plan
GROVELAND, FL

Downtown Palm Harbor Retail Market Analysis
PALM HARBOR, FL

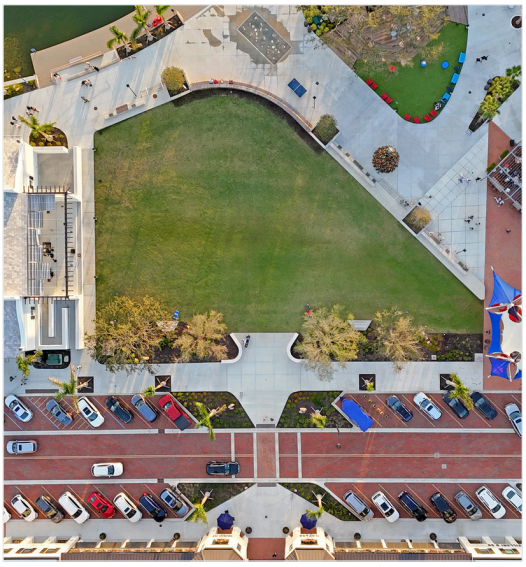
Project Understanding and Approach

Mary Esther is at the precipice of change, uniquely positioned to proactively chart its future. The former Santa Rosa Mall site—once a regional retail landmark—now offers the City's most visible opportunity to transform community aspirations into reality. With the mall's interior closure and phased demolitions complete, the site is emerging as a clean slate capable of evolving an aging enclosed mall into a modern, walkable district aligned with the community's long-term vision.

The Mary Esther Vision Plan imagines a connected, mixed-use environment with inviting public spaces, pedestrian-friendly linkages, and development that truly serves as the City's heart. Few locations are as suited to embody that ambition as the mall property, whose scale and centrality allow for a dynamic blend of housing, retail, recreation, and civic life. Continued investment in housing in the surrounding areas highlights the region's appetite for modern living near daily amenities and reinforces the City's trajectory toward a vibrant town center experience.

At the same time, statewide legislative proposals aiming to eliminate or constrain CRAs underscore why timing matters. Bills introduced in recent years have sought to prohibit the creation of new CRAs and restrict their redevelopment authority. Establishing a CRA now would allow Mary Esther to secure a powerful reinvestment mechanism before any future limitations take hold.

Together, the City's vision, investment momentum, and evolving policy landscape signal a generational opportunity. This is a moment to shape a future Mary Esther defined not by what once stood, but by what is newly possible, and Kimley-Horn would be honored to support the City of Mary Esther by delivering the associated scope of services.



TASK 1: EXISTING CONDITIONS EVALUATION

Kimley-Horn will conduct a comprehensive existing conditions evaluation at the parcel level within the defined study area. Utilizing ArcGIS and ESRI Field Maps, the team will compile and analyze available data related to property characteristics, ownership, existing land use, future land use designations, improvements, vacant or underutilized structures, infrastructure conditions, and observable environmental or physical constraints.

Additionally, Kimley-Horn will conduct an in-person site tour with City staff to verify data, observe on-the-ground conditions, and develop a photographic inventory of the study area. Photographs will document representative conditions such as building condition, vacancy, deterioration, incompatibilities, access issues, and evidence of disinvestment or underutilization. Field observations will be logged and georeferenced through Field Maps to support later mapping and statutory findings. This task will result in a documented baseline of physical and functional conditions to inform the blight evaluation.

TASK 2: BLIGHT ANALYSIS

Based on the findings from Task 1, Kimley-Horn will evaluate each parcel against the statutory criteria for blight as defined in Section 163.340, Florida Statutes. The analysis will assess applicable blight factors such as:

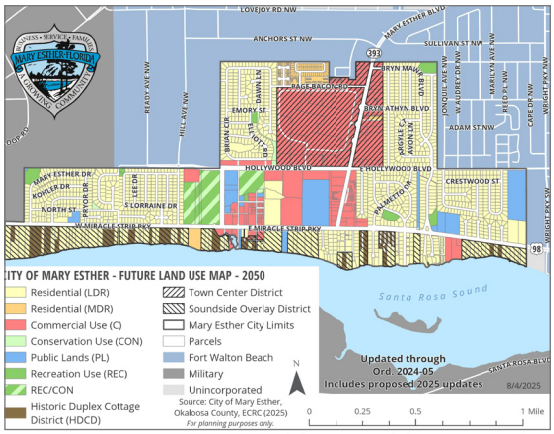
- Defective or inadequate street layout
- Unsanitary or unsafe conditions
- Site deterioration
- Vacancy
- Underutilization
- Declining property values
- Other criteria supported by observable conditions and available data

Kimley-Horn will prepare a blight analysis memorandum summarizing the methodology, identifying qualifying blight factors present within the study area, and documenting how the statutory threshold for blight is met. The memorandum will include narrative descriptions, supporting data, and photographic references as appropriate. Kimley-Horn will meet with City staff to review and refine the blight findings prior to incorporation into the Finding of Necessity documentation.

TASK 3: DATA AND MAPPING

Kimley-Horn will develop all GIS-based data and mapping necessary to support the Finding of Necessity. Mapping will be prepared in a clear, presentation-ready format and may include, but is not limited to:

- Study area and redevelopment area boundary maps
- Parcel-level existing conditions and land use maps
- Parcel condition and blight factor maps
- Existing and future land use context maps
- Taxable value trends and comparison maps, if available

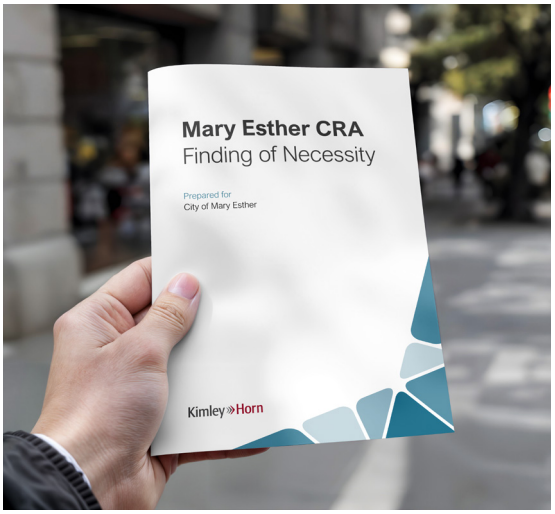


All mapping will be designed to clearly illustrate statutory findings and redevelopment conditions for both technical review and public understanding. These materials will be used to support an interim project update before the City Council.

TASK 4: FINDING OF NECESSITY REPORT

Kimley-Horn will prepare a comprehensive, legally defensible Finding of Necessity Report consistent with Chapter 163, Florida Statutes, incorporating the analysis and materials developed in Tasks 1–3. The report will include statutory findings, narrative descriptions of existing conditions and blight factors, photographic documentation, GIS mapping, and any required supporting data to substantiate the designation of the redevelopment area.

Kimley-Horn will present the Finding of Necessity to City Council for consideration and provide one round of revisions prior to finalization. Following the public workshop and City Council discussion, Kimley-Horn will incorporate feedback received from City Council, staff, and the public into a revised draft of the report. The final deliverable will be suitable for adoption and for use in subsequent redevelopment planning efforts.



Project Schedule

We are committed to meeting the City of Mary Esther's expected timeline of completion for this project. In addition, we are willing to work with City staff on the schedule if needed. Outlined below is the anticipated schedule.

City of Mary Esther CRA Finding of Necessity

DAYS		28				59				89				120			
MONTH		**FEBRUARY**				**MARCH**				**APRIL**				**MAY**			
WEEK		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Task 1	Existing Conditions Evaluation	👤		📍													
Task 2	Blight Analysis					👤											
Task 3	Data and Mapping									👤★							
Task 4	Finding of Necessity Report													👤		★	

👤 Staff Meeting

📍 Site Tour

★ City Council Meeting

Cost Proposal

LUMP-SUM FEE

TASK	DESCRIPTION	FEE
1	Existing Conditions Evaluation	$4,500
2	Blight Analysis	$4,700
3	Data and Mapping	$5,500
4	Finding of Necessity Report	$3,300
	TOTAL	**$18,000**

HOURLY RATES

STAFF CLASSIFICATION	HOURLY RATE
Analyst I	$145 - $175
Analyst II	$185 - $220
Professional	$215 - $250
Senior Professional I	$265 - $345
Senior Professional II	$360 - $430
Senior Technical Support	$130 - $310
Technical Support	$105 - $180
Support Staff	$95 - $160

OPTIONAL SERVICES

Services outside those outlined in the scope will be billed at the hourly rates listed above. The following optional services and associated fee estimates are provided for the City's consideration, should additional needs arise during the course of the project.

DESCRIPTION	FEE
TIF Projections	$4,500
Redevelopment Strategy Development	$4,700
Graphic Document Template	$5,500
Finding of Necessity Report	$3,300
Online Survey	$5,000
Public Workshop	$4,000

References

Kimley-Horn is proud of our working relationship with our clients, and much of our success over the last 58 years is directly related to our efforts to perform high-quality, timely services for all of our clients. We invite you to contact our clients and ask them about our work performance, quality of service, and if they would again select us for similar services.

1

CITY OF CRESTVIEW

198 N Wilson Street
Crestview, FL 32536

Nick Schwendt
850.689.1619 ext. 203

2

CITY OF CRYSTAL RIVER

123 NW Highway 19
Crystal River, FL 34428

Carly Hanson
352.795.4216 ext. 308

3

MARION COUNTY

710 E Silver Springs Boulevard
Ocala, FL 34470

Chuck Varadin
352.438.2600

Inspire
PLACEMAKING COLLECTIVE

City of MARY ESTHER, FL

Inspire Placemaking Collective, Inc.
January 23, 2026, 4:30pm
Re: RFQ #QE-2026-01
Finding of Necessity (FON) Study

Mary Esther, FL,
is a quiet, 2.5-square-mile coastal city in the Florida's Panhandle, strategically situated between Hurlburt Field and Eglin Air Force Base. As of 2026, the community of approximately 4,000 residents continues to enhance its local infrastructure with projects, such as a new City Hall and the development of the $3 million waterfront Cristobal Park.

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01 Cover Letter

Beach overlooking Miracle Strip Parkway, Mary Esther, FL

Cover LETTER

January 23, 2026
City of Mary Esther, FL
Tyler Reed
Community Development Director
195 Christobal Road
Mary Esther, FL 32569

Re: RFQ #QE-2026-01, Finding of Necessity (FON) Study

Dear members of the selection committee,

At the heart of Mary Esther, the Town Center is undergoing a period of transition that calls for a thoughtful and strategic response. As the city considers the feasibility of establishing a Community Redevelopment Area, it has an opportunity to guide reinvestment in a way that reinforces its role as a connected, close-knit coastal community while laying the groundwork for long-term economic and social vitality. Inspire Placemaking Collective, Inc. (Inspire) appreciates the opportunity to submit this proposal for a Finding of Necessity (FON) Study to create a Community Redevelopment Area (CRA) in Mary Esther. This proposal provides a brief discussion overview of our understanding of the project, our proposed scope of work, and our associated fees.

Inspire Placemaking Collective, Inc. (Inspire) was founded in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions which operated for more than 20 years. With a team of over 40 planners, designers, and other professionals that possess more than 400 years of collective experience, Inspire offers a traditional city planning practice, with a depth and breadth that is unique within today's marketplace.

Our practice focuses on comprehensive planning, land development code updates, form-based codes, design guidelines, community redevelopment, economic development, historic preservation, and small area studies. We have assisted numerous cities and counties with the preparation of streamlined, user-friendly land use plans, comprehensive plans, land development regulations, form-based codes, design standards, and technical manuals. Our current and previous clients range from rural counties to fast-growing urban communities.

Placemaking, a design perspective that recognizes the relationship between transportation, private development, and civic spaces is the foundation of all our work. We think beyond project site boundaries and plan for the people and experiences of the larger place and community. Inspire is committed to creating great places, safe streets, and thriving communities.

Inspire has teamed with **eda consultants** to assist with the surveying component of this project.

Thank you for this opportunity to present our qualifications for your consideration. We hope to have the opportunity to expand upon our ideas and experience through the interview process.

Megan Barrow, AICP
Project Manager
mbarrow@inspireplacemaking.com

George Kramer, AICP
Authorized Representative
gkramer@inspireplacemaking.com

02 Project Understanding & Approach

Scenic view of waterfront residential area in Mary Esther, FL

APPROACH

Project Information

The City of Mary Esther is entering a defining chapter as it considers the feasibility of establishing a CRA to guide reinvestment within its Town Center, an 88-acre district comprising the partially shuttered Santa Rosa Mall and adjacent properties. As a small, close-knit coastal community, Mary Esther has historically drawn strength from its established residents and its role as a connector between neighboring population centers along U.S. 98. However, like many Florida cities navigating shifting economic conditions, Mary Esther faces significant, potentially destabilizing changes to the community fabric. These include not only the closure of the mall's interior in September 2025, but also the school board's recommendation in January 2026 to close the city's only elementary school, located just south of Hollywood Boulevard from the mall. This moment underscores the urgency of a thoughtful, transformative approach to redevelopment planning of the city's core.

"Inspire specializes in assisting small and mid-sized cities experiencing similar pressures. There is an evident need to authentically evaluate existing conditions, document statutory blight factors with precision, and create a clear foundation for targeted, long term reinvestment. Our team's substantial experience with CRA formation ensures that our evaluation will follow the City's scope, adhere to legally defensible statutory standards, and set a solid foundation for moving forward with practical revitalization strategies.

Under Florida law (Chapter 163, Part III), local governments may designate areas as Community Redevelopment Areas when certain conditions exist. Examples of conditions that can support the creation of a Community Redevelopment Area include but are not limited to: the presence of substandard or inadequate structures, a shortage of affordable housing, inadequate infrastructure, insufficient roadways, and inadequate parking. To document that the required conditions exist, the local government must survey the proposed redevelopment area and prepare a Finding of Necessity (FON) Study. If the FON Study determines that the required conditions exist, the local government may update the existing Community Redevelopment Area to provide the tools needed to foster and support redevelopment of the targeted area.

This scope addresses the provision of a Finding of Necessity Study, also known as a "Blight Study," to evaluate whether the Study Area shown in **Exhibit A** exhibits sufficient slum and blight conditions to be considered for inclusion within a new Community Redevelopment Area in accordance with Chapter 163.335 of the Florida Statutes.

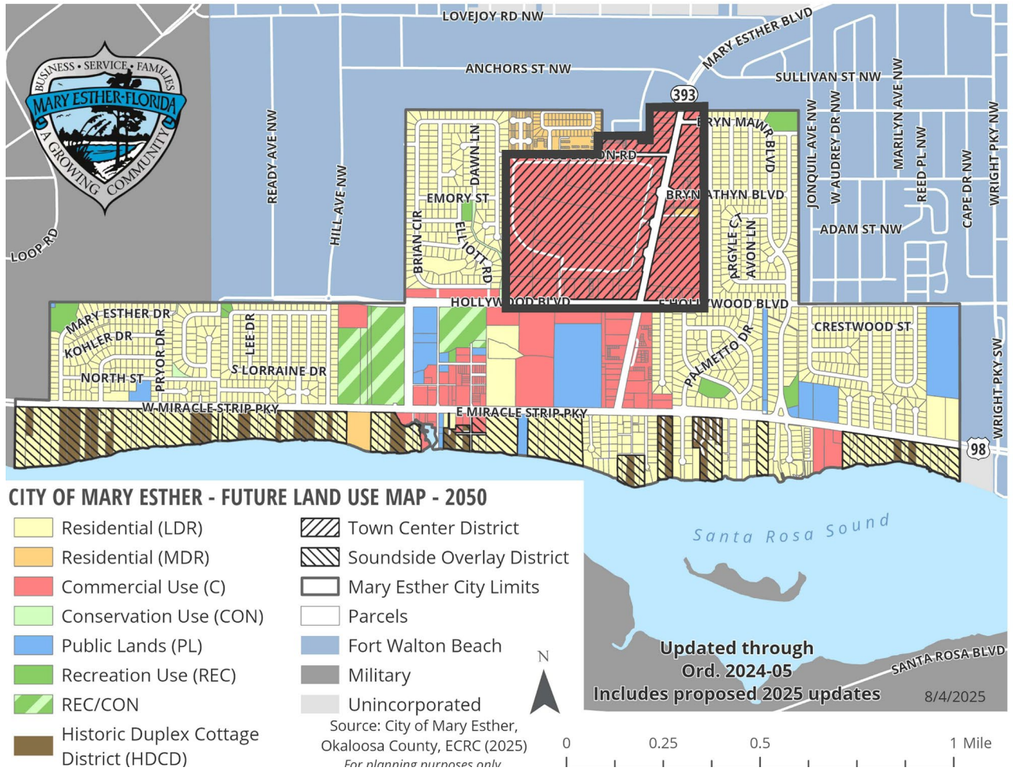


Exhibit A - Study Area Boundary

Scope of Services

Inspire proposes the following basic services as part of this proposal:

Task 1. Kick-off & Data Collection

Inspire will coordinate with City staff on the various aspects of the project, including establishing the initial project schedule and performance milestones; identifying resources; reviewing the project budget and scope; and providing the CRA timely project budget status and project completion updates.

Task 1.1. Project Kick-off, Management, & Data Request

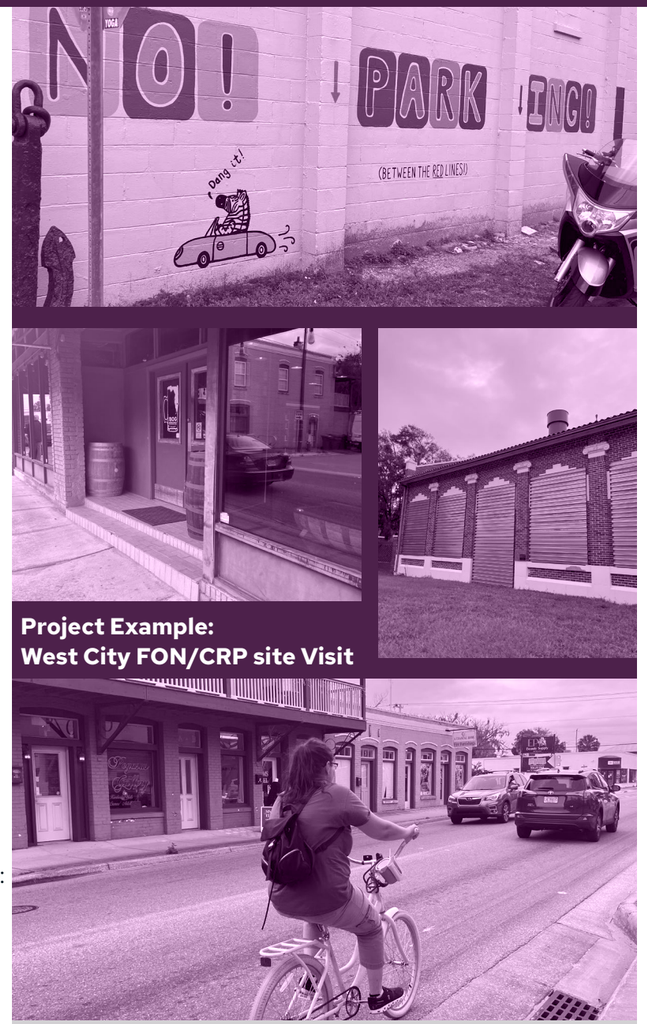
Inspire will schedule and participate in a virtual meetings with CRA staff to achieve the following:

- Confirm study area boundaries
- Discuss and establish the project timeline
- Identify key stakeholders and CRA/City staff
- Review Inspire's request for data and resources
- Schedule the in-person meeting(s) in Mary Esther

Task 1.2. Area Tour

Inspire will attend one day of meetings in Mary Esther with City representatives. The day will include:

- A kick-off meeting with City representatives to introduce the project teams and review the project scope and timeline in detail
- A site area tour with City staff to learn more about the potential CRA and any special sites of interest, and to visually evaluate and document conditions of the Study Area parcels for their redevelopment potential and/or development constraints



Project Example:
West City FON/CRP site Visit

Task 1. Deliverables

- Kick-Off Meeting (Virtual)
- In-Person Meeting (Introductions and Area Tour)

Task 2. Finding of Necessity (FON) Study

The City has identified areas, as shown in Exhibit A, for evaluation and consideration for inclusion within a new Community Redevelopment Area. At the direction of city staff, Inspire will prepare a Finding of Necessity (FON) evaluation for the targeted areas that will include a Slum and Blight Matrix summarizing the conditions observed in accordance with Chapter 163.340 (7), (8), Florida Statutes.

Task 2.1. Data Anaysis & Evaluation of Slum & Blight

Inspire will use written and photographic documentation gathered from the site tour and staff to determine whether conditions of a "slum area" (e.g., conditions that endanger life or property by fire or other causes) and / or conditions of a "blighted area" (e.g., unsanitary or unsafe conditions, deterioration of site improvements, a greater number of code violations, etc.) are present in the FON study area.

Inspire will also review pertinent planning and redevelopment studies (City/County Comprehensive Plans, Joint Planning Agreements, Small Area Studies, etc.) and statistical data including, but not limited to the following noted in **Exhibit B** on the following page. Data to be reviewed for the study is subject to availability. Inspire will request timely collaboration from City staff and other official sources on obtaining data and reports.

Task 2.2. Preliminary Draft FON Study

Inspire will prepare the Preliminary Draft Finding of Necessity Study and provide City team members with an electronic copy. The Preliminary Draft details the conditions within the specific study area that are consistent with the definitions, terms and conditions of Florida Statutes Chapter 163.

Inspire will participate in up to two (2) virtual meetings with the City team members to discuss desired edits and changes to the document. Inspire will then revise the Preliminary Draft, incorporating comments and input timely received from the City team during the virtual meeting and/or in writing.

Should the preliminary evaluation and findings of the Blight Study indicate that conditions within the Study Area do not satisfy the requirements of 163.340 (7), (8), Inspire will advise the City of alternative courses of action available to qualify the Study Area for consideration, including but not limited to Interlocal Agreements and/or Resolutions between the participating taxing authorities and the City.

Task 2.3. Final FON Study

Inspire will prepare the Draft Finding of Necessity Study and provide City team members with an electronic copy. This document will be submitted to City Council for review in a workshop or meeting and may be used to provide justification and background data for a Finding of Necessity Resolution required to establish the CRA boundaries.

Exhibit B - Statistical Data

Community & Demographics
Data Represented: US Census Information & Development Rends/History

Infrastructure & Environment
Data Represented: Lot Sizes/layouts, Existing Infrastructure, & Existing Land Uses

Economic & Built Environment
Data Represented: Property Valuation History & Existing Building Stock/Conditions

Community Safety & Operations
Data Represented: Code Enforcement History & Law Enforcement/Fire/EMS Call History

The Future Vision
Data Represented: Planned Capital Investment Projects, Anticipated Future Development Trends, & Future Land Uses

Task 3. Legal Description & Exhibit

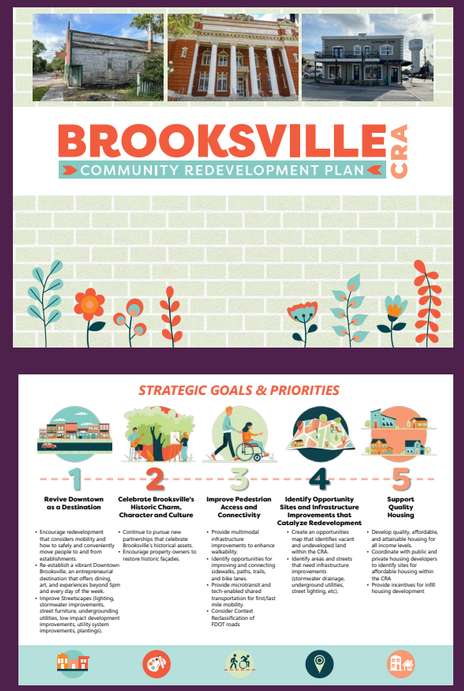
Inspire will contract with a subconsultant to prepare a legal description and sketch of description of the CRA Study Area. A legal description is required by Florida Statutes. A GIS shapefile will be provided to the City staff.

Task 4. Public Hearings & Presentations

Inspire will assist City staff in providing public notice and participating in public hearings required by Florida Statutes.

Task 4.1. Creation of Resolution & Adoption of Final Report

In collaboration with Mary Esther's legal counsel, Inspire will prepare a Resolution to adopt the FON. Inspire will then create a slideshow presentation to share the Finding of Necessity Report to the City Council.



Project Example: Brooksville FON/CRP Final Plan

Scan to view full report

Task 2. Deliverables

- Preliminary Draft FON report, delivered electronically
- Virtual meeting and one round of revisions of the Preliminary Draft
- Final FON report, delivered electronically

Task 3. Deliverables

- Legal description of the CRA Study Area (in Word format and GIS shapefile)
- Electronic copy of sketch of description showing the proposed CRA boundary

Task 4. Deliverables

- Finding of Necessity Resolution (in collaboration with legal counsel)
- Presentation to Mary Esther City Council

03 Relevant Experience

Santa Rosa Mall in Mary Esther, FL

FIRM PROFILE

The Inspire Team includes 44 planners, landscape architects, designers, and other professionals that have more than 400 years of combined experience. Our team focuses on traditional planning, including comprehensive planning, land development codes, community redevelopment, economic development, historic preservation, small area studies, development review, and permitting.

Our approach to planning focuses on intense public participation and visioning informed by analysis of the latest economic and demographic data. Our plans are user-friendly, with concise writing and clear graphics illustrating concepts that provide clarity and predictability for the local government, the development community, and the general public. Inspire has the ability to assess, advise, and implement process improvements where internal or external choke points exist.

68
Comprehensive Plan Projects

72
Land Development Code Projects

55
Redevelopment Projects

09
Development Review Projects

We are interdisciplinary.

We are committed to extensive collaboration across disciplines in order to overcome development challenges, delivering bold ideas, and cutting-edge designs without undermining function.

We seek partnerships.

We seek clients that share our vision and values to build long-term relationships. Strong partnerships can support and create transformative initiatives.

We are committed to excellence.

What we do is impactful and important. We provide compelling ideas, creative designs, and complete, clear documents.

We are Placemakers.

The ultimate metric of our success is quality-built projects designed for people and experiences.

OFFICE LOCATIONS

The primary contacts for this project are:

George Kramer, AICP,
Authorized Representative
407.202.8387
gkramer@inspireplacemaking.com

Megan Barrow, AICP,
Project Manager
407.906.6591
mbarrow@inspireplacemaking.com

Inspire Placemaking Collective, Inc. is a corporation that has been providing similar services for over 27 years under different names (S&ME, Inc., Littlejohn, Land Design Innovations), and over three years under the current business name. The offices where most of the work will be performed are located at:

- **4767 New Broad Street, Orlando, FL 32814 (headquarters)**
- **817 W. Peachtree Street NW, Suite A-145, Atlanta, GA 30308 (branch)**

RELEVANT EXPERIENCE

Inspire is an interdisciplinary practice grounded in implementation, with a particular strength in creating vibrant, people-centered streetscapes. The following references highlight key aspects of our design process, which is rooted in inclusive community engagement, meaningful collaboration with local governments, practical considerations, and forward-thinking vision. Our background in planning spans community redevelopment, comprehensive planning, land development codes, and master planning. This work gives us a deep understanding of how policy, design, and community priorities intersect.

With extensive experience throughout the Southeast, we bring essential local knowledge and on-the-ground insight to every project. Inspire develops designs that translate collective vision into clear and achievable implementation strategies. Each project builds upon the lessons of the last and reflects our belief that our next project should always be our best.

A. Pensacola, FL
Finding of Necessity Study

B. Live Oak, FL
Finding of Necessity Study & Community Redevelopment Plan Update

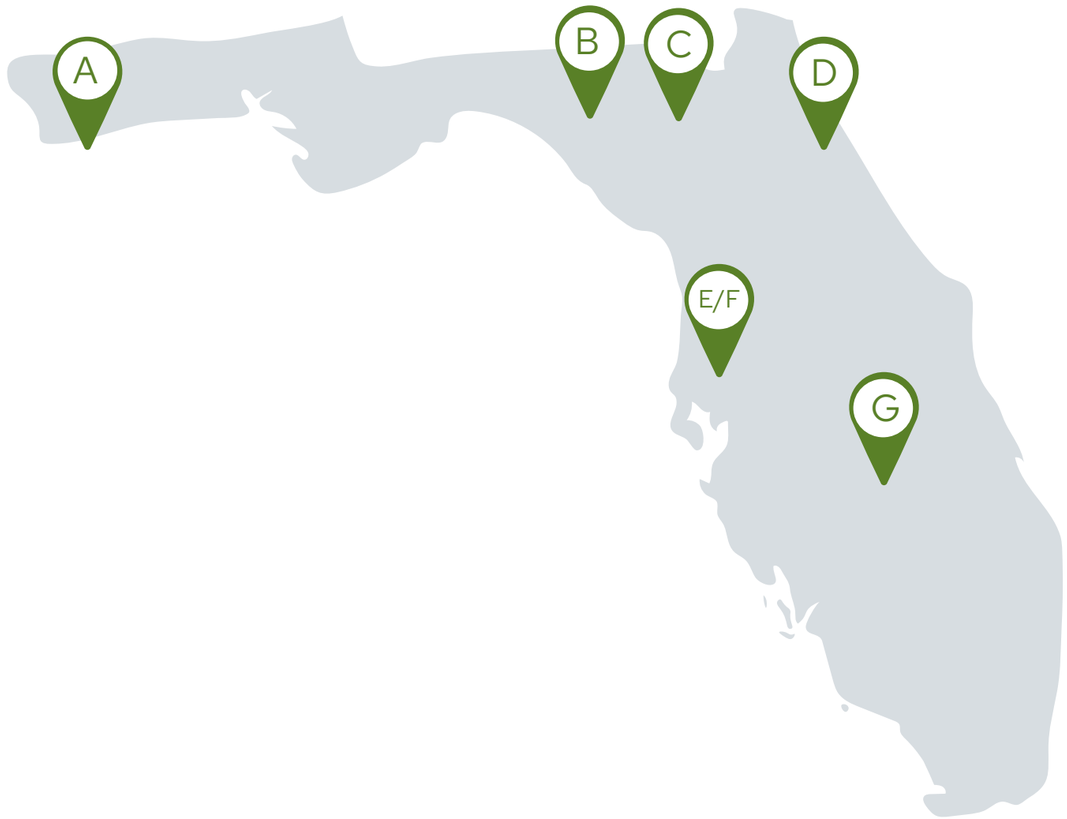
C. Lake City, FL
Finding of Necessity Study & Community Redevelopment Plan Update

D. St. Augustine, FL
West City Finding of Necessity Study & Community Redevelopment Plan Update

E. Brooksville, FL
Finding of Necessity Study & Community Redevelopment Plan Update

F. South Brooksville/Hernando County, FL
Finding of Necessity Study & Community Redevelopment Plan Update

G. Lake Wales, FL
Finding of Necessity Study & Community Redevelopment Plan Update



PENSACOLA, FL

Finding of Necessity Study

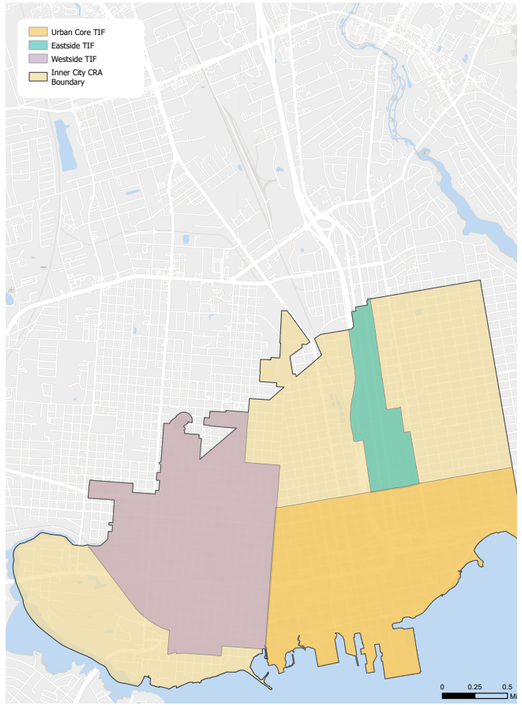
Project Dates:
07/2025 – Ongoing

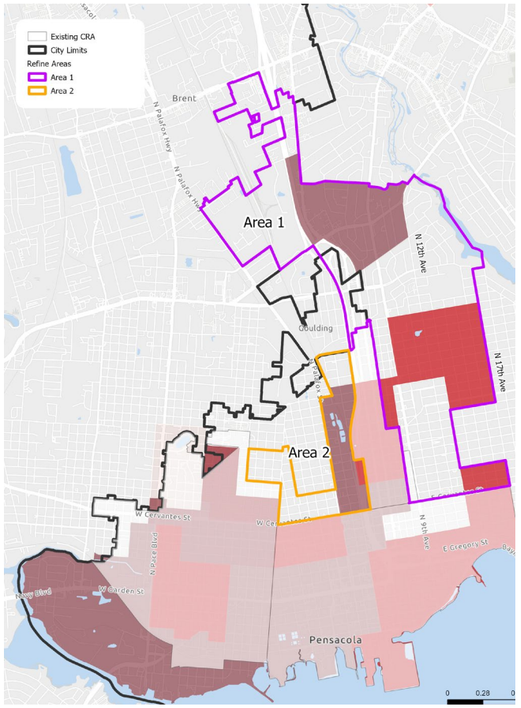
Client Information:
City of Pensacola, FL
222 West Main Street,
3rd Floor
Pensacola, FL 32502

Key Personnel:
- Elena Oertel
- George Kramer
- Julia Clark
- Jose Fernandez

Key Services:
- Community Redevelopment Plannning
- Graphics

Project Description:
The City of Pensacola selected Inspire to assess whether its Community Redevelopment Areas, the Eastside CRA and the Westside CRA, qualified for expansion into adjacent neighborhood areas. Employing both an extensive field-review and desktop GIS analyses, the team examined the three study areas — more than 3,200 acres in all — to determine if conditions of slum and blight persisted outside of the Downtown core. The presence of brownfields, building vacancy with overgrowth and other signs of neglect, low parks level of service, prevalence of delinquent taxes, and high rates of police and EMS calls provided the team with a data-driven foundation that the city could bring to the public and elected officials for feedback. Upon completion of the initial phase, City staff requested to extend Inspire's contract to study an additional area.





LIVE OAK, FL

Finding of Necessity Study & Community Redevelopment Plan Update

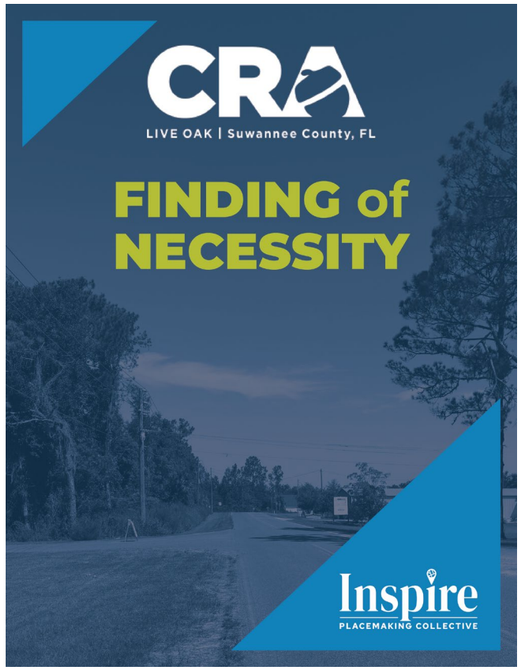
Project Dates:
09/2025 – 11/2025 (FON) &
11/2025 – Ongoing (CRP)

Client Information:
City of Live Oak, FL
101 White Ave SE
Live Oak, FL 32064

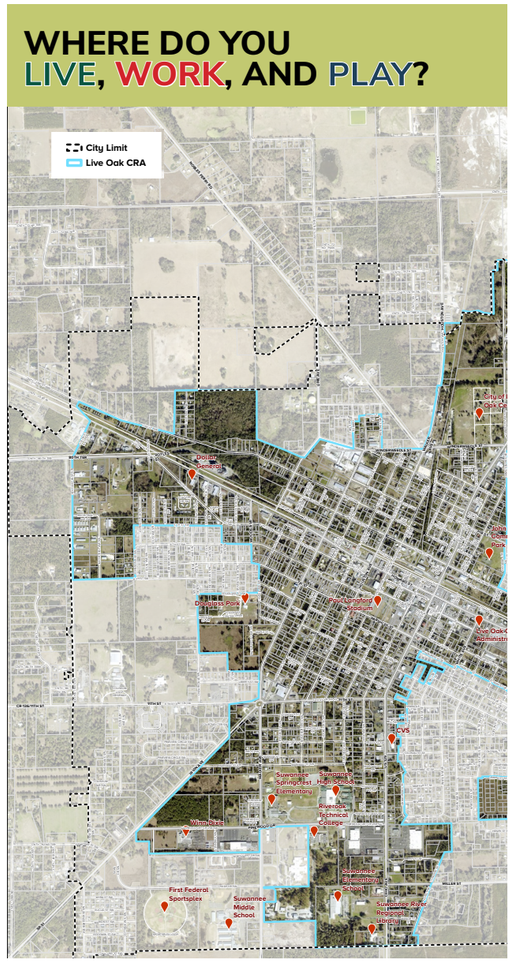
Key Personnel:
- Megan Barrow
- George Kramer
- Erik Bredfledt

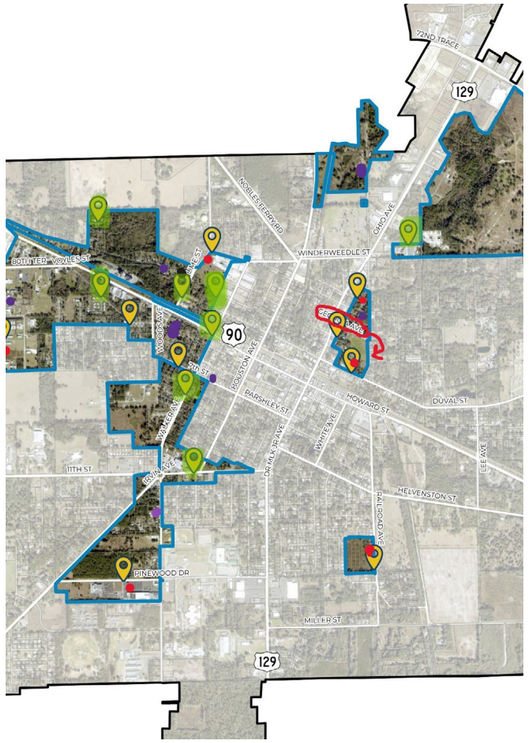
Key Services:
- Community Redevelopment Planning
- Urban Planning
- Graphic Design
- Visualization

Project Description:
Live Oak hired Inspire to assess feasibility of expanding its CRA into areas of the city that have strong need for revitalization and investment but had been overlooked during the original establishment. Detailed GIS analysis highlighted major concerns with housing conditions, deteriorated commercial and industrial buildings, and land that has been sitting vacant for decades. Based on success of the FON, Live Oak chose to continue working with Inspire to officially extend the life of the CRA and develop a robust Community Redevelopment Plan update. The Plan update process is ongoing, involving an in-depth analysis of the city's physical, regulatory, and socioeconomic environment and investigations of potential catalyst sites. Coordination of a series of short- and long-term capital improvement needs aim to position the City for reinvestment in its blighted housing and commercial building stock, improve mobility, and boost a unified community identity that appeals to tourists and residents alike.



LIVE OAK
Community Redevelopment Plan Update





LAKE CITY, FL

Finding of Necessity Study & Community Redevelopment Plan Update

Project Dates:
05/2025 - Ongoing

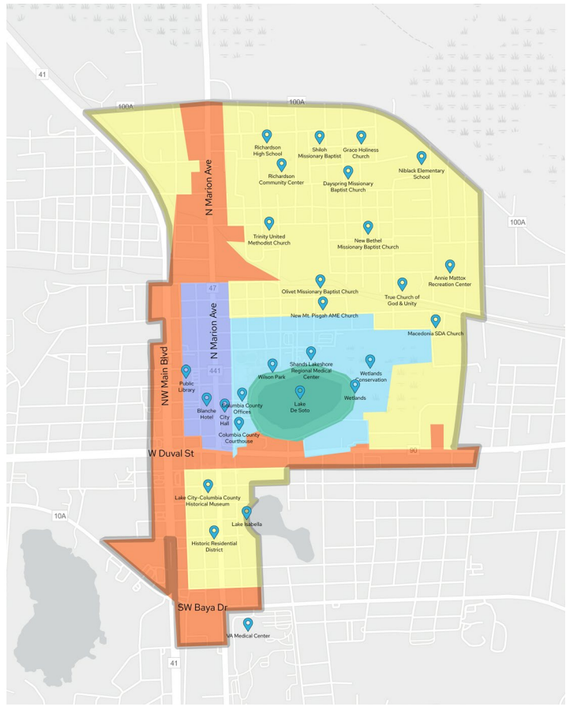
Client Information:
City of Lake City, FL
205 N. Marion Avenue
Lake City, FL 32055

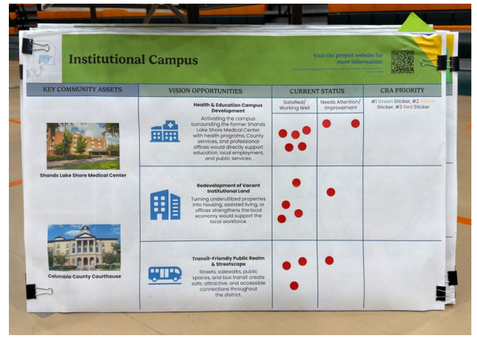
Key Personnel:
- Erik Bredfeldt
- Julia Clark
- Alex Kozela

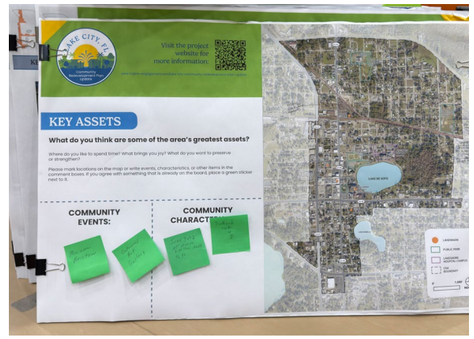
Key Services:
- Production of Finding of Necessity (FON)
- Production of revised Community Redevelopment Plan

Project Description:
Inspire is working with Lake City, FL to update its existing Community Redevelopment Plan. Initially, this effort analyzed prospective expansion of the established CRA boundaries. An FON was conducted to assess expansion area compliance with State statutes regarding slum/blight. Although it was determined that the prospective expansion area would meet the State statutes test, Lake City staff determined that they would rather update the CRA's existing boundaries and move forward in that manner. Inspire has been working with staff to reconstitute the existing Plan based upon current community priorities and data analysis.

Spanning 655 acres that surround Lake De Soto, the CRA was established in 1981 to address growing redevelopment needs in the downtown Central Business District. Its first Master Plan was formulated in 1989 and was most recently updated in 2011; the most recent Plan envisioned the area as a "quaint but vibrant center that provides a 'college campus' environment," offering residents strong local education opportunities while balancing urban amenities, employment, and small-town charm.







ST. AUGUSTINE, FL

West City Finding of Necessity Study & Community Redevelopment Plan Update

Project Dates:
11/2023 - 10/2024

Client Information:
City of St. Augustine, FL
75 King Street
Lobby B, 4th Floor
St. Augustine, FL 32085

Key Personnel:
- Erik Bredfeldt
- Lainie Jones
- George Kramer
- Claudia Sicilia
- Haiden Lewis
- Sydney Pendergrass
- SooBin An

Key Services:
- Redevelopment Planning
- Community Engagement

Project Description:
Inspire is working with the St. Augustine Community Redevelopment Agency to establish a third Community Redevelopment Area within the City's incorporated limits. The proposed West City CRA is located west of two existing Redevelopment areas and adjacent to the boundaries of the City of St. Augustine and the St. John's County unincorporated area. Inspire is preparing a Finding of Necessity (FON) to establish the West City CRA, working with CRA staff on community engagement and preparing the West City Community Redevelopment Area Plan.

BROOKSVILLE, FL

Finding of Necessity Study & Community Redevelopment Plan Update

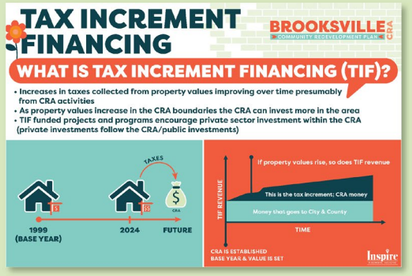
Project Dates:
03/2023 – 01/2024

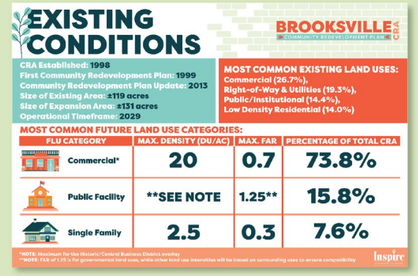
Client Information:
City of Brooksville, FL
201 Howell Avenue
Brooksville, FL 34601

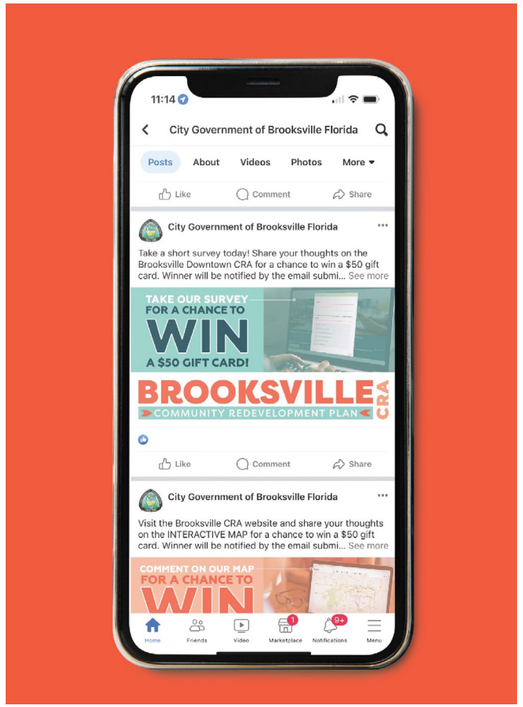
Key Personnel:
- Erik Bredfeldt
- George Kramer
- Gabriela Castro
- Lainie Jones

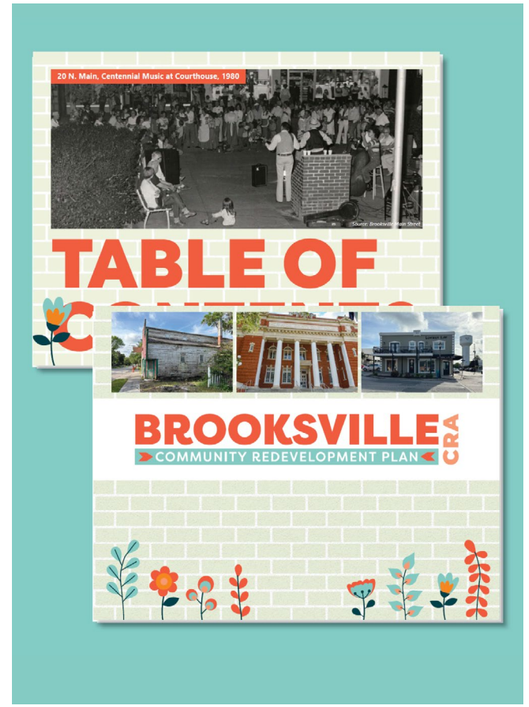
Key Services:
- Community Redevelopment Planning
- Graphics
- Community Engagement

Project Description:
The City of Brooksville selected Inspire to update its Community Redevelopment Plan (CRP). One of the hidden jewels of Brooksville is its charming downtown, home to a variety of independently owned restaurants, shops, and entertainment venues frequented by residents and visitors. Inspire recognized that an updated CRP is essential to ensure that the right type of development occurs. Additionally, Inspire completed a Finding of Necessity (FON) Study and Blight Matrix for expansion of the Community Redevelopment Area. The team worked with City staff and stakeholders to identify an appropriate expansion area beyond the Downtown core. Utilizing an extensive field-review and desktop GIS analyses, the team examined the study area to determine if conditions of slum and blight persisted outside of the Downtown core. The findings supported a 128-acre expansion of the CRA which essentially more than doubled the size of the area.









HERNANDO COUNTY, FL

South Brooksville/Hernando County Finding of Necessity Study & Community Redevelopment Plan Update

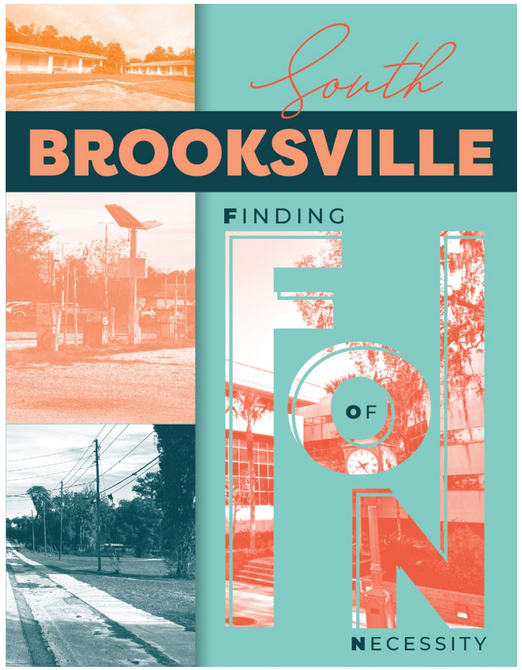
Project Dates:
10/2023 - 01/2024 (FON) &
05/2025 - Ongoing (CRP)

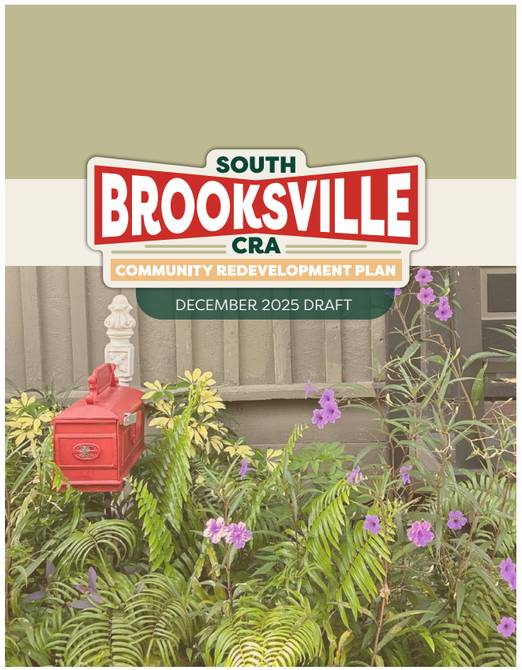
Client Information:
Hernando County, FL &
City of Brooksville, FL
201 Howell Avenue
Brooksville, FL 34601

Key Personnel:
- Erik Bredfeldt
- Julia Clark
- Megan Barrow

Key Services:
- Production of Finding of Necessity
- Production of Community Redevelopment Plan

Project Description:
Inspire completed a Findings of Necessity Study and Blight Matrix for potential establishment of the South Brooksville-Hernando Community Redevelopment Area (a joint CRA between the City of Brooksville and Hernando County). The team evaluated the study area to determine if areas within the City of Brooksville and Hernando County exhibit sufficient slum and blight conditions to be considered for a new joint-jurisdiction community redevelopment area. Inspire conducted an extensive field review and desktop GIS analyses to assess conditions in the study area. The team worked with City and County staff to determine the appropriate boundary for the prospective CRA. The FON found that the 697-acre area meets the statutory requirements to be established as a CRA. Following approval of the FON, Inspire has worked with City of Brooksville and Hernando County staff to draft a final Community Redevelopment Plan based upon current data and community engagement by residents of the subject area and a joint City/County Steering Committee. The Community Redevelopment Plan will be reviewed for approval in the first quarter of 2026.





LAKE WALES, FL

Finding of Necessity Study & Community Redevelopment Plan Update

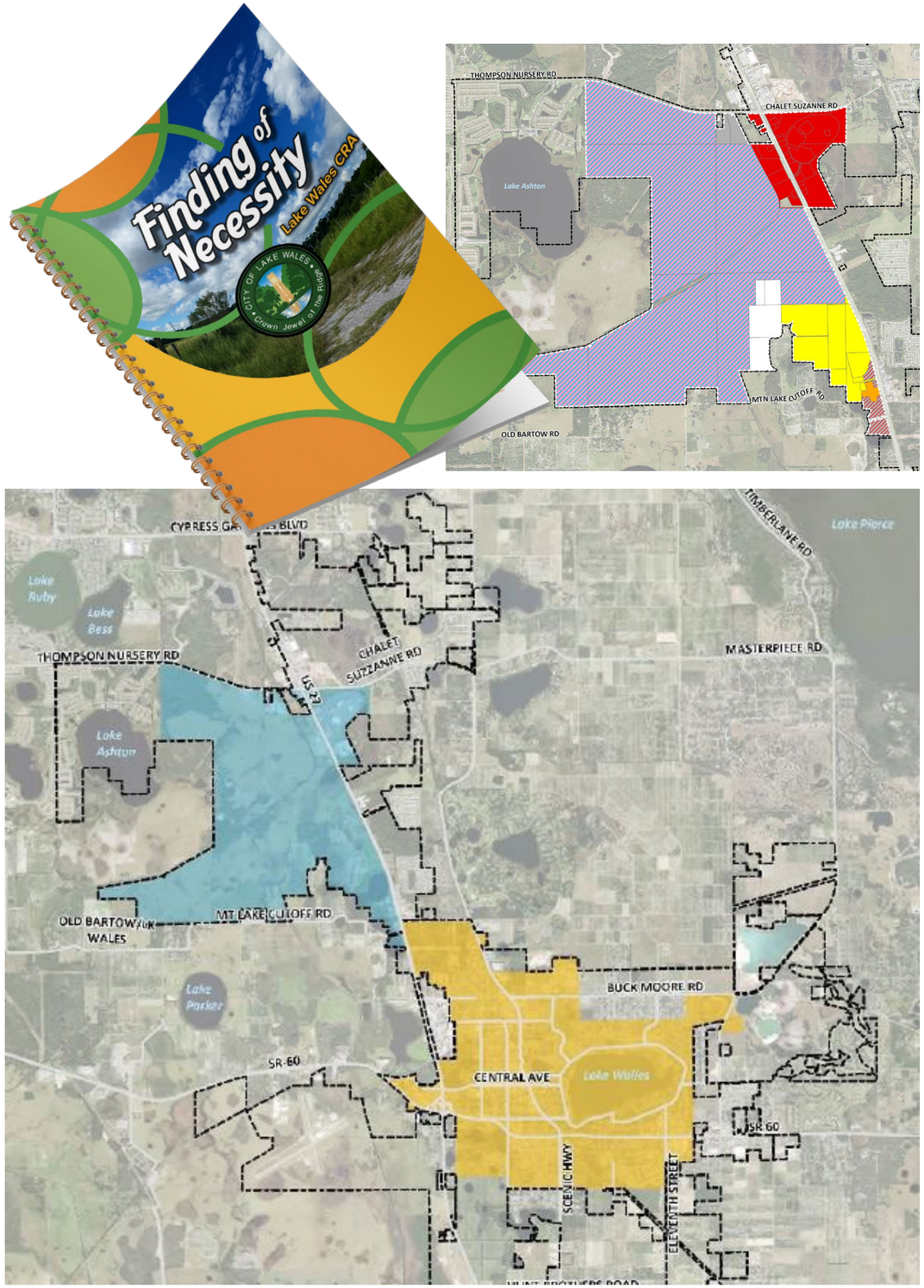
Project Dates:
08/2022 – 12/2023

Client Information:
City of Lake Wales, FL
201 West Central Avenue
Lake Wales, FL 33853

Key Personnel:
- Eric Raasch
- Lainie Jones

Key Services:
- Community Redevelopment Planning
- Graphics

Project Description:
Inspire completed a Finding of Necessity (FON) Study and Blight Matrix for potential expansion of the Lake Wales Community Redevelopment Area. The size of the existing Community Redevelopment Area was approximately 3,208 and the study area was 2,465 MOL. The conditions and findings supported the 2,465 acre expansion which included catalytic redevelopment sites such as Eagle Ridge Mall. Subsequent to the FON Study, the CRA initiated an update to the 2018 Community Redevelopment Plan to reflect the new boundary and associated redevelopment projects and programming. Lake Wales is in Polk County (charter county), so communication and coordination with the County was imperative.



04 Team Qualifications

Mary Esther City Pier & Boat Ramp

MEET THE TEAM

Organizational Chart

Megan Barrow, AICP

Project Manager

Megan is passionate about leveraging land use and transportation investments to support community growth, especially in areas facing environmental and economic challenges. She brings interdisciplinary experience in transportation planning and engineering, comprehensive planning and zoning, GIS mapping and data analysis, and professional writing and editing to each project. Megan enjoys helping planning and technical practitioners communicate, both internally and with the public, to improve how projects are developed and to turn bold ideas into practical, implementable solutions.

Elena Oertel, AICP

Deputy Project Manager

George Kramer, AICP

Principal-in-Charge

Erik Bredfeldt, PhD, AICP

Senior Reviewer

Planning/Engagement

- Chris Dougherty, AICP
- Eric Raasch, AICP
- Patricia Tyjeski, AICP
- Nakeischea L. Smith, AICP
- Gabriela Castro, AICP
- Emilee Aguerrebere, AICP
- Julia Clark, AICP Candidate
- Haiden Lewis, AICP Candidate
- Alex Kozela

Landscape Architecture/Urban Design

- Viviana Castro, PLA
- Abigail Shemoel
- Claudia Sicilia

Graphic Design/Engagement

- Lainie Jones
- Sydney Pendergrass

Surveying

- Clay Sweger, AICP, LEED AP
- Stephanie Sutton
- Jared Rogers

MEGAN BARROW

Project Manager

Megan is passionate about leveraging land use and transportation investments to support community growth, especially in areas facing environmental and economic challenges. She brings interdisciplinary experience in transportation planning and engineering, comprehensive planning and zoning, GIS mapping and data analysis, and professional writing and editing to each project.
AICP #33902

Education

- Master of City & Regional Planning, Georgia Institute of Technology
- Bachelor of Arts in Journalism & Urban Practice & Policy, University of Richmond

Skills

- Comprehensive Planning
- Transportation Planning
- Corridor Planning
- Land Development Codes
- Development Review
- GIS Mapping
- Community Engagement
- Professional Writing & Editing
- Grant Writing

Software

- Microsoft Office
- ArcGIS
- Adobe Creative Suite
- SketchUp
- Tableau

Memberships

- American Planning Association (APA)

Experience

CRA Plan Update
Planner | Auburndale, FL

- Coordinated multi-layered analysis of community needs to create capital improvements list
- Led public workshop at city council to actively engage elected officials and residents on needs

Downtown CRA Plan Update
Planner | Kissimmee, FL

- Coordinated data synthesis and presented findings to elected officials

Finding of Necessity Study & Community Redevelopment Plan Update
Project Manager | Live Oak, FL

- Led staff team in data analysis, data synthesis and catalyst site design

Finding of Necessity Study & Community Redevelopment Plan Update
Planner | Lake City, FL

- Assisted in public meeting facilitation and writing community vision

HIP-TI Strategic Recommendations
Senior Planner | Seminole County, FL

- Updated GIS maps, municipal parcel data and market data for county's land use and market analysis

Economic Development – Federal Reserve Bank
Intern | Atlanta, GA

- Assisted Community and Economic Development research team in connecting community development organizations with local banks (CDFIs), educational institutions and government resources

Curry Ford Special Plan Area (Zoning Overlay)
Project Manager | Orlando, FL

- Wrote and successfully guided to adoption land development code updates to improve urban design in one of Orlando's central, fast-growing neighborhoods

Sign Code Rewrite
Planner | Orlando, FL

- Contributed to overhaul of City's sign code to comply with federal rulings and to significantly simplify standards and language with the goals of better customer compliance and staff efficiency

SR 436 Transit Oriented Development Study
Project Manager | Orlando, FL

- Managed the City of Orlando's contributions to a land use study for the city and local transit agency (LYNX) on the feasibility of implementing Bus Rapid Transit along a major corridor stemming from Orlando International Airport

FDOT-A National Synthesis of Transit & Complete Streets Practices
Senior Planner | Orlando, FL

- Researched and compiled case studies from across the country on best practices in ensuring transit plays an integral role in increasingly popular complete-streets implementation

Community Connections Innovations Handbook – U.S. FHWA
Senior Planner | Orlando, FL

- Contributed writing and managed case study selection for handbook aiding transportation practitioners in using operational tools (e.g., Performance-Based Practical Design, social media outreach, road safety audits) to implement context-sensitive projects for community benefit

ELENA OERTEL

Deputy Project Manager

Elena is an urban planner who integrates analytical thinking into every stage of the planning process, supporting comprehensive planning, economic development, sustainable urban design, trail planning, grant applications, and community engagement. By leveraging spatial analyses/market analytics, she delivers data-driven insights to foster vibrant, thriving communities.
AICP #370035

Education

- Master of City & Regional Planning, Georgia Institute of Technology
- Bachelor of Sustainability Science, Furman University

Skills

- Spatial Analysis
- GIS Mapping
- Comprehensive Planning
- Economic Development
- Sustainable Urban Design
- Trail Planning
- Grant Applications
- Community Engagement

Software

- Microsoft Office
- Adobe Creative Suite
- Power BI
- Bluebeam
- Tableau
- SketchUp
- Lumion

Memberships

- American Planning Association (APA)
- Emerging Planners of Georgia (EPG)

Experience

Community Redevelopment Plan Update
Land Use Planner | Tarpon Springs, FL

- Developed the existing conditions sections for demographic, economic, land use, and transportation trends, including the development of supporting graphics and maps to illustrate key findings
- Conducted the Downtown Economic Analysis that included a parcel inventory, local real estate analysis, and a strengths, weaknesses, opportunities, and threats (SWOT) evaluation

Osceola Market Analysis & Commercial Study
Deputy Project Manager | Osceola County, FL

- Prepared a Countywide Commercial Land Use Summary Report analyzing countywide demographic and commercial real estate trends
- Analyzed key industry shifts, demographic and economic drivers, retail leakage, and best practices for integrating commercial uses into mixed-use environments, as well as square footage needs per capita Refined the draft market area boundaries for the study area using data-driven best practices
- Conducted a land use and market analysis to assess commercial development trends in the study area, refined market area(s), and MSA levels

RA Downtown Master Plan
Land Use Planner | Silver Springs, FL

- Developed the market study and existing conditions analysis, examining demographic and economic trends and creating supporting graphics and maps to highlight key insights
- Led the real estate and parcel analysis to assess trends impacting the CRA's tax revenue and base
- Developed tax revenue projections for the CRA through 2034, incorporating multiple scenarios

CID Fiscal Impact Analysis
Land Use Planner | Town Center, GA

- Led the fiscal impact analysis, evaluating tax revenue trends, boundary and parcel changes since 2019, projected tax base, and real estate inventory and market trends over the past five years

Clearwater-Largo Road CRD Small Area Plan
Land Use Planner | Largo, FL

- Developed the existing conditions sections for demographic, economic, and real estate trends, including the development of supporting graphics and maps to illustrate key findings

College Drive Market Analysis
Land Use Planner | Clay County, FL

- Developed the existing conditions sections for demographic, economic, and real estate trends, including the development of supporting graphics and maps to illustrate key findings

Pearl River Valley (PRV) Market Analysis
Land Use Planner | Ridgeland, MS

- Developed the existing conditions sections for demographic, economic, and real estate trends, including the development of supporting graphics and maps to illustrate key findings

New York Avenue Corridor Planning Study
Land Use Planner | Washington, D.C.

- Conducted market research on industrial trends and provided strategic recommendations for the corridor

GEORGE KRAMER

Principal-in-Charge

George has a keen understanding of technical, administrative, and political issues and specializes in the successful execution of complex projects. George is committed to an interdisciplinary approach to Placemaking that emphasizes collaboration across professional disciplines to deliver innovation and value to clients.
AICP #020533

Education

- Master of Urban & Regional Planning, University of Florida
- Bachelor of Political Science, University of Florida

Skills

- Strategic Master Planning
- Comprehensive Planning
- Land Use Entitlements
- Redevelopment Planning
- Complete Streets/ Multimodal Transportation

Memberships

- American Planning Association (APA)
- Urban Land Institute (ULI)
- National Complete Streets Coalition

Experience

Finding of Necessity (FON) Study & Community Redevelopment Plan Update
Principal-in-Charge | Brooksville, FL

- Provided strategic guidance for plan and policy development
- Provided QA/QC and review of all deliverables

West City Finding of Necessity (FON) & Community Redevelopment Plan
Principal-in-Charge | St. Augustine, FL

- Provided guidance on policy development and plan structure
- Provided QA/QC and review of all deliverables

Melrose-Mercy Neighborhood Plan Update
Principal-in-Charge | St. Petersburg, FL

- Facilitated community workshops
- Developed plan structure and policy recommendations

Palmetto Park Neighborhood Plan Update
Principal-in-Charge | St. Petersburg, FL

- Facilitated community workshops
- Developed plan structure and policy recommendations

Community Redevelopment Plan Update (Channel District)
Principal-in-Charge | Tampa, FL

- Facilitated community workshops
- Directed redevelopment strategy

Community Redevelopment Plan Update
Principal-in-Charge | Pinellas Park, FL

- Directed the redevelopment strategy
- Provided senior review of deliverables' key details

Community Redevelopment Plan Update (Downtown)
Principal Planner | Kissimmee, FL

- Advanced plan organization and development
- Provided senior review of deliverables

Community Redevelopment Plan Update
Principal-in-Charge | Lake Wales, FL

- Facilitated community workshops
- Directed the redevelopment strategy

Community Redevelopment Plan Update (Downtown)
Principal-in-Charge | St. Augustine, FL

- Developed the strategic goals and a 5-point Action Plan
- Drafted policies and directed the development of the Conceptual Master Plan
- Provided Senior Review and QA/QC of all deliverables

Economic Development Strategic Plan
Project Manager | Seminole County, FL

- Coordinated the workshops, helped procure guest speakers, and facilitated discussions
- Assisted in development strategies and produced The Strategic Plan for Economic Development in Seminole County

Downtown CRA Vision Plan
Project Planner | Lakeland, FL

- Facilitated public workshops
- Directed the redevelopment strategy

Community Redevelopment Plan Update (Eloise)
Principal-in-Charge | Polk County, FL

- Directed the redevelopment strategy
- Provided senior review (QA/QC) of deliverables

ERIK BREDFELDT

Senior Reviewer

Erik has experience in administrative and project management, with a focus on community planning and economic development. Activities include urban planning/development services, community/economic development, and project management through an internal/external partnership philosophy emphasizing the balance between community and markets. **AICP #011971**

Education

- Doctor of Philosophy in Urban & Regional Planning, University of Florida
- Master of Arts in Urban & Regional Planning, University of Florida
- Bachelor of Arts in Economics, Muhlenberg College

Skills

- Project Management
- Facilitative Approach
- Economic Development
- Business/Real Estate Development
- Urban Planning

Software

- Microsoft Office

Memberships

- American Planning Association (APA)
- Urban Land Institute (ULI)

Experience

Finding of Necessity (FON) Study & Community Redevelopment Plan Update

Project Director | Brooksville, FL

- Provided support for community engagement efforts
- Assisted with the review and re-write portions of the Community Redevelopment Plan

Community Redevelopment Plan Update (Downtown)

Project Director | St. Augustine, FL

- Assisted with supporting final re-write and review of the update to the Community Redevelopment Plan
- Reviewed Plan contents with client

West City Finding of Necessity (FON) & Community Redevelopment Plan

Project Manager | St. Augustine, FL

- Conducted community tour with client
- Prepared a FON Study for potential establishment of the West City CRA

Melrose-Mercy Neighborhood Plan Update

Project Director | St. Petersburg, FL

- Attended the kick-off meeting with Client
- Performed field survey in Melrose-Mercy Neighborhood

Palmetto Park Neighborhood Plan Update

Project Director | St. Petersburg, FL

- Supported redevelopment team in review of substance of deliverables and project approach

South Brooksville/Hernando Finding of Necessity (FON) Study

Senior Reviewer | Brooksville, FL

- Supported redevelopment team in review of substance of deliverables and project approach

Downtown Strategic Plan

Project Co-Lead | Gainesville, FL

- Worked on developing the Downtown Strategic Plan and worked with multiple parties in the Plan development

Community Redevelopment Plan Update

Project Manager | Tarpon Springs, FL

- Worked on developing a consolidated character area/transect regulatory framework for future development
- Provided an analysis and assessment on Community Redevelopment Area performance as well as proposed future programmatic/project direction

West Bay Drive/Clearwater-Largo Road CRA Redevelopment Plans

Project Co-Lead | Largo, FL

- Worked on developing the Redevelopment Plan and worked with multiple stakeholders in Plan development

Community Redevelopment Plan

Senior Reviewer | Lauderdale Lakes, FL

- Supported redevelopment team in review of substance of deliverables and project approach

Community Redevelopment Plan

Senior Reviewer | Port Richey, FL

- Supported redevelopment team in review of substance of deliverables and project approach

Economic Development Plan

Director of Economic Development | Garner, NC

- Produced Market Analysis for the project
- Assisted with public outreach to market participants in Garner area
- Interacted with internal Inspire team and GEDC Board members

CHRIS DOUGHERTY

Principal Planner

With experience in providing private and public sector planning services, Chris's career has focused on helping clients create unique places. Chris has a passion for developing community-driven plans and excels at comprehensive planning, land development code writing, visioning/public engagement, parks and recreation planning, GIS, and entitlements. **AICP #026356**

Education

- Master of Arts in Urban & Regional Planning, University of Florida
- Bachelor of Arts in Criminology, University of Florida

Experience

Community Redevelopment Plan Update (Downtown)
Senior Planner | Kissimmee, FL

- Assisted with identifying key redevelopment strategies and programming for the Plan update
- Other responsibilities included developing a housing strategy for the Plan, updating GIS data, and assisting with the facilitation of virtual public engagement

Community Redevelopment Plan Update
Planner | Lake Wales, FL

- Assisted with identifying key redevelopment strategies for the Plan
- Other responsibilities included updating GIS data and assisting with public engagement preparation

Land Development Code Assessment & Update
Principal Planner | Pensacola, FL

- Reviewed and provided an assessment with recommended changes of the Off-Street Parking chapter
- Participated in work sessions with City staff to discuss and further evaluate LDC chapters

Community Redevelopment Plan Update (Eloise)
Project Manager | Polk County, FL

- Responsible for coordinating, scheduling, and facilitating public engagement activities
- Established new priorities and improvements for the CRA and evaluated existing programs
- Other duties including developing a survey, coordinating with County staff, reviewing existing characteristics of the community, preparing maps, drafting the updated plan, and presenting the proposed Plan

Land Development Code Update & Form-Based Code
Planner | Kissimmee, FL

- Assisted with public engagement
- Assisted with the development of several chapters in the land development code

FODOT District 1 US 27 Corridor Vision Plan
Senior Planner | Clewiston, FL

- Prepared existing conditions analysis
- Assisted with the development of the report and assisted with public engagement preparations

ERIC RAASCH

Principal Planner

Eric is a professional planner with more than 19 years of experience. Having spent 12 years in the public sector, including two years as Orange County's Planning Administrator, he has extensive experience with public sector planning. Eric's experience also includes comprehensive planning, land development code writing, GIS analyses, and public engagement. **AICP #026377**

Education

- Master of Real Estate Development, University of Maryland
- Bachelor of Science in Business Administration, University of Central Florida

Experience

Community Redevelopment Plan Update (Downtown)
Principal Planner | St. Augustine, FL

- Collaborated on policy development and strategy
- Oversaw scheduling and provided assistance on QA/QC of deliverables

Finding of Necessity (FON) Study & Community Redevelopment Plan Update (Downtown North)
Principal Planner | Panama City, FL

- Provided Senior Review of the Finding of Necessity Study and Blight Matrix
- Oversaw scheduling and QA/QC of all deliverables

Finding of Necessity (FON) Study for CRA Expansion
Principal Planner | Lake Wales, FL

- Provided Senior Review of the Finding of Necessity Study and Blight Matrix
- Oversaw scheduling and QA/QC of all deliverables

Finding of Necessity (FON) Study
Principal Planner | Mount Dora, FL

- Provided Senior Review of the Finding of Necessity Study and Blight Matrix
- Oversaw scheduling and QA/QC of all deliverables

Land Development Code Assessment & Update
Principal Planner | Pensacola, FL

- Reviewed the existing development process within the Land Development Code
- Provided suggestions on process modifications for rezonings, preliminary subdivision plans, construction plans, and final plats

Urban Service Boundary Study
Project Manager | Indian River County, FL

- Directed all aspects of the project and client relationship
- Assisted in the design of the project website and survey
- Provided direction on data and analysis for carrying capacity study
- Participated in public engagement activities

PATRICIA TYJESKI

Principal Planner

Pat has extensive experience with long range comprehensive planning, land development regulations, zoning, historic preservation, and development review. Over the course of her career, Pat has worked with over 30 jurisdictions on numerous comprehensive planning projects. **AICP #069720**

Education

- Master of Regional Planning, Cornell University
- Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia

Experience

Community Redevelopment Plan Update (Downtown)
Principal Planner | Kissimmee, FL

- Provided Senior Review of deliverables
- Participated in community engagement opportunities

Community Redevelopment Plan Update
Principal Planner | Fort Pierce, FL

- Provided Senior Review of deliverables
- Participated in community engagement opportunities

Community Redevelopment Plan Update
Principal Planner | Palatka, FL

- Provided Senior Review of deliverables

Community Redevelopment Plan Update
Principal Planner| Titusville, FL

- Participated in community engagement opportunities
- Provided Senior Review of deliverables

Downtown Form-Based Code
Project Manager | Green Cove Springs, FL

- Created transect map taking into consideration existing patterns and desired character.
- Facilitated stakeholder interviews and public workshops

Sign Ordinance Update
Project Manager | Kissimmee, FL

- Facilitated public workshops, meetings with sign company representatives, and presentations at public hearings.
- Incorporated graphics and photographs to facilitate implementation

Land Development Code Assessment & Update
Project Manager | City of Pensacola, FL

- Identified obsolete regulations, duplication of standards, internal conflicts, conflicts with the Comprehensive Plan and Florida Statutes, provisions that do not belong in the LDC, and efficiency and effectiveness of the development review process and procedures
- Prepared recommendations for the reorganization and improvement of the code

NAKEISCHEA SMITH

Senior Planner

Nakeischea brings extensive planning experience, having led major public engagement efforts and overseen high-impact regional projects. Her work reflects strong collaboration skills with a focus on economic development and long-range planning.
AICP #024308

Education

- Master of City Planning, Massachusetts Institute of Technology (MIT)
- Bachelor of Arts, Northeastern University

Experience

CRA Redevelopment Plans
Project Manager | Martin County, FL

- Create governing documents for the 7 CRA's within Martin County to include redevelopment area plans and architectural design review
- Work with the Board of County Commissioners and Neighborhood Advisory Committees on implementation of projects adopted within each CRA Plan

Land Development Code Assessment & Update
Senior Planner | Pensacola, FL

- Assisted with public engagement activities

Zoning Code Amendments
Project Manager | Melbourne, FL

- Compiled best management practices related to regulating large assembly uses
- Proposed code amendments to allow the use in certain districts
- Developed standards to address impacts on surrounding areas

Zoning Ordinance & Overlay Districts Update
Project Manager | Stonecrest, GA

- Update and modernize table of permitted uses
- Incorporate graphics and images to complement and visualize standards
- Robust public participation to include branding, website, surveys, workshops, open house and steering committee engagement
- Reorganize regulations into a user-friendly format

R-5 Zoning District Text Amendments
Principal Planner | Effingham County, GA

- Prepared development standards and graphics for modifications to the R-5 district
- Led a workshop with the County staff and Steering Committee to get direction on edits

Landscape Ordinance
Project Manager | Miami Gardens, FL

- Created a trust fund to provide a mechanism for applicants to pay into a fund for required trees
- Prepared ordinance text and a process to allow residents to request tree permits directly from the City

GABRIELA CASTRO

Planner

Gabriela has extensive experience working in and with local government. In her professional experience she has reviewed various types of development applications, updated comprehensive plans, and crafted redevelopment plans. She has created reports and explained these reports to various agencies and boards.
AICP #030965

Education

- Master of Arts in Urban & Regional Planning, University of Florida
- Bachelor of Science in Sustainability & the Built Environment, University of Florida

Experience

Economic Development Existing Conditions
Planner | Weston, FL

- Provided a summary of all online public engagement
- Assisted in preparation for public workshop

Community Redevelopment Plan Update & Finding of Necessity (FON) Study
Planner | Brooksville, FL

- Assisted in the preparation of the public workshop
- Drafted memos to staff regarding public engagement and goals and objectives
- Synthesized Community input to develop a vision for the updated Community Redevelopment plan

Community Redevelopment Plan Update
Planner | Cocoa, FL

- Prepared materials to initiate project with City and attended familiarization tour.
- Prepared materials for Open House 1

Community Redevelopment Plan Update (2023)
Planner| Lake Wales, FL

- Created handouts and engagement boards to educate the general public about the functions of a CRA
- Assisted in the facilitation of the open house
- Drafted memos to staff regarding public engagement and goals and objectives
- Synthesized Community input to develop a vision for the updated Community Redevelopment plan

Bonaventure Golf Course Analysis
Planner | Weston, FL

- Drafted a due diligence report outlining existing zoning, land use, eironmental factors
- Assessed surrounding golf courses conversions

Diamond Square Community Redevelopment Plan Update
Planner | Cocoa, FL

- Prepared materials to initiate project with City and attended familiarization tour.
- Prepared materials and attended Open House

EMILEE AGUERREBERE

Planner

Emilee is an experienced planner with a strong background in comprehensive planning, zoning code updates, and development review. Emilee brings a passion for historic preservation, urban resilience and participatory planning. She strives to partake in reimagining public spaces through innovative, equitable placemaking. **AICP #37316**

Education

- Master of Urban & Regional Planning, University of Florida
- Bachelor of Arts in Architectural Studies & Geography, Mount Holyoke College

Experience

Community Redevelopment Plan
Planner | Lauderdale Lakes, FL

- Authored a detailed executive summary, analyzed existing conditions, and provided historical context to support strategic decision-making
- Compiled and synthesized data on community engagement, economic development, and employment trends
- Participated in client meetings to discuss and refine the Community Redevelopment plan

Redevelopment Plan for the Goulds CRA
Planner | Miami-Dade County, FL

- Analyzed and summarized demographic data, including findings of necessity and community feedback
- Compiled comprehensive reports to support decision-making and planning initiatives
- Participated in client meetings to discuss and refine the Community Redevelopment (CRA) plan. Engaged in collaborative discussions to align the CRA strategy with client objectives and provided expert recommendations to enhance plan effectiveness

Liberty Revitalization Plan
Planner | Liberty City, FL

- Assisted at stakeholder workshop meetings
- Participated in client meetings to discuss and refine the Community Redevelopment (CRA) plan. Engaged in collaborative discussions to align the CRA strategy with client objectives and provided expert recommendations to enhance plan effectiveness

Land Development Code Assessment & Update
Deputy Project Manager | Pensacola, FL

- Reorganized the existing land development code structure and collaborated with City staff to integrate feedback and Phase I matrix recommendations a
- Facilitated stakeholder and community engagement workshops to identify issues and refine proposed code improvements

Sign Code
Deputy Project Manager | Kissimmee, FL

- Assisted with online and in-person public input activities
- Edited draft to address comments from staff and the public

JULIA CLARK

Planner

Julia is passionate about environmental and hazard mitigation planning and community resilience. Julia's work is driven by her desire to understand more about the world and to improve community wellbeing. She hopes to apply her experience in urban planning and hazard mitigation to address the complex urban challenges that arise in our changing environment. **AICP Candidate**

Education

- Master of Urban & Regional Planning, University of New Orleans
- Bachelor of Business Administration in Economics & International Business, University of Georgia
- International Studies in Business & Culture, Universidad Autónoma de Barcelona, Spain

Experience

Melrose-Mercy Neighborhood Plan Update
Planner | St. Petersburg, FL

- Assisted with final recommendations matrix and reviewed final document for consistency

Redevelopment Plan for the Goulds CRA
Planner | Miami-Dade County, FL

- Conducted a comprehensive site tour to evaluate physical conditions within the Community Redevelopment Area (CRA), including housing stock and infrastructure, and developed an inventory of new and ongoing development projects
- Analyzed existing conditions, demographic trends, and community feedback to inform the development of projects and programs for inclusion in the CRA Plan
- Performed a Tax Increment Financing (TIF) analysis using property appraiser data to forecast future revenue for the CRA Trust Fund
- Developed a 10-year action plan and budget to guide CRA fund expenditures, with a strategic focus on improving critical infrastructure, mitigating displacement risks, and enhancing the community's sense of place

Vulnerability Assessment
Planner | Wellington, FL

- Developed a comprehensive public engagement plan for project partners and stakeholders, outlining key timelines, communication strategies, and actionable steps
- Prepared outreach materials and content, including GIS maps and engagement activities, and helped facilitate a public workshop to educate the community about the Vulnerability Assessment, while gathering input on flood-prone areas and community assets
- Synthesized community feedback to produce an engagement summary that informed project priorities

Liberty City Revitalization Plan
Planner | Miami, FL

- Conducted research for existing conditions analysis to understand the current challenges and strengths of the neighborhood, including gathering demographic data from various reputable sources, multiple site visits and community engagement session

HAIDEN LEWIS

Urban Planner

Haiden is a recent graduate of the University of Florida's Urban and Regional Planning program. Haiden specializes in urban planning, transportation planning, sustainability, GIS and community engagement. He strives to create communities that make people feel comfortable, safe, and happy. **AICP Candidate**

Education

- Master of Urban & Regional Planning, University of Florida
- Bachelor of Science in Sustainability & the Built Environment, University of Florida

Experience

West City Finding of Necessity (FON) & Community Redevelopment Plan
Planner | St. Augustine, FL

- Contributed to the development of the existing conditions assessment to determine opportunities and constraints within the community
- Conducted community engagement with key stakeholders living and working in the area

Finding of Necessity (FON) & Community Redevelopment Plan Update
Planner/GIS Specialist | Live Oak, FL

- Contributed to the development of the Finding of Necessity report to expand the boundaries of the existing CRA
- Performed an existing conditions analysis of the CRA to determine how to update the CRA Plan

Comprehensive Plan Update
Planner | Citrus County, FL

- Updated the Transportation and Conservation elements of the Comprehensive Plan
- Developed materials for and participated in community engagement activities to ensure the Comprehensive Plan was updated according to the community's vision

Comprehensive Plan Update
Planner | Nassau County, FL

- Updated the Transportation, Public Facilities, and Future Land Use Elements of the Comprehensive Plan
- Created a new Rural Preservation Element for the Comprehensive Plan to ensure the preservation of Nassau County's rural heritage

Evaluation & Appraisal Report (EAR) & Comprehensive Plan Update
Planner/GIS Specialist | Gulf Breeze, FL

- Updated the Transportation, Capital Improvements, Conservation, Housing and Infrastructure Elements of the Comprehensive Plan
- Performed Population Projections for the City using data from the Bureau of Economic and Business Research, the University of Florida's Shimberg Center, and the United States Census Bureau

ALEX KOZELA

Planner

Alex is an urban planner who advances sustainable placemaking by integrating land use planning, environmental systems, and urban design. He applies a data-driven, human-scale approach to comprehensive planning, land development, and community engagement to create safer, healthier, and more livable neighborhoods, towns, and cities.

Education

- Master of City & Regional Planning, Georgia Institute of Technology
- Bachelor of Arts in Communication, Saint Mary's College of California

Experience

Finding of Necessity Study & Community Redevelopment Plan Update
Planner | Lake City, FL

- Led drafting of the Lake City Community Redevelopment Area (CRA) Plan, including analysis, narrative content, and core plan components
- Developed maps, graphics, and TIF revenue projections to support the redevelopment framework

Evaluation & Appraisal Report (EAR) & Comprehensive Plan Update
Planner | Gulf Breeze, FL

- Conducted data collection and analysis for recreation and open space and historic resources
- Supporting drafting of comprehensive plan policies and amendments to ensure consistency with state statutes, best practices, and local planning goals

Strategic Plan Development
Planner | Watkinsville, GA

- Oversaw comprehensive editing of the Downtown Strategic Plan to ensure clarity, consistency, and alignment with the DDA's vision

Zoning Ordinance & Overlay District Rewrite
Community Outreach Coordinator | Stonecrest, GA

- Led steering committee meetings and managed community engagement efforts for the City of Stonecrest, including public workshops and stakeholder coordination
- Drafted planning materials and produced engagement tools, including a project website, videos, and visual content to support public understanding of zoning changes

Urban Service Boundary Study
Planning Intern | Indian River County, FL

- Organized and facilitated public engagement workshops, utilizing GIS, RStudio, and Adobe Illustrator to create visualizations and gather community input
- Performed comparative analysis with peer jurisdictions to benchmark best practices and inform policy recommendations

Comprehensive Plan Update
Planning Intern | Flagler County, FL

- Developed best-practice planning guidance, conducted data analysis, and facilitated a public planning workshop as part of the comprehensive plan update

VIVIANA CASTRO

Director of Landscape Architecture

Viviana is a registered landscape architect with a master's in urban planning and sustainability. She has over 13 years of experience working on visioning, streetscape design, community engagement, park design, urban and community developments, commercial spaces, branding, and wayfinding studies. **FL LA6667568**

Education

- Master of Urban Planning & Sustainability, Universitat Politécnia de Catalunya, Barcelona, Spain
- Bachelor of Science in Landscape Architecture, University of Florida

Experience

Melrose-Mercy Neighborhood Plan Update
Landscape Architect | St. Petersburg FL

- Assisted in creating a framework to improve neighborhood needs
- Provided streetscape and exterior studies that would be implemented as capital improvement programs

Jax Beach Downtown Action & Implementation Plan
Landscape Designer| City of Jacksonville Beach, FL

- Led the strategy for public art and design focus areas of the visioning effort
- Managed the community outreach, developing graphics and diagrams that created opportunities for successful engagement with the Jax Beach community
- Compiled all the findings from the previous vision, current community engagement efforts, transportation, and lighting needs

Cordova Conceptual Streetscape Master Plan
Project Manager | St. Augustine, FL

- Led community engagement efforts
- Led the redesign of the street
- Managing the project as it is nearing completion

Omni CRA Site Studies
Project Manager | Miami, FL

- Led the analysis efforts to create street typologies
- Managed the workshop efforts to listen to the community needs
- Managing the project in development phase

Downtown Park Conceptual Design
Project Manager | Fort Pierce, FL

- Led successful community engagement and stakeholder sessions
- Managing the project as it nears conceptual completion

FDOT District 5/Robinson Street Complete Street (SR526)
Project Manager | Orlando, FL

- Coordinated with civil and sub consultants on project development
- Led the effort to take the project through implementation

ABIGAIL SHEMOEL

Senior Urban Designer

Abigail has a strong desire to discover and design lively, sustainable places. This passion coupled with strong communication and illustration skills, has allowed her to work successfully in a variety of international settings. Abigail has delivered/managed projects at various scales including urban spaces, streets, parks, schools, transportation corridors and residential developments.

Education

- Master of Science in Urban Development Planning, University of College London, UK
- Bachelor of Landscape Architecture, Ball State University

Experience

Melrose-Mercy Neighborhood Plan Update
Senior Urban Designer | St. Petersburg, FL

- Identified neighborhood development goals
- Refined strategy for mapping and analysis
- Revised project plan and process

Palmetto Park Neighborhood Plan Update
Senior Urban Designer | St. Petersburg, FL

- Identified neighborhood development goals
- Refined strategy for mapping and analysis
- Produced plan graphics

Economic Development Plan
Senior Urban Designer | Garner, NC

- Assisted the project team with analysis
- Created 2D and 3D concept visualizations
- Produced graphics for workshops and project report

Community Redevelopment Plan
Senior Urban Designer | Lauderdale Lakes, FL

- Assisted the project team with analysis
- Graphically represented project opportunities and threats

Community Redevelopment Plan
Senior Urban Designer | Port Richey, FL

- Defined development goals
- Outlined the strategic framework for the redevelopment plan
- Produced graphics for the project report

North Okaloosa Planning Study
Senior Urban Designer | Okaloosa County, FL

- Developed concept designs for future residential areas
- Assisted the project team with presentations and graphics

Lake Wales Envisioned-Long Range Plan
Senior Urban Designer | Lake Wales, FL

- Assisted in the development of a detailed set of amendments to the City's Comprehensive Plan and Land Development Code for implementation of the community vision
- Graphically represented new land development codes

CLAUDIA SICILIA

Urban Designer

Claudia has experience helping clients envision robust design projects through technical drawings and detailed 3-D visualization renderings. She provides a creative perspective with a technical foundation and her extensive background in CADD aids in the implementation of the team's design concepts.

Education

- Bachelor of Architecture, Jose Maria Vargas University, Venezuela
- Associate of Science Degree in Computer Drafting & Design, Florida Technical College

Experience

Urban Design, Visualization & Form-Based Regulation Services
Graphics & 3D Visualization Specialist | Oldsmar, FL

- Collaborated with urban designers on approach from ideation to refined direction
- Created Lumion model to showcase design details in 3D

Community Redevelopment Plan Update (Eloise)
Visualization Specialist | Polk County, FL

- Assisted in design and graphic development

West City Finding of Necessity (FON) & Community Redevelopment Plan
Designer | St. Augustine, FL

- Assisted in design and graphic development

Community Redevelopment Plan Update (2023)
Designer | Lake Wales, FL

- Assisted in the preparation of Legal description

Economic Development Plan
Designer & CADD Support | Garner, NC

- Assisted in the preparation of Legal description

Downtown Master Plan
Design & CADD Support | Fort Pierce, FL

- Assisted with the preparation of construction documents.
- Assisted with concept development.
- Created Lumion model to showcase design details in 3D

City Center Plan
Visualization Specialist | Pinellas Park, FL

- Created Lumion model to showcase design details in 3D

Downtown Master Plan
Visualization Specialist | Green Cove Springs, FL

- Created Lumion model to showcase design details in 3D

Downtown Master Plan
Visualization Specialist | Weddington, NC

- Created Lumion model to showcase design details in 3D

LAINIE JONES

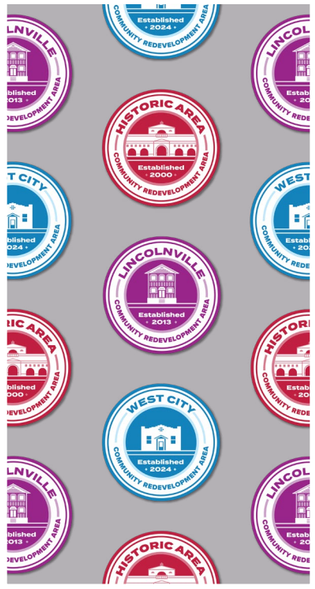
Senior Graphic Designer

Lainie adds a unique perspective to Inspire's marketing team through her continued growing knowledge of design trends, attention to detail, and extensive understanding of the Adobe Creative Suite to create successful designs in a timely manner. Lainie provides a fresh insight, along with a strong work ethic, to ensure the team's continued success.

Education

- Bachelor of Fine Arts in Emerging Media, University of Central Florida

Experience



SYDNEY PENDERGRASS

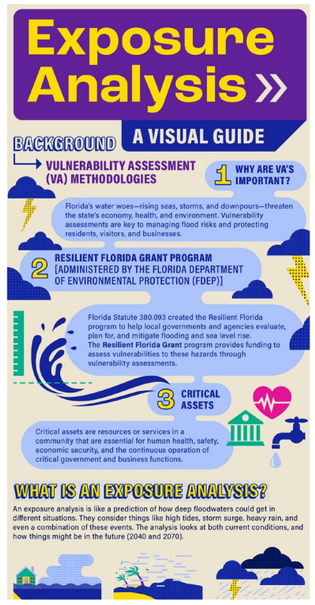
Graphic Designer

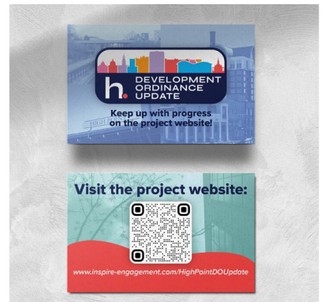
Sydney is an Orlando-based graphic designer with a passion for design, a love for music, and an excitement for theme parks. She brings enthusiasm to any project and is always open to learning new things. Sydney utilizes her strong knowledge of the Adobe Creative Suite and understanding of market trends to bring design ideas to life.

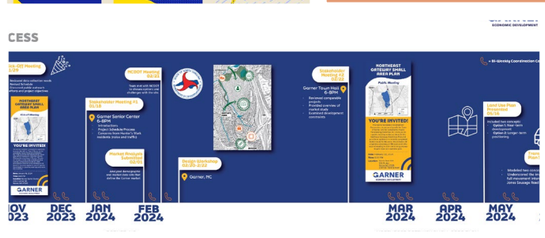
Education

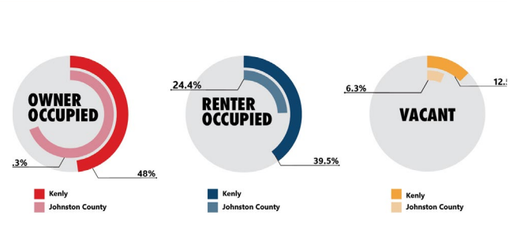
- Bachelor of Fine Arts in Emerging Media, Graphic Design Track, University of Central Florida
- Associate of Arts, Wake Technical Community College

Experience









CLAY SWEGER

Principal Planner

Mr. Sweger is an FDOT-qualified urban planner who manages all planning projects at eda engineers-surveyors-planners. His background with the Alachua County Department of Growth Management informs his work managing both private-sector zoning approvals and public-sector continuing services contracts across Florida. **AICP #21983**

Education

- Master of Arts in Urban & Regional Planning, University of Florida
- Bachelor of Arts in Political Science, University of Florida

Experience

Urban Planning On-Call Services
Planning Consultant | Columbia County, FL

- Serves as an on-call planning consultant to the County. Services include performing professional reviews of various planning-related applications submitted to the county

Bell Road Corridor Large Scale Comprehensive Plan Amendment
Planning Consultant | Columbia County, FL

- Major economic development initiative on approximately 4,000 acres near the interchange of Interstate 10 and State Road 41 in Columbia County. Provided a professional planning analysis and justification report for county-initiated amendments to the Columbia County Comprehensive Plan

121 Planned Development
Project Manager/Planner | Weyerhauser

- Worked on PD zoning regulations for a 740 +/- acre mixed-use development including 520 +/- acres of conservation area, which specified criteria for phasing out silviculture over time

Seaboard Drive Concept Planning
Planning Consultant | Newberry, FL

- Prepared a city-initiated mixed-use development conceptual master plan in the core of the city in order to help promote economic development activity in the City's Community Redevelopment Area (CRA)

CRA District Mapping
Planning Consultant | Newberry, FL

- Oversaw the preparation of multiple CRA-commissioned GIS district maps. Coordinated with City staff regarding map limits and related issues

JARED ROGERS

Surveying Director

Rogers oversees all eda surveying & mapping projects. He is well-versed in locating utilities, reviewing utility configurations on surveys, & managing all aspects of obtaining VVH (Verification of Vertical & Horizontal) locations on critical utilities. He specializes in locating & marking underground utilities using Electronic Locating Equipment in conjunction with Ground Penetrating Radar (GPR).

Education

- Bachelor of Science in Geomatics, University of Florida

Experience

West End Golf Course
Director of Surveying | Alachua County, FL

- Completed a detailed ALTA/NSPS Land Title Survey for Alachua County's land acquisition
- Completed a full topographic survey with tree and underground utility location on the approx. 75 acre property for future park development planning
- Provided fine construction grading stakeout services to meet sport field requirements & specifications

Alachua County Sports & Events Center
Surveyor-Of-Record | Alachua County, FL

- Served as surveyor-of-record for a 150,000 SF events center
- Providing such services as topographic survey with underground utility location, boundary surveys & legal descriptions, construction stakeout, and final as-built surveys

Oaks Preserve Subdivision
Director of Surveying | Alachua County, FL

- Provided topographic survey of approx. 1,800 linear feet of SR 24 to support engineering design of proposed median openings, turn lanes, and roadway & utility connections
- Provided surveying service for all easements (Public Utility, Ingress/Egress, and Emergency Access)
- Provided Elevation Certificate to support a FEMA Letter of Map Change Request (LOMR)
- Provided construction staking and final as-built surveys

05 Project Schedule

Waterfront area in Mary Esther, FL

SCHEDULE

Months 1-3

Tasks	March	April	May
Task 1. Kick-off & Data Collection			
1.1. Project Kick-off, Management, & Data Req.			
1.2. Area Tour & Staff Meeting			
Task 2. Finding of Necessity (FON) Study			
2.1. Evaluation of Slum & Blight Cond./Data Analysis			
2.2. Preliminary Draft FON Study			
2.3. Final FON Study			
Task 3. Legal Description & Exhibit			
3.1. Legal Description & Exhibit			
Task 4. Public Hearings & Exhibit			
4.1.1. Prepare Notices, Resolution, Etc.			
4.1.2. Adoption at City Council			

- Meetings with Staff
- Production
- Deliverables
- Staff Review
- Public Hearings

The proposed services are estimated to be completed within three (3) months from the issuance of a notice to proceed.

- Task 1. Kick-off & Data Collection: Month 1
- Task 2: Finding of Necessity Study: Months 1-2
- Task 3. Legal Description & Exhibit: Month 2
- Task 4. Public Hearings & Presentations: Month 3

06

Cost Proposal

Mary Esther City Parade

FEE STATEMENT

Our professional fee for the above-described services shall be a lump sum of **$49,500** to be invoiced on a percent-complete basis.

Additional services may be provided per the consultant's standard rate schedule, including: creation of a Community Redevelopment Plan compliant with Chapter 163, Florida Statutes; economic development strategic planning; site-specific or downtown master planning; streetscape design and corridor planning; land development code updates; branding and/or wayfinding and associated graphic design services.

Included in the above fees are reimbursable expenses incurred on the Project's behalf, including mileage, printing, plotting, photocopies, reproduction, postage, express mail and/or courier services. Applications, capacity and impact fees associated with application filings shall be the responsibility of the Owner or reimbursed to Inspire outside of the expenses contained in this proposal.

Inspire will bill monthly for all work performed and expenses incurred on the Project's behalf. Invoices are delivered electronically and will typically be sent from the following email address: noreply@infocuspay.com. Please add this email address to your contact/safe sender list to ensure receipt.

Tasks	Cost
Task 1. Kick-off & Data Collection	$14,685
Task 2. FON Study	$22,370
Task 3. Legal Description & Exhibit	$2,500
Task 4. Notices & Hearings	$9,945
Total	**$49,500**

HOURLY RATES

Job Classification	Hourly Rates
Principal/Director	$250 - $400
Project Manager	$175 - $250
Deputy Project Manager	$165 - $195
Senior Landscape Architect/ Senior Planner	$145 - $210
Senior Graphic Designer	$135 - $185
Landscape Architect/Urban Designer/Planner	$110 - $165
Landscape Designer/Planning Technician	$90 - $130
Graphic Designer	$75 - $100
Professional Interns	$75 - $90
Administrative	$55 - $85

07 References

Mary Esther City Hall

REFERENCES

01

City of Live Oak, FL

Finding of Necessity Study & Community Redevelopment Plan

09/2025 - 11/2025 (FON) & 11/2025 - Ongoing (CRP)

Nick Frigiola
CRA Director
386.362.2276
nfrigiola@cityofliveoak.org

101 White Ave SE
Live Oak, FL 32064

02

City of Brooksville, FL

Finding of Necessity Study & Community Redevelopment Plan

03/2023 – 01/2024

David Hainley
Community Development Director
352.450.3815
dhainley@cityofbrooksville.us

201 Howell Avenue
Brooksville, FL 34601

03

City of St. Augustine, FL

West City Finding of Necessity Study & Community Redevelopment Plan

11/2023 - 10/2024

Jaime D Perkins
CRA Administrator
904.209.4201
jperkins@citystaug.com

75 King Street
Lobby B, 4th Floor
St. Augustine, FL 32085

08

Required Forms/Exhibits

CITY OF MARY ESTHER, FLORIDA

Delivery/Performance Requirements:

Firms shall submit a proposal that includes:

1. **Cover letter**
2. **Project understanding and approach**
3. **Relevant experience with CRA, FON, or redevelopment work**
4. **Team qualifications**
5. **Project schedule**
6. **Cost proposal (required)**
   - Lump-sum fee
   - Hourly rates
   - Any optional services
7. **Three references** for similar work

VENDOR RESPONSE (To be completed by vendor)

Company Name: Inspire Placemaking Collective, Inc.
Address: 4767 New Broad Street, Orlando, FL 32814
Phone: 407.202.8387 Email: gkramer@inspireplacemaking.com
Contact Person: George Kramer

QUOTED PRICE:

Item Description	Qty/Unit	Price
Kick-off & Data Collection	Task 1.	$ 14,685
FON Study	Task 2.	$ 22,370
Legal Description & Notices/Hearings	Tasks 3 & 4.	$ 12,445
TOTAL QUOTE:		$ 49,500

Quote Valid For: 90 days Delivery Time: 180 days
Terms/Conditions: prices are lump sum: monthly invoicing based on percent complete by task; payment net 30 days.
Authorized Signature: _____ Date: 11/20/26
Printed Name/Title: George Kramer, President

Return quote to: City of Mary Esther, 195 Christobal Road, Mary Esther, FL 32569
Email: treed@cityofmaryesther.com Phone: (850) 243-2050

View all City solicitations: www.cityofmaryesther.com/bids

CLOSING

Authorization

When issuing a purchase order, please specifically reference this proposal date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with the performance of our services.

Closure

We appreciate the opportunity to be of service to you. If you have any questions regarding the outlined scope of services, or if we may be of further assistance, please do not hesitate to contact us.

SECTION B: VENDOR QUOTE FORM (Send to Vendors)

CITY OF MARY ESTHER

REQUEST FOR QUOTE

Quote Request #:	QR-2026-01
Quotes Due By:	1/23/2026

Description of Goods/Services Requested:

1. Introduction

The City of Mary Esther is seeking proposals from qualified planning and redevelopment consulting firms to prepare a Finding of Necessity (FON) in accordance with Chapter 163, Part III, Florida Statutes. The purpose of this study is to evaluate existing conditions within a defined study area and determine whether statutory criteria exist to support the establishment of a Community Redevelopment Area (CRA). This is an informal procurement and is being issued directly to a limited number of qualified firms. The City is requesting cost proposals upfront as part of the evaluation.

2. Background

The city is evaluating the feasibility of creating a Community Redevelopment Area to address challenges related to aging commercial corridors, redevelopment opportunities, and reinvestment needs. The selected consultant will review existing conditions, document statutory blight factors, prepare necessary maps and analyses, and develop a complete, legally defensible 'Finding of Necessity' report.

3. Scope of Services

The selected firm will be responsible for completing the following tasks:

A. Existing Conditions Evaluation

- Field documentation of current property conditions
- Parcel-by-parcel review of land use, vacancy, and site issues
- Photographic inventory
- Assessment of demolished or underutilized structures (including the former mall site, if applicable)

B. Statutory Blight Analysis (Chapter 163.340, F.S.)

- Evaluation of slum/blight criteria
- Identification of applicable factors
- Supporting data for each qualifying condition

C. Data & Mapping

- GIS maps of the study area
- Boundary map of proposed CRA area
- Parcel conditions map
- Existing value trends and taxable value analysis (if available)

D. Stakeholder Coordination

- One (1) meeting with staff for kickoff
- Participation in one (1) public meeting or City Council workshop

E. Final Deliverables

- Draft Finding of Necessity report
- Final Finding of Necessity report
- Presentation to City Council

The City may request optional services, including redevelopment strategy recommendations, subject to negotiation.

Delivery/Performance Requirements:

Firms shall submit a proposal that includes:

1. **Cover letter**
2. **Project understanding and approach**
3. **Relevant experience with CRA, FON, or redevelopment work**
4. **Team qualifications**
5. **Project schedule**
6. **Cost proposal (required)**
   - Lump-sum fee
   - Hourly rates
   - Any optional services
7. **Three references** for similar work

VENDOR RESPONSE (To be completed by vendor)

Company Name: Emerald Coast Regional Council

Address: P.O. Box 11399, Pensacola, FL 32524

Phone: 515-451-5662 Email: eric.christianson@ecrc.org

Contact Person: Eric Christianson

QUOTED PRICE:

Item Description	Qty/Unit	Price
FON Report	1	$ 37,108.20
	Total Qoute:	$ 37,108.20

Quote Valid For: 120 days Delivery Time: 180 Days

Terms/Conditions: 30 Days

Authorized Signature: Ada Clark Date: 1/23/26

Printed Name/Title: Ada Clark, Community & Economic Development Director

Return quote to: City of Mary Esther, 195 Christobal Road, Mary Esther, FL 32569
Email: treed@cityofmaryesther.com Phone: (850) 243-2050

View all City solicitations: www.cityofmaryesther.com/bids

January 23, 2026

City of Mary Esther
Attn: Tyler Reed
Community Development Director
195 Christobal Road
Mary Esther, FL 32569

Re: **Response to Request for Quote QR-2026-01**
Finding of Necessity Study for a Potential Community Redevelopment Area

Mr. Reed:

The Emerald Coast Regional Council (ECRC) is pleased to submit this proposal in response to the City of Mary Esther's Request for Quote (QR-2026-01) for professional services to prepare a Finding of Necessity in accordance with Chapter 163, Part III, Florida Statutes.

ECRC has extensive experience supporting local governments across Northwest Florida in planning, zoning, redevelopment coordination, and applied research. Our team routinely assists communities with statutory analysis, documentation of existing conditions, mapping, and preparation of decision-ready materials to support local policy actions. We understand that the purpose of this engagement is to evaluate existing conditions within a defined study area and determine whether statutory criteria exist to support the establishment of a Community Redevelopment Area.

ECRC brings direct familiarity with Mary Esther's planning context through our ongoing work supporting the City's Comprehensive Plan update, as well as experience advising other communities on CRA-related planning, compliance, and redevelopment issues. This background allows us to approach the Finding of Necessity with an understanding of both the statutory requirements and the local conditions that will inform the City's decision-making.

Our proposed approach emphasizes clear documentation of existing conditions, parcel-level evaluation supported by GIS and field observations, careful application of the statutory blight criteria, and preparation of a legally defensible Finding of Necessity report. We have structured our scope and level of effort to be appropriate for the size and complexity of the study area while ensuring that the final product provides the City Council with a sound factual and statutory basis for action.

ECRC appreciates the opportunity to assist the City of Mary Esther with this important effort. We look forward to working collaboratively with City staff and elected officials and are available to answer any questions or provide additional information as needed.

Sincerely,

Ada Clark

Ada Clark
Director, Community and Economic Development

Project Name: Mary Esther CRA Finding of Necessity
Project Manager: Eric Christianson
Charge Code: (staff use only) _____

Scope of Work

PROJECT DESCRIPTION: The City of Mary Esther is evaluating the feasibility of establishing a Community Redevelopment Area (CRA) in accordance with Chapter 163, Part III, Florida Statutes. The purpose of this effort is to prepare a legally defensible Finding of Necessity (FON) that evaluates existing physical, economic, and land use conditions within a defined study area and determines whether statutory criteria related to slum and blight are present.

The proposed scope is designed to document existing conditions through field reconnaissance, parcel-level analysis, and supporting data; apply statutory criteria in a transparent and methodical manner; and produce a clear, well-documented Finding of Necessity report suitable for public review and City Council action.

DELIVERABLES: The specific deliverables, performance measures, and relative sequencing of tasks are outlined below. Completion of the scope assumes reasonable availability of existing data and coordination with City staff.

Deliverables	Cost
Deliverable 1: Project Initiation and Management • Hold a project kickoff meeting with City staff to confirm study area boundaries, data availability, schedule, and communication protocols. • Review relevant background materials, including comprehensive plan documents, prior studies, parcel data, and available economic or property value information. • Provide ongoing project management, including coordination among project team members, schedule tracking, and periodic status updates to City staff.	$3,102.70
Deliverable 2: Existing Conditions Evaluation 1. Field reconnaissance to document current physical conditions, development patterns, and observable site characteristics. 2. Parcel-by-parcel review of land use, vacancy, underutilization, and site constraints. 3. Photographic inventory of representative conditions throughout the study area. 4. Assessment of demolished, vacant, or underutilized structures, including major redevelopment opportunity sites (such as a former mall	$9,602.50

site, if applicable). 5. This task will establish the factual basis for subsequent statutory analysis.	
Deliverable 3: Statutory Blight Analysis (Chapter 163.340, F.S.) Evaluation of the study area against statutory criteria for slum and blight, including: 1. Review of applicable slum and blight factors as defined in Section 163.340, Florida Statutes. 2. Identification of qualifying conditions present within the study area. 3. Documentation of supporting evidence for each applicable factor, drawing from field observations, parcel data, and available supporting datasets. 4. Preparation of clear narrative findings that link documented conditions to statutory requirements in a legally defensible manner.	$6,881.60
Deliverable 4: Data Analysis and Mapping Preparation of technical exhibits and GIS-based analysis to support the Finding of Necessity, including: 1. GIS map of the study area and proposed CRA boundary. 2. Parcel conditions mapping reflecting land use, vacancy, and observed site conditions. 3. Review and presentation of available property value trends and taxable value data, where data availability allows. 4. Supporting maps and figures suitable for inclusion in the final report and public presentations.	$6,313.50
Deliverable 5: Final Report Creation Preparation of a complete Finding of Necessity report, including: • Draft Finding of Necessity report incorporating narrative analysis, statutory findings, maps, tables, and photographic documentation. • Coordination with City staff to review draft findings and incorporate feedback. • Final Finding of Necessity report suitable for public release and City Council consideration. • Presentation of findings at one (1) public meeting or City Council workshop, including preparation of presentation materials.	$11,207.90

The final report will be organized to clearly demonstrate statutory compliance and provide a transparent basis for City decision-making.	
Total:	$37,108.20

Team Qualifications

Key staff for this effort include the following:

Ada Rivera Clark
Community and Economic Development Director
Ada Clark serves as the Community and Economic Development Director for the Emerald Coast Regional Council and brings over 20 years of experience in housing and community development. She joined ECRC in 2018 and provides oversight for planning, housing, and economic development programs, including grant management, program and policy development, and contract administration.

Prior to joining ECRC, Ms. Clark served for 19 years with the City of Pueblo, Colorado, most recently as Director of the Department of Housing and Citizen Services. In that role, she was responsible for management of federal, state, and local grants and for development of community development plans and strategies. Earlier in her career, she served as Deputy Director for Fannie Mae's South Florida Partnership Office.

Ms. Clark has served on multiple advisory and oversight bodies, including the Colorado State Private Activity Bond Allocation Committee, the Small Business Development Agency Advisory Council, and the Colorado Smelter Superfund Site Community Revitalization Committee. She holds a Bachelor of Arts degree from the University of Miami and a Master of Public Administration from the University of Colorado–Colorado Springs. Ms. Clark is fluent in Spanish.

Jessica Walton, GISP

GIS Coordinator

Jessica Walton serves as the Geographic Information Systems (GIS) Coordinator for the Emerald Coast Regional Council and manages all spatial data analysis and mapping needs for the Council's programs. She has over 20 years of experience applying geospatial solutions using Esri's ArcGIS software in the transportation, land use, environmental, and emergency planning fields.

Ms. Walton holds a Bachelor of Science degree in Environmental Science (minor in Business Administration) and a Master of Science degree in Urban and Regional Planning from the University of Iowa. She also holds a Certificate in Geographic Information Science from the University of West Florida and has been a certified Geographic Information Systems Professional (GISP) since 2010. Her work includes development of award-winning story maps and technical exhibits supporting planning and redevelopment initiatives.

Eric Christianson
Planner IV
Eric Christianson serves as a Planner IV for the Emerald Coast Regional Council and has over 15 years of experience focused on rural and community development. He earned a Bachelor's degree in Political Science and French from Loyola University Chicago in 2010 and a Master of Community and Regional Planning from Iowa State University in 2014.

Mr. Christianson's professional experience includes regional planning, non-profit management, business development, and public official education. He has worked with dozens of communities and organizations to update comprehensive plans, prepare economic impact assessments, develop housing action plans, and streamline development codes. His work frequently involves coordinating policy analysis, field documentation, and preparation of clear, decision-ready planning documents for local governments.

Rae Emary
Marketing and Outreach Coordinator
Rae Emary is a visual storyteller and graphic designer with over 15 years of experience across photography, videography, web design, and long-form document design. She holds a Bachelor of Arts in Photojournalism from Western Kentucky University and is an award-winning multimedia storyteller, recognized by the Hearst Journalism Awards Program. Since joining ECRC in 2020, her work has focused on creating compelling, human-centered visual narratives that inform, engage, and support community-driven initiatives.

Staffing Note

ECRC is currently in the process of hiring for a Planner II position. If the hiring process is unsuccessful prior to project initiation, the responsibilities assigned in this work plan to the Planner II will be distributed among the other team members identified above, ensuring continuity of staffing and timely completion of all project tasks.

Proposed Six-Month Project Schedule

Month 1 – Project Initiation and Data Assembly

Task 1: Kickoff Meeting and Project Administration

- Hold kickoff meeting with City staff to confirm study area boundaries, expectations, and available data.
- Finalize project schedule, coordination points, and meeting milestones.
- Compile and review background materials, including Comprehensive Plan policies, zoning, parcel data, and prior redevelopment discussions.

Key Deliverables:

- Kickoff meeting summary
- Confirmed study area boundary
- Finalized project schedule

Month 2 – Existing Conditions and Field Documentation

Task 2: Existing Conditions & Parcel-by-Parcel Evaluation

- Complete desktop parcel-level documentation, including land use, vacancy, assessed valuation, and other indicators.
- Conduct field reconnaissance of the study area including photographic inventory.
- Compile baseline data related to land use patterns, redevelopment trends, and underutilized or vacant properties.
- Begin preliminary synthesis of observed conditions.

Key Deliverables:

- Parcel photo inventory
- Draft parcel condition dataset
- Preliminary existing conditions notes

Month 3 – Statutory Blight Analysis

Task 3: Statutory Blight Analysis (Chapter 163.340, F.S.)

- Evaluate documented conditions against statutory slum and blight criteria.
- Identify applicable qualifying factors and supporting evidence.

- Prepare internal working memo summarizing preliminary findings and statutory considerations.
- Coordinate with City staff to review preliminary conclusions and confirm direction before drafting the report.

Key Deliverables:

- Draft statutory findings summary
- Staff coordination meeting or check-in

Month 4 – GIS Mapping and Technical Exhibits

Task 4: GIS Mapping and Technical Exhibits

- Prepare GIS maps supporting the Finding of Necessity, including:
    - Study area and proposed CRA boundary
    - Parcel conditions and vacancy
    - Existing land use and redevelopment patterns
    - Available value or trend indicators, as appropriate
- Integrate mapping outputs with narrative analysis.
- Finalize figures and technical exhibits for inclusion in the draft report.

Key Deliverables:

- Draft GIS map set
- Technical exhibits ready for report integration

Month 5 – Draft Finding of Necessity Report and Public Review

Task 5: Draft Finding of Necessity Report

- Prepare the draft Finding of Necessity report, including:
    - Existing conditions narrative
    - Statutory analysis and findings
    - Supporting maps, tables, and figures
- Submit draft report to City staff for review.
- Participate in one public meeting or City Council workshop to present draft findings and receive feedback.

Key Deliverables:

- Draft Finding of Necessity report
- Presentation materials for public meeting or workshop

Month 6 – Final Report and City Council Presentation

Task 5 (continued): Final Report and Adoption Support

- Incorporate staff and public feedback into the final Finding of Necessity report.
- Prepare final presentation materials.
- Present the final Finding of Necessity to the City Council.
- Deliver final report and all supporting materials.

Key Deliverables:

- Final Finding of Necessity report
- City Council presentation

Task 1: Kickoff Meeting and Project Admin					
Role	**Rate**	**Hours**	**Total**	**De minimus**	**Overall Total**
Com Dev Ma	$101.00	6	$606.00	$ 90.90	$696.90
Planner II	$58.00	12	$696.00	$ 104.40	$800.40
Planner IV	$78.00	15	$1,170.00	$ 175.50	$1,345.50
Finance	$63.00	2	$126.00	$ 18.90	$144.90
		Total	$2,598.00	$ 389.70	$2,987.70
		Printing	$100.00	$ 15.00	$115.00
		Travel	$0.00	$ -	$0.00
			$2,698.00	**$ 404.70**	**$3,102.70**

Task 2: Existing Conditions & Parcel-by-Parcel Evaluation					
Role	**Rate**	**Hours**	**Total**	**De minimus**	**Overall Total**
Com Dev Ma	$101.00	4	$404.00	$ 60.60	$464.60
Planner II	$58.00	50	$2,900.00	$ 435.00	$3,335.00
Planner IV	$78.00	45	$3,510.00	$ 526.50	$4,036.50
GIS Coordin	$78.00	12	$936.00	$ 140.40	$1,076.40
		Total	$7,750.00	$ 1,162.50	$8,912.50
		Printing	$100.00	$ 15.00	$115.00
		Travel	$500.00	$ 75.00	$575.00
			$8,350.00	**$ 1,252.50**	**$9,602.50**

Task 3: Statutory Blight Analysis (Chapter 163.340, F.S.)					
Role	**Rate**	**Hours**	**Total**	**De minimus**	**Overall Total**
Com Dev Ma	$101.00	6	$606.00	$ 90.90	$696.90
Planner II	$58.00	30	$1,740.00	$ 261.00	$2,001.00
Planner IV	$78.00	40	$3,120.00	$ 468.00	$3,588.00
GIS Coordin	$78.00	6	$468.00	$ 70.20	$538.20
		Total	$5,934.00	$ 890.10	$6,824.10
				$ -	$0.00
		Printing	$50.00	$ 7.50	$57.50
		Travel	$0.00	$ -	$0.00
		Supplies			
			$5,984.00	**$897.60**	**$6,881.60**

Task 4: GIS Mapping and Technical Exhibits						
Role	**Rate**	**Hours**	**Total**	**De minimus**		**Overall Total**
Com Dev Ma	$101.00	4	$404.00	$	60.60	$464.60
Planner II	$58.00	12	$696.00	$	104.40	$800.40
Planner IV	$78.00	15	$1,170.00	$	175.50	$1,345.50
GIS Coordin	$78.00	40	$3,120.00	$	468.00	$3,588.00
		Total	$5,390.00	$	808.50	$6,198.50
		Printing	$100.00	$	15.00	$115.00
		Travel	$0.00	$	-	$0.00
			$5,490.00		**$823.50**	**$6,313.50**

Task 5: Finding of Necessity Report and Presentation						
Role	**Rate**	**Hours**	**Total**	**De minimus**		**Overall Total**
Com Dev Ma	$101.00	10	$1,010.00	$	151.50	$1,161.50
Planner II	$58.00	40	$2,320.00	$	348.00	$2,668.00
Planner IV	$78.00	40	$3,120.00	$	468.00	$3,588.00
GIS Coordin	$78.00	30	$2,340.00	$	351.00	$2,691.00
Marketing a	$63.00	10	$630.00	$	94.50	$724.50
Finance	$63.00	2	$126.00	$	18.90	$144.90
		Total	$9,546.00	$	1,431.90	$10,977.90
		Printing	$200.00	$	30.00	$230.00
		Travel		$	-	$0.00
			$9,746.00		**$1,461.90**	**$11,207.90**

Total	De minimus		Overall Total
$32,268.00	$	4,840.20	**$37,108.20**

Reference Contacts

City of Panama City, Florida

Grey Dodge
Director of Economic Development / CRA
City of Panama City
501 Harrison Avenue, Panama City, FL 32401
(850) 628-2287
gdodge@panamacity.gov

Town of Century, Florida

Dave Murzin
Town Administrator
Town of Century
7995 North Century Boulevard, Century, FL 32535
(850) 725-7730
dmurzin@centuryflorida.us

City of Mary Esther, Florida

Tyler Reed
Community Development Director
City of Mary Esther
195 Christobal Road, Mary Esther, FL 32569
(850) 243-3566
treed@cityofmaryesther.com

Firm	Task	Proposed Cost
Kimley-Horn	Task 1: Existing Conditions Eval	$4,500
	Task 2: Blight Analysis	$4,700
	Task 3: Data & Mapping	$5,500
	Task 4: Finding of Necessity Report	$3,300
	TOTAL:	$18,000

Kimley-Horn Optional Services

TIF Projections: $4,500
Redevelopment Strategy Development: $4,700
Graphic Document Template: $5,500
Online Survey : $5,000

ECRC	Task 1:Project Initiation	$3,102.70
	Task 2:Existing Conditions Eval	$9,602.50
	Task 3: Blight Analysis	$6,881.60
	Task 4: Data Analysis & Mapping	$6,313.50
	Task 5: Final Report	$11,207.90
	TOTAL:	$37,108.20

Inspire Placemaking	Task 1: Kick-off & Data Collection	$14,685
	Task 2: FON Study	$22,370
	Task 3: Legal Description & Exhibit	$2,500
	Task 4: Notices & Hearings	$12,445
	TOTAL:	$49,500

AGENDA ITEM

Agenda Item 11.7.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: February 2, 2026

SUBJECT: Consideration: Purchase Order for Hurlburt Field Effluent Pump Replacement

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BACKGROUND:
In 2025, a pump at the Hurlburt Field Effluent Pump Station failed and was set for replacement. When the remaining pump failed in November, emergency bypass operations were used at a cost of $4,000-$5,000 per month until Morrow installed a new motor. After installation, it was determined that the pump itself also needed replacement.

DISCUSSION:
Jacobs received three bids for the new pump and installation: Sheppherd Services at $65,218.75 with a 6–8-week lead time, Donald Smith Company at $40,370 with an 8-week lead time, and Morrow Water Technologies at $31,535 with an 8–10-week lead time. Additional bypass pumping could cost about $5,000 due to lead time differences, but Morrow remains the lowest bid even with the longer wait. Morrow offers a standard 12-month warranty.

FINANCIAL IMPACT:
The financial impact is $31,535 if the project is awarded to Morrow Water Technologies.

RECOMMENDATION:
Motion to approve a purchase order to Morrow Water Technologies, Inc., for the Hurlburt Field effluent pump replacement in the amount of $31,536.

ATTACHMENT(S):
1. Morrow Quote
2. Donald Smith Quote
3. Sheppards Quote

showard@morrowmfg.com

Quote #:	26-67-017
Quoted By:	Sam Howard 251654-3252
Customer:	Jacobs - Mary Esther
Project:	Sprayfield Oil Lub Vertical Turbine
Date:	1/6/2026
Terms:	Net 30 days

MORROW
WATER TECHNOLOGIES, INC.
7440 Cahaba Valley Road, Birmingham AL 35242
Phone 205-408-6680 www.morrowwater.com

Scope: **Note* Due to market volatility quote valid for 14 days**

Morrow Water Technologies Inc., proposal is for providing the following equipment, labor and special tooling required to install new oil lube short set Turbine.

Materials: (taxes not included)

1	Complete oil lube short set turbine	$	24,142.50
	Includes: 14WC - 2 Stage O/L Bowl Assembly,	$	-
	10" 304SS MNPT Basket Strainer, Column Assembly,	$	-
	Oil Lubricated Discharge Head Assembly	$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
		$	-
300	**Mileage_ Truck x1**	$	600.00
0	**Mileage_ Rig x2**	$	-
	Total Materials	$	24,742.50

Labor (Including if required - Lodging, Per diems, expendable supplies, subs)

Mobilize	De-Mobilize
Pump Installation	
Electrical Connection	
Fabricate Plumbing/Base	
Start-up/Test	

Total Labor	$	5,792.50
	FREIGHT	$ 1,000.00
Total Labor, Materials and Freight	$	**31,535.00**

A Brown-Lee Morrow Enterprises Company

Accepted By:_____ **Submitted By:**_____

MORROW
WATER TECHNOLOGIES, INC.

MORROW WATER TECHNOLOGIES, INC.

TERMS AND CONDITIONS

1.PRICING: All quoted prices are based on costs of capital equipment, materials, labor rates, tariff rates, duties, government charges, and trade regulations as of the date of the quote and may change prior to the approval by Buyer. Seller reserves the right to adjust the selling price to reflect any increase in these costs prior to the acceptance of this quotation by the Buyer. In the event that shipment is delayed by the Buyer or for any other reason beyond the control of the Seller beyond the stated date of shipment hereon, price will be based on prices in effect at the time of shipment, including storage and material handling costs. In no event shall the adjusted price be less than the original order price, including change orders. When price includes transportation or other charges pertaining to the shipment of goods, any increase in transportation rates and other charges will be paid by the Buyer. There will also be extra charges for any test other than that which would normally be performed by the Seller, or any test performed to suit the convenience of the Buyer. Any applicable tariffs, duties or sale, use, excise, value-added or other similar taxes will be added to the price or invoiced separately.

2. DELIVERY: Unless specified otherwise on the face of this Quotation, quoted shipping terms are FOB shipping point, insured freight collect. Shipping method will be as specified by Buyer. If shipping method is not specified Seller will use the best available shipping method. Any items purchased under this Quotation will be shipped upon the earlier of availability or the stated delivery date. Title to the goods and risk of loss or damage shall pass to the Buyer according to the terms of this Quotation except that a security interest in any products and proceeds and any replacement shall remain in Seller, regardless of mode of attachment to realty or other property, until the full price has been paid in cash. Storage of any items shall be at the option of the Seller as follows:

0-14 days: included in the base Quotation.
15-30 days: 1% of Quotation amount per week
31-120 days: 2% of Quotation amount per week
120+ days: 3% of Quotation amount per week.
Seller Reserves the right to invoice Buyer for any items stored on Buyer's behalf.

3. WARRANTY: Unless stated otherwise on the face of this Quotation, Seller warrants that any product or service provided under this Quotation conforms to the specifications set forth in the Quotation and is free from defects in material and workmanship. Seller's obligation to repair or replace shall be in effect for a period of twelve (12) months from initial operation but not more than eighteen (18) months from the Seller's delivery of the product or service ("Warranty Period"), provided that the Buyer has sent written notice to Seller within the Warranty Period that the product or service does not conform to the above warranty. Warranty is limited to the purchase price paid for the individual product or service. This warranty shall not apply to any defects caused by or induced by damage from unreasonable use or installation (fire, accident, misuse, negligence, rust, corrosion, or faulty wiring), use, maintenance or installation not in compliance with written instructions provided by Seller or manufacturer, defects occurring because of modifications or repairs to the product or service due to improper storage or handling, any deficiency attributable to normal wear and tear, or cosmetic issues not materially affecting normal operation. This warranty does not apply to goods or parts delivered by the Seller but manufactured by others. Separate original equipment manufacturer warranties may apply to goods or parts sold or installed under this Quotation.

4. TITLE: Title to equipment specified herein, and to any and all additions and accessories thereto and substitutions therefor, shall remain in Seller until the purchase price thereof is paid in full.

5. COMPLIANCE WITH LAWS: Purchaser shall be solely responsible for securing any necessary permits under and for compliance with all safety, health and sanitation laws, ordinances and regulations in connection with the installation and operation of the equipment.

MORROW
WATER TECHNOLOGIES, INC.

6. DISCLAIMER OF CONSEQUENTIAL DAMAGES, LIQUIDATED DAMAGES OR PENALTIES (Excusable Delays): Seller shall not be liable for consequential damages. Consequential damages for the purpose of this agreement shall include but not be limited to, loss of use, income or profit, or loss of or damage to property (including, but without limitation, products manufactured, processed or transported by the use of the equipment) occasioned by or arising out of the operation, use, installation, repair or replacement of the equipment or otherwise. Seller shall not be liable for any penalty or liquidated damages based upon or relating to failure or Inability to ship within a specified time.

(a) Seller shall not be in default because of any failure to perform this contract under its terms if the failure arises from causes beyond the control and without the fault or negligence of the Seller. Examples of these causes are (1) acts of God or of the public enemy, (2) acts of the Government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of the Seller. "Default" includes failure to make progress in the work so as to endanger performance.

(b) If the failure to perform is caused by the failure of a subcontractor, distributor, or manufacturer to perform or make progress, and if the cause of the failure was beyond the control of both the Seller and subcontractor, distributor or manufacturer, and without the fault or negligence of any, the Seller shall not be deemed to be in default,- unless- (1) The subcontracted supplies or services were obtainable from other sources; (2) The Buyer ordered the Seller in writing to purchase these supplies or services from the other source; and (3) The Seller failed to comply reasonably with this order.

7. FORCE MAJEURE: Seller shall make delivery in accordance with the terms of this Quotation or within a reasonable time in the absence of any commitment, but Seller shall not be liable for delays or defaults in delivery caused by floods, fires, storms, or other acts of God, by plague or pandemic, by war or public enemy (or civil disturbance), strikes, lockouts, shortages of labor or materials and supplies (including fuel) or production facilities, by transportation service or equipment or component shortages or failures, action of or order by any governmental authority or conditions beyond Seller's reasonable control.

8. APPLICABLE LAW: This Quotation shall be governed by and construed by the laws of the State of Alabama.

9. STATUTE OF LIMITATIONS: To the extent permitted by law, any lawsuit for breach of contract, including breach of warranty, arising out of the transactions covered by this Quotation must be commenced not later than twelve (12) months from the date of cause of such action accrued.

10. INDEMNIFICATION: The safe application and use of any equipment purchased under this Quotation is the sole responsibility of the Buyer. Buyer shall indemnify, defend and hold Seller harmless from any and all liability, loss, damages or expenses, including attorney fees, resulting from any alleged defect in the design or specification of any goods purchased by Buyer according to Buyer's plans, specifications, drawings or samples.

11. LIMITATION OF LIABILITY: IN NO EVENT WILL SELLER BE LIABLE TO BUYER FOR SPECIAL, EXEMPLARY, PUNITIVE, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, REVENUES, OR GOODWILL, ARISING OUT OF OR RELATING TO THIS QUOTATION, WHETHER SUCH CLAIM IS BASED UPON CONTRACT, BREACH OF WARRENTY, TORT OR OTHER THEORY OF LAW, EVEN IF SELLER IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SELLER'S LIABILITY ARISING OUT OF OR RELATING TO THE QUOTATION WILL NOT EXCEED THE SUMS PAID OR PAYABLE TO SELLER HEREUNDER.

12. TERMS OF PAYMENT: Full payment is due in United States Dollars according to the terms on the face of this invoice. In the event of default of payment when due, Buyer shall pay all costs of collection including carrying charges of 1.5% per month (18% per annum), court costs, attorney fees and any other costs necessary to collect payment. The Buyer shall notify the Seller of any invoice disputes within three (3) days of the receipt of such invoice, specifying the reason(s) for disputing the invoice and providing all evidence as may be reasonably necessary to verify the disputed invoice. The Buyer shall pay all amounts not disputed according to the terms set out on this invoice. Seller does not accept the risk of Buyer's receipt of payments from any source, and in no event will payments to Seller be contingent upon or subject to the Buyer's receipt of payment.

MORROW
WATER TECHNOLOGIES, INC.

13. PAYMENT TERMS FOR SPECIAL ORDERS: All barges, skids, and orders greater than $100,000 require the following payment terms:

1) Approved Drawings: 30% of Quotation Price
2) Purchase of materials: 20% of quotation Price for a total of 50%.
3) Shipment: Remaining balance (50% of Quotation Price) net 30 days.

14. TAXES: In addition to the indicated price, Buyer agrees to pay or reimburse Seller for any and all taxes, license, inspection fees, customs duties and/or similar charges imposed upon any sale or delivery required by the governmental jurisdiction applicable and resulting from any contract arising from this Quotation.

15. DESIGN: This Quotation is based upon plans, specifications, drawings and samples which have been provided by or approved by the Buyer and are incorporated herein by reference. These plans, specifications, drawings and samples shall not be modified or altered except upon the express written consent of both parties. Buyer shall be responsible for any additional charges, including charges for any additional drawings or samples.

16. CANCELLATION AND DEFERRED DELIVERY: Cancellation of an accepted order or Quotation, or any waiver or modification of its terms or conditions, will not be binding upon Seller unless made in writing by Buyer and signed by an authorized representative. Buyer agrees to be responsible for cancelation charges which may result from any modification or cancellation of any order, including but not limited according to the extent of fulfillment or completion as follows:

1) Drawings or Engineering submittals by Seller completed: 5% of Quotation price.
2) Drawings approved or released by Buyer: 15% of Quotation price.
3) Materials ordered: 100% of Quotation price.
4) Any fabrication or modification commences: 100% of Quotation price.
5) Ready for shipment: 100% of Quotation price.

17. CONTRACTS: Orders resulting from quotations become contracts only upon issuance of our formal acknowledgement. If we make any stenographic or clerical error, same shall be subject to correction. The provisions of these standard conditions of sale shall take precedence over any conditions that may appear on the purchaser's order unless we otherwise expressly agree in writing. No attempts to modify any contract shall be binding on us unless such modification is make in writing and signed by us.

18. MISCELLANEOUS:

1) These terms and conditions are binding upon and for the benefit of the parties, their successors and assign.
2) Failure to enforce any provision of these Standard Terms and Conditions shall not constitute a waiver of any term hereof.
3) Buyer is herein notified that Seller considers these Standard Terms and Conditions and any additional items listed on the face of this Quotation to be included as an addition to any purchase order subsequently placed by the customer based upon this Quotation. This Quotation and all Standard Terms and Conditions it contains are a part of any notice of acceptance of a purchase order issued to Seller resulting from this Quotation.
4) Where these Standard Terms and Conditions conflict with any general terms and conditions listed on any purchase order resulting from this Quotation, Seller hereby makes its acceptance of the purchase order conditional upon the Buyer's acceptance of all Standard Terms and Conditions in this Quotation and agreement that they supersede any conflicting conditions of the purchase order.
5) Seller may assign its rights and obligations under this Quotation or these Standard Terms and Conditions to an affiliate without the consent of the Buyer.

Donald Smith Company, Inc.

746 East Main Street • Headland, Alabama 36345 • (334) 693-2969 • Fax (334) 693-3089

January 21, 2026

Mr. Josh Robinson
Project Manager
Jacobs – Mary Esther
195 North Cristobal
Mary Esther, FL 32569

Re: Hurlburt Field Oil Lubricated High Service Pump 2500 gpm @ 106 tdh

Dear Mr. Robinson,

We greatly appreciate the opportunity to provide this quote to replace the above referenced pump.

We quote a head down replacement of the pump, new Flowise 14WC 2 stage bowl with 304 SS basket strainer and 10" 0.365" wall column x 1.25" stainless steel shaft x 2" oil tubing flanged column assembly. This will be attached to the existing head and will be driven by an existing 100 HP 1800 rpm motor. The column length is estimated at 17.5', including (2) 5' sections and (1) 2.5' section. BW spiders will be installed at each connection to stabilize the tubing. We have also included cost to repair the existing tension bearing and replace the existing motor shaft.

It should take a day to install this pump. Delivery of the pump is estimated at 8 weeks.

Our cost to complete this work is $40,370.00.

Attached are the engineering drawings used and generated for this quote.

Thanks very much for this opportunity and we look forward to working with Jacobs and Mary Esther again.

Best regards,

Bob Baker

Water Wells • Pumps & Service • Utility Construction
Drilling Wells and Pumping Water Since 1946

BRANCH
P.O. Box 38
Shannon, MS 38868
Phone: (662) 767-9777
Fax: (662) 767-3107

Quote

SHEPPARD SERVICES
3460 Hurricane Bay Drive
Theodore, AL 36582
Phone: (251) 443-0700
Website: www.sheppardsvs.com

Customer ID	Quote Date
COM480	12/31/2025
Attn	cc

Quote Number RQ5496

Job Number R19319

Customer Information

City of Mary Esther
195 Christobal Rd North

Mary Esther, FL 32569

Ship To Information

City of Mary Esther
195 Christobal Rd North
Mary Esther, FL 32569

Quote By: Fallon Goodwin
PO #:
RFQ #:
Salesperson: Michael Sims
Phone: (850) 243-3566 xx128
Fax:
Terms: Net 30

Nameplate Information

ID M5363

Quote Information

Reason Sent For Repair: TDI. Teardown and inspect for failure.

Cause of Failure: Progressive mechanical wear combined with alignment and possibly lubrication issues.

Required Work:
Initial Evaluation and Disassembly
Receive and document the condition of the incoming pump.
Photograph the pump upon arrival.
Disassemble the pump and associated components in a controlled environment.
Clean & inspect all individual components.
Inspection and Testing
Visually inspect all disassembled parts for wear, damage, and corrosion.
Measure and record all critical tolerances including:
Shaft diameters and bushing fits, Impeller clearances, Wear ring fits,
Bowls and column alignment
Inspect impellers, bowls, shaft, couplings, bushings, and stuffing box, packing gland,
And discharge heads for defects.
Blast clean and prime interior of pump housing.
Repair or replace worn/damaged components as approved by the customer.
Replace seals, shaft, column pipe, column flanges, shaft couplings,
hardware, o-rings, and column pipe.
Machine flanges to column pipes.
Replace and machine enclosure tube, gland, bushings, and bowl bushings.
Machine new taper lock collars and flame spray wet end shaft.
Balance impellers dynamically to industry standards.
Fabricate or replace fasteners and hardware as needed.
Assemble according to specifications.
Torque fasteners to specified values.
Ensure proper alignment of shaft, bearings, and impellers.
Paint pump to match customer-specified finish.
Return motor and pump to customer.

Comments: Air Force Base

Subtotal :	**41,345.84**
Tax :	**0.00**
Total for Quote RQ5496 :	**41,345.84**

Lead Time
6-8 Week Repair

Replacement Unit(s)	Unit Price	Insp. Fee	Lead Time	Total Price
New Deming Pump	65,218.75		TBD 12-24 weeks	**65,218.75**
2500GPM 106TDH 1200RPM Turbine				
Freight	0.00			**0.00**
Freight				

Quote

SHEPPARD

3460 Hurricane Bay Drive
Theodore, AL 36582
Phone: (251) 443-0700
Website: www.sheppardsvs.com

Customer ID	Quote Date	Quote Number
COM480	12/31/2025	RQ5496
Attn	cc	Job Number
		R19319

Customer Information

City of Mary Esther
195 Christobal Rd North

Mary Esther, FL 32569

Ship To Information

City of Mary Esther
195 Christobal Rd North
Mary Esther, FL 32569

Quote By:	Fallon Goodwin
PO #:	
RFQ #:	
Salesperson:	Michael Sims
Phone:	(850) 243-3566 xx128
Fax:	
Terms:	Net 30

Labor — Unit Price — Ext Price

Total for Labor : 30,000.00

Material — Unit Price — Ext Price

Total for Material : 11,345.84

Quotes Do Not Include Sales Tax or Freight, Unless Otherwise Noted.
We Are not Responsible For Items Left Over 60 Days.
VALID FOR 30 DAYS, unless otherwise noted.

QUOTE IS

Subtotal :	41,345.84
Tax :	0.00
Total for Quote RQ5496 :	41,345.84

Lead Time

6-8 Week Repair

Replacement Unit(s)	Unit Price	Insp. Fee	Lead Time	Total Price
New Deming Pump	65,218.75		TBD 12-24 weeks	65,218.75
2500GPM 106TDH 1200RPM Turbine				
Freight	0.00			0.00
Freight				

AGENDA ITEM

Agenda Item 11.8.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: February 2, 2026

SUBJECT: Consideration: Authorization to Advertise for Bids – Azalea Neighborhood Infrastructure Project

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BACKGROUND:
The City planned to upgrade infrastructure in the Azalea neighborhood, including water, sewer, stormwater, roads, and possible sidewalks. Jacobs Engineering prepared the construction plans, which are now complete and ready for Council review before bidding.

DISCUSSION:
The attached bid documents provide the construction plans for the Azalea and Caswell Neighborhood Infrastructure Project. Key components of this project include:

- Replacing water lines, valves, and related water infrastructure
- Rehabilitating or replacing sewer mains, manholes, and service laterals by lining them up to the property line or easement and installing sewer cleanouts.
- Road work includes full-depth reclamation of some areas, paving, and curb replacements.
- Bid alternatives for sidewalk installation and lining unlined sections in the Mary Esther Heights Subdivision.

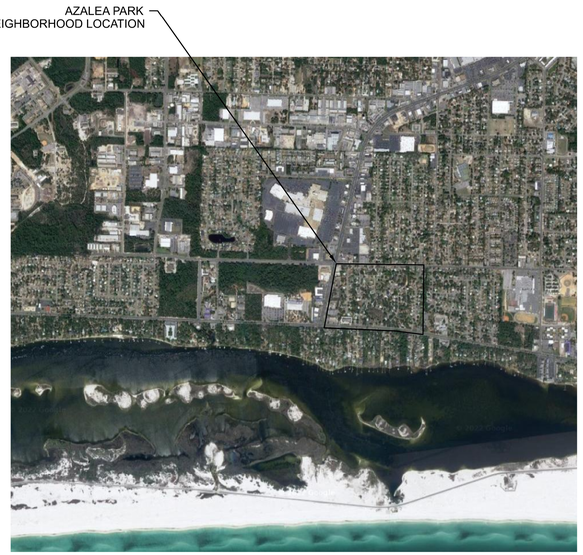
Staff is presenting these documents to Council for review and feedback prior to the bidding phase. If Council approves the plans, staff requests authorization to advertise the project for competitive bids in accordance with the City's procurement policies. Once the bid period concludes, staff will return to Council with a contract award recommendation. Jacobs is available to answer any questions regarding the Azalea and Caswell Rehabilitation Project plans.

FINANCIAL IMPACT:
The FY2026 budget for the Azalea and Caswell Rehabilitation project totals $8,602,048. Funding sources include: SRF Water Loan ($2,363,650), SRF Sewer Loan ($2,060,950), State Appropriation for Water and Sewer ($1,000,000), Discretionary Sales Tax Funds for streets and infrastructure ($2,359,035), and General Fund for streets and sidewalks ($870,965). Additional SRF Loan requests will be considered after receiving bids, with potential funding needed for project management and slip lining in Mary Esther Heights/Springdale Neighborhood.

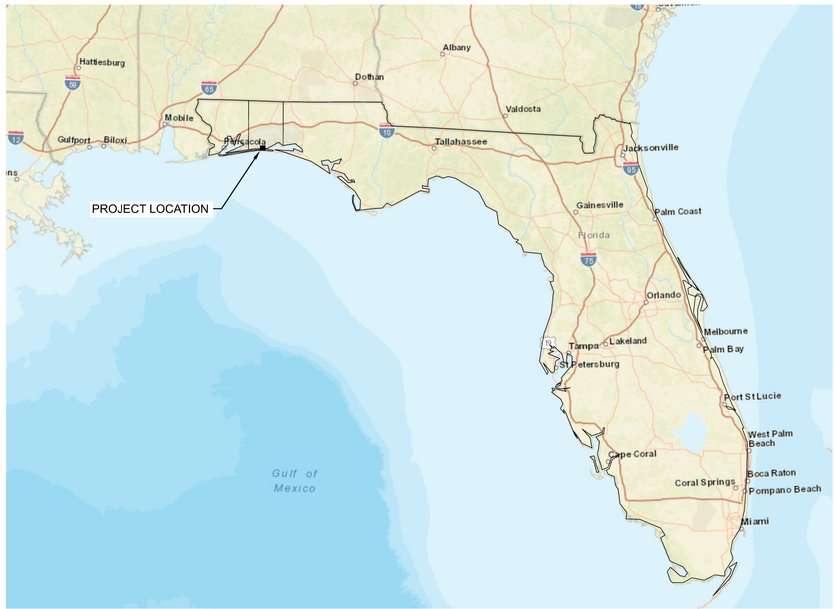
RECOMMENDATION:
Motion to approve the bid document for Azalea and Caswell Neighborhood Infrastructure Project and authorize staff to advertise for competitive bids.

ATTACHMENT(S):
1. Bid Set - Azalea Neighborhood Infrastructure Improvements

AZALEA PARK AND CASWELL CIRCLE NEIGHBORHOOD IMPROVEMENTS



LOCATION MAP
SCALE: NTS



VICINITY MAP
SCALE: NTS

DRAWING INDEX

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PREPARED FOR THE

THE CITY OF MARY ESTHER, FLORIDA

SITE INFORMATION

OWNER INFORMATION: CITY OF MARY ESTHER

195 N CHRISTOBAL RD
MARY ESTHER, FL 32569
PHONE: (850)-243-3566
ATTN: JARED COBB

VOLUME 2 OF 2
DRAWINGS

For information regarding
this project, contact:

KEVIN WADDELL
25 WEST CEDAR STREET,
SUITE 350
PENSACOLA, FL 32502
PHONE: 850-941-7279

Jacobs

JANUARY 2026
PROJECT
NO. D3632500

BID DOCUMENTS

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GENERAL SITE NOTES:

1. CONTRACTOR TO OBTAIN OKALOOSA COUNTY AND FLORIDA DOT UTILITY PERMITS AND MAINTENANCE OF TRAFFIC PLAN FOR WORK IN THE RIGHT-OF-WAYS.
2. STAGING AREA SHALL BE FOR CONTRACTOR'S EMPLOYEE PARKING, CONTRACTOR'S TRAILERS AND ON-SITE STORAGE OF MATERIALS.
3. CONTRACTOR SHALL NOT DISTURB AREAS OUTSIDE EXISTING RIGHTS-OF-WAY OR TEMPORARY CONSTRUCTION EASEMENTS WITHOUT OWNERS PERMISSION.
4. CONTRACTOR TO ADJUST ALL EXISTING UTILITY CASTINGS INCLUDING VALVE BOXES, MANHOLES, HAND HOLES, PULL BOXES, INLETS AND SIMILAR STRUCTURES WITHIN PAVED AREAS TO MATCH FLUSH WITH FINISHED GRADE. EXISTING WATER AND SEWER VALVE BOXES, CLEANOUTS, AND SIMILAR STRUCTURES SHALL BE RELOCATED OUTSIDE LIMITS OF NEW SIDEALKS AND SET TO MATCH FLUSH WITH FINISHED GRADE
5. THE CONTRACTOR SHALL REPAIR AND RESTORE EXISTING PAVEMENT, SIDEWALKS, CURBS, DRIVEWAYS, PIPES, IRRIGATION LINES, CONDUIT, CABLES, ETC. AS A RESULT OF THE CONSTRUCTION ACTIVITIES.
6. NO DEBRIS OR CONSTRUCTION MATERIALS WILL BE BURIED OR DISPOSED OF ONSITE. ALL SUCH MATERIAL SHALL BE DISPOSED OF IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.
7. SEE SEPARATE VOLUME FOR PROJECT SPECIFICATIONS.
8. SOURCE OF TOPOGRAPHY SHOWN ON THE CIVIL PLANS ARE BASE MAPS PROVIDED BY RUBEN SURVEYING 2022. EXISTING CONDITIONS MAY VARY FROM THOSE SHOWN ON THESE PLANS. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND ADJUST WORK PLAN ACCORDINGLY PRIOR TO BEGINNING CONSTRUCTION. NOTIFY ENGINEER AND OWNER OF DISCREPANCIES AND CONFLICTS.
9. EXISTING TOPOGRAPHY, STRUCTURES, AND SITE FEATURES ARE SHOWN SCREENED AND/OR LIGHT-LINED. NEW FINISH GRADE, STRUCTURES, AND SITE FEATURES ARE SHOWN HEAVY-LINED.
10. CONTRACTOR IS RESPONSIBLE FOR INSTALLING AND MAINTAINING NEW SURVEY CONTROL POINTS TO COMPLETE TEH WORK.
11. MAINTAIN, RELOCATE, OR REPLACE EXISTING SURVEY MONUMENTS, CONTROL POINTS, AND STAKES WHICH ARE DISTURBED OR DESTROYED. PERFORM THE WORK TO PRODUCE THE SAME LEVEL OF ACCURACY AS THE ORIGINAL MONUMENT(S) IN A TIMELY MANNER, AND AT THE CONTRACTOR'S EXPENSE.
12. COORDINATES AND DIMENSIONS SHOWN FOR ROADWAY IMPROVEMENTS ARE TO FACE OF CURB OR EDGE OF PAVEMENT.
13. PROVIDE TEMPORARY FENCING AS NECESSARY TO MAINTAIN SECURITY AT ALL TIMES.
14. ELEVATIONS GIVEN ARE TO FINISH GRADE UNLESS OTHERWISE SHOWN.
15. SLOPE UNIFORMLY BETWEEN CONTOURS AND SPOT ELEVATIONS SHOWN.
16. CONTRACTOR SHALL SUBMIT A DETAILED SCHEDULE AND PHASING PLAN TO SHOW INSTALLATION AND TESTING OF NEW WATER MAINS, REMOVAL AND RECONNECTION OF EXISTING SERVICES AND REMOVAL OF EXISTING WATER MAIN.
17. CONTRACTOR SHALL DEVELOP AND IMPLEMENT A PUBLIC INFORMATION PLAN TO NOTIFY RESIDENTS OF PLANNED WATER OUTAGES. SUBMIT PLAN TO OWNER AND ENGINEER FOR REVIEW AND APPROVAL.
18. CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING AND MAINTAINING EROSION CONTROL DEVICES DURING CONSTRUCTION. EROSION CONTROL DEVICES (3125-165), AND (3125-186) ARE THE MINIMUM REQUIRED.
19. CONTRACTOR SHALL TAKE ALL OTHER MEASURES TO POSITIVELY PRECLUDE EROSION MATERIALS FROM LEAVING THE SITE. CONTRACTOR TO SUBMIT EROSION CONTROL PLAN.
20. CONTRACTOR SHALL MAP EXISTING UTILITIES ALONG ALIGNMENT USING GPR OR EQUIVALENT IN ADDITION TO THE REQUIREMENT TO CONTACT 811 TO MARK UTILITIES. CONTRACTOR IS RESPONSIBLE FOR THE COST OF REPAIRING ALL DAMAGED UTILITIES.
21. SIDEWALKS SHALL BE INSTALLED IN ACCORANCE WITH THE BID DOCUMENTS AND ADA STANDARDS.
22. METER BOXES IN CONFLICT WITH ANY PROPOSED IMPROVEMENTS SHALL BE RELOCATED AS REQUIRED WITHIN EXISTING ROW.
23. UNLESS OTHERWISE SHOWN, ALL CURB AND GUTTER REHABILITATION SHALL BE COMPLETED ENTIRELY WITHIN EXISTING JOINTS AND GUTTER TYPE AND ELEVATIONS SHALL MATCH EXISTING CONDITIONS.
24. COORDINATE LIMITS OF CURB AND GUTTER REHABILITATION WITH OWNER AND ENGINEER.
25. THE CONTRACTOR SHALL REPAIR AND RESTORE ALL DISTURBED AREAS NOT INTENDED FOR PAVEMENT SURFACE WITH SOD OR RESTORE OTHER DECORATIVE LANDSCAPING AND HARDSCAPING BACK TO ORIGINAL. SOD SPECIES TO MATCH PROPERTY OWNERS EXISTING.
26. PAVEMENT CROSSINGS TO BE PERFORMED BY SAW CUTTING IN CLEAN, UNIFORM MANNER. SAW CUTTING SHOULD BE DONE AT EXISTING EXPANSION JOINTS IN DRIVEWAYS AND SIDEWALKS WHERE APPLICABLE.

GENERIC PIPING NOTES

1. SIZE OF FITTINGS SHOWN ON DRAWINGS SHALL CORRESPOND TO ADJACENT STRAIGHT RUN OF PIPE, UNLESS OTHERWISE INDICATED. TYPE OF JOINT AND FITTING MATERIAL SHALL BE THE SAME AS SHOWN FOR ADJACENT STRAIGHT RUN OF PIPE.
2. ALL JOINTS SHALL BE WATERTIGHT.
3. ALL FLEXIBLE CONNECTORS, FITTINGS, AND COUPLING ADAPTERS SHALL BE PROVIDED WITH MECHANICALLY RESTRAINED JOINTS AS SPECIFIED, UNLESS OTHERWISE NOTED. ALL JOINTS SHALL ALSO BE RESTRAINGED WITHIN 20' OF A CONNECTOR, FITTING, OR COUPLING ADAPTER. RESTRAIN ALL JOINTS WITHIN 20' OF ALL 45 DEGREE BENDS AND TEES, 80' OF ALL VALVES, LINE STOPS, AND DEAD ENDS.
4. SYMBOLS, LEGENDS, AND PIPE USE IDENTIFICATIONS SHOWN SHALL BE FOLLOWED THROUGHOUT THE DRAWINGS, WHEREVER APPLICABLE. NOT ALL OF THE VARIOUS PIPING COMPONENTS ARE NECESSARILY USED IN THE PROJECT.
5. ALL BURIED PIPING , EXCEPT FLANGED, WELDED, OR SCREWED PIPING, SHALL BE PROVIDED WITH THRUST PROTECTION AS SPECIFIED, UNLESS OTHERWISE NOTED.
6. NUMBER AND LOCATION OF UNIONS SHOWN ON DRAWINGS IS ONLY APPROXIMATE. PROVIDE ALL UNIONS NECESSARY TO FACILITATE CONVENIENT REMOVAL OF VALVES AND MECHANICAL EQUIPMENT.
7. WHERE A GROOVED END COUPLING IS SHOWN, IT SHALL BE THE RIGID JOINT TYPE, UNLESS OTHERWISE SPECIFIED. WHERE A FLANGED COUPLING ADAPTER IS SHOWN, A STANDARD FLANGE SHALL BE JOINED TO THE COUPLING ADAPTER.

GENERAL YARD PIPING AND UTILITIES NOTES:

1. EXISTING UNDERGROUND UTILITIES SHOWN ON THE DRAWINGS ARE BASED ON THE BEST AVAILABLE INFORMATION OBTAINED FROM FIELD SURVEY. CONTRACTOR SHALL FIELD VERIFY DEPTH, LOCATION, AND SIZE OF EXISTING UTILITIES PRIOR TO ORDERING MATERIALS. ADJUST THE NEW WATERMAIN ALIGNMENT AS NEEDED AND PROVIDE ALL FITTINGS NECESSARY TO MAKE CONNECTIONS TO ALL EXISTING WATERLINES AND SERVICE LINES IN THE PROJECT AREA. PROTECT ALL EXISTING UTILITIES NOT SHOWN TO BE DEMOLISHED DURING CONTRUCTION.
2. UNLESS OTHERWISE SHOWN ALL PIPING SHALL HAVE A MINIMUM OF 3'-0" COVER.
3. ALL PIPES SHALL HAVE A CONSTANT SLOPE BETWEEN INVERT ELEVATIONS UNLESS A FITTING IS SHOWN.
4. FOR TRENCHING AND BACKFILL, SEE (3123-110) .
5. FOR SURFACE RESTORATION OF ASPHALT CONCRETE, SEE (3123-115)
6. MINIMUM ALLOWABLE CLEARANCE BETWEEN PIPES AT CROSSINGS SHALL BE 6". CONTROLLED DENSITY FILL SUPPORT IS REQUIRED, SEE (3123-120)
7. ALL WATER MAIN PIPE AND FITTINGS SHALL PASS BACTERIOLOGICAL TESTING PRIOR TO PLACING INTO SERVICE. CONTRACTOR IS RESPONSIBLE FOR COLLECTING AND PAYING FOR ALL BAC-T TESTING REQUIRED TO COMPLETE THE PROJECT.
8. CONTRACTOR SHALL PROVIDE DEWATERING CONTROL MEASURES AS NECESSARY TO COMPLETE THE WORK. PIPE TRENCHES TO BE DRY AND VOID OF WATER DURING INSTALLATION AS SPECIFIED.
9. CONTRACTOR SHALL IMPORT SUITABLE PIPE SUPPORT AND BEDDING MATERIALS AS NECESSARY TO OBTAIN A STABLE FOUNDATION MEETING COMPACTION REQUIREMENTS AS SPECIFIED.
10. CONTINUOUSLY INSTALL DETECTABLE MARKING TAPE AND TRACER WIRE ALONG CENTERLINE OF ALL BURIED WATER MAINS, WATER SERVICE LINES, SEWER MAINS, SEWER SERVICE LINES, AND STORM SEWER PIPING.

GENERAL INFORMATION

1. FOR ABBREVIATIONS NOT LISTED, SEE ASME Y14.38 "ABBREVIATIONS AND ACRONYMS: PUBLICATION AS DISTRIBUTED BY THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME).
2. DESIGN DETAILS ARE INTENDED TO BE TYPICAL AND SHALL APPLY TO SIMILAR SITUATIONS OCCURRING THROUGHOUT THE PROJECT, WHETHER OR NOT THEY ARE INDIVIDUALLY CALLED OUT.
3. VERIFY FINAL OPENING DIMENSIONS IN WALLS, SLABS, AND DECKS WITH OTHER DISCIPLINE DRAWINGS PRIOR TO CONSTRUCTION OF THESE ELEMENTS.
4. DO NOT CUT OR MODIFY STRUCTURAL MEMBERS FOR PIPES, DUCTS, ETC, UNLESS SPECIFICALLY DETAILED OR APPROVED IN WRITING BY THE ENGINEER.
5. INFORMATION (DETAILING, DIMENSIONS, CONFIGURATIONS, AND ELEVATIONS, ETC.) OF EXISTING CONSTRUCTION SHOWN REFLECTS AVAILABLE EXISTING DESIGN DOCUMENTS, AND DOES NOT NECESSARILY REPRESENT THE AS-CONSTRUCTED CONDITIONS. THE CONTRACTOR SHALL FIELD VERIFY DIMENSIONS, ELEVATIONS AND DETAILING OF THE EXISTING STRUCTURES PRIOR TO UNDERTAKING ANY WORK THAT IS AFFECTED BY THE EXISTING STRUCTURE.

FORMWORK, SHORING, AND BRACING

1. CONTRACTOR IS RESPONSIBLE FOR WORK RELATING TO CONSTRUCTION ERECTION METHODS, BRACING, SHORING, RIGGING, GUYS, SCAFFOLDING, FORMWORK, AND OTHER WORK AIDS REQUIRED TO SAFELY PERFORM THE WORK SHOWN.

MISCELLANEOUS SYMBOL DESIGNATIONS

W	WATER METER	BFP	BACKFLOW PREVENTER
W	WATER VALVE	S	SANITARY SEWER VALVE
	UTILITY POLE	CO	CLEAN-OUT
T	TELEPHONE PEDESTAL		FIBER OPTIC CABLE MARKER
IR	IRRIGATION CONTROL VALVE	–W–	WATER LINE PAINT MARK
		–G–	GAS LINE PAINT MARK
	FIRE HYDRANT		FIBER OPTIC CABLE ACCESS HATCH
G	GAS VALVE		ROADWAY IMPROVEMENTS HATCH
	GUY ANCHORS		

EASEMENTS

1. UTILITY EASEMENTS WERE ACQUIRED AS NOTED ON PLANS.
2. FOR PROPERTIES THAT DO NOT HAVE ACQUIRED EASEMENTS, ASSUME PRESCRIPTIVE EASEMENT RIGHTS.
3. NOTIFY OWNER OF ANY HOMEOWNERS DENYING RIGHT OF ENTRY ACCESS.

LEGEND

*** UTILITY EASEMENT NOT YET ACQUIRED BY CITY

NO.	DATE	DSGN	DR	CHK	APVD	BY	REVISION
					APVD	K.WADDELL	
				S.JERNIGAN			
			S.TATMAN				
		S.TATMAN					

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MARY ESTHER, FL

GENERAL
GENERAL NOTES

BID DOCUMENTS

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

DATE	OCT 2025
PROJ	D3632500
DWG	G-02
SHEET	2 of 25

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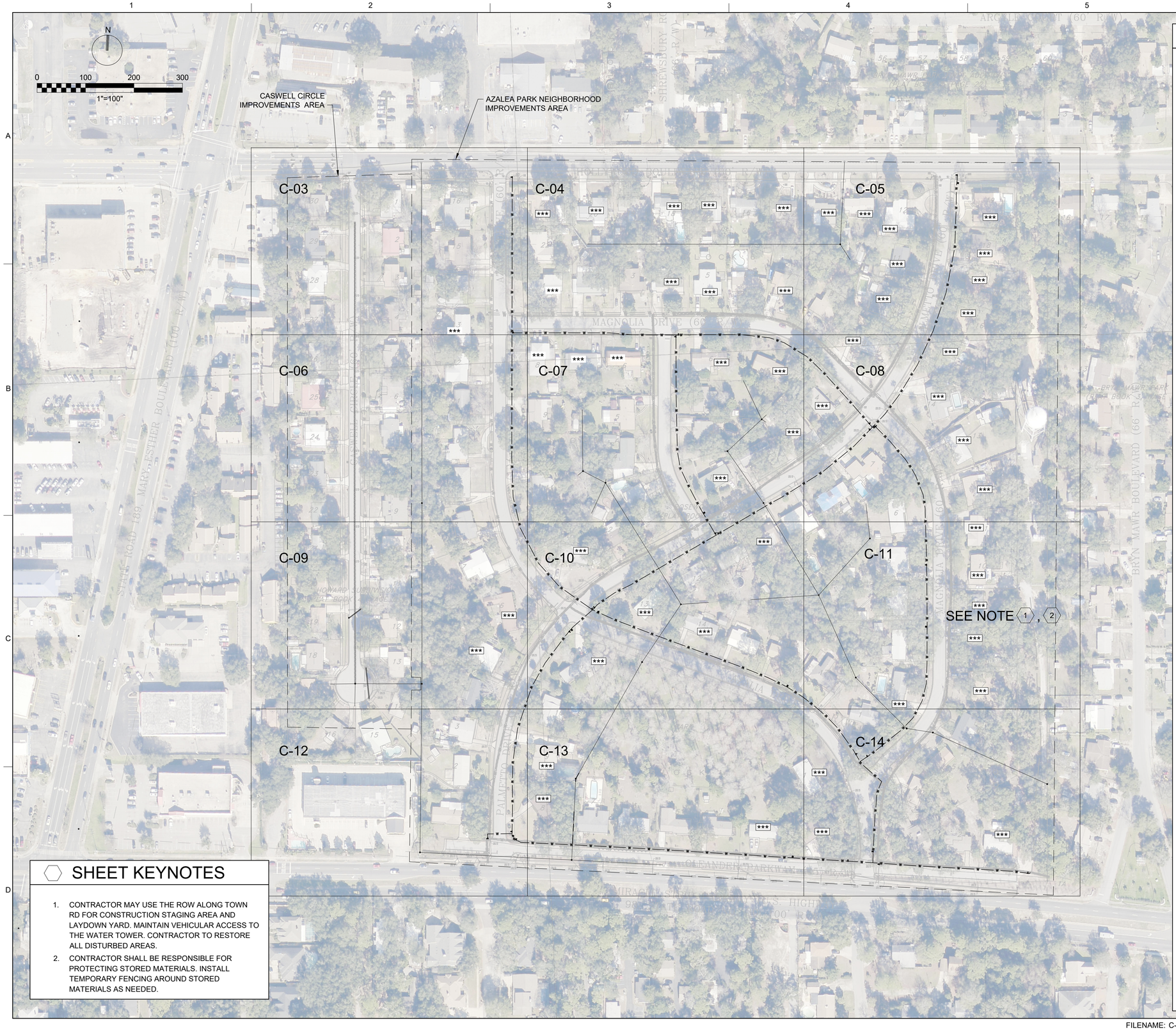

SHEET KEYNOTES

1. CONTRACTOR MAY USE THE ROW ALONG TOWN RD FOR CONSTRUCTION STAGING AREA AND LAYDOWN YARD. MAINTAIN VEHICULAR ACCESS TO THE WATER TOWER. CONTRACTOR TO RESTORE ALL DISTURBED AREAS.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING STORED MATERIALS. INSTALL TEMPORARY FENCING AROUND STORED MATERIALS AS NEEDED.

GENERAL NOTES

1. CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACING ALL WATERLINES SHOWN HEREIN AS NEW. CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL FITTINGS AND APPURTENANCES NECESSARY TO PROVIDE A COMPLETE AND OPERATIONAL SYSTEM WHETHER OR NOT SPECIFICALLY SHOWN.
2. FOR UTILITY PIPES INSTALLED UNDERNEATH ASPHALT PAVEMENT; FOLLOWING INSTALLATION AND SUCCESSFUL PRESSURE OR LEAKAGE TESTING OF THE WATER, SEWER, AND STORM SEWER PIPES, RECONSTRUCT THE ROAD BASE AND REPLACE ASPHALT PAVEMENT ALONG PIPE TRENCHES TO LIMIT DISTURBANCE TO RESIDENCE UNTIL THE ASPHALT RESTORATION MILLING AND PAVING IS PERFORMED.
3. CONTRACTOR SHALL BE RESPONSIBLE REHABILITATING THE EXISTING GRAVITY SEWER PIPES, LATERALS, AND MANHOLES ALONG CASWELL CIRCLE UNLESS OTHERWISE SHOWN TO BE REPLACED.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR REHABILITATING THE EXISTING GRAVITY SEWER PIPES, LATERALS, AND MANHOLES WITHIN THE AZALEA PARK NEIGHBORHOOD.
5. SOME OF THE EXISTING SANITARY SEWER MANHOLES AND PIPES ARE LOCATED WITHIN UTILITY EASEMENTS THROUGH RESIDENTIAL PROPERTIES. CONTRACTOR SHALL COORDINATE WITH HOMEOWNERS FOR ACCESS AND SHALL RESTORE ANY DISTURBED AREAS, FENCES, LANDSCAPING, HARDSCAPE, ETC TO ORIGINAL OR BETTER CONDITION.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING NEW CLEANOUTS ON ALL SEWER LINE LATERALS WITHIN AZALEA PARK AND ON CASWELL CIRCLE. CLEANOUTS ARE TO BE LOCATED AT THE ROW OR UTILITY EASEMENT LINE.
7. SOME GRAVITY SEWER PIPES DO NOT CONNECT TO A SEWER MANHOLE AT THE FURTHEST UPSTREAM ENDS BUT RATHER AT A CLEANOUT OR OTHER. CONTRACTOR SHALL BE RESPONSIBLE FOR EXCAVATING AROUND THE END OF THE GRAVITY SEWER PIPE TO FACILITATE CIPP LINER INSTALLATION AND SHALL RECONNECT OR REPLACE CLEANOUTS.
8. ALL WATER AND SEWER SERVICES SHALL BE CONTINUOUSLY MAINTAINED FROM THE HOURS OF 5 PM TO 8 AM.
9. CONTRACTOR SHALL PROTECT THE EXISTING WM UNTIL THE NEW WM AND ALL SERVICE LINES HAVE BEEN CONNECTED TO THE NEW WM.
10. CONTRACTOR SHALL PROTECT AND REUSE EXISTING METERS AND BOXES. CONTRACTOR TO COORDINATE WITH OWNER IF ANY OLDER MODEL MANUAL METERS ARE FOUND. CONTRACTOR TO REPLACE WITH A NEW SMART METER PROVIDED BY THE CITY. RELOCATE OR REPLACE METERS AND BOXES TO THE ROW LINE AND INSTALL PERPENDICULAR TO THE ROW IN A UNIFORM MANNER. CITY'S SERVICE LINE SHALL ENTER METER BOX FROM THE ROAD SIDE AND EXIT TOWARDS THE CUSTOMER. RECONNECT CUSTOMER'S SERVICE LINE STRAIGHT FROM METER BOX TOWARDS THE RESIDENCE, SERVICE LINE IS NOT TO BE LOOPED WITHIN THE ROW.
11. CONTRACTOR SHALL MAINTAIN SEWER SERVICE TO ALL RESIDENTS THROUGHOUT CONSTRUCTION. PROVIDE TEMPORARY STORAGE AND CONVEYANCE AROUND OUT OF SERVICE SEWERLINES AS NEEDED. CONTRACTOR SHALL PREPARE AND SUBMIT A TEMPORARY FLOW CONTROL PLAN TO ENGINEER FOR REVIEW.
12. CONTRACTOR SHALL KEEP ALL WORK, MATERIALS, AND EQUIPMENT WITHIN THE ROW EXCEPT ONLY AS NEEDED TO ACCESS MANHOLES FOR CIPP REHABILITATION. STAGE THE WORK TO SETUP ENTRY POINT MANHOLE ACCESS WITHIN THE ROW EVERYWHERE POSSIBLE. LIMIT THE SIZE OF EQUIPMENT USED OUTSIDE OF RIGHT-OF-WAYS TO THAT OF A SKID-STEER TO MINIMIZE DISTURBANCE.
13. SCHEDULE WATERLINE BAC-T SAMPLING AND PRESSURE TESTING WITH ENGINEER AND OWNER 5-DAYS IN ADVANCE. OWNER MUST BE PRESENT FOR ALL SAMPLING AND TESTING ACTIVITIES.
14. ABANDONED SEPTIC TANKS MAY BE PRESENT WITHIN THE PROJECT AREA. CONTRACTOR TO USE CAUTION WHEN ACCESSING RESIDENTIAL PROPERTIES.

NO.	DATE	DR	CHK	APVD	BY	REVISION
DSGN	S TATMAN	S TATMAN	S JERNIGAN	APVD	K WADDELL	

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OVERALL WATER AND SEWER IMPROVEMENTS SITE PLAN

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

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DWG	C-01
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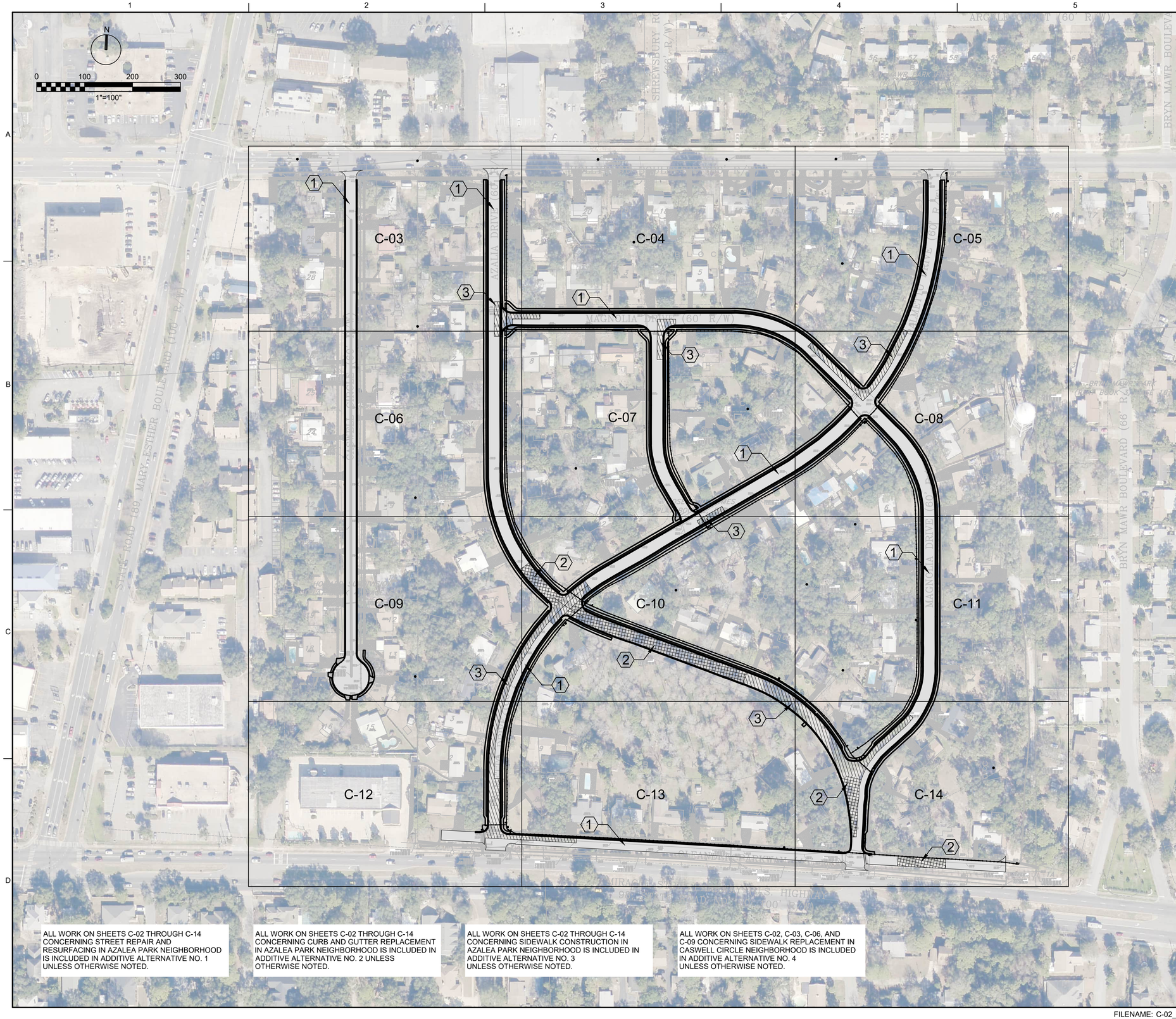

SHEET KEYNOTES

ADDITIVE ALTERNATIVE #1

1. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE.

1. AREA TO BE RECONSTRUCTED WITH PAVEMENT SECTION CONSISTING OF PREPARED SUBGRADE, 8" OF BASE, AND A 2" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. REPAIR ALL POTHOLES PER DETAIL 3212-211

2. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL A VARIABLE DEPTH BETWEEN 0.5" AND 1.5" OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT.

GENERAL NOTES

#1. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL BEST MANAGEMENT PRACTICES AND OBTAIN APPLICABLE CONSTRUCTION PERMITS TO CONTROL PROJECT SURFACE RUNOFF AND SEDIMENT MIGRATION.

#2. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WITH FLORIDA POWER AND LIGHT, CENTURY LINK, OR OTHER UTILITIES TO RELOCATE POWER POLES AND CABLE BOXES. CONTRACTOR SHALL FIELD MARK LOCATIONS OF NEW WATER MAIN AND SIDEWALKS AND ASSIST THE UTILITIES IN RELOCATING THEIR UTILITIES AND AVOID CONFLICTS.

ADDITIVE ALTERNATIVE #1

#3. CONTRACTOR SHALL REPAIR ADDITIONAL POTHOLES WHERE DIRECTED BY THE ENGINEER IN THE FIELD PER STANDARD DETAIL 3212-211 ON SHEET C-21. THE BID ITEM FOR ASPHALT PAVEMENT RECONSTRUCTION INCLUDES SOME ADDITIONAL SY QUANTITY TO COVER POTHOLE REPAIRS IN AREAS OUTSIDE THOSE ALREADY SPECIFICALLY SHOWN FOR ROADWAY CONSTRUCTION AND POTHOLE REPAIRS. CONTRACTOR SHALL COORDINATE WITH ENGINEER PRIOR TO BEGINNING POTHOLE REPAIRS FOR CONCURRENCE AND AGREEMENT ON SY QUANTITY FOR BILLING.

ADDITIVE ALTERNATIVE #2

#4. REMOVAL OF ALL CURB AND GUTTER WITHIN THE PROJECT LIMITS AND REPLACEMENT WITH MODIFIED FDOT TYPE E CURB AND GUTTER AS SHOWN IN DETAIL 3213-220 ON SHEET C-21 SHALL BE INCLUDED WITH THE CONTRACTORS BID AS AN ADDITIVE ALTERNATE. IF ACCEPTED BY OWNER FOR INCLUSION IN THE PROJECT, LIMITS OF REMOVAL AND REPLACEMENT TO BE AS DIRECTED BY THE ENGINEER AND PAID ON A BID UNIT PRICE BASIS. FOR AREAS OF CURB AND GUTTER REPLACEMENT WITHOUT PROVIDED SPOT ELEVATIONS, CONTRACTOR SHALL BE RESPONSIBLE FOR ANY SURVEYING NECESSARY TO MATCH THE EXISTING EDGE OF PAVEMENT AND CROSS SLOPE BREAK ELEVATIONS. ALL ASSOCIATED COSTS SHALL BE INCLUDED IN THE BID UNIT PRICE FOR CURB AND GUTTER.

ADDITIVE ALTERNATIVE #3

#5. CONTRACTOR SHALL CONSTRUCT SIDEWALKS PER STANDARD DETAIL 3213-220 ON SHEET C-21. THE CONTRACTOR SHALL COORDINATE WITH AND RECEIVE APPROVAL FROM THE ENGINEER FOR EXACT SIDEWALK ALIGNMENTS AND ELEVATIONS IN AREAS CONFLICTING WITH TREES, MAILBOXES, UTILITIES, ETC.

#6. REGRADE YARDS BEHIND SIDEWALKS WITHIN THE ROW AS NECESSARY TO PROVIDE POSITIVE DRAINAGE TOWARDS THE STREET. IMPORT TOPSOIL AS NEEDED. ALL ASSOCIATED COSTS SHALL BE INCLUDED IN THE BID UNIT PRICE FOR SIDEWALKS.

ALL WORK ON SHEETS C-02 THROUGH C-14 CONCERNING STREET REPAIR AND RESURFACING IN AZALEA PARK NEIGHBORHOOD IS INCLUDED IN ADDITIVE ALTERNATIVE NO. 1 UNLESS OTHERWISE NOTED.

ALL WORK ON SHEETS C-02 THROUGH C-14 CONCERNING CURB AND GUTTER REPLACEMENT IN AZALEA PARK NEIGHBORHOOD IS INCLUDED IN ADDITIVE ALTERNATIVE NO. 2 UNLESS OTHERWISE NOTED.

ALL WORK ON SHEETS C-02 THROUGH C-14 CONCERNING SIDEWALK CONSTRUCTION IN AZALEA PARK NEIGHBORHOOD IS INCLUDED IN ADDITIVE ALTERNATIVE NO. 3 UNLESS OTHERWISE NOTED.

ALL WORK ON SHEETS C-02, C-03, C-06, AND C-09 CONCERNING SIDEWALK REPLACEMENT IN CASWELL CIRCLE NEIGHBORHOOD IS INCLUDED IN ADDITIVE ALTERNATIVE NO. 4 UNLESS OTHERWISE NOTED.

NO.	DATE	DR	REVISION	CHK	APVD	BY	APVD
DSGN	S TATMAN	S TATMAN		S JERNIGAN			K WADDELL

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AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

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CIVIL

OVERALL CIVIL IMPROVEMENTS SITE PLAN

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BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

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DWG	C-02
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0 20 40 60
1"=20'

N

SHEET KEYNOTES

1. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA NO.1)
2. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL A VARIABLE DEPTH BETWEEN 0.5" AND 1.5" OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA NO.1)
3. DEMO AND REPLACE EXISTING SIDEWALK ALONG CASWELL CIR. WITH A NEW 5' WIDE SIDEWALK IF SELECTED BY OWNER AS AN ADDITIVE ALTERNATIVE. INSTALL THE NEW SIDEWALK IN THE SAME LOCATION AND ELEVATION AS THE EXISTING. MATCH NEW BACK OF SIDEWALK ELEVATION WITH THE EXISTING DRIVEWAY ELEVATION AND RESTORE DRIVEWAYS BETWEEN THE BACK OF SIDEWALK AND ROW LINE. DEMO AND REPLACE THE DRIVEWAY BETWEEN THE FRONT SIDE OF SIDEWALK TOWARDS THE ROAD TO THE EXTENT REQUIRED TO TRANSITION BACK TO THE EXISTING DRIVEWAY ELEVATION AT A PERCENT-SLOPE LESS THAN OR EQUAL TO THE EXISTING DRIVEWAY.(AA NO. 4)
4. INSTALL A LINE STOP TO ISOLATE AND DEMO THE EXISTING WM. INSTALL A THRUST BLOCK BEHIND THE LINE STOP AND RESTRAIN ALL EXISTING PIPE JOINTS BETWEEN THE LINE STOP AND THE WM TEE CONNECTION OFF HOLLYWOOD BLVD. LINE STOPS ARE NOT TO BE INSTALLED UNTIL ALL NEW WM HAS BEEN SUCCESSFULLY INSTALLED, TESTED, AND ALL SERVICE LINES HAVE BEEN TRANSFERRED OVER TO THE NEW WM.

GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK.
2. CONTRACTOR SHALL SEQUENCE CONSTRUCTION ACTIVITIES TO MINIMIZE IMPACTS TO RESIDENCES AND MINIMIZE WATER AND SEWER SERVICE OUTAGES.
3. CONTRACTOR SHALL BACKFILL STREETS AT THE END OF EACH DAY AND NOT LEAVE AN OPEN TRENCH IN THE ROAD OVERNIGHT WHILE NOT SUPERVISED OR OTHERWISE PROTECTED WITH LIGHTED TRAFFIC BARRIERS.
4. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL EXISTING SEWER LATERALS USING CIPP LINING.. INSTALL A 4" SEWER CLEAN-OUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE. REFERENCE DETAIL "NEW CLEANOUT INSTALLATION ON EXISTING LATERAL".
5. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.

HOLLYWOOD BLVD

CASWELL CIR

AZALEA DR

MAGNOLIA DR

SANITARY SEWER MANHOLE #40654
TOP RIM ELEV.: 26.80'
4" PVC PIPE NW INVERT ELEV.: 23.17'
4" PVC PIPE SW INVERT ELEV.: 23.17'
8" TERRA COTTA PIPE E. INVERT ELEV.: 22.49'

SANITARY SEWER MANHOLE #40713
TOP RIM ELEV.: 27.32'
6" PVC PIPE N. INVERT ELEV.: 21.58'
10" TERRA COTTA PIPE E. INVERT ELEV.: 16.10'
10" TERRA COTTA PIPE S. INVERT ELEV.: 16.04'
8" TERRA COTTA PIPE W. INVERT ELEV.: 21.37'

STORM DRAIN INLET #40546
TOP GRATE ELEV.: 26.09'
S. INVERT ELEV.: 22.57

SANITARY SEWER MANHOLE #40590
TOP RIM ELEV.: 25.15'
4" TERRA COTTA PIPE W. INVERT ELEV.: 19.23'
??? PIPE E. INVERT ELEV.: 19.28'
8" TERRA COTTA PIPE S. INVERT ELEV.: 18.23'

SANITARY SEWER MANHOLE #41134
TOP RIM ELEV.: 25.67'
10" TERRA COTTA PIPE N. INVERT ELEV.: 15.75'
10" TERRA COTTA PIPE S. INVERT ELEV.: 15.73'

CONNECT NEW 6" WATER MAIN TO EXISTING WATER MAIN ALONG HOLLYWOOD BLVD WITH A TAPPING SADDLE AND 6" GATE VALVE

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 27.32
6" PVC N INV: 21.58
8" VCP W INV: 21.67
10" VCP E INV: 16.10
10" VCP S INV: 16.04

NEW 6" GATE VALVE

EDGE OF PAVEMENT

SIDEWALK

CURB AND GUTTER

ROW

CITY OF MARY ESTHER 15' WIDE UTILITY EASEMENT

REHAB 342 LF OF 10" GRAVITY SEWER BY CIPP

INSTALL 326 LF OF NEW 6" PVC WATER MAIN

REHAB 950 LF OF EXISTING 8" GRAVITY SEWER AND MANHOLES

GROUT FILL 355 LF OF EXISTING 6" WM

SIDEWALK REPLACEMENT

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 25.67
10" VCP N INV: 15.75
10" VCP S INV: 15.73

EXISTING WATER MAIN (PROTECT)

REHAB 10 LF OF 10" GRAVITY SEWER BY CIPP

N: 520117.86
E: 1289962.62
MATCH EXIST ELEV ~ 23.42

N: 520118.45
E: 1289950.32
MATCH EXIST ELEV ~ 23.72

N: 520106.88
E: 1289965.06
PROP ELEV: 22.90
EXIST ELEV: 23.15

N: 520092.88
E: 1289984.63
PROP ELEV: 23.13
EXIST ELEV: 23.12

INSTALL CURB RAMP TYPE CR-F PER FDOT INDEX 304

N: 520080.96
E: 1289986.94
MATCH EXIST ELEV ~ 23.35

N: 520069.42
E: 1289986.09
MATCH EXIST ELEV ~ 23.00

INSTALL CURB RAMP TYPE CR-F PER FDOT INDEX 304

VALLEY GUTTER PER FDOT INDEX 300

NEW 6" GATE VALVE

NEW 6" GATE VALVE

SEE DRAWING C-06

SEE DRAWING C-04

NO.	DSGN	DATE	DR	REVISION	CHK	APVD	BY
			S TATMAN		S JERNIGAN	APVD	K WADDELL

25 WEST CEDAR STREET, SUITE 350
PENSACOLA, FL 32502

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

CIVIL

WATER AND SEWER REHABILITATION PLAN 1

BID DOCUMENTS

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

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GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK.
2. ALL NEW WATERMAINS TO BE 6" C900 DR25.
3. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.
4. CONTRACTOR SHALL INSTALL A 4" SEWER CLEANOUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE IN ACCORDANCE WITH THE STANDARD DETAILS.

SHEET KEYNOTES

1. PROTECT EXISTING SHEDS OR BUILDING STRUCTURES DURING CONSTRUCTION. CONTACT AND COORDINATE ACCESS WITH HOMEOWNER(S) BEFORE ACCESSING PROPERTY. RESTORE DISTURBED AREAS TO EXISTING CONDITION OR BETTER.
2. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA NO. 1)
3. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL A VARIABLE DEPTH BETWEEN 0.5" AND 1.5" OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA NO.1)

HOLLYWOOD BLVD

SANITARY SEWER MANHOLE #41138
TOP OF PAVEMENT ELEV.: 27.79'
NOTE: MANHOLE IS UNDER ASPHALT

STORM DRAIN INLET #40844
TOP GRATE ELEV.: 26.69'

EXISTING 8" GRAVITY (PROTECT)

N

0 20 40 60
1"=20'

REHAB 447 LF OF 8" GRAVITY SEWER BY CIPP

SEE DRAWING C-03

SEE DRAWING C-05

SEE DRAWING C-07

BLOCK 6

MAGNOLIA DR

2.90
3.15
20092.88
289984.63
DP ELEV: 23.13
ST ELEV: 23.12

N: 520089.86
E: 1290044.31
MATCH EXIST ELEV ~ 23.45

N: 520078.11
E: 1290043.72
MATCH EXIST ELEV ~ 23.98

GROUT FILL EXISTING 2" AND 6" WM

N: 520066.57
E: 1290288.07
MATCH EXIST ELEV ~ 25.78

N: 520064.82
E: 1290326.62
MATCH EXIST ELEV ~ 25.75

GROUT FILL 578 LF OF EXISTING 2" AND 6" WM

GROUT FILL 42 LF OF EXISTING 2" WM

INSTALL CURB RAMP TYPE CR-F PER FDOT INDEX 304

N: 520052.85
E: 1290326.07
MATCH EXIST ELEV ~ 25.19

INSTALL NEW 6" GATE VALVE, TYP OF 2

INSTALL 547 LF OF NEW 6" PVC WATER MAIN

CURB AND GUTTER

EDGE OF PAVEMENT

ROW

SIDEWALK

FILENAME: C-04_D3632500.dwg

NO.	DATE	DSGN	DR	CHK	BY	APVD
		S TATMAN	S TATMAN	S JERNIGAN		K WADDELL

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CIVIL

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

WATER AND SEWER REHABILITATION PLAN 2

VERIFY SCALE
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0 1"

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N

0 20 40 60
1"=20'

HOLLYWOOD BLVD

CONNECT NEW 6" WATER MAIN TO EXISTING WATER MAIN ALONG PALMETTO DR WITH A TAPPING SADDLE AND 6" GATE VALVE

REPLACE EXISTING STORM INLETS
FDOT TYPE 6 INLET WITH 4' SQUARE TYPE P MANHOLE
MATCH PIPE INVERT ELEVATIONS AS EXISTING

8" GRAVITY SEWER (PROTECT)

INSTALL 337 LF OF NEW 6" PVC WATER MAIN

SANITARY SEWER MANHOLE #40978
TOP RIM ELEV.: 25.90'
8" PVC PIPE W. INVERT ELEV.: 19.45'
8" TERRA COTTA PIPE N. INVERT ELEV.: 19.58'
4" TERRA COTTA PIPE SE INVERT ELEV.: 19.97'
8" PVC PIPE S. INVERT ELEV.: 19.39'

SANITARY SEWER MANHOLE
TO BE LINED AND REFURBISHED
RIM: 23.53
8" PVC N INV: 19.13
8" VCP W INV: 19.10
8" VCP SE INV: 19.12

REHAB 74 LF OF 8" GRAVITY SEWER BY CIPP

REHAB 37 LF OF 8" GRAVITY SEWER BY CIPP

SANITARY SEWER MANHOLE #41074
TOP RIM ELEV.: 23.53'
8" PVC N. INVERT ELEV.: 19.13'
8" TERRA COTTA PIPE W. INVERT ELEV.: 19.10'
8" TERRA COTTA PIPE SE INVERT ELEV.: 19.12'

CLEAN-OUT #41073
TOP ELEV.: 25.28'
INVERT ELEV.: 22.34'

CITY OF MARY ESTHER
UTILITY EASEMENT

GROUT FILL 350 LF OF EXISTING 6"WM

REPLACE WITH 29 LF OF NEW 18" RCP BETWEEN INLETS

STORM DRAIN INLET
WITH MANHOLE #40591
TOP GRATE ELEV.: 23.41'
18" RCP W. INVERT ELEV.: 20.68'
18" RCP E. INVERT ELEV.: 20.65'

STORM DRAIN INLET
WITH MANHOLE #40587
TOP GRATE ELEV.: 23.52'
18" RCP E. INVERT ELEV.: 20.90'

SIDEWALK

PALMETTO DR

SIDEWALK

EDGE OF PAVEMENT

CURB AND GUTTER

ROW

EDGE OF PAVEMENT

INSTALL NEW 6" PVC WATER MAIN

CURB AND GUTTER

ROW

SANITARY SEWER MANHOLE #41106
TOP RIM ELEV.: 23.73'
8" TERRA COTTA PIPE S. INVERT ELEV.: 18.70'

N: 520022.05
E: 1290798.42
MATCH EXIST ELEV ~ 25.00

SEE DRAWING C-08
N: 520016.71
E: 1290809.09

N: 519995.07
E: 1290599.43
MATCH EXIST ELEV ~ 26.10

SEE DRAWING C-04

BLOCK 2

SHEET KEYNOTES

1. PROTECT EXISTING SHEDS OR BUILDING STRUCTURES DURING CONSTRUCTION. CONTACT AND COORDINATE ACCESS WITH HOMEOWNER(S) BEFORE ACCESSING PROPERTY. RESTORE DISTURBED AREAS TO EXISTING CONDITION OR BETTER.
2. CLEAN AND CCTV EXISTING STORMWATER PIPE BETWEEN THE EAST INLET ON PALMETTO DR EAST TO THE DISCHARGE OUTFALL BEHIND 32 PALMETTO DR.
3. APPROXIMATE LOCATION OF STORM SEWER PIPE AND OUTFALL. CONTRACTOR TO FIELD LOCATE
4. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA No. 1)
5. INSTALL A LINE STOP TO ISOLATE AND DEMO EXISTING WM. INSTALL A THRUST BLOCK BEHIND LINE STOP AND RESTRAIN ALL EXISTING PIPE JOINTS BETWEEN THE LINE STOP OF WM TEE OFF HOLLYWOOD BLVD. LINE STOPS ARE NOT TO BE INSTALLED UNTIL ALL NEW WM HAS BEEN SUCCESSFULLY INSTALLED, TESTED, AND ALL SERVICE LINES HAVE BEEN TRANSFERRED OVER TO THE NEW WM.
6. PROJECT SCOPE DOES NOT INCLUDE CCTV, CLEANING, MAINLINE LINING, LATERAL LINING, OR LATERAL CLEANOUT INSTALLATION FOR SEWER INFRASTRUCTURE ALONG TOWN LN NOR ALONG OLEANDER EAST OF THE LIFT STATION.

GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK.
2. ALL NEW WATERMAINS TO BE 6" C900 DR25.
3. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.
4. CONTRACTOR SHALL INSTALL A 4" SEWER CLEANOUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE IN accordance WITH THE STANDARD DETAILS.

NO.	DATE	DSGN	DR	CHK	APVD	BY	REVISION
		S TATMAN	S TATMAN	S JERNIGAN	APVD	K WADDELL	

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WATER AND SEWER REHABILITATION PLAN 3

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

BID DOCUMENTS

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

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N

0 20 40 60

1"=20'

SHEET KEYNOTES

1. CLEAN AND CCTV EXISTING STORMWATER PIPES ALONG CASWELL CIRCLE. RECONNECT EXISTING STORMWATER PIPES INTO NEW INLET MANHOLES.
2. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA NO.1)
3. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL A VARIABLE DEPTH BETWEEN 0.5" AND 1.5" OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA NO. 1)
4. DEMO AND REPLACE EXISTING SIDEWALK ALONG CASWELL CIR. WITH A NEW 5' WIDE SIDEWALK IF SELECTED BY OWNER AS AN ADDITIVE ALTERNATIVE. INSTALL THE NEW SIDEWALK IN THE SAME LOCATION AND ELEVATION AS THE EXISTING. MATCH NEW BACK OF SIDEWALK ELEVATION WITH THE EXISTING DRIVEWAY ELEVATION AND RESTORE DRIVEWAYS BETWEEN THE BACK OF SIDEWALK AND ROW LINE. DEMO AND REPLACE THE DRIVEWAY BETWEEN THE FRONT SIDE OF SIDEWALK TOWARDS THE ROAD TO EXTENT REQUIRED TO TRANSITION BACK TO THE EXISTING DRIVEWAY ELEVATION AT A PERCENT-SLOPE LESS THAN OR EQUAL TO THE EXISTING DRIVEWAY. (AA NO.4)

GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK.
2. CONTRACTOR SHALL SEQUENCE CONSTRUCTION ACTIVITIES TO MINIMIZE IMPACTS TO RESIDENCES AND MINIMIZE WATER AND SEWER SERVICE OUTAGES.
3. CONTRACTOR SHALL BACKFILL STREETS AT THE END OF EACH DAY AND NOT LEAVE AN OPEN TRENCH IN THE ROAD OVERNIGHT WHILE NOT SUPERVISED OR OTHERWISE PROTECTED WITH LIGHTED TRAFFIC BARRIERS.
4. ALL NEW WATERMAINS TO BE 6" C900 DR25.
5. CONTRACTOR SHALL FIELD LOCATE AND REHABILTATE ALL EXISTING SEWER LATERALS USING CIPP LINING. INSTALL A 4" SEWER CLEAN-OUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE. INSTALL USING A SWEEPING STYLE 90 BEND AND CAPPED FLUSH WITH GRADE.
6. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.

SEE DRAWING C-03

EDGE OF PAVEMENT
CURB AND GUTTER
2
385 LF OF CURB & GUTTER AND 380 SF OF DRIVEWAY APRON RECONSTRUCTION
NEW SANITARY SEWER MANHOLE
RIM: 22.28'
8" PVC N INV: 17.01'
8" PVC S INV: 16.93'
REHAB 950 LF OF 8" GRAVITY SEWER BY CIPP
SIDEWALK REPLACEMENT
3
REPLACE EXISTING STORM INLET FDOT TYPE 5 INLET WITH 4' SQUARE TYPE P MANHOLE MATCH PIPE INVERT ELEVATIONS AS EXISTING
REPLACE WITH 26 LF OF NEW 18" RCP BETWEEN NEW MANHOLES
1
CASWELL CIR
EXISTING WATER MAIN (PROTECT)
REPLACE EXISTING STORM INLET FDOT TYPE 5 INLET WITH 4' SQUARE TYPE P MANHOLE MATCH PIPE INVERT ELEVATIONS AS EXISTING
REHAB 36 LF OF 10" GRAVITY SEWER BY CIPP
SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 24.75
10" VCP N INV: 15.56
10" VCP S INV: 15.55
CITY OF MARY ESTHER 15' WIDE UTILITY EASEMENT
REHAB 346 LF OF 10" GRAVITY SEWER BY CIPP
GROUT FILL 388 LF OF EXISTING 6" WM
INSTALL CURB RAMP TYPE CR-F PER FDOT INDEX 304
N: 520046.82
E: 1289946.83
MATCH EXIST ELEV ~ 22.75
N: 520046.23
E: 1289958.92
MATCH EXIST ELEV ~ 22.52
SIDEWALK
EDGE OF PAVEMENT
CURB AND GUTTER
ROW
AZALEA DR
INSTALL 388 LF OF NEW 6" PVC WATER MAIN
SEE DRAWING C-07
SEE DRAWING C-09

NO.	DSGN	DATE	DR	CHK	REVISION	BY	APVD
		S TATMAN	S TATMAN	S JERNIGAN	APVD	K WADDELL	

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AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

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WATER AND SEWER REHABILITATION
PLAN 4

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SHEET KEYNOTES

1. THE EXISTING GRADE IN THE YARDS AROUND THE INTERSECTION OF PALMETTO DR. AND CAMELLIA DR. ARE SIGNIFICANTLY HIGHER THAN THE STREET AND DRIVEWAY ELEVATIONS. CONTRACTOR TO LAYOUT THE SIDEWALK PROFILE IN THIS AREA AND COORDINATE WITH ENGINEER FOR REVIEW. CONTRACTOR TO CUT DOWN THE EXISTING GRADE TO INSTALL THE SIDEWALKS WITHIN TOLERANCE OF THE DRIVEWAY AND TOP OF CURB ELEVATIONS AND REGRADE THE YARDS TO UNIFORMLY SLOPE DOWN TO THE SIDEWALK. (AA No. 3)
2. PROTECT EXISTING SHEDS OR BUILDING STRUCTURES DURING CONSTRUCTION. CONTACT AND COORDINATE ACCESS WITH HOMEOWNER(S) BEFORE ACCESSING PROPERTY. RESTORE DISTURBED AREAS TO EXISTING CONDITION OR BETTER
3. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA No. 1)
4. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA No. 1)

GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK.
2. ALL NEW WATERMAINS TO BE 6" C900 DR25.
3. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.
4. CONTRACTOR SHALL INSTALL A 4" SEWER CLEANOUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE IN ACCORDANCE WITH THE STANDARD DETAILS.

SEE DRAWING C-04

INSTALL CURB RAMP TYPE CR-F PER FDOT INDEX 304

SIDEWALK

N: 520023.31
E: 1290285.94

SIDEWALK

EDGE OF PAVEMENT

N: 519982.54
E: 1290284.00
MATCH EXIST ELEV ~ 25.24

CURB AND GUTTER

ROW

N: 520022.90
E: 1290297.93
PROP ELEV: 25.02
EXIST ELEV: 25.11

INSTALL 137 LF OF NEW 6" PVC WATER MAIN

N: 519981.99
E: 1290295.97
MATCH EXIST ELEV ~ 24.86

EDGE OF PAVEMENT

INSTALL 400 LF OF NEW 6" PVC WATER MAIN

ROW

CURB AND GUTTER

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 26.64
8" VCP SW INV: 22.24
8" VCP N INV: 22.26
4" VCP NE INV: 22.56
4" VCP SE INV: 22.94

REHAB 39 LF OF 8" GRAVITY SEWER BY CIPP

CITY OF MARY ESTHER 15' WIDE UTILITY EASEMENT

GROUT FILL 400 LF OF EXISTING 2" WM

REHAB 109 LF OF 8" GRAVITY SEWER BY CIPP

REHAB 94 LF OF 8" GRAVITY SEWER BY CIPP

CITY OF MARY ESTHER 15' WIDE UTILITY EASEMENT

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 26.50
4" PVC W INV: 24.00
8" VCP NE INV: 21.52
8" VCP SE INV: 21.40

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 24.16
8" VCP N INV: 20.46
4" VCP SW INV: 21.89
8" VCP S INV: 20.41

REHAB 128 LF OF 8" GRAVITY SEWER BY CIPP

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 25.15
8" VCP N INV: 19.83
8" VCP S INV: 19.75

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 25.64
4" VCP N INV: 21.74
8" VCP E INV: 19.36
8" VCP SE INV: 19.86
8" VCP NW INV: 20.44

GROUT FILL EXISTING 6" WM

REHAB 50 LF OF 8" GRAVITY SEWER BY CIPP

REHAB 94 LF OF 8" GRAVITY SEWER BY CIPP

INSTALL NEW FIRE HYDRANT ASSEMBLY 3312-770

N: 519670.29
E: 1290404.88
MATCH EXIST ELEV ~ 24.71

INSTALL 156 LF OF NEW 6" PVC WATER MAIN

REHAB 44 LF OF 8" GRAVITY SEWER BY CIPP

VALLEY GUTTER PER FDOT INDEX 300

N: 519659.65
E: 1290410.34
MATCH EXIST ELEV ~ 24.26

INSTALL CURB RAMP TYPE CR-F PER FDOT INDEX 304

SEE DRAWING C-06

SEE DRAWING C-08

SEE DRAWING C-10

CAMELLIA DR

PALMETTO DR

BLOCK 4

BLOCK 6

BLOCK 7

N

0 20 40 60
1"=20'

FILENAME: C-07_D3632500.dwg

NO.	DATE	DR	CHK	REVISION	BY	APVD
DSGN	S TATMAN	S TATMAN	S JERNIGAN		K WADDELL	

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25 WEST CEDAR STREET, SUITE 350
PENSACOLA, FL 32502

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

Jacobs

CIVIL

WATER AND SEWER REHABILITATION
PLAN 5

BID DOCUMENTS

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

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SEE DRAWING C-05

N: 520022.05
E: 1290798.42
MATCH EXIST ELEV ~ 25.00

N: 520016.71
E: 1290809.09
MATCH EXIST ELEV ~ 25.39

N: 519995.07
E: 1290599.43
MATCH EXIST ELEV ~ 26.10

N: 520003.47
E: 1290607.89
MATCH EXIST ELEV ~ 25.85

EDGE OF PAVEMENT
SIDEWALK
ROW
CURB AND GUTTER
GROUT FILL 141 LF OF EXISTING 6" WM
GROUT FILL 176 LF OF EXISTING 2" WM
INSTALL 235 LF OF NEW 6" PVC WATER MAIN

SIDEWALK
EDGE OF PAVEMENT
ROW
CURB AND GUTTER
INSTALL 207 LF OF NEW 6" PVC WATER MAIN

N: 519906.80
E: 1290696.97
PROP ELEV: 25.47
EXIST ELEV: 25.50

N: 519908.67
E: 1290725.98
PROP ELEV: 25.38
EXIST ELEV: 25.57

N: 519898.78
E: 1290688.15

N: 519901.25
E: 1290735.31

N: 519876.49
E: 1290708.43
MATCH EXIST ELEV ~ 25.81

INSTALL CURB RAMP TYPE CR-L PER FDOT INDEX 304

INSTALL CURB RAMP TYPE CR-L PER FDOT INDEX 304

INSTALL NEW 6" GATE VALVE

INSTALL NEW FIRE HYDRANT ASSEMBLY 3312-770

INSTALL NEW 6" GATE VALVE

GROUT FILL 195 LF OF EXISTING 6" WM

INSTALL 177 LF OF NEW 6" PVC WATER MAIN

INSTALL 230 LF OF NEW 6" PVC WATER MAIN

GROUT FILL 317 LF OF EXISTING 6" WM

SIDEWALK
ROW
EDGE OF PAVEMENT
CURB AND GUTTER

SIDEWALK
EDGE OF PAVEMENT
ROW
CURB AND GUTTER

REHAB 38 LF OF 8" GRAVITY SEWER BY CIPP

8" GRAVITY SEWER (PROTECT)

8" GRAVITY SEWER (PROTECT)

SANITARY SEWER MANHOLE #41090
TOP RIM ELEV.: 26.12'
8" TERRA COTTA PIPE W. INVERT ELEV.: 19.58'
8" TERRA COTTA PIPE N. INVERT ELEV.: 17.58'
8" TERRA COTTA PIPE S. INVERT ELEV.: 17.61'

PALMETTO DR

MAGNOLIA DR

SEE DRAWING C-07

SEE DRAWING C-11

SHEET KEYNOTES

1. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA NO.1)
2. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA NO.1)
3. PROJECT SCOPE DOES NOT INCLUDE CCTV, CLEANING, MAINLINE LINING, LATERAL LINING, OR LATERAL CLEANOUT INSTALLATION FOR SEWER INFRASTRUCTURE ALONG TOWN LN NOR ALONG OLEANDER EAST OF THE LIFT STATION.

GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK.
2. ALL NEW WATERMAINS TO BE 6" C900 DR25.
3. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.
4. CONTRACTOR SHALL INSTALL A 4" SEWER CLEANOUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE IN ACCORDANCE WITH THE STANDARD DETAILS.

N

0 20 40 60
1"=20'

NO.	DATE	DR	CHK	REVISION	BY	APVD
DSGN	S TATMAN	S TATMAN	S JERNIGAN			K WADDELL

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PENSACOLA, FL 32502

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
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WATER AND SEWER REHABILITATION PLAN 6

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GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK.
2. CONTRACTOR SHALL SEQUENCE CONSTRUCTION ACTIVITIES TO MINIMIZE IMPACTS TO RESIDENCES AND MINIMIZE WATER AND SEWER SERVICE OUTAGES.
3. CONTRACTOR SHALL BACKFILL STREETS AT THE END OF EACH DAY AND NOT LEAVE AN OPEN TRENCH IN THE ROAD OVERNIGHT WHILE NOT SUPERVISED OR OTHERWISE PROTECTED WITH LIGHTED TRAFFIC BARRIERS.
4. HORIZONTAL DISTANCE BETWEEN NEW MANHOLES SHALL NOT EXCEED 400'.
5. ALL NEW WATERMAINS TO BE 6" C900 DR25.
6. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.
7. CONTRACTOR SHALL INSTALL A 4" SEWER CLEANOUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE IN ACCORDANCE WITH THE STANDARD DETAILS.

SHEET KEYNOTES

1. CLEAN AND CCTV EXISTING STORMWATER PIPES ALONG CASWELL CIRCLE. RECONNECT EXISTING STORM SEWER PIPES INTO NEW INLET MANHOLES.
2. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA NO.1)
3. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL A VARIABLE DEPTH BETWEEN 0.5" AND 1.5" OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA NO.3)
4. CONTRACTOR SHALL MOVE AND REPLACE HYDRANT BEYOND THE BACK OF SIDEWALK. (AA NO.3)
5. DEMO AND REPLACE EXISTING SIDEWALK ALONG CASWELL CIR. WITH A NEW 5' WIDE SIDEWALK IF SELECTED BY OWNER AS AN ADDITIVE ALTERNATIVE. INSTALL THE NEW SIDEWALK IN THE SAME LOCATION AND ELEVATION AS THE EXISTING. MATCH NEW BACK OF SIDEWALK ELEVATION WITH THE EXISTING DRIVEWAY ELEVATION AND RESTORE DRIVEWAYS BETWEEN THE BACK OF SIDEWALK AND ROW LINE. DEMO AND REPLACE THE DRIVEWAY BETWEEN TEH FRONT OF SIDEWALK TOWARDS THE ROAD TO EXTENT REQUIRED TO TRANSITION BACK TO THE EXISTING DRIVEWAY ELEVATION AT A PERCENT-SLOPE LESS THAN OR EQUAL TO THE EXISTING DRIVEWAY. (AA NO.4)
6. REPLACE EXISTING SIDEWALK AND DRIVEWAYS WITHIN THE CUL-DE-SAC AS SHOWN. NEW SIDEWALKS TO BE 5' WIDE AND ADA COMPLIANT. DRIVEWAYS ARE TO BE REPLACED FULL WIDTH AND LENGTH FROM THE ROW LINE TO THE ROAD. (BASE BID)
7. CONTRACTOR TO FIELD DETERMINE MANHOLE PIPE INVERTS FOLLOWING PIPELINE CLEANING ACTIVITIES.
8. CONTRACTOR TO DEMO AND REPLACE THE EXISTING GRAVITY SEWER MANHOLE IN ITS SAME LOCATION. REPLACE GRAVITY SEWER PIPES TO THE EXTENT NEEDED AND RECONNECT AND SEAL GRAVITY SEWER PIPES TO NEW MANHOLE

SEE DRAWING C-06

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 21.67
8" VCP N INV:UNKNOWN
8" VCP S INV:UNKNOWN
7

EDGE OF PAVEMENT
2
CURB AND GUTTER
CURB AND GUTTER

REHAB 333 LF OF EXISTING 8" GRAVITY SEWER AND MAHOLES

EDGE OF PAVEMENT

REMOVE EXISTING 25 LF OF 18" STORM PIPE
REMOVE EXISTING STORM INLET
1
REPLACE EXISTING STORM INLET TYPE 6 INLET WITH 3'-6" ROUND TYPE P MANHOLE MATCH PIPE INVERT ELEVATIONS AS EXISTING

INSTALL TYPE 6 INLET WITH 3'-6" ROUND TYPE P MANHOLE MATCH PIPE INVERT ELEVATIONS AS EXISTING

SIDEWALK REPLACEMENT
5

REPLACE WITH 31 LF OF NEW 18" RCP BETWEEN NEW MANHOLES

REPLACE EXISTING DRIVEWAYS AND SIDEWALK
6

REPLACE EXISTING STORM INLET TYPE 3 INLET WITH 3'-6" ROUND TYPE P MANHOLE MATCH PIPE INVERT ELEVATIONS AS EXISTING

SANITARY SEWER MANHOLE TO BE REPLACED
RIM: 20.47
4" VCP S INV:16.51
4" VCP W INV: 14.46
8" VCP N INV: 13.96
8" VCP E INV: 13.98
8

REPLACE EXISTING SIDEWALK

REPLACE WITH 64 LF OF NEW 18" RCP BETWEEN NEW MANHOLES

REPLACE EXISTING DRIVEWAYS AND SIDEWALK
6

REHAB 126 LF OF 8" GRAVITY SEWER BY CIPP

REHAB EXISTING 4" GRAVITY SEWER BY CIPP

REPLACE EXISTING STORM INLET TYPE 6 INLET WITH 3'-6" ROUND TYPE P MANHOLE MATCH PIPE INVERT ELEVATIONS AS EXISTING
4

SEE DRAWING C-12

CITY OF MARY ESTHER
15' WIDE UTILITY EASEMENT

REHAB 338 LF OF 10" GRAVITY SEWER BY CIPP

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 21.51
10" VCP N INV:13.61
10" VCP S INV: 13.58
8" VCP W INV: 13.66

REHAB 52 LF OF 10" GRAVITY SEWER BY CIPP

INSTALL 46 LF OF NEW 6" PVC WATER MAIN

SIDEWALK

EDGE OF PAVEMENT

ROW

2

GROUT FILL 130 LF OF EXISTING 6" WM

CURB AND GUTTER

N: 519558.47
E: 1289977.97
MATCH EXIST ELEV ~ 20.48

AZALEA DR

SEE DRAWING C-10

SIDEWALK

EDGE OF PAVEMENT

GROUT FILL 108 LF OF EXISTING 6" WM

ROW

3

CURB AND GUTTER

INSTALL 21 LF OF NEW 6" PVC WATER MAIN

2

PALMETTO DR

CASWELL CIR

BLOCK 7

N
0 20 40 60
1"=20'

NO.	DATE	DSGN
DR	S TATMAN	S TATMAN
CHK	S TATMAN	S JERNIGAN
APVD	S JERNIGAN	K WADDELL
BY	APVD	

REVISION

25 WEST CEDAR STREET, SUITE 350
PENSACOLA, FL 32502

AZALEA PARK AND CASWELL CIRCLE
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CITY OF MARY ESTHER, FL
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WATER AND SEWER REHABILITATION
PLAN 7

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0 1"

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SEE DRAWING C-07

SEE DRAWING C-09

SEE DRAWING C-11

SEE DRAWING C-13

N

0 20 40 60

1"=20'

CAMELLIA DR

PALMETTO DR

AZALEA DR

ROW

EDGE OF PAVEMENT

CURB AND GUTTER

SIDEWALK

VALLEY GUTTER PER FDOT INDEX 300

GROUT FILL 472 LF OF EXISTING 6" WM

CITY OF MARY ESTHER 15' WIDE UTILITY EASEMENT

APPROX. CENTERLINES OF EXIST. ROAD

N: 519659.65
E: 1290410.34
MATCH EXIST ELEV ~ 24.26

INSTALL NEW 6" GATE VALVE

N: 519632.28
E: 1290356.93
MATCH EXIST ELEV ~ 23.55

N: 519642.90
E: 1290351.43
MATCH EXIST ELEV ~ 23.91

CITY OF MARY ESTHER UTILITY EASEMENT

REHAB 116 LF OF 8" GRAVITY SEWER BY CIPP

REHAB 199 LF OF 8" GRAVITY SEWER BY CIPP

CITY OF MARY ESTHER 15' WIDE UTILITY EASEMENT

REHAB 109 LF OF 8" GRAVITY SEWER BY CIPP

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 22.65
4" VCP E INV: 19.91
8" VCP NW INV: 18.35
8" VCP SW INV: 18.25

CITY OF MARY ESTHER UTILITY EASEMENT

REHAB 56 LF OF 4" GRAVITY SEWER BY CIPP

N: 519565.09
E: 1289988.25
MATCH EXIST ELEV ~ 21.97

N: 519571.59
E: 1289998.34
MATCH EXIST ELEV ~ 20.50

N: 519497.44
E: 1290045.29
PROP ELEV: 20.42
EXIST ELEV: 20.09

N: 519503.55
E: 1290056.60
PROP ELEV: 20.25
EXIST ELEV: 19.88

N: 519486.71
E: 1290058.16
PROP ELEV: 20.06
EXIST ELEV: 19.89

N: 519479.42
E: 1290067.50
PROP ELEV: 20.30
EXIST ELEV: 20.11

N: 519502.57
E: 1290075.68
PROP ELEV: 20.15
EXIST ELEV: 19.79

N: 519528.75
E: 1290111.72
MATCH EXIST ELEV ~ 20.40

N: 519518.80
E: 1290118.42
MATCH EXIST ELEV ~ 20.87

N: 519508.79
E: 1290125.16
MATCH EXIST ELEV ~ 20.40

N: 519489.85
E: 1290104.32
PROP ELEV: 20.28
EXIST ELEV: 20.19

INSTALL NEW 6" GATE VALVE

GROUT FILL106 LF OF EXISTING 6" WM

INSTALL CURB RAMP TYPE CR-L PER FDOT INDEX 304

N: 519467.13
E: 1290036.54
PROP ELEV: 19.83
EXIST ELEV: 19.65

N: 519464.23
E: 1290112.20
PROP ELEV: 19.60
EXIST ELEV: 19.59

BEGIN 2% CROWN AND -0.2% LONGITUDINAL GRADE

END SIDEWALK AT PARK PROPERTY LINE

REHAB 141 LF OF 8" GRAVITY SEWER BY CIPP

N: 519458.17
E: 1290074.72
PROP ELEV: 19.65
EXIST ELEV: 19.45

INSTALL NEW FIRE HYDRANT ASSEMBLY 3312-770

N: 519443.68
E: 1290099.98
PROP ELEV: 19.59
EXIST ELEV: 19.36

N: 519453.95
E: 1290106.09
PROP ELEV: 19.83
EXIST ELEV: 19.78

N: 519455.70
E: 1290059.47
PROP ELEV: 19.90
EXIST ELEV: 19.64

N: 519439.72
E: 1290043.61
MATCH EXIST ELEV ~ 19.75

N: 519447.76
E: 1290034.85
MATCH EXIST ELEV ~ 19.85

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 20.20
8" VCP N INV: 15.76
8" VCP S INV: 15.12

REHAB 110 LF OF 8" GRAVITY SEWER BY CIPP

GROUT FILL 525 LF OF EXISTING 2" WM

INSTALL 671 LF OF NEW 6" PVC WATER MAIN

INSTALL NEW FIRE HYDRANT ASSEMBLY 3312-770

N: 519322.13
E: 1290441.11
PROP ELEV: 18.85
EXIST ELEV: 18.70

INSTALL 585 LF OF NEW 6" PVC WATER MAIN

EDGE OF PAVEMENT

ROW

N: 519299.49
E: 1290431.76
PROP ELEV: 18.85
EXIST ELEV: 18.44

N: 519310.59
E: 1290436.22
PROP ELEV: 19.09
EXIST ELEV: 19.06

GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK.
2. ALL NEW WATERMAINS TO BE 6" C900 DR25.
3. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.
4. CONTRACTOR SHALL INSTALL A 4" SEWER CLEANOUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE IN ACCORDANCE WITH THE STANDARD DETAILS.

SHEET KEYNOTES

1. THE EXISTING GRADE IN THE YARDS AROUND THE INTERSECTOIN OF PALMETTO DR. AND CAMELLIA DR. ARE SIGNIFICANTLY HIGHER THAN THE STREET AND DRIVEWAY ELEVATIONS. CONTRACTOR TO LAYOUT THE SIDEWALK PROFILE IN THIS AREA AND COORDINATE WITH ENGINEER FOR REVIEW. CONTRACTOR TO CUT DOWN THE EXISTING GRADE TO INSTALL THE SIDEWALKS WITHIN TOLERANCE OF THE DRIVEWAY AND TOP OF CURB ELEVATIONS AND REGRADE THE YARDS TO UNIFORMLY SLOPE DOWN TO THE SIDEWALK. (AA NO.3)
2. THERE IS AN EXISTING DRIVEWAY AT THIS LOCATION WHICH IS NOT AVAILABLE WITHIN THE SURVEY RECORDS AND IS THEREFORE NOT SHOWN.
3. PROTECT EXISTING SHEDS OR BUILDING STRUCTURES DURING CONSTRUCTION. CONTACT AND COORDINATE ACCESS WITH HOMEOWNER(S) BEFORE ACCESSING PROPERTY. RESTORE DISTURBED AREAS TO EXISTING CONDITION OR BETTER
4. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA NO.1)
5. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL A VARIABLE DEPTH BETWEEN 0.5" AND 1.5" OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA NO.1)
6. AREA TO BE RECONSTRUCTED WITH PAVEMENT SECTION CONSISTING OF PREPARED SUBGRADE, 8" OF BASE, AND A 2" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. REPAIR ALL POTHOLES PER DETAIL 3212-211 (AA NO.1)

NO.	DATE	DSGN
		DR
		CHK
		BY
REVISION		
		APVD

S TATMAN | S TATMAN | S JERNIGAN | K WADDELL

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PENSACOLA, FL 32502

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CIVIL

WATER AND SEWER REHABILITATION PLAN 8

BID DOCUMENTS

VERIFY SCALE
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0 1"

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SEE DRAWING C-08

N

0 20 40 60

1"=20'

REHAB 33 LF OF 8" GRAVITY SEWER BY CIPP

SANITARY SEWER MANHOLE #41117
TOP RIM ELEV.: 25.04'
8" TERRA COTTA PIPE N. INVERT ELEV.: 20.92'
8" TERRA COTTA PIPE SW INVERT ELEV.: 20.88'

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 25.04
8" VCP N INV: 20.92
8" VCP SW INV: 20.88

REHAB 155 LF OF 8" GRAVITY SEWER BY CIPP

REHAB 59 LF OF 8" GRAVITY SEWER BY CIPP

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 22.96
8" VCP W INV:17.56
8" VCP N INV:17.56
8" VCP NE INV: 17.66
8" VCP SE INV: 16.91

SANITARY SEWER MANHOLE #41122
TOP RIM ELEV.: 22.96'
8" TERRA COTTA PIPE W. INVERT ELEV.: 17.56'
8" TERRA COTTA PIPE N. INVERT ELEV.: 17.56'
8" TERRA COTTA PIPE NE INVERT ELEV.: 17.66'
8" TERRA COTTA PIPE SE INVERT ELEV.: 16.91'

REHAB 30 LF OF 8" GRAVITY SEWER BY CIPP

CITY OF MARY ESTHER
15' UTILITY EASEMENT

INSTALL NEW FIRE HYDRANT ASSEMBLY
3312-770

REHAB 184 LF OF 8" GRAVITY SEWER BY CIPP

SANITARY SEWER MANHOLE #41141
TOP RIM ELEV.: 21.16'
8" TERRA COTTA PIPE NW INVERT ELEV.: 15.83'
8" TERRA COTTA PIPE SE INVERT ELEV.: 15.71'

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 21.16
8" VCP NW INV: 15.83
8" VCP SE INV: 15.71

REHAB 91 LF OF 8" GRAVITY SEWER BY CIPP

SEE DRAWING C-10

SIDEWALK
EDGE OF PAVEMENT
ROW
INSTALL NEW 6" GATE VALVE
CURB AND GUTTER
INSTALL 390 LF OF NEW 6" PVC WATER MAIN

GROUT FILL 389 LF OF EXISTING 6" WM
EDGE OF PAVEMENT
SIDEWALK
ROW
CURB AND GUTTER

8" GRAVITY SEWER (PROTECT)

SANITARY SEWER MANHOLE #40476
TOP RIM ELEV.: 22.70'
8" TERRA COTTA PIPE N. INVERT ELEV.: 15.75'
8" TERRA COTTA PIPE S. INVERT ELEV.: 15.70'

EXISTING WATER MAIN (PROTECT)

8" GRAVITY SEWER (PROTECT)

MAGNOLIA DR

TOWN LN

N: 519219.84
E: 1290773.61
MATCH EXIST ELEV ~ 18.74

SEE DRAWING C-14

SHEET KEYNOTES

1. PROTECT EXISTING SHEDS OR BUILDING STRUCTURES DURING CONSTRUCTION. CONTACT AND COORDINATE ACCESS WITH HOMEOWNER(S) BEFORE ACCESSING PROPERTY. RESTORE DISTURBED AREAS TO EXISTING CONDITION OR BETTER.
2. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA NO.1)
3. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL A VARIABLE DEPTH OF 0.5" TO 1.5" OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA NO.1)
4. PROJECT SCOPE DOES NOT INCLUDE CCTV, CLEANING, MAINLINE LINING, LATERAL LINING, OR LATERAL CLEANOUT INSTALLATION FOR SEWER INFRASTRUCTURE ALONG TOWN LN NOR ALONG OLEANDER EAST OF THE LIFT STATION.

GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK
2. ALL NEW WATERMAINS TO BE 6" C900 DR25.
3. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.
4. CONTRACTOR SHALL INSTALL A 4" SEWER CLEANOUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE IN ACCORDANCE WITH THE STANDARD DETAILS.

NO.	DATE	DR	REVISION	CHK	APVD	BY	APVD
DSGN	S TATMAN	S TATMAN		S JERNIGAN		K WADDELL	

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CIVIL

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL

WATER AND SEWER REHABILITATION PLAN 9

MARY ESTHER, FL

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING.

0 1"

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PROJ	D3632500
DWG	C-11
SHEET	13 of 25

FILENAME: C-11_D3632500.dwg

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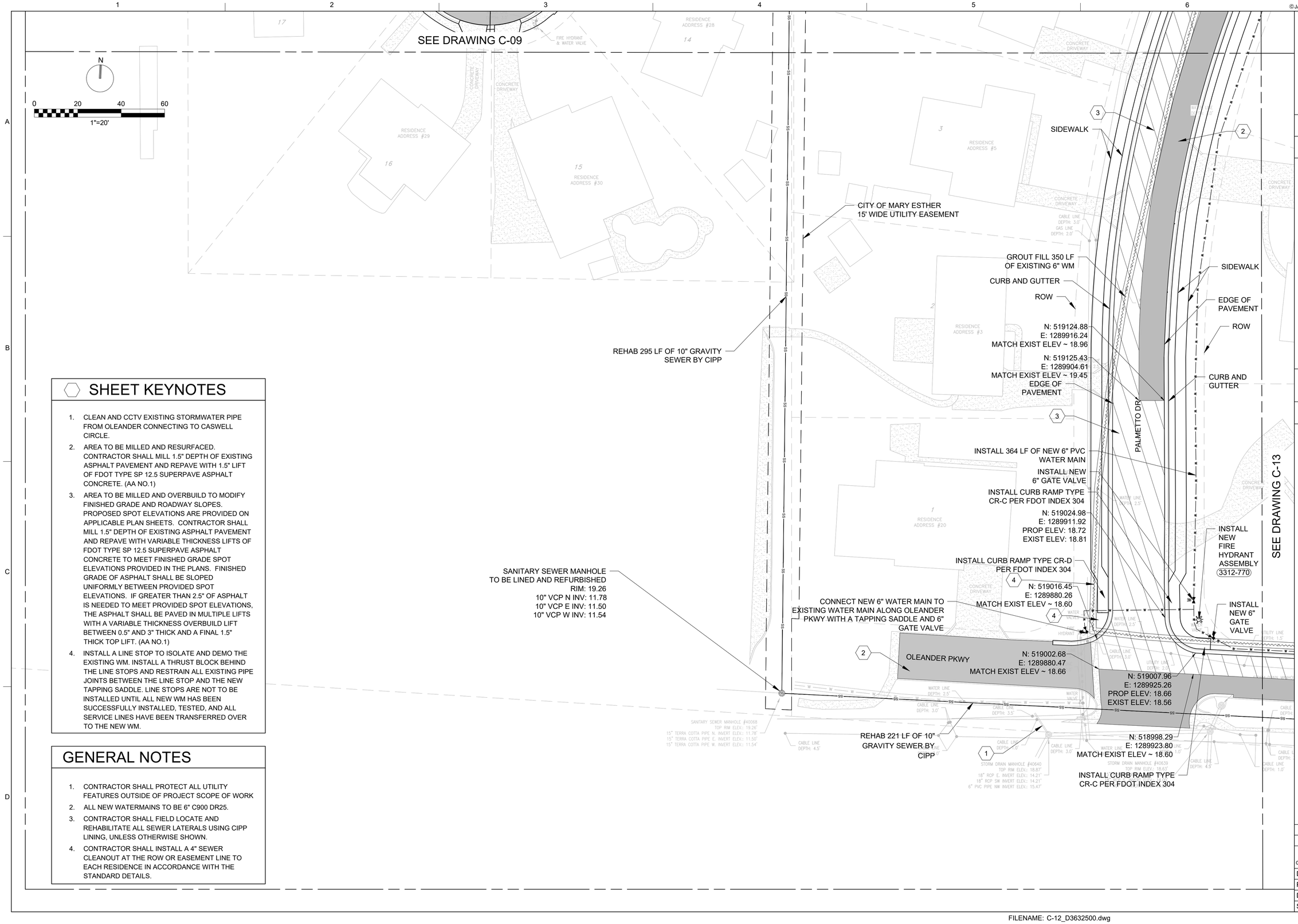

SHEET KEYNOTES

1. CLEAN AND CCTV EXISTING STORMWATER PIPE FROM OLEANDER CONNECTING TO CASWELL CIRCLE.
2. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA NO.1)
3. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA NO.1)
4. INSTALL A LINE STOP TO ISOLATE AND DEMO THE EXISTING WM. INSTALL A THRUST BLOCK BEHIND THE LINE STOPS AND RESTRAIN ALL EXISTING PIPE JOINTS BETWEEN THE LINE STOP AND THE NEW TAPPING SADDLE. LINE STOPS ARE NOT TO BE INSTALLED UNTIL ALL NEW WM HAS BEEN SUCCESSFULLY INSTALLED, TESTED, AND ALL SERVICE LINES HAVE BEEN TRANSFERRED OVER TO THE NEW WM.

GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK
2. ALL NEW WATERMAINS TO BE 6" C900 DR25.
3. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.
4. CONTRACTOR SHALL INSTALL A 4" SEWER CLEANOUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE IN ACCORDANCE WITH THE STANDARD DETAILS.

NO.	DSGN	DATE	REVISION	DR	CHK	BY
	S TATMAN			S TATMAN	S JERNIGAN	APVD
						APVD
						K WADDELL

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AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

CIVIL

WATER AND SEWER REHABILITATION PLAN 10

BID DOCUMENTS

VERIFY SCALE
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0 1"

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SEE DRAWING C-10

PROP ELEV: 19.09
EXIST ELEV: 19.06

N

0 20 40 60
1"=20'

REHAB 164 LF OF 8" GRAVITY SEWER BY CIPP

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 19.38
INVERTS UNKNOWN

CITY OF MARY ESTHER UTILITY EASEMENT

REHAB 165 LF OF 8" GRAVITY SEWER BY CIPP

N: 518993.12
E: 1290070.08
MATCH EXIST ELEV ~ 18.32

INSTALL 569 LF OF NEW 6" PVC WATER MAIN

GROUT FILL 569 LF OF EXISTING 2" WM

CURB AND GUTTER

SIDEWALK

INSTALL NEW FIRE HYDRANT ASSEMBLY 3312-770

OLEANDER PKWY

ROW

EDGE OF PAVEMENT

N: 518983.40
E: 1290069.08
MATCH EXIST ELEV ~ 18.61

REHAB 90 LF OF 10" GRAVITY SEWER BY CIPP

REHAB 152 LF OF 10" GRAVITY SEWER BY CIPP

REHAB 33 LF OF 10" GRAVITY SEWER BY CIPP

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 18.82
8" VCP NE INV:12.37
12" VCP E INV: 12.79
8" VCP SE INV: 12.60
10" VCP W INV: 12.03

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 20.12
6" VCP E INV:16.02
4" VCP E INV: 14.27
12" TERRACOTTA W INV: 14.10

SEE DRAWING C-12

SEE DRAWING C-14

PARK

BLOCK 1

GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK
2. ALL NEW WATERMAINS TO BE 6" C900 DR25.
3. CONTRACTOR SHALL FIELD LOCATE AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.
4. CONTRACTOR SHALL INSTALL A 4" SEWER CLEANOUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE IN ACCORDANCE WITH THE STANDARD DETAILS.

SHEET KEYNOTES

1. PROTECT EXISTING SHEDS OR BUILDING STRUCTURES DURING CONSTRUCTION. CONTACT AND COORDINATE ACCESS WITH HOMEOWNER(S) BEFORE ACCESSING PROPERTY. RESTORE DISTURBED AREAS TO EXISTING CONDITION OR BETTER.
2. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA NO.1)
3. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA NO.1)
4. INSPECT EXISTING PIPE AND MANHOLE FOR PRESENCE OF EXISTING LINING AND CONDITION. COORDINATE WITH OWNER FOR DIRECTION WHETHER OR NOT TO REHAB.
5. THE GRAVITY SEWER LINE ALONG OLEANDER IS BELIEVED TO BE A 10" DIAMETER. HOWEVER, THERE IS CONFLICTING HISTORICAL AND SURVEY RECORDS INDICATING THE LINE MAY BE A 12". CONTRACTOR TO FIELD VERIFY.

NO.	DSGN	DATE	REVISION	DR	CHK	BY	APVD
	S TATMAN			S TATMAN	S JERNIGAN	K WADDELL	

25 WEST CEDAR STREET, SUITE 350
PENSACOLA, FL 32502

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

CIVIL
WATER AND SEWER REHABILITATION
PLAN 11

BID DOCUMENTS

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

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SHEET KEYNOTES

1. AREA TO BE MILLED AND RESURFACED. CONTRACTOR SHALL MILL 1.5" DEPTH OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH 1.5" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. (AA NO.1)
2. AREA TO BE RECONSTRUCTED WITH PAVEMENT SECTION CONSISTING OF PREPARED SUBGRADE, 8" OF BASE, AND A 2" LIFT OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. REPAIR ALL POTHOLES PER DETAIL 3212-211. (AA NO.1)
3. AREA TO BE MILLED AND OVERBUILD TO MODIFY FINISHED GRADE AND ROADWAY SLOPES. PROPOSED SPOT ELEVATIONS ARE PROVIDED ON APPLICABLE PLAN SHEETS. CONTRACTOR SHALL MILL A VARIABLE DEPTH BETWEEN 0.5" TO 1.5" OF EXISTING ASPHALT PAVEMENT AND REPAVE WITH VARIABLE THICKNESS LIFTS OF FDOT TYPE SP 12.5 SUPERPAVE ASPHALT CONCRETE TO MEET FINISHED GRADE SPOT ELEVATIONS PROVIDED IN THE PLANS. FINISHED GRADE OF ASPHALT SHALL BE SLOPED UNIFORMLY BETWEEN PROVIDED SPOT ELEVATIONS. IF GREATER THAN 2.5" OF ASPHALT IS NEEDED TO MEET PROVIDED SPOT ELEVATIONS, THE ASPHALT SHALL BE PAVED IN MULTIPLE LIFTS WITH A VARIABLE THICKNESS OVERBUILD LIFT BETWEEN 0.5" AND 3" THICK AND A FINAL 1.5" THICK TOP LIFT. (AA NO.1)
4. INSTALL A LINE STOP TO ISOLATE AND DEMO THE EXISTING WM. INSTALL A THRUST BLOCK BEHIND THE LINE STOP AND RESTRAIN ALL EXISTING PIPE JOINTS BETWEEN THE LINE STOP AND THE NEW TAPPING SADDLE. LINE STOPS ARE NOT TO BE INSTALLED UNTIL ALL NEW WM HAS BEEN SUCCESSFULLY INSTALLED, TESTED, AND ALL SERVICE LINES HAVE BEEN TRANSFERRED OVER TO THE NEW WM.
5. PROJECT SCOPE DOES NOT INCLUDE CCTV, CLEANING, MAINLINE LINING, LATERAL LINING, OR LATERAL CLEANOUT INSTALLATION FOR SEWER INFRASTRUCTURE ALONG TOWN LN NOR ALONG OLEANDER EAST OF THE LIFT STATION.

GENERAL NOTES

1. CONTRACTOR SHALL PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK.
2. ALL NEW WATERMAINS TO BE 6" C900 DR25.
3. CONTRACTOR SHALL FIELD LOCATE MAINS AND REHABILITATE ALL SEWER LATERALS USING CIPP LINING, UNLESS OTHERWISE SHOWN.
4. CONTRACTOR SHALL INSTALL A 4" SEWER CLEANOUT AT THE ROW OR EASEMENT LINE TO EACH RESIDENCE IN ACCORDANCE WITH THE STANDARD DETAILS.

SEE DRAWING C-11

SEE DRAWING C-13

INSTALL CURB RAMP TYPE CR-E PER FDOT INDEX 304

SIDEWALK

EDGE OF PAVEMENT

CURB AND GUTTER

REMOVE 219 LF OF EXISTING WATER MAIN

END -0.2% LONGITUDINAL GRADE. BEGIN TRANSITION FROM 2% CROWN TO 1.5% CROSS-SLOPE
N: 519171.36
E: 1290618.97
PROP ELEV: 18.38
EXIST ELEV: 18.25

ROW

EDGE OF PAVEMENT

AZALEA DR

N: 519165.23
E: 1290608.69
PROP ELEV: 18.62
EXIST ELEV: 18.64

N: 519159.10
E: 1290598.42
PROP ELEV: 18.38
EXIST ELEV: 18.10

INSTALL NEW 6" GATE VALVE

N: 519127.75
E: 1290614.36
PROP ELEV: 18.00
EXIST ELEV: 18.04

N: 519098.25
E: 1290644.69
PROP ELEV: 18.19
EXIST ELEV: 18.12

N: 519093.01
E: 1290627.39
PROP ELEV: 17.91
EXIST ELEV: 17.77

CURB AND GUTTER

SIDEWALK

EDGE OF PAVEMENT

ROW

CURB AND GUTTER

GROUT FILL EXISTING 6" WM

INSTALL 370 LF OF NEW 6" PVC WATER MAIN

N: 518968.97
E: 1290643.42
MATCH EXIST ELEV ~ 17.60

REMOVE 107 LF OF EXISTING WATER MAIN

INSTALL NEW 6" GATE VALVE

N: 518968.90
E: 1290653.04
MATCH EXIST ELEV ~ 17.86

GROUT FILL 673 LF OF EXISTING 6" WM

INSTALL 470 LF OF NEW 6" PVC WATER MAIN

CONNECT NEW 6" WM TO EXISTING WM. INSTALL NEW 6" GATE VALVE

INSTALL CURB RAMP TYPE CR-D PER FDOT INDEX 304

N: 518904.76
E: 1290735.91

12" GRAVITY SEWER (PROTECT)

N: 518925.08
E: 1290738.17

CONTRACTOR TO REMOVE TREE ROOTS TO THE DEPTH NECESSARY TO RECONSTRUCT THE ROADWAY

N: 518914.76
E: 1290837.41

N: 518894.56
E: 1290835.39

OLEANDER PKWY

12" GRAVITY SEWER (PROTECT)

CONNECT NEW 6" WATER MAIN TO EXISTING WATER MAIN WITH A TAPPING SADDLE AND 6" GATE VALVE

8" GRAVITY SEWER (PROTECT)

N: 519219.84
E: 1290773.61
MATCH EXIST ELEV ~ 18.74

REHAB 56 LF OF 8" GRAVITY SEWER BY CIPP

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 19.92
8" VCP NW INV: 15.11
8" VCP SE INV: 15.07

N: 519211.99
E: 1290782.80
MATCH EXIST ELEV ~ 19.26

REHAB 52 LF OF 8" GRAVITY SEWER BY CIPP

CURB AND GUTTER

N: 519133.91
E: 1290679.67
PROP ELEV: 18.42
EXIST ELEV: 18.30

N: 519137.41
E: 1290636.34
PROP ELEV: 18.30
EXIST ELEV: 18.10

MAGNOLIA DR

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 19.84
8" VCP NW INV: 15.24
8" VCP SE INV: 15.19

REHAB 256 LF OF 8" GRAVITY SEWER BY CIPP

CITY OF MARY ESTHER 15' WIDE UTILITY EASEMENT

EXISTING WATER MAIN (PROTECT)

8" GRAVITY SEWER (PROTECT)

TOWN LN

SANITARY SEWER MANHOLE TO BE LINED AND REFURBISHED
RIM: 19.42
8" VCP N INV: 13.84
8" VCP W INV: 13.69
8" VCP S INV: 11.91

N
0 20 40 60
1"=20'

BLOCK 2

NO.	DATE	DR	CHK	REVISION	APVD	BY
DSGN	S TATMAN	S TATMAN	S JERNIGAN		APVD	K WADDELL

25 WEST CEDAR STREET, SUITE 350
PENSACOLA, FL 32502

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

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EXISTING CONDITIONS AND DRAINAGE PLAN 12

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VERIFY SCALE
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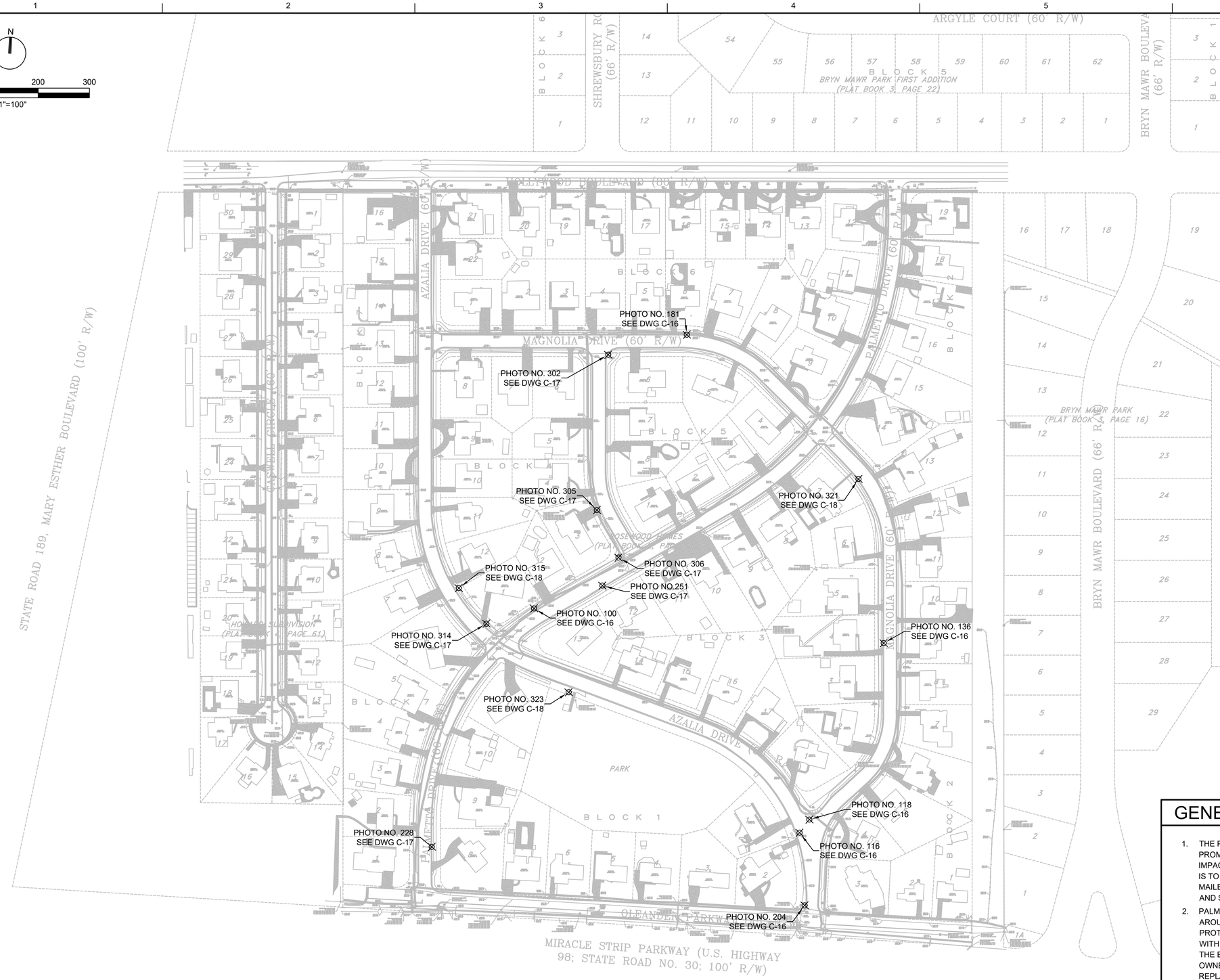

GENERAL NOTES

1. THE PHOTOS PROVIDED ARE TO HIGHLIGHT SOME PROMINENT ROW OBSTRUCTIONS THAT MAY IMPACT CONSTRUCTION ACTIVITIES. CONTRACTOR IS TO PROTECT LARGE TREES, DECORATIVE MAILBOXES AND OFFSET THE NEW WATERMAINS AND SIDEWALK ACCORDINGLY.
2. PALM TREES ARE PRESENT IN MANY LOCATIONS AROUND THE NEIGHBORHOOD WITHIN THE ROW. PROTECT THESE TREES TO REPLANT OR REPLACE WITH NEW PALM TREES BEHIND SIDEWALKS AT THE EDGE OF ROW UNLESS THE PROPERTY OWNER ACCEPTS THEM REMOVED AND NOT REPLACED.
3. THE PHOTOS PROVIDED ARE NOT COMPREHENSIVE OF ALL OBSTRUCTIONS AND IS MEANT TO PROVIDE AN OVERVIEW OF THE TYPES OF MAILBOXES, TREES, ORNAMENTAL FEATURES, ETC. THE CONTRACTOR SHALL EXPECT TO ENCOUNTER.

NO.	DATE	REVISION	BY	APVD
DSGN	S TATMAN	DR S TATMAN	CHK S JERNIGAN	APVD K WADDELL

25 WEST CEDAR STREET, SUITE 350
PENSACOLA, FL 32502

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL

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EXISTING SITE CONDITION PHOTOS

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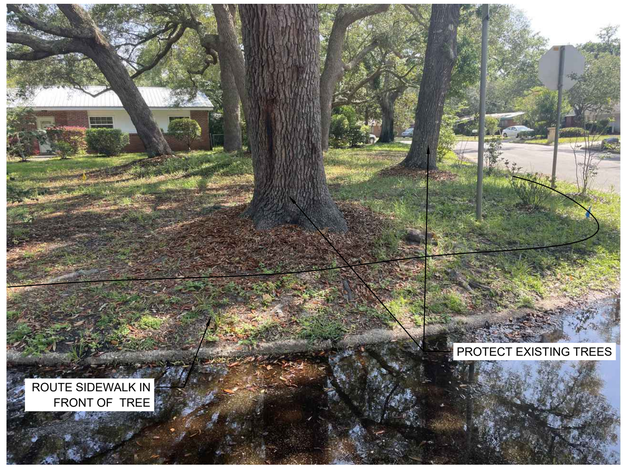
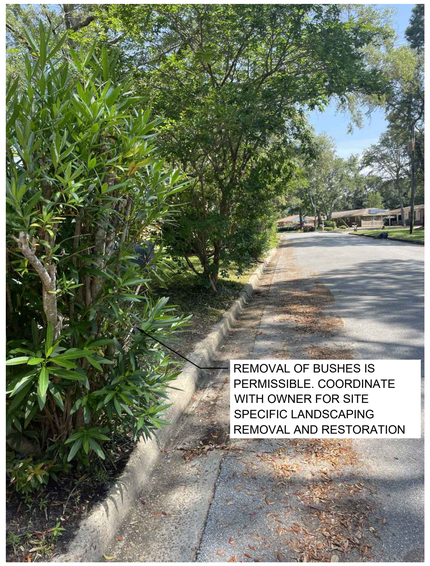
100 PHOTO NO.

116 PHOTO NO.



118 PHOTO NO.



136 PHOTO NO.

181 PHOTO NO.

204 PHOTO NO.

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		S TATMAN	S TATMAN	S JERNIGAN	APVD	K WADDELL	

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AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
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EXISTING SITE CONDITION PHOTOS

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251 PHOTO NO.

302 PHOTO NO.

305 PHOTO NO.

306 PHOTO NO.

314 PHOTO NO.

NO.	DATE	DSGN	DR	CHK	APVD	BY	REVISION
		S TATMAN	S TATMAN	S JERNIGAN	APVD	K WADDELL	

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PENSACOLA, FL 32502

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

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EXISTING SITE CONDITION PHOTOS

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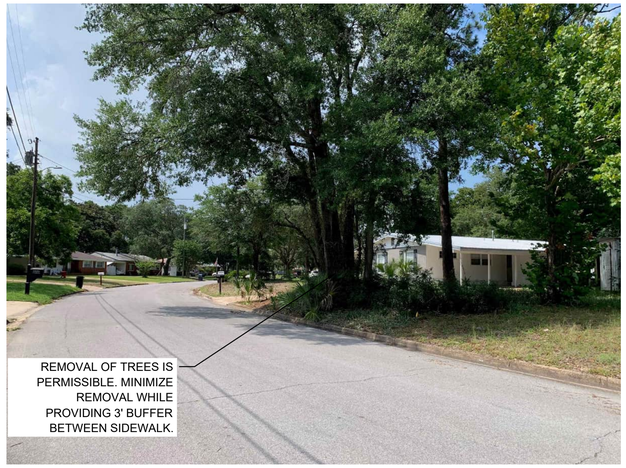
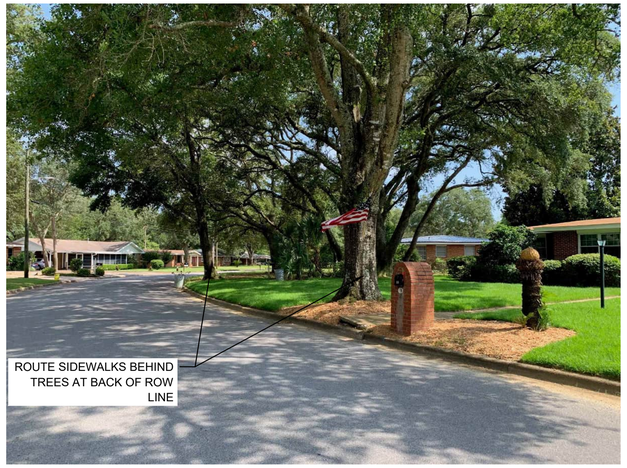


315 PHOTO NO.



321 PHOTO NO.

323 PHOTO NO.

NO.	DSGN	DATE	REVISION	DR	CHK	APVD	BY	APVD
				S TATMAN	S TATMAN	S JERNIGAN		K WADDELL

25 WEST CEDAR STREET, SUITE 350
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Jacobs

CIVIL

EXISTING SITE CONDITION PHOTOS

AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1

DATE	OCT 2025
PROJ	D3632500
DWG	C-18
SHEET	20 of 25

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ALL WORK ON THIS SHEET CONCERNING SEWER REHABILITATION IN MARY ESTHER DRIVE NEIGHBORHOOD IS INCLUDED IN ADDITIVE ALTERNATE NO. 5 UNLESS OTHERWISE NOTED.

0 100 200 300
Scale In Feet

N

SANITARY SEWER MANHOLE #204
TOP RIM ELEV.: 20.49'
8" PVC E. INVERT ELEV.: 15.14'
8" PVC SW INVERT ELEV.: 15.09'

SANITARY SEWER MANHOLE #261
TOP RIM ELEV.: 21.49'
4" PVC N. INVERT ELEV.: 17.04'
4" PVC S. INVERT ELEV.: 17.09'
8" PVC W. INVERT ELEV.: 16.89'

SANITARY SEWER MANHOLE #269
TOP RIM ELEV.: 22.39'
6" PVC N. INVERT ELEV.: 19.97'
6" TCP NW INVERT ELEV.: 17.29'
6" TCP SW INVERT ELEV.: 17.36'
8" TCP E. INVERT ELEV.: 16.89'

SANITARY SEWER MANHOLE #196
TOP RIM ELEV.: 18.46'
8" PVC NE INVERT ELEV.: 13.82'
6" TCP SE INVERT ELEV.: 15.43'
8" PVC SW INVERT ELEV.: 13.74'

8" GRAVITY SEWER PIPE LINING REHABILITATION

SANITARY SEWER MANHOLE #290
TOP RIM ELEV.: 23.20'
8" TCP E. INVERT ELEV.: 15.65'
8" PVC S. INVERT ELEV.: 15.60'
8" TCP W. INVERT ELEV.: 15.60'

SANITARY SEWER MANHOLE #232
TOP RIM ELEV.: 17.76'
8" PVC NE INVERT ELEV.: 12.01'
8" PVC S. INVERT ELEV.: 11.22'
8" PVC NW INVERT ELEV.: 6.51'

SANITARY SEWER MANHOLE #727
TOP RIM ELEV.: 21.21'
8" PVC SW INVERT ELEV.: 17.62'

SANITARY SEWER MANHOLE #734
TOP RIM ELEV.: 22.61'
6" TCP NW INVERT ELEV.: 18.26'
6" TCP SW INVERT ELEV.: 18.26'
8" PVC E. INVERT ELEV.: 18.20'

SANITARY SEWER MANHOLE #576
TOP RIM ELEV.: 20.76'
8" PVC N. INVERT ELEV.: 14.11'
8" PVC S. INVERT ELEV.: 14.10'
8" PVC W. INVERT ELEV.: 16.41'
8" TCP W. INVERT ELEV.: 14.61'

SANITARY SEWER MANHOLE #692
TOP RIM ELEV.: 19.80'
8" PVC NE INVERT ELEV.: 16.07'
3" PVC NW INVERT ELEV.: 17.65'
8" PVC SW INVERT ELEV.: 16.07'

8" GRAVITY SEWER PIPE LINING REHABILITATION

SANITARY SEWER MANHOLE #664
TOP RIM ELEV.: 28.57'
4" PVC NE INVERT ELEV.: 24.80'
3" PVC SE INVERT ELEV.: 24.93'
8" PVC SW INVERT ELEV.: 24.99'

SANITARY SEWER MANHOLE #615
TOP RIM ELEV.: 27.14'
8" PVC E. INVERT ELEV.: 22.99'
8" TCP W. INVERT ELEV.: 23.04'

SANITARY SEWER MANHOLE #553
TOP RIM ELEV.: 20.16'
8" PVC N. INVERT ELEV.: 13.16'
8" PVC S. INVERT ELEV.: 13.13'
8" PVC W. INVERT ELEV.: 15.54'

SANITARY SEWER MANHOLE #161
TOP RIM ELEV.: 17.93'
8" PVC NE INVERT ELEV.: 14.28'
8" PVC W. INVERT ELEV.: 14.26'

8" GRAVITY SEWER PIPE LINING REHABILITATION

8" GRAVITY SEWER PIPE LINING REHABILITATION

SANITARY SEWER MANHOLE #138
TOP RIM ELEV.: 17.30'
8" PVC E. INVERT ELEV.: 13.10'
8" TCP S. INVERT ELEV.: 8.28'
4" PVC SW INVERT ELEV.: 13.74'
8" PVC N. INVERT ELEV.: 8.26'

SANITARY SEWER MANHOLE #634
TOP RIM ELEV.: 23.04'
8" PVC NE INVERT ELEV.: 19.36'
8" PVC S. INVERT ELEV.: 19.30'
3" PVC NW INVERT ELEV.: 19.31'

SANITARY SEWER MANHOLE #360
TOP RIM ELEV.: 20.50'
8" TCP E. (HIGH) INVERT ELEV.: 15.90'
8" TCP E. (LOW) INVERT ELEV.: 12.13'
8" TCP W. INVERT ELEV.: 12.11'

SANITARY SEWER MANHOLE #445
TOP RIM ELEV.: 20.01'
8" TCP E. INVERT ELEV.: 11.51'
8" PVC N. INVERT ELEV.: 12.01'
8" TCP W. INVERT ELEV.: 11.46'

8" GRAVITY SEWER PIPE LINING REHABILITATION

8" GRAVITY SEWER PIPE LINING REHABILITATION

SANITARY SEWER MANHOLE #109
TOP RIM ELEV.: 17.07'
4" PVC S. INVERT ELEV.: 13.74'
8" TCP E. INVERT ELEV.: 9.97'
4" PVC N. INVERT ELEV.: 13.69'
8" TCP W. INVERT ELEV.: 9.83'

SANITARY SEWER MANHOLE #353
TOP RIM ELEV.: 19.48'
6" PVC S. INVERT ELEV.: 15.18'
8" TCP E. INVERT ELEV.: 10.98'
8" PVC N. INVERT ELEV.: 15.69'
8" TCP W. INVERT ELEV.: 10.96'

1
2

SANITARY SEWER MANHOLE #427
TOP RIM ELEV.: 20.16'
8" TCP E. INVERT ELEV.: 10.88'
6" PVC SE INVERT ELEV.: 16.16'
8" TCP SW INVERT ELEV.: 10.89'
8" TCP W. (HIGH) INVERT ELEV.: 14.06'
8" TCP W. (LOW) INVERT ELEV.: 11.23'

8" GRAVITY SEWER PIPE LINING REHABILITATION

SANITARY SEWER MANHOLE #494
TOP RIM ELEV.: 19.75'
8" PVC S. INVERT ELEV.: 16.38'
8" PVC W. INVERT ELEV.: 16.38'

SANITARY SEWER MANHOLE #91
TOP RIM ELEV.: 16.02'
8" TCP E. INVERT ELEV.: 8.82'
8" TCP S. INVERT ELEV.: 9.24'
8" TCP NW INVERT ELEV.: 8.71

SANITARY SEWER MANHOLE
TOP RIM ELEV.: TO BE FIELD LOCATED
INVERT ELEV.: TO BE FIELD LOCATED

SANITARY SEWER MANHOLE
(LOCATION AND INVERT ELEVATIONS TO BE FIELD LOCATED)

SANITARY SEWER MANHOLE #478
TOP RIM ELEV.: 22.95'
8" PVC E. INVERT ELEV.: 17.33'

8" GRAVITY SEWER PIPE LINING REHABILITATION

REHABILITATE THE GRAVITY SEWER PIPE SOUTH OF HWY-98 TO THE NEXT DOWNSTREAM MANHOLE.

SANITARY SEWER MANHOLE #64
TOP RIM ELEV.: 14.90'
8" TCP E. INVERT ELEV.: 10.90'
8" TCP S. INVERT ELEV.: 10.70'
8" TCP N. INVERT ELEV.: 10.64'

SHEET KEYNOTES

1. SURVEY AND FIELD INVESTIGATIONS HAVE IDENTIFIED TWO SEWER MAINS STACKED VERTICALLY ALONG THIS SECTION OF NORTH STREET. THE BOTTOM SEWER MAIN IS BELIEVED TO BE CONNECTED TO THE UPPER MAIN VIA A WYE TO CREATE A EXTERNAL MANHOLE DROP PIPE. CONTRACTOR TO FIELD LOCATE AND VERIFY CONDITIONS.
2. CCTV THE SEWER LINES AND FIELD LOCATE THE WYE FITTING AND INFRASTRUCTURE AND RELAY FINDINGS AND PROPOSED LINING PROCEDURES TO ENGINEER FOR REVIEW.

GENERAL NOTES

1. CONTRACTOR SHALL BE RESPONSIBLE FOR REHABILITATING THE SHOWN EXISTING GRAVITY SEWER PIPES WITHIN THE MARY ESTHER DR. NEIGHBOURHOOD.
2. MAINTAIN ALL WORK ACTIVITIES WITHIN CITY RIGHT-OF-WAY. RESTORE ANY DISTURBED LANDSCAPING, HARDSCAPE, PAVEMENT, SIDEWALKS, ETC. TO ORIGINAL OR BETTER CONDITION.
3. PROTECT ALL UTILITY FEATURES OUTSIDE OF PROJECT SCOPE OF WORK.
4. MAINTAIN SEWER SERVICE TO ALL RESIDENTS THROUGHOUT CONSTRUCTION. PROVIDE TEMPORARY STORAGE AND CONVEYANCE AROUND OUT OF SERVICE SEWERLINES AS NEEDED. CONTRACTOR SHALL PREPARE AND SUBMIT A TEMPORARY FLOW CONTROL PLAN TO ENGINEER FOR REVIEW.
5. SEQUENCE CONSTRUCTION ACTVITIES TO MINIMIZE IMPACT TO RESIDENCES. COORDINATE ROAD CLOSURES IN ADVANCE WITH CITY AND HOMEOWNERS.
6. SOME GRAVITY SEWER PIPES DO NOT CONNECT TO A SEWER MANHOLE AT THE FURTHEST UPSTREAM ENDS BUT RATHER AT A CLEANOUT OR OTHER. CONTRACTOR SHALL BE RESPONSIBLE FOR EXCAVATING AROUND THE END OF THE GRAVITY SEWER PIPE TO FACILITATE CIPP LINER INSTALLATION AND SHALL RECONNECT OR REPLACE CLEANOUTS.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING NEW CLEANOUTS ON ALL EXISTING SEWER LATERALS TIED INTO THE SEWER LINES TO BE REHABILITATED WHERE ONE IS NOT CURRENTLY PRESENT. CLEANOUTS ARE TO BE LOCATED AT THE ROW OR UTILITY EASEMENT LINE.
8. REHABILITATE VIA LINING, ALL SEWER LATERAL LINES TIED INTO THE SEWER MAINS TO BE REHABILITATED.

NO.	DATE	DSGN	DR	CHK	APVD	BY	REVISION
		S. TATMAN	S. TATMAN	K. WADDELL	APVD	S. JERNIGAN	

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CIVIL
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MARY ESTHER DRIVE
SEWER REHABILITATION PLAN

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NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

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VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

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PROJ	D3632500
DWG	C-19
SHEET	21 of 26

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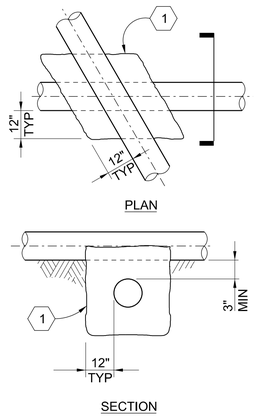


SHEET NOTES

1. CONTROLLED LOW-STRENGTH FILL (CLSF)

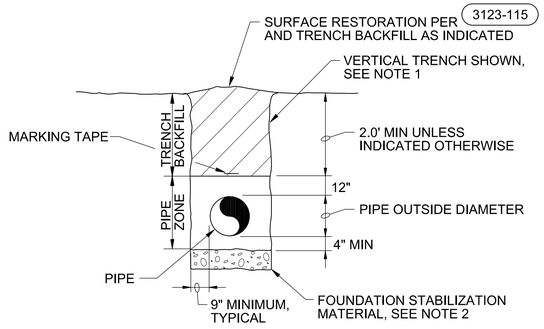
GENERAL NOTES

1. CLSF SUPPORT IS REQUIRED:
   - A. WHEN BOTH PIPELINES ARE NEW AND CLEARANCE BETWEEN THEM IS LESS THAN 12".
   - B. WHEN A NEW PIPELINE IS CROSSING OVER AN EXISTING PIPELINE AND THE CLEARANCE BETWEEN THEM IS LESS THAN 12".
   - C. AT ALL PIPE CROSSINGS WHERE A NEW PIPELINE IS CROSSING UNDER AN EXISTING PIPELINE.
   - D. REFER TO SECIFICATION SECTION 31 23 33 FOR CLSF REQUIREMENTS.
2. PIPE CROSSINGS TO BE IN COMPLIANCE WITH FDEP REGULATIONS.
3. WATER MAIN TO BE INSTALLED OVER TOP OF SEWER LINES.

TRENCH PIPE CROSSING

NTS

3123-120



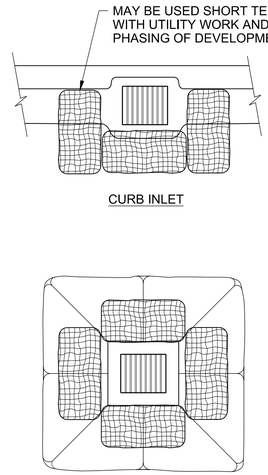
NOTES:

1. CONTRACTOR SHALL SLOPE TRENCH WALLS OR SHORE EXCAVATIONS FOR CONSTRUCTION AND SAFETY AND IN ACCORDANCE WITH CURRENT OSHA REQUIREMENTS.
2. FOUNDATION STABILIZATION MATERIAL SHALL BE INSTALLED ONLY AS APPROVED AND DIRECTED BY THE ENGINEER AND IN ACCORDANCE WITH THE SPECIFICATIONS.

TYPICAL TRENCH

NTS

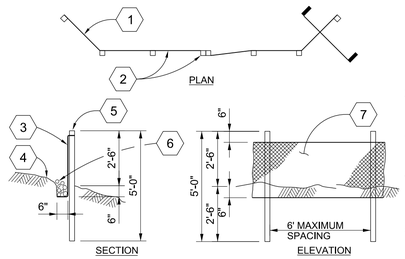
3123-110



BIOFILTER BAG INLET BARRIER

NTS

3125-186



1. ANGLE BOTH ENDS OF FILTER FABRIC FENCE TO ASSURE SOIL IS TRAPPED
2. INTERLOCKED 2"x4" POSTS AND ATTACH
3. FILTER FABRIC MATERIAL
4. NEWLY GRADED OR DISTURBED SLOPE
5. USE STITCHED LOOPS OVER 2"x4" POSTS
6. PROVIDE BASE COURSE BACKFILL IN TRENCH
7. FILTER FABRIC MATERIAL, 36" WIDE ROLLS

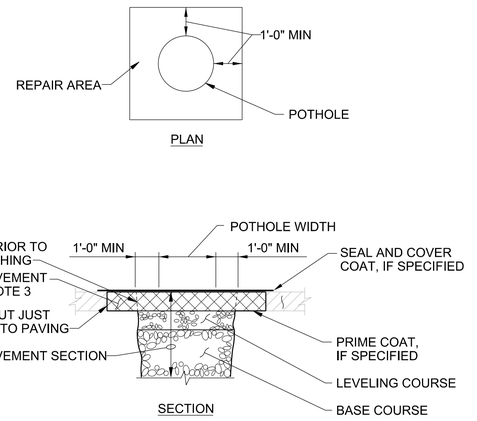
NOTES:

- A. BURY BOTTOM OF FILTER FABRIC 6" VERTICALLY BELOW FINISHED GRADE.
- B. 2"x4" DOUGLAS FIR OR STEEL FENCE POSTS.
- C. STITCHED LOOPS TO BE INSTALLED DOWNHILL SIDE OF SLOPE.
- D. COMPACT ALL AREAS OF FILTER FABRIC TRENCH.

SEDIMENT FENCE

NTS

3125-165



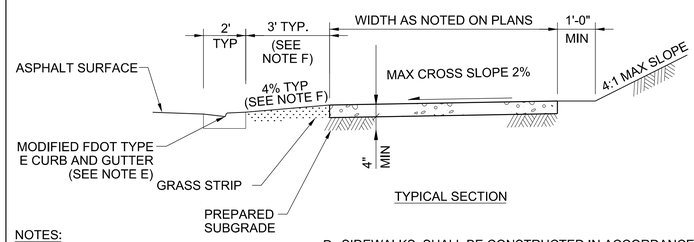
NOTES:

1. POTHOLE REPAIRS TO BE COMPLETED AS DIRECTED BY THE ENGINEER.
2. FINAL LIFT OF AC PAVEMENT SHALL BE PAVED AT SAME TIME AS ADJACENT RESURFACING AS A SINGLE PAVING OPERATION.
3. EXCAVATE DOWN AND REMOVE ANY STUMPS, ROOTS, ETC. AND RESTORE WITH COMPACTED SUBGRADE AND ABOVE REPAIR SECTION DETAIL.

POTHOLE REPAIR

NTS

3212-211



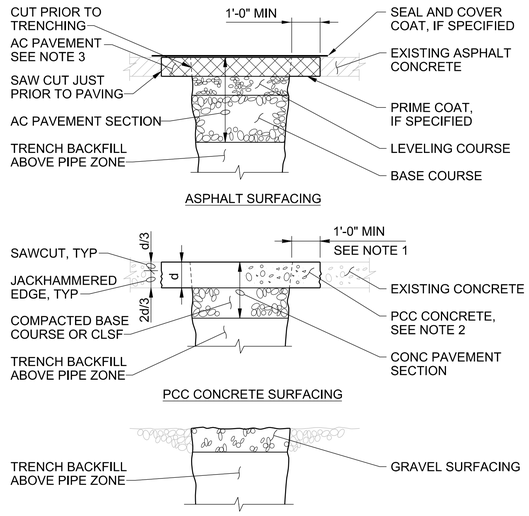
NOTES:

- A. CONTRACTOR SHALL REPLACE OR RELOCATE MAILBOXES AS NEEDED AND ACCORDING TO LOCAL REGULATION. NEW MAILBOXES TO MATCH EXISTING OR BETTER WITH PROPERTY OWNERS APPROVAL.
- B. CONTRACTOR SHALL LIMIT ALL CLEARING AND GRUBBING TO WITHIN PUBLIC RIGHT OF WAY.
- C. IF 4:1 OR FLATTER SLOPE WILL NOT TIE TO EXISTING GRADE WITHIN THE R/W, COORDINATE WITH THE ENGINEER ON A CASE BY CASE BASIS.
- D. SIDEWALKS SHALL BE CONSTRUCTED IN ACCORDANCE WITH FDOT STANDARD PLANS INDEX 522-001, LATEST EDITION.
- E. MODIFY THE TYPE E GUTTER WIDTH TO 15" TO PROVIDE AN 24" WIDE CURB AND GUTTER SECTION. OTHERWISE THE CURB AND GUTTER SHALL BE CONSTRUCTED IN ACCORDANCE WITH FDOT STANDARD PLANS INDEX 520-001, LATEST EDITION.
- F. UNLESS OTHERWISE SHOWN IN THE PLANS OR THERE ARE CONFLICTS, ROADSIDE EDGE OF SIDEWALK SHALL BE OFFSET 3' FROM AND 1.5" ABOVE THE TOP OF BACK OF CURB, TYPICAL. CONTRACTOR MAY ALTER THESE DIMENSIONS TO ACCOMMODATE EXCESSIVE EXISTING YARD SLOPES WITH THE APPROVAL OF THE ENGINEER ON A CASE BY CASE BASIS.

TYPICAL CONCRETE SIDEWALK AND CURB AND GUTTER

NTS

3213-220



NOTES:

1. IF LOCATION OF TRENCH SAW CUT IS WITHIN 2 FEET OF AN EXISTING JOINT OR EDGE OF CONCRETE, REPLACE ENTIRE CONCRETE TO THE JOINT OR EDGE.
2. CONSTRUCT JOINTS ACROSS NEW CONCRETE TO MATCH EXISTING JOINT TYPES AND LOCATIONS.
3. FINAL LIFT OF AC PAVEMENT SHALL BE PAVED AT SAME TIME AS ADJACENT RESURFACING AS A SINGLE PAVING OPERATION

SURFACE RESTORATION

NTS

3123-115

NO.	DATE	DSGN	DR	CHK	APVD	BY	REVISION
		S TATMAN	S TATMAN	S JERNIGAN	APVD	K WADDELL	

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AZALEA PARK AND CASWELL CIRCLE
NEIGHBORHOOD IMPROVEMENTS
CITY OF MARY ESTHER, FL
MARY ESTHER, FL

CIVIL
STANDARD DETAILS

BID DOCUMENTS

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

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SHEET	22 of 25

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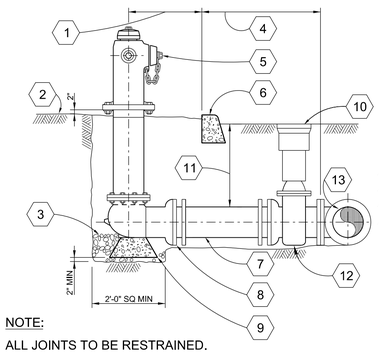


1. 3'-0" UNLESS SHOWN OTHERWISE
2. FINISH GRADE
3. 3/4" DRAIN ROCK TO EL 6" ABOVE WEEP HOLE IN BARREL
4. AS SHOWN OR SPECIFIED
5. NOZZLE THREADS AS SPECIFIED
6. CURB WHERE APPLICABLE
7. 6" WATER LINE
8. MJ HYDRANT OUTLET
9. PRECAST CONC PIER BLOCK, 16" SQ BASE
10. VALVE BOX
11. COVER AS SPECIFIED (3' MIN)
12. 6" FLGxMJ GATE VALVE
13. WATER MAIN W/ MJxFLG TEE

NOTE:

ALL JOINTS TO BE RESTRAINED.

FIRE HYDRANT

NTS

3312-770

THRUST BLOCK NOTES

1. KEEP CONCRETE CLEAR OF JOINT AND JOINT ACCESSORIES.
2. CONCRETE THRUST BLOCKING SHALL BE POURED AGAINST UNDISTURBED EARTH.
3. REQUIRED VOLUMES OR BEARING AREAS AT FITTINGS SHALL BE AS INDICATED BELOW, ADJUSTED, IF NECESSARY, TO CONFORM TO THE TEST PRESSURE(S) AND ALLOWABLE SOIL BEARING STRESS(ES) STATED IN THE SPECIFICATIONS.
4. THRUST BLOCK VOLUMES FOR VERTICAL BENDS HAVING UPWARD RESULTANT THRUSTS ARE BASED ON TEST PRESSURE OF 150 PSIG AND THE WEIGHT OF CONCRETE = 4050 LBS/CU YD. TO COMPUTE VOLUMES FOR DIFFERENT TEST PRESSURES, USE THE FOLLOWING EQUATION: VOLUME = (TEST PRESS./150) x (TABLE VALUE).
5. BEARING AREAS FOR HORIZONTAL BEND THRUST BLOCKS ARE BASED ON TEST PRESSURE OF 150 PSIG AND AN ALLOWABLE SOIL BEARING STRESS OF 2000 LBS/SQ FT. TO COMPUTE BEARING AREAS FOR DIFFERENT TEST PRESSURES AND SOIL BEARING STRESSES, MULTIPLY TABLE VALUES BY THE FACTOR $(13.33)(P'/S'_b)$, WHERE:
   P' = ACTUAL TEST PRESSURE, PSIG
   S'_b = ACTUAL SOIL BEARING PRESSURE, PSF.
6. THRUST BLOCKS FOR VERTICAL BENDS HAVING DOWNWARD RESULTANT THRUSTS SHALL BE THE SAME AS FOR HORIZONTAL BENDS.
7. BEARING AREAS, VOLUMES, AND SPECIAL BLOCKING DETAILS SHOWN ON PLANS TAKE PRECEDENCE OVER THIS STANDARD
8. BEARING AREA OF THRUST BLOCK SHALL NOT BE LESS THAN 1.0 SQ FT.
9. VERTICAL BENDS THAT REQUIRE A THRUST BLOCK VOLUME EXCEEDING 5 CUBIC YARDS REQUIRE SPECIAL BLOCKING DETAILS. SEE PLANS FOR VOLUMES SHOWN TO LEFT OF SOLID LINE IN TABLE.
10. TEST PRESSURES ARE SHOWN IN THE PIPING SCHEDULE.
11. ALLOWABLE SOIL BEARING STRESS IS 2000 LBS/SQ FT.

BEARING AREA OF THRUST BLOCKS IN SQ. FT. (HORIZONTAL BENDS)

FITTING SIZE	TEE, WYE, PLUG, OR CAP	90° BEND PLUGGED CROSS	TEE PLUGGED RUN		BEND ANGLE		
			A_1	A_2	45°	22 1/2°	11 1/4°
4	1.0	1.4	1.9	1.4	1.0	-	-
6	2.1	3.0	4.3	3.0	1.6	1.0	-
8	3.8	5.3	7.6	5.4	2.9	1.5	1.0
10	5.9	8.4	11.8	8.4	4.6	2.4	1.2
12	8.5	12.0	17.0	12.0	6.6	3.4	1.7
14	11.5	16.3	23.0	16.3	8.9	4.6	2.3
16	15.0	21.3	30.0	21.3	11.6	6.0	3.0
18	19.0	27.0	38.0	27.0	14.6	7.6	3.8
20	23.5	33.3	47.0	33.3	18.1	9.4	4.7
24	34.0	48.0	68.0	48.0	26.2	13.6	6.8

VOLUME OF THRUST BLOCK IN CUBIC YARDS (VERTICAL BENDS)

FITTING SIZE	BEND ANGLE		
	45°	22 1/2°	11 1/4°
4	1.1	0.4	0.2
6	2.7	1.0	0.4
8	4.0	1.5	0.6
10	6.0	2.3	0.9
12	8.5	3.2	1.3
14	11.5	4.3	1.8
16	14.8	5.6	2.3

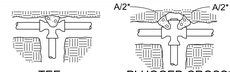
FITTING SIZE	ROD SIZE	EMBEDMENT
12" AND LESS	#6	30"
14"-16"	#8	36"

GALVANIZED RODS OVER FITTING AND EMBEDDED IN CONCRETE (SEE TABLE FOR SIZES)

PROFILE

PLUGGED TEE

* EACH AREA (A/2) IS 1/2 OF TABULATED TOTAL AREA



TEE

PLUGGED CROSS*

BEND

PLUGGED CROSS

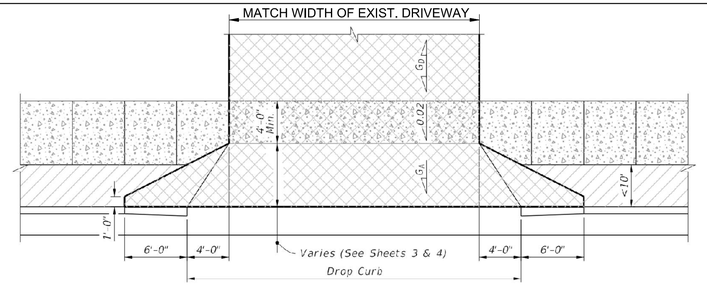
WYE

1/4" PLYWOOD OVER FACE OF BOLTS

THRUST BLOCK NOTES AND DETAILS

NTS

3311-765



UTILITY STRIP < 10' WIDE

NOTES:

A. APPROACH WIDTH SHALL MATCH EXISTING DRIVEWAY WIDTH. THE WIDTH SHALL BE A MINIMUM OF 12 FEET OR AS DIRECTED BY THE ENGINEER.

B. ALL CONCRETE SHALL BE PLACED ON 4" THICK BASE COURSE, UNLESS SHOWN OTHERWISE.

C. ADD CONTRACTION OR COLD JOINT IN CENTER OF APPROACH AND CURB AND GUTTER WHEN APPROACH WIDTH EXCEEDS 20 FEET.

D. APPROACH AND SIDEWALK THICKNESS BETWEEN GUTTER AND DRIVEWAY SHALL BE 6" MINIMUM, UNLESS SHOWN OTHERWISE.

E. THE 2% CROSS-SLOPE OF SIDEWALK IS MEASURED FROM HORIZONTAL. THE 12:1 SLOPE OF SIDEWALK TRANSITION TO DRIVEWAY IS RELATIVE TO THE RUNNING SLOPE OF THE SIDEWALK. THE SLOPE OF THE APPROACH IS MEASURED RELATIVE TO HORIZONTAL.

F. TRANSITION BACK OF WALKWAY 1' INTO DRIVEWAY TO MAINTAIN 4' MINIMUM WIDTH.

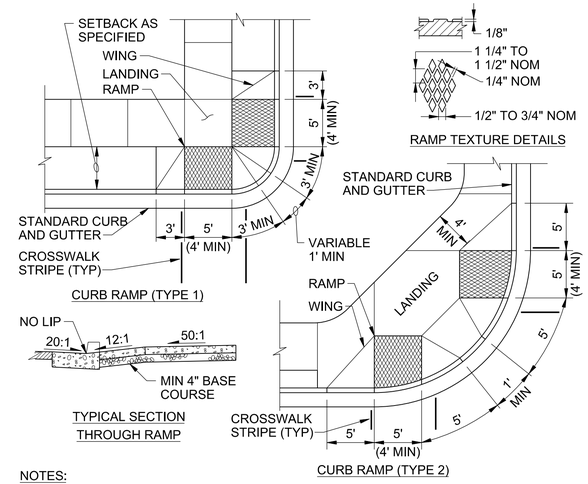
G. CONTRACTOR SHALL REPLACE AND REGRADE ALL DRIVEWAYS WITHIN THE ROW AS NEEDED TO TIE INTO SIDEWALKS.

H. SIDEWALK AND DRIVEWAY TURNOUTS TO BE IN ACCORDANCE WITH FDOT 552-003.

DRIVEWAY CURBSIDE SIDEWALK

NTS

3123-230



NOTES:

1. EXCEPTIONS TO THE REQUIREMENTS IN THIS DRAWING MUST BE APPROVED BY THE ENGINEER AND MUST COMPLY WITH THE "AMERICANS WITH DISABILITIES ACT" (ADA).
2. LANDINGS SHALL BE PLACED AT THE TOP OF EACH RAMP. LANDING SLOPES SHALL NOT EXCEED 50:1 IN ANY DIRECTION. THE SLOPE OF THE SURFACING AT THE BOTTOM OF THE RAMP SHALL NOT EXCEED 20:1 FOR A DISTANCE OF 2' (SEE TYPICAL SECTION ABOVE).
3. MINIMUM LANDING DIMENSIONS SHALL BE 4'x4'.
4. RAMP SURFACE SHALL BE TEXTURED WITH RAISED DIAMOND TEXTURE. TEXTURING SHALL BE DONE WITH AN EXPANDED METAL GRATE STAMPED INTO THE CONCRETE.
5. ROUTE SIDEWALKS WITH WING AT INTERSECTIONS TO AVOID ROADWAY SIGNAGE.

SIDEWALK ACCESS RAMPS / CORNER

NTS

3213-225

NO.	DATE	REVISION	BY	APVD
DSGN	S TATMAN		K WADDELL	
DR	S TATMAN		S JERNIGAN	
CHK	S TATMAN		APVD	

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CITY OF MARY ESTHER, FL
MARY ESTHER, FL

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STANDARD DETAILS

BID DOCUMENTS

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

DATE	OCT 2025
PROJ	D3632500
DWG	C-22
SHEET	23 of 25

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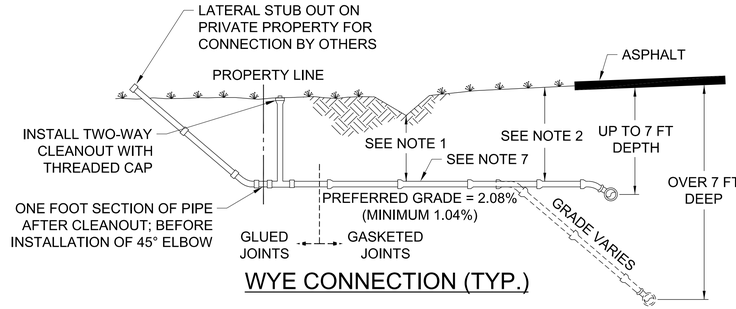
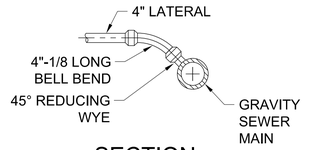
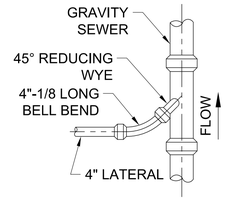


WYE CONNECTION (TYP.)

NOTES:
1. MAINTAIN 18" MINIMUM IF DITCH IS PRESENT.
2. MAINTAIN 36" MINIMUM IF NO DITCH IS PRESENT.
3. ALL LATERALS TO BE 4" ∅ UNLESS PLANS SHOW LARGER DIAMETER.
4. ASTM D3034 DR 26 PIPE (SDR 35 SHALL NOT BE USED).

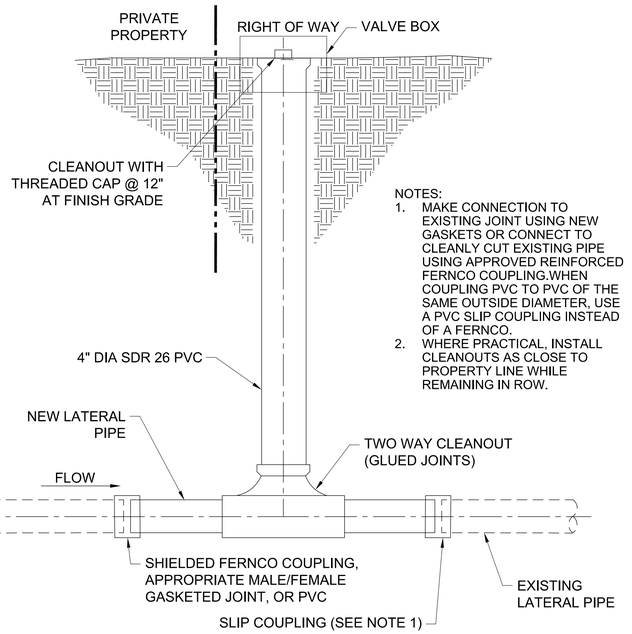


SECTION



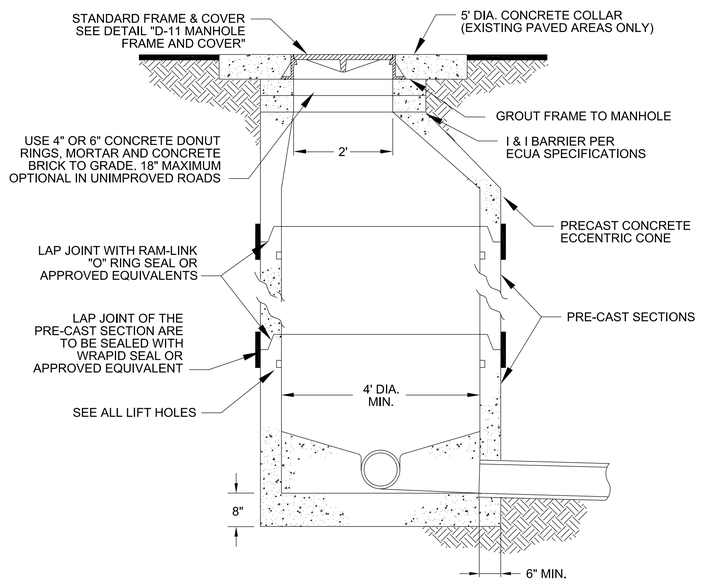
PLAN

SEWER LATERAL CONNECTION
NTS

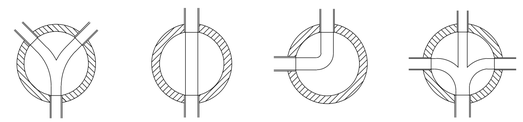


NOTES:
1. MAKE CONNECTION TO EXISTING JOINT USING NEW GASKETS OR CONNECT TO CLEANLY CUT EXISTING PIPE USING APPROVED REINFORCED FERNCO COUPLING.WHEN COUPLING PVC TO PVC OF THE SAME OUTSIDE DIAMETER, USE A PVC SLIP COUPLING INSTEAD OF A FERNCO.
2. WHERE PRACTICAL, INSTALL CLEANOUTS AS CLOSE TO PROPERTY LINE WHILE REMAINING IN ROW.

NEW CLEANOUT INSTALLATION ON EXISTING LATERIAL
NTS



STANDARD MANHOLE
NTS



TYPICAL INVERT CHANNELS

NOTES:
1. SEE SECTION 33 05 13, MANHOLES FOR COMPLETE SPECIFICATIONS.
2. VACUUM TEST TO BE COMPLETED IN ACCORDANCE WITH ASTM C-1244 AND PERFORMED PRIOR TO BACKFILLING.
3. SUPPORTING SOILS UNDER THE BASE OF THE MANHOLE SHALL BE COMPACTED TO AT LEAST 98% OF MAXIMUM DENSITY.
4. JOINT SEALING WRAP SHALL BE INSTALLED ON ALL NEW MANHOLES. RISER SECTION SHALL ONLY BE WRAPPED WHEN MANHOLE IS LOCATED IN LOW AREAS OR AS DEEMED NECESSARY BY ENGINEER.

NO.	DATE	REVISION	BY	APVD
DSGN	S TATMAN	DR	S TATMAN	CHK	S JERNIGAN	APVD	K WADDELL

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BID DOCUMENTS

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

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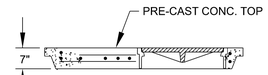
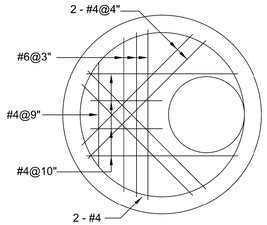
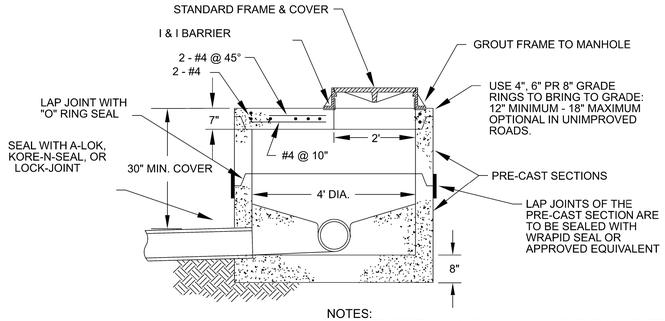


ALTERNATE TOP WITH INVERTED RING



TOP REINFROCING



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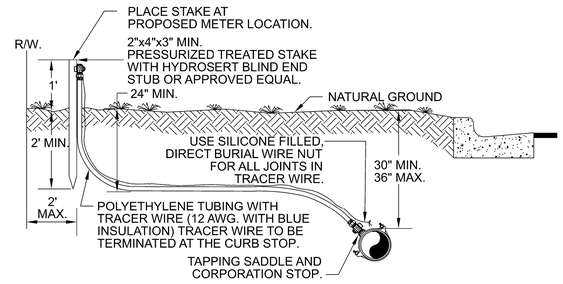
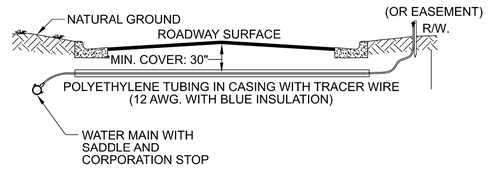
SHALLOW MANHOLE
NTS



TYPICAL SHORT SERVICE



✳ OR GREATER AS REQUIRED BY CITY / COUNTY / D.O.T.

TYPICAL LONG SERVICE - STREET CROSSING

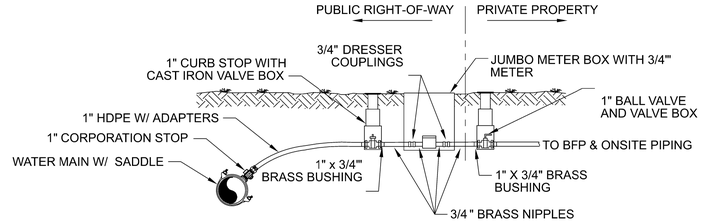
GENERAL NOTES:

- ALL SERVICE LINES, LONG AND SHORT, ARE TO HAVE THEIR OWN DESIGNATED TAPPING SADDLE AND SERVICE LINE TO SERVE A SINGLE CUSTOMER METER.
- CONTRACTOR SHALL REPOSITION ALL METERS AND METER BOXES TO BE PERPENDICULAR TO AND LOCATED AT THE ROW LINE.
- SERVICE LINE SIZING IS TO BE BASED UPON THE EXISTING CUSTOMER METER SIZE.
- CASING SHALL BE PVC OR HDPE AND SHALL BE COLOR CODED BLUE OR BLACK WITH BLUE STRIPING.

RECOMMENDED TUBING SIZES FOR WATER SERVICES			
SIZE OF METER	DESIGN FLOW (GMP)	MAX. LENGTH OF TUBING FOR SIZE INDICATED	
		1"	2"
5/8"	20	92	2679
1"	50	17	492
1 1/2"	100		136
SIZE OF CASING (LONG SERVICE ONLY)		2"	4"

WATER SERVICE FOR 5/8", 1", & 1 1/2" METERS
NTS

3/4" WATER METER ASSEMBLY



NO.	DATE	DSGN	DR	CHK	REVISION	BY	APVD
						K.WADDELL	S.JERNIGAN
		S.TATMAN	S.TATMAN				

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AGENDA ITEM

Agenda Item 11.9.

TO: Honorable Mayor and Members of the City Council

FROM:

DATE: February 2, 2026

SUBJECT: Discussion: Florida Charter School Proposal

BACKGROUND:
Mayor Pro Tem Oder requested this item for discussion.

DISCUSSION:

FINANCIAL IMPACT:

RECOMMENDATION:

ATTACHMENT(S):