Agenda
Regular Meeting
of the Mary Esther City Council
March 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**
   - 6.1. **Thank You Letter - Colby Fanto, Fireman of the Year**
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 February 2nd, 2026, Regular Council Meeting**
8. **CITIZENS WHO HAVE REQUESTED TO BE PLACED ON THE AGENDA**
9. **PUBLIC COMMENT (NON-AGENDA ITEMS)**
10. **UNFINISHED BUSINESS**
    - 10.1. **Second Reading Ordinance 2026-01: Development Review Procedures**
    - 10.2. **Consideration: Preliminary Development Order Amendment and Unity of Title for Big Box Retail**
11. **NEW BUSINESS**
    - 11.1. **Consideration: FY 2024-25 Annual Comprehensive Financial Report**
    - 11.2. **Resolution 25-06: City Hall Renovation Budget Re-Appropriation and Reallocation**
    - 11.3. **Consideration: Selection of Contractor to Conduct a Utility Rate Study**
    - 11.4. **Consideration: Request for Proposal for Third-Party Building Plan Review and Inspection Services**
    - 11.5. **Consideration: Purchase of Two Pickup Trucks for the Public Works Department**
    - 11.6. **Consideration: Appointment of the 2026 Municipal Election Canvassing Board**
    - 11.7. **Consideration: Facilitator for FY 2026 City Manager Evaluation**
    - 11.8. **Discussion: Mary Esther Elementary Charter School Report**
12. **COUNCILS' STANDING COMMITTEE STATUS REPORTS**
13. **OTHER COMMENTS**
14. **ADJOURN**

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

WATCHING AND PARTICIPATION

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

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

NOTES:

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

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

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

AGENDA ITEM

Agenda Item 6.1.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: March 2, 2026

SUBJECT: Thank You Letter - Colby Fanto, Fireman of the Year

BACKGROUND:
Colby Fanto received the Firefighter of the Year award from Ocean City-Wright Fire Control District. Hearing this, Councilmember Sutton requested that a thank-you letter be drafted for him. The letter has been drafted for review and, if approved, is ready for the mayor to sign and award.

DISCUSSION:
The original nomination from Battalion Chief is attached. Council is to review the award to be presented to Colby Fanto.

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

RECOMMENDATION:
Motion to authorize the Mayor to sign the thank you letter to Colby Fanto

ATTACHMENT(S):
1. Thank You Letter - Colby Fanto
2. Nomination - Colby Fanto

City of Mary Esther
Thank You Letter

For Colby Fanto

WHEREAS, it is the duty of this organization to recognize and commend acts of extraordinary commitment, responsibility, and presence of mind that safeguard both our personnel and the integrity of our operations; and

WHEREAS, Colby Fanto was recognized as Firefighter of the Year for Ocean City Wright Fire Control District for his hard professionalism, dedication, and leadership reflecting the highest level of standards for Ocean City-Wright Fire Control District; and

WHEREAS, he demonstrates the foundation and culture of the department in his actions, providing an example for others, and seeks to help others by mentoring and training probationary firefighters into strong leaders of the future; and

WHEREAS, he ensures that he is ready for service no matter the situation by employing a proactive approach and is a leading example of problem-solving and initiative, able to provide solutions when needed, not just when convenient; and

WHEREAS, the respect and adoration of his peers and officers alike for his professionalism, technical skill, and steady demeanor have made him a trusted and valued member of the Ocean City-Wright Fire Control District, demonstrated by his actions, attitude, and respect earned every day;

NOW, THEREFORE I, Chris Stein, Mayor of the City of Mary Esther, Florida, and on behalf of all our citizens, am pleased to tender this thank you letter to him, with our sincere thanks for his dedicated service to the welfare of our community.

By: _____

Chris Stein, Mayor

ATTEST:

_____

Dillon Morris, City Clerk

Chief's,

With great pride, I nominate Firefighter Colby Fanto for Firefighter of the Year with the Ocean City Wright Fire Control District. Colby's professionalism, dedication, and leadership reflect the highest standards of our department and make him an outstanding representative of our mission and values.

Embodies Core Department Values:
Colby consistently demonstrates integrity, dedication, and teamwork, the foundation of our department's culture. Whether on calls, during training, or in daily station life, he upholds these principles and sets an example for others to follow.

Mentorship & Training:
One of Colby's greatest strengths is his commitment to developing others. His patience, knowledge, and eagerness to mentor probationary firefighters have helped shape some of the strongest firefighters serving with us today. He leads by example, investing his time and energy to ensure others succeed.

Dedication to Readiness:
Colby takes pride in ensuring that apparatus, tools, and equipment are always ready for service. His attention to detail and proactive approach guarantee that his crew is prepared for any call, at any time and not just when it's convenient.

Problem-Solving & Initiative:
A perfect example of Colby's initiative occurred when Tower 1 blew a fuse. Instead of waiting for maintenance, Colby took it upon himself to gather his crew and replace the fuse using parts from an old vehicle on site. This quick thinking and resourcefulness restored the unit's readiness and showcased his ability to find effective solutions under pressure—a hallmark of a true firefighter.

Respected Leader:
Colby is deeply respected by his peers and officers alike. His professionalism, technical skill, and steady demeanor make him a trusted and valued member of our department. His leadership extends beyond rank, it's seen in his actions, his attitude, and the respect he earns every day.

For his unwavering commitment, strong leadership, and embodiment of our department's values, Firefighter Colby Fanto is highly deserving of recognition as Firefighter of the Year for the Ocean City Wright Fire Control District.

Paul Smith

Battalion Chief

City of Mary Esther
Cash and Investment Balances
as of January 31, 2026

BMS Account	GENERAL FUND BANK	Summary of Investments 1/31/2026	Fund	INTEREST RATE	Purpose of Acct.
101251	FNBT BANK	$153,900.00	410	0.00%	Cust. Utility Deposits Acct.
104300	GEN FUND FLORIDA PRIME	$2,494,813.60	1	3.88%	GF Savings/Investment
104400	W/S FUND FLORIDA PRIME	$361,218.13	410	3.88%	W/S Savings/Investment
101001	FNBT BANK	$13,134,747.51	1 & 410	3.92%	Operating Acct.
101210	FNBT BANK	$146,711.87	1	0.00%	Payroll Account
101001	FNBT BANK	$5,144.70	1	0.00%	HRA Account
101001	FNBT BANK	$1,729,074.55	1 & 410	3.92%	Money Market Account
104301	FLCLASS	$560,484.35	1	3.81%	GF Investment
104302	AMERIS BANK	$6,572.51	1	0.00%	GF Investment
		$18,592,667.22			

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**
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: 01/31/2026

		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	1,330,768.27	1,789,238.07	1,789,238.07	498,158.93
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	14,130.13	45,169.51	45,169.51	139,830.49
001-00-314100	UTILITY TAXES-ELECTRIC	235,000.00	235,000.00	20,409.69	57,574.46	57,574.46	177,425.54
001-00-314200	UTILITY TAXES-COMMUNICATION SE...	200,000.00	200,000.00	19,488.94	57,758.96	57,758.96	142,241.04
001-00-314300	UTILITY TAXES-WATER	130,000.00	130,000.00	11,093.23	44,224.80	44,224.80	85,775.20
001-00-314400	UTILITY TAXES-GAS	43,000.00	43,000.00	5,235.21	11,369.48	11,369.48	31,630.52
001-00-314800	UTILITY TAXES -PROPANE GAS	200.00	200.00	3.23	36.54	36.54	163.46
001-00-316010	BUSINESS TAX - PENALTY INT	900.00	900.00	55.00	1,794.25	1,794.25	-894.25
001-00-316100	BUSINESS TAX	99,000.00	99,000.00	275.00	24,792.50	24,792.50	74,207.50
001-00-322000	BUILDING PERMITS	100,000.00	100,000.00	385.02	5,359.27	5,359.27	94,640.73
001-00-323100	ELECTRICITY FRANCHISE FEES	210,000.00	210,000.00	12,497.63	40,489.67	40,489.67	169,510.33
001-00-323400	GAS FRANCHISE FEES	40,000.00	40,000.00	5,155.21	10,924.97	10,924.97	29,075.03
001-00-324120	IMPACT FEES-FIRE PROTECTION	0.00	0.00	0.00	2,838.50	2,838.50	-2,838.50
001-00-324125	IMPACT FEES-LAW ENFORCEMENT	0.00	0.00	0.00	1,828.00	1,828.00	-1,828.00
001-00-329050	TRACKING FEES	2,000.00	2,000.00	340.00	1,440.00	1,440.00	560.00
001-00-335120	STATE REVENUE SHARING PROCEEDS	198,000.00	198,000.00	17,100.68	71,864.91	71,864.91	126,135.09
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	30,907.52	107,284.02	107,284.02	407,715.98
001-00-338200	INTERGOV REV-COUNTY BUSINESS TAX	3,000.00	3,000.00	60.26	1,309.81	1,309.81	1,690.19
001-00-338210	INTERGOV REV - LIBRARY COOP	66,000.00	66,000.00	0.00	32,641.00	32,641.00	33,359.00
001-00-341200	ZONING FEES	0.00	0.00	0.00	25.00	25.00	-25.00
001-00-341901	FIRE DEPARTMENT FEES	14,000.00	14,000.00	675.00	3,185.50	3,185.50	10,814.50
001-00-341910	PLAN REVIEW	0.00	0.00	165.00	1,418.34	1,418.34	-1,418.34
001-00-341920	SITE INSPECTION	0.00	0.00	15.00	15.00	15.00	-15.00
001-00-342510	FINAL INSPECTION	500.00	500.00	120.00	590.00	590.00	-90.00
001-00-342910	IMPACT FEE- STORMWATER	0.00	0.00	0.00	2,200.00	2,200.00	-2,200.00
001-00-343800	CEMETERY FEES	0.00	0.00	150.00	200.00	200.00	-200.00
001-00-344210	BOAT LAUNCH DAILY PERMIT	0.00	0.00	10.00	40.00	40.00	-40.00
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	0.00	7,958.33	7,958.33	55,210.67
001-00-344910	IMPACT FEE- TRANSPORTATION	0.00	0.00	0.00	7,175.50	7,175.50	-7,175.50
001-00-347210	IMPACT FEE- PARKS & RECREATION	0.00	0.00	0.00	600.00	600.00	-600.00
001-00-349100	LIEN SEARCH FEE	1,500.00	1,500.00	160.00	610.00	610.00	890.00
001-00-351100	COURT FINES	6,000.00	6,000.00	449.15	1,159.48	1,159.48	4,840.52
001-00-352000	LIBRARY FINES/LOST BOOKS	1,500.00	1,500.00	0.00	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	0.84	3.28	3.28	-3.28
001-00-361100	INTEREST INCOME	200,000.00	200,000.00	31,215.35	111,914.08	111,914.08	88,085.92
001-00-365100	SCRAP SALES	0.00	0.00	244.79	533.79	533.79	-533.79
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	588.75	3,973.62	3,973.62	-3,973.62
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**	**1,501,698.90**	**2,450,079.64**	**2,450,079.64**	**5,888,736.36**
	Revenue Total:	**8,338,816.00**	**8,338,816.00**	**1,501,698.90**	**2,450,079.64**	**2,450,079.64**	**5,888,736.36**

		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	7,400.00	7,400.00	19,000.00
001-11-51100-2110	SOCIAL SECURITY TAXES	1,637.00	1,637.00	114.70	458.80	458.80	1,178.20
001-11-51100-2410	WORKER'S COMPENSATION	600.00	600.00	0.00	178.94	178.94	421.06
001-11-51100-3000	MEDICARE INSURANCE	383.00	383.00	26.85	107.40	107.40	275.60
001-11-51100-3100	PROFESSIONAL SERVICES	11,000.00	11,000.00	0.00	1,445.00	1,445.00	9,555.00
001-11-51100-4010	TRAVEL & PER DIEM	16,700.00	16,700.00	414.51	2,221.44	2,221.44	14,478.56
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	100.00	750.00	750.00	3,750.00
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	0.00	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	216.00	441.00	441.00	1,063.00
001-11-51100-5410	BOOKS, PUBS, SUBS & MEMBS	4,867.00	4,867.00	400.00	4,457.00	4,457.00	410.00
	Department: 11 - MAYOR AND CITY COUNCIL Total:	**79,841.00**	**79,841.00**	**3,122.06**	**17,795.55**	**17,795.55**	**62,045.45**
	Activity: 51100 - LEGISLATIVE Total:	**79,841.00**	**79,841.00**	**3,122.06**	**17,795.55**	**17,795.55**	**62,045.45**
Activity: 51200 - EXECUTIVE							
Department: 12 - CITY MANAGER							
001-12-51200-1210	SALARIES	183,509.00	183,509.00	13,789.60	55,917.52	55,917.52	127,591.48
001-12-51200-2110	SOCIAL SECURITY TAXES	11,378.00	11,378.00	855.76	3,469.95	3,469.95	7,908.05
001-12-51200-2210	RETIREMENT	25,691.00	25,691.00	1,932.19	7,835.09	7,835.09	17,855.91
001-12-51200-2310	EMPLOYEE INSURANCE	26,697.00	26,697.00	2,160.02	10,770.63	10,770.63	15,926.37
001-12-51200-2410	WORKER'S COMPENSATION	170.00	170.00	0.00	50.66	50.66	119.34
001-12-51200-3000	MEDICARE INSURANCE	2,661.00	2,661.00	200.14	811.59	811.59	1,849.41
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	50.00	50.00	50.00	2,950.00
001-12-51200-5290	OPERATING SUPPLIES	2,000.00	2,000.00	148.23	367.07	367.07	1,632.93
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**	**19,135.94**	**79,669.51**	**79,669.51**	**181,796.49**
	Activity: 51200 - EXECUTIVE Total:	**261,466.00**	**261,466.00**	**19,135.94**	**79,669.51**	**79,669.51**	**181,796.49**
Activity: 51300 - FINANCE							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51300-1210	SALARIES	78,116.00	78,116.00	5,820.17	25,026.66	25,026.66	53,089.34
001-13-51300-2110	SOCIAL SECURITY TAXES	4,843.00	4,843.00	360.90	1,551.79	1,551.79	3,291.21
001-13-51300-2210	RETIREMENT	10,936.00	10,936.00	746.82	3,211.37	3,211.37	7,724.63
001-13-51300-2310	EMPLOYEE INSURANCE	16,995.00	16,995.00	1,416.91	7,084.57	7,084.57	9,910.43
001-13-51300-2410	WORKER'S COMPENSATION	70.00	70.00	0.00	23.86	23.86	46.14
001-13-51300-3000	MEDICARE INSURANCE	1,133.00	1,133.00	84.48	363.08	363.08	769.92
001-13-51300-3210	ACCOUNTING AND AUDITING	28,500.00	28,500.00	12,500.00	15,250.00	15,250.00	13,250.00
001-13-51300-4010	TRAVEL & PER DIEM	4,000.00	4,000.00	55.39	55.39	55.39	3,944.61
001-13-51300-4710	PRINTING & BINDING	1,900.00	1,900.00	0.00	203.61	203.61	1,696.39
001-13-51300-4921	BANK FEES	1,000.00	1,000.00	45.00	185.00	185.00	815.00
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**	**21,029.67**	**53,209.33**	**53,209.33**	**100,238.67**
	Activity: 51300 - FINANCE Total:	**153,448.00**	**153,448.00**	**21,029.67**	**53,209.33**	**53,209.33**	**100,238.67**
Activity: 51310 - HUMAN RESOURCES							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51310-1210	SALARIES	14,238.00	14,238.00	1,036.97	4,199.67	4,199.67	10,038.33
001-13-51310-2110	SOCIAL SECURITY TAXES	883.00	883.00	64.26	260.33	260.33	622.67
001-13-51310-2210	RETIREMENT	1,993.00	1,993.00	145.19	587.97	587.97	1,405.03

		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	279.00	279.00	621.00
001-13-51310-2230	RETIRED EMPLOYEE DENTAL INSURA...	4,660.00	4,660.00	327.80	1,671.78	1,671.78	2,988.22
001-13-51310-2310	EMPLOYEE INSURANCE	3,020.00	3,020.00	246.61	1,233.02	1,233.02	1,786.98
001-13-51310-2410	WORKER'S COMPENSATION	20.00	20.00	0.00	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	60.85	60.85	145.15
001-13-51310-3100	PROFESSIONAL SERVICES	13,645.00	13,645.00	0.00	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	384.49	2,881.35	2,881.35	4,618.65
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	0.00	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**	**2,276.14**	**20,544.39**	**20,544.39**	**78,420.61**
Activity: 51310 - HUMAN RESOURCES Total:		**98,965.00**	**98,965.00**	**2,276.14**	**20,544.39**	**20,544.39**	**78,420.61**
Activity: 51400 - LEGAL							
Department: 14 - CITY ATTORNEY							
001-14-51400-3111	LEGAL COUNSEL	65,000.00	65,000.00	3,895.50	14,168.95	14,168.95	50,831.05
Department: 14 - CITY ATTORNEY Total:		**65,000.00**	**65,000.00**	**3,895.50**	**14,168.95**	**14,168.95**	**50,831.05**
Activity: 51400 - LEGAL Total:		**65,000.00**	**65,000.00**	**3,895.50**	**14,168.95**	**14,168.95**	**50,831.05**
Activity: 51500 - PLANNING AND ZONING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-51500-1210	SALARIES	109,256.00	109,256.00	7,737.34	32,053.38	32,053.38	77,202.62
001-30-51500-2110	SOCIAL SECURITY TAXES	6,774.00	6,774.00	479.70	1,987.36	1,987.36	4,786.64
001-30-51500-2210	RETIREMENT	15,296.00	15,296.00	905.02	3,712.35	3,712.35	11,583.65
001-30-51500-2310	EMPLOYEE INSURANCE	21,140.00	21,140.00	1,729.17	8,645.85	8,645.85	12,494.15
001-30-51500-2410	WORKER'S COMPENSATION	320.00	320.00	0.00	20.88	20.88	299.12
001-30-51500-3000	MEDICARE INSURANCE	1,584.00	1,584.00	112.24	464.91	464.91	1,119.09
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	291.45	1,005.95	1,005.95	1,894.05
001-30-51500-4522	VEHICLE INSURANCE	290.00	290.00	0.00	0.00	0.00	290.00
001-30-51500-4930	TRAINING	0.00	0.00	275.00	275.00	275.00	-275.00
001-30-51500-4946	LEGAL & RETAIL ADVERTISEMENTS	7,500.00	7,500.00	169.61	339.22	339.22	7,160.78
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**	**11,699.53**	**48,749.90**	**48,749.90**	**233,357.10**
Activity: 51500 - PLANNING AND ZONING Total:		**282,107.00**	**282,107.00**	**11,699.53**	**48,749.90**	**48,749.90**	**233,357.10**
Activity: 51600 - NON-COURT INFORMATION SYSTEMS							
Department: 16 - CITY CLERK							
001-16-51600-1210	SALARIES	82,340.00	82,340.00	5,993.95	25,773.88	25,773.88	56,566.12
001-16-51600-2110	SOCIAL SECURITY TAXES	5,105.00	5,105.00	371.62	1,597.97	1,597.97	3,507.03
001-16-51600-2210	RETIREMENT	11,528.00	11,528.00	839.15	3,608.32	3,608.32	7,919.68
001-16-51600-2310	EMPLOYEE INSURANCE	15,100.00	15,100.00	1,228.36	6,087.24	6,087.24	9,012.76
001-16-51600-2410	WORKER'S COMPENSATION	100.00	100.00	0.00	29.82	29.82	70.18
001-16-51600-3000	MEDICARE INSURANCE	1,194.00	1,194.00	86.92	373.76	373.76	820.24
001-16-51600-3100	PROFESSIONAL SERVICES	2,350.00	2,350.00	0.00	254.21	906.00	1,444.00
001-16-51600-4010	TRAVEL & PER DIEM	3,150.00	3,150.00	0.00	0.00	0.00	3,150.00
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	0.00	322.50	322.50	177.50
001-16-51600-4610	VEHICLE R & M	500.00	500.00	0.00	78.49	223.08	276.92
001-16-51600-4930	TRAINING	2,000.00	2,000.00	750.00	1,125.00	1,125.00	875.00
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	0.00	112.99	112.99	737.01
001-16-51600-5210	FUEL, OIL & LUBRICANTS	1,000.00	1,000.00	61.36	228.40	228.40	771.60

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-16-51600-5290	OPERATING SUPPLIES	1,300.00	1,300.00	42.00	77.00	77.00	1,223.00
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**	**9,373.36**	**39,945.21**	**40,741.59**	**92,725.41**
	Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	**133,467.00**	**133,467.00**	**9,373.36**	**39,945.21**	**40,741.59**	**92,725.41**
	Activity: 51610 - INFORMATION TECHNOLOGY						
	Department: 13 - ADMINISTRATIVE SERVICES						
001-13-51610-3100	PROFESSIONAL SERVICES	38,500.00	38,500.00	3,398.55	8,987.90	43,236.15	-4,736.15
001-13-51610-4110	TELEPHONE & INTERNET	27,140.00	27,140.00	419.26	1,678.22	1,678.22	25,461.78
001-13-51610-4655	COMPUTER HARDWARE & SOFTWARE...	98,371.00	98,371.00	15,926.51	48,982.84	48,982.84	49,388.16
001-13-51610-4660	COPIER MAINTENANCE	10,040.00	10,040.00	1,120.34	1,722.29	7,223.40	2,816.60
001-13-51610-6400	COMPUTER SOFTWARE & EQUIPMENT	40,000.00	40,000.00	0.00	9,000.00	9,000.00	31,000.00
	Department: 13 - ADMINISTRATIVE SERVICES Total:	**214,051.00**	**214,051.00**	**20,864.66**	**70,371.25**	**110,120.61**	**103,930.39**
	Activity: 51610 - INFORMATION TECHNOLOGY Total:	**214,051.00**	**214,051.00**	**20,864.66**	**70,371.25**	**110,120.61**	**103,930.39**
	Activity: 51900 - GENERAL GOVERNMENT						
	Department: 99 - NON DEPARTMENTAL						
001-99-51900-4100	POSTAGE & SHIPPING	4,200.00	4,200.00	95.97	791.94	791.94	3,408.06
001-99-51900-4520	LIABILITY INSURANCE	58,980.00	58,980.00	0.00	39,241.50	39,241.50	19,738.50
001-99-51900-5110	OFFICE SUPPLIES	4,000.00	4,000.00	-300.00	438.62	438.62	3,561.38
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**	**-204.03**	**40,472.06**	**40,472.06**	**27,307.94**
	Activity: 51900 - GENERAL GOVERNMENT Total:	**67,780.00**	**67,780.00**	**-204.03**	**40,472.06**	**40,472.06**	**27,307.94**
	Activity: 51910 - FACILITIES						
	Department: 50 - PUBLIC WORKS						
001-50-51910-1210	SALARIES	63,314.00	63,314.00	4,394.31	15,970.49	15,970.49	47,343.51
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	272.49	966.62	966.62	3,020.38
001-50-51910-2210	RETIREMENT	9,004.00	9,004.00	171.67	688.33	688.33	8,315.67
001-50-51910-2310	EMPLOYEE INSURANCE	19,665.00	19,665.00	1,613.40	7,680.02	7,680.02	11,984.98
001-50-51910-2410	WORKER'S COMPENSATION	2,620.00	2,620.00	0.00	635.80	635.80	1,984.20
001-50-51910-3000	MEDICARE INSURANCE	933.00	933.00	63.74	226.12	226.12	706.88
001-50-51910-3100	PROFESSIONAL SERVICES	18,000.00	18,000.00	1,008.81	4,054.25	4,370.00	13,630.00
001-50-51910-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-4310	ELECTRICITY	40,000.00	40,000.00	1,962.13	5,749.48	5,749.48	34,250.52
001-50-51910-4320	WATER	12,600.00	12,600.00	1,140.90	2,574.03	2,574.03	10,025.97
001-50-51910-4330	SOLID WASTE	7,500.00	7,500.00	216.20	530.41	530.41	6,969.59
001-50-51910-4340	NATURAL GAS	3,500.00	3,500.00	211.51	303.93	303.93	3,196.07
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	0.00	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	12,801.21	17,000.49	19,392.49	607.51
001-50-51910-4612	FURNITURE/EQUIP. R & M	500.00	500.00	218.00	218.00	218.00	282.00
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	17.97	32.96	32.96	717.04
001-50-51910-5210	FUEL, OIL, & LUBRICANTS	5,000.00	5,000.00	234.02	444.71	444.71	4,555.29
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	117.70	172.11	172.11	2,827.89
001-50-51910-5231	SEASONAL DECORATIONS	5,000.00	5,000.00	179.98	1,081.46	3,231.46	1,768.54
001-50-51910-5260	TOOLS	2,000.00	2,000.00	0.00	386.82	386.82	1,613.18
001-50-51910-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	238.95	238.95	238.95	1,261.05
001-50-51910-5290	OPERATING SUPPLIES	7,500.00	7,500.00	52.85	559.53	559.53	6,940.47
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	17,871.64	80,485.76	567,049.87	-466,049.87

		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	0.00	1,325.99	1,325.99	-1,325.99
	Department: 50 - PUBLIC WORKS Total:	**382,073.00**	**382,073.00**	**42,787.48**	**165,145.49**	**656,567.35**	**-274,494.35**
	Activity: 51910 - FACILITIES Total:	**382,073.00**	**382,073.00**	**42,787.48**	**165,145.49**	**656,567.35**	**-274,494.35**
Activity: 52100 - LAW ENFORCEMENT							
Department: 20 - PUBLIC SAFETY							
001-20-52100-3405	CONTRACT FOR SERVICES	321,061.00	321,061.00	26,755.09	107,020.28	107,020.28	214,040.72
	Department: 20 - PUBLIC SAFETY Total:	**321,061.00**	**321,061.00**	**26,755.09**	**107,020.28**	**107,020.28**	**214,040.72**
	Activity: 52100 - LAW ENFORCEMENT Total:	**321,061.00**	**321,061.00**	**26,755.09**	**107,020.28**	**107,020.28**	**214,040.72**
Activity: 52200 - FIRE							
Department: 20 - PUBLIC SAFETY							
001-20-52200-3405	CONTRACT FOR SERVICES	1,183,323.00	1,183,323.00	0.00	295,830.68	295,830.68	887,492.32
	Department: 20 - PUBLIC SAFETY Total:	**1,183,323.00**	**1,183,323.00**	**0.00**	**295,830.68**	**295,830.68**	**887,492.32**
	Activity: 52200 - FIRE Total:	**1,183,323.00**	**1,183,323.00**	**0.00**	**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	4,568.89	19,446.34	19,446.34	41,321.66
001-30-52400-2110	SOCIAL SECURITY TAXES	3,768.00	3,768.00	283.28	1,205.70	1,205.70	2,562.30
001-30-52400-2210	RETIREMENT	8,508.00	8,508.00	329.46	1,357.79	1,357.79	7,150.21
001-30-52400-2310	EMPLOYEE INSURANCE	12,080.00	12,080.00	996.56	4,982.80	4,982.80	7,097.20
001-30-52400-2410	WORKER'S COMPENSATION	710.00	710.00	0.00	712.14	712.14	-2.14
001-30-52400-3000	MEDICARE INSURANCE	881.00	881.00	66.25	281.97	281.97	599.03
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	88.20	88.20	451.80
001-30-52400-4522	VEHICLE INSURANCE	350.00	350.00	0.00	306.00	306.00	44.00
001-30-52400-4610	VEHICLE R & M	3,000.00	3,000.00	0.00	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	0.00	14.99	14.99	185.01
001-30-52400-5210	FUEL, OIL, & LUBRICANTS	1,500.00	1,500.00	29.38	81.83	81.83	1,418.17
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	0.00	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**	**6,303.22**	**29,810.19**	**29,954.78**	**67,235.22**
	Activity: 52400 - CODE COMPLIANCE Total:	**97,190.00**	**97,190.00**	**6,303.22**	**29,810.19**	**29,954.78**	**67,235.22**
Activity: 52410 - BUILDING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52410-1210	SALARIES	51,170.00	51,170.00	3,728.09	15,681.47	15,681.47	35,488.53
001-30-52410-2110	SOCIAL SECURITY TAXES	3,173.00	3,173.00	231.15	972.20	972.20	2,200.80
001-30-52410-2210	RETIREMENT	7,164.00	7,164.00	387.93	1,614.91	1,614.91	5,549.09
001-30-52410-2310	EMPLOYEE INSURANCE	12,080.00	12,080.00	984.27	4,921.35	4,921.35	7,158.65
001-30-52410-2410	WORKER'S COMPENSATION	170.00	170.00	0.00	5.96	5.96	164.04
001-30-52410-3000	MEDICARE INSURANCE	742.00	742.00	54.02	227.28	227.28	514.72
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**	**5,385.46**	**23,423.17**	**23,423.17**	**151,075.83**
	Activity: 52410 - BUILDING Total:	**174,499.00**	**174,499.00**	**5,385.46**	**23,423.17**	**23,423.17**	**151,075.83**
Activity: 53800 - STORMWATER							
Department: 50 - PUBLIC WORKS							
001-50-53800-1210	SALARIES	97,167.00	97,167.00	7,305.60	29,821.00	29,821.00	67,346.00
001-50-53800-1310	PART-TIME SALARIES	9,056.00	9,056.00	577.90	2,344.76	2,344.76	6,711.24
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	488.01	1,990.19	1,990.19	4,626.81
001-50-53800-2210	RETIREMENT	13,673.00	13,673.00	672.85	2,679.01	2,679.01	10,993.99
001-50-53800-2310	EMPLOYEE INSURANCE	27,770.00	27,770.00	1,936.50	9,675.08	9,675.08	18,094.92
001-50-53800-2410	WORKER'S COMPENSATION	5,085.00	5,085.00	0.00	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	114.21	465.75	465.75	1,081.25
001-50-53800-3100	Professional Services	0.00	0.00	0.00	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	500.00	500.00	500.00	1,500.00
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	1,962.50	1,962.50	3,925.00	19,575.00
	Department: 50 - PUBLIC WORKS Total:	**463,944.00**	**463,944.00**	**13,557.57**	**50,854.71**	**71,142.50**	**392,801.50**
	Activity: 53800 - STORMWATER Total:	**463,944.00**	**463,944.00**	**13,557.57**	**50,854.71**	**71,142.50**	**392,801.50**
Activity: 54100 - STREETS							
Department: 50 - PUBLIC WORKS							
001-50-54100-1210	SALARIES	97,167.00	97,167.00	7,305.45	29,812.90	29,812.90	67,354.10
001-50-54100-1310	PART-TIME SALARIES	41,313.00	41,313.00	1,733.66	8,140.88	8,140.88	33,172.12
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	559.43	2,348.79	2,348.79	6,299.21
001-50-54100-2210	RETIREMENT	13,743.00	13,743.00	672.67	2,678.37	2,678.37	11,064.63
001-50-54100-2310	EMPLOYEE INSURANCE	27,770.00	27,770.00	1,986.50	9,782.50	9,782.50	17,987.50
001-50-54100-2410	WORKER'S COMPENSATION	7,985.00	7,985.00	0.00	4,841.20	4,841.20	3,143.80
001-50-54100-3000	MEDICARE INSURANCE	2,022.00	2,022.00	130.82	549.17	549.17	1,472.83
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	4,528.69	13,585.90	13,585.90	46,414.10
001-50-54100-4320	WATER	600.00	600.00	35.02	103.39	103.39	496.61
001-50-54100-4330	Solid Waste	15,000.00	15,000.00	7,062.87	7,143.00	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	0.00	2,915.25	2,915.25	-1,115.25
001-50-54100-4610	VEHICLE R & M	8,000.00	8,000.00	0.00	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	0.00	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	0.00	297.00	297.00	703.00
001-50-54100-5110	OFFICE SUPPLIES	100.00	100.00	58.58	73.57	73.57	26.43
001-50-54100-5210	FUEL, OIL, & LUBRICANTS	6,000.00	6,000.00	234.03	594.35	594.35	5,405.65
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	51.44	51.44	51.44	948.56
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	0.00	1,773.39	1,773.39	3,226.61
001-50-54100-5290	OPERATING SUPPLIES	10,000.00	10,000.00	190.58	1,482.78	1,482.78	8,517.22
001-50-54100-5410	BOOKS, PUBS, SUBS & MEMBS	500.00	500.00	262.00	262.00	262.00	238.00
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**	**24,811.74**	**93,010.00**	**108,327.05**	**4,110,320.95**
	Activity: 54100 - STREETS Total:	**4,218,648.00**	**4,218,648.00**	**24,811.74**	**93,010.00**	**108,327.05**	**4,110,320.95**
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	21,788.06	95,115.55	95,115.55	195,403.45

		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	2,219.21	12,587.51	12,587.51	37,052.49
001-71-57100-2110	SOCIAL SECURITY TAXES	21,090.00	21,090.00	1,482.22	6,649.58	6,649.58	14,440.42
001-71-57100-2210	RETIREMENT	40,673.00	40,673.00	1,553.22	7,746.76	7,746.76	32,926.24
001-71-57100-2310	EMPLOYEE INSURANCE	68,900.00	68,900.00	3,958.61	19,899.86	19,899.86	49,000.14
001-71-57100-2410	WORKER'S COMPENSATION	700.00	700.00	0.00	208.76	208.76	491.24
001-71-57100-3000	MEDICARE INSURANCE	4,932.00	4,932.00	346.65	1,555.17	1,555.17	3,376.83
001-71-57100-4010	TRAVEL & PER DIEM	1,200.00	1,200.00	725.10	725.10	725.10	474.90
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	0.00	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	55.98	398.68	398.68	1,501.32
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	942.32	1,167.26	1,167.26	1,532.74
001-71-57100-5410	BOOKS, PUBS, SUBS & MEMBS	22,500.00	22,500.00	1,844.24	8,059.69	8,059.69	14,440.31
001-71-57100-5417	LIBRARY E-BOOK LEASES	15,000.00	15,000.00	1,593.03	3,321.60	3,321.60	11,678.40
001-71-57100-5420	MEMBERSHIPS	1,200.00	1,200.00	39.95	159.95	159.95	1,040.05
	Department: 71 - LIBRARY Total:	**528,554.00**	**528,554.00**	**36,548.59**	**157,710.46**	**157,710.46**	**370,843.54**
	Activity: 57100 - LIBRARY Total:	**528,554.00**	**528,554.00**	**36,548.59**	**157,710.46**	**157,710.46**	**370,843.54**
Activity: 57200 - PARKS							
Department: 50 - PUBLIC WORKS							
001-50-57200-1210	SALARIES	141,514.00	141,514.00	9,971.59	38,061.40	38,061.40	103,452.60
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	618.21	2,474.76	2,474.76	7,331.24
001-50-57200-2210	RETIREMENT	19,952.00	19,952.00	366.85	1,470.39	1,470.39	18,481.61
001-50-57200-2310	EMPLOYEE INSURANCE	45,145.00	45,145.00	3,703.31	17,679.65	17,679.65	27,465.35
001-50-57200-2410	WORKER'S COMPENSATION	7,560.00	7,560.00	0.00	2,192.74	2,192.74	5,367.26
001-50-57200-3000	MEDICARE INSURANCE	2,293.00	2,293.00	144.59	578.74	578.74	1,714.26
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	337.21	1,106.36	1,106.36	4,893.64
001-50-57200-4320	WATER	5,000.00	5,000.00	590.44	1,120.78	1,120.78	3,879.22
001-50-57200-4330	SOLID WASTE	500.00	500.00	0.00	717.63	717.63	-217.63
001-50-57200-4521	PROPERTY INSURANCE	12,000.00	12,000.00	0.00	6,090.00	6,090.00	5,910.00
001-50-57200-4522	VEHICLE INSURANCE	1,500.00	1,500.00	0.00	621.00	621.00	879.00
001-50-57200-4611	BUILDING R & M	15,000.00	15,000.00	0.00	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	234.03	495.15	495.15	5,504.85
001-50-57200-5231	SEASONAL DECORATIONS	0.00	0.00	0.00	197.60	197.60	-197.60
001-50-57200-5270	MACHINERY & EQUIPMENT	3,000.00	3,000.00	1,091.02	1,608.14	1,608.14	1,391.86
001-50-57200-5290	OPERATING SUPPLIES	10,000.00	10,000.00	460.15	1,900.93	1,900.93	8,099.07
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	630.24	7,221.48	7,221.48	9,778.52
001-50-57200-6310	INFRASTRUCTURE	1,169,204.00	1,169,204.00	10,236.00	21,214.53	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**	**28,383.64**	**106,848.40**	**122,557.48**	**1,413,160.52**
	Activity: 57200 - PARKS Total:	**1,535,718.00**	**1,535,718.00**	**28,383.64**	**106,848.40**	**122,557.48**	**1,413,160.52**
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**	**275,725.62**	**1,414,579.53**	**1,998,005.64**	**8,639,485.36**
	Fund: 001 - GENERAL FUND Surplus (Deficit):	**-2,298,675.00**	**-2,298,675.00**	**1,225,973.28**	**1,035,500.11**	**452,074.00**	**-2,750,749.00**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 101 - DISCRETIONARY SALES SURTAX							
Revenue							
Department: 00 - UNDESIGNATED							
101-00-312600	DISCRETIONARY SALES SURTAXES	520,000.00	520,000.00	26,712.60	115,325.51	115,325.51	404,674.49
101-00-361100	INTEREST INCOME	50,000.00	50,000.00	7,293.82	33,244.93	33,244.93	16,755.07
	Department: 00 - UNDESIGNATED Total:	**570,000.00**	**570,000.00**	**34,006.42**	**148,570.44**	**148,570.44**	**421,429.56**
	Revenue Total:	**570,000.00**	**570,000.00**	**34,006.42**	**148,570.44**	**148,570.44**	**421,429.56**

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 53800 - STORMWATER							
Department: 50 - PUBLIC WORKS							
101-50-53800-6310	STORM DRAINAGE IMPROVEMENTS	215,000.00	215,000.00	0.00	0.00	0.00	215,000.00
Department: 50 - PUBLIC WORKS Total:		**215,000.00**	**215,000.00**	**0.00**	**0.00**	**0.00**	**215,000.00**
Activity: 53800 - STORMWATER Total:		**215,000.00**	**215,000.00**	**0.00**	**0.00**	**0.00**	**215,000.00**
Activity: 54100 - STREETS							
Department: 50 - PUBLIC WORKS							
101-50-54100-6310	STREETS INFRASTRUCTURE	2,144,035.00	2,144,035.00	0.00	0.00	0.00	2,144,035.00
Department: 50 - PUBLIC WORKS Total:		**2,144,035.00**	**2,144,035.00**	**0.00**	**0.00**	**0.00**	**2,144,035.00**
Activity: 54100 - STREETS Total:		**2,144,035.00**	**2,144,035.00**	**0.00**	**0.00**	**0.00**	**2,144,035.00**
Expense Total:		**2,359,035.00**	**2,359,035.00**	**0.00**	**0.00**	**0.00**	**2,359,035.00**
Fund: 101 - DISCRETIONARY SALES SURTAX Surplus (Deficit):		**-1,789,035.00**	**-1,789,035.00**	**34,006.42**	**148,570.44**	**148,570.44**	**-1,937,605.44**

		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	110,599.99	387,628.12	387,628.12	944,611.88
410-00-343320	WATER UTIL - PENALTIES	31,000.00	31,000.00	3,266.74	14,281.35	14,281.35	16,718.65
410-00-343340	BACKFLOW PREVENTER INSPECTION F...	6,000.00	6,000.00	400.00	1,500.00	1,500.00	4,500.00
410-00-343350	WATER UTIL REV-SERV TAP FEE	0.00	0.00	0.00	5,750.00	5,750.00	-5,750.00
410-00-343351	TURN-ON & CUT-OFF FEES	6,000.00	6,000.00	420.00	2,070.00	2,070.00	3,930.00
410-00-343510	SEWER UTIL REV - OPER INCOME	1,872,000.00	1,872,000.00	152,310.40	545,784.81	545,784.81	1,326,215.19
410-00-343520	SEWER UTILITY PENALTIES	18,000.00	18,000.00	1,756.78	7,521.30	7,521.30	10,478.70
410-00-343550	SEWER UTIL REVENUE-TAP FEES	0.00	0.00	0.00	5,000.00	5,000.00	-5,000.00
410-00-343611	IMPACT FEES WATER	0.00	0.00	0.00	1,986.25	1,986.25	-1,986.25
410-00-343612	IMPACT FEES SEWER	0.00	0.00	0.00	1,986.25	1,986.25	-1,986.25
410-00-359000	OTHER REVENUE & RETURN CHECKS	500.00	500.00	-14.38	34.61	34.61	465.39
410-00-361000	INTEREST AND OTHER EARNINGS	75,000.00	75,000.00	20,519.67	83,674.94	83,674.94	-8,674.94
410-00-369600	LEASE/RENTAL ELEVATED TANK REV	212,282.00	212,282.00	13,621.30	77,709.89	77,709.89	134,572.11
410-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	0.00	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**	**302,880.50**	**1,136,928.56**	**1,136,928.56**	**10,608,141.44**
	Revenue Total:	**11,745,070.00**	**11,745,070.00**	**302,880.50**	**1,136,928.56**	**1,136,928.56**	**10,608,141.44**

		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	8,850.54	37,915.94	37,915.94	80,160.06
410-50-53300-2110	SOCIAL SECURITY TAXES	7,321.00	7,321.00	548.43	2,349.45	2,349.45	4,971.55
410-50-53300-2210	RETIREMENT	16,531.00	16,531.00	999.69	4,209.78	4,209.78	12,321.22
410-50-53300-2310	EMPLOYEE INSURANCE	30,483.00	30,483.00	2,525.04	12,625.22	12,625.22	17,857.78
410-50-53300-2410	WORKER'S COMPENSATION	145.00	145.00	0.00	40.68	40.68	104.32
410-50-53300-3000	MEDICARE INSURANCE	1,712.00	1,712.00	128.27	549.51	549.51	1,162.49
410-50-53300-3100	PROFESSIONAL SERVICES	85,000.00	85,000.00	0.00	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	6,250.00	7,625.00	7,625.00	6,625.00
410-50-53300-3405	CONTRACT FOR SERVICES	740,000.00	740,000.00	122,866.42	307,166.05	307,166.05	432,833.95
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	424.70	1,276.50	1,276.50	4,223.50
410-50-53300-4110	TELEPHONE & INTERNET	5,500.00	5,500.00	397.76	1,379.59	1,379.59	4,120.41
410-50-53300-4521	PROPERTY INSURANCE	37,587.00	37,587.00	0.00	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	73.41	3,634.40	3,634.40	126,465.60
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	1,596.95	3,399.45	27,068.55
410-50-53300-4710	PRINTING & BINDING	3,500.00	3,500.00	143.82	432.35	432.35	3,067.65
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	79.99	328.06	653.97	846.03
410-50-53300-4915	CREDIT CARD PROCESSING FEES	23,000.00	23,000.00	2,896.47	6,929.76	6,929.76	16,070.24
410-50-53300-5270	MACHINERY & EQUIPMENT	155,000.00	155,000.00	1,201.62	3,978.37	3,978.37	151,021.63
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	0.00	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	4,273.98	4,273.98	4,273.98	75,726.02
Department: 50 - PUBLIC WORKS Total:		**4,707,927.00**	**4,707,927.00**	**152,196.79**	**444,303.98**	**599,055.90**	**4,108,871.10**
Activity: 53300 - WATER Total:		**4,707,927.00**	**4,707,927.00**	**152,196.79**	**444,303.98**	**599,055.90**	**4,108,871.10**
Activity: 53500 - SEWER							
Department: 50 - PUBLIC WORKS							
410-50-53500-1210	SALARIES	118,076.00	118,076.00	8,850.53	37,915.66	37,915.66	80,160.34
410-50-53500-2110	SOCIAL SECURITY TAXES	7,321.00	7,321.00	548.23	2,349.10	2,349.10	4,971.90
410-50-53500-2210	RETIREMENT	16,531.00	16,531.00	999.63	4,209.60	4,209.60	12,321.40
410-50-53500-2310	EMPLOYEE INSURANCE	30,483.00	30,483.00	2,525.04	12,625.22	12,625.22	17,857.78
410-50-53500-2410	WORKER'S COMPENSATION	145.00	145.00	0.00	40.68	40.68	104.32
410-50-53500-3000	MEDICARE INSURANCE	1,712.00	1,712.00	128.05	548.96	548.96	1,163.04
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	6,250.00	7,625.00	7,625.00	6,625.00
410-50-53500-3405	CONTRACT FOR SERVICES	740,000.00	740,000.00	122,866.42	307,166.05	307,166.05	432,833.95
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	424.71	1,276.51	1,276.51	4,223.49
410-50-53500-4110	TELEPHONE & INTERNET	3,500.00	3,500.00	190.73	763.75	763.75	2,736.25
410-50-53500-4320	WATER	45,000.00	45,000.00	2,913.21	9,643.30	9,643.30	35,356.70
410-50-53500-4400	SPRAYFIELD RENTAL	18,000.00	18,000.00	0.00	18,000.00	18,000.00	0.00
410-50-53500-4521	PROPERTY INSURANCE	43,000.00	43,000.00	0.00	26,391.00	26,391.00	16,609.00
410-50-53500-4611	BUILDING R & M	3,500.00	3,500.00	1,394.00	1,394.00	1,394.00	2,106.00
410-50-53500-4618	SEWER SYSTEMS MAINTENANCE	153,500.00	153,500.00	4,379.46	53,499.75	53,499.75	100,000.25
410-50-53500-4623	HEAVY EQUIPMENT R & M	0.00	0.00	933.53	933.53	933.53	-933.53

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
410-50-53500-4650	COMPUTER OPERATIONS AND MAINT...	30,468.00	30,468.00	536.65	1,596.95	3,399.45	27,068.55
410-50-53500-4710	PRINTING & BINDING	2,500.00	2,500.00	143.83	432.37	432.37	2,067.63
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	79.99	328.06	653.97	3,346.03
410-50-53500-4915	CREDIT CARD PROCESSING FEES	23,000.00	23,000.00	2,896.47	6,929.73	6,929.73	16,070.27
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	725.63	1,056.13	1,056.13	443.87
410-50-53500-6310	INFRASTRUCTURE	5,548,924.00	5,548,924.00	72.14	300.22	93,740.50	5,455,183.50
410-50-53500-6410	MACHINERY & EQUIPMENT	254,000.00	254,000.00	35,366.50	35,366.50	41,974.72	212,025.28
	Department: 50 - PUBLIC WORKS Total:	**7,109,910.00**	**7,109,910.00**	**192,224.75**	**530,392.07**	**637,833.98**	**6,472,076.02**
	Activity: 53500 - SEWER Total:	**7,109,910.00**	**7,109,910.00**	**192,224.75**	**530,392.07**	**637,833.98**	**6,472,076.02**
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**	**344,421.54**	**1,016,320.99**	**1,278,514.82**	**10,765,349.18**
	Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	**-298,794.00**	**-298,794.00**	**-41,541.04**	**120,607.57**	**-141,586.26**	**-157,207.74**
	Report Surplus (Deficit):	**-4,386,504.00**	**-4,386,504.00**	**1,218,438.66**	**1,304,678.12**	**459,058.18**	

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	1,501,698.90	2,450,079.64	2,450,079.64	5,888,736.36
Revenue Total:	**8,338,816.00**	**8,338,816.00**	**1,501,698.90**	**2,450,079.64**	**2,450,079.64**	**5,888,736.36**

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	3,122.06	17,795.55	17,795.55	62,045.45
Activity: 51100 - LEGISLATIVE Total:	**79,841.00**	**79,841.00**	**3,122.06**	**17,795.55**	**17,795.55**	**62,045.45**
Activity: 51200 - EXECUTIVE						
12 - CITY MANAGER	261,466.00	261,466.00	19,135.94	79,669.51	79,669.51	181,796.49
Activity: 51200 - EXECUTIVE Total:	**261,466.00**	**261,466.00**	**19,135.94**	**79,669.51**	**79,669.51**	**181,796.49**
Activity: 51300 - FINANCE						
13 - ADMINISTRATIVE SERVICES	153,448.00	153,448.00	21,029.67	53,209.33	53,209.33	100,238.67
Activity: 51300 - FINANCE Total:	**153,448.00**	**153,448.00**	**21,029.67**	**53,209.33**	**53,209.33**	**100,238.67**
Activity: 51310 - HUMAN RESOURCES						
13 - ADMINISTRATIVE SERVICES	98,965.00	98,965.00	2,276.14	20,544.39	20,544.39	78,420.61
Activity: 51310 - HUMAN RESOURCES Total:	**98,965.00**	**98,965.00**	**2,276.14**	**20,544.39**	**20,544.39**	**78,420.61**
Activity: 51400 - LEGAL						
14 - CITY ATTORNEY	65,000.00	65,000.00	3,895.50	14,168.95	14,168.95	50,831.05
Activity: 51400 - LEGAL Total:	**65,000.00**	**65,000.00**	**3,895.50**	**14,168.95**	**14,168.95**	**50,831.05**
Activity: 51500 - PLANNING AND ZONING						
30 - COMMUNITY DEVELOPMENT	282,107.00	282,107.00	11,699.53	48,749.90	48,749.90	233,357.10
Activity: 51500 - PLANNING AND ZONING Total:	**282,107.00**	**282,107.00**	**11,699.53**	**48,749.90**	**48,749.90**	**233,357.10**
Activity: 51600 - NON-COURT INFORMATION SYSTEMS						
16 - CITY CLERK	133,467.00	133,467.00	9,373.36	39,945.21	40,741.59	92,725.41
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	**133,467.00**	**133,467.00**	**9,373.36**	**39,945.21**	**40,741.59**	**92,725.41**
Activity: 51610 - INFORMATION TECHNOLOGY						
13 - ADMINISTRATIVE SERVICES	214,051.00	214,051.00	20,864.66	70,371.25	110,120.61	103,930.39
Activity: 51610 - INFORMATION TECHNOLOGY Total:	**214,051.00**	**214,051.00**	**20,864.66**	**70,371.25**	**110,120.61**	**103,930.39**
Activity: 51900 - GENERAL GOVERNMENT						
99 - NON DEPARTMENTAL	67,780.00	67,780.00	-204.03	40,472.06	40,472.06	27,307.94
Activity: 51900 - GENERAL GOVERNMENT Total:	**67,780.00**	**67,780.00**	**-204.03**	**40,472.06**	**40,472.06**	**27,307.94**
Activity: 51910 - FACILITIES						
50 - PUBLIC WORKS	382,073.00	382,073.00	42,787.48	165,145.49	656,567.35	-274,494.35
Activity: 51910 - FACILITIES Total:	**382,073.00**	**382,073.00**	**42,787.48**	**165,145.49**	**656,567.35**	**-274,494.35**
Activity: 52100 - LAW ENFORCEMENT						
20 - PUBLIC SAFETY	321,061.00	321,061.00	26,755.09	107,020.28	107,020.28	214,040.72
Activity: 52100 - LAW ENFORCEMENT Total:	**321,061.00**	**321,061.00**	**26,755.09**	**107,020.28**	**107,020.28**	**214,040.72**
Activity: 52200 - FIRE						
20 - PUBLIC SAFETY	1,183,323.00	1,183,323.00	0.00	295,830.68	295,830.68	887,492.32
Activity: 52200 - FIRE Total:	**1,183,323.00**	**1,183,323.00**	**0.00**	**295,830.68**	**295,830.68**	**887,492.32**
Activity: 52400 - CODE COMPLIANCE						
30 - COMMUNITY DEVELOPMENT	97,190.00	97,190.00	6,303.22	29,810.19	29,954.78	67,235.22
Activity: 52400 - CODE COMPLIANCE Total:	**97,190.00**	**97,190.00**	**6,303.22**	**29,810.19**	**29,954.78**	**67,235.22**
Activity: 52410 - BUILDING						
30 - COMMUNITY DEVELOPMENT	174,499.00	174,499.00	5,385.46	23,423.17	23,423.17	151,075.83
Activity: 52410 - BUILDING Total:	**174,499.00**	**174,499.00**	**5,385.46**	**23,423.17**	**23,423.17**	**151,075.83**
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	463,944.00	463,944.00	13,557.57	50,854.71	71,142.50	392,801.50
Activity: 53800 - STORMWATER Total:	**463,944.00**	**463,944.00**	**13,557.57**	**50,854.71**	**71,142.50**	**392,801.50**
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	4,218,648.00	4,218,648.00	24,811.74	93,010.00	108,327.05	4,110,320.95
Activity: 54100 - STREETS Total:	**4,218,648.00**	**4,218,648.00**	**24,811.74**	**93,010.00**	**108,327.05**	**4,110,320.95**
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	36,548.59	157,710.46	157,710.46	370,843.54

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**	**36,548.59**	**157,710.46**	**157,710.46**	**370,843.54**
Activity: 57200 - PARKS						
50 - PUBLIC WORKS	1,535,718.00	1,535,718.00	28,383.64	106,848.40	122,557.48	1,413,160.52
Activity: 57200 - PARKS Total:	**1,535,718.00**	**1,535,718.00**	**28,383.64**	**106,848.40**	**122,557.48**	**1,413,160.52**
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**	**275,725.62**	**1,414,579.53**	**1,998,005.64**	**8,639,485.36**
Fund: 001 - GENERAL FUND Surplus (Deficit):	**-2,298,675.00**	**-2,298,675.00**	**1,225,973.28**	**1,035,500.11**	**452,074.00**	**-2,750,749.00**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 101 - DISCRETIONARY SALES SURTAX						
Revenue						
00 - UNDESIGNATED	570,000.00	570,000.00	34,006.42	148,570.44	148,570.44	421,429.56
Revenue Total:	**570,000.00**	**570,000.00**	**34,006.42**	**148,570.44**	**148,570.44**	**421,429.56**

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	215,000.00	215,000.00	0.00	0.00	0.00	215,000.00
Activity: 53800 - STORMWATER Total:	**215,000.00**	**215,000.00**	**0.00**	**0.00**	**0.00**	**215,000.00**
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	2,144,035.00	2,144,035.00	0.00	0.00	0.00	2,144,035.00
Activity: 54100 - STREETS Total:	**2,144,035.00**	**2,144,035.00**	**0.00**	**0.00**	**0.00**	**2,144,035.00**
Expense Total:	**2,359,035.00**	**2,359,035.00**	**0.00**	**0.00**	**0.00**	**2,359,035.00**
Fund: 101 - DISCRETIONARY SALES SURTAX Surplus (Deficit):	**-1,789,035.00**	**-1,789,035.00**	**34,006.42**	**148,570.44**	**148,570.44**	**-1,937,605.44**

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	302,880.50	1,136,928.56	1,136,928.56	10,608,141.44
Revenue Total:	**11,745,070.00**	**11,745,070.00**	**302,880.50**	**1,136,928.56**	**1,136,928.56**	**10,608,141.44**

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	152,196.79	444,303.98	599,055.90	4,108,871.10
Activity: 53300 - WATER Total:	**4,707,927.00**	**4,707,927.00**	**152,196.79**	**444,303.98**	**599,055.90**	**4,108,871.10**
Activity: 53500 - SEWER						
50 - PUBLIC WORKS	7,109,910.00	7,109,910.00	192,224.75	530,392.07	637,833.98	6,472,076.02
Activity: 53500 - SEWER Total:	**7,109,910.00**	**7,109,910.00**	**192,224.75**	**530,392.07**	**637,833.98**	**6,472,076.02**
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**	**344,421.54**	**1,016,320.99**	**1,278,514.82**	**10,765,349.18**
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	**-298,794.00**	**-298,794.00**	**-41,541.04**	**120,607.57**	**-141,586.26**	**-157,207.74**
Total Surplus (Deficit):	**-4,386,504.00**	**-4,386,504.00**	**1,218,438.66**	**1,304,678.12**	**459,058.18**	

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	1,225,973.28	1,035,500.11	452,074.00	-2,750,749.00
101 - DISCRETIONARY SALES ...	-1,789,035.00	-1,789,035.00	34,006.42	148,570.44	148,570.44	-1,937,605.44
410 - WATER/SEWER FUND	-298,794.00	-298,794.00	-41,541.04	120,607.57	-141,586.26	-157,207.74
Total Surplus (Deficit):	**-4,386,504.00**	**-4,386,504.00**	**1,218,438.66**	**1,304,678.12**	**459,058.18**	

January 2026 Public Works Monthly Report

-Parks/Facilities

- Mowed Bryn Mawr and Elliot Park
- Treated three properties for Fire Ants
- Safety Check completed at Bryn Mawr and Elliot Park
- Complete annual fire extinguisher inspections with AFPS
- Worked with AZ on safes and access control at New City Hall
- Serviced mower and replaced tires on some of the units.
- Worked on tree trimming at Oak Tree Nature Park Parking Area
- Repaired border at Oak Tree Playground.
- Cleaned a painted stop bars and Oak Tree Nature Park
- Painted pavilion at Library

Streets/Stormwater/Fleet

- Sweeping completed for all City routes and State Routes
- Completed maintenance and repairs of lift station for Public Works Shop
- Completed Street Sign Evaluations and cleaned 27 signs.
- Took down and stored Christmas Decoration
- 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 and two other trucks.

-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

*The Public Works report is now strictly monthly, so some items may repeat from the previous report, which included all completed tasks up to the day before the new report was due with information from two different months.

Mary Esther Public Library Report for Council

February 2026

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
Jan 26	4441	2321	2815	358	289	127

Starting the Year Right!

We started the year with some great improvements! In January, we had a record-breaking number of digital checkouts (eBooks and audiobooks)! Our patrons checked out 1,500+ items using the Libby and Hoopla services! Additionally, we welcomed more than 350 attendees at our library programs. This is 100 more participants than the same time last year.
The staff at the Library feels incredibly grateful and fortunate to have this much community engagement. We appreciate the support from our City, patrons, donors, Friends of the Library, and community at large.

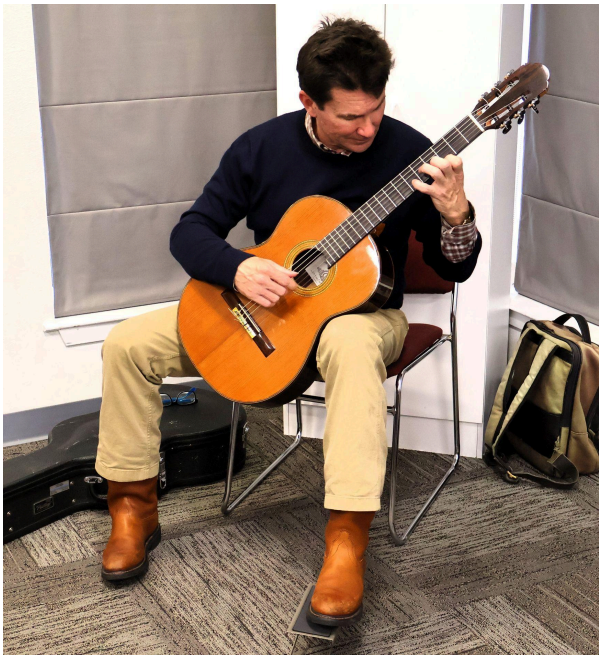
Binocular Tricks and Tips with our Very Own Bernie Oder!

We had a fun time learning about binoculars early in the month! Thanks to our special guest Bernie Oder for giving us so many pointers on how to get the most out of our binoculars!



Art and Music at MYE Library

The City of Mary Esther was alive with art and music on January 30th!
It was an absolute treat to host 38 people while guitarist Peter Fletcher played music to inspire the audience.












PARKS


Anne of Green Gables













All program participants painted images and book covers on the bricks and pavers which will beautify the library's landscaping! The program was so popular that many of our patrons who had scheduling conflicts asked us to offer the program again. These brick creations will soon be on display outside the library.

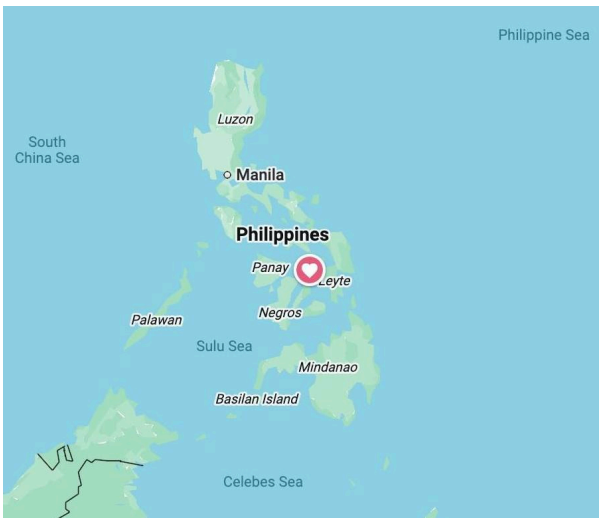


Our Library Helped Build Another

In January, some representatives from a school in the Philippines visited the library and asked for help as they build their first school library at the Agujo Elementary School at the very top of the Central Visayas Region in the Philippines.

When they visited the school last summer, the students told them if their biggest wish was to have a school library.

Therefore, our amazing staff in Mary Esther offered some of the books we no longer need, and the school reps were thrilled!









OCPLC Governing Board

The Governing Board will meet again at 2pm on March 24th, in the 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

February 13th, 2026

TO: Honorable Mayor and Council Members, City of Mary Esther
RE: Monthly Report, Fire Department, January 16th, 2026 – February 13th, 2026

Honorable Mayor and City Council Members,

I am pleased to provide the following update regarding operational advancements, personnel promotions, and community engagement efforts within the Ocean City-Wright Fire Control District

Water Rescue Program Launch

We are making strong progress toward launching our Water Rescue Program, a key strategic priority for the District. Chief Williams has initiated both equipment procurement and training coordination. Water rescue gear has begun arriving and is currently being inventoried, with all equipment expected well in advance of our scheduled training courses in May, June, and July.

Several members have been scheduled to attend specialized water rescue training during those months. Captain Will Evans and Firefighter Jase Stewart have been appointed as team leads and will assist in developing and implementing this new capability.

Once operational, we will deploy two water rescue assets staffed by trained personnel. One unit will be stored and deployed from our main station on Racetrack Road, and the second will be housed at Station 11 in Mary Esther. This program significantly enhances our all-hazards response capabilities, particularly during storm events and flood-related emergencies.

Lifepak 35 In-Service Training & Equipment Upgrades

Recently, Stryker representatives conducted in-service training on our new Lifepak 35 cardiac monitors. These monitors are now placed on every first-out apparatus and represent a substantial advancement in our ability to provide high-quality pre-hospital care. All frontline units are now fully equipped with the Lifepak 35 platform.

Additionally, the Foundation-funded battery-powered ventilation fans have been received and deployed across all engines and Truck 2. These fans provide a significant upgrade to our firefighting capabilities, improving both efficiency and firefighter safety during structure fires.

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

Training & Professional Development

Our personnel have maintained an aggressive training schedule during the cooler months, when we prioritize high-exertion and physically demanding drills.

- Chief Good led Technical Rescue training for A and C Shifts, focusing on rope rescue and confined space fundamentals. These disciplines share overlapping skill sets, and the training reinforced safe, competent execution of specialized rescue operations.
- A Shift also participated in a two-day training program led by Holly-Navarre Fire Chief Jason Martino, which included lecture and hands-on practical exercises focused on crew search techniques. Bringing in external instructors provides fresh perspectives and exposes our personnel to varied tactics and leadership styles.

Promotions

Following a competitive promotional process:

- Firefighter Plehn has been selected as the department's next Engineer after successfully completing the Engineer promotional exam. Congratulations to him on this well-earned advancement.
- Colby Fanto has been promoted to the rank of Captain following a highly competitive process with a strong group of candidates. We are confident in his leadership as he steps into this new role.

Support for Fort Walton Beach Firefighter Fundraiser

Our on-duty crews participated in a fundraising event in support of the Fort Walton Beach firefighter who tragically lost his wife during the birth of his child. It was a moving and well-attended event, and the strong turnout from our Ocean City-Wright family demonstrated the deep bonds that exist across the fire service community.

Operations & Prevention Division Activity

Engine 11 responded to 83 calls for service during the month of December.

The Prevention Division completed:

- 31 Annual inspections in Mary Esther
- 2 Re-inspections

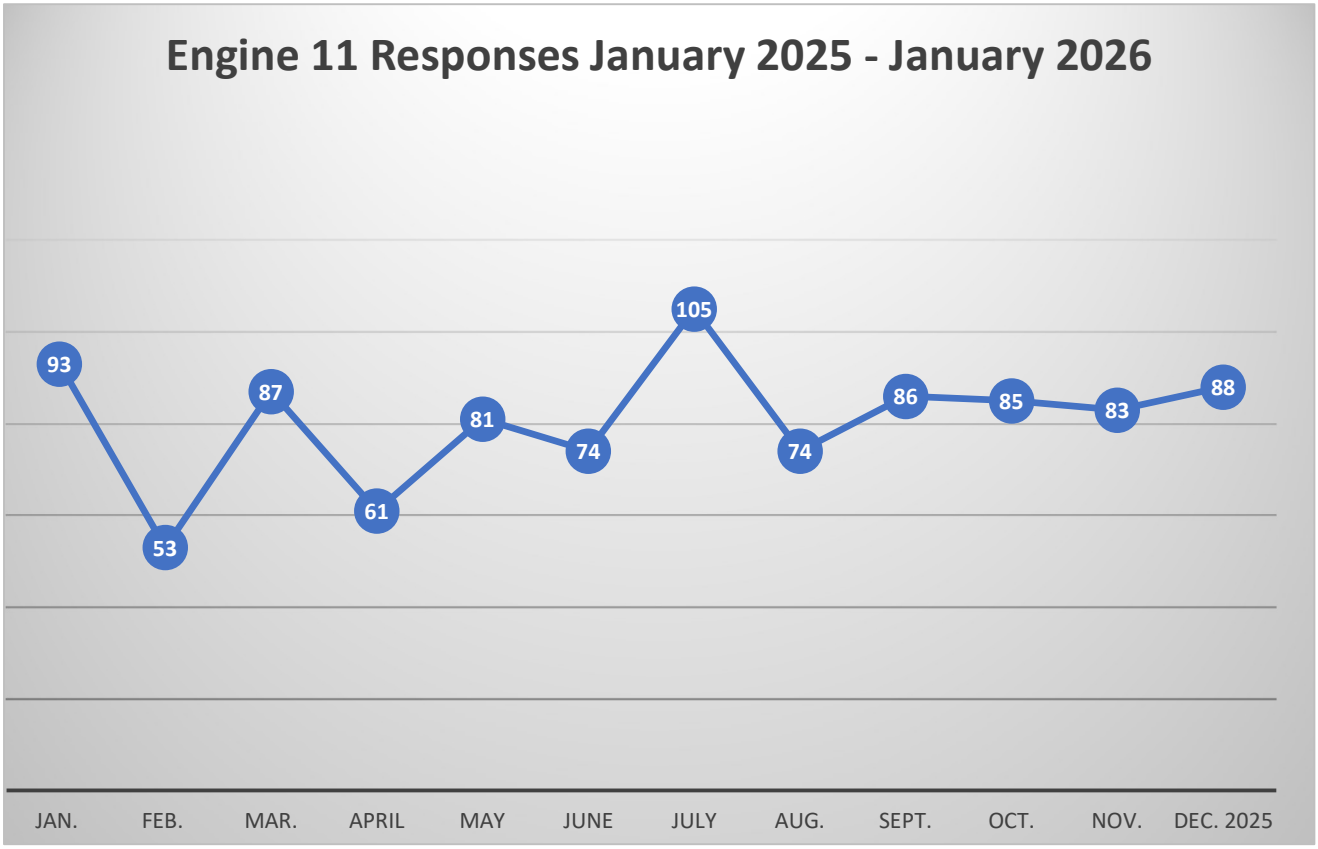
Thank you for your continued support of the Ocean City-Wright Fire Control District. We remain committed to strengthening our operational readiness, investing in our personnel, and serving the citizens of Mary Esther with excellence.

Respectfully,



Jeff Wagner, Fire Chief

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COMMUNITY DEVELOPMENT DEPARTMENT
Monthly Activity Report

Reporting Period
January 17, 2025 – February 13, 2026

Code Enforcement

Activities			
Opened Cases	8	Inspection	8
Agency Assist	1 ocso	Consultations	4
Verbal Warning	1	Advisements On Codes to Citizens	4
Notice of violations	5	Courtesy Notice	3
Citation	0	Closed Cases	5

Permitting

Permit Type	
Accessory Structure	3
Election sign	6
Special Event Permits	1
Inspections	2
Driveway	2
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 hearing is scheduled for March 6, 2026 to address cases requiring formal enforcement action.

Planning and Zoning

- Staff presented Ord 2026-1 to City Council on Feb 2, 2026 for Development Review Procedures.
- Staff presented to City Council the RFQ for the CRA Finding of Necessity (FON) Report. Kimley Horn was selected on Feb 2, 2026.
- Staff had the kick off meeting for the FON report with Kimley Horn on Feb 12, 2026.
- Staff continues to implement Business license and Building modules with Govwell. The Code Enforcement model is now live.

-

City of Mary Esther

January 2026 Monthly Report



Prepared by:

Jacobs

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1. Treatment Overview

1.1 Drinking Water Treatment

	Raw Water					
Month	WTP 1 Gallons	WTP 3 Gallons	WTP 4 Gallons	Total Daily Production Gallons	Total Raw Flow MG	Total Raw Flow MGD
Feb '2025	97,000	2,721,000	10,335,000	13,153,000	13.2	0.47
Mar '2025	126,000	1,959,000	9,719,000	11,804,000	11.8	0.38
Apr '2025	277,000	5,824,000	6,899,000	13,000,000	13.0	0.43
May '2025	5,010,000	3,906,000	4,768,000	13,684,000	13.7	0.44
Jun '2025	225,000	5,998,000	8,040,000	14,263,000	14.3	0.48
Jul '2025	91,000	6,992,000	7,882,000	14,965,000	15.0	0.48
Aug '2025	1,391,000	5,800,000	6,531,000	13,722,000	13.7	0.44
Sep '2025	3,005,000	6,091,000	3,405,000	12,501,000	12.5	0.42
Oct '2025	6,551,000	3,863,000	2,093,000	12,507,000	12.5	0.40
Nov '2025	4,115,000	1,772,000	6,004,000	11,485,000	11.5	0.40
Dec '2025	165,000	2,907,000	9,126,000	12,254,600	12.3	0.40
Jan '2026	2,413,000	3,678,000	7,693,000	13,784,000	13.8	0.44
Total	23,466,000	51,511,000	82,495,000	157,122,600	157.1	
Average	1,955,500	4,292,583	6,874,583	13,093,550	13.1	0.43

1.2 Wastewater Treatment

		Influent		Reuse R-001 to Sprayfield							Biosolids
Month	Rainfall In	Flow MG	Flow MGD	Flow MG	Flow MGD	CBOD mg/L	TSS mg/L	CBOD Removal %	TSS Removal %	Fecal Monthly Geometric Mean Ct/100 ml	Hauled Disposal Dry Tons
Feb 2025	3.7	13.7	0.5	11.8	0.4	8.9	12.1	97	94	4.1	2.1
Mar 2025	9.6	17.3	0.6	15.8	0.5	4.2	3.7	98	98	1.0	4.4
Apr 2025	0.6	14.1	0.5	12.0	0.4	6.1	8.4	98	96	2.4	2.0
May 2025	8.2	14.8	0.5	12.6	0.4	7.6	8.7	98	97	1.3	6.7
Jun 2025	7.8	15.4	0.5	13.8	0.5	6.2	8.9	98	93	1.2	
Jul 2025	4.0	15.9	0.5	14.8	0.5	2.5	3.8	99	98	1.5	1.5
Aug 2025	4.1	13.6	0.4	12.0	0.4	4.3	4.3	99	98	1.0	4.3
Sep 2025	2.3	12.2	0.4	10.5	0.4	3.4	6.7	99	97	1.2	2.9
Oct 2025		11.7	0.4	10.0	0.3	5.5	5.0	99	98	1.1	1.8
Nov 2025	0.1	10.5	0.4	9.3	0.3	5.6	6.5	98	93	1.0	
Dec 2025	5.2	13.0	0.4	10.9	0.4	3.0	3.4	99	98	1.0	2.1
Jan 2026	4.3	13.1	0.4	10.8	0.3	4.2	4.8	99	98	1.0	0.0
Total	49.9	165.4		144.1							27.8
Average	4.5	13.8	0.5	12.0	0.4	5.1	6.4	98.4	96.5	1.5	2.8
Permit Limit Annual Average			0.9		1.1	20.0	20.0	>85	>85	200	

2. Distribution / Collections System

2.1 Distribution System Repairs

2.1.1 425 E Hollywood Blvd

- A water service line was damaged due to fiber optic boring crews (1/7/26 @ 1635).
- The water line underneath the driveway was repaired and restored water to customers at 425 E Hollywood (1/7/26 @ 1900).
- Two new water taps were installed to move water lines from underneath the driveway.
- Old taps and service lines have been abandoned.













2.1.2 4 S Andalusia

- City side service line repaired. This leak was ongoing while materials were ordered. Leak has been fixed and new services were installed (1/21/26).









2.2 SSO's

2.2.1 Ruby Circle – DEP Incident ID 32090

- 25 Gallon Spill
- Cause - fiber optic damage
- Remedy – Replaced section of sewer main (In section 2.2.2)

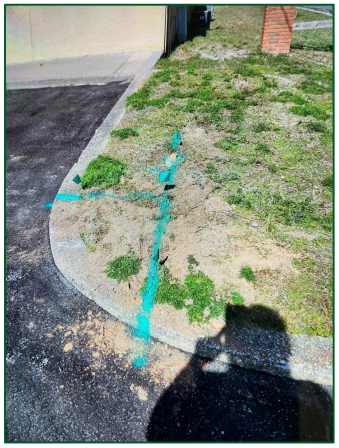






2.2.2 Town and Country Plaza (217 Page Bacon Rd) – NO CITY ISSUE

- Responded to weekend Emergency Call Out – flow restored temporarily
- Customer side infrastructure
- Verified City Sewer Main – No issue
- Located area of concern for customer
- Applied lime





2.3 Sewer Backups / Repairs

2.3.1 430 Shrewsbury (1/5/26)

- Customer issue
- No clean out – unable to camera sewer lateral
- Inspected sewer main upstream and downstream – no issues noted

2.3.2 671 Cornwall Terrace (1/6-7/26)

- Camera inspected sewer lateral and found root intrusion city side
- Replaced city side sewer line
- Installed city side sewer clean out





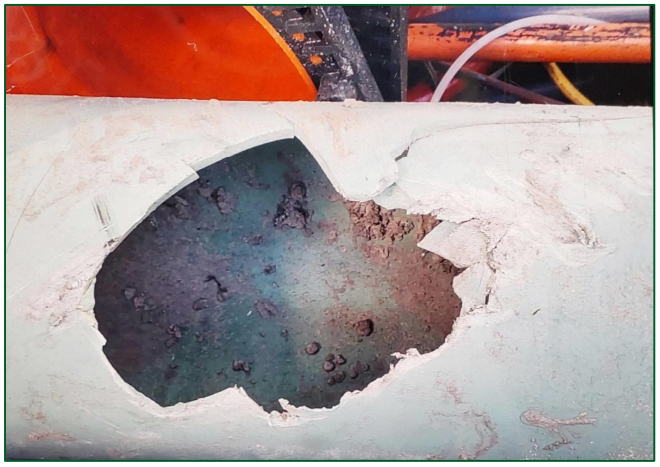


2.3.3 4 Oleander (1/14/26)

- No clean out installed
- Camera inspected sewer main
- Located customer sewer lateral (No Flow)
- Customer side issue
- House has been vacant for extended period

2.3.4 Ruby Circle (1/14/26)

- Replaced damaged section of sewer main caused by fiber optic boring
- High pressure cleaned & Vacuumed sewer main after repairs









2.3.5 611 Bryn Mawr (1/23/26)

- Camera inspection performed
- Root intrusion city side
- Replaced lateral from city clean out to sewer main





3. Customer Service

3.1 Service Requests

Service order breakdown provided by City Billing

Job Code Summary

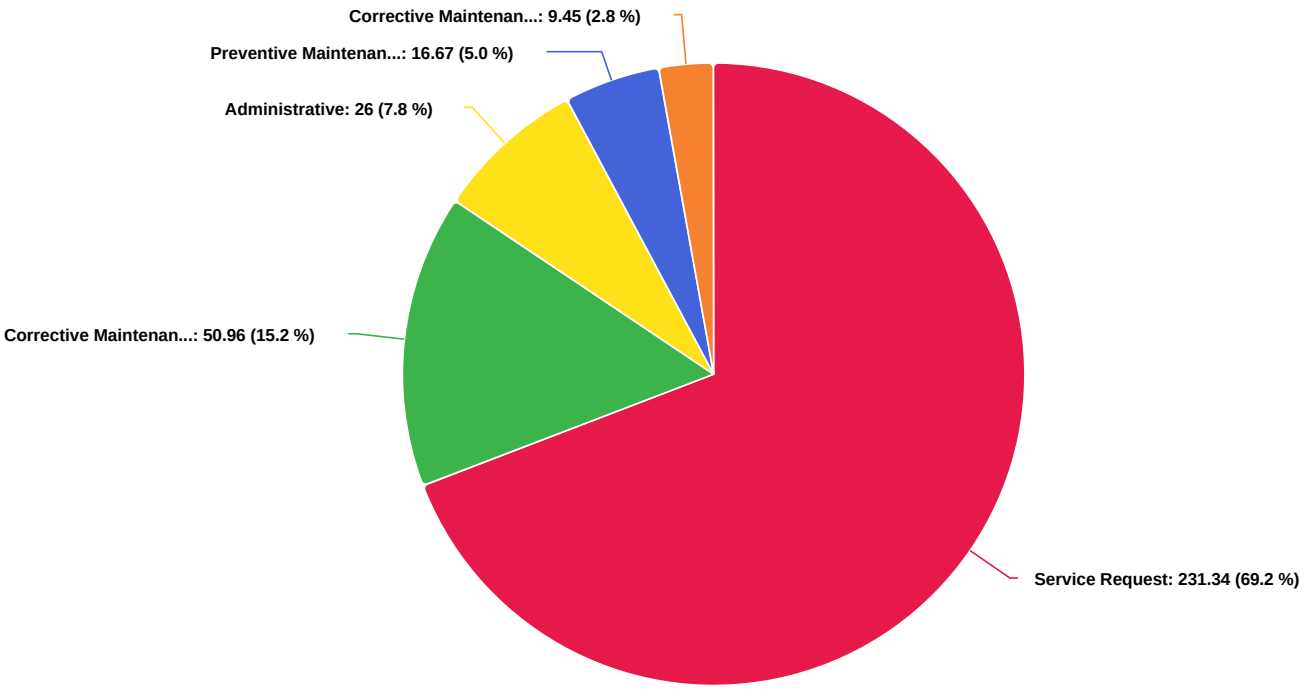
Job Code	Total Completed	Total New	Total Void	Total Open
CALL OUT - CALL OUT	3	0	0	0
CONNECT - CONNECT	4	0	0	0
CUST INQ - CUSTOMER CONCERN/INQUIRY	12	0	0	0
DISCO-FB - DISCONNECT-FINAL BILL	8	0	0	0
DOOR HANG - DOOR HANGER	3	0	0	0
EMERG SHUT - EMERGENCY SHUTOFF	1	0	0	0
FINAL/ LOCK - FINAL READING LOCK	1	0	0	0
INSTALL SW TAP - INSTALL SEWER TAP	1	0	0	0
INSTALL WA TAP - INSTALL WATER TAP	1	0	0	0
LK CK - LEAK CHECK	23	0	0	0
MISC - MISCELLANEOUS	2	0	0	0
MS - METER SWAP	6	0	0	0
OCC - OCCUPANT CHANGE	19	0	0	0
REINSTATE - REINSTATE	34	0	0	0
REPL CURB - REPLACE CURBSTOP	1	0	0	0
RR & LC - REREAD METER & LEAK CHECK	8	0	0	0
RR-MISC - REREAD MISC	6	0	0	0
SW BU - SEWER BACKUP	4	0	0	0
SW LN REP - SEWER LINE REPAIR	3	0	0	0
TEMP SHUT REP - TEMPORARY SHUT-OFF FOR REPAIRS	3	0	0	0
TO & LOC - TURN OFF & LOCK FOR NONPAYMENT	1	0	0	0
TURN ON/REPAIRS - TURN ON FROM TEMP SHUT OFF	1	0	0	0
WA CONS TEST - WATER CONSUMPTION TEST	2	0	0	0
WA LLK-CITY - WATER LINE LEAK - CITY SIDE	3	0	0	0
WA/SW SPOT - WATER/SEWER LINE SPOT	52	0	0	0
Grand Totals	202	0	0	0

3.2 Meter Reading Overview

Meter Reading Monthly Summary

Month	Total Meters #	Meter Rereads #	Meter Reading Accuracy %
Jan '26	1,887	6	99.7
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
Average	2,092	24	98.9

Work Order Actual Hours by WO Type



Report Criteria

Complete Date is between '**1/1/2026**' AND '**1/31/2026**'
Location / Asset is **Mary Esther (MAE)**
Repair Center is **Mary Esther**

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
Administrative						
MAE-4232800	MAE-99903-CD-CORNWALL TERRACE-671	671 CORNWALL TERRACE	SW LN REP - SEWER LINE REPAIR	Sewer lateral on city side was filled with roots. Excavated hole to sewer lateral. Replaced afflicted sewer pipe with Schedule 80 PVC Pipe. Bedded sewer lateral. Backfilled excavated area. Cleaned up work area from debris. Hand stamped Backfilled area.	4/26/2026	1/7/2026 4:16:00 PM
MAE-4233320	MAE-99903-CD-RUBY CIR-94	94 RUBY CIR	SW LN REP - SEWER LINE REPAIR	Coned off work area. Removed grass and placed to the side. Excavated down to sewer main. Exposed sewer main. Underneath sewer main pipe was damaged. Replaced damaged section of pipe with 2.5ft of SDR26 8". Sewer main is repaired and currently has flow down stream. Backfilled and packed excavated area. Placed Removed grass back over excavated area and packed down with sled packer. Cleaned up work area of debris.	4/27/2026	1/21/2026 9:38:00 AM
Administrative - 2 Total:						
Corrective Maintenance Emergency						
MAE-4222422	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	CALL OUT - CALL OUT	Call for low chlorine alarm. Arrived at plant and changed chlorine system to manual mode. Increased chlorine feed and monitored until system went normal and feed was good.	4/5/2026	1/3/2026 2:38:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4230233	MAE-69006	LS #4 SITE	High Level Alarm	Responded to high level alarm and found panel controls not operating as designed. Reset control panel, station returned to normal operation. Checked stop and start floats and cleaned residual debris. Monitored station to ensure proper operation.	2/5/2026	1/22/2026 9:13:00 AM
MAE-4239394	MAE-69004	LS #2 SITE	CALL OUT - CALL OUT	High wet well alarm. Checked wet well level - upon arrival the wet well returned to normal level.	2/18/2026	1/27/2026 9:26:00 AM
Corrective Maintenance Emergency - 3 Total:						
Corrective Maintenance Non Emergency						
MAE-4223225	MAE-69003	LS #1 SITE	LS #1 SITE	Dry pit had 5-6ft of liquid. Used vac trailer to remove liquid. Tested sump pump, sump pump was good. GFCI has no power. Cleaned out grease and debris from wet well.	1/21/2026	1/6/2026 10:42:00 AM
MAE-4223682	MAE-69014	LS #12 SITE	LS #12 SITE	Water was coming out of male adapter falge. Lifted pump reseated male adapter flange, and water stopped spraying out.	1/22/2026	1/5/2026 9:31:00 AM
MAE-4223683	MAE-69009	LS #7 SITE	LS #7 SITE	Corrected maintenance for pumps and check valves. Turned off pump 1 and closed valve to isolate check valve. Removed bolts and opened check valve. Removed debris. Reinstalled lid for check valve and opened valve to system. Used crane to remove pump 1 from pit. Inspected for issues and cleaned out any debris. Used crane to reinstall pump. Tested operation for pump and check valve. Repeatd for pump 2 and check valve.	1/22/2026	1/2/2026 10:43:00 AM
MAE-4223684	MAE-69023	LS #13 SITE	LS #13 SITE	Drained force main, turned pump 1 & 2 HOA off. Cleaned pump 1 & 2 check valves, primed force main. Pump 1 & 2 isolation valves won't operate.	1/22/2026	1/6/2026 9:37:00 AM
MAE-4223685	MAE-69018	WELL #1 SITE	WELL #1 SITE	Trouble shooting cl2 feed, swapped solenoid valve, rewired solenoid valve to booster pump panel, wired booster pump control to aerator 1 & 2 control signal. Filled GST's, adjusted cl2 feed to lower cl2 residual in GST's.	1/22/2026	1/7/2026 9:35:00 AM
MAE-4226297	MAE-20001	INFLUENT PUMP #1	INFLUENT PUMP #1 (MAE-20001)	Unwire motor to contactor, tested with motor 3 contactor, replaced polarus plugs with split bolts, tested wires with temp wires, removed clutch from motor, greased bearings, removed castlenut, reinstalled and adjusted bearing torque with castlenut, reinstalled clutch, ran motor, detached from pump, adjusted pump shaft on motor, installed covers, and put HOA in auto.	1/14/2026	1/12/2026 10:15:00 AM
MAE-4226298	MAE-20000	INFLUENT PUMP #3	INFLUENT PUMP #3 (MAE-20000)	Removed old broken oiler hose and fittings. Installed new fittings and tubing, filled oil resivoir, and adjusted oil rate.	1/14/2026	1/12/2026 10:11:00 AM
MAE-4226300	MAE-62205	Oxidation Ditch 3 Rotor 1	Oxidation Ditch 3 Rotor 1 (MAE-62205)	Proceeded to change oil. Upon examination, determined the oil was compramised. Located (1) 1 1/16 opened wrench to access observation window bolt and oil removal bolt. 3/4" socket and wrench (deepwell) to access breather (assy) bolt, 3/8" allen socket. Removed oil bolt, observation bolt, and breather bolt. Catch oil basin for appropriate disgard or possible testing-inspect oil for steel shards or related material. Inspect bolts for damage - replaced o-rings on window bolt and breather bolt. Cleaned breather bolt. Replaced oil, removed bolt, filled with oil until it starts coming out thread hole, put window bolt in, stopped filling when level reached halfway in window. Secured all bolts hand tight. Checked for leaks, disgarded oil in accordance with shop.	1/14/2026	1/13/2026 10:07:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4226895	MAE-METER-WATER-59352	zzzWater Meter-156 BREWER CIR	MS - METER SWAP	Verified meter ID. Replaced register.	1/21/2026	1/14/2026 3:28:00 PM
MAE-4227151	MAE-VEHICLES-BACKHOE-22	Terex Tractor	Terex Tractor (MAE-VEHICLES-BACKHOE-22)	Drained water/fuel seperater, during initial inspection-noticed muffler on exhaust broken near turbo, servicing needs to be done on tractor.	1/29/2026	1/14/2026 9:54:00 AM
MAE-4228067	MAE-92304	Massey Ferguson 283 Tractor	Massey Ferguson 283 Tractor (MAE-92304)	Fuel leak repaired. Exhaust system under repair now. Needs full function test after long period of inactivity.	1/23/2026	1/20/2026 10:53:00 AM
MAE-4229826	MAE-20003	#2 DITCH RAS PUMP #1	#2 DITCH RAS PUMP #1 (MAE-20003)	Turned water off for pre-lube water line. Dissassembled water line. Repaired leaking 3/4" nipple that was tied to pre-lube for RAS Pump #1.	1/28/2026	1/20/2026 10:45:00 AM
MAE-4229832	MAE-EQUIPMENT-293	Fuel Trailer Electric	Fuel Trailer Electric (MAE-EQUIPMENT-293)	Disassemble, repair/replace low fuel issue with transfer pump.	2/4/2026	1/22/2026 1:59:00 PM
MAE-4230219	MAE-92304	Massey Ferguson 283 Tractor	Massey Ferguson 283 Tractor (MAE-92304)	Replaced hydraulic lift pump. Replaced exhaust muffler. Changed hydraulic fluid. Tractor runs a little rough. Adjusted injectors to troubleshoot.	1/29/2026	1/22/2026 2:01:00 PM
MAE-4233328	MAE-8040788	zzzWater Meter-2 JAMES PL	MS - METER SWAP	Verified meter is correct. Register wasd broken could not read. Turned water off. Replaced meter. Turned spigot on. Turned water on. Turned spigot off.	2/3/2026	1/22/2026 11:01:00 AM
MAE-4233329	MAE-METER-WATER-59147	Water Meter-722 E HOLLYWOOD BLVD	MS - METER SWAP	Verified meter is correct. Read meter. Replaceced register.	2/3/2026	1/22/2026 11:21:00 AM
MAE-4234723	MAE-WWTP-CCC	08 Chlorine Contact Chambers	08 Chlorine Contact Chambers - Cl2 feed line leak repair	Found leak near back of WWTP building, dug up area, located potable water line leak, turned off 3" backflow preventer, cut out old leaking piping, installed new tee and coupler, turned on backflow, checked for leaks, backfilled hole.	2/5/2026	1/25/2026 2:40:00 PM
MAE-4234725	MAE-VEHICLES-TRUCK-LT-376	CD8 2017 FORD F-350 4X4 CRANE TRUCK	CD8 2017 FORD F-350 4X4 CRANE TRUCK (MAE-VEHICLES-TRUCK-LT-376)	Engine oil was low. Used 1.5 gallons of 15W-40 oil. Top-off oil.	2/5/2026	1/28/2026 11:32:00 AM
MAE-4238278	MAE-VEHICLES-TRUCK-LT-373	CD4 2018 FORD F-150 ORANGE	CD4 2018 FORD F-150 ORANGE (MAE-VEHICLES-TRUCK-LT-373)	Battery replacement, oil change, new tire install, air filters replaced, wiper blades replaced, oil pan was leaking and was replaced/fixed, and left lower ball joint removed and replaced. Current mileage is 31,113. Total was $282.86. Firestone Invoice and summary attached.	2/9/2026	1/31/2026 1:50:00 PM
MAE-4239395	MAE-METER-60388	zzzWater Meter-140 SCOTTSDALE DR	MS - METER SWAP	Verified meter is correct. Read meter. Dug up meter. Turned water off, replaced meter. Turned spigot on, turned water on. Turned spigot off.	2/11/2026	1/29/2026 9:42:00 AM
MAE-4239405	MAE-8041920	zzzWater Meter-12 WINFIELD WAY	MS - METER SWAP	Verified meter is correct. Read meter. Turned water off replaced meter. Turned spigot on turned water on. Turned spigot off.	2/11/2026	1/29/2026 10:39:00 AM
MAE-4239407	MAE-METER-WATER-59158	zzzWater Meter-713 MARCIA CIR	MS - METER SWAP	Verified meter is correct. Read meter. Replaced register.	2/11/2026	1/29/2026 11:03:00 AM
Corrective Maintenance Non Emergency - 22 Total:						
Preventive Maintenance						
MAE-4139345	MAE-SPRAYFIELD	Mary Esther Sprayfield	WWTP Semi-Annual Valve Exercise and Inspection	Sprayfield now operates on manual only. All legacy instrunmentation & automation is no longer operational. Pump station operates with 2 pumps, both operated manually by a switch. A 3rd pump has been removed. Water distribution system has 9 zones over 4 fields. Valves to all zones are operational with the exception of zone #5, which is frozen and needs to be excavated and repaired. Sprinkler heads in all zones are now functional with a few exceptions that are on the repair list.	10/10/2025	1/5/2026 11:58:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4147282	MAE-52201	SECONDARY DITCH DIGESTER MIXER	Floating Aerator Quarterly Inspection and Service	1/11/2026 - JARED.KENNEDY: Failed to Complete as Scheduled	10/10/2025	1/11/2026 11:58:00 AM
MAE-4147283	MAE-62200	EQUALIZATION BASIN AEARATOR	Floating Aerator Quarterly Inspection and Service	1/11/2026 - JARED.KENNEDY: Failed to Complete as Scheduled	10/10/2025	1/11/2026 11:58:00 AM
MAE-4179647	MAE-00108	wHyd-153	Potable Water Dead-End Flushing	Scottsdale flushed for 10mins. Aprox water loss was 2500gal.	1/2/2026	1/5/2026 1:44:00 PM
MAE-4187167	MAE-05201-3	Well #1 HS #3 Flowmeter	Flowmeter Annual Calibration	Shutdown, asset does not exist and will not be restored - not needed.	1/1/2026	1/29/2026 11:23:00 AM
MAE-4189930	MAE-21512	Well #3 Well Pump	Vertical Pump Monthly Inspection	Failed to complete as requested due to labor shortage.	12/22/2025	1/9/2026 9:25:00 AM
MAE-4189935	MAE-95402	WWTP SCBA	SCBA Monthly Inspection	Failed to complete as requested due to labor shortage.	12/22/2025	1/9/2026 9:25:00 AM
MAE-4192323	MAE-21504	LS #14 PUMP #1	Vertical Pump Monthly Inspection	Failed to complete as requested due to labor shortage.	12/29/2025	1/9/2026 9:25:00 AM
MAE-4192326	MAE-21503	EFFLUENT PUMP #3	Vertical Pump Monthly Inspection	Failed to complete as requested due to labor shortage.	12/29/2025	1/9/2026 9:25:00 AM
MAE-4192909	MAE-62203	Oxidation Ditch 2 Rotor 1	Ox. Ditch Rotor Monthly Inspection	Failed to complete as requested due to labor shortage.	12/29/2025	1/9/2026 9:25:00 AM
MAE-4192910	MAE-62204	Oxidation Ditch 2 Rotor 2	Ox. Ditch Rotor Monthly Inspection	Failed to complete as requested due to labor shortage.	12/29/2025	1/9/2026 9:25:00 AM
MAE-4192911	MAE-62205	Oxidation Ditch 3 Rotor 1	Ox. Ditch Rotor Monthly Inspection	Failed to complete as requested due to labor shortage.	12/29/2025	1/9/2026 9:25:00 AM
MAE-4192912	MAE-62206	Oxidation Ditch 3 Rotor 2	Ox. Ditch Rotor Monthly Inspection	Failed to complete as requested due to labor shortage.	12/29/2025	1/9/2026 9:25:00 AM
MAE-4192913	MAE-14104	LS #10 GENERATOR	Monthly Generator Inspection	Failed to complete as requested due to labor shortage.	12/29/2025	1/9/2026 9:25:00 AM
MAE-4192914	MAE-GENERATOR-EM-459	Doosan Portable Generator	Monthly Generator Inspection	Failed to complete as requested due to labor shortage.	12/29/2025	1/9/2026 9:25:00 AM
MAE-4192915	MAE-14101	Main Plant Generator	Monthly Generator Inspection	Failed to complete as requested due to labor shortage.	12/29/2025	1/9/2026 9:25:00 AM
MAE-4194746	MAE-42213	#3 CLARIFIER GEARBOX	Clarifier Monthly Inspection	Failed to complete as requested due to labor shortage.	1/1/2026	1/9/2026 9:25:00 AM
MAE-4194758	MAE-20014	Digester Transfer/Recirculation Pump	Monthly Small Centrifugal Pump Inspection	Reprimed pump, works within standards. Completed as requested.	1/1/2026	1/1/2026 9:54:00 AM
MAE-4194759	MAE-38101	Well #2 Pump Engine	Backup Engine Monthly Inspection	Failed to complete as requested due to labor shortage.	1/1/2026	1/9/2026 9:25:00 AM
MAE-4195087	MAE-71901	DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection	Tank level inches: 42.5. Completed as requested.	1/2/2026	1/1/2026 10:03:00 AM
MAE-4195088	MAE-71902	GENERATOR DAY TANK	Monthly Fuel Tank Inspection	Thermal gauge melted. Tank level is 19.5. Completed as requested.	1/2/2026	1/1/2026 9:57:00 AM
MAE-4195304	MAE-00106	Cedar Bluff 2" Flushing Hydrant	Potable Water Dead-End Flushing	Cedar Bluff flushed for 20 mins. Aprox water loss is 5,000gal.	1/2/2026	1/5/2026 1:43:00 PM
MAE-4198582	MAE-92506	Hay Rake	Monthly Hay Rake Service	Machine needs the following repairs: 1. Replace center disks on leading rake wheels. 2. Replace 48 rake tines.	1/9/2026	1/2/2026 12:01:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
				3. Adjust and field test. Estimate 4hrs to complete.		
MAE-4199428	MAE-52201	SECONDARY DITCH DIGESTER MIXER	Floating Aerator Quarterly Inspection and Service	Inspected via binoculars. Completed as requested.	1/12/2026	1/12/2026 9:28:00 AM
MAE-4199429	MAE-62200	EQUALIZATION BASIN AEARATOR	Floating Aerator Quarterly Inspection and Service	Completed as requested.	1/12/2026	1/12/2026 9:26:00 AM
MAE-4201231	MAE-LS	Mary Esther Lift Stations	Lift Station Weekly Inspection	Failed to complete as requested due to labor shortage.	12/19/2025	1/9/2026 9:25:00 AM
MAE-4203511	MAE-26203	DIGESTER BLOWER #1	Monthly Digestor Blower Service	Completed as requested.	1/16/2026	1/19/2026 2:44:00 PM
MAE-4203512	MAE-26204	DIGESTER BLOWER #2	Monthly Digestor Blower Service	Completed as requested.	1/16/2026	1/19/2026 2:43:00 PM
MAE-4204616	MAE-56001	BARSCREEN #1	Influent Screen Monthly Inspection	Completed as requested.	1/19/2026	1/21/2026 9:34:00 AM
MAE-4204617	MAE-56002	BARSCREEN #2	Influent Screen Monthly Inspection	Completed as requested.	1/19/2026	1/21/2026 9:35:00 AM
MAE-4204618	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Monthly Site Inspection	Partial fail due to hand rail broken on clairifier 3, rotor 1. As well as wall broken on the East side, bricks need remortering.	1/19/2026	1/22/2026 9:32:00 AM
MAE-4206036	MAE-LS	Mary Esther Lift Stations	Lift Station Weekly Inspection	Failed to complete as requested due to labor shortage.	12/26/2025	1/9/2026 9:25:00 AM
MAE-4206783	MAE-92302	FORD 7740 TRACTOR (1992)	Monthly Tractor Inspection	Lights are not functioning properly, will need fixed. Completed as requested.	1/21/2026	1/20/2026 10:18:00 AM
MAE-4207137	MAE-21512	Well #3 Well Pump	Vertical Pump Monthly Inspection	Completed as requested.	1/21/2026	1/20/2026 10:48:00 AM
MAE-4207142	MAE-95402	WWTP SCBA	SCBA Monthly Inspection	Gauge is out 5lbs. Tank needs refilled. No damage.	1/22/2026	1/20/2026 10:50:00 AM
MAE-4209278	MAE-LS	Mary Esther Lift Stations	Lift Station Weekly Inspection	Failed due to labor shortage.	1/2/2026	1/13/2026 9:00:00 AM
MAE-4210686	MAE-BLDG-341	Sprayfield Trailer	Building Monthly Inspection	Completed as requested.	1/30/2026	1/20/2026 8:40:00 AM
MAE-4212301	MAE-VEHICLES-TRUCK-LT-371	CD2 2018 FORD F-150 RED	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/2/2026	1/9/2026 9:27:00 AM
MAE-4212302	MAE-VEHICLES-TRUCK-LT-372	CD3 2018 FORD F-150 YELLOW	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/2/2026	1/9/2026 9:27:00 AM
MAE-4212303	MAE-VEHICLES-TRUCK-LT-373	CD4 2018 FORD F-150 ORANGE	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/2/2026	1/9/2026 9:27:00 AM
MAE-4212304	MAE-VEHICLES-TRUCK-LT-370	CD5 2018 FORD F-150 PURPLE	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/2/2026	1/9/2026 9:27:00 AM
MAE-4212305	MAE-VEHICLES-TRUCK-LT-375	CD7 2017 FORD (F-250) BLUE	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/2/2026	1/9/2026 9:27:00 AM
MAE-4212306	MAE-VEHICLES-TRUCK-LT-376	CD8 2017 FORD F-350 4X4 CRANE TRUCK	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/2/2026	1/9/2026 9:27:00 AM
MAE-4212307	MAE-VEHICLES-TRUCK-LT-377	WT01 2009 FORD F-150	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/2/2026	1/9/2026 9:27:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4215605	MAE-VEHICLES-TRUCK-LT-371	CD2 2018 FORD F-150 RED	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/9/2026	1/23/2026 9:39:00 AM
MAE-4215606	MAE-VEHICLES-TRUCK-LT-372	CD3 2018 FORD F-150 YELLOW	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/9/2026	1/23/2026 9:39:00 AM
MAE-4215607	MAE-VEHICLES-TRUCK-LT-373	CD4 2018 FORD F-150 ORANGE	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/9/2026	1/23/2026 9:39:00 AM
MAE-4215608	MAE-VEHICLES-TRUCK-LT-370	CD5 2018 FORD F-150 PURPLE	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/9/2026	1/23/2026 9:39:00 AM
MAE-4215609	MAE-VEHICLES-TRUCK-LT-375	CD7 2017 FORD (F-250) BLUE	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/9/2026	1/23/2026 9:39:00 AM
MAE-4215610	MAE-VEHICLES-TRUCK-LT-376	CD8 2017 FORD F-350 4X4 CRANE TRUCK	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/9/2026	1/23/2026 9:39:00 AM
MAE-4215611	MAE-VEHICLES-TRUCK-LT-377	WT01 2009 FORD F-150	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/9/2026	1/23/2026 9:39:00 AM
MAE-4220502	MAE-VEHICLES-TRUCK-LT-371	CD2 2018 FORD F-150 RED	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/16/2026	1/23/2026 9:39:00 AM
MAE-4220503	MAE-VEHICLES-TRUCK-LT-372	CD3 2018 FORD F-150 YELLOW	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/16/2026	1/23/2026 9:39:00 AM
MAE-4220504	MAE-VEHICLES-TRUCK-LT-373	CD4 2018 FORD F-150 ORANGE	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/16/2026	1/23/2026 9:39:00 AM
MAE-4220505	MAE-VEHICLES-TRUCK-LT-370	CD5 2018 FORD F-150 PURPLE	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/16/2026	1/23/2026 9:39:00 AM
MAE-4220506	MAE-VEHICLES-TRUCK-LT-375	CD7 2017 FORD (F-250) BLUE	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/16/2026	1/23/2026 9:39:00 AM
MAE-4220507	MAE-VEHICLES-TRUCK-LT-376	CD8 2017 FORD F-350 4X4 CRANE TRUCK	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/16/2026	1/23/2026 9:39:00 AM
MAE-4220508	MAE-VEHICLES-TRUCK-LT-377	WT01 2009 FORD F-150	WEEKLY VEHICLE INSPECTION - LIGHT	Failed due to labor shortage.	1/16/2026	1/23/2026 9:39:00 AM
MAE-4227105	MAE-VEHICLES-TRACTOR-46	New Holland Tractor	Weekly New Holland Inspection	Failed due to not on site, out for repair.	1/16/2026	1/23/2026 9:40:00 AM
MAE-4227955	MAE-VEHICLES-TRACTOR-46	New Holland Tractor	Weekly New Holland Inspection	Not on site, out for repair.	1/23/2026	1/23/2026 9:30:00 AM
Preventive Maintenance - 60 Total:						
Service Request						
MAE-4222414	MAE-METER-WATER-58327	Water Meter-195 MARCIA DR	OCC - OCCUPANT CHANGE	Verified meter ID. Curbstop already on. Read reading.	1/12/2026	1/2/2026 2:05:00 PM
MAE-4222415	MAE-METER-60320	Water Meter-431 STONEHENGE DR	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter is correct and read meter. Turned meter off and locked meter.	1/12/2026	1/5/2026 2:14:00 PM
MAE-4222416	MAE-8041388	Water Meter-217 PAGE BACON RD #7	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Talked with business owner. Meter is not spinning, no leak indicated.	1/12/2026	1/5/2026 2:20:00 PM
MAE-4222418	MAE-8041661	Water Meter-7 SHADY LN	OCC - OCCUPANT CHANGE	Verified meter ID. Read final reading and left on. Water services ready for new customer.	1/12/2026	1/5/2026 2:23:00 PM
MAE-4222420	MAE-00101	Misty Water Lane 6" Fire Hydrant	FINAL/ LOCK - FINAL READING LOCK	Read meter, pulled hydrant meter. ID#70244139, reading 14561.	1/19/2026	1/5/2026 2:29:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4222421	MAE-METER-WATER-58335	Water Meter-121 ANDERSON DR	TEMP SHUT REP - TEMPORARY SHUT-OFF FOR REPAIRS	Verified meter ID. Turned off curbstop but did not lock. Customer aware water is now off.	1/12/2026	1/5/2026 2:32:00 PM
MAE-4222423	MAE-99903-CD-SHREWSBURY RD-430	430 SHREWSBURY RD	SW BU - SEWER BACKUP	Spoke with homeowner about issue. Spoke with plumber regarding issue. Was unable to camera sewer lateral due to homeowner not having a clean out. Inspected sewer manhole that were up and down stream from sewer lateral with issue. Manhole were flowing freely and unobstructed. Informed homeowner that manholes were unobstructed and flowing freely and appears to be no issue on city side.	4/5/2026	1/5/2026 2:42:00 PM
MAE-4222424	MAE-METER-60438	Water Meter-340 ANGELA LN	LK CK - LEAK CHECK	Verified meter is correct, read meter. Meter wasn't spinning, no leak indicated.	1/12/2026	1/5/2026 2:47:00 PM
MAE-4222425	MAE-99903-CD-MARCIA DR-195	195 MARCIA DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 002602072 Address : 195 Street : MARCIA DR Cross 1 : CRESTWOOD ST Water and sewer not in conflict at 6" depth. Laterals not included. Hand dig only.	4/5/2026	1/5/2026 2:52:00 PM
MAE-4222426	MAE-99903-CD-S LORRAINE DR-231	231 S LORRAINE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 002602064 Address : 231 Street : S LORRAINE DR Cross 1 : ANNABELLE DR Water and sewer not in conflict at 6" depth. Sewer laterals not included. Hand dig only.	4/5/2026	1/5/2026 2:59:00 PM
MAE-4222428	MAE-99903-CD-SCOTTSDALE CT-128	128 SCOTTSDALE CT	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 363508546 Address : 128 Street : SCOTTSDALE CT Cross 1 : SCOTTSDALE DR Water and sewer laterals not in conflict at 6" depth. Laterals not included. Hand dig only.	4/5/2026	1/5/2026 3:04:00 PM
MAE-4223244	MAE-8041756	Water Meter-3 SLEEPY HOLLOW DR	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Meter already turned off and locked at curbstop.	1/14/2026	1/6/2026 1:41:00 PM
MAE-4223245	MAE-99903-CD-E MIRACLE STRIP PKWY-124-101	124 E MIRACLE STRIP PKWY STE 101	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Re-Inspection. Verified meter ID. Inspected Backflow. Passed all tests.	1/14/2026	1/6/2026 1:46:00 PM
MAE-4223249	MAE-99903-CD-E MIRACLE STRIP PKWY-124-301	124 E MIRACLE STRIP PKWY STE 301	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests.	4/7/2026	1/6/2026 2:57:00 PM
MAE-4223250	MAE-METER-WATER-59158	zzzWater Meter-713 MARCIA CIR	WA CONS TEST - WATER CONSUMPTION TEST	Verified meter ID. Unable to perform Data Log. Older type "S" meter, not an "S+"..... Consumption Test initial reading 259802. Test 1 =259807, Test 2 =259812, Test 3 = 259817. Passed consumption test. Spoke with customer on findings and they indicated they fixed a toilet leak. Register needs to be replaced due to it not being a S+.	1/14/2026	1/6/2026 3:01:00 PM
MAE-4223251	MAE-99903-CD-E MIRACLE STRIP PKWY-124-303	124 E MIRACLE STRIP PKWY STE 303	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests.	4/7/2026	1/6/2026 3:15:00 PM
MAE-4223252	MAE-99903-CD-W MIRACLE STRIP PKWY	W MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 363502826 Old Tkt: 337502109 Street : W MIRACLE STRIP PKWY Cross 1 : WINDALE RD Water is marked with blue flags and blue paint. Sewer is marked with green paint and green flags.	4/7/2026	1/6/2026 3:19:00 PM
MAE-4223253	MAE-99903-CD-MARY ESTHER DR	MARY ESTHER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 363502801 Old Tkt: 337502102 Street : MARY ESTHER DR Cross 1 : W MIRACLE STRIP PKWY Water marked with blue paint and flags, sewer marked with green paint and flags. Laterals not included. Hand dig only.	4/7/2026	1/5/2026 3:28:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4223254	MAE-99903-CD-W MIRACLE STRIP PKWY-281-409219	281 W MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 005608146 Address : 281 Street : W MIRACLE STRIP PKWY Cross 1 : MAKRON DR Water and sewer not in conflict. Sewer laterals not included. Hand dig only. Contact the water and sewer department for anymore questions or concerns.	4/7/2026	1/6/2026 3:35:00 PM
MAE-4223255	MAE-99903-CD-W MIRACLE STRIP PKWY	W MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 005602032 Old Tkt: 342500761 Street : MIRACLE STRIP PKWY SW Cross 1 : MEMORIAL PKWY SW No conflict, outside of Mary Esther City limits. Contact water and sewer department for any further concerns.	4/7/2026	1/6/2026 3:47:00 PM
MAE-4223258	MAE-8041659	Water Meter-5 SHADY LN	CONNECT - CONNECT	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services ready for new customer.	1/14/2026	1/7/2026 4:00:00 PM
MAE-4223703	MAE-99903-CD-OLEANDER PKWY-12	12 OLEANDER PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 005603109 Address : 12 Street : OLEANDER PKWY Cross 1 : MAGNOLIA DR No conflict. Fence in backyard. Hand dig only. Contact water and sewer department for questions or concerns.	4/8/2026	1/6/2026 9:25:00 AM
MAE-4223708	MAE-8041612	Water Meter-120 SCOTTSDALE CT	RR & LC - REREAD METER & LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side.	1/15/2026	1/6/2026 9:51:00 AM
MAE-4223710	MAE-BACKFLOW-VLV-38	Dr. Scott A Groat - 151 Mary Esther Blvd #510 Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests. Hand delivered customer copy.	1/15/2026	1/6/2026 9:55:00 AM
MAE-4223712	MAE-MTR-WATER-60592	Water Meter-251 MARY ESTHER BLVD STE B4	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Failed tests. CV1 did not hold. Relief valve did not open. Backflow in need of repairs or replacement. Hand delivered copy to customer.	1/15/2026	1/6/2026 10:06:00 AM
MAE-4223715	MAE-METER-60442	Water Meter-117 PRYOR DR	CONNECT - CONNECT	Verified meter ID. Meter already unlocked and on. Read reading.	1/15/2026	1/6/2026 10:18:00 AM
MAE-4224458	MAE-99903-CD-MAGNOLIA DR-42	42 MAGNOLIA DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 006602442 Address : 42 Street : MAGNOLIA DR Cross 1 : AZALEA DR Water and sewer not in conflict. Laterals not included. Hand dig only. Contact water and sewer department for any further questions or concerns.	4/9/2026	1/7/2026 10:03:00 AM
MAE-4224460	MAE-99903-CD-RUBY CIR-47	47 RUBY CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 005608190 Address : 47 Street : RUBY CIR Cross 1 : PAGE BACON RD Water is marked with blue paint and flags. Sewer marked with green paint and flags. Laterals not included. Hand dig only. Any further questions or concerns, please contact the water and sewer department.	4/9/2026	1/7/2026 10:07:00 AM
MAE-4224465	MAE-99903-CD-CORNWALL TERRACE-670	670 CORNWALL TERRACE	SW BU - SEWER BACKUP	Spoke with resident. Camera'd sewer lateral. There is root intrusion on city side. Recommend replacing sewer lateral that has intrusion from root	4/9/2026	1/6/2026 10:10:00 AM
MAE-4224476	MAE-8041790	Water Meter-441 STONEHENGE DR	TURN ON/REPAIRS - TURN ON FROM TEMP SHUT OFF	Verified meter is correct. Read meter, turned water back on. Curbstop needs replaced.	1/16/2026	1/7/2026 1:22:00 PM
MAE-4225559	MAE-8041021	Water Meter-151 MARY ESTHER BLVD STE 503	OCC - OCCUPANT CHANGE	Verified meter ID. Update Meter serial number to 58505298. Read reading and left on for new customer.	1/19/2026	1/8/2026 10:17:00 AM
MAE-4225562	MAE-8041731	Water Meter-611 SHREWSBURY RD	TEMP SHUT REP - TEMPORARY SHUT-OFF FOR REPAIRS	Verified meter ID. Turned off curbstop for temp shut off. Water services are off.	1/19/2026	1/6/2026 10:22:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4225564	MTR-WATER-50882	Water Meter-355 Argyle Ct	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Read final reading and locked. Water services are off.	1/19/2026	1/8/2026 10:26:00 AM
MAE-4225573	MAE-MTR-WATER-60492	Water Meter-281 W MIRACLE STRIP PKWY	RR & LC - REREAD METER & LEAK CHECK	Verified meter is correct. Read meter. Meter indicated 0.26gpm. Spoke with resident.	1/19/2026	1/8/2026 10:55:00 AM
MAE-4225574	MAE-99903-CD-PLANTATION OAKS DR-10	10 PLANTATION OAKS DR	WA-WATER/SEWERLINESP-MISC - MISCELLANEOUS	Ticket : 008603051 Address : 10 Street : PLANTATION OAKS DR Cross 1 : E MIRACLE STRIP PKWY Water marked with blue flags and paint. Sewer marked with green flags and paint. Hand dig only. Any further questions, please contact the water and sewer department.	4/12/2026	1/8/2026 11:04:00 AM
MAE-4225575	MAE-8040862	Water Meter-6 KOHLER DR	WA LLK-CITY - WATER LINE LEAK - CITY SIDE	Verified meter ID. Confirmed leak on city side. Leaking at curbstop and Poly line.	1/19/2026	1/6/2026 11:09:00 AM
MAE-4225576	MAE-99903-CD-E HOLLYWOOD BLVD-315-A	425 E HOLLYWOOD BLVD STE A	CUST INQ - CUSTOMER CONCERN/INQUIRY	Located meter. Dug up meter box. Disconnected curb stop from meter. No water coming from curb stop Dug up service line. Located leak in driveway. Coned off area. Removed broken concrete from over leak Hydro excavated leak. Found communication conduit damaged 1” service line. Conduit was just bored through Area. Turned off corp stop. Cut out damaged service line. Reconnected service line with 1” cts brass coupler . Disconnected Curb stops from meters. Opened curb stops. Open corp stop. Flushed service line.reconnected curb stops to meter With new meter washer.turned curb stops on. Verified meter stopped spinning. Backfilled hole.	4/12/2026	1/7/2026 11:14:00 AM
MAE-4225577	MAE-99903-CD-E HOLLYWOOD BLVD-315-B	425 E HOLLYWOOD BLVD STE B	CUST INQ - CUSTOMER CONCERN/INQUIRY	Located meter. Dug up meter box. Disconnected curb stop from meter. No water coming from curb stop Dug up service line. Located leak in driveway. Coned off area. Removed broken concrete from over leak Hydro excavated leak. Found communication conduit damaged 1” service line. Conduit was just bored through Area. Turned off corp stop. Cut out damaged service line. Reconnected service line with 1” cts brass coupler . Disconnected Curb stops from meters. Opened curb stops. Open corp stop. Flushed service line.reconnected curb stops to meter With new meter washer.turned curb stops on. Verified meter stopped spinning. Backfilled hole. Labor hours & parts added to 425 E Hollywood STE A.	4/12/2026	1/7/2026 11:19:00 AM
MAE-4225579	MAE-99903-CD-E HOLLYWOOD BLVD-315-C	425 E HOLLYWOOD BLVD STE C	CUST INQ - CUSTOMER CONCERN/INQUIRY	Located meter. Dug up meter box. Disconnected curb stop from meter. No water coming from curb stop Dug up service line. Located leak in driveway. Coned off area. Removed broken concrete from over leak Hydro excavated leak. Found communication conduit damaged 1” service line. Conduit was just bored through Area. Turned off corp stop. Cut out damaged service line. Reconnected service line with 1” cts brass coupler . Disconnected Curb stops from meters. Opened curb stops. Open corp stop. Flushed service line.reconnected curb stops to meter With new meter washer.turned curb stops on.	4/12/2026	1/7/2026 11:22:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
				Verified meter stopped spinning. Backfilled hole. Labor and parts added to 425 E Hollywood STE A.		
MAE-4225581	MAE-8041933	Water Meter-6 WINFIELD WAY	WA CONS TEST - WATER CONSUMPTION TEST	Verified meter is correct. Ran three consumption test. Verified that meter registered 5 gallons each time Spoke with customer. Notified that he could request a data log	1/19/2026	1/8/2026 11:27:00 AM
MAE-4225582	MAE-99903-CD-CASWELL CIR-21	21 CASWELL CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 007608058 Old Tkt: 337506884 Address : 21 Street : CASWELL CIR Cross 1 : E HOLLYWOOD BLVD Water is marked with blue paint blue flags. Sewer is marked with green paint green flags. Hand dig only. Laterals not included. Contact the water and sewer department for anymore questions or concerns.	4/12/2026	1/8/2026 11:33:00 AM
MAE-4225584	MAE-99903-CD-KOHLER DR-7	7 KOHLER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 007606295 Address : 7 Street : KOHLER DR Cross 1 : MARY ESTHER DR Verified address, no conflict with 6" depth.	4/12/2026	1/8/2026 11:44:00 AM
MAE-4225587	MAE-99903-CD-PALMETTO DR-10	10 PALMETTO DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 007606130 Address : 10 Street : PALMETTO DR Cross 1 : AZALEA DR Verified location. No conflicts at 6in depth.	4/12/2026	1/8/2026 11:52:00 AM
MAE-4225600	MAE-99903-D	Mary Esther Distribution	CUT-OFF-REGISTER CUT-OFF-LIST	The cut-off addresses are as follows: 8 Shamrock Dr, 381 W Miracle Strp Pkwy, 18 Kimbrough Dr, 857 E Miracle Strp Pkwy, 20 Roserita, 17 Azalea Dr, 58 North St, 24 North St, 320 Bryn Mawr Blvd, 430 Bryn Mawr Blvd, 210 Argyle Ct, 325 Avon Ln, 320 Argyle Ct, 440 Shrewsbury Rd, 431 Shrewsbury Rd, 621 Stonehenge Dr, 100 Anderson Dr, 111 N Lorraine Dr, 240 Destin Dr, 240 Lee Dr, 231 W Lorraine Dr, 301 S Lorraine Dr, 734 E Hollywood Blvd, 705 Crestwood St, 161 Marcia Dr, 168 Brewer Ci, 10 Caswell Ci, 100 Montgomery St #B, 201 Sharon Ct, 264 Oxford Ct, 307 Oxford Ct, and 741 Brian Ci.	4/12/2026	1/12/2026 1:51:00 PM
MAE-4225606	MAE-99903-CD-MIRAMAR ST-172	172 MIRAMAR ST	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 007605558 Address : 172 Street : MIRAMAR ST Cross 1 : MARCIA DR Verified location. No conflicts at 6in depth.	4/12/2026	1/8/2026 1:58:00 PM
MAE-4225607	MAE-99903-CD-MARY ESTHER DR-26	26 MARY ESTHER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 008605531 Address : 26 Street : MARY ESTHER DR Cross 1 : KOHLER DR Verified location. No conflicts at 6in depth.	4/12/2026	1/8/2026 2:00:00 PM
MAE-4225608	MAE-99903-CD-W MIRACLE STRIP PKWY-587	587 W MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 008605460 Address : 587 Street : W MIRACLE STRIP PKWY Cross 1 : OVERSTREET DR Verified location. No conflicts at 6in depth.	4/12/2026	1/8/2026 2:04:00 PM
MAE-4225609	MAE-99903-CD-W MIRACLE STRIP PKWY-591	591 W MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 008605446 Address : 591 Street : W MIRACLE STRIP PKWY Cross 1 : OVERSTREET DR Verified location. No conflicts at 6in depth.	4/12/2026	1/8/2026 2:07:00 PM
MAE-4225611	MAE-8040370	Water Meter-165 BRYN MAWR BLVD	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/19/2026	1/8/2026 2:11:00 PM
MAE-4225612	MAE-99903-CD-BRYN MAWR BLVD-174	174 BRYN MAWR BLVD	CUST INQ - CUSTOMER CONCERN/INQUIRY	Spoke with Leslie from city hall. Was informed that husband turned water off and to	4/12/2026	1/9/2026 2:17:00

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
				disregard workorder. Workorder disregarded.		PM
MAE-4225614	MAE-METER-60443	Water Meter-430 BRIAN CIR	RR & LC - REREAD METER & LEAK CHECK	Verified meter is correct. Read meter. Meter was continuously spinning slowly. Knocked on door. Nobody answered. Meter spinning potentially indicates of a small leak or water fixture possibly running.	1/19/2026	1/9/2026 2:22:00 PM
MAE-4225615	MTR-WATER-50865	Water Meter-167 MARCIA DR	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter. Water was already turned on upon arrival. Left on.	1/19/2026	1/9/2026 2:26:00 PM
MAE-4225616	MAE-8041310	Water Meter-12 OLEANDER PKWY	CUST INQ - CUSTOMER CONCERN/INQUIRY	Spoke with tenant about issue. Flushed spigot. Smelled water from spigot and didn't notice a foul odor. Water had more of a chlorinated smell as it would being so close to well #4. Knocked on door to inform tenant. Nobody answered. Meter ID is correct. Meter Serial number is incorrect. Correct serial number is 54898316.	1/19/2026	1/10/2026 2:35:00 PM
MAE-4225617	MAE-METER-WATER-59352	zzzWater Meter-156 BREWER CIR	RR & LC - REREAD METER & LEAK CHECK	Verified meter is correct. Read meter. Spoke with homeowner. Meter wasn't spinning indicating no leaks. Register is a non-S+ MODEL and needs to be replaced. Unable to data log due to register being a non-S+ model.	1/19/2026	1/10/2026 2:38:00 PM
MAE-4225618	MTR-WATER-50811	Water Meter-151 MARY ESTHER BLVD STE 509	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter is correct. Read meter. Turned off and locked meter.	1/19/2026	1/12/2026 2:42:00 PM
MAE-4225623	MAE-MTR-WATER-60527	Water Meter-20 ROSERITA PLACE	REINSTATE - REINSTATE	Verified meter was correct. Read meter. Turned water on meter stopped spinning	1/19/2026	1/12/2026 3:39:00 PM
MAE-4225624	MAE-8041672	Water Meter-8 SHAMROCK DR	REINSTATE - REINSTATE	Verified meter is correct read meter. Unlocked and turned meter back on meter stopped spinning	1/19/2026	1/12/2026 3:43:00 PM
MAE-4225625	MAE-8041933	Water Meter-6 WINFIELD WAY	DATA LOG - PULL READING LOG	Verified meter ID. Ran data log.	1/19/2026	1/12/2026 3:46:00 PM
MAE-4225626	MAE-99903-CD-W MIRACLE STRIP PKWY-611	611 W MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 009604106 Address : 611 Street : W MIRACLE STRIP PKWY Verified location. No conflicts at 6in depth.	4/12/2026	1/12/2026 3:50:00 PM
MAE-4225627	MAE-METER-WATER-58181	Water Meter-210 ARGYLE CT	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and turned water on.	1/19/2026	1/12/2026 3:57:00 PM
MAE-4225628	MAE-MTR-WATER-60599	Water Meter-230 ARGYLE CT	REINSTATE - REINSTATE	Verified meter is correct.read meter. Water was unlocked and on upon arrival left water on.	1/19/2026	1/12/2026 4:08:00 PM
MAE-4225629	MAE-METER-WATER-58027	Water Meter-621 STONEHENGE DR	REINSTATE - REINSTATE	Verified meter is correct read meter. Unlocked and turned water on. Meter quit spinning.	1/19/2026	1/12/2026 4:13:00 PM
MAE-4225630	MAE-8040395	Water Meter-430 BRYN MAWR BLVD	REINSTATE - REINSTATE	Verified meter is correct. Read reading. Turned on water.	1/19/2026	1/12/2026 4:26:00 PM
MAE-4225631	MAE-METER-60136	Water Meter-320 BRYN MAWR BLVD	REINSTATE - REINSTAT	Verified meter is correct read meter. Unlocked and turned water back on. Meter stopped spinning.	1/19/2026	1/12/2026 4:29:00 PM
MAE-4225632	MAE-8040084	Water Meter-320 Argyle Ct	REINSTATE - REINSTAT	Verified meter is correct.read meter.unlocked and turned water on. Meter was not spinning.	1/19/2026	1/12/2026 4:31:00 PM
MAE-4225633	MAE-8041720	Water Meter-440 SHREWSBURY RD	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and turned water on. Meter quit spinning.	1/19/2026	1/12/2026 4:35:00 PM
MAE-4225634	MAE-MTR-WATER-60690	Water Meter-431 SHREWSBURY RD	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and turned water on. Meter stopped spinning.	1/19/2026	1/12/2026 4:41:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4225635	MAE-METER-WATER-58413	Water Meter-231 W LORRAINE DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/19/2026	1/12/2026 4:43:00 PM
MAE-4225636	MAE-METER-WATER-58257	Water Meter-240 LEE DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/19/2026	1/12/2026 4:46:00 PM
MAE-4225637	MAE-METER-WATER-58336	Water Meter-240 DESTIN DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/19/2026	1/12/2026 4:48:00 PM
MAE-4225638	MAE-METER-WATER-59304	Water Meter-705 CRESTWOOD ST	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and turned on water. Meter stopped spinning.	1/19/2026	1/12/2026 4:51:00 PM
MAE-4225639	MAE-8041261	Water Meter-111 N LORRAINE DR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/19/2026	1/12/2026 4:55:00 PM
MAE-4226304	MAE-8040614	Water Meter-734 E HOLLYWOOD BLVD	REINSTATE - REINSTATE	Verified meter is correct . Read meter. Unlocked and turned water on. Meter stopped spinning.	1/20/2026	1/12/2026 10:39:00 AM
MAE-4226305	MAE-MTR-WATER-60568	Water Meter-2 NORTH ST	LK CK - LEAK CHECK & DATA LOG	Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side. Ran Data Log. Found leak, likely toilet. Spoke with customer and they confirmed toilet leaks.	1/20/2026	1/12/2026 10:42:00 AM
MAE-4226306	MAE-8041249	Water Meter-100 MONTGOMERY ST #B	REINSTATE - REINSTATE	Verified meter is correct.	1/20/2026	1/12/2026 10:44:00 AM
MAE-4226307	MAE-8040329	Water Meter-741 BRIAN CIR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/20/2026	1/12/2026 10:46:00 AM
MAE-4226308	MAE-8041674	Water Meter-201 SHARON CT	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/20/2026	1/12/2026 10:49:00 AM
MAE-4226310	MAE-8041370	Water Meter-307 OXFORD CT	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/20/2026	1/12/2026 10:51:00 AM
MAE-4226312	MAE-8040446	Water Meter-10 CASWELL CIR	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/20/2026	1/12/2026 10:53:00 AM
MAE-4226313	MAE-99903-CD-MARY ESTHER BLVD-480	480 MARY ESTHER BLVD	DOOR HANG - DOOR HANGER	Left door hanger.	4/13/2026	1/12/2026 10:56:00 AM
MAE-4226314	MAE-99903-CD-E MIRACLE STRIP PKWY-124-201-376160	124 E MIRACLE STRIP PKWY STE 201	DOOR HANG - DOOR HANGER	Left door hanger.	4/13/2026	1/12/2026 10:59:00 AM
MAE-4226315	MAE-99903-CD-E MIRACLE STRIP PKWY-126	126 E MIRACLE STRIP PKWY	DOOR HANG - DOOR HANGER	Left door hanger.	4/13/2026	1/12/2026 11:01:00 AM
MAE-4226316	MAE-METER-60386	Water Meter-381 W MIRACLE STRIP PKWY	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and turned water on. Meter stopped spinning.	1/20/2026	1/13/2026 11:32:00 AM
MAE-4226317	MAE-METER-60122	Water Meter-857 E MIRACLE STRIP PKWY	REINSTATE - REINSTATE	Verified meter is correct. Read meter, unlkocked and turned water on. Meter stopped spinning.	1/20/2026	1/13/2026 11:36:00 AM
MAE-4226319	MAE-METER-60288	Water Meter-271 GREGORY DR	CONNECT - CONNECT	Verified meter is correct. Read meter. Meter was unlocked and on upon arrival. Left water on. Meter was not spinning.	1/20/2026	1/13/2026 11:40:00 AM
MAE-4226321	MAE-8041784	Water Meter-411 STONEHENGE DR	EMERG SHUT - EMERGENCY SHUTOFF	Verified meter is correct. Read meter. Turned water off.	1/20/2026	1/13/2026 11:43:00 AM
MAE-4226342	MAE-METER-WATER-59125	Water Meter-161 MARCIA DR	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and Turned water on. Meter stopped spinning.	1/20/2026	1/13/2026 1:19:00 PM
MAE-4226344	MAE-8040201	Water Meter-168 Brewer Cir	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and Turned water on. Meter stopped spinning.	1/20/2026	1/13/2026 1:21:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4226345	MAE-8041292	Water Meter-24 NORTH ST	REINSTATE - REINSTATE	Verified meter is correct read meter. Unlocked and turned water on. Meter did not stopped spinning. Turned water. Off did not lock.	1/20/2026	1/13/2026 1:24:00 PM
MAE-4226825	MAE-8041292	Water Meter-24 NORTH ST	REINSTATE - REINSTATE	Verified meter ID. Curbstop already unlocked. Verified meter stopped spinning. Water services restored.	1/21/2026	1/13/2026 10:32:00 AM
MAE-4226847	MAE-8041432	Water Meter-31 PALMETTO DR	OCC - OCCUPANT CHANGE	Verified meter ID. Meter already unlocked and on. Read reading.	1/21/2026	1/13/2026 11:47:00 AM
MAE-4226848	MAE-8041255	Water Meter-106 MONTGOMERY ST B	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/21/2026	1/13/2026 11:50:00 AM
MAE-4226851	MAE-MTR-WATER-60623	Water Meter-108 MONTGOMERY ST B	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/21/2026	1/13/2026 11:56:00 AM
MAE-4226860	MTR-WATER-50851	Water Meter-550 Brian Cir	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Read final reading but did not lock. Another WO for turn on reading.	1/21/2026	1/13/2026 1:07:00 PM
MAE-4226864	MTR-WATER-50851	Water Meter-550 Brian Cir	OCC - OCCUPANT CHANGE	Verified meter ID. Read reading.	1/21/2026	1/13/2026 1:10:00 PM
MAE-4226876	MAE-METER-WATER-58196	Water Meter-58 NORTH ST	REINSTATE - REINSTATE	Verified meter ID. Unlocked and turned on meter ID. Verified meter stopped spinning. Water services restored.	1/21/2026	1/14/2026 2:38:00 PM
MAE-4226877	MAE-MTR-WATER-60547	Water Meter-101 MARY ESTHER BLVD	RR & LC - REREAD METER & LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side. Read reading.	1/21/2026	1/14/2026 2:42:00 PM
MAE-4226882	MAE-8041292	Water Meter-24 NORTH ST	LK CK - LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side. Ran Data Log.. Configured to daily report, after running report, reconfigured meter to hourly.	1/21/2026	1/14/2026 2:51:00 PM
MAE-4226883	MAE-METER-60322	Water Meter-621 W MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 012610743 Address : 621 Street : W MIRACLE STRIP PKWY Cross 1 : MARY ESTHER DR Verified location. No conflicts at 6in depth.	1/21/2026	1/14/2026 2:54:00 PM
MAE-4226884	MAE-99903-CD-BRIAN CIR-210	210 BRIAN CIR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 013608543 Address : 210 Street : BRIAN CIR Cross 1 : RIDGELAKE DR Verified location. No conflicts at 6in depth.	4/14/2026	1/14/2026 2:58:00 PM
MAE-4226887	MAE-99903-CD-ANDERSON DR-131	131 ANDERSON DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 012610809 Address : 131 Street : ANDERSON DR Cross 1 : S LORRAINE DR Verified location. No conflicts at 6in depth.	4/14/2026	1/14/2026 3:08:00 PM
MAE-4226888	MAE-8040553	Water Meter-211 DESTIN DR	LK CK - LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side. Unable to Data Log. Meter is S type, not S+.... Recommend replacing register.	1/21/2026	1/14/2026 3:13:00 PM
MAE-4226889	MAE-8040846	Water Meter-21 KOHLER DR	OCC - OCCUPANT CHANGE	Verified meter ID. Read final reading and left on. Water services ready for new customer.	1/21/2026	1/14/2026 3:15:00 PM
MAE-4226891	MAE-99903-CD-OLEANDER PKWY-4	4 OLEANDER PKWY	SW BU - SEWER BACKUP	Camera'd and verified sewer main is flowing. Marked sewer main with paint and flags. Homeowner doesn't have clean out. Unable to further inspect Homeowner lateral until clean out is installed. Sewer issue is more than likely on customer side.	4/14/2026	1/14/2026 3:19:00 PM
MAE-4226894	MAE-99903-CD-OLEANDER PKWY-14	14 OLEANDER PKWY	SW BU - SEWER BACKUP	Incorrect for work order. Correct address was for 4 Oleander.	4/14/2026	1/14/2026 3:22:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4226901	MAE-99903-CD-STONEHENGE DR-521	521 STONEHENGE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 013603305 Address : 521 Street : STONEHENGE DR Cross 1 : BRYN ATHYN BLVD Verified location. Located mains and services, marked with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/14/2026	1/14/2026 3:44:00 PM
MAE-4227183	MAE-8041756	Water Meter-3 SLEEPY HOLLOW DR	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Meter already turned off and locked at curbstop.	1/22/2026	1/6/2026 1:41:00 PM
MAE-4227193	MAE-METER-WATER-59209	Water Meter-47 RUBY CIR	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter. Water was already turned on upon arrival. Left on.	1/22/2026	1/15/2026 3:08:00 PM
MAE-4227195	MTR-WATER-50881	Water Meter-210 SHARON CT	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter. Water was already turned on upon arrival. Left on.	1/22/2026	1/15/2026 3:15:00 PM
MAE-4227197	MAE-MTR-WATER-60511	Water Meter-17 AZALEA DR	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and Turned water on. Meter didn't stop spinning. Turned water off and left unlocked. Left door hanger.	1/22/2026	1/15/2026 3:28:00 PM
MAE-4227198	MAE-METER-WATER-58289	Water Meter-345 AVON LN	CONNECT - CONNECT	Verified meter is correct. Read meter. Unlocked and Turned water on. Meter stopped spinning.	1/22/2026	1/15/2026 3:33:00 PM
MAE-4227199	MAE-8041303	Water Meter-62 NORTH ST	OCC - OCCUPANT CHANGE	Verified meter is correct. Dug out meter box. Read meter. Water was already turned on upon arrival. Left on.	1/22/2026	1/15/2026 3:43:00 PM
MAE-4227200	MAE-99903-CD-W MIRACLE STRIP PKWY	W MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	duplicate work order created by mistake.	4/15/2026	1/15/2026 3:47:00 PM
MAE-4228068	MAE-99903-CD-RUBY CIR-94	94 RUBY CIR	MISC - MISCELLANEOUS - SEWER BACK-UP/OVERFLOW	Arrived to manhole in front of 94 Ruby Circle. Manhole was overflowing upon arrival. Removed manhole lid. Rain pan was stuck. Cut rain pan out of manhole entrance. Drained manhole with vac trailer to stop overflowing. Emptied vac trailer. Went down stream to next manhole. Removed manhole lid and rain pan. Manhole was filled with sand indicating intrusion up stream. Removed sand with vac trailer. Jetted up stream and cleared sewer main while sucking up with vac trailer. Sewer main began flowing again. Cleaned up work area. Limed area that had sewage spill.	4/16/2026	1/13/2026 10:17:00 AM
MAE-4228070	MAE-8040811	Water Meter-18 KIMBROUGH DR	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and Turned water on. Meter stopped spinning.	1/23/2026	1/15/2026 10:22:00 AM
MAE-4228071	MAE-99903-CD-BRYN MAWR BLVD-611	611 BRYN MAWR BLVD	SW BU - SEWER BACKUP	Spoke with homeowner regarding issue. Camera'd sewer lateral to main. Heavy root intrusion on city side of clean out for sewer lateral. Informed homeowner. Recommend sewer lateral replacement.	4/16/2026	1/10/2026 10:34:00 AM
MAE-4229853	MTR-WATER-48079	Water Meter-264 OXFORD CT	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and turned water on. Meter quit spinning.	1/28/2026	1/16/2026 11:23:00 AM
MAE-4229854	MAE-8040623	Water Meter-28 E LANE DR	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter.	1/28/2026	1/16/2026 11:26:00 AM
MAE-4229857	MTR-WATER-50867	Water Meter-104 Andalusia Rd	OCC - OCCUPANT CHANGE	Verified meter is correct. Read Meter.	1/28/2026	1/16/2026 11:37:00 AM
MAE-4229858	MAE-MTR-WATER-60511	Water Meter-17 AZALEA DR	CUST INQ - CUSTOMER CONCERN/INQUIRY	Verified meter is correct. Read meter. Turned water on. Meter stopped spinning.	1/28/2026	1/16/2026 11:39:00 AM
MAE-4229859	MAE-METER-WATER-58354	Water Meter-221 DESTIN DR	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter. Water was already turned on upon arrival. Left on.	1/28/2026	1/16/2026 11:42:00 AM
MAE-4229861	MAE-METER-60288	Water Meter-271 GREGORY DR	CONNECT - CONNECT	Verified meter ID. Curbstop already unlocked but barely on. Opened fully, water restored.	1/28/2026	1/20/2026 11:49:00

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
						AM
MAE-4229862	MAE-8040491	Water Meter-621 CORNWALL TERRACE	TO & LOC - TURN OFF & LOCK FOR NONPAYMENT	Verified meter ID. Turned off curbstop and locked. Water services are off.	1/28/2026	1/20/2026 11:53:00 AM
MAE-4229887	MAE-MTR-WATER-60597	Water Meter-419 BRYN MAWR BLVD	LK CK - LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side or customer side. No water at meter box, after speaking with customer, they have made repairs. Ran Data Log	1/28/2026	1/20/2026 1:48:00 PM
MAE-4229890	MAE-8040491	Water Meter-621 CORNWALL TERRACE	REINSTATE - REINSTATE	Verified meter is correct. Read meter. Unlocked and Turned water on. Meter stopped spinning.	1/28/2026	1/21/2026 1:52:00 PM
MAE-4229895	MAE-8041330	Water Meter-23 OVERSTREET DR	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter. Water was already turned on upon arrival. Left on.	1/28/2026	1/20/2026 2:01:00 PM
MAE-4229897	MAE-8041612	Water Meter-120 SCOTTSDALE CT	WA CONS TEST - WATER CONSUMPTION TEST	Verified meter ID. Ran consumption test. Initial reading 512416. Test 1= 512421, test 2= 512426. Test 3= 512431. Passed all tests.	1/28/2026	1/21/2026 2:06:00 PM
MAE-4229914	MAE-METER-60132	Water Meter-260 W LORRAINE DR	LK CK - LEAK CHECK	Verified meter ID. System leaking at curbstop, recommend replacing curbstop. Customers meter consumption is not affected by this leak.	1/28/2026	1/20/2026 3:44:00 PM
MAE-4230242	MAE-METER-60224	Water Meter-38 RUBY CIR	OCC - OCCUPANT CHANGE	Verified meter ID. Meter already unlocked. Read reading.	1/29/2026	1/21/2026 11:16:00 AM
MAE-4232792	MAE-8040631	Water Meter-124 E MIRACLE STRIP PKWY STE 203	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Read final reading and locked. Water services are off.	2/2/2026	1/21/2026 3:53:00 PM
MAE-4232793	MTR-WATER-50831	Water Meter-160 SCOTTSDALE DR	DATA LOG - PULL READING LOG	Verified meter ID. Ran Data Log.	2/2/2026	1/21/2026 4:00:00 PM
MAE-4232796	MAE-8040659	Water Meter-480 E MIRACLE STRIP PKWY	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Spoke with representative at OYO Townhouse. Requested all water to be off to perform leak check. All water was off to the representatives knowledge. Meter was still spinning very slowly. Informed representative.	2/2/2026	1/9/2026 4:03:00 PM
MAE-4232797	MAE-99903-CD-MARY ESTHER DR-36	36 MARY ESTHER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 020603444 Address : 36 Street : MARY ESTHER DR Cross 1 : W MIRACLE STRIP PKWY Verified location. Located mains and services, marked with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/26/2026	1/21/2026 4:06:00 PM
MAE-4232799	MAE-8041790	Water Meter-441 STONEHENGE DR	REPL CURB - REPLACE CURBSTOP	Verified meter is correct . Water was already off . Disconnected curbstop from meter. Removed old service line. And curbstop. Installed pvc to cts 3/4" curbstop. Installed 3/4" cts to meter curbstop. Flushed service line. Restored water services. And left curbstop off. Backfilled excavated trench. Cleaned work area of debris.	2/2/2026	1/16/2026 4:10:00 PM
MAE-4232802	MAE-99903-CD-MISTY WATER LN-13-513707	13 MISTY WATER LN	INSTALL WA TAP - INSTALL WATER TAP	Traced 11 misty water service line to WYE. Unearthed wye and exposed already installed 13 misty water tap. Replaced wye, 11 misty water and 13 misty water service lines. Installed meter box for 13 misty water. Backfilled area that was unearthed. Flushed service lines. Cleaned work area of debris and tools.	4/26/2026	1/15/2026 4:32:00 PM
MAE-4233318	MAE-99903-CD-MISTY WATER LN-13-513707	13 MISTY WATER LN	INSTALL SW TAP - INSTALL SEWER TAP	Opened Manhole and camera'd sewer lateral leading to 15 misty water. Marked lateral with green paint. Began excavating with	4/27/2026	1/21/2026 9:28:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
				mini-excavator and vac trailer. Exposed existing sewer lateral tap to 11 misty water. Extended sewer lateral and installed sewer clean out. Packed and bedded sewer lateral. Backfilled excavated area. Installed round valve box over clean out. Cleaned work area of debris and tools.		
MAE-4233322	MAE-99903-CD-ANNABELLE DR-230	230 ANNABELLE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 337509740 Address : 230 Street : ANNABELLE DR Cross 1 : S LORRAINE DR No conflicts with sewer main. Water main marked with blue paint and flags . Hand dig only. Sewer laterals not marked. Please call for any concerns or questions.	4/27/2026	1/21/2026 9:45:00 AM
MAE-4233324	MTR-WATER-53880	Water Meter-94 RUBY CIR	RR & LC - REREAD METER & LEAK CHECK	Verified meter is correct. Read meter. No leaks indicated.	2/3/2026	1/21/2026 10:09:00 AM
MAE-4233325	MAE-8040553	Water Meter-211 DESTIN DR	MS - METER SWAP	Verified meter is correct. Read meter, replaced register. Replaced sensor bracket.	2/3/2026	1/22/2026 10:29:00 AM
MAE-4233350	MAE-METER-WATER-58286	Water Meter-209 W MIRACLE STRIP PKWY	TEMP SHUT REP - TEMPORARY SHUT-OFF FOR REPAIRS	Spoke with Richard. Clarified concerns and questions with Richard. Temporary turn off was disregarded due to not it not being needed since they have their own turn off valves.	2/3/2026	1/23/2026 1:14:00 PM
MAE-4233351	MAE-METER-WATER-58267	Water Meter-221 LEE DR	RR-MISC - REREAD MISC	Verified meter ID. Read reading.	2/3/2026	1/26/2026 1:22:00 PM
MAE-4233354	MAE-METER-WATER-58310	Water Meter-271 S LORRAINE DR	RR-MISC - REREAD MISC	Verified meter ID. Read reading.	2/3/2026	1/26/2026 1:25:00 PM
MAE-4233356	MTR-WATER-52858	Water Meter-13 MISTY WATER LN	RR-MISC - REREAD MISC	Verified meter ID. Read reading.	2/3/2026	1/26/2026 1:28:00 PM
MAE-4233357	MAE-8041774	Water Meter-496 SOUNDVIEW COURT	RR-MISC - REREAD MISC	Verified meter ID. Read reading.	2/3/2026	1/26/2026 1:31:00 PM
MAE-4233358	MAE-METER-WATER-59270	Water Meter-100 MARY ESTHER BLVD	RR-MISC - REREAD MISC	Verified meter ID. Read reading.	2/3/2026	1/26/2026 1:43:00 PM
MAE-4233359	MAE-METER-WATER-59259	Water Meter-242 SHARON CT	METER QUERY - METER QUERY	Verified meter ID. Read reading. Verified meter spins. Meter is older Hersey meter, still recommend replacing meter.	2/3/2026	1/26/2026 1:50:00 PM
MAE-4233360	MAE-8041059	Water Meter-300 MARY ESTHER BLVD #114	LK CK - LEAK CHECK	Verified meter ID. Read reading. Monitored meter for leaks and found no leaks city side or customer side. Spoke with customer on findings. They are not aware of a leak, but will keep an eye on it.	2/3/2026	1/26/2026 2:02:00 PM
MAE-4233362	MAE-99903-CD-CHRISTOBAL RD N-195	195 CHRISTOBAL RD N	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 022604684 Old Tkt: 335509155 Address : 195 Street : N CHRISTOBAL RD Cross 1 : ROSERITA PL Verified location. Located mains and services, marked with paint and flags accordingly.	4/27/2026	1/26/2026 2:15:00 PM
MAE-4233368	MAE-METER-WATER-58289	Water Meter-345 AVON LN	RR-MISC - REREAD MISC	Verified meter ID. Read reading.	2/3/2026	1/26/2026 2:31:00 PM
MAE-4233369	MAE-8041790	Water Meter-441 STONEHENGE DR	LK CK - LEAK CHECK	Verified meter ID. Water turned off at curbstop. Home has had leaks and is under renovation.	2/3/2026	1/26/2026 2:35:00 PM
MAE-4233370	MAE-METER-60235	Water Meter-1050 BRYN MAWR BLVD	LK CK - LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side. Do find meter spinning. Potential leak on customer side. Ran Data Log, left door hanger.	2/3/2026	1/26/2026 2:42:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4233371	MAE-METER-WATER-59355	Water Meter-710 CRESTWOOD ST	RR & LC - REREAD METER & LEAK CHECK	Verified meter is correct. Read meter. Meter was not spinning. No leak indicated.	2/3/2026	1/26/2026 2:44:00 PM
MAE-4233373	MAE-METER-WATER-58172	Water Meter-260 GREGORY DR	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter ID. Read final reading and locked. Water services are off.	2/3/2026	1/26/2026 2:47:00 PM
MAE-4233374	MAE-METER-WATER-59356	Water Meter-712 CRESTWOOD ST	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Meter wasn't spinning. No leak indicated. Register needs replaced.	2/3/2026	1/26/2026 2:50:00 PM
MAE-4233379	MAE-8041444	Water Meter-90 PAULA CT	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Meter was spinning, potential leak. Spoke with resident.	2/3/2026	1/26/2026 2:58:00 PM
MAE-4233383	MAE-8041185	Water Meter-43 MARY ESTHER DR	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Meter wasn't spinning. No leak indicated.	2/3/2026	1/26/2026 3:10:00 PM
MAE-4233384	MAE-8041886	Water Meter-603 W MIRACLE STRIP PKWY	WA CONS TEST - WATER CONSUMPTION TEST	Verified meter ID. Performed Consumption Test. Initial reading 740898. Test 1=740903. Test 2=740908, Test 3=740913. Passed all tests.	2/3/2026	1/26/2026 3:12:00 PM
MAE-4233385	MAE-METER-WATER-57905	Water Meter-491 W MIRACLE STRIP PKWY	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Meter kept spinning. Resident wasn't home, left door hanger.	2/3/2026	1/26/2026 3:18:00 PM
MAE-4233387	MAE-METER-WATER-59351	Water Meter-160 BREWER CIR	LK CK - LEAK CHECK	Verified meter ID. Monitored meter for leaks and found no leaks city side. Do find meter spinning. Small leak detected, spoke with customer on findings.	2/3/2026	1/26/2026 3:20:00 PM
MAE-4233388	MAE-MTR-WATER-60755	Water Meter-2 CEDAR BLUFF	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Meter was spinning. Potential leak. Resident wasn't home. Left door hanger.	2/3/2026	1/26/2026 3:26:00 PM
MAE-4233389	MAE-METER-WATER-58135	Water Meter-205 ELLIOTT RD	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Meter not spinning no leak indicated.	2/3/2026	1/26/2026 3:32:00 PM
MAE-4233390	MAE-METER-60388	zzzWater Meter-140 SCOTTSDALE DR	DATA LOG - PULL READING LOG	Verified meter ID. Unable to Data Log, Sensus meter is "S" type, not "S+". Recommend replacing meter for future data logs.	2/3/2026	1/27/2026 3:37:00 PM
MAE-4233392	MAE-99903-CD-W MIRACLE STRIP PKWY-671-A	671 W MIRACLE STRIP PWKY A	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 016605287 Address : 671 Street : W MIRACLE STRIP PKWY Cross 1 : MARY ESTHER DR Verified location. Located mains and services, marked with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/27/2026	1/27/2026 3:49:00 PM
MAE-4233393	MAE-99903-CD-E MIRACLE STRIP PKWY-931	931 E MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 021603967 Address : 931 Street : E MIRACLE STRIP PKWY Cross 1 : WRIGHT PKWY SW Verified location. Mary Esther water/sewer services stop before work area, no conflicts.	4/27/2026	1/27/2026 3:52:00 PM
MAE-4233395	MAE-99903-CD-PLANTATION OAKS DR-10	10 PLANTATION OAKS DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 021604465 Address : 10 Street : PLANTATION OAKS DR Cross 1 : E MIRACLE STRIP PKWY Verified location. Located mains and services, marked with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/27/2026	1/27/2026 3:56:00 PM
MAE-4233396	MAE-99903-CD-PALMETTO DR-31	31 PALMETTO DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 023603577 Address : 31 Street : PALMETTO DR Cross 1 : E HOLLYWOOD BLVD Verified location. No conflicts at 6in depth.	4/27/2026	1/27/2026 3:58:00 PM
MAE-4236109	MAE-99903-CD-BRIAN CIR-561	561 BRIAN CIR	CUST INQ - CUSTOMER CONCERN/INQUIRY	Spoke with resident. Backflow was frozen. Defrosted it with a blow torch. Recommended her to get an insulation bag for the backflow and let her sink drip.	4/30/2026	1/27/2026 10:47:00 AM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4236111	MAE-METER-60325	Water Meter-530 BRYN MAWR BLVD	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Meter wasn't spinning. No leak detected.	2/6/2026	1/27/2026 10:49:00 AM
MAE-4236112	MAE-METER-60306	Water Meter-201 BRYN ATHYN BLVD	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Meter was spinning. No one home, left door hanger.	2/6/2026	1/27/2026 10:55:00 AM
MAE-4236116	MAE-99903-CD-S LORRAINE DR-110	110 S LORRAINE DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 022603943 Address : 110 Street : S LORRAINE DR Cross 1 : ANDERSON DR Verified location. No conflicts at 6in depth.	4/30/2026	1/27/2026 11:04:00 AM
MAE-4236118	MAE-99903-CD-BRYN MAWR BLVD-611	611 BRYN MAWR BLVD	SW LN REP - SEWER LINE REPAIR	Spoke with resident. Hand dug sewer lateral. Removed sewer lateral where it was clogged. Replaced it. Backfilled and verified it worked and could see flow.	4/30/2026	1/23/2026 11:39:00 AM
MAE-4236119	MAE-8040334	Water Meter-341 Bryn Athyn Blvd	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Meter is spinning. Indicating possible leak. Spoke with resident.	2/6/2026	1/27/2026 11:42:00 AM
MAE-4236120	MAE-99903-CD-WINDALE RD-2	2 WINDALE RD	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 023600866 Address : 2 Street : WINDALE RD Cross 1 : W MIRACLE STRIP PKWY Verified location. Located mains and services, marked with paint and flags accordingly. No sewer laterals are included. Hand dig only.	4/30/2026	1/27/2026 11:54:00 AM
MAE-4236125	MAE-99903-CD-MARY ESTHER BLVD	MARY ESTHER BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 019604147 Address : 10 Street : MARY ESTHER BLVD Cross 1 : ANCHORS ST NW Verified location. Located mains and services, marked with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	4/30/2026	1/27/2026 11:59:00 AM
MAE-4236128	MAE-8041774	Water Meter-496 SOUNDVIEW COURT	METER QUERY - METER QUERY	Verified meter. Read meter. Turned spigot on to test if meter workds. It works. Turned spigot off. Home has a for sale sign.	2/6/2026	1/27/2026 1:18:00 PM
MAE-4236135	MAE-8041235	Water Meter-16 MISTY WATER LN	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter is correct. Read meter.	2/6/2026	1/27/2026 1:36:00 PM
MAE-4236136	MAE-99903-CD-MARY ESTHER BLVD-251-A7	251 MARY ESTHER BLVD STE A7	LK CK - LEAK CHECK	Arrived to location. The cause of leak is from backflow belonging to meter serial # 88517549. Not city side leak.	4/30/2026	1/27/2026 1:43:00 PM
MAE-4236137	MAE-99903-CD-MIRAMAR ST-182	182 MIRAMAR ST	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 019606641 Address : 182 Street : MIRAMAR ST Cross 1 : CRESTWOOD ST Water is marked with blue paint. Sewer not in conflict. Laterals not in conflict. Hand dig only. Any questions or concerns contact the water department.	4/30/2026	1/27/2026 1:46:00 PM
MAE-4236138	MAE-99903-CD-MARY ESTHER DR-1	1 MARY ESTHER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 023600584 Address : 1 Street : MARY ESTHER DR Cross 1 : US 98 Verified location. Located mains and services, marked with paint and flags accordingly. No sewer laterals are included. Hand dig only.	4/30/2026	1/27/2026 1:49:00 PM
MAE-4236139	MAE-99903-CD-MARY ESTHER DR	MARY ESTHER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 023602197 Old Tkt: 363502801 Address : Street : MARY ESTHER DR Cross 1 : W MIRACLE STRIP PKWY Verified location. Located mains and services, marked with paint and flags accordingly. No sewer laterals are included. Hand dig only.	4/30/2026	1/27/2026 1:53:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4236140	MAE-99903-CD-MARY ESTHER BLVD-300	300 MARY ESTHER BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 022601906 Address : 300 Street : MARY ESTHER BLVD Cross 1 : HOLLYWOOD BLVD NW Private infrastructure water and sewer map attached. For further questions or concerns call Micheal Gaines at (850)603-3956.	4/30/2026	1/27/2026 1:56:00 PM
MAE-4236141	MAE-99903-CD-W MIRACLE STRIP PKWY	W MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 023602210 Old Tkt: 363502826 Taken: 01/01/26 Address : Street : W MIRACLE STRIP PKWY Cross 1 : WINDALE RD Verified location. Located mains and services, marked with paint and flags accordingly. Refreshed paint and flags as needed from older ticket. No sewer laterals included, hand dig only.	4/30/2026	1/27/2026 2:04:00 PM
MAE-4236142	MAE-99903-CD-W MIRACLE STRIP PKWY	W MIRACLE STRIP PKWY	MISC - MISCELLANEOUS	Ticket : 023602108 Old Tkt: 363502658 Taken: 01/01/26 Address : Street : MIRACLE STRIP PKWY SW Cross 1 : WRIGHT PKWY SW Water is marked with blue paint and blue flags. Sewer is marked with green paint and green flags. Hand dig only. Any questions or concerns contact water department.	4/30/2026	1/27/2026 2:08:00 PM
MAE-4236143	MAE-99903-CD-E HOLLYWOOD BLVD	E HOLLYWOOD BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 006610012 Old Tkt: 337500988 Taken: 12/06/25 00:07ET Address : 419 Street : E HOLLYWOOD BLVD Cross 1 : MARY ESTHER BLVD Water and sewer mains marked with paint and flags.	4/30/2026	1/27/2026 2:19:00 PM
MAE-4236144	MAE-99903-CD-E HOLLYWOOD BLVD	E HOLLYWOOD BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 006610079 Address : Street : E HOLLYWOOD BLVD Cross 1 : MARY ESTHER BLVD Water and sewer mains marked with paint and flags.	4/30/2026	1/27/2026 2:23:00 PM
MAE-4236145	MAE-VLV-BFP-2808	541 W Miracle Strip PKWY	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests.	2/6/2026	1/28/2026 2:32:00 PM
MAE-4236146	MAE-BACKFLOW-VLV-75	Okaloosa School District - 320 E. Miracle Strip Pkwy Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. No Backflow inspection needed at this time. Inspection completed by B&C Fire Safety in July 2025.	2/6/2026	1/28/2026 2:39:00 PM
MAE-4236147	MAE-BACKFLOW-VLV-36	Logans Steak House - 315 Mary Esther Blvd Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests.	2/6/2026	1/28/2026 2:47:00 PM
MAE-4236148	MAE-99903-CD-E MIRACLE STRIP PKWY	E MIRACLE STRIP PKWY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 023602184 Old Tkt: 363502747 Taken: 01/01/26 Address : Street : E MIRACLE STRIP PKWY Cross 1 : KINGSTON CT Water is marked with blue paint and blue flags. Sewer marked with green paint and green flags. No laterals included. Hand dig only. Contact the water department for any further questions or concerns.	4/30/2026	1/27/2026 2:58:00 PM
MAE-4236152	MAE-99903-CD-W MIRACLE STRIP PKWY	W MIRACLE STRIP PKWY	MISC - MISCELLANEOUS	Ticket : 023602108 Old Tkt: 363502658 Taken: 01/01/26 Address : Street : MIRACLE STRIP PKWY SW Cross 1 : WRIGHT PKWY SW Water is marked with blue paint and blue flags. Sewer is marked with green paint and green flags. Hand dig only, any questions or concerns contact water department. Linespot replaces ticket #363502658.	4/30/2026	1/27/2026 3:12:00 PM

Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4236154	MAE-8041013	Water Meter-151 MARY ESTHER BLVD STE 403 A&B	CUST INQ - CUSTOMER CONCERN/INQUIRY	Spoke with tenant. Had tenant flush spigots inside building. Please adjust tenants billing by 200gallons. Flushed flushing hydrant for 1hr and 45 minutes. Water has cleared up at flushing hydrants. No color or smell was noticed anymore at flushing hydrants.	2/6/2026	1/28/2026 3:19:00 PM
MAE-4236155	MAE-8040846	Water Meter-21 KOHLER DR	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter. Water was already turned on upon arrival. Left on.	2/6/2026	1/28/2026 3:27:00 PM
MAE-4236156	MAE-99903-CD-E HOLLYWOOD BLVD-431	431 E HOLLYWOOD BLVD	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests. Left pink copy with customer.	4/30/2026	1/28/2026 3:34:00 PM
MAE-4236157	MAE-8041145	Water Meter-441 MARY ESTHER BLVD	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter is correct. Read meter. Turned off and locked.	2/6/2026	1/28/2026 3:40:00 PM
MAE-4238860	MTR-WATER-50853	Water Meter-650 Brian Cir	LK CK - LEAK CHECK	Verified meter is correct. Read meter. Meter was not spinning. No leak detected.	2/10/2026	1/28/2026 3:15:00 PM
MAE-4238861	MAE-99903-CD-MARY ESTHER BLVD-471	471 MARY ESTHER BLVD	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests. Left pink copy with customer.	5/4/2026	1/28/2026 3:24:00 PM
MAE-4238862	MAE-BACKFLOW-VLV-31	Professional Car Wash - 490 Mary Esther Blvd Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected Backflow. Passed all tests. Unable to leave pink copy, property is an empty lot.	2/10/2026	1/28/2026 3:37:00 PM
MAE-4238863	MAE-BACKFLOW-VLV-27	McDonalds - 440 Mary Esther Blvd Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected backflow. Passed all tests. Hand delivered pink copy to customer.	2/10/2026	1/28/2026 3:40:00 PM
MAE-4238864	MAE-99903-CD-E HOLLYWOOD BLVD	E HOLLYWOOD BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 006610012 Old Tkt: 337500988 Taken: 12/06/25 00:07ET Address : 419 Street : E HOLLYWOOD BLVD Cross 1 : MARY ESTHER BLVD Water mains marked with blue paint and flags. Sewer mains marked with green paint and flags. Sewer laterals are not marked. Hand dig only. Please call Mary Esther Water Department for any questions or concerns.	5/4/2026	1/9/2026 3:45:00 PM
MAE-4238865	MAE-99903-CD-E HOLLYWOOD BLVD	E HOLLYWOOD BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 023602142 Old Tkt: 363502689 Taken: 01/01/26 Address : Street : E MIRACLE STRIP PKWY Cross 1 : MAGNOLIA DR Water is marked with blue paint and blue flags. Sewer marked with green paint and green flags. No laterals included. Hand dig only. Linespot replaces ticket #335506351. For any questions or concerns contact the water dept.	5/4/2026	1/28/2026 3:48:00 PM
MAE-4238866	MAE-99903-CD-W MIRACLE STRIP PKWY-591	591 W MIRACLE STRIP PKWY	CUST INQ - CUSTOMER CONCERN/INQUIRY	Spoke with resident. Customer flushed water line at house till clear for about 15 minutes. Could we please adjust their water bill by 100 gallson for flushing.	5/4/2026	1/28/2026 3:52:00 PM
MAE-4239397	MAE-METER-WATER-58172	Water Meter-260 GREGORY DR	CONNECT - CONNECT	Verified meter is correct. Read meter. Unlocked and turned water on. Meter stopped spinning.	2/11/2026	1/29/2026 9:59:00 AM
MAE-4239399	MAE-8041021	Water Meter-151 MARY ESTHER BLVD STE 503	DISCO-FB - DISCONNECT-FINAL BILL	Verified meter is correct. Read meter. Turned off and locked meter.	2/11/2026	1/29/2026 10:13:00 AM
MAE-4239400	MAE-8041358	Water Meter-242 OXFORD CT	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter. Water was on upon arrival left water on.	2/11/2026	1/29/2026 10:16:00 AM
MAE-4239401	MAE-METER-60002	Water Meter-31 KOHLER DR	LOCATE MTR - LOCATE METER	Verified meter is correct marked meter with blue flags and blue paint.	2/11/2026	1/29/2026 10:21:00 AM

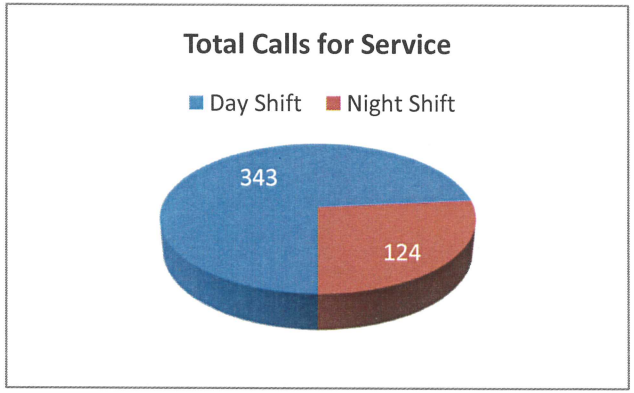
Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4239402	MAE-8041021	Water Meter-151 MARY ESTHER BLVD STE 503	CUST INQ - CUSTOMER CONCERN/INQUIRY	Verified meter is correct. Unlocked and turned water back on. Meter stopped spinning.	2/11/2026	1/29/2026 10:26:00 AM
MAE-4239403	MAE-VLV-BFP-2537	3/4" 484 Soundview Ct Backflow Valve	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter Id. Inspected backflow, passed all tests. Left pink copy on door.	2/11/2026	1/29/2026 10:31:00 AM
MAE-4239404	MAE-99903-CD-SOUNDVIEW COURT-482	482 SOUNDVIEW COURT	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected backflow, passed all tests. Hand delivered pink copy to customer.	5/5/2026	1/29/2026 10:36:00 AM
MAE-4239406	MAE-8041768	Water Meter-480 SOUNDVIEW COURT	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected backflow, passed all tests. Left pink copy on door.	2/11/2026	1/29/2026 11:00:00 AM
MAE-4239408	MAE-99903-CD-WINFIELD WAY-12	12 WINFIELD WAY	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 026604682 Address : 12 Street : WINFIELD WAY Cross 1 : WINDALE RD Mains are not in conflict. Sewer laterals not included. Hand dig only. Contact the water and sewer dept for any questions or concerns.	5/5/2026	1/29/2026 11:10:00 AM
MAE-4239409	MAE-99903-CD-W MIRACLE STRIP PKWY-171-A	171 W MIRACLE STRIP PKWY #A	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 026604844 Address : 171 Street : W MIRACLE STRIP PKWY Cross 1 : SR 30 Water and sewer mains not in conflict. Laterals not included. Hand dig only. Contact the water department for any questions or concerns.	5/5/2026	1/29/2026 11:14:00 AM
MAE-4239411	MAE-99903-CD-KOHLER DR-21	21 KOHLER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 027604694 Address : 21 Street : KOHLER DR Cross 1 : MARY ESTHER DR Water and sewer mains not in conflict. Sewer lateral not included. Hand dig only. Contact the water and sewer department for any questions or concerns.	5/5/2026	1/29/2026 11:18:00 AM
MAE-4239412	MAE-99903-CD-MARY ESTHER DR-56	56 MARY ESTHER DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 027604684 Address : 56 Street : MARY ESTHER DR Cross 1 : PRYOR DR Water and sewer mains not in conflict. Sewer laterals not included. Hand dig only. Any questions or concerns contact the water and sewer department.	5/5/2026	1/29/2026 11:20:00 AM
MAE-4239417	MAE-99903-CD-OVERSTREET DR-15	15 OVERSTREET DR	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 026602653 Address : 15 Street : OVERSTREET DR Cross 1 : NORTH ST Water and sewer mains not in conflict. Laterals not included. Hand dig only. Marked service line up to meter box. For any questions or concerns contact the water and sewer department.	5/5/2026	1/29/2026 11:37:00 AM
MAE-4239418	MAE-99903-CD-SOUNDVIEW COURT-487-404197	487 SOUNDVIEW COURT	BF PREV INSPECT - BACKFLOW PREVENTER INSPECTION	Verified meter ID. Inspected backflow, passed all tests. Left pink copy on door.	5/5/2026	1/29/2026 11:44:00 AM
MAE-4239419	MAE-99903-CD-PAGE BACON RD-217-5	217 PAGE BACON RD #5	SW BU - SEWER BACKUP	Inspected area in parking lot where sewer is. Clean-out overflowing into parking lot. Tried to clear the blockage.	5/5/2026	1/29/2026 11:49:00 AM
MAE-4239421	MAE-8040803	Water Meter-243 KATHY CT	OCC - OCCUPANT CHANGE	Verified meter is correct. Read meter. Water was on upon arrival. Left water on.	2/11/2026	1/29/2026 11:53:00 AM
MAE-4239423	MAE-99903-CD-MARY ESTHER BLVD-490	490 MARY ESTHER BLVD	WA/SW SPOT - WATER/SEWER LINE SPOT	Ticket : 026605731 Address : 490 Street : MARY ESTHER BLVD Cross 1 : BRYN MAWR BLVD Verified location. Located mains and services, marked with paint and flags accordingly. Marked water up to meter. No sewer laterals are included. Hand dig only.	5/5/2026	1/30/2026 11:56:00 AM

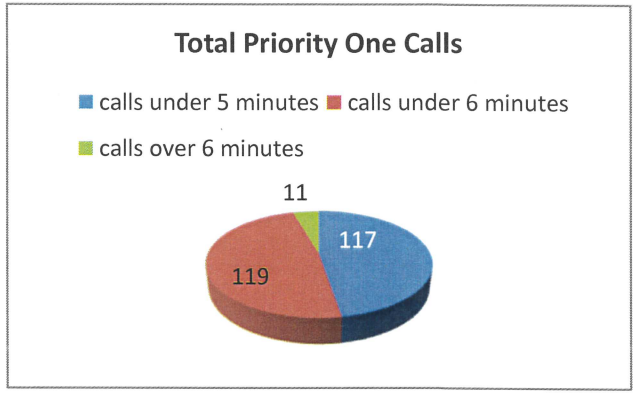
Work Order #	Asset ID	Asset Name	Reason	Labor Report	Target Date	Complete Date
MAE-4239435	MAE-99903-CD-E HOLLYWOOD BLVD-315-A	425 E HOLLYWOOD BLVD STE A	WA LLK-CITY - WATER LINE LEAK - CITY SIDE	1" Service line was bored through by boring company on 1-7-2026. Excavated around meter boxes and driveway to expose Service lines. Repaired damaged 1" Service line. Installed 2 new taps near meter boxes and abandoned both service lines under driveway. Installed new servic lines to each meter at 425 E Hollywood. Flushed service lines. Replaced all meters with new meters. Installed new meter boxes. Backfilled excavated areas. Driveway was backfilled with crush-n-run. Sled packed driveway area. Cleaned work area of debris, tools, and trash. Driveway needs concrete repair.	5/5/2026	1/14/2026 1:21:00 PM
MAE-4239436	MAE-99903-CD-S ANDALUSIA RD-4	4 S ANDALUSIA RD	WA LLK-CITY - WATER LINE LEAK - CITY SIDE	Turned off 2” valves, dug up area, cut 2” and removed old leaking fitting, installed 2” corporation stop and 2” cts to 2” mnpt, reconnected 2”, opened flushing hydrant, opened valves, flushed at hydrant and individual houses, back filled and packed hole.	5/5/2026	1/21/2026 1:30:00 PM
MAE-4239437	MAE-99903-CD-MAKRON DR	MAKRON DR	CUST INQ - CUSTOMER CONCERN/INQUIRY	Address not in our system: 115 Makron Dr. Found leak past meter box. Turned cubstop off. Knocked on door nobody answered.	5/5/2026	1/30/2026 1:36:00 PM
MAE-4239438	MAE-METER-WATER-58421	Water Meter-115 S LORRAINE DR	RR & LC - REREAD METER & LEAK CHECK	Spoke with resident. Answered questions and concerns from customer. Showed resident how to read meter. An issue was presented when neighbor called in a leak for this address. However the wrong address was requested. Instead of 115 Makron Dr that was requested, the correct address was 115 S. Lorraine.	2/11/2026	1/30/2026 1:40:00 PM
MAE-4239440	MAE-METER-WATER-59140	Water Meter-185 MARCIA DR	CUST INQ - CUSTOMER CONCERN/INQUIRY	Verified meter ID. Leaking at curbstop, replace curbstop.	2/11/2026	1/30/2026 1:43:00 PM

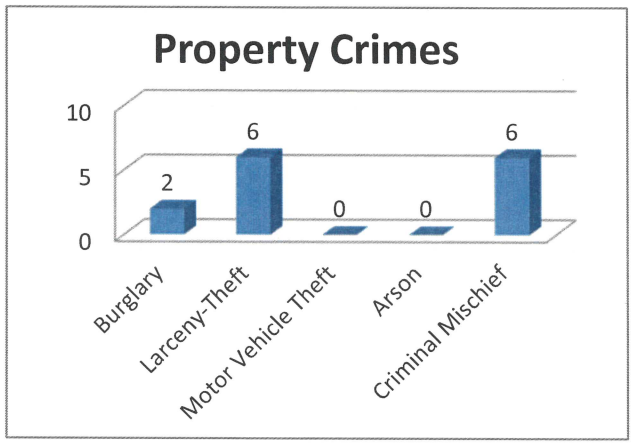
Service Request - 223 Total:

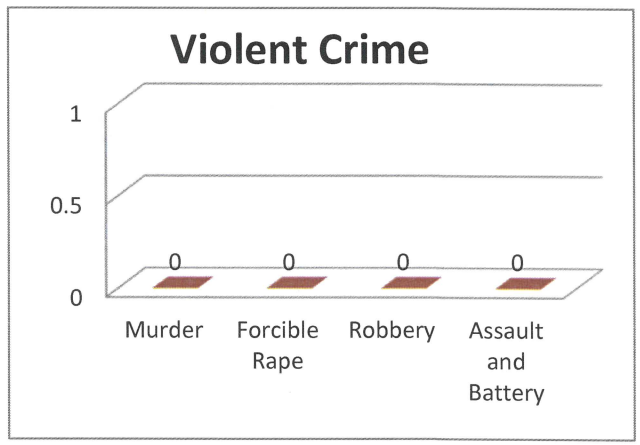
Mary Esther Chasrt Jan 26

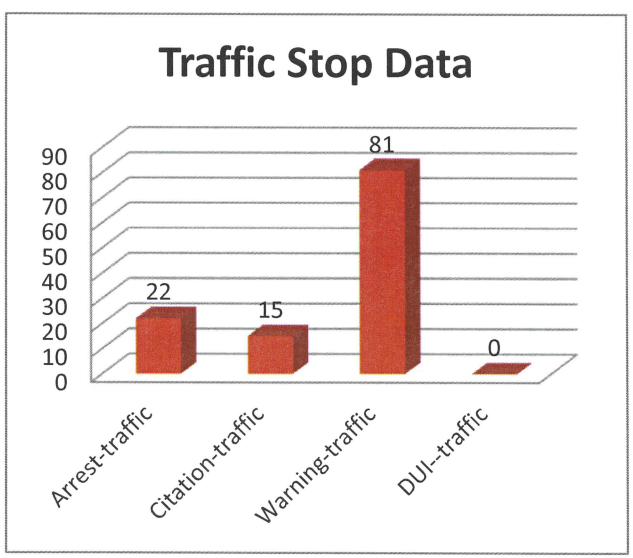
Total Calls for Service	**467**
Day Shift	343
Night Shift	124
Priority 1 Calls	
calls under 5 minutes	117
calls under 6 minutes	119
calls over 6 minutes	11
Property Crimes	**14**
Burglary	2
Larceny-Theft	6
Motor Vehicle Theft	0
Arson	0
Criminal Mischief	6
Violent Crime	**0**
Murder	0
Forcible Rape	0
Robbery	0
Assault and Battery	0
Traffic Violations-stops	**469**
Arrest-traffic	22
Citation-traffic	15
Warning-traffic	81
DUI--traffic	0
Marine Violations	**0**
Marine Citations	0
Marine Warnings	0
Marine Crashes	0
Traffic Crash	**73**
Traffic crash w/injuries	3
Traffic crash w/o injuries	11
Traffic crash w/unknw injury"	5
Traffic Crash-Fatal	0

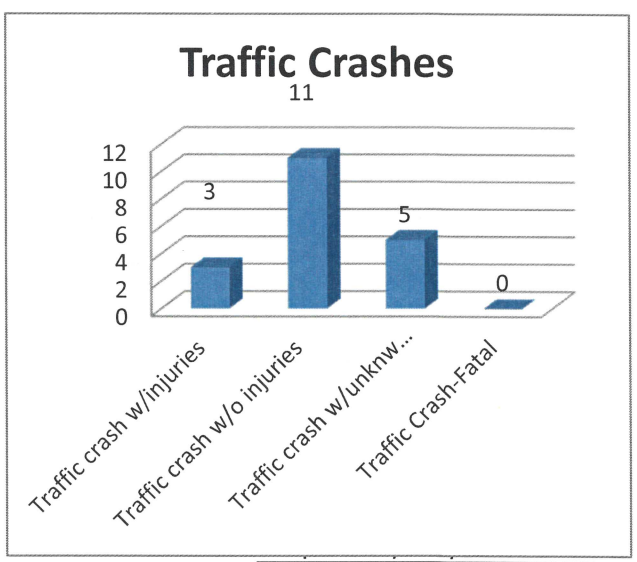












City Ord. Violations	**0**	**Distressed Swimmers**	**0**	**Drownings**	**0**

MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
February 2, 2026 - 6:00 PM
195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
Susan Coxwell, Councilmember
Bernie Oder, Mayor Pro Tem
Larry Carter, Councilmember
Richard Lawson, Councilmember

CITY STAFF PRESENT

Jared Cobb, City Manager
Hayward Dykes, City Attorney
Dillon Morris, City Clerk
Tyler Reed, Community Development Director
Shawn Lindsey, Public Works Director

OTHERS PRESENT

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.

5. APPROVAL OF THE AGENDA

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

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

6. SPECIAL PRESENTATIONS

None.

7. CONSENT AGENDA

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

RESULT:	**PASSED (4-0)**
MOVER:	Mayor Pro Tem Bernie Oder
SECOND:	Councilmember Larry Carter

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

7.1. Financial Report

7.2. Public Works Report

7.3. Library Report

7.4. Fire Department Report

7.5. Community Development Report

7.6. Jacobs Report

7.7. Law Enforcement Report

7.8. Minutes of the January 20, 2026, Regular City Council Meeting

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

None.

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

None.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

11.1. First Reading Ordinance 2026-1: Development Review Procedures

Community Development Director Reed provided background on Ordinance 2026-01, the changes, and the rationale for bringing it to the council. There was some discussion. Mayor Stein asked for City Clerk Morris to read the title of the ordinance into the record, to which he did as follows:

ORDINANCE 2026-01
AN ORDINANCE OF THE CITY OF MART ESTHER, FLORIDA; ESTABLISHING PROCEDURES AND TIMEFRAMES FOR REVIEW OF DEVELOPMENT APPLICATIONS; DEFENDING 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 THE CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Stein asked for a motion to approve the first reading of Ordinance 2026-01. Councilmember Coxwell initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

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

11.2. Resolution 26-01: Updating the Governance Handbook

City Manager Cobb provided the background of Resolution 26-01 and discussed the changes. Mayor Stein asked if there was any discussion. Upon hearing none, Mayor Stein asked City Clerk Morris to read the title of Resolution 26-01 into the record to which he did as follows:

RESOLUTION 26-01
A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, ADOPTING THE GOVERNANCE HANDBOOK FOR FISCAL YEAR 2026.

Mayor Stein asked for a motion to adopt Resolution 26-01, adopting the City of Mary Esther Governance Handbook for Fiscal Year 2026. Councilmember Carter initiated the motion, seconded by Mayor Pro Tem Oder. The motion passed unanimously.

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

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

City Manager Cobb discussed Resolution 26-02 and the strategic plan's mission. Mayor Stein asked if there was any discussion. Upon hearing none, Mayor Stein asked City Clerk Morris to read the title of Resolution 26-02 into the record, to which he did as follows:

RESOLUTION 26-02
A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, ADOPTING THE STRATEGIC PLAN FOR FISCAL YEARS 2026-2030.

Mayor Stein asked for a motion to adopt Resolution 26-02, adopting the City of Mary Esther Strategic Plan for Fiscal Years 2026-2030. Councilmember Lawson initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

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

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

Public Works Director Lindsey introduced the speaker and the reason this was being brought to the council. Ron Yearwood of Barge Design Solutions presented the Mary Esther Parks and Greenways Comprehensive Master Plan, covering the city's parks, the benefits of parks, future investment and funding, public engagement, the plan's layout, and the implementation strategy. There was some discussion. Mayor Stein asked City Clerk Morris to read the title of Resolution 26-03 into the record, to which he did as follows:

RESOLUTION 26-03
A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, ADOPTING THE MARY ESTHER PARKS AND GREENWAYS MASTER PLAN.

Mayor Stein asked for a 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. Councilmember Lawson initiated the motion, seconded by Councilmember Coxwell. The motion passed unanimously.

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

11.5. Resolution 26-04: Approval of Contract with Ranger Rubber LLC

Public Works Director discussed resolution 26-04 and the contract with Ranger Rubber LLC. There was some discussion. Mayor Stein asked City Clerk Morris to read the title of Resolution 26-04 into the record, to which he did as follows:

RESOLUTION 26-03
A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, ADOPTING THE MARY ESTHER PARKS AND GREENWAYS MASTER PLAN.

Mayor Stein asked for a 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. Councilmember Coxwell initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

11.6. Consideration: Task Order for Community Redevelopment Area Finding of Necessity Study

Community Development Director Reed led the discussion on a finding-of-necessity study for a community redevelopment area. There was some discussion. Mayor Stein asked for a 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. Councilmember Coxwell initiated the motion, seconded by Mayor Pro Tem Oder. The motion passed unanimously.

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

11.7. Consideration: Purchase Order for Hurlburt Field Effluent Pump Replacement

Public Works Director Lindsey led the discussion of a purchase order for an effluent pump replacement for Hurlburt Field. There was some discussion. Mayor Stein asked for a motion to approve a purchase order to Morrow Water Technologies, Inc., for the Hurlburt Field effluent pump replacement in the amount of $31,536. Councilmember Lawson initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

RESULT:	**PASSED (4-0)**

MOVER:	Councilmember Richard Lawson
SECOND:	Councilmember Larry Carter
AYES:	Larry Carter, Bernie Oder, Richard Lawson, Susan Coxwell
NAYS:	None

11.8. Consideration: Authorization to Advertise for Bids – Azalea Neighborhood Infrastructure Project

Public Works Director Lindsey introduced Mike Criddle, Jacobs Engineering, to present the topic of the Azalea Neighborhood infrastructure project. Mike Criddle, Jase Brown, and Josh Robinson from Jacobs Engineering presented the topic and answered questions from the council. There was some discussion. Mayor Stein asked for a motion to approve the bid document for the Azalea and Casewell Neighborhood Infrastructure Project and authorize staff to advertise for competitive bids. Councilmember Carter initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

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

11.9. Discussion: Florida Charter School Proposal

Mayor Pro Tem Oder led the discussion of a Florida Charter school in the city. Mayor Stein presented numbers to the council that he had received relevant to the topic (see attachments). There was some discussion. Mayor Stein asked for a motion to conduct research on charter schools to be brought back to the city council. Mayor Pro Tem Oder initiated the motion, seconded by Councilmember Lawson. The motion passed 3-1.

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

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

Councilmember Coxwell asked about the canvassing board for the upcoming election, with City Clerk Morris stating he would handle it.

Councilmember Lawson had no additional comments.

Mayor Stein discussed attending the Florida League of Cities Legislative Action Days and conversations with state senators and representatives.

Councilmember Carter had no additional comments.

Mayor Pro Tem Oder discussed the FLC newsletter, the Okaloosa County Library Cooperative, and an upcoming meeting with the Florida League of Mayors.

13. OTHER COMMENTS

City Attorney Dykes had no additional comments.

City Clerk Morris reminded the mayor and council to check their mailboxes, complete their ethics and cybersecurity training, file their financial disclosures, and asked when they would like to schedule the public workshop. After some discussion, they agreed on March 26th.

City Manager Cobb had no additional comments.

14. ADJOURN

The council meeting adjourned at 7:45 p.m.

Minutes approved at the _____ meeting.

_____

Dillon Morris, City Clerk

CITY OF MARY ESTHER, FLORIDA
CONSTRUCTION CONTRACT

RFB 2025-02

AZALEA PARK PERVIOUS RUBBER PAVEMENT TRAIL

This Construction Contract ("Contract") is entered into this _____ day of _____, 2026, by and between:

CITY OF MARY ESTHER, a Florida municipal corporation, whose address is 195 Christobal Road North, Mary Esther, Florida 32569 (hereinafter "City" or "Owner")

and

RANGER RUBBER LLC, a Georgia limited liability company, whose address is 1186 Liberty Church Road NE, Ranger, Georgia 30734 (hereinafter "Contractor").

City and Contractor are collectively referred to herein as the "Parties."

RECITALS

WHEREAS, the City issued Request for Bids No. 2025-02 for the installation of pervious rubber pavement material at Azalea Park; and

WHEREAS, Contractor submitted a bid in response to the Request for Bids; and

WHEREAS, the City Council awarded the bid to Contractor on January 20, 2026, and authorized execution of this Contract by Resolution No. 26-04 on February 2, 2026; and

WHEREAS, the Parties desire to enter into this Contract for the performance of the Work described herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the Parties agree as follows:

ARTICLE 1 – DEFINITIONS

"Addenda" means Addendum #1 dated December 9, 2025, and Addendum #2 dated January 6, 2026, issued by the City prior to bid opening.

"Change Order" means a written order to the Contractor signed by the City authorizing a change in the Work or an adjustment in the Contract Sum or Contract Time.

"City Manager" means the City Manager of the City of Mary Esther or their designee.

"Contract Documents" means this Contract, the Request for Bids (RFB 2025-02), the Addenda, the Contractor's Bid, the Plans and Specifications, and all exhibits and attachments hereto.

"Contract Sum" means the total amount payable by the City to Contractor for performance of the Work, as set forth in Article 4.

"Contract Time" means the period of time established for Substantial Completion of the Work, as set forth in Article 3.

"Plans and Specifications" means the drawings, specifications, and technical documents prepared by CPH Engineering describing the Work.

"Project" means the Azalea Park Pervious Rubber Pavement Trail Project.

"Substantial Completion" means the stage in the progress of the Work when the Work is sufficiently complete in accordance with the Contract Documents so that the City can occupy or utilize the Work for its intended use.

"Work" means the construction and services required by the Contract Documents, including all labor, materials, equipment, and services provided or to be provided by the Contractor.

ARTICLE 2 – SCOPE OF WORK

2.1 General Scope

Contractor shall furnish all labor, materials, equipment, and services necessary to complete the Work in accordance with the Contract Documents. The Work generally consists of:

(a) Subbase leveling and compaction (approximately 6,000 SF);

(b) Supply and installation of EcoPave EP-200 Composite pervious rubber pavement material (approximately 9,000 SF);

(c) Installation of rubber pavement (approximately 6,000 SF);

(d) Backfill including seed and straw (approximately 2,400 LF); and

(e) Connection to existing wooden pedestrian bridges.

2.2 Location

The Work shall be performed at Azalea Park, located at 5 Azalea Drive, Mary Esther, Florida 32569.

2.3 Standards and Specifications

All Work shall be performed in accordance with the Plans and Specifications and shall comply with:

(a) Americans with Disabilities Act (ADA) accessibility requirements for materials, which the City acknowledges is dependent upon the slope and grade rather than being a material property of the EcoPave system.

(b) All applicable federal, state, and local codes and regulations.

(c) EPA requirements for materials testing. The Contractor is responsible for receiving and providing to the City certified materials testing results from the manufacturer.

(d) The technical specifications set forth in RFB 2025-02.

2.4 Materials

All materials shall meet the following requirements:

(a) Pervious rubber pavement shall be poured in place with up to 50% mixture of stone to rubber by volume.

(b) Materials shall have at least a 10-year limited structural integrity warrant not including color variation naturally occurring over time, or surface wear,

(c) Materials shall be free of heavy metal leaching, lead free, and non-toxic, which shall becertified by the manufacturer. The Contractor is responsible for receiving and providing to the City certified materials testing results from the manufacturer.; and

(d) Contractor shall provide samples showing color and materials in final form for City approval prior to installation.

2.5 Incorporation of RFB

The Request for Bids (RFB 2025-02), including all Addenda, is incorporated herein by reference and made a part of this Contract. In the event of a conflict between the RFB and this Contract, this Contract shall control.

ARTICLE 3 – CONTRACT TIME

3.1 Commencement

Contractor shall commence Work upon Notice to Proceed from the City, pending appropriate weather conditions and materials delivery.

3.2 Substantial Completion

Contractor shall achieve Substantial Completion within 45 calendar days from the date of the Notice to Proceed.

3.3 Final Completion

Contractor will achieve Final Completion, including all punch list items, within fifteen (15) calendar days after Substantial Completion. Inspections will be coordinated between the City and the Contractor while the Contractor is still present during the final two (2) days when cleanup efforts are being completed. If inspections take place after demobilization, any actual additional mobilization cost incurred by the Contractor will be charged to the City.

3.4 Schedule

Prior to commencing Work, Contractor shall submit to the City a detailed schedule showing the sequence of Work and anticipated completion dates so inspections can be scheduled to coincide with the last two days of work.

3.5 Delays

If Contractor is delayed in the performance of the Work by causes beyond Contractor's control, Contractor shall be entitled to an extension of the Contract Time upon written request submitted within seven (7) days of the delay. Following a timely written request, the contract period shall be extended automatically for weather days on which it is either too cold or raining prohibits the pouring of the bonded rubber trail. The City Manager shall determine the extent of any other time extension in writing.

ARTICLE 4 – CONTRACT SUM AND PAYMENT

4.1 Contract Sum

The City shall pay Contractor for the performance of the Work, subject to additions and deductions as provided in the Contract Documents, the Contract Sum of ONE HUNDRED SEVENTEEN THOUSAND FIVE HUNDRED FOURTEEN DOLLARS ($117,514.00), itemized as follows:

Subbase Leveling & Compaction (6,000 SF):	$6,600.00
EcoPave EP-200 Composite (9,000 SF):	$77,254.00
EcoPave Installation (6,000 SF):	$23,100.00
Backfill including Seed & Straw (2,400 LF):	$10,560.00
TOTAL CONTRACT SUM:	$117,514.00

4.2 Payments

Because this project is expected to last less than two weeks from start to completion, progress payments will not be requested or made. The City will pay for materials upon receipt of the materials and a proper invoice for such materials. The City will make a final payment once the work is completed as certified by CPH. The City shall pay approved amounts within fifteen (15) days of receipt of a proper invoice, in accordance with the Florida Prompt Payment Act, Section 218.70, Florida Statutes.

4.3 Final Payment

Final payment, including release of bond, shall be made upon:

(a) Final Completion of the Work.

(b) Contractor's submission of all closeout documents.

(d) Resolution of all punch list items.

4.5 Taxes

The City is exempt from Florida sales tax. The City's tax exemption certificate will be provided upon request.

ARTICLE 5 – INSURANCE

5.1 Required Coverage

Contractor shall procure and maintain, at its sole expense, the following insurance coverage throughout the term of this Contract:

(a) Commercial General Liability: $1,000,000 per occurrence / $2,000,000 aggregate.

(b) Automobile Liability: $1,000,000 combined single limit.

(c) Workers' Compensation: Statutory limits as required by Florida law; and

(d) Employer's Liability: $500,000 per accident.

5.2 Additional Insured

The City of Mary Esther shall be named as an additional insured on the Commercial General Liability and Automobile Liability policies.

5.3 Certificates of Insurance

Prior to commencing Work, Contractor shall furnish the City with certificates of insurance evidencing the required coverage. Certificates shall provide for thirty (30) days' written notice to the City prior to cancellation or material change in coverage.

5.4 Subcontractor Insurance

Contractor shall require all subcontractors to maintain insurance coverage meeting the same requirements as set forth herein.

ARTICLE 6 – PERFORMANCE AND PAYMENT BOND

Contractor shall furnish a performance bond and a payment bond, each in the amount of the Contract Sum, in a form acceptable to the City, issued by a surety company authorized to do business in Florida. The bonds shall guarantee:

(a) Faithful performance of the Work in accordance with the Contract Documents.

(b) Payment of all people supplying labor and materials for the Work; and

(c) Payment of all taxes, assessments, and encumbrances.

The bonds shall be executed and recorded in the public records of Okaloosa County, Florida, prior to commencement of Work. The City shall not make any payment to Contractor until a certified copy of the recorded bond has been provided to the City, in accordance with Section 255.05, Florida Statutes.

ARTICLE 7 – INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the City, its officers, employees, agents, and volunteers from and against all claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property, caused by the negligent acts or omissions of Contractor, its subcontractors, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

This indemnification obligation shall survive the termination or expiration of this Contract.

ARTICLE 8 – CHANGES IN THE WORK

8.1 Change Orders

The City may, without invalidating this Contract, order changes in the Work consisting of additions, deletions, or modifications, but will not eliminate scope defining items. Deletions or additions or modification will occur within the scope of the project. All such changes shall be authorized by written Change Order signed by the City Manager.

8.2 Pricing of Changes

The value of any change shall be determined by one of the following methods:

(a) Mutual agreement on a lump sum;

(b) Unit prices as set forth in the Contract Documents; or

(c) Cost of labor and materials plus fifteen percent (15%) for overhead and profit.

8.3 Minor Changes

The City Manager may order minor changes in the Work not involving an adjustment in the Contract Sum or Contract Time. Such changes shall be in writing and shall be binding on the Contractor.

ARTICLE 9 – WARRANTY

9.1 Warranty Period

Contractor warrants that all materials and equipment furnished under this Contract shall be new, of good quality, and will supply a 10-year warranty from the materials manufacture. Contractor warrants the Work against and workmanship issues for a period of ten (4) years from the date of Final Completion, as required by the RFB specifications.

9.2 Correction of Work

If, within the warranty period, any Work is found to be defective or not in accordance with the Contract Documents, Contractor shall correct such Work at no cost to the City within forty-five (45) days of written notice from the City.

9.3 Manufacturer's Warranties

Contractor shall assign to the City all manufacturer's warranties and shall provide the City with copies of all such warranties upon Final Completion.

ARTICLE 10 – TERMINATION

10.1 Termination for Convenience

The City may terminate this Contract, in whole or in part, for convenience upon thirty (30) days' written notice to Contractor. Upon such termination, Contractor shall be entitled to payment for Work properly performed through the date of termination, materials costs that cannot be refunded to Contractor, plus reasonable demobilization costs.

10.2 Termination for Cause

The City may terminate this Contract for cause if Contractor:

(a) Fails to prosecute the Work with sufficient diligence to ensure completion within the Contract Time;

(b) Fails to make prompt payment to subcontractors or suppliers.

(c) Materially breaches any provision of this Contract; or

(d) Becomes insolvent or files for bankruptcy.

Prior to termination for cause, the City shall provide Contractor with written notice and seven (7) days to cure the default.

10.3 Contractor's Obligations Upon Termination

Upon termination, Contractor shall:

(a) Stop Work immediately;

(b) Preserve and protect Work in place;

(c) Deliver to the City all materials and equipment for which Contractor has been paid; and

(d) Assign to the City all subcontracts and purchase orders as directed by the City.

ARTICLE 11 – PUBLIC RECORDS

11.1 Public Records Law

Contractor acknowledges that the City is subject to Chapter 119, Florida Statutes (the Florida Public Records Law). Contractor shall comply with all applicable requirements of the Public Records Law, including:

(a) Keep and maintain public records required by the City to perform the services under this Contract;

(b) Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by law;

(c) 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 Contractor does not transfer the records to the City; and

(d) Upon completion of the Contract, transfer, at no cost to the City, all public records in possession of the Contractor or keep and maintain public records required by the City. If the Contractor transfers all public records to the City upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

11.2 Contact Information

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

City Clerk, City of Mary Esther

195 Christobal Road North
Mary Esther, Florida 32569
(850) 362-6855
dmorris@cityofmaryesther.com

11.3 Breach

Failure of the Contractor to comply with the provisions of this Article shall constitute a material breach of this Contract and shall be cause for immediate termination.

ARTICLE 12 – E-VERIFY

Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired during the term of this Contract, in accordance with Section 448.095, Florida Statutes. Contractor shall require all subcontractors performing work under this Contract to likewise utilize the E-Verify system.

Contractor shall maintain records of its compliance with this requirement and shall make such records available to the City upon request.

ARTICLE 13 – SCRUTINIZED COMPANIES

Contractor certifies that it is not on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and that it does not have business operations in Cuba or Syria, as provided in Section 287.135, Florida Statutes.

If the Contract Sum is $1,000,000 or more, Contractor certifies that it is not engaged in a boycott of Israel.

The City may terminate this Contract if Contractor is found to have submitted a false certification or if Contractor is placed on any of the above-referenced lists during the term of this Contract.

ARTICLE 14 – PROHIBITION AGAINST COERCION

Pursuant to Section 787.06(13), Florida Statutes, Contractor certifies that it does not use coercion for labor or services as defined in that statute. Contractor has executed the Vendor Affidavit Regarding the Use of Coercion for Labor and Services (Exhibit F to the RFB), which is incorporated herein by reference.

ARTICLE 15 – LOCAL PREFERENCE

This Contract was awarded in accordance with City Policy 17 regarding local business preference. Contractor acknowledges that Contractor did not claim local preference in connection with the award of this Contract.

ARTICLE 16 – DISPUTE RESOLUTION

16.1 Good Faith Negotiation

The Parties shall attempt to resolve any dispute arising under this Contract through good faith negotiation. Either Party may request a meeting to discuss the dispute, and such meeting shall be held within ten (10) days of the request.

16.2 Mediation

If the Parties are unable to resolve a dispute through negotiation, either Party may request non-binding mediation. The Parties shall share equally the cost of the mediator.

16.3 Litigation

If mediation is unsuccessful, either Party may pursue its remedies at law. Venue for any litigation arising under this Contract shall lie exclusively in Okaloosa County, Florida.

ARTICLE 17 – GENERAL PROVISIONS

17.1 Governing Law

This Contract shall be governed by and construed in accordance with the laws of the State of Florida.

17.2 Entire Agreement

This Contract, together with the Contract Documents, constitutes the entire agreement between the Parties and supersedes all prior negotiations, representations, or agreements relating to the subject matter hereof.

17.3 Amendment

This Contract may be amended only by written instrument signed by both Parties.

17.4 Assignment

Contractor shall not assign this Contract or any interest herein without the prior written consent of the City.

17.5 Independent Contractor

Contractor is an independent contractor and not an employee or agent of the City. Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction.

17.6 No Third-Party Beneficiaries

This Contract is for the sole benefit of the Parties and their permitted successors and assigns. Nothing in this Contract shall be construed to create any rights in any third party.

17.7 Waiver

The failure of either Party to enforce any provision of this Contract shall not constitute a waiver of that Party’s right to enforce that provision or any other provision.

17.8 Severability

If any provision of this Contract is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.

17.9 Notices

All notices required or permitted under this Contract shall be in writing and shall be delivered personally, sent by certified mail (return receipt requested), or sent by overnight courier to the

addresses set forth above. Either Party may change its address for notices by written notice to the other Party.

17.10 Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original.

17.11 Headings

The headings in this Contract are for convenience only and shall not affect the interpretation of this Contract.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date first written above.

CITY OF MARY ESTHER

By: _____

Jared Cobb, City Manager

Date: _____

ATTEST:

By: _____

Dillon Morris, City Clerk

APPROVED AS TO FORM:

By: _____

City Attorney

RANGER RUBBER LLC

By: _____

Jennifer Harris, President

Date: _____

LIST OF EXHIBITS

The following exhibits are attached hereto and incorporated by reference:

EXHIBIT A: Request for Bids (RFB 2025-02) and Bid Document

EXHIBIT B: Addendum #1 (dated December 9, 2025)

EXHIBIT C: Addendum #2 (dated January 6, 2026)

EXHIBIT D: Contractor's Bid (dated January 7, 2026)

EXHIBIT E: Plans and Specifications (CPH Engineering drawings)

EXHIBIT F: Contractor's Certificates of Insurance

EXHIBIT G: Performance Bond

EXHIBIT H: Payment Bond

Dillon Morris

From: Chris Stein <chris.stein1492@gmail.com>
Sent: Monday, February 2, 2026 5:41 PM
To: Dillon Morris

Current / Established Schools of Hope Operators (Florida)

- **Mater Academy (Schools of Hope Operator)**

📞 **+1 (786) 245-3377**

- **RCMA – Redlands Christian Migrant Association**

📞 **+1 (800) 282-6540**

- **IDEA Public Schools – IDEA Hope (Florida)**

📞 **+1 (813) 755-4690**

- **Warrington Preparatory Academy (Florida Panhandle)**

📞 **+1 (850) 692-6885**

Operators Designated by the State and Known to Be Exploring Expansion

- **Democracy Prep Public Schools (Designated Hope Operator)**

📞 **+1 (212) 672-1787 (National Office)**

- **KIPP Public Schools (Designated Hope Operator)**

📞 **+1 (212) 799-4500 (National Office)**

- **Success Academy Charter Schools (Designated Hope Operator)**

📞 **+1 (646) 597-1600 (National Office)**

Sent from my iPhone

AGENDA ITEM

Agenda Item 10.1.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: March 2, 2026

SUBJECT: Second Reading Ordinance 2026-01: 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.

The First Reading of the Ordinance took place at the City Council meeting on February 2, 2026 with unanimous approval.

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 second reading of Ordinance 2026-01.

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

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):

USA TODAY CO.

LocaliQ

Order Confirmation

Not an Invoice

Account Number:	535985
Customer Name:	City Of Mary Esther
Customer Address:	City Of Mary Esther 195 CHRISTOBAL ROAD Ext 11 Fx 243-0736 Mary Esther FL 32569
Contact Name:	City Of Mary Esther
Contact Phone:	8502433566
Contact Email:	
PO Number:	

Date:	02/05/2026
Order Number:	12066810
Prepayment Amount:	$ 0.00

Column Count:	1.0000
Line Count:	53.0000
Height in Inches:	4.3900

Print

Product	#Insertions	Start - End	Category
FTW NW Florida Daily News	1	02/23/2026 - 02/23/2026	Public Notices
FTW nwfdailynews.com	1	02/23/2026 - 02/23/2026	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	$131.85
Tax Amount	$0.00
Service Fee 3.99%	$5.26
Cash/Check/ACH Discount	-$5.26
Payment Amount by Cash/Check/ACH	$131.85
Payment Amount by Credit Card	$137.11

Order Confirmation Amount	**$131.85**

Ad Preview

PUBLIC NOTICE
CITY OF MARY ESTHER

All residents of the City of Mary Esther, Florida, are hereby notified that at the Regular Meeting of the City Council on Monday, March 2, at 6:00 p.m. at City Hall, 195 Christobal Road N in Mary Esther, the second and final reading of the following ordinance, as written in the title below, will be heard. A copy of the entire ordinance is available for inspection by the public in the City Clerk's Office at City Hall. Parties interested in being heard regarding the ordinance are advised to attend.

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.

If a person decides to appeal any decision made with respect to any matter considered at such meeting, such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. The facility is handicap accessible. If special accommodations are needed for sight, sound, language, or physical impairment, please contact the City Clerk at least 48 hours prior to the meeting by calling (850) 243-3566, ext. 111.

Dillon Morris
City Clerk
#12066810; 02/23/2026

AGENDA ITEM

Agenda Item 10.2.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: March 2, 2026

SUBJECT: Consideration: Preliminary Development Order Amendment and Unity of Title for Big Box Retail

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BACKGROUND:
I. SUMMARY

The Local Planning Agency (LPA) recommended approval of the Preliminary Development Order (PDO) for the redevelopment of a portion of the Santa Rosa Mall property to accommodate a new big-box retail/grocery market, along with an associated fuel station on November 17, 2025, with one vote against. The project was then presented to the City Council on December 8th, 2025, which approved the preliminary development order contingent on conditions being met, with two votes against. The following conditions were:

1. The Preliminary Plat must be consistent with the proposed site plan. Any minor or major changes to the approved PDO site plan will need to come back to the council for approval. Any changes to the preliminary plat will follow City of Mary Esther Platting Procedures.

2. Preliminary or Final Plat does not create a condition where variances or special exceptions are needed.

3. Utility Services Agreement considered or approved with Preliminary Plat Application

4. Preliminary Plat shall meet the statutory requirements for a "plat made for recording"-i.e., what the final plat must show under Section FD 177.091 and City of Mary Esther Platting Procedures Ord. 2025-06.

5. Updated site plan showing any improvements/redevelopment fits within the new plat boundaries for PDO only.

6. If a complete Preliminary Plat is not submitted to the City for review within 45 calendar days (starting from Dec. 8th, 2025), the preliminary development order automatically expires unless extended by 15 days by the City Manager or his designee with justification from the applicant.

Having met the conditions, the Preliminary Development Order was officially approved on January 20, 2026.

CPH Engineering, on behalf of the applicant, David Schonberger, is now requesting approval for revisions to the approved PDO. In addition, a Unity of Title from the applicant is proposed and

would be required for the approved PDO and preliminary plat to remain compliant with the approving conditions, the land development code, and platting procedures.

II. PROPERTY INFORMATION

- Location: Santa Rosa Mall Property
- Future Land Use: Commercial
- Zoning: C-2 (General Commercial District)
- Acreage: Approximately 11.25 acres
- Proposed Use: Grocery Store and fuel station
- The existing zoning and Future Land Use Map (FLUM) allow for a grocery store and a fuel station. The property is part of the larger Santa Rosa Mall redevelopment area, envisioned as a mixed-use town center under the newly adopted Town Center Overlay.

DISCUSSION:

III. AMENDMENTS TO PDO

The following amendments to the PDO for approval are as follows:

1. Proposed increase in the big box store's overall square footage from approximately 48,000 sq. ft. to 53,190 sq. ft. of impervious surface, increasing twenty-six feet (26') of depth on the southern portion of the principal building. The associated fuel station and convenience store will remain the same.
2. Adjusted parking layout for twenty-one (21) pick-up parking spaces south of the pharmacy drive-thru.
3. Relocated utility connections north of the principal building.
4. Added screening and storage area to the west of the principal building.
5. Decreased impervious area and increased pervious landscape area for the ingress/egress loading zone area.
6. Adjusted stormwater drainage
7. Adjusted utility connections (subject to change).

Public works reviewed the stormwater changes and had no comment.
Jacobs Engineering reviewed the utility proposals, and staff, along with Jacobs and CPH, will be working to finalize the utility plan to meet the Code. The utility plan can be finalized with the Final Development Order. Staff asks Council to strike the Utility Plan changes proposed with this amended PDO and move it to the Final Development Order stage, where required corrections can be made.

IV. UNITY OF TITLE PROPOSAL

The applicant intends to record a Unity of Title to tie together multiple parcels within the Santa

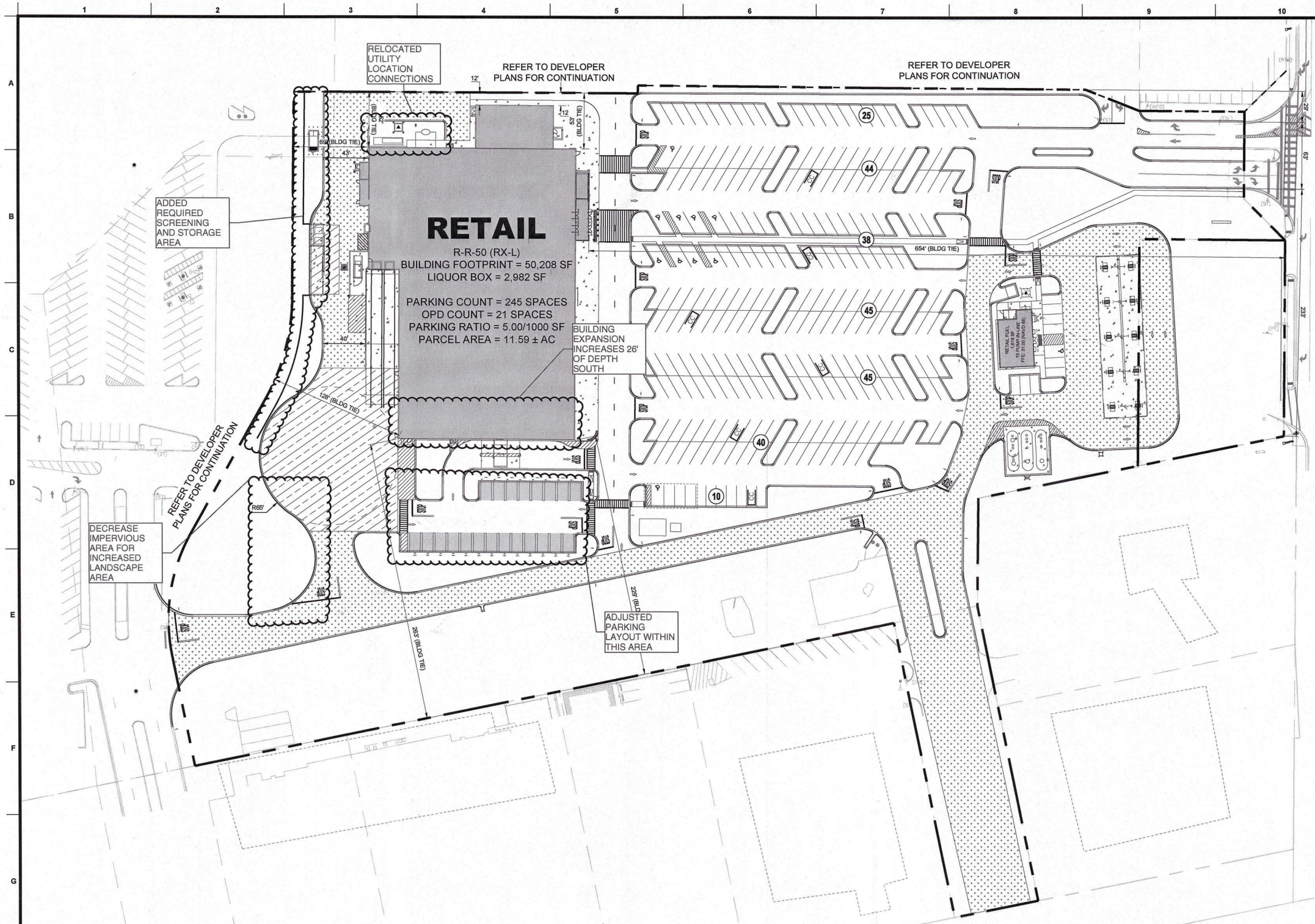
Rosa Mall redevelopment area, ensuring unified site access, infrastructure, and coordinated development. The proposed title identifies three lots—Parcel 1, Parcel 2, and Parcel 3—which will function as an integrated development. Parcel 2 contains the proposed grocery store use, while Parcels 1 and 3 are planned for ingress/egress, future development, and open space, respectively. The Unity of Title is a mechanism that has not been used in the City of Mary Esther before; it has been used in neighboring jurisdictions to remedy certain complex land conditions. If the Unity of Title is not approved, the site plan as presented will have a front setback violation for the proposed convenience store, and the preliminary plat will also be out of compliance. Staff recommends approval of the Unity of Title to solve these issues.

City Council may approve, deny, or table the Preliminary Development Order amendments and Unity of Title for the proposed Big Box Retail/ Grocery Market.

FINANCIAL IMPACT:
There are no anticipated financial impacts of this proposal.

RECOMMENDATION:
Motion to the City Council to approve the Preliminary Development Order (PDO) amendments and Unity of Title for the proposed Big Box Retail / Grocery Market, consistent with the findings and conditions outlined in this report.

ATTACHMENT(S):
1. Attachment 1: PDO Amended Plan Set
2. Attachment 2: Unity of Title
3. Attachment 3: Preliminary Plat
4. Attachment 4: Title Opinion
5. Attachment 5: Boundary Survey
6. Attachment 6: PDO Amendment Application
7. Attachment 7: Public Notice



SITE DATA INFORMATION:

SITE PARCEL NUMBERS:

PARCEL NO. 16-2S-24-0000-0001-001
300 & 260 MARY ESTHER BLVD.
MARY ESTHER, OKALOOSA COUNTY, FLORIDA

SECTION - 16 / TOWNSHIP - 02 S / RANGE - 24 W

ON-SITE LAND INFORMATION:

CURRENT LAND USE:	DEPARTMENT STORES
PROPOSED LAND USE:	COMMERCIAL
CURRENT ZONING:	COMMERCIAL (C-2)
PROPOSED ZONING:	COMMERCIAL (C-2)
AREA OF PROPOSED IMPROVEMENTS:	420,580 S.F. (9.66 A.C.)
DEVELOPMENT TYPE:	COMMERCIAL

ADJACENT LAND INFORMATION:

	NORTH	EAST (ROW)	SOUTH	WEST
EXISTING LAND USE	C-2	C-2	C-2	C-2
FUTURE LAND USE	C-2	C-2	C-2	C-2
EXISTING ZONING	C-2	C-2	C-2	C-2
PROPOSED ZONING	C-2	C-2	C-2	C-2

FLOOD ZONE INFORMATION:

HAVING CONSULTED THE NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP (FIRM) NUMBERS 12091C0441J AND 12091C0442J COMMUNITY PANEL NUMBER 120337 CITY OF MARY ESTHER, EFFECTIVE 03/09/2021, THE SUBJECTED PROPERTY APPEARS TO LIE IN ZONE "X", THE FLOOD ZONE "X" HAS A 0.2% ANNUAL CHANCE FLOOD HAZARD, AREAS WITH A 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTH LESS THAN 1 FOOT-MINIMAL FLOOD HAZARD, THE FLOOD ZONE "A" HAS AN ANNUAL CHANCE OF 1% TO FLOOD WITH NO AVERAGE DEPTH PROVIDED IN ZONE "A". A 26% CHANCE TO FLOOD WITHIN A 30-YEAR CYCLE.

BUILDING INFORMATION:

	NEIGHBORHOOD MARKET	FUEL CENTER
BUILDING AREA:	53,190 ± S.F.	1,618 S.F.
BUILDING USE:	RETAIL	FUEL
MAXIMUM BUILDING HEIGHT (CITY / COUNTY CODE):	75'	75'
ACTUAL BUILDING HEIGHT (ONE STORY):	TBD	TBD
MAXIMUM FLOOR AREA RATIO (FAR) (CITY / COUNTY CODE):	35%	35'
MAXIMUM FLOOR AREA RATIO (FAR) PROVIDED:	TBD	TBD

PERVIOUS / IMPERVIOUS AREAS:

PRE DEVELOPMENT:			
PERVIOUS AREA:	84,232 S.F.	(1.93 A.C.)	(16.65%)
IMPERVIOUS AREA:	420,592 S.F.	(9.66 A.C.)	(83.35%)
TOTAL SITE AREA:	504,824 S.F.	(11.59 A.C.)	(100.00%)
POST DEVELOPMENT:			
PERVIOUS AREA:	169,937 S.F.	(3.90 A.C.)	(33.65%)
IMPERVIOUS AREA:	334,886 S.F.	(7.69 A.C.)	(66.35%)
TOTAL SITE AREA:	504,842 S.F.	(11.59 A.C.)	(100.00%)

PARKING INFORMATION:

CITY OF MARY ESTHER CODE REQUIRED PARKING:
RETAIL SALES AND SERVICE: 1 SPACE PER 200 S.F.
53,190 / 200 = 266 SPACES
SPACES REQUIRED = 273 SPACES
ADA PARKING SPACES REQUIRED = 7 SPACES

RETAIL STANDARDS REQUIRED PARKING
REQUIRED RATIO = 4 SPACES PER 1,000 S.F.
53,190 / 260 = 213 SPACES
SPACES REQUIRED = 230 SPACES
ADA PARKING SPACES REQUIRED = 7 SPACES

*MEDIAN AGE = 40.0

STANDARD PARKING SPACES PROVIDED =	235 SPACES
PICKUP PARKING SPACES =	21 SPACES
ADA PARKING SPACES PROVIDED =	10 SPACES
FUEL CENTER PARKING SPACES =	10 SPACES (1 ADA)
TOTAL PARKING SPACES PROVIDED = (EXCLUDING 6 CART CORRAL SPACES)	276 SPACES

THE NUMBER OF CART CORRALS WERE NOT INCLUDED IN THE PARKING RATIO CALCULATION.

ECR PARKING RATIO PROVIDED:
276 SPACES / 1000 S.F. = 5.50 SPACES / 1000 S.F.

PROVIDED PARKING SIZE
STANDARD PARKING SPACE SIZE = 9.5' X 18'
ADA PARKING SPACE SIZE = 12' X 20'
PICKUP PARKING SPACES SIZE = 12' X 18'

BLDG. SETBACKS AND LANDSCAPE BUFFERS:

BLDG. SETBACKS:

	NORTH	SOUTH	EAST	WEST
REQUIRED:	0'	0'	50'	0'
PROVIDED :	12'	229'	654'	69'

LANDSCAPE BUFFERS:

	NORTH	SOUTH	EAST	WEST
REQUIRED:	10'	10'	10'	10'
PROVIDED :	0'	8'	98'	10'

FEB 12 2026

KAYLA DENISE SHEFFIELD LICENSE No. 92781 STATE OF FLORIDA PROFESSIONAL ENGINEER

This item has been digitally signed and sealed by KAYLA D. SHEFFIELD, P.E. on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

cph
www.cphcorp.com
Building Better Communities Together
5200 Belfort Rd STE 220
Jacksonville, FL 32256
Ph: 904.332.0999

Plans Prepared By:
CPH Consulting, LLC
A Full Service A & E Firm

No.	Revision	Date

Designed: K. ZELLNER
Drawn: M. MAPHIS
Checked: K. SHEFFIELD
Job No.: W131502
Date: © 2026

OVERALL SITE DIMENSION PLAN

RETAIL 1

MARY ESTHER, FLORIDA

THIS SHEET NOT VALID FOR CONSTRUCTION WITHOUT COMPLETE SET OF PLANS.

Sheet No.
C1.0

PROPOSED PAVEMENT LEGEND

- SIDEWALK: PER DETAIL SHEET
- ARCH. CONCRETE: PER ARCH. PLAN
- HEAVY DUTY CONCRETE: PER DETAIL SHEET
- HEAVY DUTY ASPHALT PAVEMENT: PER DETAIL SHEET
- STANDARD DUTY ASPHALT PAVEMENT: PER DETAIL SHEET
- HANDICAP RAMP 1:12 SLOPE (MAX)
- UTILITY POLE
- SITE LIGHTING
- (10) PARKING SPACE COUNT
- CART CORRAL
- TRANSFORMER

* NOTE: REFER TO SHEET C6.2 FOR PAVEMENT MATERIALS. REFER TO PAVEMENT REMOVAL NOTES, THIS SHEET

NOTE:
ITEMS SHOWN SCREENED REPRESENT EXISTING CONDITIONS. ITEMS SHOWN BOLD REPRESENT PROPOSED CONDITIONS.

PROPOSED LEGEND

- PROPERTY LINE
- CONSTRUCTION LIMITS OF RETAIL BUILD
- PROPOSED PROPERTY LINE
- BUILDING SETBACK LINE
- LANDSCAPE BUFFER

PAINTING STRIPING LEGEND

SWSL	SINGLE WHITE SOLID LINE
SYSL	SINGLE YELLOW SOLID LINE
DYSL	DOUBLE YELLOW SOLID LINE
SWDL	SINGLE WHITE DASHED LINE

SITE ANALYSIS TABLE

	EXISTING	PROPOSED
TOTAL BUILDING AREA	114,985 S.F.	53,190 S.F.
REQUIRED PARKING (PER CITY OF ANYTOWN) REQUIRED PARKING RATIO (PER CITY OF ANYTOWN)	N/A	266 SPACES 5.00/1,000 S.F.
REQUIRED PARKING (PER ECR/CC&R) REQUIRED PARKING RATIO (PER ECR/CC&R)	N/A.	276 SPACES 5.50/1,000 S.F.
CUSTOMER AND ASSOCIATE PARKING ACCESSIBLE PARKING EV PARKING PICKUP PARKING PARKING SPACES OCCUPIED BY CART CORRALS (NOT INCLUDED IN PARKING COUNTS BELOW)	428 SPACES 6 SPACES 0 SPACES 0 SPACES 0 SPACES	234 SPACES 11 SPACES 4 SPACES 21 SPACES 6 SPACES
PROPOSED TOTAL PARKING EXCLUDING PICKUP STALLS PROPOSED PARKING RATIO EXCLUDING PICKUP STALLS	N/A	255 SPACES 4.79/1,000 S.F.
PROPOSED TOTAL PARKING INCLUDING PICKUP STALLS PROPOSED PARKING RATIO INCLUDING PICKUP STALLS	N/A	276 SPACES 5.50/1,000 S.F.

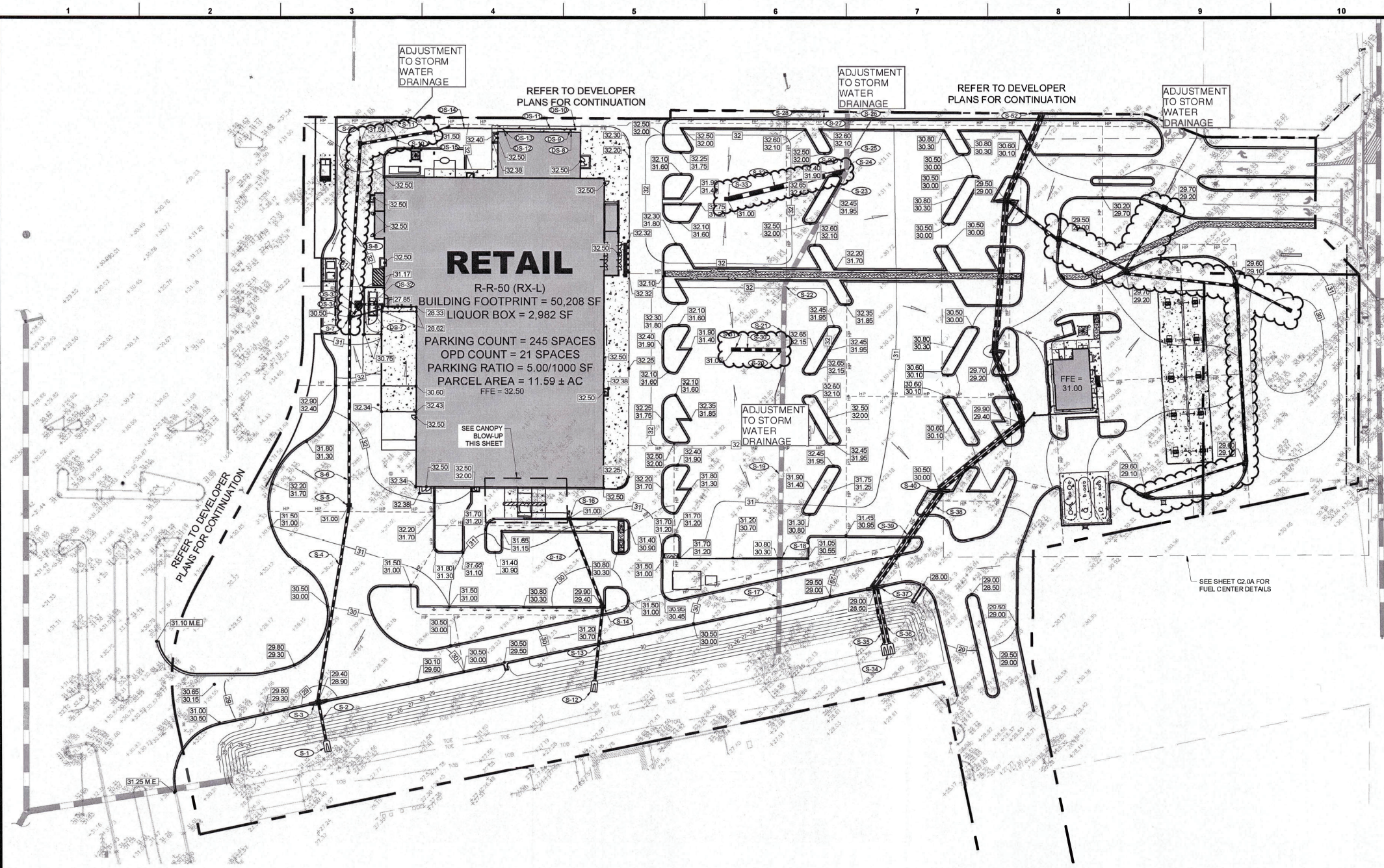
SIGN LEGEND

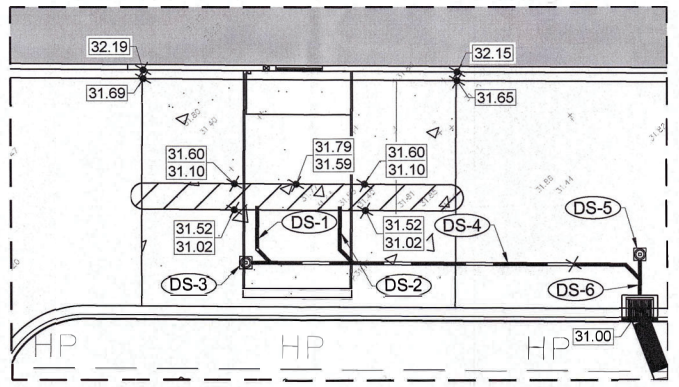
- (DNE) DO NOT ENTER (R5-1)
- (FL) NO PARKING - FIRE LANE (SEE DETAIL SHEET C6.5)
- (RTO) RIGHT TURN ONLY (R3-5R)
- (ST) STOP (R1-1)
- (P1) PICK UP SIGN (ARROW STRAIGHT)
- (P2) PICK UP SIGN (ARROW LEFT)
- (P3) PICK UP SIGN (ARROW RIGHT)
- (T1) TRUCK ENTRY SIGN (ARROW RIGHT)(R14-4)
- (T2) TRUCK EXIT SIGN (ARROW STRAIGHT)
- (T3) TRUCK EXIT SIGN (ARROW LEFT)
- (T4) TRUCK ENTRY SIGN (ARROW STRAIGHT)
- (ER) END OF ROADWAY SIGN (SEE DETAIL SHEET)
- (KR) KEEP RIGHT SIGN (R4-7)

ALERT TO CONTRACTOR:
ALL GENERAL CONTRACTOR WORK TO BE COMPLETED (EARTHWORK, FINAL UTILITIES, AND FINAL GRADING) BY THE MILESTONE DATE IN PROJECT DOCUMENTS. OUTLOT AREA TO BE KEPT FREE OF JOB TRAILERS AND STORAGE AFTER THE CONTRACT MILESTONE DATE FOR THE OUTLOT. GENERAL CONTRACTOR TO PROVIDE CLEAR ACCESS FOR OUTLOT CONTRACTOR TO THE SPECIFIC PARCEL AT ALL TIMES AFTER MILESTONE DATE. PURCHASER OF OUTLOT TO PROVIDE PERMIT DOCUMENTS AND SWPPP REQUIRED BY STATE/LOCAL REQUIREMENTS FOR SPECIFIC OUTLOT.

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50 0 50 100
Scale: 1" = 50'





CANOPY BLOWUP

SCALE: 1" = 10'

PIPE MATERIALS:

STORMWATER PIPE

RCP PIPE SHALL COMPLY WITH ASTM C76
ERCP PIPE SHALL COMPLY WITH ASTM C507
HDPE PIPE SHALL COMPLY WITH ASTM D3350
PVC PIPE SHALL COMPLY WITH ASTM D3034, SDR 35

NOTES:

1. GRADING SHOWN ON THESE PLANS IS PROVIDED TO THE CONTRACTOR TO EXPRESS THE GENERAL GRADING INTENT OF THE PROJECT. THE CONTRACTOR SHALL BE EXPECTED TO GRADE THE ENTIRE SITE TO ENSURE POSITIVE DRAINAGE IN ALL AREAS THROUGHOUT THE SITE. THE FOLLOWING MINIMUM SLOPES SHALL BE PROVIDED BY THE CONTRACTOR:
   a. ASPHALT PAVEMENT: MIN. 1% SLOPE
   b. CONCRETE PAVEMENT: MIN. 1% SLOPE
   c. GUTTERS: MIN 0.5%
2. STRUCTURE BOTTOMS SHALL BE TYPE 'P' BOTTOMS PER FDOT REQUIREMENTS, UNLESS PIPE SIZES AND LOCATION REQUIRE A TYPE 'J' BOTTOM. CONTRACTOR SHALL REVIEW DESIGN AND PROVIDE APPROPRIATELY SIZED BOTTOMS PER FDOT REQUIREMENTS.
3. CONTRACTOR SHALL BE RESPONSIBLE TO ENSURE THAT ADA AREAS ARE CONSTRUCTED IN STRICT ACCORDANCE WITH THE LATEST EDITION OF THE FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION. IF THE CONTRACTOR DETERMINES THAT ANY INFORMATION SHOWN ON THIS PLAN MAY NOT BE IN COMPLIANCE THEY SHALL NOTIFY THE ENGINEER PRIOR TO THE WORK BEING COMPLETED.

NOTE:
ITEMS SHOWN SCREENED REPRESENT EXISTING CONDITIONS. ITEMS SHOWN BOLD REPRESENT PROPOSED CONDITIONS.

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50 0 50 100

Scale: 1" = 50'

LEGEND

- PROPERTY LINE
- BASE LINE
- GUIDE RAIL
- CONTOUR ELEVATION
- HIGH POINT
- STORM PIPE
- SIDEWALK
- TOP OF CURB ELEV. PAVEMENT ELEV.
- PAVEMENT ELEV.
- DITCH BOTTOM INLET
- DIRECTION OF FLOW
- CURB INLETS
- HANDICAP RAMP 1:12 SLOPE (MAX)
- STORM / SANITARY MANHOLE

FEB 1 2 2026

FOUNDATION SUBSURFACE PREPARATION (BUILDING AND APPURTENANCES)

PROPOSED RETAIL NEIGHBORHOOD MARKET, SANTA ROSA MALLMARY ESTHER, OKALOOSA COUNTY, FLORIDA

UNLESS SPECIFICALLY INDICATED OTHERWISE IN THE DRAWINGS AND/OR SPECIFICATIONS, THE LIMITS OF THIS SUBSURFACE PREPARATION ARE CONSIDERED TO BE THAT PORTION OF THE SITE DIRECTLY BENEATH AND 5 FEET BEYONDTHE BUILDING AND APPURTENANCES. APPURTENANCES ARE THOSE ITEMS ATTACHED TO THE BUILDING PROPER (REFERTO DRAWING SHEET SP1) TYPICALLY INCLUDING, BUT NOT LIMITED TO SIDEWALKS, PORCHES, RAMPS, CONCRETEAPRONS, ETC. APPURTENANCES SHALL ALSO INCLUDE SCREENWALLS AT THE COMPACTOR, TRUCK DOCK AND THEBALE/PALLET STORAGE AREA(S). THE INTERIOR SLAB-ON-GRADE BASE AND THE VAPOR BARRIER, WHERE REQUIRED, DONOT EXTEND BEYOND THE LIMITS OF THE ACTUAL BUILDING.

ESTABLISH THE FINAL SUBGRADE ELEVATION TO ALLOW FOR THE CONCRETE SLAB AND BASE. REFERENCEARCHITECTURAL AND STRUCTURAL DRAWINGS FOR REQUIRED SLAB THICKNESS. THE 4-INCH THICK BASE MATERIALSHALL CONFORM TO FDOT LIMEROCK MATERIAL WITH AT LEAST 97% (BY WEIGHT) PASSING A 3.5 INCH SIEVE AND THEMATERIAL SHALL BE GRADED UNIFORMLY DOWN TO DUST. THE FINE MATERIAL SHALL CONSIST ENTIRELY OF DUST OFFRACTURE. THE LIMEROCK SHALL HAVE ALIMEROCK BEARING RATIO (LBR) OF AT LEAST 100 AND NO MORE THAN 20% FINES WHEN WASHED THROUGH A NUMBER 200 SIEVE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ACCURATE MEASUREMENTS FOR ALL CUT AND FILL DEPTHS REQUIRED. ANY PROPOSED EQUIVALENT ALTERNATIVE BASEOR SUBBASE MATERIAL MUST BE SUBMITTED FOR APPROVAL WITHIN 30 DAYS AFTER AWARD OF CONTRACT. ANYEQUIVALENT ALTERNATIVE SHALL ONLY BE USED IF APPROVED IN WRITING BY THE CEC AND AOR.

EXISTING FOUNDATIONS, SLABS, PAVEMENTS, AND BELOW-GRADE STRUCTURES SHALL BE REMOVED FROM THE FUELSTATION BUILDING AREA. REMOVE SURFACE VEGETATION, TOPSOIL, ROOT SYSTEMS, ORGANIC MATERIAL, UNSUITABLEEXISTING FILL, AND SOFT OR OTHERWISE UNSUITABLE MATERIAL FROM THE BUILDING AREA. ALL UNSUITABLE MATERIALSSHALL BE REPLACED WITH SUITABLE MATERIALS. SUBSEQUENT TO CLEARING AND STRIPPING AND PRIOR TO FILLPLACEMENT, THE CONTRACTOR SHALL PROOFROLL THE EXPOSED GRADE. SUBGRADE MATERIAL SHALL BE FREE OF ORGANIC AND OTHER DELETERIOUS MATERIALS, SHALL BE COMPRISED OF INORGANIC (I.E., LESS THAN 3 PERCENTORGANICS BY DRY WEIGHT) GRANULAR SOILS WITH NOT MORE THAN 15 PERCENT PASSING THE NUMBER 200 SIEVE (USCSCLASSIFICATIONS OF SP, SP-SM, AND SM) AND SHALL MEET THE FOLLOWING REQUIREMENTS:

LOCATION WITH RESPECT TO FINAL GRADE P.I. L.L. PROPOSED STRUCTURE AND APPURTENANCES NP NP

SUBGRADE MATERIAL (SUITABLE FILL) SHALL BE PLACED IN LOOSE LIFTS NOT EXCEEDING 12 INCHES IN THICKNESS ANDCOMPACTED TO AT LEAST 95 PERCENT OF THE MODIFIED PROCTOR MAXIMUM DRY DENSITY (ASTM D-1557) AT AMOISTURE CONTENT WITHIN 2 PERCENT BELOW TO 2 PERCENT ABOVE THE OPTIMUM.

IN CONJUNCTION WITH EXCAVATION OPERATIONS FOR THE BUILDING AND APPURTENANCES AREA, THE CONTRACTORWILL BE RESPONSIBLE FOR THE GROUNDWATER CONTROL MEANS AND METHODS REQUIRED TO MAINTAIN WATER LEVELSA MINIMUM OF 2 FEET BELOW THE EXCAVATION BOTTOM AND THE MEANS AND METHODS NECESSARY TO DESIGN ANDCONSTRUCT EXCAVATIONS IN COMPLIANCE WITH THE REQUIREMENTS OF THE OCCUPATIONAL SAFETY AND HEALTHADMINISTRATION (OSHA) CODE OF FEDERAL REGULATIONS (CFR) TITLE NUMBER 29, STANDARD NUMBER 1926,SUBPART P.

THE FOUNDATION SYSTEM FOR THE NEIGHBORHOOD MARKET BUILDING STRUCTURE AND APPURTENANCES AREA SHALLCONSIST OF SOIL SUPPORTED SPREAD FOUNDATIONS AT COLUMN AND LOAD-BEARING WALL LOCATIONS DESIGNEDUSING A MAXIMUM NET ALLOWABLE SOIL BEARING PRESSURE OF 2,500 POUNDS PER SQUARE FOOT.

THIS FOUNDATION SUBSURFACE PREPARATION DOES NOT CONSTITUTE A COMPLETE SITE WORK SPECIFICATION. IN CASEOF CONFLICT, INFORMATION COVERED IN THIS PREPARATION SHALL TAKE PRECEDENCE OVER THE RETAIL SPECIFICATIONS. REFER TO THE SPECIFICATIONS FOR SPECIFIC INFORMATION NOT COVERED IN THIS PREPARATION. THISINFORMATION WAS TAKEN FROM A GEOTECHNICAL REPORT BY UES PROFESSIONAL SOLUTIONS, LLC DATED JULY 16,2025, UES PROJECT NUMBER 0795.2400141.0000, UES REPORT NUMBER 2154045. THE GEOTECHNICAL REPORT IS FORINFORMATION ONLY AND IS NOT CONSIDERED A DESIGN SPECIFICATION.

AN E-MAIL ADDRESS FOR THE GEOTECHNICAL ENGINEER, TRAVIS W. MONSALVATGE, P.E.:TMONSALVATGE@TEAMUES.COM

DRAINAGE NOTES

1. CONTRACTOR IS RESPONSIBLE FOR DEMOLITION OF EXISTING STRUCTURES INCLUDING REMOVAL OF ANY EXISTING UTILITIES SERVING THE STRUCTURE, UTILITIES ARE TO BE REMOVED TO THE RIGHT-OF-WAY.
2. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
3. PRECAST STRUCTURES MAY BE USED AT CONTRACTORS OPTION.
4. STORM PIPE SHALL BE AS FOLLOWS UNLESS, OTHERWISE NOTED, SEE MASTER SITE SPECIFICATIONS SECTION 02630 FOR ALLOWED MATERIALS.
5. EXISTING PIPES TO BE CLEANED OUT TO REMOVE ALL SILT AND DEBRIS.
6. IF ANY EXISTING STRUCTURES TO REMAIN ARE DAMAGED DURING CONSTRUCTION IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO REPAIR AND/OR REPLACE THE EXISTING STRUCTURE AS NECESSARY TO RETURN IT TO EXISTING CONDITIONS OR BETTER.
7. ALL STORM PIPE ENTERING STRUCTURES SHALL BE GROUTED TO ASSURE CONNECTION AT STRUCTURE IS WATERTIGHT.
8. ALL STORM SEWER MANHOLES IN PAVED AREAS SHALL BE FLUSH WITH PAVEMENT, AND SHALL HAVE TRAFFIC BEARING RING & COVERS. MANHOLES IN UNPAVED AREAS SHALL BE 6" ABOVE FINISH GRADE. LIDS SHALL BE LABELED "STORM SEWER".
9. THE CONTRACTOR SHALL ADHERE TO ALL TERMS & CONDITIONS AS OUTLINED IN THE EPA OR APPLICABLE STATE GENERAL N.P.D.E.S. PERMIT FOR STORM WATER DISCHARGE ASSOCIATED WITH CONSTRUCTION ACTIVITIES AND THE RETAIL SPECIAL CONDITIONS, SECTION 8, ENVIRONMENTAL COMPLIANCE AND STORM WATER POLLUTION PREVENTION. THIS APPLIES TO RETAIL BUILT PROJECTS ONLY.
10. CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES AND BE CONSTRUCTED TO SAME.
11. ALL STORM STRUCTURES SHALL HAVE A SMOOTH UNIFORM POURED MORTAR INVERT FROM INVERT IN TO INVERT OUT.

cph
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Building Better Communities Together
5200 Belfort Rd STE 220
Jacksonville, FL 32256
Ph: 904.332.0999

Plans Prepared By:
CPH Consulting, LLC
A Full Service A & E Firm

KAYLA DENISE SHEFFIELD LICENSE No. 92781 STATE OF FLORIDA PROFESSIONAL ENGINEER

This item has been digitally signed and sealed by KAYLA D. SHEFFIELD, P.E. on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

No.	Date	Revision

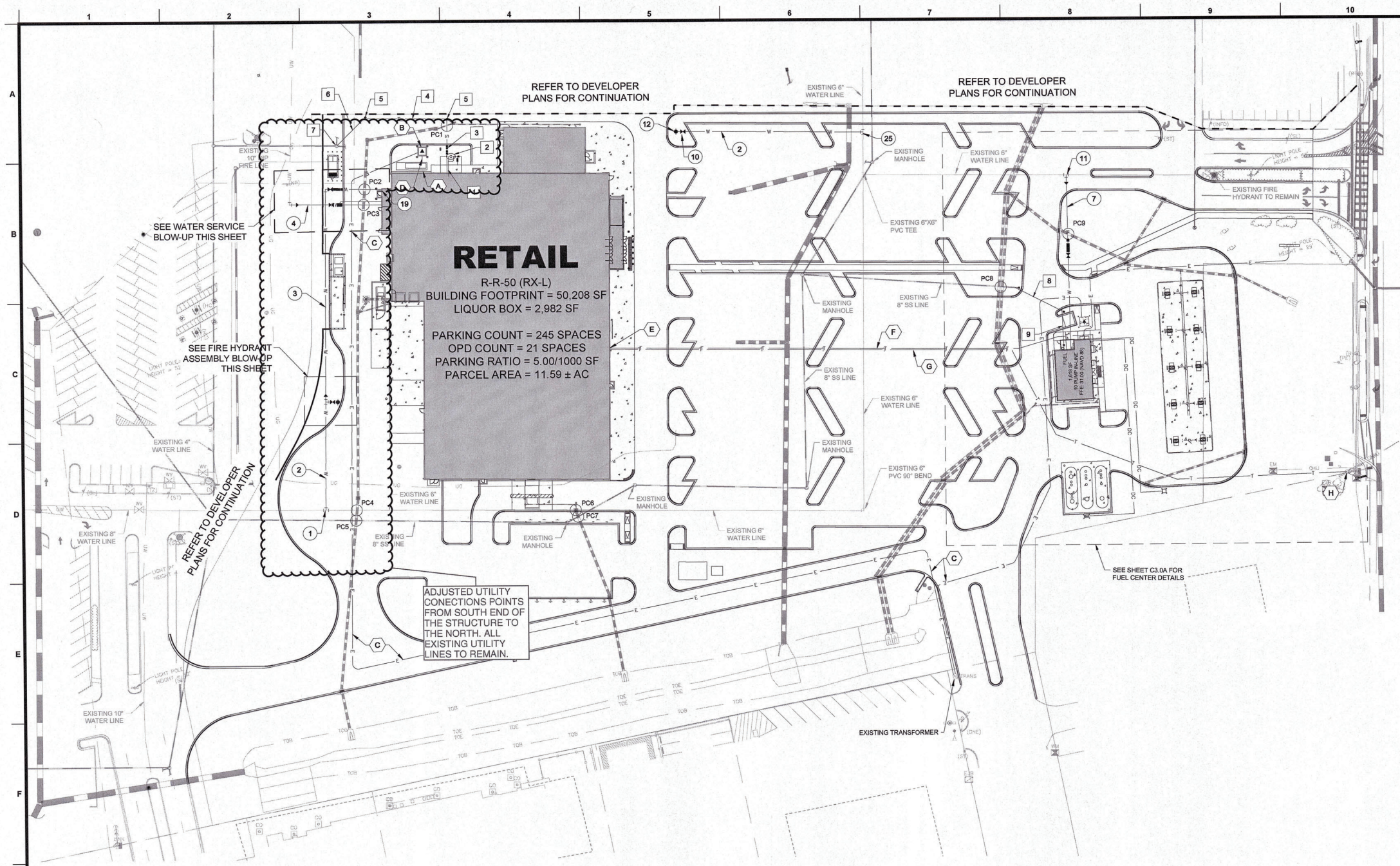
Designed: K. ZELLNER
Drawn: M. MAPHIS
Checked: K. SHEFFIELD
Job No.: W131502
Date: © 2026

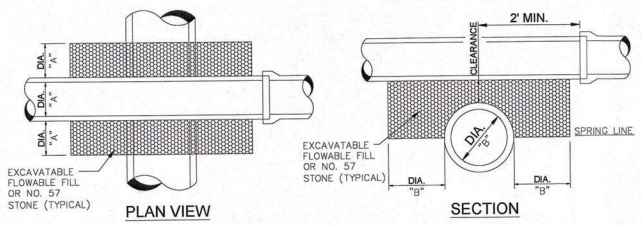
GRADING AND STORM DRAINAGE PLAN

RETAIL 1
MARY ESTHER, FLORIDA

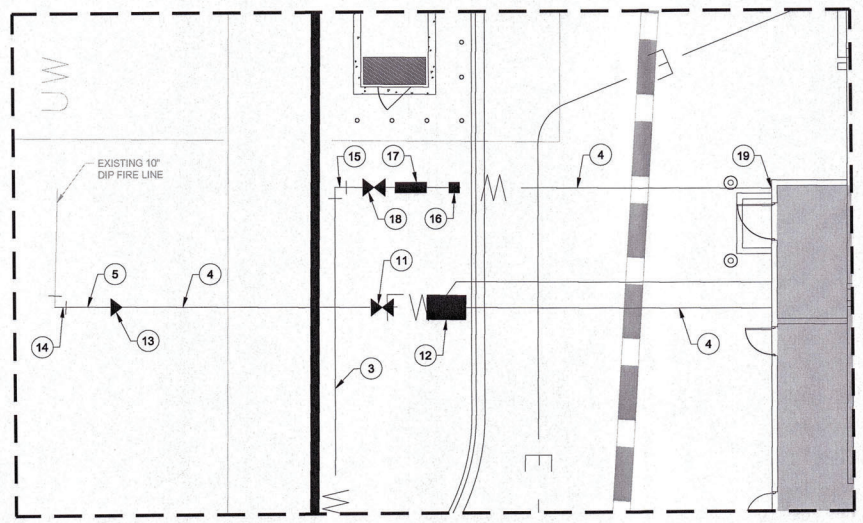
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Sheet No.
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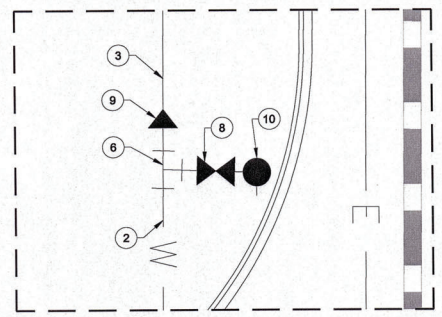




PIPE CROSSING DETAIL
(FOR LESS THAN 12" CLEARANCE)



WATER SERVICE BLOWUP
SCALE: NTS



FIRE HYDRANT ASSEMBLY BLOWUP
SCALE: NTS

LEGEND

- PROPERTY LINE
- ELECTRIC LINE
- FIBER OPTIC
- FIRE WATER
- FORCE MAIN
- OVERHEAD ELECTRIC
- SANITARY SEWER
- TAMPER SWITCH
- ELECTRICAL CONDUIT
- WATER MAIN
- SIDEWALK
- C.O. CLEAN OUT
- D.S. DOWN SPOUT
- FIRE HYDRANT
- FIRE DEPARTMENT CONNECTION
- WATER LINE FITTINGS
- GATE VALVE
- PC1 PIPE CROSSING

NOTE:
ITEMS SHOWN SCREENED REPRESENT EXISTING CONDITIONS. ITEMS SHOWN BOLD REPRESENT PROPOSED CONDITIONS.

SANITARY SEWER SCHEDULE

NUMBER	TYPE	ELEVATION	INVERT
1	8" SDR26 PVC SANITARY SEWER @ 1.00% 10 LF	N/A	N/A
2	PROPOSED GREASE INTERCEPTOR; REFER TO ARCH/MEP PLANS	32.35	26.95
3	PROPOSED SANITARY CLEANOUT; REFER TO ARCH/MEP PLANS	32.25	26.80
4	6" SDR 26 PVC SANITARY SEWER @ 1.00% 74 LF	N/A	N/A
5	SANITARY SEWER CLEANOUT	32.70	25.95
6	6" SDR 26 PVC SANITARY SEWER @ 1.00% 36 LF	N/A	N/A
7	CONNECT TO EXISTING SANITARY SEWER WITH 8" CORE BORE	N/A	25.70
8	6" SDR 26 PVC SANITARY SEWER @ 1.00% 48 LF	N/A	N/A
9	6" SDR 26 PVC SANITARY SEWER @ 1.00% 30 LF	N/A	N/A

POTABLE WATER SCHEDULE

1. WET TAP EXISTING 6" WATERMAIN WITH 6" MJ TAPPING SLEEVE AND VALVE. CONTRACTOR TO FIELD VERIFY AND COORDINATE WITH UTILITY COMPANY BEFORE CONNECTING.
2. PROPOSED 6" PVC C-900 WATER MAIN
3. PROPOSED 3" PVC C-900 WATER MAIN
4. PROPOSED 8" DIP FIRE LINE
5. PROPOSED 10" DIP FIRE LINE
6. PROPOSED 6" X 6" X 6" TEE
7. PROPOSED 1" PVC C-900 WATER MAIN
8. PROPOSED 6" GATE VALVE
9. PROPOSED 6" TO 3" REDUCER
10. PROPOSED FIRE HYDRANT ASSEMBLY (MAINTAIN 5' FROM CURB)
11. PROPOSED 8" GATE VALVE
12. PROPOSED 8" RPZBFP
13. PROPOSED 10" TO 8" REDUCER
14. PROPOSED 10" 90° BEND
15. PROPOSED 3" 90° BEND
16. PROPOSED 3" DOMESTIC WATER METER
17. PROPOSED 3" RPZBFP
18. PROPOSED 3" GATE VALVE
19. APPROX. LOCATION OF WATER LINE CONNECTION TO BUILDING
20. PROPOSED 2" PVC C-900 WATER MAIN
21. PROPOSED 2" TO 1" REDUCER
22. PROPOSED 1" DOMESTIC WATER METER
23. PROPOSED 1" RPZBFP
24. PROPOSED 1" GATE VALVE
25. PROPOSED 6" X 6" X 6" TAPPING SLEEVE

UTILITY SCHEDULE

- A PROPOSED SWITCHGEAR
- B PROPOSED LOCATION OF RETAIL TRANSFORMER PAD. CONTRACTOR TO VERIFY EXACT LOCATION AND SIZE WITH FPL PRIOR TO INSTALLATION. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLATION OF CONCRETE PAD, CONDUIT AND BOLLARDS AS REQUIRED BY ELECTRIC COMPANY. CONTRACTOR SHALL COORDINATE WORK WITH THE ELECTRIC COMPANY.
- C INSTALL THREE (3) 4-INCH SCHEDULE 40 PVC CONDUITS W/ PULL STRINGS. COORDINATE WITH FPL FOR FINAL ELECTRIC CONNECTION LOCATION.
- D INSTALL (8) 4" CONDUITS FROM UTILITY TRANSFORMER TO EXTERIOR SWITCH GEAR. SEE ARCH/MEP PLANS.
- E PROPOSED LOCATION OF TELECOM BOARD AND TELEPHONE SERVICE ENTRY POINT TO BUILDING. SEE ARCH/MEP PLANS.
- F PROPOSED TWO (2) 2" SCHEDULE 40 PVC CONDUIT W/ PULL STRINGS FROM BUILDING TO CONNECTION POINT.
- G PROPOSED 1 ~ 3" SCHEDULE 40 PVC CONDUITS FOR FUEL STATION FIBER OPTIC AND TELEPHONE MIN. BURIAL DEPTH 24".
- H PROPOSED TELEPHONE CONNECTION, COORDINATE WITH FPL FOR FINAL CONNECTION POINT.
- I UNDERGROUND STORAGE TANK VENT
- J AIR SERVICE STATION
- K INSTALL ONE 1" CONDUIT FROM E-STOP TO SERVICE BUILDING AND ONE 1" CONDUIT FROM AIR STATION TO SERVICE BUILDING
- L PROPOSED 1" CONDUIT FROM SERVICE BUILDING TO MONUMENT SIGN
- M PROPOSED LIGHTING ELECTRICAL CONNECTIONS; SEE LIGHTING PLAN

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50 0 50 100
Scale: 1" = 50'

cph
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Building Better Communities Together
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Ph: 904.332.0999

Plans Prepared By:
CPH Consulting, LLC
A Full Service A & E Firm

KAYLADENISE SHEFFIELD
LICENSE
No. 92781
STATE OF FLORIDA
PROFESSIONAL ENGINEER

FEB 12 2026

This item has been digitally signed and sealed by KAYLA D. SHEFFIELD, P.E. on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

No.	Date	Revision
1	12/19/25	CITY COMMENTS
2	01/30/26	CITY COMMENTS

Designed: K. ZELLNER
Drawn: M. MAPHIS
Checked: K. SHEFFIELD
Job No.: W131502
Date: © 2026

COMPOSITE UTILITY PLAN

RETAIL 1

MARY ESTHER, FLORIDA

THIS SHEET NOT VALID FOR CONSTRUCTION WITHOUT COMPLETE SET OF PLANS.

Sheet No.
C3.0

This instrument was prepared by:
Matthews & Matthews, LLP
4475 Legendary Drive
Destin, FL 32541

(Space reserved for Clerk)

DECLARATION OF UNITY OF TITLE

This Declaration of Unity of Title ("Declaration") is made this ___ day of _____ 2025, by **SRM-SPE, LLC**., a Delaware limited liability company, whose mailing address is 393 Canal St., Unit #288 c/o The UPS Store, New York, NY 10013 ("SRM") and by **SRM OUTPARCEL, LLC**, a Florida limited liability company ("Outparcel"), whose mailing address is 393 Canal St., Unit #288 c/o The UPS Store New York, NY 10013. Collectively SRM and Outparcel will be referred to as "the Parties".

RECITALS:

WHEREAS, SRM owns that certain parcel of land known as Lot 1 as shown on the Plat of the Market Place on Mary Esther (the "Plat" attached as Exhibit 1); and

WHEREAS, Outparcel owns that certain parcel of land known as Lot 2 as shown on the Plat; and

WHEREAS, Lot 1 and Lot 2 are a portion of the property upon which the now-closed Mary Esther shopping mall is located, and SRM wishes to renovate portions of Lots 1 and 2 (collectively "the Lots") by obtaining from Mary Esther a development order affecting portions of the Lots as shown on the site plan attached as Exhibit 2 (the "Development"); and

WHEREAS, the design of the Development includes a fueling canopy on Lot 1 that is located less than 10 feet from the western property boundary of Lot 2, and the City of Mary Esther has indicated that the canopy's setback from Lot 2 violates the setback provisions of its land development regulations (the "Setback Encroachment"); and

WHEREAS, the Parties are sister entities controlled by the same members and both wish to cooperate so that Lot 1 and Lot 2 shall be considered a single parcel of land for purposes of obtaining said development order for the Development; and

WHEREAS, the Parcels are encumbered by that Amended and Restated Construction, Operation, and Reciprocal Easement Agreement recorded in the Official Records of Okaloosa County at Book 1300, Page 1765,

NOW, THEREFORE, the Parties agree and declare Lot 1 and Lot 2 shall be held and treated as one parcel for the life of the Development as approved by the City of Mary Esther and no additional development may be commenced on Lot 2 without the express written consent of the City of Mary Esther.

1. Lot 1 and Lot 2 shall be considered one plot and parcel of land, and any further subdivision of said parcels shall comply with the City of Mary Esther Land Development Code.

2. This Unity of Title constitutes a covenant running with the land and shall be recorded in the public records of Okaloosa County, Florida. This Unity of Title is binding on all parties and all persons claiming under it for a period of thirty (30) years from the date this Unity of Title is recorded after which time it shall be extended automatically for successive periods of ten (10) years each, unless an instrument signed by the owner(s) of Lot 1 and Lot 2 has been recorded agreeing to change the covenant in whole, or in part, and provided that the Unity of Title has first been modified or released by the City of Mary Esther.

3. This Unity of Title may be modified, amended or released as to the land herein described, or any portion thereof, by a written instrument executed by the owner(s), including joinders by all mortgagees, if any, provided that the same is also approved by the City of Mary Esther City Manager or his designee, or the executive officer of the successor of such Department, or in the absence of such director or executive officer by his assistant in charge of the office in his absence. This Unity of Title shall not prevent additional development, improvements, permitting, or the like on any other parts of any parcel shown or not shown on the Plat, provided such development complies with the applicable land development regulations.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

[SIGNATURES APPEAR ON FOLLOWING PAGE]

Signed, sealed, executed and acknowledged this _____ day of _____ 2026.

WITNESSES:

_____
Printed Name: _____

_____
Printed Name: _____

OWNER Lot 1:

SRM-SPE, LLC
By: Daniel Friedman
Its: Manager

_____

STATE OF _____
COUNTY OF _____

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the state aforesaid and in the county aforesaid to take acknowledgments, personally appeared DANIEL FRIEDMAN, as Manager of SRM-SPE, LLC., a Delaware limited liability company, who is personally known to me or who has produced _____ as identification, to be the person described in and who executed the foregoing Declaration of Unity of Title and acknowledged before me that he executed same.

WITNESS my hand and official seal in the county and state last aforesaid this ___ day of _____ 2026.

_____
NOTARY PUBLIC

Signed, sealed, executed and acknowledged this _____ day of _____ 2026.

WITNESSES:

_____
Printed Name: _____

_____
Printed Name: _____

OWNER Lot 2:

SRM OUTPARCEL, LLC
By: SRM NEW OWNER, LLC
Its: Member

_____

By: _____
Manager of SRM New OWNER, LLC

STATE OF _____
COUNTY OF _____

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the state aforesaid and in the county aforesaid to take acknowledgments, personally appeared _____, as Manager of SRM NEW OWNER, LLC., a Delaware limited liability company, as the sole member of SRM OUTPARCEL, LLC, who is personally known to me or who has produced a _____ as identification, to be the person described in and who executed the foregoing Declaration of Unity of Title and acknowledged before me that he executed same.

WITNESS my hand and official seal in the county and state last aforesaid this ___ day of _____ 2026.

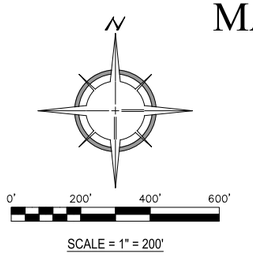
_____
NOTARY PUBLIC

PRELIMINARY PLAT
MARKETPLACE ON MARY ESTHER

BEING A PORTION OF
SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST
OKALOOSA COUNTY, FLORIDA
ZONING: C2 FUTURE LAND USE: COMMERCIAL
JANUARY 2026

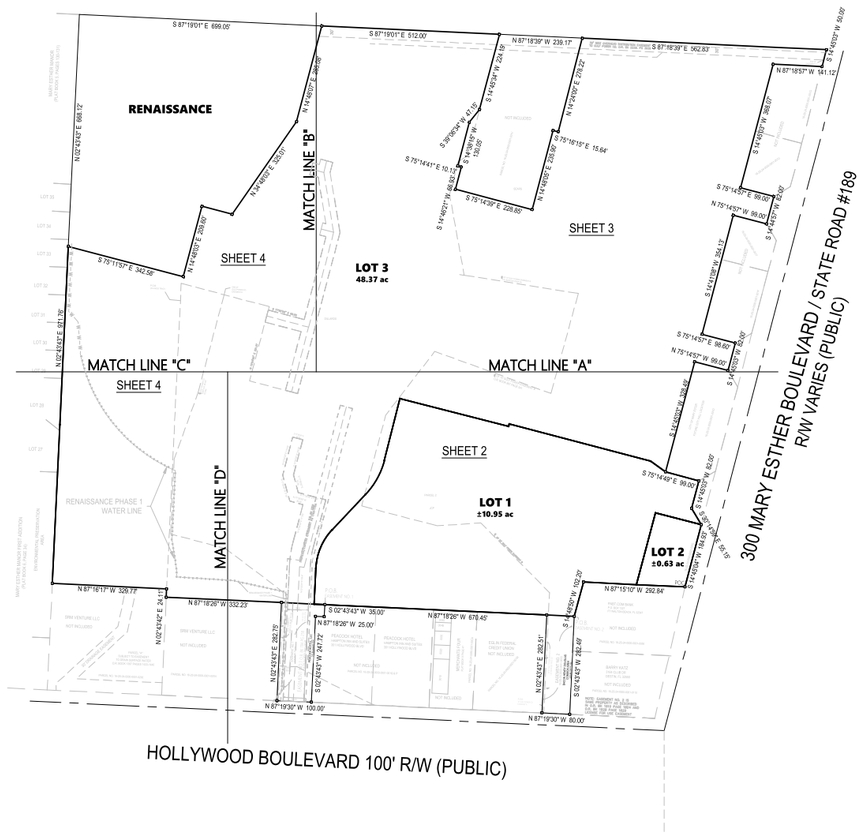


VICINITY MAP
NOT TO SCALE



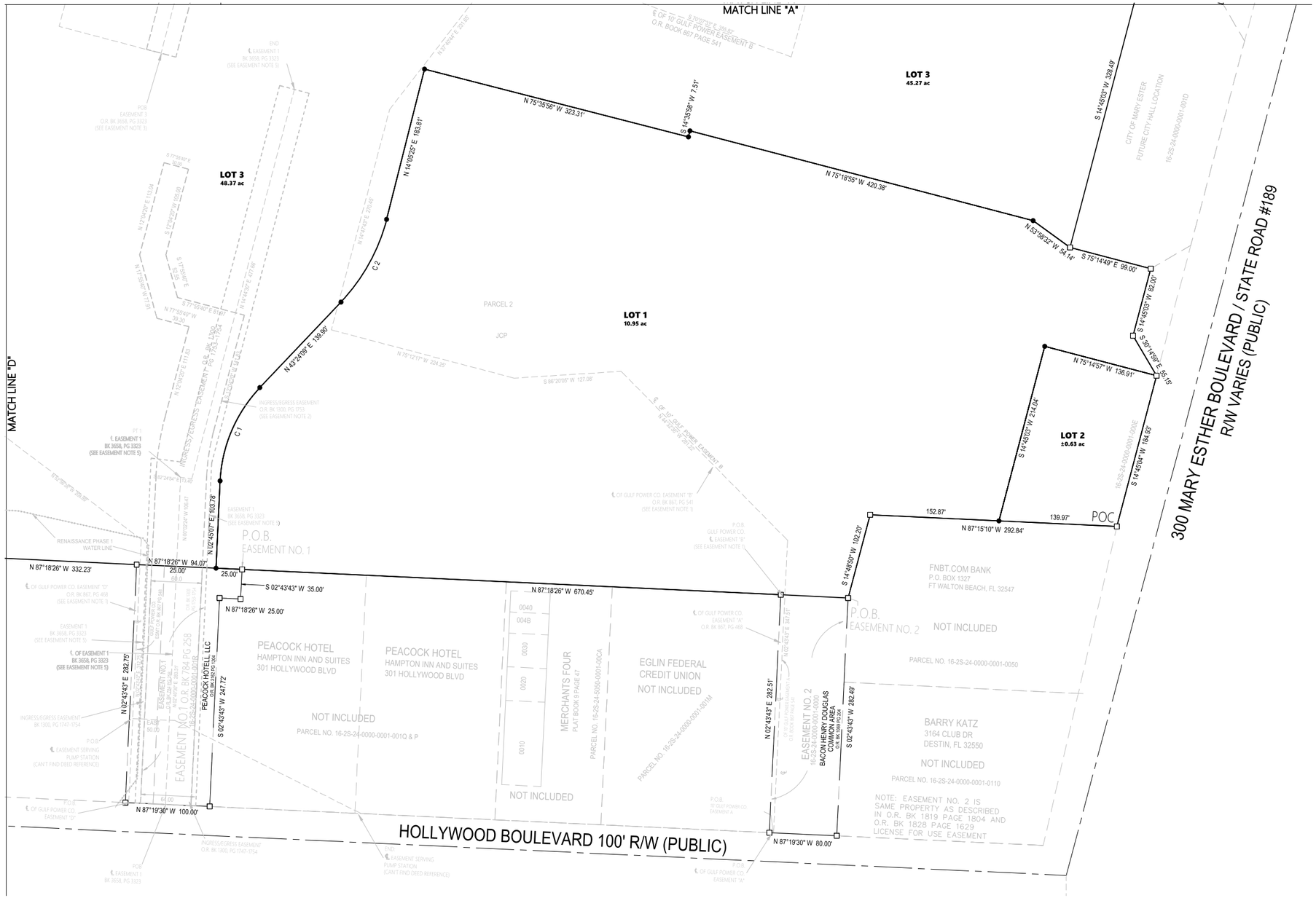
SCALE = 1" = 200'

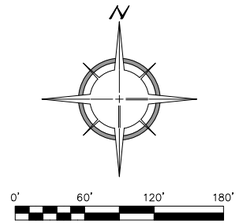
OVERALL


PAGE BACON ROAD 60' R/W (PUBLIC)
RENAISSANCE
MATCH LINE "B"
MATCH LINE "C"
MATCH LINE "A"
MATCH LINE "D"
SHEET 4
SHEET 3
SHEET 2
LOT 3
48.37 ac
LOT 1
±10.95 ac
LOT 2
±0.63 ac
300 MARY ESTHER BOULEVARD / STATE ROAD #189
R/W VARIES (PUBLIC)
HOLLYWOOD BOULEVARD 100' R/W (PUBLIC)
RENAISSANCE PHASE 1 WATER LINE
S 87°19'01" E 699.00'
S 87°19'01" E 512.00'
N 87°18'39" W 239.17'
S 87°18'39" E 562.83'
N 87°18'57" W 141.12'
S 14°45'03" W 90.00'
N 02°43'43" E 666.12'
N 14°45'03" E 368.07'
S 75°14'57" E 342.58'
N 14°45'03" E 285.65'
S 14°45'03" W 224.95'
S 14°45'03" W 180.00'
S 75°14'57" E 228.85'
N 14°45'03" E 285.65'
S 75°16'15" E 15.64'
S 14°45'03" W 285.65'
S 75°14'57" E 99.00'
N 75°14'57" W 99.00'
S 14°45'03" W 285.65'
S 14°45'03" W 368.07'
S 14°44'49" W 82.00'
N 75°14'57" W 99.00'
S 14°45'03" W 82.00'
S 75°14'49" E

PRELIMINARY PLAT
MARKETPLACE ON MARY ESTHER

BEING A PORTION OF
SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST
OKALOOSA COUNTY, FLORIDA
ZONING: C2 FUTURE LAND USE: COMMERCIAL
JANUARY 2026

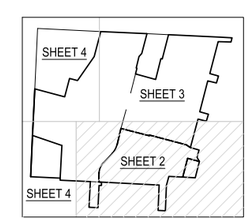




SCALE = 1" = 60'

LEGEND:

□	~ 4" X 4" CONCRETE MONUMENT, SET, "P.R.M. LB NO. 8349"
●	~ 1/2 CAPPED ROD, SET, LB NO. 8349"
◎	~ MAG NAIL AND DISK, SET, "P.C.P. LB NO. 8349"
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LB	~ LICENSED BUSINESS
NAD	~ NORTH AMERICAN DATUM
LLC	~ LIMITED LIABILITY COMPANY
O.R. BK.	~ OFFICIAL RECORDS BOOK
GPS	~ GLOBAL POSITIONING SYSTEM
POB	~ POINT OF BEGINNING
POC	~ POINT OF COMMENCEMENT



CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	173.00'	40°39'02"	122.74'	120.18'	N 29°04'38" E
C2	225.00'	28°48'11"	113.11'	111.92'	N 29°00'04" E

MULLINS, LLC
4900 BAYOU BOULEVARD, SUITE 200
PENSACOLA, FL 32503
(850) 462-8412

SURVEYOR:
RICKY B. SEARS, PLS - FL LICENSE # 4511
MULLINS, LLC
4900 BAYOU BLVD. SUITE 200
PENSACOLA, FL 32503
RICKY.SEARS@MULLINSLLC.NET
BUSINESS CERTIFICATE NO. LB 8349

ENGINEER:
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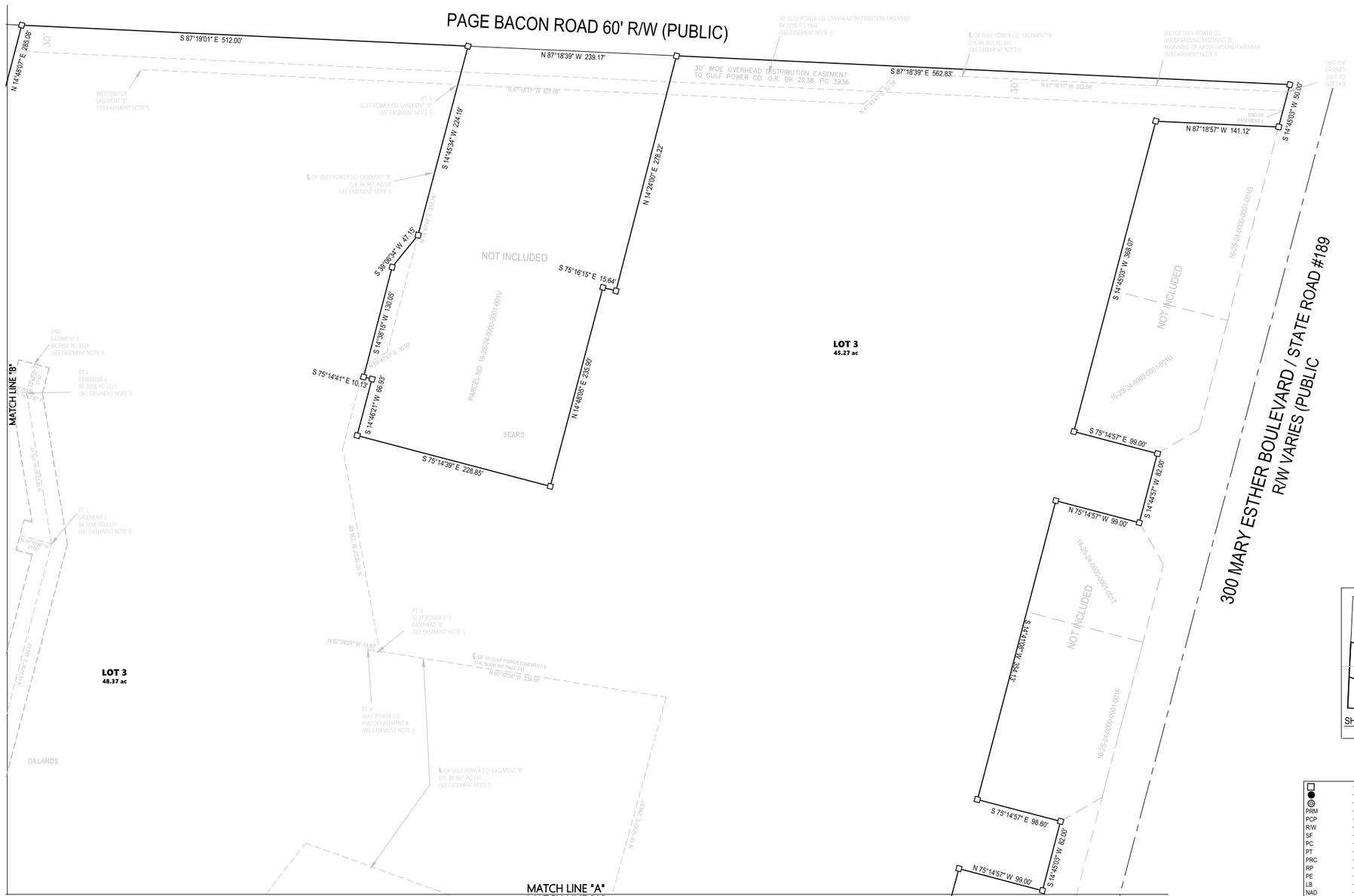
DEVELOPER/PROPERTY OWNER:
SRM-PE, LLC.
393 CANAL STREET, SUITE 288
NEW YORK. NEW YORK 10013
PH # (850) 842-2825

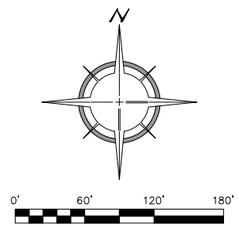
RESTATED CONSTRUCTION, OPERATING, AND RECIPROCAL EASEMENT AGREEMENT
OFFICIAL RECORDS DOCUMENT 3676492 **RECORDED** 3/14/2024

PLAT BOOK _____, **PAGE** _____

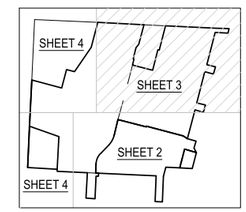
PRELIMINARY PLAT
MARKETPLACE ON MARY ESTHER

BEING A PORTION OF
SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST
OKALOOSA COUNTY, FLORIDA
ZONING: C2 FUTURE: COMMERCIAL
JANUARY 2026





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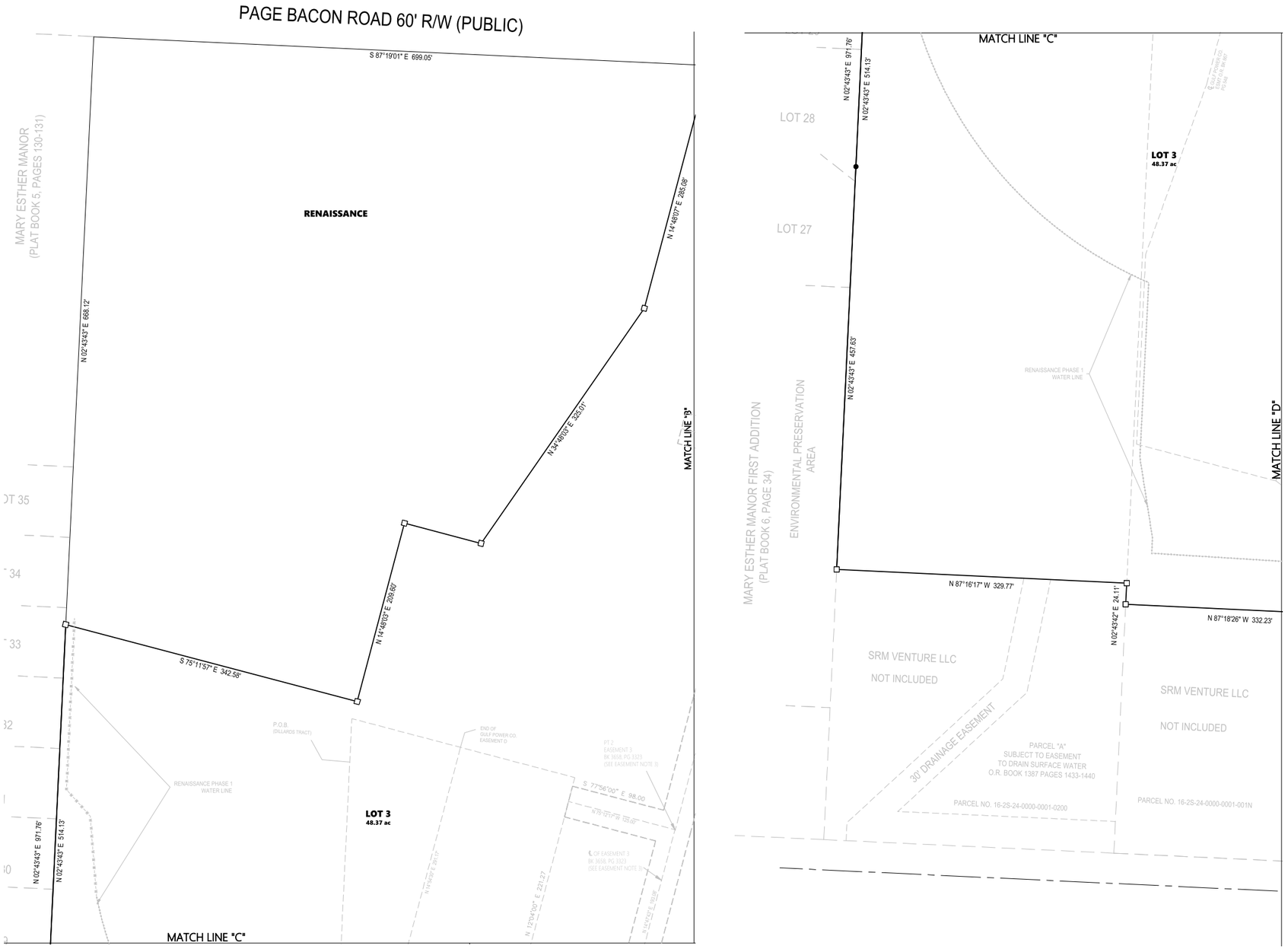
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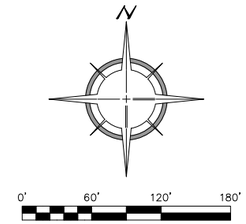
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OFFICIAL RECORDS DOCUMENT 3676492 RECORDED 3/14/2024

PLAT BOOK _____, PAGE _____

PRELIMINARY PLAT
MARKETPLACE ON MARY ESTHER

BEING A PORTION OF
SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST
OKALOOSA COUNTY, FLORIDA
ZONING: C2 FUTURE: COMMERCIAL
JANUARY 2026





SCALE = 1" = 60'

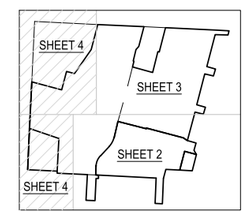
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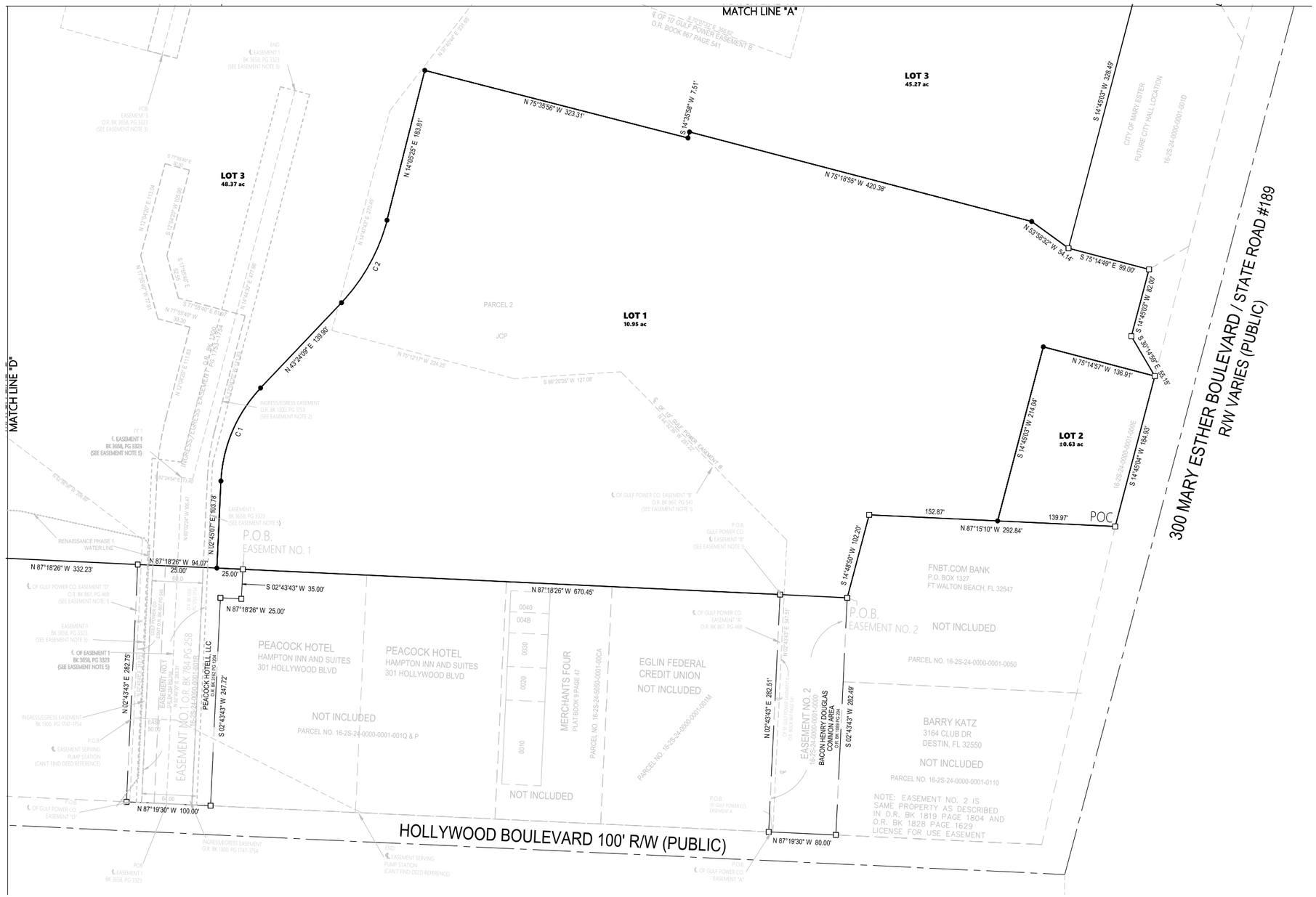
MULLINS, LLC
4900 BAYOU BOULEVARD, SUITE 200
PENSACOLA, FL 32503
(850) 462-8412

RESTATED CONSTRUCTION, OPERATING, AND RECIPROCAL EASEMENT AGREEMENT
OFFICIAL RECORDS DOCUMENT 3676492 RECORDED 3/14/2024

PLAT BOOK _____, PAGE _____

FINAL PLAT
OKALOOSA MARKET PLACE
A RE-PLAT OF THE SANTA ROSA MALL

BEING A PORTION OF
SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST
OKALOOSA COUNTY, FLORIDA
ZONING: C-2 , FUTURE LAND USE: COMMERCIAL
JANUARY 2026



0' 60' 120' 180'

SCALE = 1" = 60'

LEGEND:

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PENSACOLA, FL 32503
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SURVEYOR:
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PENSACOLA, FL 32503
(205) 937-9553 - TODD.WHEELER@MULLINSLLC.NET

DEVELOPER/PROPERTY OWNER:
XXXXXXXXXXXXX
XXXXXXXXX
XXXXXXXXX. FL 35XXX
PH # (XXX) XXX-XXXX

OWNERSHIP:
STREET RIGHT-OF-WAYS - PUBLIC
PARCEL A - GREEN SPACE / SIGN - PRIVATE - 1963 SQ. FT.

RESTATED CONSTRUCTION, OPERATING, AND RECIPROCAL EASEMENT AGREEMENT
OFFICIAL RECORDS DOCUMENT 3676492 RECORDED 3/14/2024

PLAT BOOK _____, PAGE _____

Chicago Title Insurance Company

February 6, 2026

Addressee:

PLAT PROPERTY INFORMATION REPORT

Proposed Plat of: Metes and bounds

In accordance with Section 177.041, Florida Statutes this will certify that Chicago Title Insurance Company has made a search of the Public Records of Okaloosa County, Florida, through February 05, 2026 at 8:00 AM on real property described and shown on the proposed plat which description reads as follows:

See Exhibit A attached hereto for Legal Description

As of the effective date of this report, the record title to the land described and shown on the proposed plat is in the name of SRM-SPE, LLC, a Delaware limited liability company by virtue of that Limited Warranty Deed recorded in Official Records Book 2458, Page 3410, Official Records Book 3589, Page 1619, Special Warranty Deed recorded in Official Records Book 2764, Page 3200; SRM Outparcel, LLC, a Florida limited liability company by virtue of that Warranty Deed recorded in Official Records Instrument No. 3740785. and SRM New Owner, LLC, a _____ limited liability company, by virtue of Official Records Book 3658, Page 3317.

The search has revealed the following:

1. Notice of Commencement recorded as Official Record Instrument No. 3751057.

2. Notice of Commencement recorded as Official Record Instrument No. 3768417.

3. Notice of Commencement recorded as Official Record Instrument No. 3776734.

4. Unrecorded Lease dated November 15, 1974 in favor of J.C. Penney Company, Inc., a Delaware corporation, Tenant, as evidenced by Memorandum of Lease recorded in Official Records Book 786, Page 573 and in Official Records Book 791, Page 147, as affected by Lease Term Agreement recorded in Official Records Book 862, Page 134; Supplemental Memorandum of Lease recorded in Official Records Book 896, Page 109; Supplemental Memorandum of Lease recorded in Official Records Book 1252, Page 971; and Memorandum of Lease Extension Agreement recorded in Official Records Book 3089, Page 3546.

5. Easements, restrictions, terms, conditions and provisions set forth in the Easements, Covenants and Restrictions Agreement by and between SRM-SPE, LLC, a Delaware limited liability company, and Emerald Beach Holdings, LLC, a Florida limited liability company, recorded in Official Records Book 3530, Page 1692.

6. Easements, restrictions, terms, conditions and provisions set forth in the Declaration of Easements by SRM-SPE, LLC, a Delaware limited liability company, recorded in Official Records Book 3609, Page 1253.

7. Terms, conditions, provisions and restrictions set forth in the Declaration of Party Wall and Reciprocal Easement Agreement by SRM-SPE, LLC, a Delaware limited liability company, recorded in Official Records Book 3609, Page 1316.

8. Easements reserved by The Higbee Company, LLC, a Delaware limited liability company, in Special Warranty Deed recorded in Official Records Book 3658, Page 3317.

9. Underground Easement for Electric Service granted to Gulf Power Company recorded in Official Records Book 867, Page 541.

10. Easement granted to Mercantile Properties, Inc., a Delaware corporation, as set forth in Limited Warranty Deed recorded in Official Records Book 1300, Page 1747.

11. Easements, restrictions, terms, covenants, conditions and other provisions set forth in the Amended and Restated Construction, Operating and Reciprocal Easement Agreement recorded in Official Records Book 1300, Page 1765, as affected by First Amendment to Amended and Restated Construction, Operating and Reciprocal Easement Agreement recorded in Official Records Book 3409, Page 3417; Assignment and Assumption of COREA recorded in Official Records Book 3658, Page 3326; and by Second Amendment to Amended and Restated Construction, Operating and Reciprocal Easement Agreement recorded as Official Records Instrument No. 3676492.

12. Reservations of oil, gas and other minerals as set forth in Special Warranty Deed given by Star Enterprise, a New York general partnership, recorded in Official Records Book 2192, Page 3707.

13. Overhead Distribution Easement granted to Gulf Power Company recorded in Official Records Book 2238, Page 3936.

14. Unrecorded Lease in favor of Ross Dress for Less, Inc., a Virginia corporation, Tenant, as evidenced by Memorandum of Lease recorded in Official Records Book 2695, Page 645.

15. Restriction and exclusive rights contained in the unrecorded Lease dated May 10, 2007 in favor of Panera, LLC, a Delaware limited liability company, as evidenced by Memorandum of Lease recorded in Official Records Book 2788, Page 1509.

16. Terms, conditions and provisions of the easement granted and described in the Termination and Modification of Easement Agreement by and between SRM Venture, LLC, a Delaware limited liability company, and SRM-SPE, LLC, a Delaware limited liability company, recorded in Official Records Book 2801, Page 1409, as corrected by Correction Termination and Modification of Easement Agreement recorded in Official Records Book 2851, Page 3091.

17. Exclusive rights contained in the unrecorded Ground Lease dated September 28, 2006 in favor of Starbucks Corporation, a Washington corporation, as evidenced by Memorandum of Lease recorded in Official Records Book 2841, Page 2971.

18. Easements, restrictions, terms, conditions and provisions set forth in the Easements, Covenants and Restrictions Agreement by and between SRM-SPE, LLC, a Delaware limited liability company, and Mazlehurst, LLC, a Georgia limited liability company, recorded in Official Records Book 3271, Page 3556.

19. Restrictions, terms and conditions of the Pad Sites Restriction Agreement by and between SRM-SPE, LLC, a Delaware limited liability company, and Mazlehurst, LLC, a Georgia limited liability company, recorded in Official Records Book 3271, Page 3577.

20. Easements, restrictions, terms, conditions and provisions set forth in the Easements, Covenants and Restrictions Agreement by and between SRM-SPE, LLC, a Delaware limited liability company, and Retail Partners Santa, LLC, a Tennessee limited liability company, recorded in Official Records Book 3279, Page 1214, as supplemented by the Agreement Regarding Delivery of Lease Documents by and between the said parties as evidenced by the Memorandum of Agreement recorded in Official Records Book 3279, Page 1239.

21. Easements, restrictions, terms, conditions and provisions set forth in the Easement, Covenants and Restrictions Agreement by and between SRM-SPE, LLC, a Delaware limited liability company, and Orion SRB LLC, a Florida limited liability company, recorded in Official Records Book 3316, Page 2520.

22. Easements, restrictions, terms, conditions and provisions set forth in the Easements, Covenants and Restrictions Agreement by and between SRM-SPE, LLC, a Delaware limited liability company, and Regions Bank, an Alabama state banking corporation, recorded in Official Records Book 3318, Page 1321.

23. Declaration of Restrictions recorded in Official Records Book 3609, Page 1289.

24. Proof of payment, satisfactory to the Company, of taxes for the year(s) 2025 in the gross amount of $5,589.31 under Tax Folio Number: 16-2S-24-0000-0001-001E.

NOTE: 2025 Real Property Taxes in the gross amount of $87,558.51 are Paid, under Tax I.D. No. 16-2S-24-0000-0001-001A.

NOTE: 2025 Real Property Taxes in the gross amount of $11,295.43 are Paid, under Tax I.D. No. 16-2S-24-0000-0001-001W.

NOTE: 2025 Real Property Taxes in the gross amount of $30,921.55 are Paid, under Tax I.D. No. 16-2S-24-0000-0001-001H.

NOTE: 2025 Real Property Taxes in the gross amount of $25,077.07 are Paid, under Tax I.D. No. 16-2S-24-0000-0001-001I.

NOTE: 2025 Real Property Taxes in the gross amount of $10,798.00 are Paid, under Tax I.D. No. 16-2S-24-0000-0001-001J.

NOTE: 2025 Real Property Taxes in the gross amount of $28,277.59 are Paid, under Tax I.D. No. 16-2S-24-0000-0001-001C.

Chicago Title Insurance Company

Public Records shall be defined herein as those records currently established under the Florida Statutes for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without knowledge.

This report shows only matters disclosed in the aforesaid Public Records, and it does not purport to insure or guarantee the validity or sufficiency of any documents noted herein; nor have the contents of any such documents been examined for references to other liens or encumbrances. This report is not to be construed as an opinion, warranty, or guarantee of title or other similar assurance, nor as a title insurance policy; and its effective date shall be the date above specified through which the Public Records were searched. This Report is being provided for the use and benefit of the above Addressee only, and it may not be used or relied upon by any other party. This Report may not be used for the purpose of issuing a title insurance commitment or policy.

This Report is not title insurance. Pursuant to s. 627.7843, Florida Statutes, the maximum liability of the issuer of this property information report for errors or omissions in this property information report is limited to the amount paid for this property information report, and is further limited to the person(s) expressly identified by name in the property information report as the recipient(s) of the property information report.

File No.: 12865569

By: Angela White

Authorized Signature

Exhibit “A”

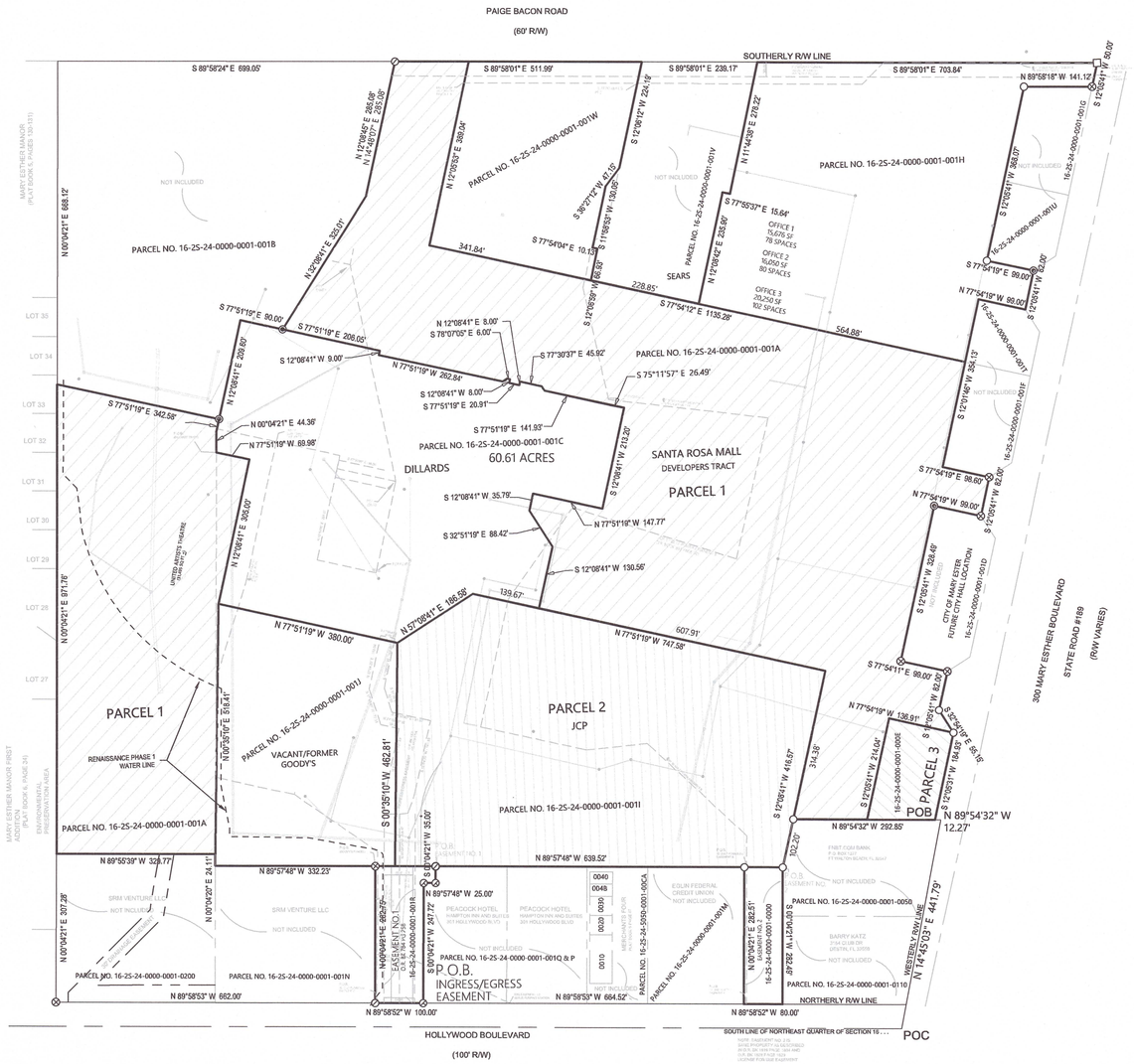
COMMENCE AT THE INTERSECTION OF THE SOUTH LINE OF THE NORTHEAST CORNER OF SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST, OKALOOSA COUNTY FLORIDA, AND THE WESTERLY RIGHT OF WAY LINE OF STATE ROAD 189 (MARY ESTHER CUT-OFF); THENCE GO N 14°45'03" E ALONG SAID WESTERLY RIGHT OF WAY LINE 441.79 FEET; THENCE GO N 87°15'10" W 12.28 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N 87°15'10" W 292.85 FEET; THENCE GO S 14°48'50" W 102.20 FEET; THENCE GO N 87°18'26" W 1176.75'; THENCE GO N 02°43'42" E 24.11 FEET; THENCE GO N 87°16'17" W 329.77 FEET; THENCE GO N 02°43'43" E 971.76 FEET; THENCE GO S 75°11'57" E 342.58 FEET; THENCE TO N 14°48'03" E 209.60 FEET; THENCE GO S 75°11'57" E 90.00 FEET; THENCE GO N 34°48'03" E 325.01 FEET; THENCE GO N 14°48'07" E 285.08 FEET TO THE SOUTH RIGHT OF WAY LINE OF PAGE BACON ROAD; THENCE GO S 87°18'58" E ALONG SAID RIGHT OF WAY LINE 511.99 FEET; THENCE GO S 14°45'34" W 224.19 FEET; THENCE GO S 39°06'43" W 47.14 FEET; THENCE GO S 14°38'15" W 130.05 FEET; THENCE GO S 75°13'16" E 9.47 FEET; THENCE GO S 14°12'14" W 66.99 FEET; THENCE GO S 75°14'19" E 228.85 FEET; THENCE GO N 14°52'14" E 235.98 FEET; THENCE GO S 75°11'21" E 15.62 FEET; THENCE GO N 14°24'16" E 278.24 FEET TO THE SOUTH RIGHT OF WAY LINE OF PAGE BACON ROAD; THENCE GO S 87°18'39" E ALONG SAID RIGHT OF WAY LINE 703.84 FEET TO THE ABOVE MENTIONED WESTERLY RIGHT OF WAY LINE OF STATE ROAD 189; THENCE GO S 14°45'16" W ALONG SAID LINE 50.00 FEET; THENCE GO N 87°18'56" W 141.12 FEET; THENCE GO S 14°45'03" W 368.07 FEET; THENCE GO S 75°14'57" E 99.00 FEET TO SAID WESTERLY RIGHT OF WAY LINE; THENCE GO S 14°44'49" W ALONG SAID LINE 81.98 FEET; THENCE GO N 75°15'29" W 99.00 FEET; THENCE GO S 14°41'08" W 354.13 FEET; THENCE GO S 75°14'57" E 98.60 FEET TO SAID WESTERLY RIGHT OF WAY LINE; THENCE GO S 14°45'03" W ALONG SAID LINE 82.00 FEET; THENCE GO N 75°14'57" W 99.00 FEET; THENCE GO S 14°41'10" W 328.49 FEET; THENCE GO S 75°14'49" E 99.00 FEET; THENCE GO S 14°45'03" W 82.00 FEET; THENCE GO S 30°14'57' E 55.15 FEET TO SAID WESTERLY RIGHT OF WAY LINE; THENCE GO S 14°44'53" W 184.92 FEET TO THE POINT OF BEGINNING.

SCALE – 1’ = 150’

LEGEND

- ○ - 1/2" ROD FOUND
- ◎ - NAIL AND DISK FOUND, # 2355
- ◉ - NAIL AND DISK FOUND, 8011 PCP
- ◉ - NAIL AND DISK FOUND
- ○ - 1/2 " CAPPED ROD, ILLEGIBLE
- ○ - 1/2 " CAPPED ROD FOUND, # 7584
- ○ - 1/2 " CAPPED ROD FOUND, #2355
- ⊛ - 5/8 " IRON ROD FOUND
- □ - CONCRETE MONUMENT FOUND

POB - POINT OF BEGINNING
POC - POINT OF COMMENCEMENT
R/W - RIGHT-OF-WAY
SEC - SECTION
O R - OFFICIAL RECORD
S/D - SUBDIVISION



SURVEYOR NOTES

A SURVEY DOES NOT DETERMINE OWNERSHIP OF PROPERTY.

THE BEARINGS SHOWN HEREON ARE BASED ON A BEARING OF S 87°18'39" E ALONG THE SOUTH RIGHT OF WAY LINE OF PAGE BACON ROAD PER THE FLORIDA STATE PLANE COORDINATE SYSTEM, NAD 83-90/11 FLORIDA NORTH ZONE.

THE INFORMATION SHOWN HEREON IS BASED ON DEEDS OF RECORD, PREVIOUS SURVEYS OF THE SUBJECT PROPERTY, AND FIELD EVIDENCE.

NO STRUCTURES WERE LOCATED FOR THE PURPOSE OF THIS SURVEY.

THIS SURVEY WAS PREPARED PER THE FLORIDA STANDARDS OF PRACTICE FOR LAND SURVEYING, CHAPTER 5J-17 FLORIDA ADMINISTRATIVE CODE.

DESCRIPTION

LEGAL DESCRIPTION: PARCEL 1 - DEVELOPERS TRACT

COMMENCE AT THE INTERSECTION OF THE SOUTH LINE OF THE NORTHEAST ¼ OF SECTION 16, T 2 S, R 24 W, AND THE WESTERLY RIGHT OF WAY OF STATE ROAD #189 (MARY ESTHER CUT OFF); THENCE N 12°01'20" E ALONG SAID WESTERLY R/W OF STATE ROAD #189 A DISTANCE OF 441.79 FT.; THENCE N 89°58'53" W A DISTANCE OF 152.24 FT. TO THE POINT OF BEGINNING ; THENCE CONTINUE N 89°58'53" W A DISTANCE OF 152.87 FT.; THENCE S 12°05'10" W A DISTANCE OF 102.19 FT.; THENCE S 89°57'51" W A DISTANCE OF 1176.75 FT.; THENCE DUE NORTH A DISTANCE OF 24.11 FT.; THENCE DUE WEST A DISTANCE OF 329.77 FT. TO A POINT ON THE BOUNDARY LINE OF MARY ESTHER MANOR FIRST ADDITION AS RECORDED IN PLAT BOOK 6, PAGE 34; THENCE DUE NORTH ALONG SAID BOUNDARY A DISTANCE OF 971.76 FT.; THENCE S 77°55'40" E A DISTANCE OF 342.58 FT.; THENCE S 12°04'20" W A DISTANCE OF 25.00 FT.; THENCE DUE SOUTH A DISTANCE OF 44.28 FT.; THENCE S 77°55'40" E A DISTANCE OF 70.00 FT.; THENCE S 12°04'20" W A DISTANCE OF 305.00 FT.; THENCE S 77°55'40" E A DISTANCE OF 380.0 FT.; THENCE N 57°04'20" E A DISTANCE OF 186.58 FT.; THENCE S 77°55'40" E A DISTANCE OF 139.67 FT.; THENCE N 12°04'20" E A DISTANCE OF 130.56 FT.; THENCE N 32°55'40" W A DISTANCE OF 88.42 FT.; THENCE N 12°04'20" E A DISTANCE OF 35.79 FT.; THENCE S 77°55'40" E A DISTANCE OF 147.77 FT.; THENCE N 12°04'20" E A DISTANCE OF 213.20 FT.; THENCE N 77°55'40" W A DISTANCE OF 168.42 FT. TO THE BEGINNING OF A CURVE TO THE RIGHT (CONCAVE TO THE NORTHEAST) HAVING A RADIUS OF 8.00 FT.; AND A CENTRAL ANGLE OF 90°; THENCE NORTHWESTERLY ALONG SAID CURVE A DISTANCE OF 12.57 FT. TO A POINT MARKING THE END OF SAID CURVE (CHORD BEARING N 32°55'40" W, CHORD DISTANCE 11.31 FT.); THENCE N 77°55'40" W A DISTANCE OF 45.89 FT.; THENCE S 12°04'20" W A DISTANCE OF 8.00 FT.; THENCE N 77°55'40" W A DISTANCE OF 20.91 FT.; THENCE N 12°04'20" E A DISTANCE OF 8.00 FT.; THENCE N 77°55'40" W A DISTANCE OF 6.00 FT. TO A POINT ON A CURVE TO THE RIGHT (CONCAVE TO THE NORTHWEST) HAVING A RADIUS OF 8.00 FT. AND A CENTRAL ANGLE OF 90°; THENCE SOUTHWESTERLY ALONG SAID CURVE A DISTANCE OF 12.57 FT. TO A POINT MARKING THE END OF SAID CURVE (CHORD BEARING S 57°04'20" W, CHORD DISTANCE 11.31 FT.); THENCE N 77°55'40" W A DISTANCE OF 262.84 FT.; THENCE N 12°04'20" E A DISTANCE OF 9.00 FT.; THENCE N 77°55'40" W A DISTANCE OF 206.05 FT.; THENCE N 32°04'20" E A DISTANCE OF 325.01 FT.; THENCE N 12°04'20" E A DISTANCE OF 285.13 FT. TO THE SOUTHERLY R/W OF PAIGE BACON ROAD (60' R/W); THENCE N 89°57'38" E ALONG SAID R/W A DISTANCE OF 1454.99 FT. TO THE WESTERLY R/W OF AFORESAID STATE ROAD NO. 189; THENCE S 12°01'20" W ALONG SAID R/W A DISTANCE OF 50.0 FT.; THENCE S 89°57'21" W A DISTANCE OF 141.12 FT.; THENCE S 12°01'20" W A DISTANCE OF 200.0 FT.; THENCE S 77°58'40" E A DISTANCE OF 138.0 FT. TO THE AFORESAID R/W OF STATE ROAD #189; THENCE S 12°01'20" W ALONG SAID R/W A DISTANCE OF 129.07 FT.; THENCE S 57°01'20" W ALONG SAID R/W A DISTANCE OF 55.15 FT.; THENCE S 12°01'20" W ALONG SAID R/W A DISTANCE OF 82.0 FT.; THENCE S 32°58'40" E ALONG SAID R/W A DISTANCE OF 55.15 FT.; THENCE S 12°01'20" W ALONG SAID R/W A DISTANCE OF 92.57 FT.; THENCE N77°58'40" W A DISTANCE OF 132.60 FT. TO THE BEGINNING OF A CURVE TO THE LEFT (CONCAVE TO THE SOUTHEAST) HAVING A RADIUS OF 5.00 FT. AND A CENTRAL ANGLE OF 90°; THENCE SOUTHWESTERLY ALONG SAID CURVE A DISTANCE OF 7.85 FT. TO A POINT MARKING THE END OF SAID CURVE (CHORD BEARING S 57°01'20" W, CHORD DISTANCE 7.07 FT.); THENCE S 12°01'20" W A DISTANCE OF 217.57 FT.; THENCE S 77°58'40" E A DISTANCE OF 98.60 FT. TO THE AFORESAID R/W OF STATE ROAD #189; THENCE S 12°01'20" W ALONG SAID R/W A DISTANCE OF 82.0 FT.; THENCE N 77°58'40" W A DISTANCE OF 99.00 FT.; THENCE S 12°01'20" W A DISTANCE OF 328.49 FT.; THENCE S 77°58'40" E A DISTANCE OF 99.00 FT. TO THE AFORESAID R/W OF STATE ROAD #189; THENCE S 12°01'20" W ALONG SAID R/W A DISTANCE OF 82.00 FT.; THENCE S 32°58'40" E ALONG SAID R/W A DISTANCE OF 55.15 FT.; THENCE N 77°58'40" W A DISTANCE OF 136.91 FT.; THENCE S 12°01'20" W A DISTANCE OF 214.04 FT. TO THE POINT OF BEGINNING. CONTAINS 53.51 ACRES MORE OR LESS. BEARINGS BASED ON BEARING OF N 12°01'20" E ALONG THE WESTERLY R/W OF MARY ESTHER CUT OFF (S.R. #189). ALL LYING AND BEING IN SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST, OKALOOSA COUNTY, FLORIDA. TOGETHER WITH 2 NON EXCLUSIVE ACCESS EASEMENTS HEREON DESCRIBED AS EASEMENTS NO. 1 AND NO. 2.

LEGAL DESCRIPTION: PARCEL 2 - JCPENNY PARCEL

COMMENCE AT THE INTERSECTION OF THE SOUTH LINE OF THE NORTHEAST CORNER OF SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST, OKALOOSA COUNTY FLORIDA, AND THE WESTERLY RIGHT OF WAY LINE OF STATE ROAD 189 (MARY ESTHER CUT-OFF); THENCE GO N 14°45'03" E ALONG SAID WESTERLY RIGHT OF WAY LINE 441.79 FEET; THENCE GO N 87°15'10" W 12.27 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N 87°15'10" W 152.87 FEET; THENCE GO S 14°48'50" W 102.20 FEET; THENCE GO N 87°18'26" W 750.45 FEET; THENCE GO N 02°45'07" E 103.78 FEET TO A POINT OF CURVATURE OF A CURVE TO THE RIGHT HAVING A RADIUS OF 173.00 FEET; THENCE GO NORTHEASTERLY ALONG SAID CURVE 55.09 FEET TO A POINT; SAID CURVE HAS A CENTRAL ANGLE OF 18°14'45' WITH A CHORD BEARING AND DISTANCE OF N 11°52'30" E FOR 54.86 FEET; THENCE GO S 89°00'08" E 10.64 FEET; THENCE GO S 85°47'26" E 76.70 FEET; THENCE GO N 52°39'56" E 43.23 FEET; THENCE GO N 14°45'55" E 432.19 FEET; THENCE GO S 75°35'56" E 323.31 FEET; THENCE GO N 14°35'58" E 7.51 FEET; THENCE GO S 75°18'55" E 420.38 FEET; THENCE GO S 53°58'32" E 54.14 FEET; THENCE GO S 75°14'49" E 99.00 FEET; THENCE GO S 14°45'03" W 82.00 FEET; THENCE GO S 30°14'57" E 55.15 FEET; THENCE GO S 14°45'03" W 187.26 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 10.75 ACRES.

LEGAL DESCRIPTION: PARCEL 3 - TEXACO PARCEL

COMMENCE AT THE INTERSECTION OF THE SOUTH LINE OF THE NORTHEAST ¼ OF SECTION 16, T-2-S, R-24-W, AND THE WESTERLY R/W OF STATE ROAD #189 (MARY ESTHER CUT-OFF); THENCE N-12°01'20"-E ALONG SAID WESTERLY R/W A DISTANCE OF 441.79 FT.; THENCE N-89°58'53"-W ALONG SAID R/W A DISTANCE OF 12.27 FT. TO THE P.O.B.; THENCE CONTINUE N-89°58'53"-W A DISTANCE OF 139.97 FT.; THENCE N-12°01'20"-E A DISTANCE OF 214.04 FT.; THENCE S-77°58'40"-E A DISTANCE OF 136.91 FT. TO THE AFORESAID R/W OF STATE ROAD #189; THENCE S-12°01'20"-W ALONG SAID R/W A DISTANCE OF 184.93 FT. TO THE P.O.B.. SAID TRACT CONTAINS 0.63 ACRES MORE OR LESS. BEARINGS BASED ON BEARING ON N-12°01'20"-E ALONG THE WESTERLY R/W OF STATE ROAD #189. ALL LYING AND BEING IN SECTION 16, T-2-S, R-24-W, OKALOOSA COUNTY, FLORIDA.

EASEMENT DESCRIPTIONS:

EASEMENT NO. 1 (A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS OF VEHICULAR AND PEDESTRIAN TRAFFIC).

COMMENCE AT THE INTERSECTION OF THE SOUTH LINE OF THE NORTHEAST 1/4 OF SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST, AND THE WESTERLY RIGHT OF WAY OF STATE ROAD #189 (MARY ESTHER CUT-OFF); THENCE NORTH 12 DEGREES 01 MINUTES 20 SECONDS EAST ALONG SAID WESTERLY RIGHT OF WAY OF STATE ROAD #189 A DISTANCE OF 441.79 FEET; THENCE NORTH 89 DEGREES 58 MINUTES 53 SECONDS WEST A DISTANCE OF 152.24 FEET; THENCE CONTINUE NORTH 89 DEGREES 58 MINUTES 53 SECONDS WEST A DISTANCE OF 152.87 FEET; THENCE SOUTH 12 DEGREES 05 MINUTES 10 SECONDS WEST A DISTANCE OF 102.19 FEET; THENCE DUE SOUTH A DISTANCE OF 282.49 FEET TO THE NORTHERLY RIGHT OF WAY OF HOLLYWOOD BOULEVARD (100 FOOT RIGHT OF WAY); THENCE SOUTH 89 DEGREES 56 MINUTES 47 SECONDS WEST ALONG SAID RIGHT OF WAY A DISTANCE OF 80.0 FEET; THENCE DUE NORTH A DISTANCE OF 282.51 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 51 SECONDS WEST A DISTANCE OF 639.52 FEET TO THE POINT OF BEGINNING; THENCE DUE SOUTH A DISTANCE OF 35.0 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 51 SECONDS WEST A DISTANCE OF 25.0 FEET; THENCE DUE SOUTH A DISTANCE OF 247.72 FEET TO THE NORTHERLY RIGHT OF WAY OF HOLLYWOOD BOULEVARD (100 FOOT RIGHT OF WAY); THENCE SOUTH 89 DEGREES 56 MINUTES 47 SECONDS WEST ALONG SAID RIGHT OF WAY A DISTANCE OF 100.00 FEET; THENCE DUE NORTH A DISTANCE OF 282.75 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 51 SECONDS EAST A DISTANCE OF 125.00 FEET TO THE POINT OF BEGINNING; BEARINGS BASED ON BEARING OF NORTH 12 DEGREES 01 MINUTES 20 SECONDS EAST ALONG THE WESTERLY RIGHT OF WAY OF MARY ESTHER CUT-OFF (S.R. #189); ALL LYING AND BEING IN SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST, OKALOOSA COUNTY, FLORIDA.

AND

EASEMENT NO. 2 (A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS OF VEHICULAR AND PEDESTRIAN TRAFFIC)

COMMENCE AT THE INTERSECTION OF THE SOUTH LINE OF THE NORTHEAST 1/4 OF SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST, AND THE WESTERLY RIGHT OF WAY OF STATE ROAD #189 (MARY ESTHER CUT-OFF); THENCE NORTH 12 DEGREES 01 MINUTES 20 SECONDS EAST ALONG SAID WESTERLY RIGHT OF WAY OF STATE ROAD #189 A DISTANCE OF 441.79 FEET; THENCE NORTH 89 DEGREES 58 MINUTES 53 SECONDS WEST A DISTANCE OF 152.24 FEET; THENCE CONTINUE NORTH 89 DEGREES 58 MINUTES 53 SECONDS WEST A DISTANCE OF 152.87 FEET; THENCE SOUTH 12 DEGREES 05 MINUTES 10 SECONDS WEST A DISTANCE OF 102.19 FEET TO THE POINT OF BEGINNING; THENCE DUE SOUTH A DISTANCE OF 282.49 FEET TO THE NORTHERLY RIGHT OF WAY OF HOLLYWOOD BOULEVARD (100 FOOT RIGHT OF WAY); THENCE SOUTH 89 DEGREES 56 MINUTES 47 SECONDS WEST ALONG SAID RIGHT OF WAY A DISTANCE OF 80.0 FEET; THENCE DUE NORTH A DISTANCE OF 282.51 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 51 SECONDS EAST A DISTANCE OF 80.0 FEET TO THE POINT OF BEGINNING; BEARINGS BASED ON BEARING OF NORTH 12 DEGREES 01 MINUTES 20 SECONDS EAST ALONG THE WESTERLY RIGHT OF WAY OF MARY ESTHER CUT-OFF (S.R. #189); ALL LYING AND BEING IN SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST, OKALOOSA COUNTY, FLORIDA.

SURVEYOR'S CERTIFICATE

10/23/25

RICKY B. SEARS
PROFESSIONAL LAND SURVEYOR
FLORIDA LICENSE NO. 4511

RICKY B. SEARS CERTIFICATE No. 4511 STATE OF FLORIDA PROFESSIONAL LAND SURVEYOR

UNLESS IT BEARS THE ORIGINAL (OR DIGITAL) SIGNATURE & SEAL OF THE FLORIDA LICENSED LAND SURVEYOR NAMED ABOVE, THIS DRAWING, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

REVISIONS
Date: ---

MULLINS, LLC
CIVIL ENGINEERING, DEVELOPMENT DESIGN
LAND SURVEYING
4900 Bayou Blvd. Suite 200, Pensacola, FL 32503
(850) 462-8412

BOUNDARY SURVEY

A PARCEL IN SECTION 16, TOWNSHIP 2 SOUTH, RANGE 24 WEST, OKALOOSA COUNTY, FLORIDA

JOB NO. 23-170-1P
DATE: 10/17/2025
DRAWN BY: JWW
CHECKED BY: RBS

SHEET NUMBER
1

5200 Belfort Road
Suite 220
Jacksonville, FL 32256
Phone: 904.332.0999
Fax: 904.332.0997

February 13, 2025

City of Mary Esther
195 Christobal Rd
North Mary Esther,
Florida 32569
(850)-362-7749



RE: PDO Amendment
General Site Adjustments

To whom it may concern:

On behalf of SRM-SPE LLC, we are pleased to submit our PDO amendment for the proposed commercial grocery store and fuel station located at 300 & 260 Mary Esther Blvd, Mary Esther Florida. Please find the following attachments alongside this request.

- Wet signed and sealed civil sheets.
  - Site dimension plan, Site grading plan, Composite utility plan. (3 sets)
- Email correspondence.
- Cover letter.
- DO application sent by SRM-SPE LLC. Signed and notarized.

This request is to amend the PDO approval for the general commercial grocery store. All site changes are noted on each civil sheets with a clouded box and corresponding note explaining its reconfiguration.

Please feel free to contact us at 904-332-0999 if additional information is needed for your review process.

Sincerely,
CPH, LLC

Kayla Sheffield, P.E.
904-332-0999
ksheffield@cphcorp.com

Kyle Zellner
904-332-0999
kzellner@cphcorp.com

Jack Enstrom, P.E
407-322-6841
jack.enstrom@cphcorp.com

CITY OF MARY ESTHER COMMUNITY DEVELOPMENT DEPARTMENT
195 N. Christobal Road, Mary Esther, Florida 32569
Telephone (850) 243-3566
Fax (850) 243 0736
Email: Code@Cityofmaryesther.com
www.CityofMaryEsther.com

received 2/13/26 10:45 am TR

AMENDMENT TO EXISTING APPROVED PDO - BIG BOX RETAIL

DEVELOPMENT ORDER APPLICATION

*FOR MAJOR/MINOR COMMERCIAL, SUBDIVISION, SINGLE FAMILY RESIDENTIAL, DRI

REQUIRED ATTACHMENTS (to include Checklists for Minor and Major Dev. In Article 17)

Preliminary Development Plans (For Preliminary Development Order)

- ☐ Application
- ☐ Application fee
- ☐ Preliminary Plat (If subdividing unplatted land to make 3 or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land per F.S. 177.031)
- ☐ Preliminary Development Plans (11" X 17" plans; scale of 1" equaling 100' for minor developments only)
  - ☐ Scaled Preliminary Site Plan with impervious calculations (Provide required elements listed in LDC *Sec. 2.06.01)*
  - ☐ Scaled Preliminary Landscape Plan (Provide required elements listed in LDC Sec. 12.05.04)
  - ☐ Topographic Survey and Grading Plans including perimeter grading
  - ☐ Soils Map with locations of soil borings or percolation tests
  - ☐ Tree Survey (Showing location and identity of all protected trees)
  - ☐ Vicinity Map showing the location of the proposed Planned Development (PUD/PMDD Only)
  - ☐ Location of Environmentally Sensitive Lands / Wetlands/ Important Natural Features if applicable
    - ☐ Master Plan (drawn at scale See LDC Sec. 7.15.06/07; PUD/PMDD, or any development done in phases; Preliminary Master Plan is approved by City Council with Rezone, if there are significant changes to the Approved Preliminary Master Plan, the Final Master Plan will need to be approved by City Council, otherwise it is administratively approved based on the Approved Preliminary Master Plan; see revision procedures [LDC Sec. 7.15.06.5/07.5])
  - ☐ Proposed Open Space with calcs., types of activities/ amenities where applicable
  - ☐ Table Showing acreage for each category of land use (PUD/PMDD Only)
  - ☐ Table of proposed max. and average densities for residential/Intensities (FAR) for non-residential (PUD/PMDD Only)
  - ☐ Preliminary Utility Service Plan (PUD/PMDD Only)
  - ☐ Development Agreement per F.S. 163.3227
  - ☐ Preliminary Statement for legal instruments for the management of common areas, streets, infrastructure to be included in Development Agreement (PUD/PMDD)
  - ☐ Signage Plan (location and sizes of proposed signs; PUD/PMDD Only)
  - ☐ Architectural Elevations of all proposed buildings
  - ☐ Construction Phase Lines
  - ☐ Cross sections and specs. of all proposed pavements
- ☐ Ownership Disclosure form (Additional documentation required if the property owner is a trust or corp.)
- ☐ Owner Authorization Form (Required if the applicant and/or consultant is not the property owner)
- ☐ Detailed narrative/ Statement of Objectives (As an attachment)
- ☐ Legal Description of Subject Property
- ☐ Property Deed
- ☐ Three (3) sets of wet signed/sealed boundary surveys (not older than 5 years) showing all proposed construction, easements, utilities, buildings, structures, encroachments, deed restrictions, and building setbacks.
- ☐ Signed Affidavit of Understanding
- ☐ Proof of Water and Sewer Tap. This can be obtained from the City of Mary Esther Water and Sewer Dept.
- ☐ Copy of Restrictive Covenants (Subdivisions/PUD/PMDD)
- ☐ Aerial Photograph (Color, 8.5" X 11")
- ☐ Owner/Builder affidavit if the property owner is acting as the general contractor.

DEVELOPMENT ORDER APPLICATION

Final Development Plans (For Final Development Order)

- ☐ Three (3) sets of Original Final Development Plans; certified, wet signed and sealed by Florida Registered Design Professional (Arch. Or Eng.) Copied/Digital professional signatures will not be accepted.
- ☐ Final Plat (If subdividing unplatted land to make 3 or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land per F.S. 177.031)
- ☐ Final Scaled Site Plan (Provide required elements listed in LDC *Sec. 2.07.01*) wet signed and sealed by Florida Registered Design Professional
  - ☐ Final Scaled Landscape Plan (Provide required elements listed in LDC Sec. 12.05.04)
  - ☐ Final Stormwater Plan/ Utility Service Plan (Cert. by FL. Engineer that meets City's level of service for drainage *LDC Sec. 15.02.04*)
- ☐ Final Statement of objectives (PUD/PMDD Only)
- ☐ Substance of covenants, grants, easements or restrictions and other legal documents (PUD/PMDD/Subdivisions/Lot Splits)
- ☐ Final Statement for legal instruments for the management of common areas, streets, infrastructure to be included in Development Agreement (PUD/PMDD)
- ☐ Completion of Data and Analysis Requirements- Concurrency

Facility Capacity Impact Assessments

a. Transportation Assessment
b. Utility Assessments
c. School Capacity Assessment

- ☐ Three (3) sets of wet signed and sealed Certified Foundation Survey (if applicable, req. prior to vertical construction)
- ☐ Concurrency Evaluation Review Fee
- ☐ Site Plan Review Fees / Inspection Fees
- ☐ Demolition Permit (if demolishing an existing structure)
- ☐ Pre-Construction Elevation Certificate
- ☐ As-Built Elevation Certificate

CPH, LLC IS SUBMITTING FOR A FINAL DEVELOPMENT ORDER FOR THE APPROVED PDO.

A PDO AMENDMENT IS BEING SUBMITTED TO ADJUST PROPOSED BUILDING SIZE FOR THE PARCEL.

DEVELOPMENT ORDER APPLICATION

ALL INFORMATION MUST BE PROVIDED FOR APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND RETURNED TO APPLICANT

DELIVERY METHODS

Completed forms and all the above required attachments may be sent via:

- **E-mail:** Code@cityofmaryesther.com
- **Hand delivery:** City of Mary Esther, N. 195 Christobal Rd, Mary Esther, Florida 32569
- **Mail: CITY OF MARY ESTHER COMMUNITY DEVELOPMENT DIVISION**
  ATTN: LESLIE WRIGHT
  195 CHRISTOBAL RD, NORTH
  MARY ESTHER, FLORIDA 32569

APPLICATION TYPES/FEES

☒ **Commercial Major Development Site Plan (Major Site Plan)**	$250.00
☐ **Commercial Minor Development Site Plan (Minor Site Plan)**	$250.00
☒ **Commercial Major Dev. Site Plan Review**	$150.00
☐ **Commercial Minor Site Plan Review**	$30.00
☒ **Boundary Survey Review**	$15.00
☒ **Site Inspection**	$20.00
☒ **Final Inspection**	$30.00
☐ **Re Inspection (If Required)**	$20.00

*Plus Expenses for advertising, mailing, Impact Fees, Building permit fees or other administrative fees.....At cost

☐ **Subdivision Site Plan/ PUD/ PMDD**	$250.00
☐ **Each Parcel/ Lot, over twenty (20), within the subdivision**	$5.00
☐ **Residential Site Plan Review**	$15.00
☐ **Boundary Survey Review**	$15.00
☐ **Site Inspection**	$20.00
☐ **Final Inspection**	$30.00
☐ **Re Inspection (If Required)**	$20.00

*Plus Expenses for advertising, mailing, Impact Fees, Building permit fees or other administrative fees.....At cost

☐ **Concurrency Evaluation Review- Multi-family, per building**	$100.00
☒ **Concurrency Evaluation Review- Commercial, per building**	$100.00
☐ **Concurrency Evaluation Review- Single-Family Home**	$100.00
☒ **Elevation Certificate Review**	$15.00
☒ **Foundation Survey Review**	$15.00
☒ **Modifications, amendments, corrections of plans**	$10.00/ per sheet

*Demolition permit fees shall be paid with the Demolition Permit

☐ **DEVELOPMENTS OF REGIONAL IMPACT** (DRI)- Site Plan*	$750.00
☐ Each Parcel/ Lot and/ or each one hundred square foot area	$5.00

*Expenses for advertising, mailing, travel (at state rates), Impact Fees, Building Permit fees, or other administrative fees.....At cost

chapter 28-24, Florida Administrative Code; **380.06 Developments of regional impact.**—380.0651 **Statewide guidelines, standards, and exemptions.**—

PROJECT

PROJECT NAME: RETAIL COMMERCIAL GROCERY AND FUEL		
PARCEL ID #(S): 16-2S-24-0000-0001-001		
LOCATION: 300 & 260 MARY ESTHER BLVD		
EXISTING USE(S): COMMERCIAL	PROPOSED USE(S): COMMERCIAL	
TOTAL ACREAGE: 9.66 ACRES		
WATER PROVIDER: CITY OF MARY ESTHER	SEWER PROVIDER: CITY OF MARY ESTHER	
CURRENT ZONING: C-2		
CURRENT FUTURE LAND USE: C-2		
Are protected trees being removed? ☐Yes ☐ No (If yes, see attached Arbor and Land Clearing Permit Guidelines)		

APPLICANT

NAME: DAVID SCHONBERGER	COMPANY: SRM-SPE LLC	
ADDRESS: 393 CANEL STREET, SUITE 288		
CITY: NEW YORK	STATE: NY	ZIP: 10013
PHONE: 917-885-7714	EMAIL: DSCHONBERGER@RPNEWYORK.COM	

CONSULTANT

NAME: KAYLA SHEFFIELD	COMPANY: CPH, LLC	
ADDRESS: 5200 BELFORT RD		
CITY: JACKSONVILLE	STATE: FL	ZIP: 32256
PHONE: 904-332-0999	EMAIL: KSHEFFIELD@CPHCORP.COM	

CONTRACTOR (If known at time of application)

NAME: TBD	COMPANY: TBD	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
LICENSING NUMBER (State, County, Competency, City Registration)		

CONTRACTOR		
NAME: TBD	COMPANY: TBD	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
LICENSING NUMBER (State, County, Competency, City Registration)		

CONTRACTOR		
NAME: TBD	COMPANY: TBD	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
LICENSING NUMBER (State, County, Competency, City Registration)		

OWNERS	(INCLUDE NOTARIZED OWNER'S AUTHORIZATION FORM)	
NAME(S): SRM-SPE LLC		
ADDRESS: 393 CANAL STREET #228		
CITY: NEW YORK	STATE: NY	ZIP: 10013
PHONE:	EMAIL:	

TOTAL COST OF PROJECT*: $ 6,500,000

** LDC 2.14.00(B)(3) Cost for construction shall be determined by:*
a.An estimate prepared and provided by the applicant's engineer; or
b.A copy of the executed construction contract.

OWNER/BUILDER DISCLOSURE STATEMENT

REFERENCE: FLORIDA STATE STATUE 489.103(7)

THE OWNER MUST PERSONALLY APPEAR AND SIGN FOR THE BUILDING PERMIT

Florida State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two- family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed $75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building.

It is your responsibility to verify that people employed by you have a license required by state law, or county and municipal licensing and registration ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers compensation for that employee, all as prescribed by law.

Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations. Please read and initial each of the following.

DS 1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

DS 2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

DS 3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

DS 4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed $75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

DS 5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

DS 6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

DS 7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

DS 8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

DS 9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

DS 10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or www.MyFloridaLicense.com for more information about licensed contractors.

DS 11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed below.

DS 12. I agree to notify the City of Mary Esther Building Department in writing immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

DS 13. I understand and agree that this building cannot be occupied until a "Certificate of Occupancy" has been issued by the Building Official (If Applicable). NOTE: a Certificate of Occupancy must be requested by the permit holder after the FINAL inspection has been approved.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage. **All contractors working within the City limits are required to be registered with the City. Failure to comply with this requirement may result in an immediate stop work order, fine or other enforcement action.**

The undersigned further agrees that should he or she be unable to comply with the above requirements, he or she shall hire a licensed contractor to take over and complete the job in strict compliance with applicable local codes and ordinances.

I, David Schonberger **, AM THE OWNER OF THE PROPERTY LOCATED AT** 300 Mary Esther Blvd **, MARY ESTHER, FL 32569. I HAVE READ, UNDERSTAND AND AGREE TO ALL TERMS OF THIS DOCUMENT AND AGREE TO COMPLY WITH ALL FEDERAL, STATE AND LOCAL REQUIREMENTS, CODES AND STATUTES AS THEY RELATE TO THE CONSTRUCTION, DEVELOPMENT AND CONTRACTOR REQUIREMENTS FOR THE BUILDING PERMIT UPON WHICH I AM APPLYING FOR.**

Signature of Property Owner — **Date** 02/06/2026

STATE OF New York
COUNTY OF New York

The foregoing instrument was acknowledged before me this 6th day of February, 2026 by David Schonberger who is ✓ personally known by me OR ___ produced identification.

Known to me
Type of Identification

Theodore J. Luty
Notary Public

Theodore J. Luty
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01LU6366689
Qualified in New York County
Commission Expires November 6, 2029

OWNER AUTHORIZATION FORM

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchase (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, David Schonberger, the owner of record for the following described property *(Tax/Parcel ID Number)* _____ hereby designates Kayla Sheffield to act as my authorized agent for the filing of the attached application(s) for:

☒Arbor/Land Clearing Permit	☒Demolition	☒Subdivision/Pre Plat/Final Plat	☒ Final Development Order/Master Plan.
☐Future Land Use Map Amendment Only	☐ Lot Split	☐Minor Replat	☐Special Event
☒Preliminary Development Order/Master Plan	☐Special Exception/Conditional Use	☒ Revisions	☐ Rezone w/FLUM
☐ Rezone Only	☐ Vacate	☐ Variance	☐ Temporary Use

☐ **OTHER:** _____

and make binding statements and commitments regarding the request(s). I certify that I have examined the attached application(s) and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments, and fees become part of the Official Records of Mary Esther, Florida and are not returnable.

02/06/2026
Date

Property Owner's Signature

David Schonberger
Property Owner's Printed Name

STATE OF ~~FLORIDA~~ New York
COUNTY OF New York

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of ~~Florida~~ New York to take acknowledgements, appeared David Schonberger *(property owner)*,

☑ by means of physical presence or ☐ online notarization; and ☑ who is personally known to me or ☐ who has produced _____ as identification, and who executed the foregoing instrument and sworn an oath on this 6th day of February, 2026.

Theodore J. Luty
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01LU6366689
Qualified in New York County
Commission Expires November 6, 2029

Theodore J. Luty
Notary Public

Affidavit of Understanding

I David Schonberger, owner of SRM-SPE LLC hereby acknowledge that my signature hereto is a solemn affirmation that the information in this application is not only true but also accurate to the best of my knowledge. I am fully aware that any deliberate misrepresentation of this information could lead to the denial or reversal of the application, and even the revocation of any approval based on this application.

By signing this document, I grant the City/County staff the authority to access the subject property at their discretion for the purpose of investigating and reviewing this request. I also agree to display a public notice sign (placard), if deemed necessary, on the subject property at a location(s) determined by the City staff.

I hereby acknowledge that the City of Mary Esther Staff may not defend any challenge to my proposed Development Plans and related development approvals and that it may be my sole obligation to defend any and all actions and approvals that authorize the use or development of the subject property. Submission of this form initiates a process by the City and will be considered at the earliest available Technical Review Committee meeting and/or Public Hearing after all requirements by this application and Florida Statutes are met and does not imply approval by the City of Mary Esther, Okaloosa County, or any of its boards, commissions, councils, or staff.

I hereby acknowledge that any fees must be paid to the City prior to the application being processed, and once the application has been processed, the fees are non-refundable. I acknowledge that all costs of advertising are the responsibility of the applicant/owner and that I will comply with all provisions of City Ordinance 21-16, 21-17, and the advertising/notice requirements as stated within the application and where applicable.

I hereby acknowledge that should the City require a consultant to review and provide an analysis of the application in its entirety, the applicant/owner shall be responsible for the costs incurred by the City and the City may refuse to make any decision on the matter until all fees and costs have been paid.

I hereby acknowledge that payment of any fees or costs does not guarantee adoption or approval of the request by the City or State Governments.

I hereby acknowledge that analysis may be required on issues such as wetlands, soil, traffic, water and sewer availability, wildlife, floodplains/zones, land cover, infrastructure impacts, archeological and historical impacts, solid waste, fire protection, affected roadways, stormwater, and compatibility.

I further acknowledge that I have read the information contained in this application pertaining to proposed the Development Order and/or amendments to the official Zoning map, official Future Land Use map and/or Comprehensive Plan and have had sufficient opportunity to inquire regarding matters set forth therein and, accordingly, understand all applicable procedures and issues relating to this application.

I hereby represent that I have the lawful right and authority to file this application.

02/03/2026

SIGNATURE OF OWNER/AUTHORIZED AGENT
(PROOF OF PROPERTY OWNER'S AUTHORIZATION IS REQUIRED IF SIGNED BY SOMEONE OTHER THAN THE PROPERTY OWNER)

DATE

DEVELOPMENT ORDER APPLICATION

DEVELOPMENT ORDER APPLICATION REVIEW PROCESS

A project manager will be assigned to your application to work with the applicant throughout the application process. The project manager will provide the applicant with information on all public meetings where the application will be reviewed for consideration.

To obtain City support for the proposal, the applicant should demonstrate that the proposed Development Plans are consistent with the City of Mary Esther Land Development Code, City of Mary Esther Comprehensive Plan, and City of Mary Esther Vision Plan.

Pre-Application Conference

Before proceeding with a formal and scheduled review of your proposed development plans, we highly encourage all applicants to attend a Pre-Application Conference with our staff. This conference serves as a crucial step in the development process, providing you with the necessary guidance and support to complete the application. *During this conference, a determination will be made as to whether the proposed project is considered a Major or Minor Development in accordance with LDC Sec. 2.05.01** and the applicant will be provided the appropriate checklists set forth in Article 17 for your proposed development. These checklists provide all the submittal requirements for a Major or Minor Development. You will also be directed to the relevant City departments or other agencies to obtain any necessary information prior to filing for formal review, if needed, by the City Technical Review Committee.

A Pre-Application form must be submitted before a Pre-Application Conference can be scheduled. All Pre-Application Conferences are held in person and/or via a virtual option (Microsoft Teams).

NOTE: No comment made by any persons associated with the City during any Pre-Application Conference or discussion shall be considered either as approval or rejection of the proposed development or development plans.

After the Pre-Application Conference, the applicant may submit a formal application. All submissions go through a sufficiency review process.

**LDC Sec. 2.05.01 Designation of Plans as Minor or Major Developments:* For purposes of these procedures, all development plans shall be designated by the City Manager, or his designee, as either minor or major development according to the criteria below. Before submitting a development plan for formal review, the applicant shall provide the City with sufficient information to make this determination. The City Manager, or his designee, shall support such designation by written findings.
A. Major Development: A development plan shall be designated as a major development if it satisfies one or more of the following criteria:

1. The activity involves combined land and water area which exceeds five (5) acres
2. The development is a residential project of ten (10) or more dwelling units per acre of land and water area or of fifty (50) or more dwelling units.
3. The development involves more than 15,000 square feet of nonresidential floor space. For the purposes of this criteria hotel and motel dwelling units are considered non-residential floor space.

4. Any proposed development, redevelopment or additions to existing facilities that will, upon completion, result in 30,000 square feet or more impervious surfaces on the development site.
5. Any proposed development which is part of a larger parcel for which additional development is anticipated and that when aggregated with the project in question exceeds the limits of any of the above criteria.
6. The proposed development impacts any environmentally sensitive lands designated pursuant to Article Eleven of this Code.
7. The subdivision or re-subdivision of any property which upon such subdivision or re-subdivision will result in five (5) or more lots of record.

B. Minor Development: A development plan shall be designated as a minor development if it is neither a major development nor a development exempt under Section 2.04.02 of this Code.

Sufficiency Review/ Preliminary Development Plan Submission

The Applicant is required to complete all parts of this formal application properly and completely for Staff to begin processing the formal application. If Staff determines within 7 business days (5 business days for Minor Developments) that the application is *not* sufficient, the applicant will be notified by email and the application will not be reviewed for compliance. The applicant/developer shall submit an amended/completed application within thirty (30) working days to maintain the application's relative position and priority for plan review. Once the application is sufficient, Staff will notify the applicant by email and the application will move into Compliance Review.

Compliance Review

City Staff will review the completed application for compliance with the Land Development Code, Comprehensive Plan, and other applicable documents within the following review days:

- 1st Compliance Review- 20 business days (Major Development); 10 business days (Minor Development)
- 2nd Compliance Review- 15 business days (Major Development); 5 business days (Minor Development)
- 3rd Compliance Review- 10 business days (Applicants shall pay 50% of application fee)

If the application is compliant, the project Manager will schedule the application for board consideration.

Board Consideration

The proposal shall be placed on the agenda for the next scheduled meeting of the City Technical Review Committee (TRC) provided the required notice can be made. The TRC is an internal review by City Staff that reviews what are deemed "Major Developments" per the Land Development Code Sec. 2.05.00.

For "Major Developments" the TRC board will send a recommendation report for approval or denial to the Local Planning Agency of the Preliminary Development Order Submission of the Development Order Application. The LPA then makes a recommendation to the City Council for final approval. Once The City Council provides final approval, the applicant will receive a Preliminary Development Order.

"Minor developments" do not need approval from the Local Planning Agency (LPA)/City Council and are approved administratively. Once approved, the applicant will receive a Preliminary Development Order and will have 6 Months to submit for a Final Development Order.

Final Development Order and County Review

After receiving the Preliminary Development Order, the applicant will submit the required documents for the Final Development Order of the Development Order Application. City Staff will review for Sufficiency within seven (7) business days for Major Developments and five (5) business days for Minor Developments. Once the Final Development Plans are found to be sufficient, Staff will review from Compliance. See Compliance Review schedule above. Once the Final Development Plans are found to be compliant, a Final Development Order is issued to the Applicant. The Applicant will then take the Final Development Order to the County for the Florida Building Code Review and for the applicable Building Permits. The Applicant will submit all approved building permits from the County to the City's Community Development Department, prior to construction.

An approved Final Development Order is required prior to the issuance of any building permits. It shall be considered unlawful for any person to construct, erect, or alter a building or structure or to develop, change, or improve land for which a Site Plan is required except in accordance with an approved Site Plan.

In addition to applying with the City of Mary Esther and with Okaloosa County Department of Growth Management, you may be required to apply with Florida Department of Environmental Protection, North West Florida Water Management District Environmental Resource Permitting, Army Core of Engineers, or other respective agencies.

All engineered plans and certified surveys must be original, have the proper seal and be wet signed. Copies and printed signatures are not accepted. 3 sets are required. In addition to a City permit, an Okaloosa County permit is also required for the following work including but not limited to: roofing, re-roof's, docks, boathouses, additions, residential and commercial structures, carports, accessory structures over 200 SQFT, in-ground swimming pools, full remodel, telecommunications, etc.

There are some properties that may have deed restrictions, property restrictions or easements recorded upon them. These restrictions may limit or prohibit the work applied for in your building permit application. A search of the public records shall be done by the surveyor. All surveys must show any restrictions and easements or state that there are none of record.

Plans for PUD/PMDD: Plans for development of land approved for Planned Mixed Developments shall be processed in accordance with procedures for subdividing and for re-zoning property within the City. Approval of a PUD/PMDD by the City Council constitutes a re-zoning of the property and, therefore, all requirements for re-zoning must be followed.

The preliminary development plan is to be submitted to the City Manager, or his designee, with the preliminary plat. The final development plan is submitted in the same manner for final plat approval.

Revision of an Approved Planned Development: Any proposed major and substantial change in the approved Preliminary Planned Mixed Use Development Master Plan which affects the intent and character of the development, the density or land use pattern, the location or dimensions of arterial or collector streets, or similar substantial changes, shall be reviewed by the City Manager in the same manner as the initial site plan approval. A request for a revision of the Preliminary Planned Mixed Use Development Master Plan, shall be supported by a written statement and by revised plans demonstrating the reasons revisions are necessary or desirable.

Minor changes, and/or deviations from the Preliminary Planned Mixed Use Development Master Plan, which do not affect the intent or character of the development, shall be reviewed and identified by the City Manager and may be approved by the same. Upon approval of the revisions, the applicant shall make revisions to the plans and submittals and file with the City Manager and City Clerk within thirty (30) days.

Examples of substantial and/or minor changes are:

Substantial Changes:

Perimeter changes;
Major street relocation;
Change in building height, density, intensity or land use pattern;
Changes in signage plan;
Any reduction in open space and/or landscaped areas.

Minor Changes:

Change in alignment, location direction, or length of internal streets or sidewalks;
Adjustments or minor shifts in dwelling unit or commercial mixes, not resulting in increased overall density or increased intensity;
Reorientation or slight shifts in building locations.

NOTE: If the City Manager questions whether a change is minor, he will present the matter to the City Council for direction or determination.

Warning/Notice to Owner: Your failure to record a Notice of Commencement may result in paying twice for improvements to your property. A Notice of Commencement must be recorded with the Okaloosa County Clerk of Court and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or an attorney before commencing work or recording your Notice of Commencement. If you are applying to perform the work or installation yourself as the property owner, you must also complete an Owner/Builder Affidavit Form and submit it with the application.

Notice to Contractor: In accordance with City of Mary Esther Code of Ordinance Chapter 13 and Florida Statutes 489.127, all contractors, whether State licensed or not, must register with the City of Mary Esther prior to performing any work or providing any service within the City limits. This applies whether or not a permit is required for the scope of work by the City, County or other entity. Please contact 850-243-3566 Ext.100 or licenses@cityofmaryesther.com to register.

USA TODAY CO.

LocaliQ

Order Confirmation

Not an Invoice

Account Number:	535985
Customer Name:	City Of Mary Esther
Customer Address:	City Of Mary Esther 195 CHRISTOBAL ROAD Ext 11 Fx 243-0736 Mary Esther FL 32569
Contact Name:	City Of Mary Esther
Contact Phone:	8502433566
Contact Email:	
PO Number:	Notice of Hearing

Date:	02/11/2026
Order Number:	12083079
Prepayment Amount:	$ 0.00

Column Count:	1.0000
Line Count:	38.0000
Height in Inches:	3.1500

Print

Product	#Insertions	Start - End	Category
FTW NW Florida Daily News	2	02/16/2026 - 02/23/2026	Public Notices
FTW nwfdailynews.com	2	02/16/2026 - 02/23/2026	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	$174.14
Tax Amount	$0.00
Service Fee 3.99%	$6.95
Cash/Check/ACH Discount	-$6.95
Payment Amount by Cash/Check/ACH	$174.14
Payment Amount by Credit Card	$181.09

Order Confirmation Amount	**$174.14**

Ad Preview

NOTICE OF PUBLIC HEARING
CITY OF MARY ESTHER
MAJOR DEVELOPMENT PROJECT

Notice is hereby given that a Public Hearing will be held on Monday, March 2, 2026 at 6:00 pm or as soon thereafter as may be heard at City Hall City Council Chambers, 195 N. Christobal Road, Mary Esther, FL 32569. The purpose of the hearing is for the City Council to hear the request for a preliminary development order amendment for a big box retail/grocery market located at 300 Mary Esther Blvd., Mary Esther, FL 32569, at the site of the former JCPenney Dept. store. All interested parties are invited to attend the Public Hearing.

Any person requiring a special accommodation because of a disability or physical impairment should contact the City Clerk's office at 850-243-3566 Ext.111 at least 48 hours prior to the hearing. Any person seeking to appeal any decision made at the public hearing will need to record the proceedings and, for such purpose, such person 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.

Dillon Morris
City Clerk
#; 02/16/2026

AGENDA ITEM

Agenda Item 11.1.

TO: Honorable Mayor and Members of the City Council

FROM: Heather Day, Finance Director

DATE: March 2, 2026

SUBJECT: Consideration: FY 2024-25 Annual Comprehensive Financial Report

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BACKGROUND:
Warren Averett has completed its audit of the City's financial statements for the fiscal year ended September 30, 2025, and issued an unmodified opinion, indicating that the financial statements are fairly presented, in all material respects, and accurately reflect the financial position of the governmental activities, business-type activities, and each major fund of the City of Mary Esther as of September 30, 2025.

A representative from Warren Averett will present a summary of the audit results to the City Council as part of this agenda item, including an overview of the City's financial position across the General Fund, Discretionary Sales Tax Fund, and Utilities Fund.

DISCUSSION:
As of September 30, 2025, the General Fund reported an ending fund balance of $8.5 million, a decrease of $139 thousand compared to the prior year. Of this amount, $2.8 million is unassigned and available for spending at the City Council's discretion. The decrease in fund balance is primarily due to expenditures associated with the renovation of the future City Hall building, as well as debt service payments on the revenue note issued in the prior year to finance the new City Hall and the Christobal Road waterfront park.

The Discretionary Sales Tax Fund reported an ending fund balance of $2.0 million as of September 30, 2025, representing a decrease of $303 thousand from the prior year. This decrease is largely due to nonrecurring capital outlay expenditures related to the completion of the Springdale Park neighborhood improvements.

As of September 30, 2025, the Utilities Fund reported net position of $14.8 million, an increase of $948 thousand from the prior year. Of this total, $6.6 million is unrestricted and available for spending at the City Council's discretion. The increase in net position is primarily the result of the deferred start of State Revolving Fund (SRF) debt service payments.

FINANCIAL IMPACT:
Changes in fund balance will affect the amount of funds available for budget transfers during the current fiscal year and will also impact the resources available when developing the FY2027 budget.

RECOMMENDATION:
Motion to approve the Annual Comprehensive Financial Report for fiscal year ended September 30, 2025.

ATTACHMENT(S):
1. FY25 Annual Comprehensive Financial Report

City of Mary Esther, Florida

Annual Comprehensive Financial Report with Compliance Matters and Responses for the Fiscal Year Ended September 30, 2025

Annual Comprehensive Financial Report
of the City of Mary Esther, Florida

Fiscal Year Ended
September 30, 2025

Prepared by
Heather Day, Finance Director
Finance Department

The City of Mary Esther, Florida
PRINCIPAL OFFICIALS
Year Ended September 30, 2025

CITY COUNCIL 2024-2025

Bernie Oder
April Sutton
Larry Carter
Susan Coxwell
Richard Lawson

CITY OFFICIALS

Mayor
Chris Stein

Mayor Pro-Tem
Bernie Oder

City Manager
Jared Cobb

City Clerk
Dillon Morris

City Attorney
Hayward Dykes, Jr., Esq.

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- GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING
- ORGANIZATIONAL CHART

CITY OF MARY ESTHER, FLORIDA
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CITY OF MARY ESTHER

195 Christobal Road, North ♦ Mary Esther Florida, 32569

Honorable Mayor, City Council Members and Citizens
City of Mary Esther, Florida

I am pleased to submit the Annual Comprehensive Financial Report (ACFR) for the City of Mary Esther, Florida, covering the fiscal year ending September 30, 2025. This document is a testament to our commitment to transparency, accountability, and effective financial stewardship.

The enclosed ACFR provides a comprehensive and detailed account of the City's financial performance, fiscal policies, and strategic initiatives during the fiscal year. This document is designed to serve as a valuable resource for our stakeholders, including members of the City Council, citizens, and external auditors.

The responsibility for the accuracy, completeness, and fairness of the financial data and disclosures within this report rests with the City of Mary Esther. We have undertaken rigorous efforts to ensure that the information presented is reliable, transparent, and in compliance with applicable accounting standards.

CITY PROFILE

The City of Mary Esther, with approximately 4,457 residents, continues to thrive as a coastal community with a rich history and a promising future. Situated east of Hurlburt Field and west of Fort Walton Beach, our city plays a vital role in the regional landscape, surrounded by the largest military base in the world, Eglin Air Force Base.

Incorporated as a Town in 1946, Mary Esther officially became a City on June 5, 1984, following approval by referendum vote of our citizens. Operating under a council-manager form of government, our City Council members play a pivotal role in shaping policies, creating ordinances, and appointing key administrative positions, including the City Manager and City Clerk.

CITY SERVICES

Our commitment to providing essential services remains unwavering. From police and fire protection to code enforcement, maintenance of city roadways, and water and sewer utilities services, the City of Mary Esther continues to enhance the quality of life for our residents. Collaborations with the Okaloosa County Sheriff’s Office and the Ocean City-Wright Fire Control District further bolster public safety efforts.

The Mary Esther Public Library, a proud member of the Okaloosa County Public Library Cooperative, serves as a hub for education and cultural enrichment, offering free access to the internet, educational classes, recreational materials, and more.

INFRASTRUCTURE AND PARKS

Spanning 1.5 square miles, Mary Esther is characterized by small residential neighborhoods interspersed with ten beautiful parks, including a 14-acre nature park and a public boat ramp and pier. These parks contribute significantly to the community's well-being, offering recreational amenities and green spaces for residents to enjoy.



Azalea Park is currently undergoing renovations, which include the addition of a nature trail, gazebo, and firepit, further enhancing the recreational opportunities available to residents.

City of Mary Esther Park	Acres	Amenities
Azalea Park Azalea Drive	1.81	
Elliot Park Mary Esther Manor Subdivision	3.02	
North Bryn Mawr Park North End of Bryn Mawr Drive	2.69	
Oak Tree Nature Park Between Hwy. 98 and Hollywood Blvd., West of Doolittle Blvd.	13.84	
Oak Tree Park West End of N. Lorraine Drive	0.38	
Pier Park South End of Misty Water Lane	0.10	
Pryor Park South Side of City Hall, West of Christobal Road	0.61	
South Bryn Mawr Park South End of Bryn Mawr Blvd.	2.44	
South Bryn Mawr Gazebo South End of Bryn Mawr Blvd.	0.25	
Springdale Park Northwest End of Mary Esther Drive	3.67	
Total Park Acreage	28.81	

Picnic Tables · Playground · Basketball Court · Nature Trail · Baseball Field · Walking Trail
Tennis Courts · Restrooms · Shelter · Pier and Boat Ramp · Water Fountain · Fire Pit

COUNTY PROFILE

Okaloosa County, our broader community, has experienced positive growth with an estimated population of 224,778, marking a 17% increase over the last decade. The region's sugar-white sand beaches and emerald-green waters attract millions of visitors annually, contributing to its economic vitality.

As of September 30, 2025, Okaloosa County's millage rate stood at 3.8308 mils, demonstrating the county's strong commitment to fiscal responsibility and strategic resource management. The county also maintained a healthy unemployment rate of 4.1%, closely aligned with Florida's statewide rate of 3.9%. This stable economic indicator highlights Okaloosa County's resilience, diverse job market, and continued growth, reinforcing its position as a leading economic center within the region.

Eglin Air Force Base, one of the world's largest military reservations, plays a crucial role in Okaloosa County's economic landscape, attracting defense contracting firms and fostering substantial employment and investments.

HISTORICAL SIGNIFICANCE

The City of Mary Esther, strategically located for easy access to local waterways, holds historical significance as one of the earliest settled areas in Northwest Florida. In 1842, Jesse Rogers and his family, leading a substantial cattle herd from Louisiana, became the first settlers on the shores of Santa Rosa Sound. In the mid-1850s, Reverend John Newton, a minister and teacher, established the Narrows, known today as Mary Esther, where he founded the first school doubling as a church during the Civil War. On October 10, 1871, Reverend Newton also initiated the city's first post office, likely doubling as his residence.



The naming of Mary Esther has three versions, with old-timers suggesting that Reverend Newton named the community to honor his daughters and wife. Evidence in 2014 from tombstones in the local cemetery for Mary Christine Newton and Esther Newton supports the possibility that the city was named after Reverend Newton's daughters.

Thomas Jefferson Pryor, a deckhand from Greenville, Alabama, arrived in Mary Esther in 1854, marrying Ona Rogers and later becoming the town's postmaster. The Pryor family's significant role continued, with Mary Pryor serving as Postmistress from 1938 to 1972. William C. Pryor, a pioneer and educator, contributed to the city's history, eventually becoming Okaloosa County's first superintendent of schools. The Pryor family maintains a deep connection to Mary Esther, residing on the original property purchased by the city's founders in the early 1800s along the north bank of Santa Rosa Sound.

The discovery of Oak Tree Nature Park is credited to William Lazarus, featuring a 14-acre site protected under Florida Statutes. Between 1999 and 2002, the University of West Florida and community volunteers conducted a cultural resources study under the leadership of UWF Archaeology Institute professor Norma Harris, uncovering artifacts such as bone, shell, pottery shards, and stone tools.

A scenic trail, featuring two bridges over Silver Sands Creek, is adorned with markers that showcase the diverse plant and animal life, offering visitors an educational experience during their leisurely walks through this historic park. In November 2010, Eagle Scout N. Klaus, a local Boy Scout, utilized donated lumber and hardware from CH2M Hill, Inc., to construct a deck at the park's Southeast corner, providing a scenic view of the Silver Sands Creek floodplain.

The inauguration of Santa Rosa Mall in 1976 ignited a surge in commercial construction along Mary Esther Cutoff, subsequently renamed Mary Esther Boulevard, within the city's limits.

Initiated in 2013, the City's community garden at Springdale Park, spearheaded by Council member Sykes, has flourished into a thriving reality. This endeavor has not only reached full capacity at its location but has also become a catalyst for community cooperation, teamwork, and goodwill, as participants contribute their horticultural knowledge and skills to nurture the garden.



FINANCIAL POLICIES AND INTERNAL CONTROLS

The City Manager serves as the Chief Financial Officer and Chief Investment Officer, overseeing funds management and executing the City Council's investment policies. The City Manager is responsible for the City Finance Department, ensuring compliance with Personal Conduct Standards. Budget recommendations and investment strategies are presented to the City Council based on the written investment policy, with the City Manager also suggesting eligible investment dealers and brokers, subject to Council review. The City Manager safeguards security holdings in accordance with Council policies, rules, regulations, and directives. Reporting to the City Manager, the Finance Director evaluates City investments for adherence to Council objectives, reviewing transactions, performance, asset mix, and portfolio strategy each quarter. The Finance Director advises the City Council on investment strategies and recommends specific investments for the city portfolio.

The City of Mary Esther's primary investment objectives, in order of priority, focus on ensuring the safety of principal, maintaining liquidity to meet operational needs, and optimizing return on investment within specified risk constraints and cash flow considerations.

The budget process begins with the preparation of proposed budgets by Department Managers. These requested budgets are then reviewed and revised by the City Manager and Finance Director. The City Manager is responsible for presenting a balanced budget to Council members for review and discussion during the budget workshops. In compliance with the Truth in Millage (TRIM) procedures, two public meetings are held to discuss the city's millage rate and proposed budget. The millage rate and final budget are adopted at the final budget hearing in September, prior to the start of the new fiscal year.

The city prioritizes internal control objectives to minimize the risk of fraud, waste, or abuse, recognizing that no system can entirely eliminate these risks. The City Manager leads a small senior management team, leveraging available staff to enhance internal control processes in response to evolving threats and technology. During business hours, at least one of the City Manager, City Clerk, or Finance Director is present at City Hall. Two signers, including the City Manager, Permit Technician, and City Mayor, are required for all checks. The Finance Director prepares bank reconciliations, reviewed and signed by the City Manager. A closed-circuit camera system monitors sensitive areas, with vault access limited to pre-authorized personnel. Two individuals, the City Manager and Finance Director, are involved in the payroll process, and any pay rate adjustments require the City Manager's authorization before entry into the accounting system.

ECONOMIC ENVIRONOMENT AND PROJECTIONS

The City of Mary Esther stands as a beacon for businesses, supported by a skilled and diversified labor force. Military veterans and their families, comprising at least 33% of our population, contribute to the vibrant economic landscape. We actively support the Okaloosa Economic Development Council's commitment to growth and diversification through various incentives, making Mary Esther a business-friendly environment.

Defense-related activity in Okaloosa County generates a significant economic impact, contributing approximately $5.4 billion annually through direct spending and multiplier effects. The military and defense sector supports approximately 38,000 jobs, and provides roughly $3.9 billion in labor income that boosts household spending and the local economy. Additionally, this activity generates $147 million in state and local tax revenue, strengthening public services and infrastructure.

LOOKING FORWARD

The city proactively manages and updates its Capital Improvement Plan each year to anticipate the maintenance and replacement of high-cost assets vital for providing transportation and utility services to residents. This approach ensures that funds are available when necessary. The plan covers various depreciable assets, including streets, sidewalks, vehicles, equipment, and buildings, assessing their life expectancy and the costs for maintenance and replacement. During the annual budget process, the City Council reviews and decides which capital assets will be repaired or replaced.

The City Council remains committed to revitalizing the city's infrastructure, including water and wastewater systems, streets, sidewalks, parks, stormwater facilities, and municipal buildings. This year, infrastructure upgrades in the Springdale Park neighborhood were completed, along with the rehabilitation of Ray’s Pond near the intersection of North St. and Pryor Dr.

The Public Works Department continues to prioritize enhancements to streets, sidewalks, and parks, with many streets receiving seal coating and numerous sidewalk sections repaired. Additional street and sidewalk improvements are planned for the next fiscal year. Renovations to Azalea Park are well underway and are expected to be completed in FY26. In addition to upgrades within the park itself, the broader Azalea Park neighborhood is undergoing a comprehensive infrastructure improvement project. This initiative includes significant enhancements to the neighborhood’s water and wastewater systems, streets, and stormwater.

The City is also partnering with Okaloosa County on the waterfront park project on South Christobal Rd., which is preparing to enter the construction phase and is anticipated to be completed next year. Significant renovations have also been made to the new City Hall building, with an estimated move-in date in early 2026.

Community redevelopment continues to be a central focus. The Council and staff remain committed to working with property and business owners to support redevelopment, revitalization, and beautification efforts throughout the city. Most of the Santa Rosa Mall is scheduled for demolition beginning in December 2025. Staff is working closely with the mall's owners and developers to create a comprehensive redevelopment plan that will revitalize the area, strengthen its business environment, and enhance its sense of community. This plan includes the addition of a new "big box" retailer, for which the Council is actively working to approve a development order.

INDEPENDENT AUDIT

Florida municipalities are required to undergo annual audits conducted by an independent Certified Public Accounting firm. Warren Averett has been engaged to conduct the annual audits for the City's financial reports and provide single audits, as necessary for state and federal grants, covering fiscal years ending September 30, 2025, through 2027.

The City of Mary Esther received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA) for its Annual Comprehensive Financial Report (ACFR) for the fiscal year ended September 30, 2024. This prestigious award has been achieved for the 15th consecutive year, demonstrating the government's commitment to publishing an ACFR that is easily readable, efficiently organized, and compliant with both generally accepted accounting principles and applicable legal requirements.

While a Certificate of Achievement is valid for one year only, we are confident that our current ACFR continues to meet the requirements of the Certificate of Achievement Program. We are submitting it to GFOA for evaluation to determine its eligibility for another certificate.

ACKNOWLEDGEMENTS

The Finance Department of the City of Mary Esther, along with City Management and Department Managers, has dedicated significant efforts to compile the necessary information for this year's Annual Comprehensive Financial Report. We extend our sincere appreciation to the Economic Development Council of Okaloosa County, the Okaloosa County Tax Collector's Office, the Okaloosa County School District Finance Department, the Okaloosa County Property Appraiser's Office, the Okaloosa County Sheriff's Office, the Ocean City-Wright Fire Department, and our auditing firm, Warren Averett, for their valuable contributions and assistance in the preparation of this report.

Respectfully Submitted,

Heather Day

Heather Day, Finance Director
February 20, 2026

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Mary Esther
Florida

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

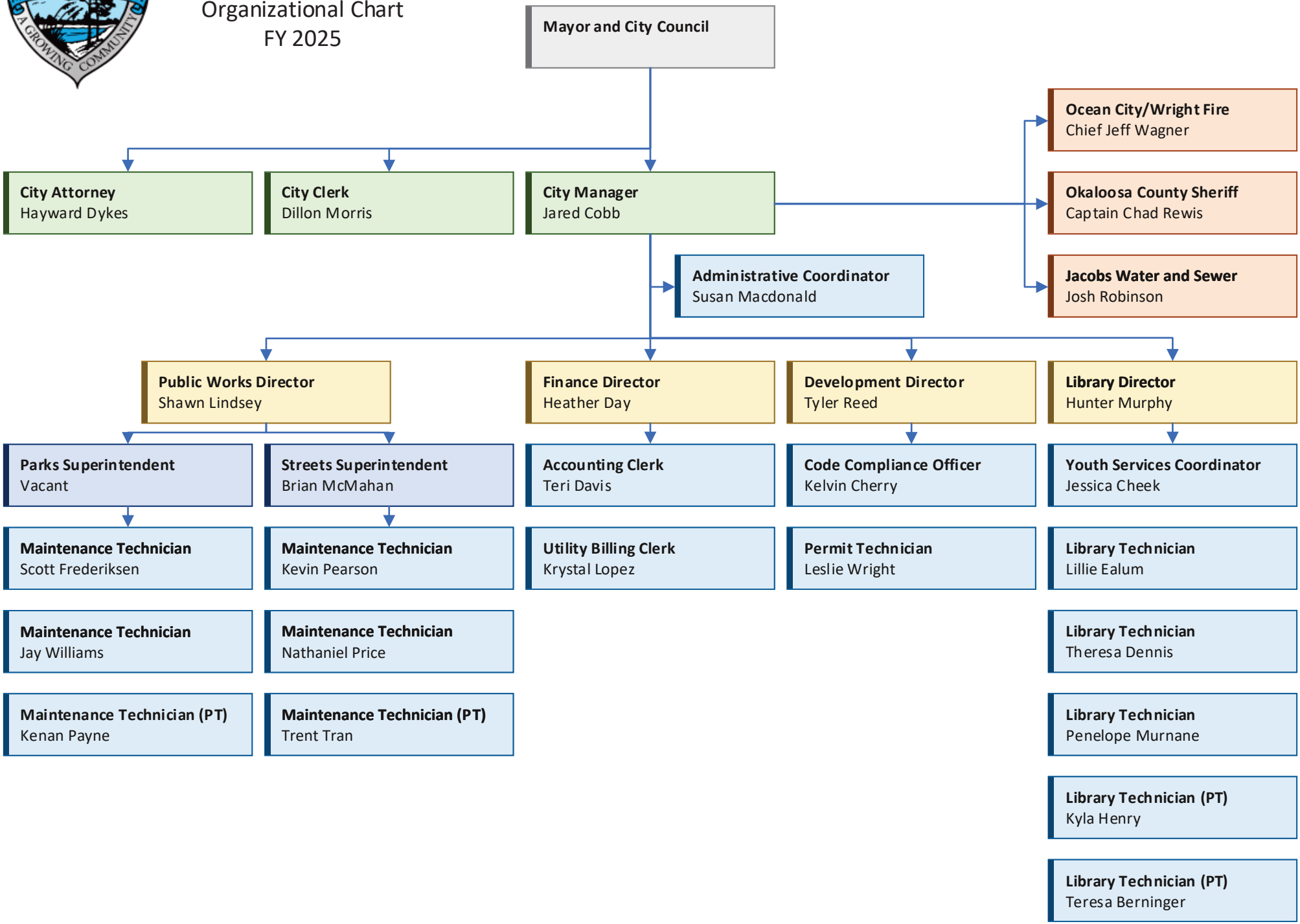
September 30, 2024

Christopher P. Morrill

Executive Director/CEO

City of Mary Esther

Organizational Chart
FY 2025



x

II. FINANCIAL SECTION

- INDEPENDENT AUDITORS' REPORT
- MANAGEMENT'S DISCUSSION AND ANALYSIS
- BASIC FINANCIAL STATEMENTS
  - Government-Wide Financial Statements
  - Fund Financial Statements
  - Notes to the Financial Statements
- REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)

Warren Averett
CPAs AND ADVISORS

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Fort Walton Beach, FL 32548
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INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and
Members of the City Council

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the City of Mary Esther, Florida (the City), as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the City of Mary Esther, Florida, as of September 30, 2025, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison information and the schedule of changes in the total OPEB liability and related ratios, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying schedule of expenditures of state financial assistance, as required by Chapter 10.550, *Rules of the Florida Auditor General*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and state financial assistance is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information
Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*
In accordance with *Government Auditing Standards*, we have also issued our report dated February 20, 2026, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Warren Averett, LLC
Fort Walton Beach, Florida
February 20, 2026

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Mary Esther, Florida (the City), we offer readers of the City's financial statements this narrative overview and analysis of financial activities of the City for the fiscal year ended September 30, 2025.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources by $35.6 million (net position), and represents an increase of $2.8 million, or 8.4%, from the prior year. Of this amount, $18.4 million represents investments in capital assets (e.g., land, construction in progress, infrastructure, buildings, machinery and equipment) less any related debt used to acquire these assets that is still outstanding, $2.2 million is restricted for specific purposes, and $15.0 million is unrestricted and may be used to meet the City's ongoing obligations to citizens and creditors.

- The net position of governmental activities increased $1.8 million, or 9.6%, and the business-type activities increased $948 thousand, or 6.8%. The increase in governmental activities net position is primarily attributable to the large amount of capital assets purchased and constructed during fiscal year 2025 as capital outlay costs do not reduce net position in the government-wide financial statements. The increase in business-type activities net position is primarily attributable to expending American Rescue Plan Act (ARPA) grant funds on capital projects.

- As of September 30, 2025, the City's governmental funds reported ending fund balances of $10.6 million, a decrease in fund balance of $443 thousand, or 4.0%. Of this amount, $5.1 million, or 48.4%, of ending fund balance (and 75.2% of the total expenditures for governmental funds), is assigned or unassigned and thus, available for spending at the City Council's discretion.

OVERVIEW OF THE FINANCIAL STATEMENTS

The focus of the financial statements is on both the City as a whole (government-wide), and on the major individual funds. Both perspectives (government-wide and major funds) allow the user to address relevant questions, broaden a basis for comparison (year-to-year, government-to-government), and enhance the City's accountability.

This discussion and analysis intends to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements
Designed to be corporate-like, the government-wide financial statements consolidate governmental and business-type activities into two columns, which add to a total for primary government. This provides readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the City's assets, liabilities, and deferred inflows/outflows of resources with the difference reported as net position. This statement combines and consolidates the governmental funds' current financial resources (short-term spendable resources) with capital assets and long-term obligations. Over time, increases or decreases in net position may serve as a useful indicator of the financial position of the City.

The statement of changes in net position presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flow in future fiscal periods.

The government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government (including city manager, city clerk, human resources, finance, purchasing, and non-departmental expenses), public safety (including fire protection and protective inspections), transportation (including road and street maintenance), human services (animal control) and culture and recreation (parks and library). The business-type activities of the City include water and sewer utility services. The government-wide financial statements are found on pages 15-16 of this report.

Fund Financial Statements

A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All the City's funds can be divided into two categories: governmental funds and proprietary funds.

FUNDS

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year.

Such information may be useful in evaluating a government's near-term financial requirements. The basic governmental fund financial statements are found in this report, as listed in the table of contents.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains two governmental funds (General Fund and Discretionary Sales Tax Fund) which are considered major funds. The City adopts an annual appropriated budget for each of its major governmental funds. Budgetary comparison statements are provided to demonstrate compliance with the budgets.

Proprietary Funds

Proprietary funds include enterprise funds, which are used to report the same functions presented as business-type activities in the government-wide financial statements. To account for utility operations, the City uses an enterprise fund, the Water and Sewer Fund, which may be found on pages 21-24 of this report.

NOTES TO THE FINANCIAL STATEMENTS

The notes provide additional information, which is essential to the full understanding of the data provided in the government-wide and fund financial statements. Beginning on page 25 of this report are the notes to the financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by $35.6 million (net position) for the fiscal year, as reported in Table 1.

Table 1
CITY OF MARY ESTHER, FLORIDA
STATEMENTS OF NET POSITION
AS OF SEPTEMBER 30, 2025 AND 2024

	Governmental Activities		Business-Type Activities		Total	
	2025	2024	2025	2024	2025	2024
Current and other assets	$ 11,389,719	$ 12,615,548	$ 9,644,097	$ 8,503,890	$ 21,033,816	$ 21,119,438
Capital assets	13,932,148	11,722,618	10,894,573	11,178,820	24,826,721	22,901,438
Total assets	25,321,867	24,338,166	20,538,670	19,682,710	45,860,537	44,020,876
Total deferred outflows of resources	57,551	62,146	-	-	57,551	62,146
Long-term liabilities outstanding	3,776,870	3,963,440	2,572,705	2,175,296	6,349,575	6,138,736
Other liabilities	725,170	1,365,537	488,323	875,957	1,213,493	2,241,494
Total liabilities	4,502,040	5,328,977	3,061,028	3,051,253	7,563,068	8,380,230
Total deferred inflows of resources	108,601	126,440	2,623,149	2,725,270	2,731,750	2,851,710
Net position						
Net investment in capital assets	10,170,545	8,760,015	8,253,617	8,612,498	18,424,162	17,372,513
Restricted	2,171,988	2,494,453	10,183	8,194	2,182,171	2,502,647
Unrestricted	8,426,244	7,690,427	6,590,693	5,285,495	15,016,937	12,975,922
Total net position	$ 20,768,777	$ 18,944,895	$ 14,854,493	$ 13,906,187	$ 35,623,270	$ 32,851,082

By far the largest portion of the City's net position, $18.4 million, or 51.7%, reflects its investment in capital assets (e.g., land, infrastructure, buildings, machinery and equipment) less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

An additional portion of the City's net position of $2.2 million, or 6.1%, represents resources that are subject to external restrictions on how they may be used. The City's unrestricted net position of $15.0 million may be used to meet the government's ongoing obligations to citizens and creditors.

The overall increase in the City's net position was $2.8 million, or 8.4%, during fiscal year 2025. Governmental activities increased by $1.8 million and business-type activities increased by $948 thousand.

GOVERNMENTAL ACTIVITIES

Reported in Table 2 are the key elements of this change in net position.

Table 2
CITY OF MARY ESTHER, FLORIDA
STATEMENTS OF CHANGES IN NET POSITION
FOR THE YEARS ENDED SEPTEMBER 30, 2025 AND 2024

	Governmental Activities		Business-Type Activities		Total	
	2025	2024	2025	2024	2025	2024
REVENUES						
Program revenues						
Charges for services	$ 63,885	$ 74,426	$ 3,324,845	$ 3,140,241	$ 3,388,730	$ 3,214,667
Operating grants and contributions	389,195	74,366	-	-	389,195	74,366
Capital grants and contributions	696,662	1,458,811	360,341	461,781	1,057,003	1,920,592
General revenues						
Property taxes	2,254,568	2,129,476	-	-	2,254,568	2,129,476
Other taxes	2,230,666	2,291,279	-	-	2,230,666	2,291,279
Other revenue	850,602	824,160	559,101	424,194	1,409,703	1,248,354
TOTAL REVENUES	6,485,578	6,852,518	4,244,287	4,026,216	10,729,865	10,878,734
EXPENSES						
Governmental activities						
General government	1,510,720	1,187,133	-	-	1,510,720	1,187,133
Public safety	1,648,732	1,554,329	-	-	1,648,732	1,554,329
Physical environment	148,012	103,717	-	-	148,012	103,717
Transportation	379,659	242,955	-	-	379,659	242,955
Culture and recreation	882,297	799,457	-	-	882,297	799,457
Debt service interest	172,130	162,701	-	-	172,130	162,701
Business-type activities						
Water and sewer	-	-	3,216,127	2,999,276	3,216,127	2,999,276
TOTAL EXPENSES	4,741,550	4,050,292	3,216,127	2,999,276	7,957,677	7,049,568
TRANSFERS	79,854	-	(79,854)	-	-	-
CHANGE IN NET POSITION	1,823,882	2,802,226	948,306	1,026,940	2,772,188	3,829,166
NET POSITION AT BEGINNING OF YEAR	18,944,895	16,142,669	13,906,187	12,879,247	32,851,082	29,021,916
NET POSITION AT END OF YEAR	$ 20,768,777	$ 18,944,895	$ 14,854,493	$ 13,906,187	$ 35,623,270	$ 32,851,082

FINANCIAL IMPACTS

Normal Impacts

There are eight basic impacts on revenues and expenses as reflected below:

Revenues

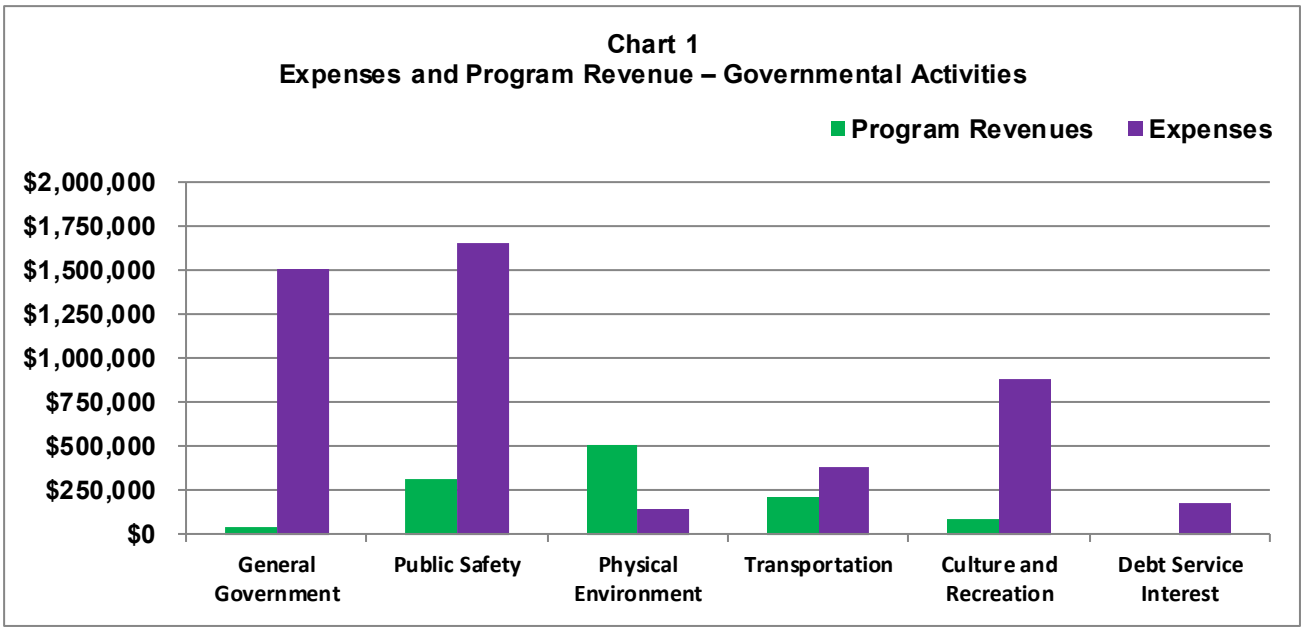
- Economic Condition: This can reflect a declining, stable, or growing economic environment and has a substantial impact on property, sales, gas or other tax revenue.
- Council Approved Rate Adjustments: While certain tax rates are set by statute, the City Council has significant authority to impose and periodically adjust rates (e.g., water, impact fees, recreation user fees, etc.).
- Changing Patterns in Intergovernmental Grant Revenue (both recurring and non-recurring): Certain recurring revenues (state revenue sharing) may experience significant changes periodically while non-recurring (or one-time) grants are less predictable and often distorting in their impact on year-to-year comparisons.
- Market Impacts on Investment Income: The current market conditions have a significant influence on the City's investment income causing it to fluctuate greatly.

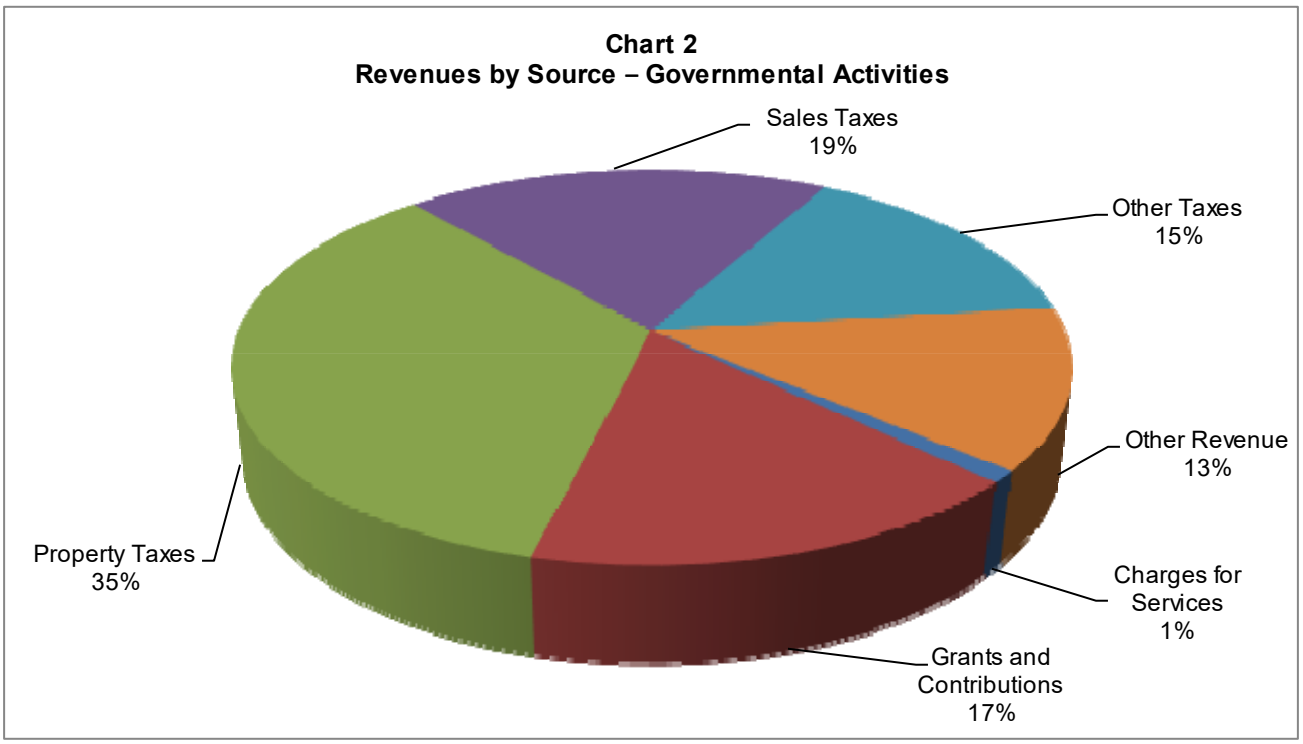
Expenses

- Introduction of New Programs: Within functional expense categories (e.g., police, fire, public works, community development, parks and recreation, etc.), individual programs may be added or deleted to meet changing community needs.
- Authorized Position Adjustments: Changes in service demand may cause the City Council to change authorized staffing. Staffing costs (salary and related benefits) represent approximately 28% of the City's operating costs.
- Salary Adjustments: The ability to attract and retain human and intellectual resources requires the City to strive for a competitive salary range position in the marketplace.
- Inflation: While overall inflation appears to be reasonably modest, the City is a major consumer of certain commodities such as paper, chemicals, supplies, fuel, oil and parts. Some fluctuations may experience commodity specific increases.

Current Year Impacts – Governmental Activities

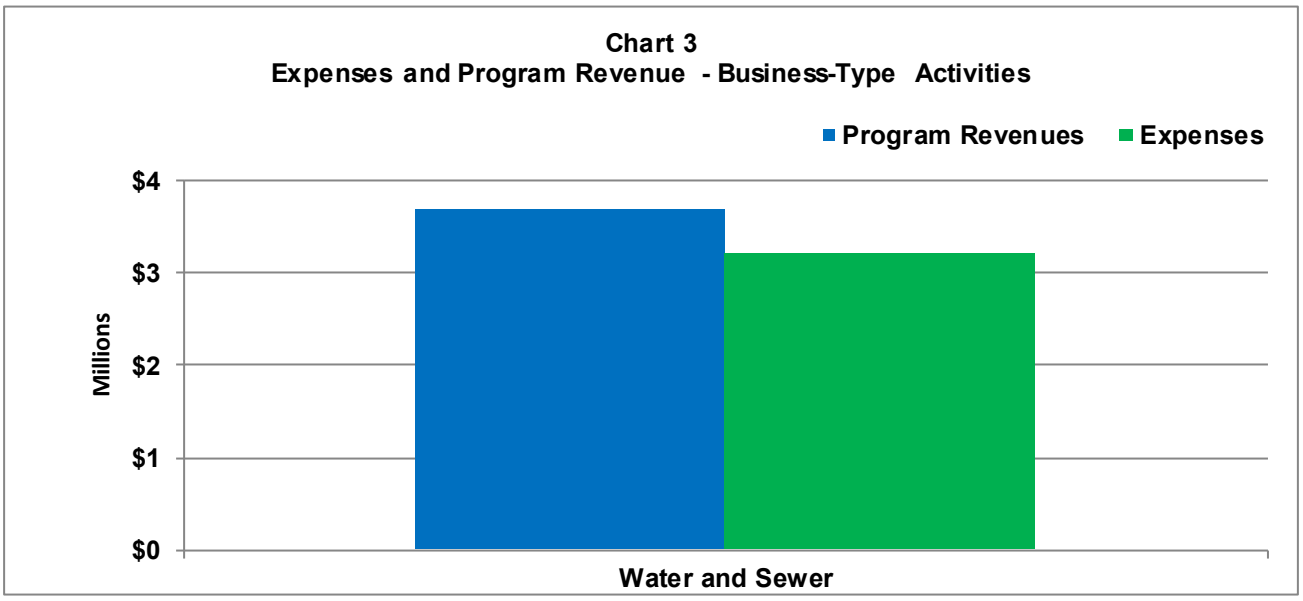
- Capital grants and contributions decreased by $762 thousand, which is a result of nonrecurring Community Development Block Grant (CDBG) funding received in the prior year to make certain capital improvements to the Springdale Park Neighborhood.
- Operating grants and contributions increased by $315 thousand, which is a result of the City applying American Rescue Plan Act (ARPA) grant funds toward public safety expenses.
- General government expense increased by $323 thousand, which is the result of several factors, most notably, an increase in professional services along with an increase in payroll and employee benefit costs.

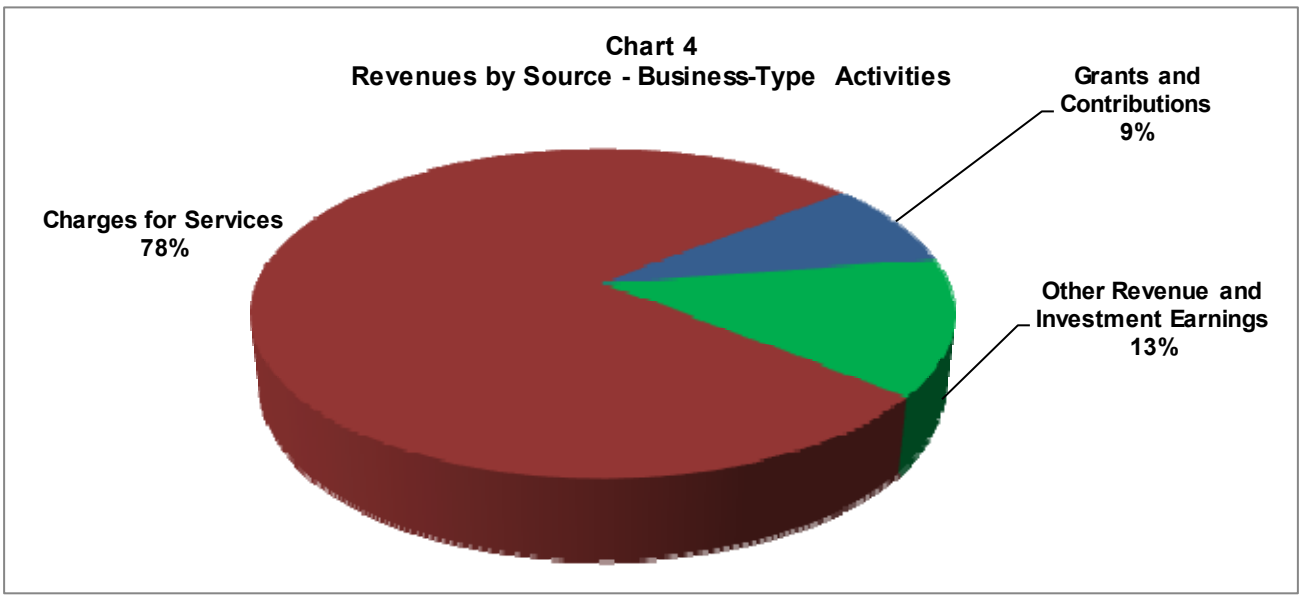

Chart 1
Expenses and Program Revenue – Governmental Activities
Program Revenues
Expenses
$2,000,000
$1,750,000
$1,500,000
$1,250,000
$1,000,000
$750,000
$500,000
$250,000
$0
General Government
Public Safety
Physical Environment
Transportation
Culture and Recreation
Debt Service Interest


Chart 2
Revenues by Source – Governmental Activities
Sales Taxes 19%
Other Taxes 15%
Other Revenue 13%
Charges for Services 1%
Grants and Contributions 17%
Property Taxes 35%

Current Year Impacts – Business-Type Activities

- Charges for services increased by $185 thousand, or 5.9%. This increase is attributed to the increase in rates during 2025.
- Other revenue increased by $135 thousand, or 31.8%, which is primarily attributed to insurance settlement proceeds related to damages sustained by contractors installing fiber optic lines throughout the City.
- Water and sewer expenses increased by $217 thousand, or 7.2%, which is primarily attributable to an increase in payroll and related employee benefit costs.





FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. Unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the City. As of September 30, 2025, the City's General Fund reported ending fund balance of $8.6 million, a decrease in fund balance of $139 thousand from the prior year. The decrease in fund balance was primarily driven by expenditures incurred for the renovation of the future City Hall building as well as debt service related to the revenue note issued in the prior year.

The Discretionary Sales Tax (DST) Fund is a special revenue fund that is used to account for proceeds received from discretionary sales taxes that are restricted by taxpayer referendum as a local option tax. As of September 30, 2025, the fund reported ending fund balance of $2.0 million, a decrease of $303 thousand from the prior year. The decrease in fund balance is attributable to nonrecurring capital outlay expenditures related to the completion of the Springdale Park Neighborhood improvements.

As a measure of the liquidity in the governmental funds, it may be useful to compare both unassigned and assigned fund balance and total fund balance to total expenditures. Unassigned and assigned fund balances represent 75.2% of the total expenditures in the governmental funds, while total fund balances represent 155.3% of total expenditures in the governmental funds. Unassigned and assigned fund balances represent approximately 9 months of expenditures for the governmental funds.

Proprietary Funds

The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the proprietary funds totaled $6.6 million at the end of fiscal year 2025. Total net position for proprietary funds increased $948 thousand, or 6.8%, during 2025.

BUDGETARY HIGHLIGHTS

General Fund

- Actual expenditures fell short of budgetary expectations by $3.0 million, which is primarily attributable to delays in the commencement (and progress) of planned capital projects.
- Actual revenues exceeded budgetary expectations by $27 thousand, which is primarily attributable to conservative budgeting practices used by management for revenues.

CAPITAL ASSETS AND LONG-TERM LIABILITIES OUTSTANDING

Capital Assets

The City's investments in capital assets for its governmental and business-type activities as of September 30, 2025, amounts to $24.8 million (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, buildings, water, wastewater and drainage systems improvements, machinery and equipment, park facilities, roads and highways, etc. The total increase in the City's investment in capital assets for the current fiscal year was $1.9 million, or 8.4%, with an overall 18.8% increase for governmental activities and a 2.5% decrease for business-type activities, all of which is summarized in Table 3 below.

Table 3
CITY OF MARY ESTHER, FLORIDA
CAPITAL ASSETS
(Net of Accumulated Depreciation)
AS OF SEPTEMBER 30, 2025 AND 2024

	Governmental Activities		Business-Type Activities		Total	
	2025	2024	2025	2024	2025	2024
Land	$ 6,111,851	$ 6,111,851	$ 77,878	$ 77,878	$ 6,189,729	$ 6,189,729
Buildings	1,938,514	1,895,513	58,891	62,558	1,997,405	1,958,071
Improvements other than buildings	4,704,141	1,389,180	9,748,758	6,174,106	14,452,899	7,563,286
Machinery and equipment	345,878	109,014	769,091	799,793	1,114,969	908,807
Subscription assets	21,237	46,723	10,663	23,461	31,900	70,184
Construction in progress	810,527	2,170,337	229,292	4,041,024	1,039,819	6,211,361
Total	$ 13,932,148	$ 11,722,618	$ 10,894,573	$ 11,178,820	$ 24,826,721	$ 22,901,438

Additional information on the capital assets of the City can be found in Note 6 of this report.

Debt

As of September 30, 2025, the City reported outstanding long-term debt from revenue notes and State Revolving Fund loans totaling $6.2 million. The debt is secured by pledged non-ad valorem revenues of the City. The City has no general obligation or special assessment debt. The State of Florida does not place a legal limit of debt on municipalities. For general obligation debts greater than one year, the City is required to conduct a voter referendum process for approval of this type of debt. The City’s outstanding long-term liabilities are summarized in Table 4 below.

Table 4
CITY OF MARY ESTHER, FLORIDA
LONG-TERM LIABILITIES OUTSTANDING
AS OF SEPTEMBER 30, 2025 AND 2024

	Governmental Activities		Business-Type Activities		Total	
	2025	2024	2025	2024	2025	2024
Revenue note	$ 3,559,603	$ 3,733,828	$ -	$ -	$ 3,559,603	$ 3,733,828
State Revolving Fund loans	-	-	2,622,970	2,170,409	2,622,970	2,170,409
Subscription liabilities	33,791	33,791	16,968	16,968	50,759	50,759
Compensated absences	196,813	119,674	50,531	29,428	247,344	149,102
Total	$ 3,790,207	$ 3,887,293	$ 2,690,469	$ 2,216,805	$ 6,480,676	$ 6,104,098

Additional information on the City’s long-term liabilities can be found in Note 9 of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The State of Florida, by constitution, does not have a state personal income tax and therefore the State operates primarily using sales, gasoline, and corporate income taxes. Local governments (cities, counties, and school boards) primarily rely upon property and a limited array of permitted other taxes (sales, gasoline, utility service taxes, etc.) and fees (occupational licenses) for their governmental activities. There is a limited number of state shared revenues and recurring and non-recurring grants from both the state and federal governments, which provide funding for specific programs, projects, or activities. For the business-type activities and certain governmental activities (permitting and recreational programs), the user pays a related fee or charge associated with the service.

The level of taxes, fees, and charges for services (including development related impact fees) has an impact on the City's specific competitive ability to encourage development and redevelopment (office, retail, residential and industrial) for those businesses that choose to locate in our jurisdiction. As the City has limited growth potential, it places great emphasis on redevelopment, and it is essential for the continued financial and economic health of our community.

The military has a significant presence in the City's community with Eglin Air Force Base and Hurlburt Field employing over 72,000 military and civilian personnel. These installations are essential to the continued long-term economic vitality of this area. Combined, the military and defense-related industries have a $20.6 billion annual impact on Northwest Florida's economy, according to the *Florida Defense Industry Economic Impact Analysis*.

Regional economic indicators were also considered in preparing the fiscal year 2026 budget for the City:

- The local unemployment rate was 4.1%, which represents a 0.9% increase from September 2024. The State of Florida's unemployment rate was 3.9%, which represents an approximate 0.6% increase from September 2024. The unemployment rate will impact the City's fee and usage-based revenues and shared portions of the State of Florida's usage-based taxes.

- The Florida Department of Revenue’s Office of Tax Research has updated its estimates of tax distributions the City is expected to receive for the upcoming fiscal year. The table below summarizes the fiscal year 2026 revenue estimates compared to the actual revenues reported for fiscal year 2025.

Revenue Source	FY2026 Estimate	FY2025 Actual	Variance ($)	Variance (%)
Municipal Revenue Sharing	$ 225,909	$ 230,294	$ (4,385)	-1.9%
Half-Cent Sales Tax	508,114	524,082	(15,968)	-3.0%
Communications Service Tax	201,868	215,224	(13,356)	-6.2%

- Moderate increases in property tax revenues are anticipated by most regional municipalities. Property tax revenues in Mary Esther are expected to increase by 4.3% as compared to roll year 2024 due to an increase in the assessed value of taxable property.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general financial overview of the City for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Finance Department, City of Mary Esther, 195 Christobal Road North, Mary Esther, Florida 32569. The City's website address is www.cityofmaryesther.com.

CITY OF MARY ESTHER, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2025

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and cash equivalents	$ 4,702,154	$ 5,713,558	$ 10,415,712
Investments	3,013,837	356,300	3,370,137
Receivables, net	62,548	703,872	766,420
Due from other governments	121,293	-	121,293
Prepaid items	6,287	-	6,287
Restricted assets			
Cash and cash equivalents	3,328,301	148,343	3,476,644
Other assets			
Leases receivable	-	2,722,024	2,722,024
Other, net	155,299	-	155,299
Capital assets			
Non-depreciable	6,922,378	307,170	7,229,548
Depreciable, net	7,009,770	10,587,403	17,597,173
TOTAL ASSETS	25,321,867	20,538,670	45,860,537
DEFERRED OUTFLOW OF RESOURCES	57,551	-	57,551
LIABILITIES			
Accounts payable	536,795	160,421	697,216
Accrued liabilities	49,241	8,968	58,209
Accrued interest	1,532	3,010	4,542
Unearned revenues	-	60,000	60,000
Payable from restricted assets			
Customer deposits	-	138,160	138,160
Non-current liabilities			
Due within one year			
Compensated absences	103,811	25,427	129,238
Subscription liabilities	33,791	16,968	50,759
State Revolving Fund loans payable	-	75,369	75,369
Due in more than one year			
Compensated absences	93,002	25,104	118,106
State Revolving Fund loans payable	-	2,547,601	2,547,601
Revenue note payable	3,559,603	-	3,559,603
Other post-employment benefits	124,265	-	124,265
TOTAL LIABILITIES	4,502,040	3,061,028	7,563,068
DEFERRED INFLOWS OF RESOURCES	108,601	2,623,149	2,731,750
NET POSITION			
Net investment in capital assets	10,170,545	8,253,617	18,424,162
Restricted for:			
Capital expansion projects	164,118	10,183	174,301
Government infrastructure	2,001,863	-	2,001,863
Other purposes	6,007	-	6,007
Unrestricted	8,426,244	6,590,693	15,016,937
TOTAL NET POSITION	$ 20,768,777	$ 14,854,493	$ 35,623,270

See notes to the financial statements.

CITY OF MARY ESTHER, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2025

Function/program activities	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
					Primary Government		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental Activities							
General government	$ 1,510,720	$ 29,256	$ 8,446	$ -	$ (1,473,018)	$ -	$ (1,473,018)
Public safety	1,648,732	9,634	296,785	2,233	(1,340,080)	-	(1,340,080)
Physical environment	148,012	-	-	501,600	353,588	-	353,588
Transportation	379,659	22,495	-	192,529	(164,635)	-	(164,635)
Culture and recreation	882,297	2,500	83,964	300	(795,533)	-	(795,533)
Debt service interest	172,130	-	-	-	(172,130)	-	(172,130)
Total governmental activities	4,741,550	63,885	389,195	696,662	(3,591,808)	-	(3,591,808)
Business-type activities							
Water and sewer	3,216,127	3,324,845	-	360,341	-	469,059	469,059
Total primary government	$ 7,957,677	$ 3,388,730	$ 389,195	$ 1,057,003	(3,591,808)	469,059	(3,122,749)
General revenues							
Taxes							
Property taxes					2,254,568	-	2,254,568
Sales taxes					1,266,153	-	1,266,153
Utility service taxes					629,003	-	629,003
Other taxes					335,510	-	335,510
Intergovernmental					325,988	-	325,988
Gain on sale of assets					16,450	-	16,450
Miscellaneous					10,400	180,610	191,010
Investment earnings					497,764	378,491	876,255
Transfers					79,854	(79,854)	-
Total general revenues and transfers					5,415,690	479,247	5,894,937
CHANGE IN NET POSITION					1,823,882	948,306	2,772,188
NET POSITION AT BEGINNING OF YEAR					18,944,895	13,906,187	32,851,082
NET POSITION AT END OF YEAR					$ 20,768,777	$ 14,854,493	$ 35,623,270

See notes to the financial statements.

CITY OF MARY ESTHER, FLORIDA
GOVERNMENTAL FUNDS
BALANCE SHEET
SEPTEMBER 30, 2025

	General Fund	Discretionary Sales Tax Fund	Total Governmental Funds
ASSETS			
Cash and cash equivalents	$ 4,739,466	$ 1,964,551	$ 6,704,017
Investments	3,013,837	-	3,013,837
Receivables, net	62,548	-	62,548
Due from other governments	83,981	37,312	121,293
Prepaid items	6,287	-	6,287
Restricted assets:			
Cash and cash equivalents	1,326,438	-	1,326,438
TOTAL ASSETS	$ 9,232,557	$ 2,001,863	$ 11,234,420
LIABILITIES			
Accounts payable	$ 536,795	$ -	$ 536,795
Accrued liabilities	49,241	-	49,241
Total liabilities	586,036	-	586,036
DEFERRED INFLOWS OF RESOURCES	59,469	-	59,469
FUND BALANCE			
Nonspendable	6,287	-	6,287
Restricted	1,326,438	2,001,863	3,328,301
Committed	2,127,498	-	2,127,498
Assigned	2,300,739	-	2,300,739
Unassigned	2,826,090	-	2,826,090
Total fund balances	8,587,052	2,001,863	10,588,915
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	$ 9,232,557	$ 2,001,863	$ 11,234,420

See notes to the financial statements.

CITY OF MARY ESTHER, FLORIDA
GOVERNMENTAL FUNDS
RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITOIN
SEPTEMBER 30, 2025

Fund balance, total governmental funds (page 17)		$ 10,588,915
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.		
Governmental non-depreciable assets	6,922,378	
Governmental depreciable assets	11,353,844	
Less accumulated depreciation	(4,344,074)	
		13,932,148
Other long-term assets are not financial resources and therefore are not reported in the governmental funds.		
Other long-term assets, net		155,299
Deferred inflows of resources and deferred outflow of resources related to OPEB are not available/receivable or due/payable, respectively, in the current period and therefore are not reported in the governmental funds.		
Deferred outflows of resources	57,551	
Deferred inflows of resources	(49,132)	
		8,419
Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.		
Subscription liabilities	(33,791)	
Accrued interest on subscription liabilities	(1,532)	
OPEB liabilities	(124,265)	
Compensated absences	(196,813)	
Revenue note payable	(3,559,603)	
		(3,916,004)
Net position of governmental activities (page 15)		$ 20,768,777

See notes to the financial statements.

CITY OF MARY ESTHER, FLORIDA
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED SEPTEMBER 30, 2025

	General Fund	Discretionary Sales Tax Fund	Total Governmental Funds
REVENUES			
Taxes	$ 3,177,300	$ -	$ 3,177,300
Licenses, fees, and permits	258,776	-	258,776
Intergovernmental	1,720,995	551,660	2,272,655
Charges for services	36,069	-	36,069
Fines	8,554	-	8,554
Miscellaneous	419,515	123,369	542,884
Total revenues	5,621,209	675,029	6,296,238
EXPENDITURES			
Current			
General government	1,199,530	-	1,199,530
Public safety	1,602,060	-	1,602,060
Physical environment	148,012	-	148,012
Transportation	301,281	-	301,281
Culture and recreation	841,011	-	841,011
Capital outlay	1,402,273	978,134	2,380,407
Debt service			
Principal	174,225	-	174,225
Interest	172,130	-	172,130
Total expenditures	5,840,522	978,134	6,818,656
DEFICIENCY OF REVENUES UNDER EXPENDITURES	(219,313)	(303,105)	(522,418)
OTHER FINANCING SOURCES			
Transfers in	79,854	-	79,854
NET CHANGE IN FUND BALANCE	(139,459)	(303,105)	(442,564)
FUND BALANCE AT BEGINNING OF YEAR	8,726,511	2,304,968	11,031,479
FUND BALANCE AT END OF YEAR	$ 8,587,052	$ 2,001,863	$ 10,588,915

See notes to the financial statements.

CITY OF MARY ESTHER, FLORIDA
GOVERNMENTAL FUNDS
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2025

Net change in fund balance of governmental funds (page 19)		$ (442,564)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures; however, in the statement of activities, the cost of those assets is depreciated over the estimated useful lives of the assets.		
Capital outlay	2,380,407	
Less depreciation expense	(360,155)	
		2,020,252
Governmental funds do not report capital assets on the balance sheet; however, they are reported in the government-wide financial statements. Accordingly, proceeds received for disposals of capital assets are shown as income in the governmental financial statements and a gain or loss is reported in the statement of activities.		
Cost of capital assets disposed/transferred	(153,464)	
Accumulated depreciation associated with disposals/transfers	153,402	
		(62)
Contributions of capital assets that will be used in operations are not reported in the governmental funds; however, such capital assets are reported as revenue in the statement of activities at their estimated acquisition value on the date of the contribution.		
Estimated acquisition value of contributed capital assets		189,340
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position.		
Principal payment on revenue note		174,225
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds:		
Change in other long-term assets	(38,826)	
Change in other post-employment benefits liability and related deferrals	73	
Change in accrued interest on subscription liabilities	(1,417)	
Change in long-term compensated absences	(77,139)	
		(117,309)
Change in net position of governmental activities (page 16)		$ 1,823,882

See notes to the financial statements.

CITY OF MARY ESTHER, FLORIDA
PROPRIETARY FUND
STATEMENT OF NET POSITION
AS OF SEPTEMBER 30, 2025

	Water and Sewer Fund
ASSETS	
Current assets	
Cash and cash equivalents	$ 5,713,558
Investments	356,300
Receivables, net	703,872
Leases receivable	75,149
Restricted assets – cash and cash equivalents	148,343
Total current assets	6,997,222
Noncurrent assets	
Leases receivable	2,646,875
Capital assets	
Non-depreciable	307,170
Depreciable, net	10,587,403
Total noncurrent assets	13,541,448
TOTAL ASSETS	20,538,670
LIABILITIES	
Current liabilities	
Accounts payable	160,421
Accrued interest payable	3,010
Accrued liabilities	8,968
Compensated absences	25,427
Unearned revenues	60,000
State Revolving Fund loans payable	75,369
Subscription liabilities	16,968
Payable from restricted assets	
Customer deposits	138,160
Total current liabilities	488,323
Non-current liabilities	
State Revolving Fund loans payable	2,547,601
Compensated absences	25,104
Total non-current liabilities	2,572,705
TOTAL LIABILITIES	3,061,028
DEFERRED INFLOW OF RESOURCES	
Leases	2,623,149
NET POSITION	
Net investment in capital assets	8,253,617
Restricted - capital expansion projects	10,183
Unrestricted	6,590,693
TOTAL NET POSITION	$ 14,854,493

See notes to the financial statements.

CITY OF MARY ESTHER, FLORIDA
PROPRIETARY FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET POSITION
FOR THE YEAR ENDED SEPTEMBER 30, 2025

	Water and Sewer Fund
OPERATING REVENUES	
Charges for services	$ 3,220,706
OPERATING EXPENSES	
Personnel	326,948
Operating	2,402,068
Depreciation	484,351
Total operating expenses	3,213,367
OPERATING INCOME	7,339
NON-OPERATING REVENUES (EXPENSES)	
Interest expense	(2,366)
Leases	104,139
Interest and investment income	378,491
Loss on disposal of capital assets	(394)
Miscellaneous	180,610
Total non-operating revenues (expenses)	660,480
INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	667,819
CAPITAL CONTRIBUTIONS AND TRANSFERS	
Capital grants and contributions	355,851
Impact fees	1,990
Tap fees	2,500
Transfers out	(79,854)
Total capital contributions and transfers	280,487
CHANGE IN NET POSITION	948,306
NET POSITION AT BEGINNING OF YEAR	13,906,187
NET POSITION AT END OF YEAR	$ 14,854,493

See notes to the financial statements.

CITY OF MARY ESTHER, FLORIDA
PROPRIETARY FUND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2025

	Water and Sewer Fund
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers and users	$ 3,131,096
Payments to suppliers and contractors	(2,672,652)
Payments to employees	(304,164)
Miscellaneous income	180,610
Net cash provided by operating activities	334,890
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES	
Transfers out	(79,854)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Acquisitions of capital assets	(151,238)
Proceeds from sale of capital assets	1,740
Proceeds from impact and tap fees	4,490
Proceeds from capital grants and contributions	87,913
Proceeds from state revolving fund loans	469,255
Principal payments on state revolving fund loans	(16,694)
Interest paid	(2,851)
Net cash provided by capital and related financing activities	392,615
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest income	378,491
Purchases of investments	(15,921)
Net cash flows provided by investing activities	362,570
NET INCREASE IN CASH AND CASH EQUIVALENTS	1,010,221
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	4,851,680
CASH AND CASH EQUIVALENTS AT END OF YEAR	$ 5,861,901
CASH AND CASH EQUIVALENTS AT END OF YEAR CONSIST OF	
Cash and cash equivalents	$ 5,713,558
Restricted assets - cash and cash equivalents	148,343
Total cash and cash equivalents	$ 5,861,901

See notes to the financial statements.

CITY OF MARY ESTHER, FLORIDA
PROPRIETARY FUND
STATEMENT OF CASH FLOWS – CONTINUED
FOR THE YEAR ENDED SEPTEMBER 30, 2025

	Water and Sewer Fund
RECONCILIATION OF OPERATING INCOME TO NET CASH FLOWS FROM OPERATING ACTIVITIES	
Operating income	$ 7,339
Adjustments to reconcile operating income to net cash flows from operating activities:	
Depreciation	484,351
Miscellaneous revenue	180,610
Bad debt	3,744
Decrease (increase) in assets:	
Accounts receivable	(223,724)
Prepaid expenses	42,163
Leases receivable, net	65,770
Increase (decrease) in liabilities:	
Customer deposits	4,600
Accounts payable	(312,747)
Accrued liabilities	1,681
Compensated absences	21,103
Unearned revenues	60,000
Net cash provided by operating activities	$ 334,890
SCHEDULE OF NONCASH INVESTING AND FINANCING ACTIVITIES	
Contributed services on capital projects	$ 51,000
Loss on disposal of capital assets	$ (394)

See notes to the financial statements.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND DESCRIPTION OF THE CITY

Description of City

The City of Mary Esther, Florida (the City) was established as a town under the laws of the State of Florida in 1946. In 1984, after referendum vote by the citizens of the City, the Council approved ordinance number 84-3 to incorporate Mary Esther as a City. The City operates under a council form of government and provides the following services: public safety (fire control and protective inspections), transportation (road and street facilities), human services (animal control), culture and recreation (library, parks, and recreation), physical environment (community development), utility (water and sewer) and general government.

The financial statements of the City have been prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America applicable to governmental units and the Uniform Accounting System mandated by Chapter 218.33, Florida Statutes. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting.

The following is a summary of the more significant accounting policies of the City:

The Reporting Entity

As required by accounting principles generally accepted in the United States of America, these financial statements present the City as the primary government. In evaluating the City as a reporting entity, management has considered all potential component units for which the City may be financially accountable and, as such, be included within the City's financial statements. Management utilized criteria set forth in GASB guidance for determining financial accountability of potential component units in evaluating all potential component units. Accordingly, the City is financially accountable if it appoints a voting majority of the potential component unit's governing board, and it is able to impose its will on the organization, or there is a potential for the organization to provide specific financial benefit to or impose specific financial burden on the City. In addition, component units can be other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

As of September 30, 2025, the City had no component units required to be presented in the City’s financial statements.

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the City as a whole) and fund financial statements. The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the activities of the primary government and its component unit. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which significantly rely on fees and charges for support. Likewise, the primary government is reported separately from the legally separate component unit for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate fund financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from government-wide financial statements.

Major individual governmental funds and the enterprise fund are reported as separate columns in the fund financial statements.

Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recorded as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within six months of the end of the current fiscal period, except for property taxes, for which the period is 60 days. Expenditures generally are recorded when a liability is incurred, in accordance with accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Franchise fees, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Sales taxes, gasoline taxes, and other intergovernmental revenues collected and held by the state at year-end on behalf of the City, are also recognized as revenue. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Okaloosa Tax Collector bills and collects property taxes for the City in accordance with the laws of the State of Florida. Property taxes attach as an enforceable lien on property as of the date of assessment and remain in effect until discharge by payment. Taxes are payable when levied (on November 1, or as soon thereafter as the assessment roll becomes available to the Tax Collector).

The following is the current property tax calendar:

Lien Date	January 1st
Levy Date	November 1st
Due Date	November 1st
Delinquent Date	April 1st

Discounts of 1% are granted for each month taxes are paid prior to March 1st.

Revenue recognition criteria for property taxes requires that property taxes expected to be collected within 60 days of the current period be accrued. No accrual has been made for 2025 ad valorem taxes because property taxes are not legally due until subsequent to the end of the fiscal year.

Current year taxes, which are uncollected as of the end of the fiscal year, are generally immaterial in amount and highly susceptible to uncollectibility and, therefore, are not recorded as a receivable on the balance sheet date.

Basis of Presentation
The financial transactions of the City are recorded in individual funds. Each fund is a separate accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are other charges between the government's utility function and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for utility services. The City also recognizes, as operating revenues, the portion of tap fees intended to recover the cost of connecting customers to the system.

Operating expenses for enterprise funds include the cost of service, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The following two broad classifications are used to categorize the fund types used by the City:

Governmental
Governmental funds focus on the determination of financial position and changes in financial position (sources, uses and balances of financial resources) and not net income. The City has two major governmental funds:

General Fund – This is the City's primary operating fund and is used to account for all financial resources of the general government, except those required to be accounted for in another fund.

Discretionary Sales Tax Fund – This is a special revenue fund used to account for proceeds received from discretionary sales taxes that are restricted by the taxpayer referendum that authorized the local option taxes for expenditures towards capital infrastructure related projects.

Proprietary
Proprietary funds focus on the determination of fund net position, changes in fund net position, and cash flows. The City's proprietary fund is an enterprise fund, as fees are charged to external users for services. The following is a description of the City's major proprietary fund:

Water and Sewer Fund – this fund accounts for the operations and activities of the City's water and sewer system.

Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance

Cash and Cash Equivalents
Each fund's cash on hand, demand deposits, certificates of deposit, and short-term investments are considered cash and cash equivalents. For purposes of these statements, certificates of deposit with maturities of two years or less when purchased, and highly liquid debt instruments, with a maturity of three months or less when purchased, are considered to be cash equivalents.

Deposits and Investments
The City is authorized under the City’s investment policy to invest and reinvest surplus public funds in its control or possession, in accordance with resolutions to be adopted from time to time and in accordance with Sections 218.40 through 218.45, Florida Statutes. According to its policy, the City’s primary objectives in priority order are: 1) safety, 2) liquidity, and 3) return on investment. The policy prohibits the following investments and investment practices:

1. Purchases on margin or short sales.

2. Derivative securities that are, in effect, a leveraged bet on future movements of interest rates or some price index. Collateralized mortgage obligations, because of their complexity and prepayment rate uncertainties, are prohibited.

3. Lending securities with an agreement to buy them back after a stated period of time (reverse purchased agreements from the perspective of the public body).

Investments for the city are reported at fair value (generally based on quoted market prices) except for the Florida PRIME investment pool, which is reported at amortized cost.

Receivables and Payables

Interfund transactions are reflected as loans, services provided, reimbursements, or transfers. At the end of the fiscal year, loans outstanding between funds are referred to as either "due to other funds" or "due from other funds" (i.e., the current portion of interfund loans) or "advances" (i.e., the non-current portion of interfund loans). Any residual balances outstanding between governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All receivables in governmental funds are shown net of an allowance for uncollectible accounts. On September 30, 2025, the City considers all governmental fund receivables collectible and accordingly, the allowance for doubtful accounts is not material.

Services provided, deemed to be at market, or near market rates, are treated as revenues and expenditures/expenses. All other interfund transactions are treated as transfers. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide columnar presentation.

All proprietary fund receivables are shown net of an allowance for uncollectible accounts. The City's estimate is based on historical collection experience and a review of the current status of accounts receivable. When the collectability of a receivable becomes questionable, an allowance for doubtful accounts is established. When specific accounts are determined to be uncollectible, they are written off. At September 30, 2025, an allowance for doubtful accounts of $9,058 was recorded in the Water and Sewer Fund.

The City recognizes a lease receivable and a deferred inflow of resources for noncancellable leases in which the City is the lessor. At the commencement of the lease, the City measures the lease receivable at the present value of payments expected to be received during the lease term. The deferred inflow of resources is measured at the initial amount of the lease receivable adjusted for lease payments received at or before the lease commencement date. In subsequent periods, the lease receivable is reduced by the principal portion of lease payments received and the deferred inflow of resources is recognized as revenue over the life of the lease term.

Restricted Assets

Restricted assets are maintained in both the governmental and business-type activities. Deposits received from customers of the water and sewer system are restricted to use as payment of the final customer bill or is returned to the customer upon settlement of the final bill. Impact fees from customers are also restricted in the General Fund and the Water and Sewer Fund for future capital expansion projects. Additionally, financial assets from discretionary sales taxes are classified as restricted assets because their use is limited by taxpayer referendum.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (roads, bridges, curbs and sidewalks, drainage systems, lighting systems and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial cost more than the following:

Land	$	1
Buildings	$	1,000
Improvements other than buildings	$	1,000
Machinery and equipment	$	1,000

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized in the proprietary fund as projects are constructed. Interest incurred during the construction phase of proprietary fund capital assets is reflected in the capitalizable value of the asset constructed, net of interest earned on the invested proceeds over the same period.

Property, plant and equipment of the primary government are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	20-50 years
Improvements other than buildings	10-50 years
Machinery and equipment	5-10 years
Subscription assets	3-5 years

Subscription-Based Information Technology Arrangements (SBITA's)

The City records a subscription asset and a related subscription liability for subscription-based information technology arrangements at the commencement of the agreement. The subscription liability is measured at the present value of payments expected to be made during the subscription term. The subscription asset is measured at the initial amount of the subscription liability adjusted for any payments made at or before the beginning of the subscription term. The City monitors changes in circumstances that would require remeasurement of subscription assets and liabilities.

Compensated Absences

The City records a compensated absences liability for leave that 1) can be carried forward to future reporting periods; 2) was earned based on service that the employee has already provided; and 3) is more likely than not to be used, paid, or otherwise settled with the City. The compensated absences liability is measured using the pay rates in effect as of the financial statement date, including directly and incrementally associated salary-related employer taxes and benefits. Changes to pay rates will be recognized in future periods as those changes occur. The City uses a first-in, first-out (FIFO) flow assumption for calculating the portion of the liability due within one year.

Long-Term Obligations
In the government-wide financial statements and proprietary fund type financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Note premiums and discounts are deferred and amortized over the life of the notes using the effective and straight-line interest methods. Note issuance costs are expensed as they are incurred. Notes payable are reported net of the applicable premium or discount.

Total Other Post-Employment Benefits (OPEB) Liability
For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the plan and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, the plan recognizes benefit payments when due and payable in accordance with the benefit terms. The OPEB liability is typically liquidated by the General Fund. See Note 10 for additional information about the City's other postemployment benefit plan.

Classifications of Fund Balance
GASB Statement No. 54 establishes fund balance classifications using a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

Fund balance classifications are comprised of the following:

- Nonspendable – includes amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example: inventories, deposits, prepaid items, and advances to other funds.

- Restricted – includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.

- Committed – includes amounts that can only be used for the specific purposes determined by a formal action, Ordinance, of the City's highest level of decision-making authority, the City Council. Commitments may be changed or lifted only by the City taking the same formal action that imposed the constraint originally, which is an Ordinance.

- Assigned – comprises amounts intended to be used by the City for specific purposes that are neither restricted nor committed. *Intent* is expressed by the City Council to assign amounts to be used for specific purposes. The City's fund balance policy does not explicitly specify who is authorized to establish fund balance assignments. Only the City Council has the authority to establish fund balance assignments.

- Unassigned – is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

These classifications reflect not only the nature of funds, but also provide clarity to the level of restriction placed upon fund balance. Fund balance can have different levels of restraint, such as external versus internal compliance requirements. Unassigned fund balance is a residual classification within the General Fund. The General Fund should be the only fund that reports a positive unassigned balance. In all other funds, unassigned is limited to negative residual fund balance. The General Fund's formal fund balance policy establishes a stabilization arrangement that commits 20% of annual budgeted expenditures and can only be reversed through a formal action of the City Council.

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is generally depleted in the order of restricted, committed, assigned, and unassigned.

Net Position

Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. The net investment in capital assets represents net position related to property, plant and equipment, net of any related debt. Restricted net position represents the net position restricted by state legislation.

The City considers restricted amounts to be spent first when both restricted and unrestricted net position is available.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. See Note 5 for additional information on the City's deferred outflows of resources.

In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. See Note 5 for additional information on the City's deferred inflows of resources.

Change in Accounting Principle

Effective October 1, 2024, the City adopted the provisions of GASB Statement No. 101, *Compensated Absences* (GASBS 101). This pronouncement establishes a unified model for recognition and measurement of liabilities associated with compensated absences, including vacation, sick leave and other paid time off. GASBS 101 is expected to result in a liability for compensated absences that more appropriately reflects when a government incurs an obligation and can be applied consistently to different types of leave offered by governmental employers.

As part of the implementation process, the City has evaluated whether leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means by assessing relevant factors, such as the City's employment policies related to compensated absences; historical information about the use, payment, or forfeiture of compensated absences; and known information that would indicate that historical information may not be representative of future trends or patterns. GASBS 101 was retroactively implemented and had no effect on fund balance or net position previously presented.

Use of Estimates
The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Reclassifications
Certain amounts presented in the prior year have been reclassified in order to be consistent with the current year presentation. Such reclassifications have no effect on total fund balances or net position previously reported.

Subsequent Events
Subsequent events were evaluated through February 20, 2026, which is the date the financial statements were issued, for possible recognition or disclosure in the financial statements.

2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgets
Annual appropriated budgets are adopted for the General Fund, Discretionary Sales Tax Fund, and the Water and Sewer Fund. The annual budgets for the General Fund and Discretionary Sales Tax Fund are adopted using the modified accrual basis of accounting, which is in accordance with GAAP for governmental fund types. The Water and Sewer Fund budget is adopted on the full accrual basis, which is consistent with GAAP for proprietary fund types. Every appropriation, except an appropriation for a capital expenditure, lapses at the end of the year to the extent it has not been expended or encumbered.

Encumbrances
Encumbrances represent commitments related to unperformed contracts for goods or services. As stated above, encumbrance accounting is employed in governmental funds. Any purchase order or contract outstanding at year-end does not constitute an expenditure but is reported as an assignment of fund balance. The City had no encumbrances reported as assigned fund balance for the year ended September 30, 2025.

3. DEPOSITS AND INVESTMENTS

Deposits

The investment of surplus funds is governed by provisions of Section 218.415, Florida Statutes, as to the type of investments that can be made. Deposits may be exposed to custodial credit risk, which is the risk that, in the event of a bank failure, the government's deposits may not be returned.

The City manages its custodial credit risk by maintaining its deposits with *Qualified Public Depositories* as defined in Chapter 280, Florida Statutes. The provisions of this statute allow *Qualified Public Depositories* to participate in a multiple financial institution collateral pool to ensure the security for public deposits. All *Qualified Public Depositories* must deposit eligible collateral with the Treasurer of the State of Florida equal to or in excess of their required collateral pledging level. In the event of default by a qualified public institution, the Treasurer will pay public depositors all losses in excess of insurance and collateral through assessments among all *Qualified Public Depositories*.

The City had $13,892,074 of deposits with financial institutions on September 30, 2025, all of which were entirely covered by federal depository insurance or pooled collateral held by the State Treasurer and, therefore, have no custodial credit risk.

Investments

As of September 30, 2025, the City's investments consist of pooled accounts with Florida PRIME and FLCLASS, external intergovernmental investment pools. The types of investments which can be made by the City are restricted by state statutes and other contractual agreements. A description of the requirements and the types of investments allowed can be found in Note 1.

The following is a summary of the City's investments:

Investments – Governmental and Business-Type Activities

	General Fund	Water and Sewer Fund	Total	S&P Rating	Average Maturity
Florida PRIME	$ 2,460,844	$ 356,300	$ 2,817,144	AAAm	47 days
FLCLASS	552,993	-	552,993	AAAm	42 days
Total investments	$ 3,013,837	$ 356,300	$ 3,370,137		

Funds are placed with the State Board of Administration (SBA) for participation in the Florida PRIME Investment Pool (Florida PRIME), created by Chapter 218, Florida Statutes. This investment pool operates under investment guidelines established by Section 215.47, Florida Statutes. The City's investment in Florida PRIME, a Security and Exchange Commission (SEC) Rule 2a7-like external investment pool is reported at amortized cost, which is not materially different from fair value. Rule 2a-7 is the rule that permits money market funds to use amortized cost to maintain a constant net asset value (NAV) of $1 per share, provided that such funds meet certain conditions.

The City also participates in the Florida Cooperative Liquid Asset Securities System (FLCLASS). This investment pool is a stable NAV Government Investment Pool established under Section 218.415, Florida Statutes; and is an intergovernmental investment authorized pursuant to the Florida Interlocal Cooperation Act of 1969. The City's investment in FLCLASS is reported at fair value. Since the fair value of the City's investment is reported at NAV per share, it is not required to be categorized within the fair value hierarchy in accordance with GASB Statement No. 72.

As of September 30, 2025, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100 percent of their account value.

Concentration of Credit Risk – The City's investment policy encourages diversification but does not specify limits on the amount that may be invested in any one issuer. As of September 30, 2025, all the City's investments were held in Florida PRIME or FLCLASS pooled accounts.

Custodial Credit Risk – For an investment, custodial credit risk is the risk that the City will not be able to recover the value of the investments or collateral securities that are in the possession of an outside party. The City has adopted a policy for custodial credit risk authorizing the Finance Director to maintain a list of financial institutions approved for investment services. In addition, a list of approved security brokers/dealers selected by credit worthiness authorized in the State of Florida will be utilized for investment purposes. Also, only brokers and dealers (or their agents) included on the Federal Reserve Bank of New York's List of Primary Government Security Dealers will be identified as authorized by policy. Other non-primary dealers may be used, provided that the dealer is approved by City Council, City Manager, and Finance Director. A memo indicating such approval is required to be retained in the investment files.

Interest Rate Risk – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The City does not have a formal policy for addressing interest rate risk; however, investments are made with discretion, to seek reasonable returns, preserve capital, and in general, avoid speculative investments. The City manages its exposure to declines in fair values from interest rate changes by reviewing the portfolio on an ongoing basis for changes in effective yield amounts.

4. RECEIVABLES

Receivables and amounts due from other governments on September 30, 2025, were as follows:

	Governmental Activities		Business-Type Activities	
	General Fund	Discretionary Sales Tax Fund	Water and Sewer Fund	Total
Taxes	$ 58,573	$ -	$ -	$ 58,573
Accounts	4,354	-	712,930	717,284
Less allowance for doubtful accounts	(379)	-	(9,058)	(9,437)
Total receivables, net	62,548	-	703,872	766,420
Due from other governments	83,981	37,312	-	121,293
Leases receivable	-	-	2,722,024	2,722,024
Total	$ 146,529	$ 37,312	$ 3,425,896	$ 3,609,737

Due from Other Governments
Amounts due from other governments primarily consist of half-cent sales taxes, discretionary sales taxes, local option fuel taxes, telecommunications service taxes, and various grant awards.

5. DEFERRED OUTFLOWS AND DEFERRED INFLOWS OF RESOURCES

Deferred outflows and inflows of resources as of September 30, 2025, are summarized as follows:

	General Fund	Governmental Activities	Business-Type Activities: Water and Sewer Fund
Deferred outflows of resources			
Changes in assumptions related to OPEB plan	$ -	$ 27,656	$ -
Differences between expected and actual experience on OPEB plan actuarial assumptions	-	29,895	-
Total deferred outflows of resources	$ -	$ 57,551	$ -

	General Fund	Governmental Activities	Business-Type Activities Water and Sewer Fund
Deferred inflows of resources			
Changes in assumptions related to OPEB plan	$ -	$ 42,969	$ -
Differences between expected and actual experience on OPEB plan actuarial assumptions	-	6,163	-
Business license taxes collected for subsequent fiscal year	59,469	59,469	-
Leases	-	-	2,623,149
Total deferred inflows of resources	$ 59,469	$ 108,601	$ 2,623,149

6. CHANGES IN CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2025, is summarized as follows:

	Beginning Balance	Increases	Decreases/ Reclassifications	Ending Balance
Governmental activities				
Capital assets not being depreciated				
Land	$ 6,111,851	$ -	$ -	$ 6,111,851
Construction in progress	2,170,337	482,946	(1,842,756)	810,527
Total capital assets not being depreciated	8,282,188	482,946	(1,842,756)	6,922,378
Capital assets being depreciated				
Buildings	2,799,011	107,971	-	2,906,982
Improvements other than buildings	3,278,426	1,676,351	1,834,747	6,789,524
Machinery and equipment	1,402,619	302,479	(145,455)	1,559,643
Subscription assets	97,695	-	-	97,695
Total capital assets being depreciated	7,577,751	2,086,801	1,689,292	11,353,844
Less accumulated depreciation				
Buildings	(903,498)	(64,970)	-	(968,468)
Improvements other than buildings	(1,889,246)	(204,084)	7,947	(2,085,383)
Machinery and equipment	(1,293,605)	(65,615)	145,455	(1,213,765)
Subscription assets	(50,972)	(25,486)	-	(76,458)
Total accumulated depreciation	(4,137,321)	(360,155)	153,402	(4,344,074)
Total capital assets being depreciated, net	3,440,430	1,726,646	1,842,694	7,009,770
Governmental activities, net	$ 11,722,618	$ 2,209,592	$ (62)	$ 13,932,148

	Beginning Balance	Increases	Decreases/ Reclassifications	Ending Balance
Business-type activities				
Capital assets not being depreciated				
Land	$ 77,878	$ -	$ -	$ 77,878
Construction in progress	4,041,024	15,975	(3,827,707)	229,292
Total capital assets not being depreciated	4,118,902	15,975	(3,827,707)	307,170
Capital assets being depreciated				
Buildings	137,294	-	-	137,294
Improvements other than buildings	15,607,392	133,025	3,827,707	19,568,124
Machinery and equipment	1,995,377	53,238	(16,031)	2,032,584
Subscription assets	49,057	-	-	49,057
Total capital assets being depreciated	17,789,120	186,263	3,811,676	21,787,059
Less accumulated depreciation				
Buildings	(74,736)	(3,667)	-	(78,403)
Improvements other than buildings	(9,433,286)	(386,080)	-	(9,819,366)
Machinery and equipment	(1,195,584)	(81,806)	13,897	(1,263,493)
Subscription assets	(25,596)	(12,798)	-	(38,394)
Total accumulated depreciation	(10,729,202)	(484,351)	13,897	(11,199,656)
Total capital assets being depreciated, net	7,059,918	(298,088)	3,825,573	10,587,403
Business-type activities, net	$ 11,178,820	$ (282,113)	$ (2,134)	$ 10,894,573

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities	
General government	$ 232,707
Public safety	7,846
Transportation	78,378
Culture and recreation	41,224
Total depreciation/amortization expense - governmental activities	$ 360,155
Business-type activities	
Water and sewer	$ 484,351

7. DEFINED CONTRIBUTION PLAN

The City offers its employees an Employee Thrift Plan (the Plan), a defined contribution plan created in accordance with Internal Revenue Code Section 401(a) and 501(a), as amended from time to time. The Plan is administered by Mass Mutual. The City Council has the authority for establishing Plan provisions, and contribution requirements under the Plan. To be eligible for the Plan, employees must be a minimum of 18 years of age, work at least 1,000 hours during the year, and work for the City at least 6 months. As long as the employee completes the required paperwork, the City's contribution to the Plan is an amount equal to 6% of the eligible portion of the participant's compensation, during the plan year. In addition, the City contributes on behalf of each participant who makes a contribution to the Plan $1 for every $1 of said contributions to the Plan in increments of 1% of compensation, up to 8%. Any forfeiture during the year may be used to fund the City's contribution requirement.

The vesting percentage of City contributions is determined in accordance with the following schedule:

Number of Years of Service Credit for Purposes of Vesting	Vested Percentage
1 year	20%
2 years	40%
3 years	60%
4 years	80%
5 years	100%

During fiscal year 2025, the City remitted its required contributions totaling $136,050. The total value of plan investments on September 30, 2025, was $1,072,253.

8. CELLULAR TOWER LEASES

Lessor
The City leases real property to various unrelated parties for maintaining cellular communication towers. The City is a lessor under five real property leases.

The City's lease receivable is measured at the present value of lease payments expected to be received during the lease term, including options reasonably certain to be exercised. The lease terms range from 10 to 35 years, with years remaining ranging from 6 to 23 years, and the discount rate to calculate the present value of the lease payments is 4.94%.

The total amount of inflows of resources recognized and reflected in the financial statements were as follows:

Inflows of Resources - Leases	Water and Sewer Fund
Lease revenue	$ 104,139
Interest	135,409
Total inflows of resources - leases	$ 239,548

9. LONG-TERM DEBT

Changes in Long-Term Debt

Long-term debt activity for the year ended September 30, 2025, is summarized as follows:

	Beginning Balance	Additions [1]	Reductions	Ending Balance	Due Within One Year
Governmental activities					
Compensated absences	$ 119,674	$ 77,139	$ -	$ 196,813	$ 103,811
Direct borrowings					
Capital improvement revenue note, Series 2024	3,733,828	-	(174,225)	3,559,603	-
Subscription liability - software	33,791	-	-	33,791	33,791
Total governmental activities	$ 3,887,293	$ 77,139	$ (174,225)	$ 3,790,207	$ 137,602
Business-type activities					
Compensated absences	$ 29,428	$ 21,103	$ -	$ 50,531	$ 25,427
Direct borrowings					
State Revolving Fund Loan CW-460200	136,210	-	(7,394)	128,816	7,466
State Revolving Fund Loan CW-460201	301,021	93,051	-	394,072	-
State Revolving Fund Loan DW-460210	69,625	-	(9,300)	60,325	10,010
State Revolving Fund Loan DW-460211	1,663,553	284,702	-	1,948,255	57,893
State Revolving Fund Loan LS-460240	-	91,502	-	91,502	-
Subscription liability - software	16,968	-	-	16,968	16,968
Total business-type activities	$ 2,216,805	$ 490,358	$ (16,694)	$ 2,690,469	$ 117,764

[1] Changes in the compensated absences liability are reported on a net basis.

Description of Long-Term Debt Outstanding

Governmental Activities – Direct Borrowings

$3,843,324 Capital Improvement Revenue Note, Series 2024; semi-annual payments ranging from $5,161 to $298,108, including interest at 4.61% through maturity in October 2043; The City has pledged non-ad valorem revenues to secure the note. Proceeds are to be used to purchase and renovate the new City Hall building and to fund the City's share of the new Christobal Waterfront Park project costs discussed further in Note 14 to the financial statements. At the end of fiscal year 2025, the City had not yet expended approximately $1.2 million of the proceeds received from the issuance of long-term debt. There are no significant finance-related consequences in the event of default or termination, and there are no subjective acceleration clauses.

The City has a subscription-based information technology arrangement with a software vendor. The City's subscription liability is measured using the present value of subscription payments expected to be remitted to the vendor during the subscription term, including options reasonably certain to be exercised. The agreement requires annual base payments of $35,083 throughout the subscription term which expires in July 2026. The discount rate used to calculate the present value of the subscription payments was 4.10%, which is the City's estimated incremental borrowing rate for vehicles, equipment, and similar assets. The carrying value of the subscription asset is disclosed in Note 6 to the financial statements. In the event of default (non-payment), the lender may revoke the City's license to the underlying software. This agreement does not contain any subjective acceleration clauses.

Business-Type Activities – Direct Borrowings

$154,218 State of Florida Department of Environmental Protection Revolving Loan Fund; semi-annual payments of $4,368 including interest at 2.11% through September 2041. Proceeds were used for design and engineering services related to developing the City's water and sewer master plan. The City has pledged net revenues of the City's water and sewer system to secure the loan.

$394,071 State of Florida Department of Environmental Protection Revolving Loan Fund; semi-annual interest free payments of $126,825 beginning September 2027. Proceeds were used for design and engineering services related to rehabilitation of the City's water distribution system. The City has pledged net revenues of the City's water and sewer system to secure the loan.

$99,478 State of Florida Department of Environmental Protection Revolving Loan Fund; semi-annual payments of $5,404 including interest at 2.24% through September 2031. Proceeds were used for design and engineering services related to rehabilitation of the City's water distribution system. The City has pledged net revenues of the City's water and sewer system to secure the loan.

$1,948,225 State of Florida Department of Environmental Protection Revolving Loan Fund; semi-annual interest free payments of $51,116 beginning November 2025. Proceeds were used for design and engineering services related to rehabilitation of the City's water distribution system. The City has pledged net revenues of the City's water and sewer system to secure the loan.

$179,416 U.S. Department of Environmental Protection Revolving Loan Fund; semi-annual interest free payments of $8,984 beginning April 2029. Proceeds were used for design and engineering services related to rehabilitation of the City's water distribution system. The City has pledged net revenues of the City's water and sewer system to secure the loan.

For the State of Florida Department of Environmental Protection Revolving Loan Fund issuances, in the event of default (non-payment), the lender may notify financial market credit rating agencies, file suit for past due amounts, and accelerate repayment of unpaid principal to as much as 1.667 times the financing rate. These loans do not contain any subjective acceleration clauses.

The City has a subscription-based information technology arrangement with a software vendor. The City's subscription liability is measured using the present value of subscription payments expected to be remitted to the vendor during the subscription term, including options reasonably certain to be exercised. The agreement requires annual base payments of $17,617 throughout the subscription term which expires in July 2026. The discount rate used to calculate the present value of the subscription payments was 4.10%, which is the City's estimated incremental borrowing rate for vehicles, equipment, and similar assets. The carrying value of the subscription asset is disclosed in Note 6 to the financial statements. In the event of default (non-payment), the lender may revoke the City's license to the underlying software. This agreement does not contain any subjective acceleration clauses.

Annual Requirements to Amortize Debt Outstanding

The annual requirements to amortize all debt outstanding except accrued and annual leave as of September 30, 2025, follows:

	Governmental Activities			
	Revenue Note		Subscription Liabilities	
Year Ending September 30,	Principal	Interest	Principal	Interest
2026	$ -	$ -	$ 33,791	$ 1,532
2027	182,257	159,897	-	-
2028	190,660	151,301	-	-
2029	199,449	142,309	-	-
2030	208,644	132,903	-	-
2031-2035	1,084,536	510,101	-	-
2036-2040	855,961	295,385	-	-
2041-2045	838,096	79,448	-	-
Total	$ 3,559,603	$ 1,471,344	$ 33,791	$ 1,532

Business-Type Activities				
	State Revolving Fund Loans		Subscription Liabilities	
Year Ending September 30,	Principal	Interest	Principal	Interest
2026	$ 75,369	$ 8,080	$ 16,968	$ 769
2027	241,607	7,563	-	-
2028	369,009	6,987	-	-
2029	138,524	6,405	-	-
2030	134,501	5,813	-	-
2031-2035	605,767	21,782	-	-
2036-2040	542,254	12,590	-	-
2041-2044	515,939	3,981	-	-
Total	$ 2,622,970	$ 73,201	$ 16,968	$ 769

10. OTHER POST-EMPLOYMENT BENEFITS (OPEB)

Plan Description

The City provides dental and life insurance benefits to eligible employees upon retirement through a single-employer defined benefit health care plan (the Plan). The Plan is administered by the City, and the authority to establish or amend the Plan rests with the City Council. The City pays 100% of the retiree's dental insurance premium but not the premium for dependent coverage. The City also pays the premium for life insurance coverage after retirement. Employees are covered by a retirement system whose retirement eligibility provisions require the attainment of age 55 or completion of 25 years of service. The Plan does not issue a separate report.

Plan Membership as of September 30, 2025

Inactive plan members or beneficiaries currently receivable benefits	9
Active plan members	20
	29

Benefits Provided

The benefits provided are the same as those provided for active employees. Spouses and dependents of eligible retirees are not eligible for medical coverage. All employees of the City are eligible to receive postretirement health care benefits.

Total OPEB Liability

Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation as of September 30, 2025, using the actuarial assumptions shown on the next page.

Prior measurement date	September 30, 2024
Measurement date	September 30, 2025
Valuation date	October 1, 2023 Actuarially determined contributions are calculated as of the last day of the fiscal year in which contributions are reported.
Actuarial cost method	Individual Entry Age Normal
Amortization method	Level dollar, open
Amortization period	Average remaining service life of actives and retirees
Asset valuation method	Fair value
Inflation	3.0% annually
Healthcare trend	4.0% dental
Salary increases	3.0% annually
Prior discount rate	3.81%
Discount rate	4.90%
Retirement age	Employees are covered by retirement system whose retirement eligibility provisions attainment of age 55 and completion of 25 years of service. Based on past experience, it has been assumed that entitlement to benefits will commence 5 years after eligibility provisions are attained.
Mortality	120% of Pub-2010 for General Employees and Healthy Retirees with MP-2021 scale
Turnover	Age specific table with an average of 10% when applied to the active census.

Change in Total OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Total OPEB Liability (a) - (b)
Balances at September 30, 2024	$ 139,857	$ -	$ 139,857
Changes for the year:			
Service cost	2,344	-	2,344
Interest	5,373	-	5,373
Differences between expected and actual experience	2,626	-	2,626
Changes of assumptions	(18,927)	-	(18,927)
Benefit payments	(7,008)	-	(7,008)
Net changes	(15,592)	-	(15,592)
Balances at September 30, 2025	$ 124,265	$ -	$ 124,265

Sensitivity of Total OPEB Liability to Changes in the Discount Rate

	1% Decrease 3.90%	Current Discount Rate 4.90%	1% Increase 5.90%
Total OPEB liability	$ 141,801	$ 124,265	$ 109,889

Sensitivity of Total OPEB Liability to Changes in the Healthcare Trend Rate

	1% Decrease 3.00%	Current Rate 4.00%	1% Increase 5.00%
Total OPEB liability	$ 115,930	$ 124,265	$ 134,453

OPEB Plan Fiduciary Net Position
The plan is unfunded, so the OPEB plan's fiduciary net position is $0. There are no OPEB assets accumulated in a GASB compliant trust to pay for related plan benefits.

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended September 30, 2025, the City recognized OPEB expense of $6,935. On September 30, 2025, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 29,895	$ 6,163
Changes of assumptions	27,656	42,969
Total	$ 57,551	$ 49,132

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended September 30:	
2026	$ (780)
2027	(780)
2028	(780)
2029	(780)
2030	(2,635)
Thereafter	14,174
	$ 8,419

11. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by the Florida Municipal Insurance Trust and other commercial insurance purchased from independent third parties. There has been no significant change in insurance coverage from the previous fiscal year. For the commercial insurance purchased from independent third parties, the amount of settlements has not exceeded the insurance coverage in each of the past three years.

12. INTERFUND TRANSFERS

The transfers out of the Water and Sewer Fund of $79,854 to the General Fund were made to offset a portion of the debt service for the new City Hall building representing the anticipated portion of use of the facility for utility services once the renovations are completed in fiscal year 2026.

13. GOVERNMENTAL FUND BALANCES

As of September 30, 2025, the City's governmental fund balances were classified as follows:

	General Fund	Discretionary Sales Tax Fund	Total Governmental Funds
Nonspendable			
Inventory	$ 6,287	$ -	$ 6,287
Restricted for			
Capital expansion projects	164,118		164,118
City Hall building renovations	346,970		346,970
Christobal Waterfront Park improvements	809,343		809,343
Government infrastructure projects		2,001,863	2,001,863
Other purposes	6,007		6,007
Total restricted	1,326,438	2,001,863	3,328,301
Committed for natural disaster relief	2,127,498	-	2,127,498
Assigned for			
FY2026 appropriations	2,298,674	-	2,298,674
Other purposes	2,065	-	2,065
Total assigned	2,300,739	-	2,300,739
Unassigned	2,826,090	-	2,826,090
Total fund balances	$ 8,587,052	$ 2,001,863	$ 10,588,915

14. COMMITMENTS AND CONTINGENCIES

Grants

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the City expects such amount, if any, to be immaterial.

Water and Sewer System Management Contract

The City has a contract for operation, maintenance, and management services for its water and sewer system with Operations Management International (OMI). The contract expires in September 2026, and the City's commitment under the contract for the subsequent fiscal year is $1,474,397.

Law Enforcement Services Contract
The City has a contract for law enforcement services with the Okaloosa County Sheriff's Department. The contract expires in September 2026, and the City's commitment under the contract for the subsequent fiscal year is $321,061.

Fire Department Service Contract
In 2019, the City Council approved an interlocal agreement with the Ocean City-Wright Fire Control District (OCWFCD) to provide fire protection and emergency medical services to residents of the City. The agreement took effect in October 2019 and calls for quarterly payments through September 2029. The base contract amount for the fiscal year ended September 30, 2025, was $1,187,893. For subsequent contract years, the base rate will be adjusted in accordance with the consumer price index (CPI) subject to a 3% cap.

As part of this agreement, OCWFCD executed a lease for the City's fire station effective October 2019. The lease expires in September 2029 and calls for base annual rent of $1. Additionally, ownership of the City's tools, equipment, safety gear, vehicles, and apparatuses was transferred to OCWFCD for use in fire protection operations during the term of the contract. The undepreciated value of the equipment transferred to OCWFCD is reported as other assets in the statement of net position and is being amortized over the life of the contract.

Christobal Waterfront Park – Joint Project
In August 2023, the City entered into a cost-sharing interlocal agreement with Okaloosa County, Florida (the County) for a project to jointly develop a waterfront park. Under the terms of the agreement, the City and the County will equally share the costs of the project, which are estimated to be $3.0 million. The City has pledged its allocation of tourist development taxes collected by the County on its behalf in subsequent years to fund a significant portion of its share of the project costs. The City's share of remaining project costs will be funded by proceeds from the Capital Improvement Revenue Note, Series 2024.

During the year ended September 30, 2025, demolition, permitting fees, design fees and park development costs were incurred for the waterfront park site in the total amount of $176,304. Accordingly, for the year ended September 30, 2025, the City has reported capital outlay expenditures of $88,152 in the General Fund for its share of the project costs. The City's share of total costs incurred for the project through September 30, 2025, were $817,788. Upon completion of the project, the County will convey the land and property, and the responsibility for its maintenance, to the City.

Construction Contract for City Hall Building Renovations
In December 2024, the City Council entered into an agreement with a construction contractor to renovate the new City Hall building purchased in February 2024. The total contract amount is $563,784 and is funded with the proceeds from the Capital Improvement Revenue Note, Series 2024. As of September 30, 2025, the City incurred costs related to the project in the amount of $232,477. The work on the project is expected to be completed in fiscal year 2026.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF MARY ESTHER, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL (UNAUDITED)
FOR THE YEAR ENDED SEPTEMBER 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
REVENUES				
Taxes	$ 3,212,983	$ 3,212,983	$ 3,177,300	$ (35,683)
Licenses, fees, and permits	332,600	332,600	258,776	(73,824)
Intergovernmental	1,700,500	1,700,500	1,720,995	20,495
Charges for services	66,359	66,359	36,069	(30,290)
Fines and forfeits	10,000	10,000	8,554	(1,446)
Miscellaneous	271,500	271,500	419,515	148,015
Total revenues	5,593,942	5,593,942	5,621,209	27,267
EXPENDITURES				
Current				
General government	1,418,580	1,429,662	1,199,530	230,132
Public safety	1,708,449	1,708,647	1,602,060	106,587
Physical environment	182,046	182,265	148,012	34,253
Transportation	335,596	350,677	301,281	49,396
Culture and recreation	934,950	935,550	841,011	94,539
Capital outlay	4,167,840	3,934,773	1,402,273	2,532,500
Debt service	310,234	346,355	346,355	-
Total expenditures	9,057,695	8,887,929	5,840,522	3,047,407
DEFICIENCY OF REVENUES UNDER EXPENDITURES	(3,463,753)	(3,293,987)	(219,313)	3,074,674
OTHER FINANCING SOURCES				
Transfers in	943,092	943,092	79,854	(863,238)
Total other financing sources	943,092	943,092	79,854	(863,238)
NET CHANGE IN FUND BALANCE	(2,520,661)	(2,350,895)	(139,459)	2,211,436
FUND BALANCE – BEGINNING OF YEAR	8,172,468	8,724,667	8,726,511	1,844
FUND BALANCE – END OF YEAR	$ 5,651,807	$ 6,373,772	$ 8,587,052	$ 2,213,280

See notes to the budgetary comparison schedules.

CITY OF MARY ESTHER, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
DISCRETIONARY SALES FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL (UNAUDITED)
FOR THE YEAR ENDED SEPTEMBER 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive
	Original	Final	Actual	(Negative)
REVENUES				
Intergovernmental	$ 500,000	$ 500,000	$ 551,660	$ 51,660
Miscellaneous	50,000	50,000	123,369	73,369
Total revenues	550,000	550,000	675,029	125,029
EXPENDITURES				
Capital outlay	-	-	978,134	(978,134)
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	550,000	550,000	(303,105)	(853,105)
OTHER FINANCING USES				
Transfers out	(863,238)	(1,144,295)	-	1,144,295
NET CHANGE IN FUND BALANCE	(313,238)	(594,295)	(303,105)	291,190
FUND BALANCE – BEGINNING OF YEAR	1,878,067	2,304,968	2,304,968	-
FUND BALANCE – END OF YEAR	$ 1,564,829	$ 1,710,673	$ 2,001,863	$ 291,190

See notes to the budgetary comparison schedules.

CITY OF MARY ESTHER, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO THE BUDGETARY COMPARISON SCHEDULES
FOR THE YEAR ENDED SEPTEMBER 30, 2025

Budgetary data reflected in the accompanying schedules of revenues, expenditures, and changes in fund balance – budget and actual are established by the following procedures:

1. Prior to September 1, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and revenue sources.

2. Public hearings are conducted to obtain taxpayer comments.

3. Prior to September 30, the budget is legally enacted through passage of an ordinance.

4. The City Manager is authorized to transfer budgeted amounts between programs (line-items) within a department, office or agency within any fund. However, any revisions that alter the total budgeted expenditures of any fund must be approved by the City Council.

5. Budgeted amounts have been amended by the City Council or by City Manager in accordance with applicable City ordinances.

6. Encumbrance accounting is employed in governmental funds. Encumbrances (e.g., purchase orders or contracts) outstanding at year-end are reported as assignment of fund balances and do not constitute expenditures or liabilities because the commitments will be re-appropriated and honored during the subsequent year.

CITY OF MARY ESTHER, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS (UNAUDITED)

Total OPEB Liability	2025	2024	2023	2022	2021	2020	2019	2018
Service cost	$ 2,344	$ 741	$ 735	$ 1,275	$ 1,214	$ 1,128	$ 523	$ 507
Interest	5,373	4,956	4,821	3,635	3,647	4,049	5,197	5,113
Difference between expected and actual experience	2,626	15,927	4,014	(11,093)	4,738	1,031	3,637	11,625
Changes in assumptions and other inputs	(18,927)	4,061	(1,008)	(35,786)	1,413	13,223	25,013	(8,218)
Benefit payments	(7,008)	(6,643)	(7,302)	(6,921)	(7,002)	(6,637)	(6,789)	(6,789)
Net change in total OPEB liability	(15,592)	19,042	1,260	(48,890)	4,010	12,794	27,581	2,238
Total OPEB liability – beginning	139,857	120,815	119,555	168,445	164,435	151,641	124,060	121,822
Total OPEB liability – ending	$ 124,265	$ 139,857	$ 120,815	$ 119,555	$ 168,445	$ 164,435	$ 151,641	$ 124,060
Covered employee payroll	$ 1,265,105	$ 1,228,257	$ 840,457	$ 815,978	$ 749,883	$ 728,042	$ 1,031,833	$ 1,001,780
Total OPEB liability as a percentage of covered employee payroll	9.82%	11.39%	14.37%	14.65%	22.46%	22.59%	14.70%	12.38%

Notes to Schedule

Changes of Assumptions – The following discount rate assumption was used for each measurement date:

2025 - 4.90%
2024 - 3.81%
2023 - 4.09%
2022 - 4.02%
2021 - 2.15%
2020 - 2.21%
2019 - 2.66%
2018 - 4.18%

* This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

** There are no OPEB plan assets accumulated in a GASB compliant trust to pay for related plan benefits.

III. STATISTICAL SECTION

This section of the City's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

Financial Trends
These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity
These schedules contain information to help the reader assess the City's most significant local revenue source, the property tax.

Debt Capacity
These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.

Demographic and Economic Information
These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.

Operating Information
These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.

Sources: *Unless otherwise noted, the information in these schedules is derived from the annual comprehensive financial report for the relevant year.*

City of Mary Esther, Florida
NET POSITION BY COMPONENT
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year*									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Governmental activities										
Invested in capital assets, net of related debt	$ 8,267	$ 8,282	$ 8,012	$ 7,705	$ 7,099	$ 6,911	$ 6,771	$ 7,504	$ 8,760	$ 10,171
Restricted	-	-	-	482	671	1,155	1,766	2,195	2,495	2,172
Unrestricted	1,292	1,594	2,167	2,917	4,019	4,994	5,684	6,443	7,690	8,426
Total governmental activities net position	$ 9,559	$ 9,876	$ 10,179	$ 11,104	$ 11,789	$ 13,060	$ 14,221	$ 16,142	$ 18,945	$ 20,769
Business-type activities										
Invested in capital assets, net of related debt	$ 8,001	$ 7,892	$ 7,729	$ 7,431	$ 7,439	$ 7,687	$ 7,714	$ 8,864	$ 8,612	$ 8,253
Restricted	-	-	-	82	3	5	7	8	8	10
Unrestricted	1,028	1,162	1,339	1,628	2,402	2,875	3,714	4,007	5,286	6,591
Total business-type activities net position	$ 9,029	$ 9,054	$ 9,068	$ 9,141	$ 9,844	$ 10,567	$ 11,435	$ 12,879	$ 13,906	$ 14,854
Primary government										
Invested in capital assets, net of related debt	$ 16,268	$ 16,174	$ 15,741	$ 15,136	$ 14,538	$ 14,598	$ 14,485	$ 16,368	$ 17,372	$ 18,424
Restricted	-	-	-	564	674	1,160	1,773	2,203	2,503	2,182
Unrestricted	2,320	2,756	3,506	4,545	6,421	7,869	9,398	10,450	12,976	15,017
Total primary government net position	$ 18,588	$ 18,930	$ 19,247	$ 20,245	$ 21,633	$ 23,627	$ 25,656	$ 29,021	$ 32,851	$ 35,623

*Amounts shown should be multiplied by 1,000
Source: Audited Financial Statements

City of Mary Esther, Florida
CHANGES IN NET POSITION
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Expenses										
Governmental activities										
General government	$ 628,258	$ 764,696	$ 775,739	$ 925,389	$ 1,153,899	$ 1,009,345	$ 939,409	$ 1,032,690	$ 1,187,133	$ 1,510,720
Public safety	1,231,606	1,452,135	1,173,968	1,215,727	1,397,022	1,426,918	1,460,749	1,465,151	1,554,329	1,648,732
Physical environment	-	-	-	-	-	-	57,473	75,179	103,717	148,012
Transportation	427,770	448,873	434,462	407,587	427,272	480,385	211,782	244,156	242,955	379,659
Human services	2,644	3,000	2,335	4,145	1,005	-	-	-	-	-
Culture and recreation	301,825	361,790	386,544	412,488	385,617	391,647	540,836	641,247	799,457	882,297
Debt service interest	-	-	-	-	-	-	-	3,615	162,701	172,130
Unallocated depreciation/loss on disposal	281,248	-	-	-	-	-	-	-	-	-
Total governmental activities expenses	2,873,351	3,030,494	2,773,048	2,965,336	3,364,815	3,308,295	3,210,249	3,462,038	4,050,292	4,741,550
Business-type activities										
Water and sewer	2,031,425	2,176,661	2,302,718	2,345,114	2,420,334	2,690,308	2,897,543	2,951,143	2,999,276	3,216,127
Total business-type activities expenses	2,031,425	2,176,661	2,302,718	2,345,114	2,420,334	2,690,308	2,897,543	2,951,143	2,999,276	3,216,127
Total primary government expenses	$ 4,904,776	$ 5,207,155	$ 5,075,766	$ 5,310,450	$ 5,785,149	$ 5,998,603	$ 6,107,792	$ 6,413,181	$ 7,049,568	$ 7,957,677
Program Revenues										
Governmental activities										
Charges for services										
General government	$ 205,482	$ 364,467	$ 216,320	$ 303,685	$ 300,434	$ 358,955	$ 45,912	$ 54,438	$ 34,697	$ 29,256
Public safety	12,195	7,544	10,796	15,544	14,433	10,368	6,984	13,582	14,551	9,634
Transportation	67,295	72,119	67,770	42,013	43,158	44,332	45,575	13,467	21,839	22,495
Culture and recreation	7,864	4,304	4,406	3,934	3,510	2,195	4,289	4,398	3,339	2,500
Operating grants and contributions	47,125	59,070	88,190	105,549	567,713	354,262	71,628	157,072	74,366	389,195
Capital grants and contributions	835,263	278,108	27,591	239,996	7,830	8,330	46,835	91,520	1,458,811	696,662
Total governmental activities program revenues	1,175,224	785,612	415,073	710,721	937,078	778,442	221,223	334,477	1,607,603	1,149,742
Business-type activities										
Charges for services										
Water and sewer	1,907,454	2,168,119	2,212,327	2,269,101	2,485,042	2,823,750	3,174,669	3,185,063	3,140,241	3,322,828
Operating grants and contributions	-	-	90,650	-	-	-	41,931	-	-	-
Capital grants and contributions	-	14,000	6,500	85,450	175,100	312,200	222,602	825,352	461,781	360,341
Total business-type activities program revenues	1,907,454	2,182,119	2,309,477	2,354,551	2,660,142	3,135,950	3,439,202	4,010,415	3,602,022	3,683,169
Total primary government program revenues	$ 3,082,678	$ 2,967,731	$ 2,724,550	$ 3,065,272	$ 3,597,220	$ 3,914,392	$ 3,660,425	$ 4,344,892	$ 5,209,625	$ 4,832,911

Continued…

City of Mary Esther, Florida
CHANGES IN NET POSITION
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Net (Expenses) Revenues										
Governmental activities	$ (1,698,127)	$ (2,244,882)	$ (2,357,975)	$ (2,254,615)	$ (2,427,737)	$ (2,529,853)	$ (2,989,026)	$ (3,127,561)	$ (2,442,689)	$ (3,591,808)
Business-type activities	(123,971)	5,458	6,759	9,437	239,808	445,642	541,659	1,059,272	602,746	467,042
Total primary government net expense	$ (1,822,098)	$ (2,239,424)	$ (2,351,216)	$ (2,245,178)	$ (2,187,929)	$ (2,084,211)	$ (2,447,367)	$ (2,068,289)	$ (1,839,943)	$ (3,124,766)
General Revenues and Other Changes in Net Position										
Governmental activities										
Taxes										
Property taxes	$ 904,952	$ 1,026,840	$ 1,150,825	$ 1,175,646	$ 1,451,359	$ 1,522,104	$ 1,620,681	$ 1,968,163	$ 2,129,476	$ 2,254,568
Sales taxes	518,053	533,776	563,890	875,315	953,897	1,177,693	1,237,199	1,189,708	1,237,394	1,266,153
Utility service taxes	497,107	494,613	509,667	557,404	623,740	639,775	675,825	643,751	592,119	629,003
Other taxes	353,991	334,031	339,137	329,036	320,181	325,594	345,428	703,823	527,670	335,510
Intergovernmental	137,755	147,143	154,858	162,448	152,772	179,006	228,306	235,535	231,251	325,988
Gain on sale of asset	2,868	4,016	3,424	1,160	-	-	-	2,221	-	16,450
Miscellaneous	15,491	13,579	16,075	31,550	10,875	39,516	17,890	3,371	7,756	10,400
Investment earnings	7,405	7,802	31,636	47,109	41,369	17,280	24,540	302,474	519,249	497,764
Transfers	3,295	-	-		(441,267)	(100,000)	-	-	-	79,854
Total governmental activities	2,440,917	2,561,800	2,769,512	3,179,668	3,112,926	3,800,968	4,149,869	5,049,046	5,244,915	5,415,690
Business-type activities										
Miscellaneous	157,778	16,905	1,907	47,305	7,600	166,632	212,580	121,942	72,051	180,610
Gain on disposal of asset	-	-	-	-	-	-	2,350	-	-	-
Investment earnings	1,865	3,088	5,511	16,536	13,945	10,218	12,703	145,039	213,308	243,082
Interest income - leases	-	-	-	-	-	-	98,807	118,384	138,835	137,426
Transfers	(3,295)	-	-	-	441,267	100,000	-	-	-	(79,854)
Total business-type activities	156,348	19,993	7,418	63,841	462,812	276,850	326,440	385,365	424,194	481,264
Total primary government	$ 2,597,265	$ 2,581,793	$ 2,776,930	$ 3,243,509	$ 3,575,738	$ 4,077,818	$ 4,476,309	$ 5,434,411	$ 5,669,109	$ 5,896,954
Change in Net Position										
Governmental activities	$ 742,790	$ 316,918	$ 411,537	$ 925,053	$ 685,189	$ 1,271,115	$ 1,160,843	$ 1,921,485	$ 2,802,226	$ 1,823,882
Business-type activities	32,377	25,451	14,177	73,278	702,620	722,492	868,099	1,444,637	1,026,940	948,306
Total primary government	$ 775,167	$ 342,369	$ 425,714	$ 998,331	$ 1,387,809	$ 1,993,607	$ 2,028,942	$ 3,366,122	$ 3,829,166	$ 2,772,188

City of Mary Esther Florida
FUND BALANCES - GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General Fund										
Nonspendable	$ 23,762	$ 2,940	$ 2,036	$ 309	$ 3,592	$ 31,417	$ 31,632	$ 2,640	$ 4,997	$ 6,287
Restricted	-	-	-	239,543	247,373	262,866	367,274	307,202	1,609,866	1,326,438
Committed	604,613	598,875	565,189	657,717	640,579	1,060,701	1,246,788	2,330,610	1,813,711	2,127,498
Assigned	66,779	187	141,267	141,267	-	822,575	832,070	2,427,547	2,531,521	2,300,739
Unassigned	735,030	1,133,320	1,695,305	2,333,397	3,282,501	3,030,224	3,502,958	1,660,206	2,766,416	2,826,090
Total General Fund	1,430,184	1,735,322	2,403,797	3,372,233	4,174,045	5,207,783	5,980,722	6,728,205	8,726,511	8,587,052
Discretionary Sales Tax Fund										
Restricted	-	-	-	242,271	423,456	892,949	1,398,730	1,888,262	2,304,968	2,001,863
Total all governmental funds	$ 1,430,184	$ 1,735,322	$ 2,403,797	$ 3,614,504	$ 4,597,501	$ 6,100,732	$ 7,379,452	$ 8,616,467	$ 11,031,479	$ 8,587,052

* Source: City's annual comprehensive financial reports for the relevant year

Note: The City established the Discretionary Sales Tax Fund in fiscal year 2019.

City of Mary Esther, Florida
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Revenues										
Taxes	$ 1,697,781	$ 1,817,837	$ 1,957,923	$ 2,029,408	$ 2,363,845	$ 2,473,814	$ 2,597,044	$ 2,926,561	$ 3,018,479	$ 3,177,300
Licenses, fees and permits	257,505	240,538	243,309	506,322	242,996	259,373	293,156	265,791	377,791	258,776
Intergovernmental	1,373,923	832,403	644,564	949,028	1,490,446	1,503,944	1,369,473	1,811,821	2,863,565	2,272,655
Charges for services	229,305	264,017	255,646	284,610	317,752	361,614	59,861	30,268	39,710	36,069
Fines	31,568	163,096	20,428	27,520	16,306	19,369	7,828	41,016	19,722	8,554
Miscellaneous	19,896	25,505	59,291	93,501	59,926	61,296	43,730	308,259	533,251	542,884
Total revenues	3,609,978	3,343,396	3,181,161	3,890,389	4,491,271	4,679,410	4,371,092	5,383,716	6,852,518	6,296,238
Expenditures										
General government	623,843	617,706	638,422	802,802	799,801	853,159	855,747	854,705	956,463	1,199,530
Public safety	1,231,606	1,317,749	1,039,792	1,096,625	1,348,483	1,379,935	1,413,673	1,418,479	1,507,900	1,602,060
Physical environment	-	-	-	-	-	-	57,473	75,179	103,717	148,012
Transportation	427,770	386,592	374,517	338,736	352,430	405,718	154,395	196,948	201,740	301,281
Human services	2,644	3,000	2,335	4,145	1,005	-	-	-	-	-
Culture and recreation	301,825	311,142	342,340	350,042	350,092	355,228	504,086	604,388	753,313	841,011
Capital outlay	1,009,166	406,085	118,704	87,332	215,196	82,139	106,998	961,919	4,453,064	2,380,407
Debt Service										
Principal	-	-	-	-	-	-	-	31,468	141,932	174,225
Interest	-	-	-	-	-	-	-	3,615	116,676	172,130
Other	-	-	-	-	-	-	-	-	46,025	-
Total expenditures	3,596,854	3,042,274	2,516,110	2,679,682	3,067,007	3,076,179	3,092,372	4,146,701	8,280,830	6,818,656
Excess of revenues over (under) expenditures	13,124	301,122	665,051	1,210,707	1,424,264	1,603,231	1,278,720	1,237,015	(1,428,312)	(522,418)
Other Financing Sources (Uses)										
Transfers in	3,295	-	-	-	-	-	-	-	-	79,854
Transfers out	-	-	-	-	(441,267)	(100,000)	-	-	-	-
Proceeds from issuance of debt	-	-	-	-	-	-	-	-	3,843,324	-
Proceeds from sale of assets	2,868	4,016	3,424	-	-	-	-	-	-	-
Total other financing sources (uses)	6,163	4,016	3,424	-	(441,267)	(100,000)	-	-	3,843,324	79,854
Net change in fund balances	$ 19,287	$ 305,138	$ 668,475	$ 1,210,707	$ 982,997	$ 1,503,231	$ 1,278,720	$ 1,237,015	$ 2,415,012	$ (442,564)
Debt service as a percentage of noncapital expenditures	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.1%	8.0%	7.8%

City of Mary Esther, Florida
ASSESSED VALUE AND ACTUAL VALUE OF TAXABLE PROPERTY
(UNAUDITED)
Last Ten Fiscal Years

Fiscal Year Ended September 30	Real Property		Personal Property		Total		Ratio of Total Assessed Value to Total Estimated Actual Value	Total Direct Tax Rate
	Taxable Value	Estimated Actual Value	Taxable Value	Estimated Actual Value	Taxable Value	Estimated Actual Value		
2016	$258,648,526	$ 304,292,384	$ 14,213,196	$16,721,407	$ 272,861,722	$ 321,013,791	85%	3.8880
2017	$265,698,860	$ 312,586,894	$ 13,527,257	$15,914,420	$ 279,226,117	$ 328,501,314	85%	4.2347
2018	$272,827,106	$ 320,973,066	$ 13,808,898	$16,245,762	$ 286,636,004	$ 337,218,828	85%	4.2347
2019	$284,134,531	$ 334,275,919	$ 14,564,031	$17,134,154	$ 298,698,562	$ 351,410,073	85%	5.0261
2020	$298,856,409	$ 351,595,775	$ 13,743,311	$16,168,601	$ 312,599,720	$ 367,764,376	85%	5.0261
2021	$316,881,960	$ 372,802,306	$ 14,312,047	$16,837,702	$ 331,194,007	$ 389,640,008	85%	5.0261
2022	$389,132,527	$ 457,802,973	$ 15,728,083	$18,503,627	$ 404,860,610	$ 476,306,600	85%	5.0261
2023	$419,694,928	$ 493,758,739	$ 18,302,262	$21,532,073	$ 437,997,190	$ 515,290,812	85%	5.0261
2024	$442,558,127	$ 520,656,620	$ 21,421,416	$25,201,666	$ 463,979,543	$ 545,858,286	85%	5.0261
2025	$453,747,022	$ 533,820,026	$ 25,390,068	$29,870,668	$ 479,137,090	$ 563,690,694	85%	5.0261

Source: Okaloosa County Property Appraiser's Office

* The 2025 tax roll is the basis for fiscal year 2026 property tax revenues

City of Mary Esther Florida
PROPERTY TAX LEVIES AND COLLECTIONS
(UNAUDITED)
Last Ten Fiscal Years

Tax Levy Year	Taxes Levied for the Fiscal Year	Collected within the Levy Fiscal Year (By March 31 of Year After Levy) Amount	Collected within the Levy Fiscal Year (By March 31 of Year After Levy) Percentage of Levy	Collections in Subsequent Years	Total Collections to Date Amount	Total Collections to Date Percentage of Levy
2016	$ 1,064,789	$ 956,506	89.83%	$ 69,871	$ 1,026,377	96.39%
2017	$ 1,186,060	$ 1,098,585	92.62%	$ 42,637	$ 1,141,222	96.22%
2018	$ 1,235,484	$ 1,141,557	92.40%	$ 33,868	$ 1,175,425	95.14%
2019	$ 1,501,501	$ 1,420,290	94.59%	$ 31,154	$ 1,451,444	96.67%
2020	$ 1,568,410	$ 1,492,482	95.16%	$ 25,328	$ 1,517,810	96.77%
2021	$ 1,661,873	$ 1,582,868	95.25%	$ 26,260	$ 1,609,128	96.83%
2022	$ 2,037,280	$ 1,917,556	94.12%	$ 49,886	$ 1,967,442	96.57%
2023	$ 2,199,350	$ 2,061,199	93.72%	$ 67,684	$ 2,128,883	96.80%
2024	$ 2,332,508	$ 2,186,846	93.76%	$ 66,601	$ 2,253,447	96.61%
2025	$ 2,407,785	*	*	*	*	*

*Not Available

Source: Okaloosa County Property Appraiser and Okaloosa County Tax Collector

Note: Fiscal year 2025 property tax revenues are derived from the 2024 tax levy

City of Mary Esther, Florida
PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS
PER $1,000 OF ASSESSED VALUE
(UNAUDITED)
Last Ten Fiscal Years

	City Rate	Overlapping Rates[1]			
Fiscal Year	Operating Millage	Okaloosa County	Northwest Florida Water	School District	Total Millage
2016	3.8880	3.4308	0.0366	6.9070	14.2624
2017	4.2347	3.8308	0.0353	6.5880	14.6888
2018	4.2347	3.8308	0.0338	6.3610	14.4603
2019	5.0261	3.8308	0.0327	6.2060	15.0956
2020	5.0261	3.8308	0.0311	6.0350	14.9230
2021	5.0261	3.8308	0.0294	5.9430	14.8293
2022	5.0261	3.8308	0.0261	5.5790	14.4620
2023	5.0261	3.8308	0.0234	5.4770	14.3573
2024	5.0261	3.8308	0.0218	5.3790	14.2577
2025	5.0261	3.8308	0.0207	5.3770	14.2546

Source: Okaloosa County Property Appraiser's Office

[1] Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all statistical property owners; for example, although the county property tax rates apply to all City property owners, the Flood Control District rates apply only to approximately one-third of City property owners whose property is located within that district's geographic boundaries.

City of Mary Esther Florida
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
As of September 30, 2025

Governmental Unit	Debt Outstanding	Estimated Percentage Applicable	Estimated Share of Overlapping Debt
Overlapping Debt			
Okaloosa County			
Revenue Bonds	$ 113,108,435	1.51%	$ 1,705,950
Revenue Notes	$ 13,617,857	1.51%	$ 205,390
Financing Contracts	$ 11,597	1.51%	$ 175
Okaloosa County School District			
Certificates of Participation	$ 2,161,000	1.21%	$ 26,148
Financing Contracts	$ 249,758,726	1.21%	$ 3,022,081
Lease and Subscription Liabilities	$ 59,802,829	1.21%	$ 723,614
Subtotal: Overlapping Debt	$ 438,460,444		$ 5,683,358
City Direct Debt			
Revenue Notes	$ 3,559,603	100.00%	$ 3,559,603
Subscription Liabilities	$ 33,791	100.00%	$ 33,791
Subtotal: Direct Debt	$ 3,593,394		$ 3,593,394
Total Direct and Overlapping Debt	$ 442,053,838		$ 9,276,752
Taxable Value of All Okaloosa County Property:	$ 30,762,915,431		

Sources: Okaloosa County, Okaloosa County School Board

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City of Mary Esther. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt of each overlapping government.

City of Mary Esther Florida
RATIOS OF OUTSTANDING DEBT BY TYPE
Last Ten Fiscal Years

	Governmental Activities		Business-Type Activities				
Fiscal Year	Capital Improvement Revenue Note	Subscription Liabilities	Water and Sewer State Revolving Fund Loans	Subscription Liabilities	Total Primary Government	Percentage of Personal Income	Per Capita Debt
2016	$ -	$ -	$ -	$ -	$ -	0.00%	$ -
2017	$ -	$ -	$ -	$ -	$ -	0.00%	$ -
2018	$ -	$ -	$ -	$ -	$ -	0.00%	$ -
2019	$ -	$ -	$ 47,400	$ -	$ 47,400	0.02%	$ 12
2020	$ -	$ -	$ 60,000	$ -	$ 60,000	0.04%	$ 15
2021	$ -	$ -	$ 259,378	$ -	$ 259,378	0.20%	$ 64
2022	$ -	$ 97,695	$ 425,375	$ 49,057	$ 572,127	0.38%	$ 130
2023	$ -	$ 66,227	$ 1,071,899	$ 33,255	$ 1,171,381	0.62%	$ 256
2024	$ 3,733,828	$ 33,791	$ 2,170,409	$ 16,968	$ 5,954,996	2.75%	$ 1,325
2025	$ 3,559,603	$ 33,791	$ 2,622,970	$ 16,968	$ 6,233,332	3.22%	$ 1,399

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.

Note: Beginning in FY2023, the City implemented GASB Statement No. 96, *Subscription-Based Information Technology Arrangements.*

Sources: Office of Economic & Demographic Reseach

City of Mary Esther, Florida
PLEDGED REVENUE COVERAGE
Last Ten Fiscal Years

Fiscal Year	Water and Sewer Pledged Revenues	Plus Utility Service Fee and Franchise Fee Revenues	Less Operating Expenses	Net Available Revenue	Water and Sewer Debt Service		Total Coverage
					Principal	Interest	
2016	$ 1,907,454	$ -	$ 1,673,444	$ 234,010	$ -	$ -	N/A
2017	$ 2,013,363	$ -	$ 1,783,940	$ 229,423	$ -	$ -	N/A
2018	$ 2,050,951	$ -	$ 1,885,776	$ 165,175	$ -	$ -	N/A
2019	$ 2,188,039	$ -	$ 1,917,066	$ 270,973	$ -	$ -	N/A
2020	$ 2,332,551	$ -	$ 1,982,835	$ 349,716	$ -	$ -	N/A
2021	$ 2,662,060	$ -	$ 2,207,534	$ 454,526	$ -	$ 8,521	53.34
2022	$ 3,090,157	$ -	$ 2,489,256	$ 600,901	$ 15,938	$ 3,860	30.35
2023	$ 3,093,906	$ -	$ 2,502,256	$ 591,650	$ 16,170	$ 3,261	30.45
2024	$ 3,045,641	$ -	$ 2,566,488	$ 479,153	$ 16,418	$ 6,061	21.32
2025	$ 3,220,706	$ -	$ 2,729,016	$ 491,690	$ 16,694	$ 2,851	25.16

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements. Operating expenses do not include interest, depreciation, or amortization expenses.

City of Mary Esther, Florida
PRINCIPAL PROPERTY TAXPAYERS
(UNAUDITED)
Current and Ten Years Ago

	2025			2016		
Taxpayer	**Taxable Assessed Value**	**Rank**	**Percentage of Total City Taxable Assessed Value**	**Taxable Assessed Value**	**Rank**	**Percentage of Total City Taxable Assessed Value**
Renaissance Mary Esther LLC	$ 35,586,483	1	7.43%			
SRM-SPE LLC	11,620,849	2	2.43%	$ 25,944,140	1	9.51%
Peacock Hotel LLC	6,842,050	3	1.43%			
Florida Power & Light (Gulf Power Company)	6,807,204	4	1.42%	3,092,086	4	1.13%
Target Corp T-0740	5,446,951	5	1.14%			
Crimson Fish Prop of NW FL, LLC	4,026,978	6	0.84%	1,493,343	10	0.55%
McCoy, Harold Jr. & Knowles, Dona O'Bryan	3,479,384	7	0.73%			
Mary Esther LLC	3,310,630	8	0.69%			
Powell Gillis E Jr. & Cheryl C	2,734,831	9	0.57%			
Stor Marfl Mary LLC	2,716,357	10	0.57%			
Mary Esther Shopping Center				3,693,919	2	1.35%
Dayton Hudson Co.				3,616,031	3	1.33%
Mercantile Properties Inc.				2,943,747	5	1.08%
Mary Esther Leasing Inc.				2,693,827	6	0.99%
Hood, Preston A. and Ann O.				2,325,091	7	0.85%
Belk, Inc.				1,905,129	8	0.70%
Moore, William M.				1,659,969	9	0.61%
Total	$ 82,571,717		17.23%	$ 49,367,282		18.09%
Total Taxable Assessed Value of Other Taxpayers	$ 396,565,373		82.77%	$ 223,494,440		81.91%
Total Taxable Assessed Value	$ 479,137,090		100.00%	$ 272,861,722		100.00%

Source: Okaloosa County Property Appraiser's Office

City of Mary Esther, Florida
DEMOGRAPHIC AND ECONOMIC STATISTICS
Last Ten Fiscal Years

Year	City Population	County Population	Per Capita Personal Income (x $1,000)	Mary Esther Total Personal Income	City of Mary Esther Population as % of County	Okaloosa County School Enrollment	Okaloosa County Unemployment Rate
2016	3,905	191,582	32.3	$126,131,500	2.04%	30,639	4.1%
2017	3,973	194,111	36.8	$146,206,400	2.05%	31,718	3.3%
2018	3,971	196,775	56.2	$223,170,200	2.02%	33,503	3.5%
2019	4,013	200,171	56.2	$225,530,600	2.00%	32,432	2.3%
2020	4,038	202,656	34.0	$137,292,000	1.99%	32,118	4.0%
2021	4,027	211,961	33.0	$132,891,000	1.90%	32,519	3.2%
2022	4,396	214,335	34.4	$151,222,400	2.05%	33,000	2.2%
2023	4,571	217,882	41.2	$188,325,200	2.10%	32,413	2.7%
2024	4,493	220,603	48.2	$216,562,600	2.04%	32,426	3.2%
2025	4,457	224,778	43.4	$193,433,800	1.98%	34,011	4.1%

Sources: Population estimate as of April 1st provided by the Office of Economic & Demographic Research.
School enrollment data provided by the Okaloosa County School Board.

City of Mary Esther, Florida
PRINCIPAL EMPLOYERS - CURRENT YEAR
(UNAUDITED)
Current and Ten Years Ago

	2025			2016		
Employer	**Employees**	**Rank**	**Percentage of Total Employment**	**Employees**	**Rank**	**Percentage of Total Employment**
Target	122	1	0.10%	116	1	0.13%
Mary Esther Elementary	60	2	0.05%			
Piggly Wiggly	42	3	0.04%	34	5	0.04%
Panera Bread	38	4	0.03%			
McDonald's	31	5	0.03%	42	2	0.05%
J.C. Seafood House	27	6	0.02%			
City of Mary Esther	24	7	0.02%	34	5	0.04%
Wendy's	23	8	0.02%	25	7	0.03%
Starbuck's	20	9	0.02%			
CVS Pharmacy	17	10	0.01%			
Old Navy				40	3	0.05%
JC Penney				35	4	0.04%
Animal Hospital				24	8	0.03%
Eglin Federal Credit Union				21	9	0.02%
Securitas				20	10	0.02%
Total	404		0.34%	391		0.45%
Total County Employment	117,874			87,717		

Employee counts include full and part time.
Sources: Survey of Local Businesses by City Staff

City of Mary Esther, Florida
OPERATING INDICATORS BY FUNCTION/PROGRAM
(UNAUDITED)
Last Ten Fiscal Years

	Fiscal Year									
Function/Program	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Police										
Physical arrests	214	151	120	116	108	137	197	93	123	138
Traffic violations	1,536	1,253	479	769	909	801	815	753	835	767
Fire										
Emergency responses	1,018	1,075	1,082	838	997	1,011	1,020	1,052	915	923
Annual inspections	312	295	61	27	365	222	281	367	318	445
Re-inspections	56	10	2	7	186	174	135	105	123	186
Plan reviews	33	19	4	-	-	34	33	31	19	23
Site inspections	88	22	10	-	-	-	-	12	3	13
Permits issued	9	3	-	-	-	-	-	-	-	-
New Inspections	25	24	6	1	29	33	23	33	20	26
Building										
Permits issued	232	161	202	184	160	307	259	151	53	78
Library										
Items in collection	28,822	30,456	32,362	33,902	34,044	34,044	34,668	35,151	33,186	30,491
Water										
New connections	361	356	309	339	299	329	278	335	345	341
Average daily consumption (x1,000)	327	288	282	287	277	292	354	344	320	306

Sources: Various City departments, Jacobs OMI for Water section, OCSO for Police section, and OCWFD for Fire section

Note: Indicators are not available for the general government function.

City of Mary Esther, Florida
FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION/PROGRAM
Last Ten Fiscal Years

	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Function/Program										
General government										
Executive	1	1	1	1	1	1	1	1	1	1
Financial and administrative	6	6	6	6	6	6	6	6	5	5
Planning	1	2	2	2	2	2	2	1	3	3
Public safety										
Fire	13	13	11	-	-	-	-	-	-	-
Maintenance	7	4	4	4	4	4	4	6	8	8
Library	6	6	5	5	5	6	6	6	6	6
Total	34	32	29	18	18	19	19	20	23	23

Source: City Budget Department

City of Mary Esther, Florida
CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM
(UNAUDITED)
Last Ten Fiscal Years

Function/Program	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Police (contracted with Okaloosa County Sheriff's Office)										
Patrol units assigned	4	4	-	2	2	2	2	2	2	2
Fire stations	1	1	1	1	1	1	1	1	1	1
Other public works										
Paved streets (miles) [1]	19.4	19.4	19.4	19.4	19.4	19.4	19.4	19.4	19.4	19
Streetlights	373	373	373	373	373	373	373	373	373	373
Parks and recreation										
Acreage	28.2	28.2	28.2	28.2	28.2	28.2	28.2	28.2	28.8	28
Neighborhood parks	7	7	7	7	7	7	7	7	7	7
Community parks	2	2	2	2	2	2	2	2	2	2
Other parks	1	1	1	1	1	1	1	1	1	1
Water [2]										
Water mains (miles)	18	18	18	18	18	18	18	18	18	18
Fire hydrants	169	170	170	170	182	182	182	182	182	182
Number of service connections	1,991	1,963	1,967	1,954	1,974	2,133	1,987	1,949	1,943	1,948
Storage capacity (thousands of gallons)	776	776	776	776	776	776	776	776	766	776
Wastewater [2]										
Miles of sanitary sewers	24	24	24	24	24	24	24	24	24	24
Number of treatment plants	1	1	1	1	1	1	1	1	1	1
Number of service connections	1,854	1,963	1,963	1,940	1,951	2,109	1,967	1,945	1,945	1,952

Sources: City departments managers

[1] Department of Transportation

[2] Jacobs Engineering

IV. COMPLIANCE SECTION

- COMPLIANCE MATTERS
- MANAGEMENT LETTER
- RESPONSES TO MANAGEMENT LETTER

CITY OF MARY ESTHER, FLORIDA
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED SEPTEMBER 30, 2025

State Agency Pass-Through Entity State Project	CSFA No.	Contract / Grant Number	Expenditures	Passed Through to Subrecipients
Florida Department of Environmental Protection				
Direct programs:				
Statewide Water Quality Restoration Projects	37.039	LPA0573	$ 500,000	$ -
Drinking Water Facility Construction	37.076	DW-460211	278,597	-
Wastewater Treatment Facility Construction	37.077	CW-460201	93,050	-
TOTAL EXPENDITURES OF STATE FINANCIAL ASSISTANCE			$ 871,647	$ -

See notes to the schedule of expenditures of state financial assistance.

CITY OF MARY ESTHER, FLORIDA
NOTES TO THE SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED SEPTEMBER 30, 2025

1. BASIS OF PRESENTATION

The accompanying schedule of expenditures of state financial assistance (the Schedule) includes the state grant activity of the City of Mary Esther, Florida (the City) for the year ended September 30, 2025. The information in this Schedule is presented in accordance with the requirements of Chapter 10.550, *Rules of the Florida Auditor General*. Because the Schedule presents only a selected portion of the operations of the City, it is not intended to, and does not, present the financial position, changes in net position, or cash flows of the City.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Chapter 10.550, *Rules of the Florida Auditor General*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Therefore, some amounts presented in the Schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

3. STATE REVOLVING FUND LOAN PROJECTS

The City has entered into various loan agreements with the State Revolving Fund (SRF) administered by the Florida Department of Environmental Protection (FDEP) for the rehabilitation of water and sewer treatment facilities and related improvements. Expenditures reported on the Schedule related to this project are considered expended when the funds are drawn down, which occurs upon approval of loan draw requests by FDEP, regardless of when the underlying expenditure is incurred under the modified accrual basis of accounting. As a result, a portion of the project expenditures for the state financial assistance reported in the Schedule were incurred in a prior period, but the related loan draw requests for such expenditures were not approved by FDEP until the fiscal year ended September 30, 2025. As of September 30, 2025, the City reported total outstanding SRF loan balances of $2,662,970, which includes one SRF loan that is considered to be a federal award program.

Warren Averett
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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the City Council
City of Mary Esther, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities and each major fund of the City of Mary Esther, Florida (the City), as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated February 20, 2026.

Report on Internal Control Over Financial Reporting
In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters
As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report
The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Fort Walton Beach, Florida
February 20, 2026

Warren Averett
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR THE MAJOR STATE PROJECT AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY CHAPTER 10.550, *RULES OF THE FLORIDA AUDITOR GENERAL*

To the City Council
City of Mary Esther, Florida

Report on Compliance for the Major State Project

We have audited the City of Mary Esther, Florida's (the City) compliance with the types of compliance requirements described in the Department of Financial Services' *State Projects Compliance Supplement*, that could have a direct and material effect on the City's major state project for the year ended September 30, 2025. The City's major state project is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with state statutes, regulations, and the terms and conditions of its state projects applicable to its state projects.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for the City's major state project based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and Chapter 10.550, *Rules of the Florida Auditor General*. Those standards and Chapter 10.550, *Rules of the Florida Auditor General*, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state project occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major state project. However, our audit does not provide a legal determination of the City's compliance.

Opinion on the Major State Project

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the of its major state project for the year ended September 30, 2025.

Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on the major state project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major state project and to test and report on internal control over compliance in accordance with Chapter 10.550, *Rules of the Florida Auditor General*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of state project will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and results of that testing based on the requirements of Chapter 10.550, *Rules of the Florida Auditor General*. Accordingly, this report is not suitable for any other purpose.

Warren Averett, LLC

Fort Walton Beach, Florida
February 20, 2026

CITY OF MARY ESTHER, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2025

I. SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued:			Unmodified
Internal control over financial reporting:			
• Material weakness(es) identified?	____ Yes	X No	
• Significant deficiency(ies) identified?	____ Yes	X None reported	
Noncompliance material to financial statements noted?	____ Yes	X No	

State Financial Assistance

Internal control over major state project:			
• Material weakness(es) identified?	____ Yes	X No	
• Significant deficiency(ies) identified?	____ Yes	X None reported	
Type of auditors' report issued on compliance for major state project:			Unmodified
• Any audit findings disclosed that are required to be reported in accordance with Chapter 10.557, *Rules of the Florida Auditor General*?	____ Yes	X No	

Identification of major state project:

CSFA No.	Name of State Project
37.039	Statewide Water Quality Restoration Projects

Dollar threshold used to distinguish between type A and type B projects for state financial assistance: $ 300,000

CITY OF MARY ESTHER, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2025

II. FINANCIAL STATEMENT FINDINGS

There were no findings which were required to be reported in accordance with *Government Auditing Standards*.

III. FINDINGS AND QUESTIONED COSTS FOR STATE FINANCIAL ASSISTANCE

There were no findings which were required to be reported in accordance with Chapter 10.557, *Rules of the Florida Auditor General*.

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INDEPENDENT ACCOUNTANTS' REPORT ON AN EXAMINATION OF COMPLIANCE REQUIREMENTS IN ACCORDANCE WITH CHAPTER 10.550, *RULES OF THE AUDITOR GENERAL*

To the Honorable Mayor and
Members of the City Council

We have examined the City of Mary Esther, Florida's (the City) compliance with Section 218.415, Florida Statutes, with regard to investments for the year ended September 30, 2025.

Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the City complied, in all material respects, with the specified requirements. An examination involves performing procedures to obtain evidence about whether the City complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including the assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

Our examination does not provide a legal determination of the City's compliance with specified requirements.

In our opinion, the City complied, in all material respects, with the specified requirements for the year ended September 30, 2025.

This report is intended solely for the information and use of the City, the Florida Auditor General, and the State of Florida, and is not intended to be, and should not be, used by anyone other than these specified parties.

Warren Averett, LLC

Fort Walton Beach, Florida
February 20, 2026

Warren Averett
CPAs AND ADVISORS

45 Eglin Parkway, N.E., Suite 301
Fort Walton Beach, FL 32548
850.244.5121
warrenaverett.com

MANAGEMENT LETTER

To the Honorable Mayor and
Members of the City Council

Report on the Financial Statements
We have audited the financial statements of the City of Mary Esther, Florida (the City), as of and for the fiscal year ended September 30, 2025, and have issued our report thereon dated February 20, 2026.

Auditors' Responsibility
We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, *Rules of the Florida Auditor General*.

Other Reporting Requirements
We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for the Major State Project and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Florida Auditor General*. Disclosures in those reports and schedule, which are dated February 20, 2026, should be considered in conjunction with this management letter.

Prior Audit Findings
Section 10.554(1)(i)1., *Rules of the Florida Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no such findings or recommendations made in the preceding financial audit report.

Official Title and Legal Authority
Section 10.554(1)(i)4., *Rules of the Florida Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The official title and legal authority are disclosed in Note 1 to the financial statements. There are no component units related to the City.

Financial Condition and Management
Sections 10.554(1)(i)5.a. and 10.556(7), *Rules of the Florida Auditor General*, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the City has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the City did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b., and 10.556(8), *Rules of the Florida Auditor General*, we applied financial condition assessment procedures for the City as of September 30, 2025. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of Florida Auditor General*, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Property Assessed Clean Energy (PACE) Programs
As required by Section 10.554(1)(i)6.a., *Rules of the Florida Auditor General*, the City did not operate within its geographical boundaries, a PACE program authorized pursuant to Section 163.081 or Section 163.082, Florida Statutes, during the fiscal year under audit.

Special District Component Units
Section 10.554(1)(i)2., *Rules of the Florida Auditor General*, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Additional Matters
Section 10.554(1)(i)3., *Rules of Florida Auditor General*, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter
Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, members of the City Council, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

We greatly appreciate the assistance and cooperation extended to us during our audit.

Warren Averett, LLC

Fort Walton Beach, Florida
February 20, 2026

AGENDA ITEM

Agenda Item 11.2.

TO: Honorable Mayor and Members of the City Council

FROM: Heather Day, Finance Director

DATE: March 2, 2026

SUBJECT: Resolution 25-06: City Hall Renovation Budget Re-Appropriation and Reallocation

---

BACKGROUND:
In FY25, the City Council appropriated $765,674 for the new City Hall renovation project. During FY25, only $43,992.80 was expended on the project. Because the City's annual appropriations do not automatically carry forward, the remaining $721,681.20 was returned to the General Fund balance at the close of FY25.

DISCUSSION:
To continue the City Hall renovation project as planned, staff is requesting that the Council re-appropriate the unspent portion of the original project budget in FY26. This action restores funding the Council previously approved for this project; it does not represent new spending.

As the renovation has progressed, two unanticipated items have added costs beyond the original budget: the installation of hurricane shutters ($35,744) and the replacement of the parking lot sidewalk and curb ($34,282) to address tripping and slipping hazards caused by gaps between sidewalk sections and roof water sheet-flowing across the walkway. Both items were previously approved by Council. These additions, along with other minor adjustments during construction, have resulted in the project exceeding its original budget by approximately $35,000. The attached spreadsheet also includes the option to upgrade the Council dais microphones and hire a landscape contractor to refresh the landscaping.

To cover this shortfall, staff recommends postponing the maintenance shop roof replacement and redirecting $50,000 from that project to the City Hall renovation. Both projects are funded within the same Facilities line item, so this is a reprioritization of existing FY26 budget rather than a request for additional funds.

To summarize, staff is requesting Council approval of two related budget actions:

1. Re-appropriate $721,681.20 in the FY26 General Fund Facilities budget to restore the unspent portion of the City Hall renovation budget that was returned to fund balance at the end of FY25.
2. Approve the redirection of $50,000 from the maintenance shop roof replacement to the

City Hall renovation project to cover unanticipated project costs.

FINANCIAL IMPACT:
The FY26 General Fund expense budget will increase by $721,681.20, with funding drawn from the General Fund balance. This amount reflects previously appropriated project funds that were not expended in FY25, not new spending. The $50,000 reallocation is a reprioritization within the existing FY26 Facilities budget and has no impact on fund balance.

RECOMMENDATION:
Motion to approve Budget Resolution 25-06, re-appropriating $721,681.20 from General Fund fund balance to restore the City Hall renovation project budget, and approve the reallocation of $50,000 from the maintenance shop roof replacement to the City Hall renovation project.

ATTACHMENT(S):
1. Exhibit A - Resolution 26-05
2. Exhibit B - City Hall Renovation Budget

RESOLUTION 26-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA PROVIDING FOR AN INCREASE IN THE GENERAL FUND EXPENSE BUDGET, IN THE AMOUNT OF $721,681.20; AND PROVIDING FOR AN EFFECTIVE DATE OF MARCH 2, 2026.

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

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

Section 1. That there shall be provided an increase within the current year's General Fund expense budget, October 1, 2025 through September 30, 2026, in the amount of $721,681.20, for a total General Fund expense budget of $11,359,172.20, identified as follows:

Expenditures

Facilities Department Expenses		
001-50-51910-6210	Buildings	$721,861.20
Total Increase in Facilities Department Expenses:		**$ 721,681.20**
Total Facilities Department Budget:		**$ 1,103,754.20**
GENERAL FUND EXPENSE BUDGET TOTAL INCREASE:		**$ 721,681.20**
TOTAL GENERAL FUND EXPENSE BUDGET:		**$ 11,359,172.20**

(Remainder of page intentionally left blank)

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

SO DONE this_____day of_____2026

By: _____

ATTEST: Chris Stein, Mayor

_____

Dillon Morris, City Clerk

City Hall Adaptive Re-Use Project Budget			
FY 2025 Budget - City Hall	$	765,674.00	
Project Expenditures:			
Architect			
FL Architects - Base plus reimbursable expenses	$	(57,491.00)	
FL Architects - Sidewalk & Drainage Design	$	(2,400.00)	
Stockton (Base)	$	(513,783.92)	
Stockton (Contingency):			
Customer Service Window	$	(5,619.01)	
Bathroom Plumbing	$	1,075.33	
Interior Window b/w CM & Adm Coord	$	(726.00)	
Replacement HVAC Gates	$	(1,486.46)	
Council Chambers Desk Outlets	$	(1,442.83)	
Interior Signage Changes	$	(1,803.99)	
Lobby Countertop Adjustment	$	(2,686.89)	
Replace Built-in for Drive Through	$	(1,000.00)	ESTIMATED
City Procurement			
A/V System	$	(41,344.00)	
Alarm System	$	(6,172.40)	
Camera System	$	(10,099.00)	
Access Control	$	(15,692.00)	
Furniture	$	(59,358.57)	
Parking Lot Slurry Seal & Striping	$	(5,500.00)	
Recording fee for commencement notice	$	(10.00)	
Bid Notice advertisement	$	(497.75)	
IT Networking	$	(4,000.00)	ESTIMATED
New Vault Locks	$	(999.50)	UNPLANNED; NEEDED FOR SECURITY
Hurricane Shutters	$	(35,744.00)	UNPLANNED, APPROVED BY COUNCIL
Parking Lot Sidewalk & Curb	$	(34,282.00)	UNPLANNED, APPROVED BY COUNCIL
Landscaping Refresh	$	(5,000.00)	UNPLANNED; WILL COMPLETE WITH APPROVAL
New A/V System Mics	$	(8,400.00)	UNPLANNED; WILL COMPLETE WITH APPROVAL
Budget Remaining	**$**	**(48,789.99)**	

AGENDA ITEM

Agenda Item 11.3.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: March 2, 2026

SUBJECT: Consideration: Selection of Contractor to Conduct a Utility Rate Study

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BACKGROUND:
At its February 3, 2026 meeting, the City Council directed staff to research how other municipalities handle water and wastewater billing for hotel properties, specifically whether treating each hotel room as one equivalent residential unit (ERU) is standard practice. Council also requested that staff solicit proposals for a comprehensive utility rate study.

The City currently assigns 1.0 ERU per hotel room for water and wastewater billing purposes, meaning each hotel room is treated as generating the same demand as a single-family residence. Council raised questions about whether this approach is consistent with how comparable utilities bill hotel customers and whether a different methodology might more accurately reflect the actual demand these properties place on the system.

DISCUSSION:
Hotel ERU Billing Practices
Staff conducted a review of water and wastewater billing practices for hotel properties across multiple municipalities in Florida, the Gulf Coast region, and nationally. The key findings are summarized below.

No comparable utility identified in the research charges hotels a full 1.0 ERU per room. Where utilities bill hotels on a per-room basis, they consistently apply a fractional ERU factor or a reduced rate class that recognizes hotel rooms generate significantly less water and wastewater demand than a permanent residence. Among the examples reviewed:

- *Broward County, Florida* conducted a study of 2,228 hotel rooms and determined that each room generates approximately 0.473 ERU of demand.
- *Mascotte and Orange City, Florida* both assigned hotel rooms at 0.50 ERU per room.
- *Destin Water Users and South Walton Utility Company* utilize a separate hotel rate class with a per-unit base charge that is approximately 70% and 65% of their single-family residential rate.

The research supports the conclusion that the City's current practice of charging 1.0 ERU per hotel room is on the high end of the spectrum relative to comparable utilities. Adjusting the hotel

ERU factor downward would bring the City's billing practices in line with regional and industry norms, but would also reduce utility revenue and create the need for a comprehensive rate study to ensure the City's water and wastewater rates remain sufficient to cover operating costs, capital needs, and debt service obligations.

Utility Rate Study

In anticipation of this discussion, staff solicited proposals for a water and wastewater rate study. One proposal was received from Raftelis Financial Consultants, Inc. for the amount of $37,100, offered as a piggyback to the City of Fort Walton Beach's existing continuing services contract (Contract #FWB23-010). The Raftelis proposal is attached as Exhibit A for Council's reference.

Additionally, the Florida Rural Water Association (FRWA) has agreed to conduct a rate study for the City at no cost, as the City is an FRWA member. FRWA provides technical assistance to its member utilities, including rate studies, as part of the membership benefit.

Staff recommends proceeding with FRWA for the rate study. Because there is no cost to the City, staff has the authority to approve the scope of work and execute any agreement required by FRWA without further Council action. The Raftelis proposal is included in the packet so that the value of the FRWA membership benefit is clear.

The rate study will evaluate the City's existing rate structure, project future revenue requirements, and present Council with options for adjusting rates and billing methodologies, including hotel ERU factors. Once the study is complete, Council will have the data needed to decide whether and how to adjust the rate structure.

FINANCIAL IMPACT:

There is no direct financial impact associated with this item. The FRWA rate study will be conducted at no cost to the City. The Raftelis proposal of $37,100 is provided for informational purposes only.

Any future changes to the City's rate structure or hotel ERU factors resulting from the rate study will have revenue implications that will be identified and presented to Council as part of the study's findings and recommendations.

RECOMMENDATION:

Motion to direct staff to proceed with the Florida Rural Water Association (FRWA) to conduct a comprehensive water and wastewater rate study at no cost to the City, including an evaluation of the billing methodology, and to authorize the City Manager to approve the scope of work and execute any required agreement with FRWA.

ATTACHMENT(S):

1. Exhibit A - Raftelis Rate Study Proposal

RAFTELIS

February 20, 2026

Ms. Heather Day
Finance Director
City of Mary Esther
195 Christobal Road N
Mary Esther, FL 32569

Subject: **City of Mary Esther, Florida – Proposal for 2026 Water and Wastewater Rate Study**

Dear Ms. Day:

Attached for your consideration is the proposed scope of services and contract budget for a Task Order to the City of Mary Esther, Florida (the "City") to provide rate and financial consulting services. This task order is being provided as a piggyback to the 2024 Continuing Professional Utility Financial Consultant Services Contract #FWB23-010 dated April 1, 2024 between the City of Fort Walton Beach and Raftelis Financial Consultants, Inc. (Consultant) for Financial/Management Consulting Services. The City has requested a scope to perform a rate study for the water and wastewater enterprise fund.

This proposal is intended to: i) present the proposed direct labor rate and indirect cost fee schedule; ii) set forth the scope of services to be performed by Raftelis; iii) present the estimated project schedule based on our discussions to date and understanding of the scope to perform such services; and iv) present the estimated contract price or fee summary and other supporting attachments for consideration by the City.

This proposal provides services as detailed in Attachment B, based on estimated time and the Hourly Rates presented on Attachment A, for a total compensation of thirty-seven thousand one hundred dollars ($37,100). The detailed cost estimate is provided as Attachment C. The issuance of a Purchase Order by the City which references the scope and terms of the engagement as delineated in the proposal will serve as notice to Raftelis of the City's acceptance of our proposal to provide financial and utility rate consulting services to the City.

We appreciate the opportunity to assist the City relative to its water and wastewater utility system. If you should have any questions regarding the Proposed Authorization, please do not hesitate to contact us.

Respectfully submitted,

Joe Williams

Joe Williams
Vice President

341 N. Maitland Avenue, Suite 300
Maitland, FL 32751
www.raftelis.com

ATTACHMENT A

RAFTELIS FINANCIAL CONSULTANTS, INC.
SCHEDULE OF DIRECT LABOR HOURLY RATES AND STANDARD COST RATES

DIRECT LABOR HOURLY RATES

Project Team Title	Direct Labor Hourly Rates [*]
Chair/Chair Emeritus	$475.00
Chief Executive Officer/President	$425.00
Executive Vice President	$375.00
Vice President	$340.00
Senior Manager	$295.00
Principal Consultant	$280.00
Manager	$260.00
Senior Consultant	$230.00
Consultant	$200.00
Creative Director	$200.00
Associate	$175.00
Graphic Designer	$150.00
Analyst	$125.00
Administration	$ 95.00
Technology/Communications Charge	$ 10.00

[*] Direct labor hourly rates effective twelve months after the date of execution of the Agreement; rates will be adjusted by not more than the net percentage change (but not less than 0%) in the Consumer Price Index – Urban Consumers per annum (rounded to the nearest dollar) or as mutually agreed between parties for invoices rendered after each anniversary date of each year thereafter until project completion or termination of the Agreement between the parties.

ATTACHMENT B

CITY OF MARY ESTHER

PROPOSAL FOR 2026 WATER AND WASTEWATER RATE STUDY

SCOPE OF SERVICES

The following represents the scope of services to be performed by Raftelis as it relates to providing utility consulting services associated with the rate study for the City's water and wastewater utility system (the "System"). The tasks included in the scope of services are described below:

SECTION I
DESCRIPTION OF SERVICES TO BE PROVIDED
General

Raftelis understands that the City is seeking a comprehensive water and wastewater rate study to evaluate the long-term financial sustainability of its utility enterprise funds. The City currently serves approximately 2,000 water and wastewater connections and has historically implemented rate adjustments informed by a prior study conducted by the Florida Rural Water Association (FRWA). Since that study, the City has experienced significant changes to its financial and operational landscape, and faces key planning decisions, including a potential sewer force main connection to Okaloosa County or rehabilitation of its existing wastewater plant, and addressing revenue impacts of a major commercial property closure. This study will evaluate existing rates, project future revenue requirements, and establish a rate plan that positions the City to meet its obligations over the five-year planning horizon.

To accomplish the above primary study objectives, the Consultant will perform the following:

Task I. Rate Study

1) Project Initiation and Management – A web meeting with City staff will be held to initiate the study process and in general includes:
    a) Discussion of primary goals and objectives;
    b) Data availability and acquisition;
    c) Operating and administrative policies and procedures;
    d) Current and future economic constraints;
    e) Customer base and other service agreements;
    f) Customer growth;
    g) Capital improvements;
    h) Consultant/City communications; and
    i) Time schedules, meetings and deliverable formats.

2) Consumption and Current Revenue Analysis – Comprehensive customer billing information will be collected to classify customers and project user demand over the planning period. We will study available historical consumption of the City's different customer types to arrive at a corresponding usage and growth rate for each type. As a result of these analyses, Raftelis will be able to develop projections of consumption for the forecast period under various scenarios. Raftelis will then calculate the revenues under current rates at projected consumption levels to understand the potential revenues realizable. We will then compare these revenues to the revenue requirements forecast in the financial plan developed in Task 3 to understand the magnitude of the potential shortfall under the current rates.

    To facilitate this task a request for data will be directed to the City for an electronic file containing information for 36 consecutive months of bills by customer classification and meter size on the number of: (i) accounts; (ii) dwelling units if applicable; (iii) equivalencies; and (iv) the user fee amount for each bill. A billing frequency analysis will be conducted to identify the water and

wastewater usage characteristics for each customer class. Once the billing frequency analysis is completed, the Consultant will coordinate with the City to verify the results and obtain concurrence on the findings for use in developing the user rates and charges.

3) Development of Financial Plans – An important element in conducting a rate study is to establish comprehensive financial plans for the City's utilities. In preparing these plans, we will analyze the City's current policies and practices for funding its operations, capital plans, and debt service requirements. As appropriate, and as discussed with City staff, we will consider various financing options, or a combination of options, such as operating revenue, new debt issuances, grant funding, and miscellaneous fees.

   We will assist the City in achieving a suitable balance among the financing options when developing the proposed financial plans, which will accomplish the following:

   - Maintain financial sufficiency to meet operating and capital costs as well as prudent reserves
   - Meet the City's service policies and objectives
   - Fairly distribute financing responsibility to appropriate users
   - Result in an appropriate capital structure so that the City maintains a high rating with bond rating agencies

   Maintaining detailed financial plans will ensure that City's utilities are operating in a revenue self-sufficient manner and meet debt covenant requirements. We will develop separate financial plans for the water and wastewater utilities to understand if either of the utilities may be subsidized by the other.

   The financial plans for each utility will include a capital improvement financing component that ensures each utility can fully finance the City's proposed capital improvement program while minimizing impacts to existing customers and complying with existing debt covenants.

   Develop Revenue Requirements and Multi-year Cash Flow Analysis
   This task will include the projection of budget items, such as annual costs related to labor, contract operations, power, materials, capital expenditures, plant investment, O&M expenses, transfers, reserve contributions, and debt service coverage.

   We will develop a multi-year cash flow analysis (five years) to determine the revenue adjustments needed to meet projected revenue requirements for the multi-year planning period while minimizing sharp rate fluctuations, where possible. The cash flow worksheet incorporates revenues generated from different sources, expenses needed to maintain the utility systems, any transfers in and out of the enterprise fund, as well as the coverage needed to meet current and proposed debt service requirements. We will also review the reserve policies to recommend appropriate reserve balances consistent with industry standards and the City's desire to appropriately address risk associated with various factors, including emergency expenditures or revenue shortfalls.

   Rate Structure Analysis and Modifications
   Raftelis will review the City's existing rate structure and evaluate alternative rate design options for specific customer classes. In particular, hotel customers will be evaluated to assess whether adjustments to equivalent residential unit (ERU) factors or meter equivalency standards would more equitably reflect the demand these customers place on the system. Raftelis will present the City with alternative approaches and the revenue implications of each.

4) Rate Model Development – The model will incorporate the rate structures and rate calculation methodologies that are identified during the consumption analysis, financial planning, and rate structure evaluation tasks described above.

5) Reports and Presentations

Rate Comparison
Raftelis will prepare a comparative analysis of the City's current and proposed water and wastewater rates to comparable peer utilities. This comparison will be used in the reports and presentations of the findings of the study to provide a frame of reference for stakeholders and decision makers.

Draft Report
The draft report will document the rate development process, describe any recommended changes to the existing rate structures and the reason for such changes, and present the results of the rate study. An electronic copy of the draft report will be presented to City staff for their review and comment.

Final Report
Raftelis will incorporate the City staff's comments of the draft report into a final report. Upon finalization of the report, the City will be provided an electronic copy of the report. In addition to the final report, the City will also be provided with electronic copies of the final rate model in Microsoft Excel.

Presentations
We will prepare a PowerPoint presentation summarizing the rate study process, findings, and recommendations in a clear and concise manner. We will provide a draft of this presentation to City staff for their review and comment prior to delivering the final version.

Raftelis will present our findings using this presentation at one public hearing, scheduled at the City's direction.

Task I Deliverables

a. Rate Comparison
b. Draft Rate Study Report
c. Final Rate Study Report
d. PowerPoint Presentation

Task II. Additional Services Associated with Task Order 1
Pursuant to Task I of the Scope of Services, the Consultant will respond to requests by the City for additional services. The additional services may include, but are not limited to: verification of customer data at City level; requests for development of alternative rate structures for additional customer classes; changes to the methodology or approach after submittal of the Draft Report; additional meetings not identified above including any one-on-one meetings with City officials; miscellaneous charge review, update, and calculations, capital funding assistance, impact fee analysis, utility strategic planning; and/or any other related utility management consulting services.

Items To Be Furnished At No Expense To The Consultant
The City will assist the Consultant by furnishing, at no cost to the Consultant, all available pertinent information including updates of previously provided data and new data if applicable to reports, financial statements, budgets, cost estimates, agreements, ordinances, codes, and any other data relative to performance of the above services for the project. It is agreed and understood that the accuracy and veracity of said information and data may be relied upon by the Consultant without independent verification of the same.

SECTION II TIME OF PERFORMANCE
Scope of Services Task I Items 1 through 4 will be completed within one hundred twenty (120) days of project authorization and notice to proceed except for delays beyond the Consultant's control.

Scope of Services Task I Item 5 and Task II will be completed as mutually agreed.

SECTION III
COMPENSATION
For Task I of the above Scope of Services, the Consultant shall be paid a not to exceed fee of Thirty-Seven Thousand One Hundred Dollars ($37,100.00) including reimbursable expenses. Raftelis will submit invoices monthly, which will identify the time and expenses incurred for the period.

The cost for Task II of the Scope of Services shall be as mutually agreed pursuant to the Hourly Billing Rates in the Continuing Contract for Consulting Services, plus reimbursable expenses at cost.

Attachment C - Mary Esther 2026 Water and Wastewater Rate Study Cost Estimate

Tasks	Web Meetings	In-person Meetings	Hours				Total Fees & Expenses
			JW	TT	Admin	Total	
1. Project Initiation and Management	1		4	4	0	8	**$2,240**
2. Consumption and Current Revenue Analysis	1		4	12	0	16	**$3,920**
3. Development of Financial Plans	1		8	40	0	48	**$11,200**
4. Rate Model Development	1		6	34	0	40	**$9,240**
5. Reports and Presentations		1	16	14	2	32	**$10,500**
Total Meetings / Hours	**4**	**1**	**38**	**104**	**2**	**144**	
Hourly Billing Rate			**$340**	**$200**	**$95**		
Total Professional Fees			**$12,920**	**$20,800**	**$190**	**$33,910**	
						Total Fees	**$33,910**
						Total Expenses	**$3,190**
						Total Fees & Expenses	**$37,100**

JW - Joe Williams
TT - Tristen Townsend
Admin - Administration

AGENDA ITEM

Agenda Item 11.4.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: March 2, 2026

SUBJECT: Consideration: Request for Proposal for Third-Party Building Plan Review and Inspection Services

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BACKGROUND:
The City of Mary Esther has solicited proposals from qualified firms and government agencies to provide comprehensive third-party building plan review and inspection services. Two formal proposals were received from E.P. Consultants, Inc. (EPCI) and C.A.P. Government, Inc. The selected firm will serve as the City's building official, performing Florida Building Code plan reviews and inspections for all construction permits issued by the City, including, but not limited to, building/structural, electrical, plumbing, mechanical, gas, energy, accessibility, and fire/life safety coordination with Ocean City-Wright Fire Department. The City retains administrative functions and customer service through its Permit Technician. The contractor shall also provide inspection services for all permit types, schedule, coordinate, and attend pre-construction meetings when applicable, and approve the issuance of the Certificate of Occupancy.

The initial contract term shall be one (1) year, with up to four (4) optional one-year renewal periods, for a potential total contract term of five (5) years. Renewals are subject to satisfactory performance, mutual agreement, and City Council appropriation.

A voluntary pre-proposal conference was held on January 5, 2026, at 10:00 AM, and final formal proposals were due January 20th, 2026.

DISCUSSION:
A selection committee of staff members evaluated each proposal against the evaluation criteria outlined in the Request for Proposal package. Technical proposals were first coded based on qualifications and experience, technical approach, staffing, references, and local preference. Cost proposals were opened after technical scoring was complete and scored based on the reasonableness and competitiveness of the proposed pricing. The highest scoring proposal went to EPCI, Inc., and C.A.P. Government Inc. came in second.

FINANCIAL IMPACT:
Services will be funded through permit fees collected from applicants pursuant to the City's fee schedule. No federal or state grant funds are involved in this procurement.

RECOMMENDATION:
Motion to award to EPCI, Inc. and authorize the City Manager to negotiate a contract with an initial period of one (1) year, with up to four (4) optional one-year renewal periods, for a potential total contract term of five (5) years.

ATTACHMENT(S):
1. Attachment 1: EPCI Completed Bid Package
2. Attachment 2: EPCI Cost Proposal
3. Attachment 3: EPCI Recommendation Letter
4. Attachment 4:Scoring- TOTALS

BID DUE DATE TUESDAY
JANUARY 20, 2026
AT 3:00 PM CT

Response to RFP # 2025-02

Third-Party Plan Review and Inspection Services

EPCI

Code Administration Services

Submitted To
City of Mary Ester

Submitted by
Michael "Scooter" Hodges

EPCI
Code Administration Services
Serving Communities Throughout The Panhandle

City of Mary Esther
Attn: Dillon Morris, City Clerk
195 Christobal Road N
Mary Esther, FL 32569

Re: RFP 2025-02 – Third-Party Building Plan Review and Inspection Services

Dear Mr. Morris and Members of the Evaluation Committee:

E.P. Consultants, Inc. (EPCI) respectfully submits this technical proposal in response to RFP 2025-02. This proposal is intentionally structured to meet the City's stated page limits and evaluation criteria while leveraging EPCI's proven operational framework currently in place with Florida jurisdictions.

EPCI understands the City of Mary Esther's objective to implement a streamlined, city-centric permitting program using GovWell while retaining zoning, customer service, and administrative control. EPCI is prepared to function as a seamless extension of City staff by providing a designated Florida-licensed Building Official, comprehensive plan review, and timely inspections fully compliant with Florida law.

We appreciate the opportunity to be considered and look forward to supporting the City with professional, responsive, and accountable building services.

Sincerely,

Michael "Scooter" Hodges
Owner
E.P. Consultants, Inc.

EPCI
Code Administration Services
Serving Communities Throughout The Panhandle

Executive Summary

E.P. Consultants, Inc. (EPCI) proposes to provide comprehensive third-party building plan review and inspection services for the City of Mary Esther using a proven, Florida-based operational model that has been successfully implemented for similarly sized municipalities and counties, including Calhoun County. This approach is intentionally designed to support the City's transition to a streamlined, city-centric permitting program using GovWell while maintaining strong local control over zoning, customer service, and development review.

EPCI will serve as a true extension of City staff by designating a Florida-licensed Building Code Administrator to act as the City's Building Official under Chapter 553, Florida Statutes. In this role, EPCI will provide authoritative plan review approvals, inspection oversight, unsafe structure determinations, and code enforcement support, ensuring full compliance with the Florida Building Code, Florida Fire Prevention Code, and applicable City ordinances.

A core strength of EPCI's proposal is depth of staffing and redundancy. EPCI maintains multiple licensed Building Code Administrators, plans examiners, and inspectors across all required disciplines, allowing the City to benefit from built-in backup coverage. This structure ensures continuity of operations during peak permit volume, staff absences, emergency events, or post-disaster recovery, without service interruptions or delays to applicants.

EPCI's operational model is performance-driven and directly aligned with the City's required turnaround times. Trade permits are reviewed on the same business day, residential projects within ten business days, and commercial projects within fifteen business days, with re-reviews completed within three business days. Inspection requests submitted through GovWell by 3:00 PM are scheduled for the next business day, with results documented in the system the same day the inspection is performed. This disciplined workflow promotes transparency, predictability, and high customer satisfaction.

The proposed integration with GovWell is central to EPCI's approach. All plan reviews, inspection requests, approvals, corrections, and communications will be conducted electronically through the City's platform. EPCI has extensive experience operating within electronic permitting environments and will participate fully in workflow configuration, testing, and training to ensure a seamless implementation. Applicants will experience a single, unified permitting process, eliminating unnecessary handoffs between agencies.

Fire and life safety coordination will be handled proactively through electronic routing and tracking of plans requiring review by the Ocean City–Wright Fire Department. EPCI will monitor review status, ensure timely responses, and confirm that all required fire

approvals are obtained prior to permit issuance, reducing delays and ensuring public safety.

EPCI's revenue-share compensation structure aligns the firm's performance with the City's interests by tying compensation directly to permit activity rather than fixed costs. This model provides fiscal predictability for the City, ensures scalability as permit volume fluctuates, and incentivizes efficient plan review and inspection services.

Overall, EPCI offers the City of Mary Esther a low-risk, high-value solution supported by experienced leadership, licensed professionals, proven municipal contracts, and a clear commitment to service quality. This proposal delivers regulatory compliance, operational efficiency, and responsive customer service while supporting the City's long-term permitting and development goals.

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Firm Qualifications

E.P. Consultants, Inc. (EPCI) is a Florida-based professional code administration firm with more than twenty years of experience providing outsourced building department services to municipalities, counties, school districts, colleges, and state agencies throughout the State of Florida. EPCI's core mission is to support local governments by delivering consistent, code-compliant, and customer-focused building services while reducing administrative burden and operational risk.

EPCI specializes in jurisdictions that seek to maintain local control over zoning, planning, and customer service while outsourcing highly technical building code functions. This approach mirrors the City of Mary Esther's city-centric permitting model and allows EPCI to function as a seamless extension of City staff rather than a detached third-party vendor.

Organizational History and Structure

Founded and led by licensed building professionals, EPCI is structured to ensure direct oversight by senior management actively involved in day-to-day operations. The firm is led by Michael "Scooter" Hodges, Florida-Licensed Building Code Administrator, whose career spans more than three decades in building inspection, plans examination, code administration, and post-disaster recovery.

EPCI's organizational structure emphasizes accountability and redundancy. Multiple licensed Building Code Administrators, plans examiners, and inspectors are employed across disciplines, ensuring uninterrupted service during staff absences, peak development periods, or emergency events. This depth of staffing significantly reduces operational risk for client jurisdictions.

Relevant Municipal Experience

EPCI currently or previously provides Building Official, plan review, and inspection services for a wide range of Florida jurisdictions, including: - City of Callaway - City of Parker - City of Springfield - City of Mexico Beach - City of Port St. Joe - City of Panama City - City of Cottondale - City of Alford - Calhoun County – City of Altha – City of Grand Ridge – City of Marianna – City of Blountstown – City of Apalachicola – City of Carrabelle

These jurisdictions vary in size, permit volume, and development complexity, providing EPCI with broad experience directly applicable to the City of Mary Esther. In each engagement, EPCI has served as the designated Building Official, provided multi-discipline plan review, conducted field inspections, coordinated fire and life safety reviews, and supported municipal staff through electronic permitting systems.

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Experience with Electronic and Cloud-Based Permitting

EPCI has extensive experience operating within electronic permitting and plan review environments. The firm has successfully supported municipalities transitioning from paper-based or county-dependent workflows to fully digital, city-centric permitting models. EPCI personnel are experienced in electronic plan intake, digital markups, real-time inspection reporting, and applicant communication through online platforms.

This experience directly supports the City of Mary Esther's implementation of GovWell and minimizes transition risk. EPCI's familiarity with workflow configuration, testing, and staff training ensures rapid adoption and consistent use of the platform across all permit types.

Licensing, Certification, and Professional Standards

All EPCI personnel performing services under this contract are licensed and certified in accordance with Chapter 468, Part XII, Florida Statutes. Licenses are actively maintained, tracked, and verified to ensure continuous compliance. EPCI employs certified professionals across all required disciplines, including building, electrical, plumbing, mechanical, gas, energy, accessibility, and fire and life safety coordination.

EPCI places a strong emphasis on continuing education and professional development. The firm covers all required continuing education costs for its personnel and encourages participation beyond minimum licensure requirements. This commitment ensures staff remain current with changes to the Florida Building Code, Florida Fire Prevention Code, and related statutes.

Insurance, Risk Management, and Compliance

EPCI maintains all insurance coverage required by the RFP, including general liability, professional liability (errors and omissions), automobile liability, and workers' compensation. Risk management practices are integrated into daily operations through documented procedures, quality control reviews, and management oversight.

EPCI's long-standing relationships with Florida municipalities, coupled with its stable leadership and compliance-focused culture, demonstrate the firm's reliability as a long-term service provider. These qualifications position EPCI as a low-risk, high-confidence partner for the City of Mary Esther.

Office Location

EPCI 's main office is located in Panama City Florida and our address is:
205 West 7th Street
Panama City, FL 32401

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Project Team

EPCI will assign a dedicated, experienced, and fully licensed project team to the City of Mary Esther. The proposed team structure is intentionally designed to provide clear lines of authority, technical depth across all disciplines, and built-in redundancy to ensure uninterrupted service. All personnel are licensed in accordance with Chapter 468, Part XII, Florida Statutes, and bring extensive municipal experience.

Designated Building Official

Michael "Scooter" Hodges, BCA (BU317) *Primary Point of Contact- (850)-832-8021*
Florida-Licensed Building Code Administrator

Mr. Hodges will serve as the City's designated Building Official with full authority under Chapter 553, Florida Statutes and the Florida Building Code. He is responsible for final approval of plan reviews, inspection oversight, issuance of stop-work orders, unsafe structure determinations, condemnation proceedings, and interpretation of code requirements.

With more than three decades of experience in municipal building inspection, plans examination, and code administration, Mr. Hodges has served as Building Official for numerous Florida cities and counties. His background includes post-disaster recovery operations, complex commercial projects, institutional facilities, and residential development. Mr. Hodges provides direct oversight of EPCI field and plan review staff assigned to the City of Mary Esther and serves as the primary technical liaison to City management.

Backup Building Officials

EPCI provides multiple licensed Building Code Administrators to ensure continuity of authority and decision-making at all times:

- **James Melvin, BCA (BU1453)** – Former county Building Official with extensive experience in building, fire, mechanical, electrical, plumbing, floodplain management, and disaster response. Mr. Melvin provides senior-level support for plan review, inspections, and emergency response.
- **James Grant, BCA (BU1725)** – Licensed Building Code Administrator with experience overseeing municipal building departments and complex inspections.

The availability of multiple Building Code Administrators significantly reduces risk to the City by ensuring that required statutory functions are never delayed due to staff unavailability.

Plans Examiners

EPCI will assign certified plans examiners with demonstrated experience reviewing municipal projects for compliance with the Florida Building Code, Florida Fire Prevention Code, and accessibility requirements. Plans examiners work under the direct supervision of the Building Official and coordinate closely with City staff.

Proposed plans examiners include: - **Michael "Scooter" Hodges, PX384** – Building and structural plans examination - **Hilton "Bo" Creel, PX2350** – Building and fire/life safety plans examination - **James Melvin, PX2236** – Electrical, mechanical, plumbing, and specialty reviews - **Sam Jones, PX2495** – Commercial building, mechanical, and plumbing plans - **Gregory Boutwell, PX4695** – Fire and life safety coordination and review - – Multi-discipline plans examination - **Willie Payne, PE / PX73267** – Structural and engineering-based plan review

This team structure allows EPCI to meet or exceed all required plan review turnaround times while maintaining high-quality, code-referenced reviews.

Inspectors

EPCI will provide multi-disciplined inspectors certified to perform inspections across all required permit types. Inspectors are trained to document results electronically through GovWell and provide clear, written correction notices when deficiencies are identified.

Primary inspectors assigned include: - **Hilton "Bo" Creel** – Building, fire, and life safety inspections - **Sam Jones** – Commercial building, mechanical, and plumbing inspections - **Gregory Boutwell** – Fire and life safety inspections and coordination - **Jairo Vasquez** – Commercial building inspections - **Chuck Clanton** – Building inspections - **Tony Sapp** – Building inspections - **Cory Keefe** – Electrical inspections

Inspectors are supported by additional EPCI personnel available for re-inspections, peak demand, emergency response, and post-disaster operations.

Staffing Coverage and Continuity

EPCI's staffing model is intentionally designed to ensure continuity of operations. Multiple licensed professionals are available for each functional role, allowing inspections and plan reviews to proceed without interruption due to illness, leave, training, or emergency conditions. This redundancy is a critical differentiator for small municipalities that rely on third-party providers for statutory building functions.

Coordination with City Staff

The project team will coordinate closely with the City's Permit Technician and planning staff to ensure efficient workflows, clear communication, and consistent customer service. The Building Official or designee will be available during normal business hours and for emergency response as required by the RFP.

This structured, experienced project team ensures the City of Mary Esther receives reliable, compliant, and professional building services throughout the contract term.

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Professional Personnel

Michael Hodges	Building Code Administrator	BU317
Michael Hodges	Building Code Inspector and Plans Examiner	BN850/PX384
Hilton "Bo" Creel	Building Code Inspector and Plans Examiner	BN2220/PX2350
James Melvin	Building Code Inspector and Plans Examiner	BN4198/PX2236
Sam Jones	Building Code Inspector and Plans Examiner	BN4852/PX2495
Gregory Boutwell	Building Code Inspector and Plans Examiner	BN781 /PX4695
Jairo Vasquez	Building Code Inspector	BN8116
Cory Keefe	Building Code Inspector	BN9066
Jairo Vasquez	Provisional Building Code Administrator	PBC438
Gregory Boutwell	Provisional Building Code Administrator	PBC437
Cory Keefe	Provisional Residential Inspector	PRI1300
Hilton "Bo" Creel	Fire and Safety Inspector and Plans Examiner	85949
Ostin Creel	Fire and Safety Inspector and Plans Examiner	807662
Gregory Boutwell	Fire and Safety Inspector and Plans Examiner	219979
Sam Jones	Fire and Safety Inspector and Plans Examiner	118535
Justin Hodges	Fire and Safety Inspector and Plans Examiner	214163
Michael Hodges	Roofing Inspector	BN850
Hilton " Bo' Creel	Roofing Inspector	BN2220
James Melvin	Roofing Inspector	BN4198
Sam Jones	Roofing Inspector	BN4852
Michael Hodges	Electrical Plans Examiner	PX384
James Melvin	Electrical Plans Examiner	PX2236
Hilton "Bo" Creel	Electrical Plans Examiner	PX2350
Cory Keefe	Electrical Plans Examiner	PX5390
Michael Hodges	Mechanical Plans Examiner	PX384
James Melvin	Mechanical Plans Examiner	PX2236
Sam Jones	Mechanical Plans Examiner	PX2495
Hilton " Bo' Creel	Plumbing Plans Examiner	PX2350
James Melvin	Plumbing Plans Examiner	PX2236
Sam Jones	Plumbing Plans Examiner	PX2495
Michael Hodges	Electrical Inspector	BN850
Hilton " Bo' Creel	Electrical Inspector	BN2220
James Melvin	Electrical Inspector	BN4198
Cory Keefe	Electrical Inspector	BN9066

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Michael Hodges	Mechanical Inspector	`BN850
Hilton " Bo' Creel	Mechanical Inspector	BN2220
James Melvin	Mechanical Inspector	BN4198
Sam Jones	Mechanical Inspector	BN4852
Michael Hodges	Plumbing Inspector	BN850
Hilton " Bo' Creel	Plumbing Inspector	BN2220
James Melvin	Plumbing Inspector	BN4198
Sam Jones	Plumbing Inspector	BN4852
Michael Hodges	Residential Building Code Inspector	BN850
Hilton "Bo" Creel	Residential Building Code Inspector	BN2220
Gregory Boutwell	Residential Building Code Inspector	BN781
Chuck Clanton	Residential Building Code Inspector	BN7016
Tony Sapp	Residential Building Code Inspector	BN7848
Willie Payne	Professional Engineer	73267

Hilton "Bo" Creel
10534 Vickery Lane
Youngstown, Florida 32466
(850)818-0213

Objective: Position utilizing education and experience.

PROFESSIONAL EXPERIENCE

Consultant, Inspector and Owner — **July 1998 to present**
EP CONSULTANTS, INC and CODE SOUTH

Building Official — **September 1996-Jan. 1988**
Washington County, FL

Building Inspector — **February 1995 to February 1995**
Bay County, FL

Housing Rehabilitation Specialist — **September 1994 to February 1995**
City of Panama City, FL

Self Employed
Panama City, FL
Commercial and industrial
Construction and renovations

Estimator & Project Manager — **1987 to 1994**
Under Contract with
Clanton Construction and
Mayo Roofing

Project Manager — **1989**
Employed for contract.
Schipper-Nations Construction Company
Panama City, FL

- **Renovate kitchens at Jenks and Everitt Middle Schools, Panama City, FL**
- **Complete charge of contract administration, logistics and control**

Project Administrator, Estimator **1984-1987**
Southland Construction Company
Panama City, FL

Project manager for as many as seven ongoing government contracts as well as civilian jobs

Estimate and procure contracts through competitive bidding process

Provide all logistics support

Responsible for all status reports to administrators and owners

General administration of all contracts for company in Florida and parent company in Alabama

Building Contractor **1974-1984**
Bo Creel Contractors
Jackson and Bay County, FL

Completed residential and commercial building and renovation projects as well as maintenance contracts for several businesses

Completed administration and logistic of business

Personal hands on experience in all phases of building construction and maintenance including: site work, foundation, floors, structures, mechanical, electrical, plumbing, specialties, finishes, landscaping, etc.

General Superintendent **1977-1978**
Moody Air Force Base
Tennessee Valley Service Company
Huntsville, AL

Remodeled five headquarters buildings, including Command Headquarters
Provided all logistics
Prepared job status and completion reports
Liaison between government and sub-contractors
Assured quality control and adherence to government standards.

Michael D Hodges
Building Code Administrator
hodges@codesouth.com
850-832-8021

EDUCATION

Bay County School – GED

LICENSE/CERTIFICATIONS

Standard Inspector BN850
Standard Plans Examiner PX384
Building Code Administrator BU317
Standard Modular Plans Examiner SMP7

EXPERIENCE

1985-1996
Bay County Builder Services
Building Inspector and Plans Examiner

1996-Present
Hodges Inspections Inc
Owner, Building Inspector, NPDES Certified Instructor

2001-Present
Code South Consulting & Inspection/EPCI
Building and Fire Safety Inspector & Plans Examiner

2003-Present
Universal Inspection Inc
Instructor

REFERENCES:

2001-Present
Building Code Administrator for the following cities:
City of Callaway
City of Parker
City of Springfield
City of Mexico Beach
City of Port St Joe
City of Alford
City of Panama City
City of Grand Ridge
City of Cottondale
City of Calhoun
Bay District School
Florida Dept of Corrections

James I. Melvin
Fire Safety Inspector,
Building Inspector

25 Cager ct.
Crawfordville FL. 32327
850-926-9050 cell 850-445-8153
Jamesl57@embargmail.com or work
jmelvin@mywakulla.com

I am presently working as Inspector for EPCI in Panama City in the reconstruction following Hurricane Michael seeking new opportunities for advancement in this field.

As the former Building Official of Wakulla County, I have been instrumental in significant change within the building department such

- *New fee schedule which more reflected the actual cost of individual tasks within the building department.*
- *Purging and expiring of old permits some of them as old as 10+ years*
- *New permitting software integration as the building department was still on 3x5 cards and the software had no support available.*
- *Website updates with links and applications*
- *Purchase of a plan size scanner with scanning and digital storage for historical documents.*
- *Formal training of all staff in floodplain management from FEMA or FFMIA*
- *Action plan for disasters including preprinted emergency permits condemnation, no entry safe or unsafe structure, placards.*
- *Merging of code enforcement on all structure related complaints into the building department including cross training so the department was not dependent on one individual.*

- ***Email inspection request including smart phones for the inspectors allowing often same day inspections for greater customer service1 and increased staff efficiency.***
- ***Improved the county ISO score from a 4 to a 3 on commercial and residential.***
- ***Instituted certified permit technician training.***
- ***Researched and developed a time activity fee schedule for code enforcement costs.***
- ***New fee schedule for fire plans and inspections***
- ***Increased inspector and plans examiner certification levels significantly.***

License/Certifications

Certifications Held and current ICC
Combination Inspector Commercial
Plumbing Inspector
Electrical Plans Examiner
Combination Plans Examiner
Certified Building Official
Mechanical Plans Examiner
Commercial Electrical Inspector
Mechanical Inspector
Certified Plumbing Code Official
Coastal & Floodplain Construction Inspector Building Inspector
Commercial Building Inspector
Building Plans Examiner
Certified Electrical Code Official
Electrical Inspector
Plumbing Plans Examiner
Certified Mechanical Code Official
Plumbing Inspector
Commercial Combination Inspector
Master code professional Residential energy inspector/plans examiner

ICC Accessibility inspector

Fire Inspector 1
Certified Building Code Official
Residential Combination Inspector

Florida licenses
Air conditioning Contractor
Fire Inspector
Building Inspector &Plans Examiner
Plumbing Inspector & Plans Examiner
Electrical Inspector &Plans Examiner
Mechanical Inspector & Plans Examiner
1&2 Family Dwelling Inspector
Coastal Construction Inspector

FEMA Floodplain management &development Certificate

NFPA Pro Board Fire Inspector 1&2 Certified.

Work History

1972 – 1976	
USMC	Aviation Mechanic
1977 – 1981	
Pasco County	Electrician/Student
1982 – 1990	
Self Employed in the Construction Industry	Principally Tampa Bay Region
1990 – 1993	
Investors Properties Inc	Supervisor of Maintenance & Construction
1993 – 2001	
Florida Air Specialists	Superior Mechanical License Holder
2001 – 2013	
Leon County	Building Inspector Chapter President of BOAF
2013 – 2018	
Wakulla County	Building Official Fire Official
2018 – Present	
Code South Consulting EPCI	Building, Mechanical, Electrical, Plumbing, Roofing Inspector Fire Safety Inspector

Education

1979	
Pasco/Hernando Community College	AA Degree

SAM **JONES**

101 Jones Lane
DeFuniak Springs Florida 32433
850-892-6591 Home 850-401-9593 Cell

sam.jones58@icloud.com

I have 44+ years' experience in the Construction Industry. I have been a State Certified and Licensed Professional since 1981. I have 26 years' experience in Construction and Project Management. I have managed projects from $150,000 or less. to $200 mil or more. I have spent the last 18 years as a State Certified Building, Plumbing and Mechanical Plans Examiner, Building, Plumbing and Mechanical Inspector. State Fire and Life Safety Inspector and Plans Examiner.

EXPERIENCE:

04/2021 - Present
EPCI/Code South
Jones Consulting & Inspection Services LLC

Assisting with inspections and plan reviews.

08/2003 - 03/2021
Facilities Director, Building Inspector, Plans Examiner, Fire and Life Safety Inspector at NORTHWEST FLORIDA STATE COLLEGE
In charge of the daily operations of the Facilities Maintenance Department. Renovation/Remodeling Department projects. Manage New Construction projects. CIP preparation and submissions, Plant Survey

preparation and submissions, Master Plan preparation and submissions to the State Department of Education. Liaison with the Health Departments of Okaloosa and Walton Counties for Health and Sanitation inspections. Managing project budgets from $200,000 to $40,000,000.

03/1986 - 08/2003
Project Manager, JERRY TOLAR CONSTRUCTION
Responsible for estimating, bidding and managing commercial projects from $150,000 to $200,000,000 throughout Escambia, Santa Rosa, Okaloosa and Walton Counties.

01/1984 - 02/1985
Project Manager/Superintendent, UNITED BUILDERS
Responsible for estimating, bidding and managing residential, light commercial projects.

08/1983 - 01/1984
Partner/Superintendent, DAN LIVINGSTON CONSTRUCTION
Responsible for estimating, bidding, project management. Custom homes.

06/1980 - 08/1983
Owner/Manager, QUALITY CONSTRUCTION COMPANY
Responsible for estimating, bidding and managing the construction of custom homes in Walton and Okaloosa Counties.

Gregory Lee Boutwell
boutwell103170@gmail.com

1508 COUNTY ROAD 7
NEWVILLE, AL. 36353

HOME: (334) 585-4445
CELL: (334) 733-9576

PERSONAL STATEMENT

Since beginning my career with the Ozark Fire Department (OFD) in May of 1990, I have served in the following positions: Firefighter, Driver/operator, Fire- Medic, Lieutenant, Captain, Operations Chief and, most recently, Fire Chief. In addition, I have participated as an instructor in all twelve recruit schools hosted by the (OFD). Under my leadership, the (OFD) applied for and received 1.8 million dollars in grants and formed a public/private partnership with Bell Helicopter to support government contracts within the city. Furthermore, the (OFD) created an EMS Division, acquired a Type 2 AMAS team, and a new P25 radio system.

During my career, I have had the pleasure of teaching various classes such as Fire Behavior, SCBA, PPE, and many others. I was the primary instructor for three Rope I & II courses, and Trench and Confined Space certification courses hosted by the (OFD). In January, 2013, I served as the Medical Branch Director as well as the Logistics Section Chief for the Midland City hostage incident.

Gregory Lee Boutwell

Home: (334) 585-4445
Cell: (334) 733-9576

1508 County Road 7
Newville, AL. 36353

OBJECTIVE: Adjunct Instructor, Alabama Fire College

EDUCATION:

June 1995	EMT Paramedic Training Lurleen B. Wallace State Junior College Andalusia, Alabama
December 1993	Emergency Medical Technician - Paramedic Wallace College, Dothan, Alabama
June 1992	Emergency Medical Technician - Basic Wallace College, Dothan, Alabama
March 1992	Self Contained Breathing Apparatus Specialist (SCBA) Alabama Fire College
January 1992	Haz-Mat Awareness & Operational Certification Alabama Fire College
April 1991	Incident Command System Alabama Fire College
June 1990	Alabama Fire Fighter I/II Certification Alabama Personnel Standards Commission
January 1990	Fire Fighter I Certification Panama City Fire Training Academy in Panama City, Florida
May 1989	Diploma Griffin High School - Griffin, Georgia

ADDITIONAL FIELD RELATED COURSES/CERTIFICATIONS:

- Restricted Medical EMD Instructor- March 8, 2014
- Understanding Fire Through the Candle Experiments- International Association of Arson Investigators, Inc.- February 10, 2014
- Writing the Initial Origin & Cause Report- International Association of Arson Investigators, Inc. – January 23, 2014
- E/L 449 Incident Command System Curricula Train the Trainer- October 18, 2013
- Clandestine Methamphetamine Laboratory Awareness- December 7, 2011
- ICS 400- Advanced ICS Command and General Staff: Complex Incidents- September 30, 2011
- Hazardous Materials Technician for CBRNE Incidents- September 24, 2011
- Hazardous Materials Evidence Collection for CBRNE Incidents- September 20, 2011
- ICS 300- Intermediate ICS for Expanding Incidents- September 2, 2011

- APCO (Association Public Safety Communications Officials) Certifications:
    - PSTI - Public Safety Telecommunicator Course - 2009
    - EMD - Emergency Medical Dispatcher Course - 2010
    - Fire Service Communications Course - 2010
- Fire Department Safety Officer: Health & Safety Officer - August 21, 2009
- Fire Investigator - August 13, 2009
- Live Fire Awareness Train the Trainer- July 7, 2009
- Fire Inspector I - July 11, 2008
- Fire Officer II - March 16, 2007
- Fire Instructor II - February 16, 2007
- Apparatus Operator - Aerial - February 10, 2006
- NIMS (National Incident Management) ICS for the Fire Service - 2006
- Mold Course, Disaster Clean-up from Georgia Tech. - 2006
- Leadership Strategies for Companies Success - 2003
- National Fire Academy Course on Response to Terrorism - 2000
- Incident Safety Officer - 1999
- Occupied Structural Rapid Firefighting Techniques - 1998
- Hazardous Materials Technician - August 13,1998
- Hazardous Materials First Responder: Awareness, Operational, Incident Commander - August 7, 1998
- Fire Officer 1 - March 31, 1997

Gregory Lee Boutwell

1508 County Road 7
Newville, AL. 36353

Home: (334) 585-4445
Cell: (334) 733-9576

- Fire Tactics & Strategies - 1997
- Apparatus Operator Pumper - November 22,1996
- Firefighter Safety & Survival: The Company Officers Responsibility- April 14, 1991
- RT Rope I
- ICS 300
- ICS 400
- OSHA 10/30 Hour Instructor

U.S. Department of Justice

Federal Bureau of Investigation

February 14, 2013

Greg Boutwell
EMS/Fire Chief
Ozark Fire Department
1508 County Road 7
Newville, AL 36353

Greg,

It was a sincere honor and privilege to work with you and your personnel during the hostage situation in Dothan, Alabama. From our initial arrival on 30 January through the final rescue on 4 February, you provided every asset available to address the many contingencies in assuring the health and well-being of all personnel involved. Your knowledge of the regional rescue departments and your relationship with them was invaluable. Through you and your personnel, any foreseeable event would have been responded to rapidly and with the highest level of expertise.

The sense of confidence that I felt for the well-being of my team was an immeasurable force, knowing that our safety was in your charge. The partnership which we developed to address the many unique challenges of this particular mission was crucial in its overall success.

Please accept the enclosed as an expression of my personal gratitude and that of the entire FBI Hostage Rescue Team,. The Team coin and Medical Unit coin are presented as a sign of this respect and brotherhood. The Medical Unit coin represents the Team logo of the bald eagle with the broken chain within its talons. The red cross and serpent symbolizing our medical mission, over the blue field, representing justice. The team motto "Servare Vitas" (to save lives) is scrolled beneath. There are two numbers inscribed on the cross. These represent two of our fallen medical brothers, John Correa, PA-C (223) and SSA Gregory Rahoi, NREMT-P (37). We serve in their honor.

With sincere respect and thanks,

Anthony V. Colantoni
Special Agent, FBI
Hostage Rescue Team
Operational Medical Coordinator

Justin Hodges – Inspector

Experience

July 2018 - Current

Inspector with EPCI Fire safety and Provisional building inspections. Making building code inspections through out the construction stage. Fire and life safety plans examinations as well as fire and life safety inspections on commercial property, Schools, Day Care, Etc.

September 2002 – July 2018 City of Callaway

September 2014 – July 2018

Street Stormwater Superintendent – Supervise crew of 12 Erosion Control inspector, CRS Coordinator, NPDES Compliance Specialist, daily inspect City stormwater infrastructure, Inspect 1 acre plus construction for erosion control compliance, Compile inspection reports for FDEP, review construction plans for stormwater and erosion compliance, design stormwater infrastructure, all stormwater and street related work including but not limited to road paving, new road construction, post rain event erosion repairs, installation of stormwater infrastructure, concrete sidewalk, concrete multi-use path, construction of FDOT LAP projects, construction site layout and design, 46 months Plans Review, building construction and supervisory

September 2008 – September 2014

Underground Utilities Inspection Crew Leader – Supervise crew of 4 installation, repair, maintenance and inspections of 2 – 16 inch gravity sewer main using common pipe materials such as Sch. 40 PVC, Ductile Iron, HDPE, and c900, installation and repair of sewer laterals, cleanouts, check valves, grease traps, p-traps, tankless toilets, urinals, sinks, washdown showers, flush valves, installation, repair, maintenance and inspections of pressurized sewer mains (force mains) 1 inch – 18 inch, installation, repair, maintenance, and inspection of manholes, wet wells, valve boxes, and pump bypasses for pressurized sewer systems, repair and maintenance of ¾ inch – 18 inch water lines and water mains, repair and maintenance of copper, PVC, PE tubing, ductile iron, PEX, and galvanized service lines, directional utility boring, installation, maintenance, and repairs of City facility plumbing systems including sink fixtures, drains, toilet fixtures, and shower fixtures. Inspection of underground utilities using CUES robotic camera system and Granite XP inspection software, CCTV inspection of water mains, sewer mains, manholes, and wet wells, oversee and inspect new sewer and water main construction in the City. 72 months plumbing, and supervisory

September 2004 – September 2008

Utilities Tech Crew Leader – Supervise crew of 4 install and wire electrical components for single and three phase electric control and service panels, wire for lift station effluent pumps, grinder pumps, and submersible pumps, wire and install HOA (hand off auto) lift station panel control switches, wire panels for breakers, relays, and overload protection systems, wire and install electric service panels and emergency generator disconnects, wire panel for float and aerator switches, wire and service combo grinder and LPS lift station packages, pre-wire, trim out, finals and inspection of City buildings, shops and other various facility electrical, lighting, breaker panel, electric service panels, outlets, switches, fans, and emergency lighting, install and wire electrical conduit for building electrical services, warehouse electrical services, and stadium overhead lighting, upgrade City lighting and light switches to meet energy efficiency compliance. Supervise and inspect all electrical, and construction projects including new city facility buildings, warehouse buildings, offices, service station buildings, and pole barn construction. 48 months electrical, and supervisory

September 2002 – September 2004

Heavy Equipment Operator - operating equipment for the construction of City parks, new underground utility construction including stormwater drainage systems, RCP,HDPE,PVC, ductile iron, perforated HDPE, stormwater sediment traps, stormwater inlet boxes, stormwater curb and gutter, concrete prep work, foundation construction and concrete work, concrete structure wood and steel forming, and finishing, block laying, site plan evaluation and post construction inspecting. Maintenance of stormwater drainage systems, swaling, ditching, geotechnical fabric erosion control construction, asphalt paving road and road shoulder construction. 24 months Building Construction

November 1999 – August 2002 Pro-Tech Services

Duties include – Low voltage installer, pre-wire low voltage audio, phone, cable, alarm, and home automation systems. 21 months electrical

August 1997 – September 1999 Electrical Experience Griffin's Traffic Signal Repair.

Duties include – Traffic Signal Tech 1, wire traffic signal loop detection systems and associated electrical. Wire and install traffic counter strips, electrical service and electrical component cabinet. Install and repair any electrical components associated with advanced traffic detection systems including but not limited to, wiring advanced detection pull boxes, installing electrical conduit for electrical wiring connections and service to loop detection signal timing electrical cabinet. Electrical wiring for span and mast arm traffic signals and FDOT advanced warning systems. Construct, repair, maintain, and refurbish all electrical components of traffic signal

heads, disconnects and services. Install photo electric microwave detectors. (25 Months) electrical

June 1995 – August 1996 Electrical Experience Dave Pybus Electric.

Duties include – Electricians Helper, installation of electrical services. Warehouse restocking and electrical component purchasing. 14 months electrical

JAIRO VASQUEZ

636 Helen Ave Panama City, Florida 32401
(850) 691-3511
Jairo@codesouth.com

COMMERCIAL BUILDING INSPECTOR

Perform Building inspections during various stages of construction, read and examine plans to interpret proper execution of said plans, report violations and work with building official to ensure proper inspections are being done in timely manner.

EXPERIENCE

EPCI Code Administration Services

- Commercial Building Inspector - February 17, 2020 - Present

EDUCATION

- High School Diploma - 2001
- England Training Commercial Plumbing Inspection Certification- April 2, 2021 – Present
- England Training Commercial Mechanical Inspection Certification- April 2, 2021- Present

CERTIFICATIONS

- Commercial Building Inspector License – BN8116

OSTIN CREEL

Ostin@codesouth.com

(850) 819-7675

10534 Vickery Ln,
Youngstown, FL, 32466

EXPERIENCE

FIRE SAFETY INSPECTOR

Code South Consulting/EPCI, Panama City, FL
Jun 2018 - Present

- Performing Fire Safety Inspections for Bay County Schools, Gulf County Schools, Chipola State College and Cities
- Documenting all reports related to performed Fire Safety, Casualty and Sanitation Inspections
- Ensuring the safety of our City and Youth Schools
- Managing and scheduling appointments and fire safety inspections

CONSTRUCTION LABORER

Anderson Construction, Panama City, FL
Apr 2017 - Jun 2018

- Assist in building structures for residential, business and construction sites.
- Participate in demolitions.
- Removed debris from construction sites.
- Mix Concrete
- Assist construction managers in completing jobs that are up to current code regulations in a timely manner.

GROCERY BAGGER AND STOCKER

Publix, Panama City, FL
Nov 2016 - Apr 2017

- Help Customers load their groceries from their grocery cart to the cash register and then load them into their vehicles.
- Stock groceries
- Provide excellent customer service to customers who needed help finding items in the store.
- Clean and sanitize my work environment for the safety of myself and others.

REFERENCES

References available upon request

EDUCATION

FLORIDA STATE FIRE COLLEGE

Ocala, FL
Completed coursework towards Fire Safety Inspector Fire Safety/ Fire Science (Aug 2018)

MOSLEY HIGH SCHOOL

Lynn Haven, FL
High School Diploma (May 2017)

CERTIFICATIONS

Fire Safety Inspector 1

LICENSE NUMBER

807662

Cory Keefe

BUILDING/ELECTRICAL INSPECTOR

CURRENTLY EMPLOYED BY **E.P.C.I SERVICES**
205 w 7TH ST. PANAMA CITY, FL 32401

EMAIL: Cory@codesouth.com **PHONE: (850)-481-6103**

CERTIFICATIONS	LICENSE NUMBERS
COMMERCIAL ELECTRICAL INSPECTOR	-BN9066-
PROV. ELECTRICAL PLANS EXAMINER	-PEP663-

PROV. RESIDENTIAL INSPECTOR

-PRI1300-

EDUCATION

-**HIGH SCHOOL DIPLOMA** (2016)- MOSLEY HIGH SCHOOL

-**ELECTRICAL CODES AND PLAN INTERPRETATION** (CONTRACTORS INSTITUTE) COURSE #0006045

-**CONSTRUCTION MATH & PLAN & PLAN INTERPRETATION** (CONTRACTORS INSTITUTE) COURSE #0006042

-**FLORIDA CONSTRUCTION LAWS, RULES & ETHICS** (CONTRACTORS INSTITUTE)

WORK HISTORY

KEEFE AND SONS ELECTRIC / LEAD ELECTRICIAN
2016- OCT. 2023
KEEFE AND SONS CONSTRUCTION / LEADER/CO-OWNER
2016- OCT. 2023

E.P.C.I SERVICES / ELECTRICAL & BUILDING INSPECTOR & PX
OCT. 2023 – PRESENT

EXPERIENCE

Over (8) years of Hands-on experience as well as project management, plan reviewing and communication skills in the following but not limited to,

-Complete wood and/or metal construction

-Roughing in, and trimming out electrical, plumbing and mechanical materials as well as coordinating between trades in a supervisory role.

-Experienced in forming up monolithic and stem wall slabs as well as building rebar cages for footers, light poles/ pole bases etc.

-Meeting accessibility requirements such as grab bars, to water closet height, parking spaces, signage etc.

-Very comfortable and experienced in all electrical scenarios including but not limited to,

-Fueling facilities containing CLASS I DIVISION 1 involving explosion proof wiring methods

-Complete electrical construction of big-name stores such as (tractor supply), (Burger Kings) (Slim Chickens) (Dairy Queens) etc.

-3 phase 277/480 step down pad mounted transformers for warehouses and delta high leg circuitry including Emergency Standby systems

-Big solar projects including our local EOC building off HWY 231

-Experienced in all residential, Commercial, and industrial Electrical wiring methods

WILLIE PAYNE

BUILDING CODE INSPECTOR AND PLANS EXAMINER

CONTACT

willie@codesouth.com

Port St Joe, FL 32456

SKILLS

- Structural Inspection
- Remediation plans
- Reliability
- Safety violations
- Zoning regulations
- Property Damage Assessment
- Decision-Making
- Attention to Detail
- Analytical Thinking

PROFESSIONAL SUMMARY

With a robust background at E.P. Consultants Inc., I excel in structural inspection and analytical thinking, ensuring projects meet stringent safety and zoning regulations. Known for decisively enhancing plan review efficiency and resolving complex compliance issues, my expertise significantly uplifts standards and project outcomes.

EXPERIENCE

January 2012 - Present

Building Code Inspector and Plans Examiner

E.P. Consultants Inc., Panama City, Florida

- Performed technical reviews to ensure that all submitted plans met local code requirements.
- Collaborated with other departments within the agency to coordinate enforcement activities relating to code compliance issues.
- Analyzed building plans for accuracy and completeness in accordance with jurisdictional standards.
- Researched pertinent regulations related to specific construction projects.
- Prepared written correspondence documenting deficiencies found during plan reviews.
- Provided technical advice regarding building codes and other relevant regulations.
- Developed reports detailing findings from plan reviews and site visits.
- Provided guidance and assistance to architects, engineers, contractors, developers, and property owners regarding plan review process.
- Identified discrepancies between existing conditions and proposed designs.
- Advised management on strategies for improving efficiency of plan review processes.
- Conducted field inspections to verify conformance with approved plans and specifications.
- Assisted in resolving conflicts between applicants, contractors, developers when disagreements arose over interpretations of codes or regulations.
- Inspected and monitored construction sites to ensure adherence to safety standards, built codes, and specifications.

CERTIFICATIONS

- Professional Engineer - 73267

JAMES GRANT

BUILDING CODE ADMINISTRATOR

jameswgrant@outlook.com Marianna, FL 32446

professional summary

Seasoned Building Official with extensive experience at E.P. Consultants Inc., adept in interpreting and enforcing building codes with precision. Proven track record in enhancing department efficiency, utilizing exceptional problem-solving abilities, and a professional demeanor. Expert in ensuring construction project compliance, demonstrating a keen attention to detail and robust decision-making skills.

skills

- Safety violations
- Problem-solving abilities
- Attention to Detail
- Professional Demeanor
- Decision-Making

experience

Feb 2011 - Present

BUILDING OFFICIAL

E.P. Consultants Inc., Panama City, FL

- Advised property owners on proper maintenance techniques to keep their buildings up-to-code.
- Assisted in developing new policies or procedures aimed at improving overall efficiency of the department.
- Interpreted local ordinances, state laws, rules and regulations pertaining to building codes.
- Ensured that all necessary permits were properly obtained prior to initiating any work activity.
- Coordinated with contractors, architects, engineers, owners, developers and inspectors throughout the entire process of construction project development.

- Reviewed architectural drawings for accuracy before issuing permits for various types of construction activities.
- Inspected and monitored construction sites to ensure adherence to safety standards, built codes, and specifications.

certifications

- Building Code Administrator - BU1725

TONY SAPP

Building Code Inspector

Adept Building Code Inspector at E.P. Consultants Inc. since 2019, showcasing unparalleled project management and visual inspection skills. Expertise in ensuring compliance with industry standards and customer specifications across residential systems, marked by a keen attention to detail. Proven track record in enhancing quality control processes and providing decisive technical support in FL.

Skills

- Project Management
- Industry standards
- Safety awareness
- Attention to detail
- Residential systems
- Technical knowledge
- Visual inspections

Experience

Building Code Inspector
E.P. CONSULTANTS INC., Panama City, FL
October 2019 - Present

- Conducted visual and dimensional inspections of selected pieces and products.
- Performed visual inspections on incoming materials to verify compliance with customer specifications.
- Interpreted and evaluated inspection results with respect to applicable codes, specifications, and standards.
- Provided technical support during the resolution of quality issues identified during the inspection process.

Certifications

- Building Code Inspector - BN7848

Special Qualifications

Residential Building Code Inspector

EPCI
Code Administration Services
Serving Communities Throughout The Panhandle

Technical Approach

EPCI's Technical Approach is designed to meet or exceed every requirement of RFP 2025-02 while maximizing evaluation scoring through clarity, redundancy, and operational realism. The approach is built on proven municipal practices currently in place with Florida jurisdictions operating under city-centric permitting models similar to the City of Mary Esther.

GovWell Integration and Workflow Management

EPCI will fully integrate with the City's GovWell permitting platform and operate exclusively within the system for plan review, inspection scheduling, inspection results, and applicant communication. EPCI personnel are experienced users of electronic permitting systems and understand the importance of disciplined workflow management to avoid delays and confusion for applicants and City staff.

Key GovWell integration elements include: - Accessing electronic plan submittals and review assignments directly through GovWell - Performing digital plan markups and uploading code-referenced comments - Recording approvals, denials, and correction cycles within the system - Receiving inspection requests and documenting results in real time - Communicating with applicants and City staff through GovWell messaging tools

EPCI will participate in all workflow planning sessions, system testing, and training coordinated by the City and GovWell. This proactive involvement ensures consistent use of the platform from day one and supports the City's goal of creating a true one-stop permitting process.

Plan Review Methodology and Turnaround Compliance

EPCI's plan review process is structured to ensure both speed and technical accuracy. Upon assignment in GovWell, plans are immediately routed to appropriately licensed plans examiners based on discipline and workload. Reviews are conducted using standardized checklists aligned with the Florida Building Code, Florida Fire Prevention Code, and applicable City ordinances.

EPCI commits to the following turnaround times: - Trade permits: Same business day - Accessory structures: 5 business days - Residential construction/additions: 10 business days - Commercial construction/tenant buildouts: 15 business days - Re-reviews: 3 business days

All review comments will be clear, concise, and code-referenced to reduce repeat corrections and improve applicant understanding. Senior staff and the Building Official provide oversight for complex or non-standard projects.

Inspection Services and Field Operations

EPCI will provide comprehensive inspection services for all permit types and disciplines required by the RFP. Inspection requests submitted through GovWell by 3:00 PM will be scheduled for the next business day. Requests submitted after 3:00 PM will be scheduled within two business days.

Inspectors are trained to conduct thorough, consistent inspections and to document results electronically the same day the inspection is performed. Failed inspections will include written comments identifying code deficiencies and required corrective actions.

EPCI's inspection services include, but are not limited to: - Foundation and slab inspections - Framing and structural inspections - Electrical rough-in and final inspections - Plumbing rough-in and final inspections - Mechanical rough-in and final inspections - Gas piping inspections - Energy and insulation inspections - Final inspections and re-inspections

Pre-Construction Meetings and Project Coordination

EPCI will schedule, coordinate, and conduct pre-construction meetings for projects requiring inspections, safety coordination, or compliance verification. These meetings ensure that all parties understand approved plans, conditions of approval, inspection protocols, and communication expectations before construction begins.

Documentation verified at pre-construction meetings includes notices of commencement, contractor licensing and insurance, safety plans, erosion and sediment control plans, traffic control plans when applicable, and construction schedules.

Fire and Life Safety Coordination

Fire and life safety plan review is currently performed by the Ocean City–Wright Fire Department. EPCI will coordinate electronically through GovWell to ensure timely routing, tracking, and receipt of all required fire approvals. EPCI will monitor review status and proactively follow up to prevent permit issuance delays.

Handling Peak Demand and Emergency Response

EPCI's staffing model includes built-in redundancy and surge capacity. Additional licensed inspectors and plans examiners are available to support peak demand periods, re-inspections, emergency response, and post-disaster recovery operations. This capability is particularly important for small municipalities that may experience sudden increases in permit activity.

Unsafe Structures and Condemnation Proceedings

The designated Building Official will respond to unsafe structure complaints and conduct assessments in accordance with Section 116 of the Florida Building Code. Services include site inspections, documentation of unsafe conditions, issuance of notices,

Unsafe Structures and Condemnation Proceedings

The designated Building Official will respond to unsafe structure complaints and conduct assessments in accordance with Section 116 of the Florida Building Code. Services include site inspections, documentation of unsafe conditions, issuance of notices, coordination with City staff and legal counsel, and emergency response for imminent hazards.

Quality Assurance, Reporting, and Continuous Improvement

EPCI maintains a robust quality assurance program that includes senior management oversight, peer review for complex projects, and mandatory continuing education for all licensed personnel. All activity is documented within GovWell, allowing the City to access real-time reporting on plan review volume, turnaround times, inspection activity, and pass/fail rates.

EPCI views quality assurance as an ongoing process and will work collaboratively with City staff to identify opportunities for workflow improvements, customer service enhancements, and regulatory efficiency.

EPCI
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Experience with Similar Clients

E.P. Consultants, Inc. (EPCI) has extensive experience providing third-party Building Official services, plan review, and inspection services to Florida municipalities and counties under contractual frameworks that closely mirror the City of Mary Esther's proposed city-centric model. This experience demonstrates EPCI's ability to integrate seamlessly with local governments, maintain statutory compliance, and deliver consistent service quality across jurisdictions of varying size and complexity.

Calhoun County, Florida (Primary Operational Analog)

Calhoun County represents the most direct operational comparison to the City of Mary Esther's proposed model. Under its agreement with Calhoun County, EPCI serves as the designated Building Official and provides comprehensive plan review and inspection services across all disciplines. Services include electronic plan review, field inspections, unsafe structure assessments, coordination with fire authorities, and reporting to County administration.

The Calhoun County framework utilizes a revenue-share compensation structure tied directly to permit activity, aligning EPCI's performance incentives with the County's operational and fiscal goals. This model has proven effective in maintaining predictable costs for the jurisdiction while ensuring adequate staffing and timely service delivery. EPCI's experience under this agreement directly informs the approach proposed for the City of Mary Esther.

City of Panama City

EPCI has provided Building Official support, plan review, and inspection services for the City of Panama City, including during periods of elevated demand following Hurricane Michael. This engagement required rapid scaling of inspection resources, coordination with multiple City departments, and strict adherence to emergency response protocols.

Through this work, EPCI demonstrated its ability to manage high inspection volumes, support disaster recovery operations, and maintain regulatory consistency under challenging conditions. This experience is particularly relevant to coastal municipalities such as the City of Mary Esther.

City of Mexico Beach

EPCI has supported the City of Mexico Beach with building inspection and code administration services during recovery and redevelopment efforts. Services included plan review, field inspections, and coordination with local officials to ensure compliance with updated building standards and floodplain requirements.

This engagement highlights EPCI's familiarity with coastal construction issues, post-disaster rebuilding, and coordination with small municipal staffs operating with limited internal resources.

City of Port St. Joe

For the City of Port St. Joe, EPCI has provided ongoing building inspection and plan review services supporting residential, commercial, and mixed-use development. EPCI personnel worked closely with City staff to ensure efficient permitting workflows, consistent application of code requirements, and responsive customer service.

Additional Municipal Clients

EPCI has also provided similar services for the following jurisdictions: - City of Callaway - City of Parker - City of Springfield - City of Cottondale - City of Alford

Across these jurisdictions, EPCI has served in roles that include designated Building Official, plans examiner, inspector, and technical advisor. In each case, EPCI integrated with local permitting processes, coordinated with fire and safety agencies, and delivered services through electronic or hybrid permitting systems.

Relevance to the City of Mary Esther

Collectively, these engagements demonstrate EPCI's ability to support jurisdictions comparable in size, staffing, and permit volume to the City of Mary Esther. EPCI's experience with electronic permitting, revenue-share contracts, disaster response, and multi-discipline code enforcement ensures a smooth transition and reliable long-term service for the City.

EXHIBIT D: REFERENCES FORM

Provide at least three (3) references from current or recent municipal clients for similar building inspection services.

REFERENCE 1

Municipality/Agency: City of Callaway
Contact Name/Title: Eddie Cook / City Manager
Phone: 850-215-6691 Email: citymanager@cityofcallaway.com
Contract Period: _____ Annual Permit Volume: _____
Services Provided: Plan Review, Permitting and Inspections

REFERENCE 2

Municipality/Agency: City of Springfield
Contact Name/Title: Ralph Hammond / Mayor
Phone: 850-872-7570 Email: rhammond@springfield.fl.gov
Contract Period: _____ Annual Permit Volume: _____
Services Provided: Plan Review, Permitting and Inspections

REFERENCE 3

Municipality/Agency: City of Port St Joe
Contact Name/Title: Jim Anderson / City Manager
Phone: 850-229-8261 Email: janderson@psj.fl.gov
Contract Period: _____ Annual Permit Volume: _____
Services Provided: Plan Review, Permitting and Inspections

EXHIBIT B: PROPOSER INFORMATION FORM

1. ORGANIZATION INFORMATION

Legal Name: EP Consultants Inc (EPCI)
DBA (if applicable): _____
Street Address: 205 W 7th Street
City/State/ZIP: Panama City, Florida 32401
Phone: 850-818-0213 Website: epcicodeservices.com

2. ORGANIZATION TYPE

☑ Private Corporation ☐ LLC ☐ Partnership ☐ Government Agency ☐ Other: _____
State of Formation: Florida Year Established: 1998
Federal Tax ID (EIN): 59-3524903

3. CONTACT INFORMATION

Primary Contact: MICHAEL (SCOOTER) HODGES
Title: Owner
Phone: 850-818-0213 Email: hodges@codesouth.com

4. EXPERIENCE

Years providing building inspection services: 28
Number of Florida municipalities currently served: 13
Total licensed inspectors/plans examiners on staff: 10

5. DEBARMENT

Has your organization ever been debarred or suspended? ☐ Yes ☑ No
If yes, explain: _____

EXHIBIT C: NON-COLLUSION AFFIDAVIT

STATE OF Florida

COUNTY OF Bay

I, MICHAEL (SCOOTER) HODGES, being first duly sworn, depose and state:

6. I am the Owner (title) of EP Consultants Inc (EPCI) (organization), the Proposer submitting the attached proposal.
7. I am fully informed regarding preparation and contents of the attached proposal.
8. The proposal is genuine and not collusive or a sham.
9. Neither the Proposer nor any officers, partners, owners, agents, representatives, or employees have in any way colluded, conspired, connived, or agreed with any other proposer, firm, or person to submit a collusive or sham proposal, or to refrain from proposing.
10. Neither the Proposer 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.

Signature

Printed Name: MICHAEL (SCOOTER) HODGES

Title: Owner

Date: 1/15/2026

Subscribed and sworn to before me this 20 day of January, 2026.

Notary Public, State of Florida

My Commission Expires: Sept 1 2026

(NOTARY SEAL)

MIRANDA L. OWENS
MY COMMISSION # HH 307867
EXPIRES: September 1, 2026

CITY OF MARY ESTHER
195 Christobal Road, North • Mary Esther, Florida 32569
Telephone (850) 243-3566 • Fax (850) 243-0736

ADDENDUM #1
to
RFP 2025-02 THIRD-PARTY BUILDING PLAN REVIEW AND INSPECTION SERVICES

The following amendments are associated with the above-referenced Request for Proposals:

1. **The proposals due date and time has been changed to January 20, 2026, at 3:00 p.m. CST due to the conflicting holiday.**

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 23 day of December 2025.

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 RFP 2025-02 for THIRD-PARTY BUILDING PLAN REVIEW AND INSPECTION SERVICES. Furthermore, I understand that this form must be completed and returned to the City as part of the bid/proposal responsiveness.

MICHAEL (SCOOTER) HODGES	EP Consultants Inc (EPCI)
Printed Name	Company Name
Owner	1/15/2026
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
RFP 2025-02 THIRD-PARTY BUILDING PLAN REVIEW AND INSPECTION SERVICES

The following amendments are associated with the above-referenced Request for Proposals:

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 RFP 2025-02 for Third-Party Building Plan Review and Inspection Services. Furthermore, I understand that this form must be completed and returned to the City as part of the proposal responsiveness.

MICHAEL (SCOOTER) HODGES	EP Consultants Inc (EPCI)
Printed Name	Company Name
Owner	1/15/2026
Title	Date

EXHIBIT F: VENDOR AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Vendor Name: EP Consultants Inc (EPCI)

Address: 205 W 7th Street Panama City, FL 32401

Phone Number: 850-818-0213

Authorized Representative's Name: MICHAEL (SCOOTER) HODGES

Authorized Representative's Title: Owner

Email Address: hodges@codesouth.com

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

Florida dbpr Department of Business & Professional Regulation

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- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

6:54:51 PM 1/19/2026

Licensee Information

Name:	**KEEFE, CORY MCKINLEY (Primary Name)**
Main Address:	**9630 DAVENPORT AVE YOUNGSTOWN Florida 32466**
County:	**BAY**

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN9066**
Status:	**Current,Active**
Licensure Date:	**04/01/2024**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Electrical Inspector	**04/01/2024**

Florida dbpr Department of Business & Professional Regulation

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LICENSEE DETAILS

6:55:14 PM 1/19/2026

Licensee Information

Name:	**KEEFE, CORY MCKINLEY (Primary Name)**
Main Address:	**9630 DAVENPORT AVE YOUNGSTOWN Florida 32466**
County:	**BAY**

License Information

License Type:	**Standard Plans Examiner**
Rank:	**Plans Examiner**
License Number:	**PX5390**
Status:	**Current,Active**
Licensure Date:	**07/24/2025**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Electrical	**07/24/2025**

Alternate Names

Florida dbpr Department of Business & Professional Regulation

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- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

6:56:01 PM 1/19/2026

Licensee Information

Name:	**KEEFE, CORY MCKINLEY (Primary Name)**
Main Address:	**9630 DAVENPORT AVE. YOUNGSTOWN Florida 32466**
County:	**BAY**

License Information

License Type:	**Provisional Residential Inspector**
Rank:	**Prov Residentl**
License Number:	**PRI1300**
Status:	**Current,Active**
Licensure Date:	**04/23/2024**
Expires:	**04/22/2026**

Special Qualifications	Qualification Effective

Alternate Names

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
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- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:01:46 PM 1/15/2026

Licensee Information

Name:	HODGES, MICHAEL DOUGLAS (Primary Name)
Main Address:	7313 PITTSBURGH STREET PANAMA CITY Florida 32404
County:	BAY
License Location:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX384
Status:	Current,Active
Licensure Date:	04/18/1994
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	
Electrical	
Mechanical	
Continuing Education Exemption	06/27/2024

Alternate Names

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:03:13 PM 1/15/2026

Licensee Information

Name:	HODGES, MICHAEL DOUGLAS (Primary Name)
Main Address:	7313 PITTSBURGH STREET PANAMA CITY Florida 32404
County:	BAY
License Location:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN850
Status:	Current,Active
Licensure Date:	04/18/1994
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	
Commercial Electric	11/21/2006
Residential	
Mechanical	11/21/2006
Plumbing	
Continuing Education Exemption	06/27/2024

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:03:42 PM 1/15/2026

Licensee Information

Name:	**HODGES, MICHAEL DOUGLAS (Primary Name)**
Main Address:	**7313 PITTSBURGH STREET PANAMA CITY Florida 32404**
County:	**BAY**
License Location:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Modular Plans Examiner**
Rank:	**Std Modular Pla**
License Number:	**SMP7**
Status:	**Current,Active**
Licensure Date:	**11/23/1996**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Continuing Education Exemption	**06/27/2024**

Alternate Names

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:04:06 PM 1/15/2026

Licensee Information

Name:	**HODGES, MICHAEL DOUGLAS (Primary Name)**
Main Address:	**7313 PITTSBURGH STREET PANAMA CITY Florida 32404**
County:	**BAY**
License Location:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Building Code Administrator**
Rank:	**Building Code A**
License Number:	**BU317**
Status:	**Current,Active**
Licensure Date:	**04/18/1994**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Standard Continuing Education Exemption	**06/27/2024**

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:29:13 PM 1/16/2026

Licensee Information

Name:	**CREEL, HILTON EUGENE** (Primary Name)
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Plans Examiner**
Rank:	**Plans Examiner**
License Number:	**PX2350**
Status:	**Current,Active**
Licensure Date:	**03/23/2004**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Building	**06/28/2004**
Plumbing	**03/23/2004**
Continuing Education Exemption	**06/27/2024**

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:30:55 PM 1/16/2026

Licensee Information

Name:	**CREEL, HILTON EUGENE** (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*
License Location:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN2220
Status:	Current,Active
Licensure Date:	08/03/1995
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	
Electrical Inspector	05/04/2004
Mechanical	11/21/2006
Plumbing	
Continuing Education Exemption	06/27/2024

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:32:05 PM 1/16/2026

Licensee Information

Name:	**MELVIN, JAMES LEE** (Primary Name)
Main Address:	**25 CAGER COURT** **CRAWFORDVILLE Florida 32327**
County:	**WAKULLA**
License Location:	***Private Address* *Private Address*** ***Private Address*** ***Private Address*** ***Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN4198**
Status:	**Current,Active**
Licensure Date:	**11/05/2001**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Building	**06/24/2003**
Coastal Construction	**08/14/2003**
Electrical Inspector	**08/09/2004**
Residential	**09/03/2002**
Mechanical	**11/21/2006**
Plumbing	**10/13/2003**
Continuing Education Exemption	**06/27/2024**

ONLINE SERVICES

Apply for a License

Verify a Licen Click here to apply for a new license.

View Food & Lodging Inspections

File a Complaint

Continuing Education Course Search

View Application Status

Find Exam Information

Unlicensed Activity Search

AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:32:28 PM 1/16/2026

Licensee Information

	MELVIN, JAMES LEE (Primary Name)
Main Address:	25 CAGER COURT CRAWFORDVILLE Florida 32327
County:	WAKULLA

License Information

License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX2236
Status:	Current,Active
Licensure Date:	09/05/2003
Expires:	11/30/2027

Special Qualifications	Qualification Effective
Building	07/06/2004
Electrical	07/12/2005
Mechanical	09/05/2003
Plumbing	12/14/2004
Continuing Education Exemption	06/27/2024

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:32:46 PM 1/16/2026

Licensee Information

Name:	**MELVIN, JAMES LEE (Primary Name)**
Main Address:	**25 CAGER COURT CRAWFORDVILLE Florida 32327**
County:	**WAKULLA**

License Information

License Type:	**Building Code Administrator**
Rank:	**Building Code A**
License Number:	**BU1453**
Status:	**Current,Active**
Licensure Date:	**01/11/2006**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Continuing Education Exemption	**06/27/2024**

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:34:13 PM 1/16/2026

Licensee Information

Name:	**JONES, SAM WOODROW (Primary Name)**
Main Address:	***Private Address* *Private Address*** ***Private Address*** ***Private Address*** ***Private Address***

License Information

License Type:	**Standard Plans Examiner**
Rank:	**Plans Examiner**
License Number:	**PX2495**
Status:	**Current,Active**
Licensure Date:	**05/10/2005**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Building	**07/19/2006**
Mechanical	**05/10/2005**
Plumbing	**04/10/2007**
Continuing Education Exemption	**06/27/2024**

ONLINE SERVICES

Apply for a License
Verify a Licensee
View Food & Lodging Inspections
File a Complaint
Continuing Education Course Search
View Application Status
Find Exam Information
Unlicensed Activity Search
AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:34:31 PM 1/16/2026

Licensee Information

Name:	**JONES, SAM WOODROW (Primary Name)**
Main Address:	***Private Address* *Private Address*** ***Private Address*** ***Private Address*** ***Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN4852**
Status:	**Current,Active**
Licensure Date:	**10/04/2004**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Building	**03/13/2006**
Mechanical	**10/04/2004**
Plumbing	**09/27/2005**
Continuing Education Exemption	**06/27/2024**

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:36:13 PM 1/16/2026

Licensee Information

Name:	**BOUTWELL, GREGORY LEE (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN7811**
Status:	**Current,Active**
Licensure Date:	**08/29/2019**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Building	**08/29/2019**
Residential	**04/08/2024**

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:36:30 PM 1/16/2026

Licensee Information

Name:	**BOUTWELL, GREGORY LEE (Primary Name)**
Main Address:	***Private Address* *Private Address*** ***Private Address*** ***Private Address*** ***Private Address***

License Information

License Type:	**Standard Plans Examiner**
Rank:	**Plans Examiner**
License Number:	**PX4695**
Status:	**Current,Active**
Licensure Date:	**12/09/2021**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Building	**12/09/2021**

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:37:22 PM 1/16/2026

Licensee Information

Name:	**BOUTWELL, GREGORY LEE (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Provisional Building Code Administrator**
Rank:	**Provisional Bld**
License Number:	**PBC437**
Status:	**Current,Active**
Licensure Date:	**05/14/2025**
Expires:	**05/13/2027**

Special Qualifications	Qualification Effective

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:38:54 PM 1/16/2026

Licensee Information

Name:	**VASQUEZ, JAIRO MANUEL (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN8116**
Status:	**Current,Active**
Licensure Date:	**12/02/2020**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Building	**12/02/2020**
Plumbing	**08/06/2024**

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:39:13 PM 1/16/2026

Licensee Information

Name:	**VASQUEZ, JAIRO MANUEL (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Provisional Building Code Administrator**
Rank:	**Provisional Bld**
License Number:	**PBC438**
Status:	**Current,Active**
Licensure Date:	**07/01/2025**
Expires:	**06/30/2027**

Special Qualifications	Qualification Effective

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:41:13 PM 1/16/2026

Licensee Information

Name:	**CLANTON, CHARLES ANDREW (Primary Name)**
Main Address:	***Private Address* *Private Address*** ***Private Address*** ***Private Address*** ***Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN7016**
Status:	**Current,Active**
Licensure Date:	**02/01/2017**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Residential	**02/01/2017**

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:41:44 PM 1/16/2026

Licensee Information

Name:	**CLANTON, CHARLES ANDREW (Primary Name)**
Main Address:	***Private Address* *Private Address*** ***Private Address*** ***Private Address*** ***Private Address***

License Information

License Type:	**Provisional Electrical Inspector**
Rank:	**Prov. Comm Elec**
License Number:	**PCE1137**
Status:	**Current,Active**
Licensure Date:	**08/13/2024**
Expires:	**08/12/2026**

Special Qualifications	Qualification Effective
Commercial Electric	**08/13/2024**

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:42:02 PM 1/16/2026

Licensee Information

Name:	**CLANTON, CHARLES ANDREW (Primary Name)**
Main Address:	***Private Address* *Private Address*** ***Private Address*** ***Private Address*** ***Private Address***

License Information

License Type:	**Provisional Mechanical Inspector**
Rank:	**Prov. Mech. Ins**
License Number:	**PMI893**
Status:	**Current,Active**
Licensure Date:	**06/10/2024**
Expires:	**06/09/2026**

Special Qualifications	Qualification Effective

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:42:43 PM 1/16/2026

Licensee Information

Name:	**SAPP, ANTHONY WILLIAM (Primary Name)**
Main Address:	***Private Address* *Private Address* *Private Address* *Private Address* *Private Address***

License Information

License Type:	**Standard Inspector**
Rank:	**Inspector**
License Number:	**BN7848**
Status:	**Current,Active**
Licensure Date:	**10/03/2019**
Expires:	**11/30/2027**

Special Qualifications	Qualification Effective
Residential	**10/03/2019**

Florida dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

3:43:33 PM 1/16/2026

Licensee Information

Name:	**PAYNE, WILLIE TERRELL (Primary Name)**
Main Address:	**P.O. BOX 1362 PORT ST JOE Florida 32457**
County:	**GULF**

License Information

License Type:	**Professional Engineer**
Rank:	**Prof Engineer**
License Number:	**73267**
Status:	**Current,Active**
Licensure Date:	**07/11/2011**
Expires:	**02/28/2027**

Special Qualifications	Qualification Effective
Civil	07/11/2011

Division of State Fire Marshal

BUREAU OF FIRE STANDARDS AND TRAINING

Hereby Awards this

85949

FIRESAFETY INSPECTOR I

Certificate of Compliance

to

HILTON EUGENE CREEL

Expires the 31st Day of December, 2027

By virtue of having met the requirements of Florida Statutes and the Rules and Regulations of the Division of State Fire Marshal.

Jimmy Patronis
State Fire Marshal

Mark Harper
Bureau Chief

Julius Halas
Director

Division of State Fire Marshal

BUREAU OF FIRE STANDARDS AND TRAINING

Hereby Awards this

219979

FIRESAFETY INSPECTOR I

Certificate of Compliance

to

GREGORY LEE BOUTWELL

Expires the 31st Day of December, 2026

By virtue of having met the requirements of Florida Statutes of the Rules and Regulation of the Division of State Fire Marshal.

State Fire Marshal

Director

DUPLICATE COPY

Division of State Fire Marshal

BUREAU OF FIRE STANDARDS AND TRAINING

Hereby Awards this

214163

FIRESAFETY INSPECTOR I

Certificate of Compliance

to

JUSTIN T. HODGES

Expires the 30th Day of June, 2026

By virtue of having met the requirements of Florida Statutes of the Rules and Regulation of the Division of State Fire Marshal.

Jimmy Patronis
State Fire Marshal

Director

DUPLICATE COPY

Division of State Fire Marshal

209109

BUREAU OF FIRE STANDARDS AND TRAINING

Hereby Awards this

FIRESAFETY INSPECTOR I

to

OSTIN CREEL

Expires The

December 31, 2029

State Fire Marshal

Bureau Chief

Director

By virtue of having met the requirements of Florida Statutes and the Rules and Regulation of the Division of State Fire Marshal

Division of State Fire Marshal

BUREAU OF FIRE STANDARDS AND TRAINING

Hereby Awards this

118535

FIRESAFETY INSPECTOR I

Certificate of Compliance

to

SAM W. JONES

Expires the 30th Day of June, 2029

By virtue of having met the requirements of Florida Statutes and the Rules and Regulations of the Division of State Fire Marshal.

State Fire Marshal

Bureau Chief

Director

CERTIFICATE OF LIABILITY INSURANCE

Acct#: 2978653

DATE (MM/DD/YYYY): 01/15/2026

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

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

PRODUCER LOCKTON COMPANIES 444 W 47TH STREET, SUITE 900 KANSAS CITY, MO 64112-1906	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 844-456-1523 **FAX (A/C, No):** **E-MAIL ADDRESS:** dhrcerts@locktonaffinity.com
	INSURER(S) AFFORDING COVERAGE — **NAIC #** **INSURER A :** A I U INSURANCE COMPANY — 19399
INSURED **E.P. Consultants, Inc.** **205 West 7th Street** **Panama City, FL 32466**	**INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		017701071	06/01/2025	06/01/2026	X PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

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

Coverage is provided for only those employees leased to but not subcontractors of insured

Valid in the state of Florida

CERTIFICATE HOLDER

City of Mary Esther
195 Christobal Road N
Mary Esther FL 32569

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M Spalla

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/15/2026

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

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

PRODUCER
Acentria Insurance - McKenzie Insurance
501 W 11th Street
Panama City FL 32401

License#: L100460

CONTACT NAME: Certificate Team
PHONE (A/C, No, Ext): 850-650-1950 FAX (A/C, No): 850-650-1950
E-MAIL ADDRESS: coifm@acentria.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Southern-Owners Insurance Company	10190
INSURER B : Houston Specialty Insurance Company	12936
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
E P Consultants, Inc
205 W 7TH STREET
Panama City FL 32401

EPCONSU-01

COVERAGES **CERTIFICATE NUMBER:** 1630169442 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			78288340	3/6/2025	3/6/2026	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	PROFESSIONAL			MEO-HS-0001930-04	9/12/2025	9/12/2026	Per Claim Aggregate	$2,000,000 $4,000,000

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

CERTIFICATE HOLDER

City Of Mary Esther
195 Christobal Road N
Mary Esther FL 32569

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Charles H. Fyfield

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EXHIBIT A: COST PROPOSAL FORM

SUBMIT AS SEPARATE ATTACHMENT — Do not include in technical proposal.

RFP Number: RFP 2025-02

Project: Third-Party Building Plan Review and Inspection Services

Proposer: EP Consultants Inc (EPCI)

Operating Framework

The City of Mary Esther is proposing a "City-Centric" model. The City will provide the software and handle all Zoning, Business Tax Receipt, and Contractor Compliance. Proposers shall bid based on providing technical Building Official, Plan Review, and Inspection services.

Revenue Sharing (Permit-Based Services)

Compensation is calculated as a percentage of the Net Building Permit Fee (Gross Fee minus State Surcharges, Zoning Fees, and the 5% City Technology Surcharge).

Service Category	Proposer Share (%)	City Retainage (%)
Standard Building Services	65 %	35 %
(Includes Plan Review, Inspections, and Pre-Con Meetings)		

Large Project Cap: Total Vendor compensation for any single permit shall not exceed $10,000.00 without a written Special Project Agreement.

Ancillary, Enforcement, & Consulting Services

The revenue share does not cover the following tasks. These fees allow the City to recover professional costs for non-routine or enforcement-heavy activities.

Service Task	Proposed Rate	Unit
Pre-Application Meeting (Virtual)	$ $100	Flat Fee per Meeting
Technical Review Committee Meeting (Virtual)	$ $100	Flat Fee per Meeting
General Professional Consulting	$ $100	Per Hour
Emergency / After-Hours Response	$ $150	Per Hour
Unsafe Building Evaluation & Survey	$ $100	Flat Fee per Report

Estimated Annual Cost

Based on estimated volumes (5 new SFR, 200 accessory, 250 trade permits), provide estimated annual cost to the City:

Hypothetical Component	Value	Proposer Calculation
Annual Gross Permit Revenue	$80,000	(Base for Sharing)
Less 5% Tech Surcharge	($4,000)	(City Retains)
Net Revenue for Sharing	$76,000	
Vendor Share of Net Revenue	[Proposer %]	$ 49,400 (A)
5 Pre-Application Meetings	[Flat Fee x 5]	$ 500 (B)
10 TRC Meetings (Virtual)	[Flat Fee x 10]	$ 1,000 (C)
10 Hours Gen. Consulting	[Hourly x 10]	$ 1,000 (D)
TOTAL EVALUATION PRICE	**(A + B + C + D)**	**$** 51,900

This proposal is valid for 120 days from submission deadline.

Signature:

Printed Name: MICHAEL (SCOOTER) HODGES

Title: Owner

Date: 1/15/2026

Service Task	Proposed Rate	Unit
Stop Work Order / Enforcement Visit	$ $100	Per Hour
Special Magistrate / Court Testimony	$ $100	Per Hour

Administrative Requirements & Certifications

- Technology & Compliance Surcharge: The City may retain a 5% Surcharge ($5.00 minimum) from all gross permit revenue. This is excluded from the revenue-share calculation.
- Enforcement Logic: The "Stop Work Order" rate applies to the extra documentation and professional time required for formal enforcement actions, regardless of whether a permit has been pulled. The City intends to recover these costs via "SWO Removal Fees" or Magistrate fines.
- Emergency Definition: "Emergency Response" applies to requests with less than 24-hours' notice or those occurring outside of standard business hours (M-F, 8 am–5 pm).
- Virtual Preference: To maintain cost-efficiency, Pre-Application and TRC meetings are preferred to be virtual.
- Software Requirement: All technical findings, inspection logs, and enforcement actions must be entered into the City's software in real-time.

Proposer Name: MICHAEL (SCOOTER) HODGES

Signature: _____ Date: 1/15/2026

Option 2: Alternative Pricing Structure

If proposing an alternative pricing structure (e.g., hourly rates, monthly retainer), provide detailed explanation (attach separate sheets as necessary):

_____

_____

_____

_____

CITY OF SPRINGFIELD

Ralph Hammond, Mayor

COMMISSIONERS:
Jack Griffis
Richard Chval
Jack Kennington
Cindy Hamre

408 School Ave.
Springfield, Florida 32401
850- 872-7570 * (850) 872-7663 fax

February 11, 2026

Tyler Reed, Community Development Director
City of Mary Esther

Re: Reference for EPCI

Via: Email – treed@cityofmaryesther.com

Dear Mr. Reed,

The City of Springfield has worked with and utilized EPCI as the City's Building Official to issue permits, examine plans, perform all inspections, and verification of contractor licensing requirements since 2012. The process of obtaining a building permit has been much smoother since this transition.

EPCI utilizes an online platform for contractors to submit applications for permits as well as in person at their local office. The City of Springfield relies on their expertise and knowledge of building codes to perform thorough reviews of plans. They maintain an online database for the City to access all building permits, reviews, and inspections. EPCI has worked well with the City's Code Enforcement Department to identify and flag properties with significant damage (SD/SI) and/or significant code violations. They maintain base flood survey requirements for permitting with Special Flood Hazard Areas. EPCI uses the ICC's Building Valuation Data for fair national permit pricing based on square footage to keep permit pricing in line with national standards. They are easy to reach, fast to respond, and efficient in record keeping.

The City of Springfield appreciates the high level of service it receives from EPCI. Thank you for giving me this opportunity to recommend EPCI for your building permit needs.

Sincerely,

Ralph Hammond, Mayor
City of Springfield

						Weighted Totals (%)	Total Points
EPCI	Weight (%)	EPCI 1	EPCI 2	EPCI 3	Total EPCI	20.23333333	77.33
Qualifications/Experience (30 points)	0.3	8.4	8.1	7.5	24		
Technical Approach and Staffing (25 points)	0.25	5.25	6	5	16.25		
Referneces (15 points)	0.15	1.95	0	0	1.95		
Proposed Cost (25 points)	0.25	6.25	6	6.25	18.5		
Local Preference (5 points)	0.05	0	0	0	0		
CAP Government	Weight (%)	CAP 1	CAP 2	CAP 3	Total CAP	19.76666667	75.33
Qualifications/Experience (30 points)	0.3	9	7.8	9	25.8		
Technical Approach and Staffing (25 points)	0.25	5.75	6	6.25	18		
Referneces (15 points)	0.15	2.25	0	0	2.25		
Proposed Cost (25 points)	0.25	4.5	5.5	3.25	13.25		
Local Preference (5 points)	0.05	0	0	0	0		

AGENDA ITEM

Agenda Item 11.5.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: March 2, 2026

SUBJECT: Consideration: Purchase of Two Pickup Trucks for the Public Works Department

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BACKGROUND:
The City Council has approved the acquisition of two new pickup trucks as part of this year's budget. One vehicle will replace the 2007 Ford F150 in the Parks Division with a half-ton pickup truck, while the other will provide a 3/4-ton pickup for the Streets Division to replace the 2008 F250 Pickup. These vehicles are scheduled for replacement this year due to their age and condition. The F150 is experiencing transmission issues with repair costs estimated at around $4,000 and should be declared surplus. Upon replacement, Public Works proposes reallocating the existing F250 from the Streets Division to the Parks Division. This reallocation will ensure that both divisions have a truck capable of hauling heavier equipment concurrently. Presently, Public Works operates only one 3/4-ton truck capable of transporting larger items such as a skid steer, excavator, spray/squeegee, or multiple mowers and materials. The addition of these vehicles will provide increased operational flexibility within the department.

DISCUSSION:
Florida State Term Contract No. 251000000-23-STC covers both half-ton and 3/4-ton pickup trucks, awarded to Alan Jay Fleet Sales in Sebring, Florida. Attached are quotes for two models: the 2026 Ford F-250 Super Cab Pickup 2WD with a 6.5-foot bed, with tow package, and light bar; and the 2026 F150 Crew Cab with V6 Ecoboost with 5.5' bed for better gas mileage with a light bar. Cheverolet was also considered and available on State Bids, but the cost difference was minor and Ford was found to have better safety features and better life cost due to fuel mileage, tow and haul capacity, and aluminum bodies that will corrode less overtime.

FINANCIAL IMPACT:
The city allocated $45,000 for the purchase of a 1/2-ton pickup; the recommended F150 Crew Cab 2WD V6 Ecoboost was obtained through state bidding at $44,084.08, resulting in a savings of $915.92. For the 3/4-ton vehicle, the budgeted amount was $55,000, and the selected F250 was acquired under state bid for $50,532.91, yielding savings of $4,467.09. The total cost for both vehicles was $5,383.01 below the combined budget allocations.

RECOMMENDATION:
Staff recommends that the City Council award the Chevy 1500 and Ford F250 to Alan Jay Fleet

Sales under Florida State Contract 25100000-23-STC for the total amount of $94,616.99 and the current Ford F150 2007 be declared surplus.

ATTACHMENT(S):

1. STATE_MARY ESTHER, CITY OF_69074_Quote_1
2. STATE_MARY ESTHER, CITY OF_69985_Quote_2

Contract Number:	25100000-23-STC
Quote ID:	69074
Agency:	MARY ESTHER, CITY OF
Date:	1/5/2026

Thank you from the Alan Jay Fleet Team for the opportunity to provide this quotation for (1) 2026 FORD F-250 SUPER CAB PICKUP 2WD 148" WB XL 6.5' BED, please review carefully and contact us with any errors or changes.

MSRP:	$51,575.00
Base Price:	$45,697.00
Factory Options:	$1,370.91
Aftermarket Options:	$3,465.00
Purchase Total:	$50,532.91

Per attached vehicle specifications.

This quotation is valid as long as the manufacturer is accepting orders for the model year specified. Purchase orders received after factory order cutoff may not be honorable. The vehicle(s) offered on this quotation will be ordered in the color(s) listed. Please contact your Alan Jay sales representative with any questions you have on this quote.

Quoted By: ASHLEE WILSON / 863-273-1105 / Ashlee.Wilson@AlanJay.com

ALAN JAY FLEET SALES

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234		WWW.ALANJAY.COM	Quote 69074-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-273-1105 FAX 863-402-4221		Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200

ORIGINAL QUOTE DATE
1/5/2026

QUICK QUOTE SHEET

REVISED QUOTE DATE
1/5/2026

REQUESTING AGENCY **MARY ESTHER, CITY OF**
CONTACT PERSON **SHAWN LINDSEY** EMAIL slindsey@cityofmaryesther.com
PHONE **850-243-3566** MOBILE **850-467-9144** FAX

Florida State Term Contract No. 25100000-23-STC **Motor Vehicles** **www.myfloridamarketplace.com**

CUSTOMER ID

MODEL X2A 600A SPECIFICATION # 7-Sub-Group B: Full-Size Line 17

2026 FORD F-250 SUPER CAB PICKUP 2WD 148" WB XL 6.5' BED | BED LENGTH 6.5' Bed | BASE PRICE $45,697.00

*** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase ord*

COST

FACTORY OPTIONS	DESCRIPTION	
Z1	Oxford White	$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat	$0.00
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic	$0.00
18B	OPTIONS Platform Running Boards	$0.00
52B	Trailer Brake Controller	$0.00
600A	Order Code 600A	$0.00
TD8	Tires: LT245/75Rx17E BSW A/S	$0.00
X37	3.73 Axle Ratio	$0.00
DMU	Dealer Markup	$1,370.91
DISCOUNT	[Base Price] - [Government Discount] + [Draft] = [Vehicle Cost] $49,097.00 - $3,400.00 + $0.00 = $45,697.00	$0.00
	FACTORY OPTIONS	**$1,370.91**

CONTRACT OPTIONS	DESCRIPTION	
TEMP-TAG	Temporary tag	$0.00
EWD	EXTENDED WARRANTY DECLINED	$0.00
FS LB-4MP2-SD-AW	Ford Super Duty Federal Signal Allegiant Lightbar Amber/White Package, Includes 1-Allegiant Light Bar, -4-Micropulse 6 Diode Light heads, 2 grille mount, 2 surface mounted to tailgate with white bezels	$3,465.00
	CONTRACT OPTIONS	**$3,465.00**

TRADE IN

TOTAL COST **$50,532.91**

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

TOTAL COST LESS TRADE IN(S) **QTY 1** **$50,532.91**

Estimated Annual payments for 60 months paid in advance: $11,618.56
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments **QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS**

VEHICLE QUOTED BY **ASHLEE WILSON** **GOVERNMENT ACCOUNT MANAGER** Ashlee.Wilson@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.

Motor Vehicles (25100000-23-STC)

Price Quote Form (PQF)

(STATE AGENCIES MUST ALSO SUBMIT FORM MP6301)

Updated 7/10/2023

Awarded Contractor Information

Contractor Name:	Alan Jay				
Street Address:	2003 U.S. 27 South				
City, State, Zip:	Sebring, FL 33870				
Contact Person:	ASHLEE WILSON	**Title:**	GOVERNMENT ACCOUNT MANAGER		
Original Quote Date:	1/5/2026	**Revised Quote Date:**	1/5/2026	**Est. Delivery:**	
Phone #'s: **Primary:**	863-402-4234		**Secondary:**		
Email Address:	Ashlee.Wilson@AlanJay.com				
Fax #:					
Vendor Quote #:	69074				

Requesting Customer Information

Agency/Eligible User Name:	MARY ESTHER, CITY OF				
Contact Person:	SHAWN LINDSEY	**Title:**			
Phone #'s: **Primary:**	850-243-3566		**Secondary:**		
Email Address:	slindsey@cityofmaryesther.com				
Fax #:					

Secondary Contact for Customer (Optional)

Contact Person:		**Title:**			
Phone #'s: **Primary:**			**Secondary:**		
Email Address:					
Fax #:					

INFORMATION IN THIS SECTION MUST MATCH THE INFORMATION ON THE AWARDED COST SHEET.

UNSPSC Commodity Code*	Group	Sub-Group	Line Number
25101507	LIGHT TRUCKS OR SPORT UTILITY VEHICLES	Sub-Group B: Full-Size Pickup Trucks	17

Brand	Model	Cost Plus % (#.##%)
FORD	X2A 600A	3.00%

MOTOR VEHICLE

COST PLUS % MUST BE EQUAL TO OR LESS THAN THE COST PLUS % SHOWN ON THE AWARDED COST SHEET.

Motor Vehicle Description	Cost (per unit)	Cost Plus %	Total Customer Price
2026 FORD F-250 SUPER CAB PICKUP 2WD 148" WB XL 6.5' BED	$45,697.00	3.00%	$ 47,067.91

Non-standard accessories, components, equipment, features, parts, etc. that are attached to or provided with the vehicle when it is shipped from the Manufacturer:

TOTAL COST: Motor Vehicle (per unit)	**$ 47,067.91**

OEM OPTIONS

COST PLUS % MUST BE EQUAL TO OR LESS THAN THE COST PLUS % SHOWN ON THE AWARDED COST SHEET.

OEM Option Description	Manufacturer/Brand	Cost (per unit)	Customer Price (per unit)	Quantity (per Motor Vehicle)	Total Customer Price
Z1 Oxford White			$ -	1	$ -
AS Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat			$ -	1	$ -
99A Engine: 6.8L 2V DEVCT NA PFI V8 Gas			$ -	1	$ -
44F Transmission: TorqShift-G 10-Speed Automatic			$ -	1	$ -
18B OPTIONS Platform Running Boards			$ -	1	$ -
52B Trailer Brake Controller			$ -	1	$ -
600A Order Code 600A			$ -	1	$ -
TD8 Tires: LT245/75Rx17E BSW A/S			$ -	1	$ -
X37 3.73 Axle Ratio			$ -	1	$ -
DISCOUNT [Base Price] - [Government Discount] + [Draft] = [Vehicle Cost]□ $49,097.00 - $3,400.00 + $0.00 = $45,697.00			$ -	1	$ -

NON-OEM OPTIONS

COST PLUS % MUST BE EQUAL TO OR LESS THAN THE COST PLUS % SHOWN ON THE AWARDED COST SHEET.

Non-OEM Option Description	Manufacturer/Brand	Cost (per unit)	Customer Price (per unit)	Quantity (per Motor Vehicle)	Total Customer Price
TEMP-TAG Temporary tag			$ -	1	$ -
EWD EXTENDED WARRANTY DECLINED			$ -	1	$ -
FS LB-4MP2-SD-AW Ford Super Duty Federal Signal Allegiant Lightbar Amber/White Package,			$ 3,465.00	1	$ 3,465.00

Alan Jay Fleet
Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box (✔ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box — MSRP:$48,235.00

Interior:Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat

Exterior 1:Oxford White

Exterior 2:No color has been selected.

Engine: 6.8L 2V DEVCT NA PFI V8 Gas

Transmission: TorqShift-G 10-Speed Automatic

OPTIONS

CODE	MODEL	MSRP
X2A	[Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box	$48,235.00
	OPTIONS	
18B	Platform Running Boards	$445.00
44F	Transmission: TorqShift-G 10-Speed Automatic	$0.00
52B	Trailer Brake Controller	$300.00
600A	Order Code 600A	$0.00
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat	$0.00

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Data Version: 27416. Data Updated: Jan 4, 2026 6:45:00 PM PST.

Alan Jay Fleet
Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box (✔ Complete)

TD8	Tires: LT245/75Rx17E BSW A/S	$0.00
X37	3.73 Axle Ratio	$0.00
Z1	Oxford White	$0.00
	SUBTOTAL	**$48,980.00**
	Adjustments Total	$0.00
	Destination Charge	$2,595.00
	TOTAL PRICE	**$51,575.00**

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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Alan Jay Fleet
Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box (✔ Complete)

Standard Equipment

Mechanical	
	Engine: 6.8L 2V DEVCT NA PFI V8 Gas (STD)
	Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and trail (STD)
	3.73 Axle Ratio (STD)
	GVWR: 10,000 lb Payload Package
	50-State Emissions System
	Transmission w/Driver Selectable Mode and Oil Cooler
	Rear-Wheel Drive
	68-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
	160 Amp Alternator
	Class V Towing Equipment -inc: Hitch and Trailer Sway Control
	Trailer Wiring Harness
	3969# Maximum Payload
	HD Gas-Pressurized Shock Absorbers
	Front Anti-Roll Bar
	Firm Suspension
	Hydraulic Power-Assist Steering
	34 Gal. Fuel Tank
	Single Stainless Steel Exhaust
	Front Suspension w/Coil Springs
	Solid Axle Rear Suspension w/Leaf Springs
	4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Exterior	
	Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments
	Tires: LT245/75Rx17E BSW A/S -inc: Spare may not be the same as road tire (STD)
	Regular Box Style
	Wheels w/Hub Covers
	Steel Spare Wheel
	Full-Size Spare Tire Stored Underbody w/Crankdown
	Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks

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Alan Jay Fleet
Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box (✔ Complete)

Exterior	
	Black Rear Step Bumper
	Black Side Windows Trim and Black Front Windshield Trim
	Black Door Handles
	Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
	Manual Extendable Trailer Style Mirrors
	Fixed Rear Window
	Light Tinted Glass
	Variable Intermittent Wipers
	Aluminum Panels
	Black Grille
	Tailgate Rear Cargo Access
	Reverse Opening Rear Doors
	Tailgate/Rear Door Lock Included w/Power Door Locks
	Boxside Steps
	Cargo Lamp w/High Mount Stop Light
	Perimeter/Approach Lights
	Autolamp Auto On/Off Reflector Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Entertainment	
	Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
	Radio: AM/FM Stereo w/MP3 Player -inc: 6 speakers
	Fixed Antenna
	6 Speakers
	SYNC 4 -inc: 8" center display, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
	Wireless Phone Connectivity
	2 LCD Monitors In The Front
Interior	
	4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
	4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
	60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
	Manual Tilt/Telescoping Steering Column

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Data Version: 27416. Data Updated: Jan 4, 2026 6:45:00 PM PST.

Alan Jay Fleet
Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box (✔ Complete)

Interior

	Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
	Power Rear Windows
	Front Cupholder
	Rear Cupholder
	Compass
	Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
	Cruise Control w/Steering Wheel Controls
	Manual Air Conditioning
	HVAC -inc: Underseat Ducts
	Locking Glove Box
	Interior Trim -inc: Chrome Interior Accents
	Full Cloth Headliner
	Urethane Gear Shifter Material
	HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
	Day-Night Rearview Mirror
	Passenger Visor Vanity Mirror
	Full Overhead Console w/Storage and 2 12V DC Power Outlets
	Front Map Lights
	Fade-To-Off Interior Lighting
	Full Vinyl/Rubber Floor Covering
	Cab Mounted Cargo Lights
	Smart Device Remote Engine Start
	Smart Device Integration
	Ford Connectivity Package (1-Year Included) -inc: unlimited Wi-Fi hotspot, Included for one-year from warranty start date, Requires activation via Ford app w/credit card authorization; customer may cancel at any time, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations, If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan
	Instrument Panel Covered Bin and Dashboard Storage
	Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
	Delayed Accessory Power

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Data Version: 27416. Data Updated: Jan 4, 2026 6:45:00 PM PST.

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Vehicle: [Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box (✔ Complete)

Interior	
	Power Door Locks w/Autolock Feature
	Driver Information Center
	Trip Computer
	Outside Temp Gauge
	Digital/Analog Appearance
	Seats w/Vinyl Back Material
	Front Center Armrest w/Storage
	Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
	Perimeter Alarm
	Securilock Anti-Theft Ignition (pats) Immobilizer
	2 12V DC Power Outlets
	Air Filtration
Safety-Mechanical	
	AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
	ABS And Driveline Traction Control
Safety-Exterior	
	Side Impact Beams
Safety-Interior	
	Dual Stage Driver And Passenger Seat-Mounted Side Airbags
	Emergency Sos Capability
	Tire Specific Low Tire Pressure Warning
	Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
	Safety Canopy System Curtain 1st And 2nd Row Airbags
	Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
	Back-Up Camera

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Vehicle: [Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box (✔ Complete)

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Corrosion Years: 5
Corrosion Miles/km: Unlimited
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000

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Vehicle: [Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box (✔ Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	Rear Wheel Drive	Trans Order Code	44F
Trans Type	10	Trans Description Cont.	Automatic w/OD
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.70
Second Gear Ratio (:1)	2.98	Third Gear Ratio (:1)	2.15
Fourth Gear Ratio (:1)	1.77	Fifth Gear Ratio (:1)	1.52
Sixth Gear Ratio (:1)	1.27	Reverse Ratio (:1)	4.87
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	None
Transfer Case Gear Ratio (:1), High	N/A	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	No	Seventh Gear Ratio (:1)	1.00
Eighth Gear Ratio (:1)	0.85	Ninth Gear Ratio (:1)	N/A
Tenth Gear Ratio (:1)	N/A		

Mileage

EPA Fuel Economy Est - Hwy	N/A	Cruising Range - City	N/A
EPA Fuel Economy Est - City	N/A	Fuel Economy Est-Combined	N/A
Cruising Range - Hwy	N/A	Estimated Battery Range	N/A

Engine

Engine Order Code	99A	Engine Type	Regular Unleaded V-8
Displacement	6.8 L/415	Fuel System	Sequential MPI
SAE Net Horsepower @ RPM	405 @ 5000	SAE Net Torque @ RPM	445 @ 4000
Engine Oil Cooler	None		

Electrical

Cold Cranking Amps @ 0° F (Primary)	750	Cold Cranking Amps @ 0° F (2nd)	750
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	160

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Vehicle: [Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box (✔ Complete)

Powertrain

Cooling System

Total Cooling System Capacity	N/A

Vehicle

Emissions

Tons/yr of CO2 Emissions @ 15K mi/year	N/A	EPA Greenhouse Gas Score	N/A

Chassis

Weight Information

Standard Weight - Front	0.00 lbs	Standard Weight - Rear	0.00 lbs
Base Curb Weight	5995 lbs	Gross Axle Wt Rating - Front	3950 lbs
Gross Axle Wt Rating - Rear	6340 lbs	Curb Weight - Front	3410 lbs
Curb Weight - Rear	2585 lbs	Option Weight - Front	0.00 lbs
Option Weight - Rear	0.00 lbs	Reserve Axle Capacity - Front	540.00 lbs
Reserve Axle Capacity - Rear	3755.00 lbs	As Spec'd Curb Weight	5995.00 lbs
As Spec'd Payload	4005.00 lbs	Maximum Payload Capacity	4005.00 lbs
Gross Combined Wt Rating	21000 lbs	Gross Axle Weight Rating	10290.00 lbs
Curb Weight	5995.00 lbs	Reserve Axle Capacity	4295.00 lbs
Total Option Weight	0.00 lbs	Payload Weight Front	0 lbs
Payload Weight Rear	0 lbs	Gross Vehicle Weight Rating	10000.00 lbs

Trailering

Dead Weight Hitch - Max Trailer Wt.	5000 lbs	Dead Weight Hitch - Max Tongue Wt.	500 lbs
Wt Distributing Hitch - Max Trailer Wt.	14500 lbs	Wt Distributing Hitch - Max Tongue Wt.	1450 lbs
Fifth Wheel Hitch - Max Trailer Wt.	14200 lbs	Fifth Wheel Hitch - Max Tongue Wt.	3550 lbs
Maximum Trailering Capacity	14500 lbs		

Frame

Frame Type	N/A	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

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Chassis

Suspension

Suspension Type - Front	Other	Suspension Type - Rear	Leaf
Spring Capacity - Front	3950 lbs	Spring Capacity - Rear	6340 lbs
Axle Type - Front	Independent	Axle Type - Rear	Rigid Axle
Axle Capacity - Front	5300 lbs	Axle Capacity - Rear	7280 lbs
Axle Ratio (:1) - Front	3.73	Axle Ratio (:1) - Rear	3.73
Shock Absorber Diameter - Front	N/A	Shock Absorber Diameter - Rear	N/A
Stabilizer Bar Diameter - Front	N/A	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	TD8	Rear Tire Order Code	TD8
Spare Tire Order Code	N/A	Front Tire Size	LT245/75SR17
Rear Tire Size	LT245/75SR17	Spare Tire Size	Full-Size
Front Tire Capacity	6390 lbs	Rear Tire Capacity	6390 lbs
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	649
Revolutions/Mile @ 45 mph - Rear	649	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	17 X 7.5 in	Rear Wheel Size	17 X 7.5 in
Spare Wheel Size	Full-Size in	Front Wheel Material	Steel
Rear Wheel Material	Steel	Spare Wheel Material	Steel

Steering

Steering Type	Re-Circulating Ball	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	51.1 ft	Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	4-Wheel Disc	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	4-Wheel	Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	14.3 in

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Vehicle: [Fleet] 2026 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 6.75' Box (✔ Complete)

Chassis

Brakes

Rear Brake Rotor Diam x Thickness	14.3 in	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

Fuel Tank

Fuel Tank Capacity, Approx	34 gal	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

Dimensions

Interior Dimensions

Passenger Capacity	6	Front Head Room	40.8 in
Front Leg Room	43.9 in	Front Shoulder Room	66.7 in
Front Hip Room	62.5 in	Second Head Room	40.3 in
Second Leg Room	33.5 in	Second Shoulder Room	65.8 in
Second Hip Room	64.7 in		

Exterior Dimensions

Wheelbase	148 in	Length, Overall w/o rear bumper	N/A
Length, Overall w/rear bumper	N/A	Length, Overall	238.2 in
Width, Max w/o mirrors	80 in	Height, Overall	79.3 in
Overhang, Front	38.2 in	Overhang, Rear w/o bumper	N/A
Front Bumper to Back of Cab	N/A	Cab to Axle	39.9 in
Cab to End of Frame	N/A	Ground to Top of Load Floor	36 in
Ground to Top of Frame	N/A	Frame Width, Rear	N/A
Ground Clearance, Front	8.7 in	Ground Clearance, Rear	8.7 in
Body Length	0.00 ft	Cab to Body	N/A

Cargo Area Dimensions

Cargo Box Length @ Floor	81.9 in	Cargo Box Width @ Top, Rear	66.9 in
Cargo Box Width @ Floor	66.9 in	Cargo Box Width @ Wheelhousings	50.5 in
Cargo Box (Area) Height	21.1 in	Tailgate Width	60.5 in
Cargo Volume	65.4 ft^3	Ext'd Cab Cargo Volume	N/A

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Data Version: 27416. Data Updated: Jan 4, 2026 6:45:00 PM PST.

Contract Number:	25100000-23-STC
Quote ID:	69985
Agency:	MARY ESTHER, CITY OF
Date:	2/11/2026

Thank you from the Alan Jay Fleet Team for the opportunity to provide this quotation for (1) 2026 FORD F-150 SUPER CREW CAB PICKUP 2WD 145" WB XL 5.5' BED, please review carefully and contact us with any errors or changes.

MSRP:	$47,300.00
Base Price:	$39,436.00
Factory Options:	$1,183.08
Aftermarket Options:	$3,465.00
Purchase Total:	$44,084.08

Per attached vehicle specifications.

This quotation is valid as long as the manufacturer is accepting orders for the model year specified. Purchase orders received after factory order cutoff may not be honorable. The vehicle(s) offered on this quotation will be ordered in the color(s) listed. Please contact your Alan Jay sales representative with any questions you have on this quote.

Quoted By: ASHLEE WILSON / 863-273-1105 / Ashlee.Wilson@AlanJay.com

ALAN JAY FLEET SALES

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234		WWW.ALANJAY.COM	Quote 69985-2
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-273-1105 FAX 863-402-4221		Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200

ORIGINAL QUOTE DATE
2/11/2026

QUICK QUOTE SHEET

REVISED QUOTE DATE
2/11/2026

REQUESTING AGENCY **MARY ESTHER, CITY OF**
CONTACT PERSON **SHAWN LINDSEY** EMAIL slindsey@cityofmaryesther.com
PHONE **850-243-3566** MOBILE **850-467-9144** FAX

Florida State Term Contract No. 25100000-23-STC **Motor Vehicles** **www.myfloridamarketplace.com**

CUSTOMER ID

MODEL W1K 101A **SPECIFICATION #** 7-Sub-Group B: Full-Size **Line** 14

2026 FORD F-150 SUPER CREW CAB PICKUP 2WD 145" WB XL 5.5' BED | **BED LENGTH** 5.5' Bed | **BASE PRICE** $39,436.00

*** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase ord*

COST

FACTORY OPTIONS	DESCRIPTION	
YZ	Oxford White	$0.00
AS	Black w/Medium Dark Slate, Vinyl 40/20/40 Front Seat	$0.00
99P	Engine: 2.7L V6 EcoBoost	$0.00
44G	Transmission: Electronic 10-Speed Automatic	$0.00
101A	OPTIONS Equipment Group 101A Standard	$0.00
425	50-State Emissions	$0.00
64C	Wheels: 17" Silver Steel	$0.00
XL6	Electronic Locking w/3.73 Axle Ratio	$0.00
___	Tires: 245/70R17 BSW A/S	$0.00
DMU	Dealer Markup	$1,183.08
DISCOUNT	[Base Price] - [Government Discount] + [Draft] = [Vehicle Cost] $43,936.00 - $4,500.00 + $0.00 = $39,436.00	$0.00
	FACTORY OPTIONS	**$1,183.08**

CONTRACT OPTIONS	DESCRIPTION	
TEMP-TAG	Temporary tag	$0.00
EWD	EXTENDED WARRANTY DECLINED	$0.00
FS LB-4MP2-F150-AW	F150 Federal Signal Allegiant Lightbar Amber/White Package, Includes six-button controller, 1-Allegiant Light Bar, -4- Micropulse 6 Diode Light heads, 2 grille mount, 2 surface mounted to tailgate with white bezels	$3,465.00
	CONTRACT OPTIONS	**$3,465.00**

TRADE IN

TOTAL COST **$44,084.08**

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

TOTAL COST LESS TRADE IN(S) **QTY** **1** **$44,084.08**

Estimated Annual payments for 60 months paid in advance: $10,135.84
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments **QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS**

VEHICLE QUOTED BY **ASHLEE WILSON** **GOVERNMENT ACCOUNT MANAGER** Ashlee.Wilson@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.

Motor Vehicles (25100000-23-STC)

Price Quote Form (PQF)

(STATE AGENCIES MUST ALSO SUBMIT FORM MP6301)

Updated 7/10/2023

Awarded Contractor Information

Contractor Name:	Alan Jay				
Street Address:	2003 U.S. 27 South				
City, State, Zip:	Sebring, FL 33870				
Contact Person:	ASHLEE WILSON	**Title:**	GOVERNMENT ACCOUNT MANAGER		
Original Quote Date:	2/11/2026	**Revised Quote Date:**	2/11/2026	**Est. Delivery:**	
Phone #'s: **Primary:**	863-402-4234		**Secondary:**		
Email Address:	Ashlee.Wilson@AlanJay.com				
Fax #:					
Vendor Quote #:	69985				

Requesting Customer Information

Agency/Eligible User Name:	MARY ESTHER, CITY OF				
Contact Person:	SHAWN LINDSEY	**Title:**			
Phone #'s: **Primary:**	850-243-3566		**Secondary:**		
Email Address:	slindsey@cityofmaryesther.com				
Fax #:					

Secondary Contact for Customer (Optional)

Contact Person:		**Title:**			
Phone #'s: **Primary:**			**Secondary:**		
Email Address:					
Fax #:					

INFORMATION IN THIS SECTION MUST MATCH THE INFORMATION ON THE AWARDED COST SHEET.

UNSPSC Commodity Code*	Group	Sub-Group	Line Number
25101507	LIGHT TRUCKS OR SPORT UTILITY VEHICLES	Sub-Group B: Full-Size Pickup Trucks	14

Brand	Model	Cost Plus % (#.##%)
FORD	W1K 101A	3.00%

MOTOR VEHICLE

COST PLUS % MUST BE EQUAL TO OR LESS THAN THE COST PLUS % SHOWN ON THE AWARDED COST SHEET.

Motor Vehicle Description	Cost (per unit)	Cost Plus %	Total Customer Price
2026 FORD F-150 SUPER CREW CAB PICKUP 2WD 145" WB XL 5.5' BED	$39,436.00	3.00%	$ 40,619.08

Non-standard accessories, components, equipment, features, parts, etc. that are attached to or provided with the vehicle when it is shipped from the Manufacturer:

TOTAL COST: Motor Vehicle (per unit)	**$ 40,619.08**

OEM OPTIONS

COST PLUS % MUST BE EQUAL TO OR LESS THAN THE COST PLUS % SHOWN ON THE AWARDED COST SHEET.

OEM Option Description	Manufacturer/Brand	Cost (per unit)	Customer Price (per unit)	Quantity (per Motor Vehicle)	Total Customer Price
YZ Oxford White			$ -	1	$ -
AS Black w/Medium Dark Slate, Vinyl 40/20/40 Front Seat			$ -	1	$ -
99P Engine: 2.7L V6 EcoBoost			$ -	1	$ -
44G Transmission: Electronic 10-Speed Automatic			$ -	1	$ -
101A OPTIONS Equipment Group 101A Standard			$ -	1	$ -
425 50-State Emissions			$ -	1	$ -
64C Wheels: 17" Silver Steel			$ -	1	$ -
XL6 Electronic Locking w/3.73 Axle Ratio			$ -	1	$ -
___ Tires: 245/70R17 BSW A/S			$ -	1	$ -
DISCOUNT [Base Price] - [Government Discount] + [Draft] = [Vehicle Cost] $43,936.00 - $4,500.00 + $0.00 = $39,436.00			$ -	1	$ -

NON-OEM OPTIONS

COST PLUS % MUST BE EQUAL TO OR LESS THAN THE COST PLUS % SHOWN ON THE AWARDED COST SHEET.

Non-OEM Option Description	Manufacturer/Brand	Cost (per unit)	Customer Price (per unit)	Quantity (per Motor Vehicle)	Total Customer Price
TEMP-TAG Temporary tag			$ -	1	$ -
EWD EXTENDED WARRANTY DECLINED			$ -	1	$ -
FS LB-4MP2-F150-AW F150 Federal Signal Allegiant Lightbar Amber/White Package, Includes			$ 3,465.00	1	$ 3,465.00

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Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (✔ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box — MSRP:$43,935.00

Interior:Black w/Medium Dark Slate, Vinyl 40/20/40 Front Seat

Exterior 1:Oxford White

Exterior 2:No color has been selected.

Engine: 2.7L V6 EcoBoost

Transmission: Electronic 10-Speed Automatic

OPTIONS

CODE	MODEL		MSRP
W1K	[Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box		$43,935.00
	OPTIONS		
101A	Equipment Group 101A Standard		$0.00
425	50-State Emissions	Inc.	
44G	Transmission: Electronic 10-Speed Automatic		$0.00
64C	Wheels: 17" Silver Steel		$0.00
99P	Engine: 2.7L V6 EcoBoost		$0.00
AS	Black w/Medium Dark Slate, Vinyl 40/20/40 Front Seat		$0.00

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Data Version: 27726. Data Updated: Feb 10, 2026 6:49:00 PM PST.

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Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (Complete)

XL6	Electronic Locking w/3.73 Axle Ratio	$570.00
YZ	Oxford White	$0.00
___	Tires: 245/70R17 BSW A/S	$0.00
	SUBTOTAL	**$44,505.00**
	Adjustments Total	$0.00
	Destination Charge	$2,795.00
	TOTAL PRICE	**$47,300.00**

FUEL ECONOMY

Est City:20 (2025) MPG

Est Highway:26 (2025) MPG

Est Highway Cruising Range:936.00 mi

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Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (✔ Complete)

Standard Equipment

Mechanical	
	Engine: 2.7L V6 EcoBoost -inc: auto start-stop technology, 50-State Emissions, Standard equipment on 2.7L (99P) and 5.0L V8 (995), Automatically added to 3.5L Ecoboost (998) and 3.5L PowerBoost full hybrid (99D) orders from dealers located in the following California emissions states: California, Massachusetts, New York, Oregon, Pennsylvania, Vermont and Washington, Available 3.5L Ecoboost (998) and 3.5L PowerBoost full hybrid (99D) option for dealers in federal states for all order types (retail / stock / fleet): Arizona, Connecticut, Delaware, Idaho, Maine, Maryland, Montana, New Hampshire, New Jersey, Nevada, Ohio, Rhode Island and West Virginia, Available option for dealers located in all states for retail orders, Available option for dealers located in all states for commercial / rental fleet orders, Available option for dealers located in all states for government fleet orders w/ship-to addresses in California emissions states (STD)
	Transmission: Electronic 10-Speed Automatic -inc: SelectShift w/progressive range select and selectable drive modes: normal, ECO, sport, tow/haul, slippery and trail (STD)
	3.55 Axle Ratio (STD)
	Transmission w/Driver Selectable Mode
	Rear-Wheel Drive
	200 Amp Alternator
	70-Amp/Hr 760CCA Maintenance-Free Battery w/Run Down Protection
	Class IV Towing Equipment -inc: Hitch and Trailer Sway Control
	Trailer Wiring Harness
	1685# Maximum Payload
	GVWR: 6,426 lbs Payload Package
	HD Gas-Pressurized Shock Absorbers
	Front Anti-Roll Bar
	Electric Power-Assist Steering
	Single Stainless Steel Exhaust
	36 Gal. Fuel Tank
	Double Wishbone Front Suspension w/Coil Springs
	Solid Axle Rear Suspension w/Leaf Springs
	4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake
Exterior	
	Wheels: 17" Silver Steel (STD)
	Tires: 245/70R17 BSW A/S (STD)
	Regular Box Style

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Data Version: 27726. Data Updated: Feb 10, 2026 6:49:00 PM PST.

Alan Jay Fleet
Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (Complete)

Exterior	
	Wheels w/Hub Covers
	Steel Spare Wheel
	Full-Size Spare Tire Stored Underbody w/Crankdown
	Black Front Bumper w/Black Rub Strip/Fascia Accent
	Black Rear Step Bumper
	Black Side Windows Trim
	Black Door Handles
	Black Power Heated Side Mirrors w/Manual Folding
	Fixed Rear Window
	Light Tinted Glass
	Variable Intermittent Wipers
	Aluminum Panels
	Black Grille
	Tailgate Rear Cargo Access
	Tailgate/Rear Door Lock Included w/Power Door Locks
	Integrated Storage
	Ford Co-Pilot360 - Autolamp Auto On/Off Reflector Led Low/High Beam Auto High-Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off
	Cargo Lamp w/High Mount Stop Light
	Perimeter/Approach Lights
	Headlights-Automatic Highbeams
Entertainment	
	Radio w/Seek-Scan, Clock, Speed Compensated Volume Control, Steering Wheel Controls, Voice Activation, Radio Data System and External Memory Control

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Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (Complete)

Entertainment	
	Radio: AM/FM Stereo w/SiriusXM 360L -inc: 6 speakers and auxiliary audio input jack, Note: includes a three (3) -month prepaid subscription, Service is not available in Alaska and Hawaii, Note: all SiriusXM services require a subscription, sold separately by SiriusXM after the trial period, Your SiriusXM service will automatically stop at the end of your trial unless you decide to subscribe, If you decide to continue service, the subscription plan chosen will automatically renew and be charged according to your chosen payment method at the then-current rates, Fees and taxes apply, See the SiriusXM customer agreement & privacy policy at http://www.siriusxm.com/ www.siriusxm.com for full terms and how to cancel, which includes online methods or calling 1-866-635-2349, Available in the 48 contiguous United States, D.C, and Puerto Rico (w/coverage limits and capable receiver), Visit http://www.siriusxm.com/FAQS for most current service area information, Availability of some services and features is subject to device capabilities and location restrictions, All fees, content and features are subject to change, SiriusXM, Pandora and all related logos are trademarks of Sirius XM Radio Inc, and its respective subsidiaries
	Streaming Audio
	Fixed Antenna
	6 Speakers
	2 LCD Monitors In The Front
Interior	
	Cloth 40/20/40 Front Seat -inc: 2-way manual driver/passenger and armrest
	Driver Seat
	Passenger Seat
	60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
	Manual Tilt/Telescoping Steering Column
	Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Trip Odometer and Trip Computer
	Power Rear Windows
	Front Cupholder
	Rear Cupholder
	Compass
	Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
	Cruise Control w/Steering Wheel Controls
	Manual Air Conditioning
	HVAC -inc: Underseat Ducts
	Locking Glove Box
	Interior Trim -inc: Cabback Insulator and Chrome Interior Accents
	Full Cloth Headliner

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Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (Complete)

Interior	
	Urethane Gear Shifter Material
	Day-Night Rearview Mirror
	Passenger Visor Vanity Mirror
	Mini Overhead Console w/Storage
	Front Map Lights
	Fade-To-Off Interior Lighting
	Full Vinyl/Rubber Floor Covering
	Cab Mounted Cargo Lights
	Smart Device Remote Engine Start
	SYNC 4 w/Enhanced Voice Recognition -inc: 12" center display, wireless phone connection, cloud connected, AppLink w/App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owners manual and conversational voice command recognition
	Ford Connectivity Package (1-Year Included) -inc: (features may vary by make and model) unlimited Wi-Fi hotspot, audio and video streaming, voice assistant and entertainment, Included for one-year from warranty start date, Requires activation via Ford app w/credit card authorization; customer may cancel at any time, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations, If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan
	Instrument Panel Bin, Dashboard Storage, Interior Concealed Storage, Driver / Passenger And Rear Door Bins
	Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
	Delayed Accessory Power
	Power Door Locks w/Autolock Feature
	Driver Information Center
	Redundant Digital Speedometer
	Trip Computer
	Outside Temp Gauge
	Analog Appearance
	Front Center Armrest
	Seats w/Cloth Back Material
	Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
	Perimeter Alarm
	Securilock Anti-Theft Ignition (pats) Immobilizer

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Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (Complete)

Interior	
	Air Filtration
Safety-Mechanical	
	AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
	ABS And Driveline Traction Control
Safety-Exterior	
	Side Impact Beams
Safety-Interior	
	Dual Stage Driver And Passenger Seat-Mounted Side Airbags
	Rear Parking Sensors
	BLIS (Blind Spot Information System) Blind Spot
	PCA with AEB and Intersection Assist
	Cross-Traffic Alert with Reverse Brake Assist
	Lane Keeping Alert Lane Keeping Assist
	Lane Keeping Alert Lane Departure Warning
	Collision Mitigation-Front
	Driver Monitoring-Alert
	Tire Specific Low Tire Pressure Warning
	Dual Stage Driver And Passenger Front Airbags
	Airbag Occupancy Sensor
	Safety Canopy System Curtain 1st And 2nd Row Airbags
	Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
	Rear Child Safety Locks
	Reverse Camera Back-Up Camera
WARRANTY	
	Basic Years: 3 Basic Miles/km: 36,000 Drivetrain Years: 5 Drivetrain Miles/km: 60,000 Corrosion Years: 5 Corrosion Miles/km: Unlimited Roadside Assistance Years: 5 Roadside Assistance Miles/km: 60,000

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Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	Rear Wheel Drive	Trans Order Code	44G
Trans Type	10	Trans Description Cont.	Automatic w/OD
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.70
Second Gear Ratio (:1)	2.98	Third Gear Ratio (:1)	2.15
Fourth Gear Ratio (:1)	1.77	Fifth Gear Ratio (:1)	1.52
Sixth Gear Ratio (:1)	1.27	Reverse Ratio (:1)	4.87
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	None
Transfer Case Gear Ratio (:1), High	N/A	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	No	Seventh Gear Ratio (:1)	1.00
Eighth Gear Ratio (:1)	0.85	Ninth Gear Ratio (:1)	N/A
Tenth Gear Ratio (:1)	N/A		

Mileage

EPA Fuel Economy Est - Hwy	26 (2025) MPG	Cruising Range - City	720.00 mi
EPA Fuel Economy Est - City	20 (2025) MPG	Fuel Economy Est-Combined	22 (2025) MPG
Cruising Range - Hwy	936.00 mi	Estimated Battery Range	N/A

Engine

Engine Order Code	99P	Engine Type	Twin Turbo Regular Unleaded V-6
Displacement	2.7 L/164	Fuel System	Port/Direct Injection
SAE Net Horsepower @ RPM	325 @ 5000	SAE Net Torque @ RPM	400 @ 3500
Engine Oil Cooler	None		

Electrical

Cold Cranking Amps @ 0° F (Primary)	760	Cold Cranking Amps @ 0° F (2nd)	760
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	200

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Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (Complete)

Powertrain

Cooling System

Total Cooling System Capacity	N/A

Vehicle

Emissions

Tons/yr of CO2 Emissions @ 15K mi/year	8.1 (2025)	EPA Greenhouse Gas Score	N/A

Chassis

Weight Information

Standard Weight - Front	0.00 lbs	Standard Weight - Rear	0.00 lbs
Base Curb Weight	4687 lbs	Gross Axle Wt Rating - Front	3375 lbs
Gross Axle Wt Rating - Rear	3400 lbs	Curb Weight - Front	2696 lbs
Curb Weight - Rear	1991 lbs	Option Weight - Front	0.00 lbs
Option Weight - Rear	0.00 lbs	Reserve Axle Capacity - Front	679.00 lbs
Reserve Axle Capacity - Rear	1409.00 lbs	As Spec'd Curb Weight	4687.00 lbs
As Spec'd Payload	1739.00 lbs	Maximum Payload Capacity	1739.00 lbs
Gross Combined Wt Rating	13400 lbs	Gross Axle Weight Rating	6775.00 lbs
Curb Weight	4687.00 lbs	Reserve Axle Capacity	2088.00 lbs
Total Option Weight	0.00 lbs	Payload Weight Front	0 lbs
Payload Weight Rear	0 lbs	Gross Vehicle Weight Rating	6426.00 lbs

Trailering

Dead Weight Hitch - Max Trailer Wt.	5000 lbs	Dead Weight Hitch - Max Tongue Wt.	500 lbs
Wt Distributing Hitch - Max Trailer Wt.	8200 lbs	Wt Distributing Hitch - Max Tongue Wt.	820 lbs
Fifth Wheel Hitch - Max Trailer Wt.	7400 lbs	Fifth Wheel Hitch - Max Tongue Wt.	1850 lbs
Maximum Trailering Capacity	8200 lbs		

Frame

Frame Type	N/A	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

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Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (Complete)

Chassis

Suspension

Suspension Type - Front	Double Wishbone	Suspension Type - Rear	Leaf
Spring Capacity - Front	3375 lbs	Spring Capacity - Rear	3500 lbs
Axle Type - Front	Independent	Axle Type - Rear	Rigid Axle
Axle Capacity - Front	4050 lbs	Axle Capacity - Rear	3800 lbs
Axle Ratio (:1) - Front	3.73	Axle Ratio (:1) - Rear	3.73
Shock Absorber Diameter - Front	N/A	Shock Absorber Diameter - Rear	N/A
Stabilizer Bar Diameter - Front	N/A	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	N/A	Rear Tire Order Code	N/A
Spare Tire Order Code	N/A	Front Tire Size	P245/70SR17
Rear Tire Size	P245/70SR17	Spare Tire Size	Full-Size
Front Tire Capacity	4050 lbs	Rear Tire Capacity	4150 lbs
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	17 X 7.5 in	Rear Wheel Size	17 X 7.5 in
Spare Wheel Size	Full-Size in	Front Wheel Material	Steel
Rear Wheel Material	Steel	Spare Wheel Material	Steel

Steering

Steering Type	Rack-Pinion	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	47.8 ft	Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	4-Wheel Disc	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	4-Wheel	Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	13.8 in

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Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (Complete)

Chassis

Brakes

Rear Brake Rotor Diam x Thickness	13.2 in	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

Fuel Tank

Fuel Tank Capacity, Approx	36 gal	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

Dimensions

Interior Dimensions

Passenger Capacity	6	Front Head Room	40.8 in
Front Leg Room	43.9 in	Front Shoulder Room	66.7 in
Front Hip Room	62.5 in	Second Head Room	40.4 in
Second Leg Room	43.6 in	Second Shoulder Room	66 in
Second Hip Room	62.6 in		

Exterior Dimensions

Wheelbase	145 in	Length, Overall w/o rear bumper	N/A
Length, Overall w/rear bumper	N/A	Length, Overall	231.7 in
Width, Max w/o mirrors	79.9 in	Height, Overall	75.6 in
Overhang, Front	37.6 in	Overhang, Rear w/o bumper	N/A
Front Bumper to Back of Cab	N/A	Cab to Axle	N/A
Cab to End of Frame	N/A	Ground to Top of Load Floor	32.9 in
Ground to Top of Frame	N/A	Frame Width, Rear	N/A
Ground Clearance, Front	8.5 in	Ground Clearance, Rear	8.5 in
Body Length	0.00 ft	Cab to Body	N/A

Cargo Area Dimensions

Cargo Box Length @ Floor	66 in	Cargo Box Width @ Top, Rear	65.2 in
Cargo Box Width @ Floor	65.2 in	Cargo Box Width @ Wheelhousings	50.6 in
Cargo Box (Area) Height	21.4 in	Tailgate Width	60.3 in

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Ashlee Wilson-Dickman | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2026 Ford F-150 (W1K) XL 2WD SuperCrew 5.5' Box (Complete)

Dimensions

Cargo Area Dimensions

Cargo Volume	52.8 ft³	Ext'd Cab Cargo Volume	N/A

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AGENDA ITEM

Agenda Item 11.6.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: March 2, 2026

SUBJECT: Consideration: Appointment of the 2026 Municipal Election Canvassing Board

---

BACKGROUND:
The 2026 Municipal Election will be a stand-alone election, not occurring alongside the countywide, primary, or presidential election. Therefore, the supervisor of elections, county commissioners, or county judges will not be serving as canvassing board members for the municipal election.

Per the city's charter and code of ordinances, "... Council members shall convene as a canvassing board at the request of the Supervisor of Elections..." and "... the council shall meet as a canvassing board..."

Further, State Law (102.141(1) F.S.) requires that a member serving on the board can not publicly support or oppose a candidate in the municipal race. Since Councilmembers Carter and Oder are running for office, they are disqualified from serving. Mayor Stein and Councilmembers Lawson, Coxwell, and Sutton have all committed to endorsing a candidate(s); therefore, they too are disqualified from serving. After speaking with the supervisor of elections and the city attorney, and after reviewing past decisions, if the mayor or "any other citizen" were to serve, the appointment would need to be made by the council.

DISCUSSION:
The city recommends that the City Clerk, Administrative Coordinator, and Library Director serve on the canvassing board for the 2026 municipal election. As Clerk, I would be fulfilling a role performed many times before, as well am a "disinterested" party, not in terms of lack of interest, but as being ineligible to vote in this election. Administrative Coordinator Susan Macdonald is a resident of Fort Walton Beach and therefore a "disinterested" party, for the same reason previously listed. Library Director Hunter Murphy is a resident of Mary Esther but has not publicly endorsed or opposed any candidate in the municipal race; therefore, he is eligible to serve on the canvassing board.

The dates/times set for the canvassing board are Tuesday, March 10, 2026, at 5 p.m.; Friday, March 13, 2026, at 9 a.m.; and an audit to be conducted within 7 days, scheduled at the Friday meeting. Should the race be within certain designated percentage parameters, there will be a third meeting time for the recount. All meetings of the board will be held in the Supervisor of

Elections' Crestview office.

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

RECOMMENDATION:
Motion to appoint City Clerk Dillon Morris, Administrative Coordinator Susan Macdonald, and Library Director Hunter Murphy to serve as the Canvassing Board for the 2026 Municipal Election.

ATTACHMENT(S):
1. 2026 Canvassing Board Schedule

MARCH 10, 2026
MUNICIPAL ELECTIONS
CANVASSING BOARD SCHEDULE

City of Fort Walton Beach		
Time	***Date***	***Event***
8:30 am	Thursday, February 26, 2026^	Logic & Accuracy Test
4:00 pm	Tuesday, March 10, 2026*	Canvassing Board
8:30 am	Friday, March 13, 2026*	Canvassing Board (Provisional Ballots/Audit Selection)
TBD	TBD*	Audit

City of Mary Esther		
Time	***Date***	***Event***
8:30 am	Thursday, February 26, 2026^	Logic & Accuracy Test
5:00 pm	Tuesday, March 10, 2026*	Canvassing Board
9:00 am	Friday, March 13, 2026*	Canvassing Board (Provisional Ballots/Audit Selection)
TBD	TBD*	Audit

City of Valparaiso		
Time	***Date***	***Event***
8:30 am	Thursday, February 26, 2026^	Logic & Accuracy Test
5:00 pm	Tuesday, March 10, 2026*	Canvassing Board
9:30 am	Friday, March 13, 2026*	Canvassing Board (Provisional Ballots/Audit Selection)
TBD	TBD*	Audit

^ Logic and Accuracy Testing will be conducted simultaneously for all municipalities at the SOE Warehouse in Crestview (5479 Old Bethel Rd., Crestview)

* Canvassing Board meeting will be held at election central in the Crestview Office of the Supervisor of Elections (302 N. Wilson St., Crestview)

AGENDA ITEM

Agenda Item 11.7.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: March 2, 2026

SUBJECT: Consideration: Facilitator for FY 2026 City Manager Evaluation

---

BACKGROUND:
On February 1, 2021, the City Council adopted a formal evaluation process for the City Manager position. Since then, Dr. Walt Hanline of the National Center for Executive Leadership and Board Development has facilitated the annual evaluation for Fiscal Years 2021 through 2025.

The established process follows a consistent timeline each year: Council receives instruction on the evaluation process at its July meeting, the evaluation is conducted in August with the facilitator, and the final evaluation is presented at the September meeting.

Dr. Hanline has expressed interest in continuing as facilitator for the FY 2026 evaluation at a cost of $4,500.

DISCUSSION:
Staff recommends continuing the facilitated evaluation process and selecting Dr. Hanline based on his familiarity with the City's evaluation framework and his track record over the past five years. A consistent facilitator helps maintain continuity in the process and provides a structured way for the governing body to deliver unified, constructive feedback to the City Manager.

Council may wish to discuss whether to continue with the current facilitated approach or provide alternative direction. If Council would like to consider other facilitators, staff can solicit additional proposals and bring them back at a future meeting.

FINANCIAL IMPACT:
The proposed cost is $4,500, an increase of $100 from last year's fee of $4,400. The FY 2026 budget includes $11,000 in the Legislative Professional Services line for charter officer evaluations and training.

RECOMMENDATION:
Motion to select Dr. Walt Hanline and the National Center for Executive Leadership and Board Development to facilitate the FY 2026 Annual Evaluation of the City Manager for an amount not to exceed $4,500.

-OR-

Motion to direct the City Manager to solicit proposals for the FY 2026 Annual Evaluation of the City Manager.

– OR –

Provide alternative direction regarding the FY 2026 City Manager evaluation process.

ATTACHMENT(S):

1. Dr. Hanline's Proposal Email

Outlook

2026 Evaluation

From Walt Hanline <whanline@nationalleadership.net>
Date Sun 2026-02-08 12:51 PM
To Jared Cobb <jcobb@cityofmaryesther.com>
Cc Fred Van Vleck <fvanvleck@nationalleadership.net>

Jared,

I am completing my 2026 calendar. Again, I would enjoy facilitating your annual evaluation. The process would be the same as we have followed in the past. The cost would be $4,500. Please give me a call to set the dates and times, once approved.

Walt
Walt Hanline, Ed.D.
Founder Emeritus
National Center for Executive Leadership and Board Development
209-765-4818

AGENDA ITEM

Agenda Item 11.8.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: March 2, 2026

SUBJECT: Discussion: Mary Esther Elementary Charter School Report

---

BACKGROUND:
The Okaloosa County School Board is expected to vote on February 23, 2026, to close Mary Esther Elementary School at the end of the current school year. Mary Esther Elementary is the only public school within the City, has served the community for nearly 60 years, and is identified in the Comprehensive Plan as a primary neighborhood anchor.

At a prior meeting, the City Council directed the City Manager to research the City's legal authority and practical options for attracting a charter school to the campus. Staff has completed that research, and the full report is attached as Exhibit A.

DISCUSSION:
The attached report presents staff's findings on the legal framework, practical options, benefits, and risks associated with attracting a charter school to the campus. Staff encourages Council members to review the full report in advance of the meeting. This item is presented for discussion and Council direction.

FINANCIAL IMPACT:
There is no direct financial impact from this discussion item. If the Council directs staff to pursue charter school facilitation, direct costs would be minimal, but it may require significant staff time. Any future financial commitments would be brought to Council for approval as separate agenda items.

RECOMMENDATION:
Staff has no recommendation on this item. Council may direct staff to begin exploring charter school options for the Mary Esther Elementary campus, or Council may choose to take no action.

ATTACHMENT(S):
1. Exhibit A - Charter School Report

STAFF REPORT

Charter School Attraction — Mary Esther Elementary School

February 2026

Background

The Okaloosa County School Board is expected to vote on February 23, 2026, to close Mary Esther Elementary School at the end of the current school year. Mary Esther Elementary is the only public school within the City of Mary Esther, has served the community for nearly 60 years, and is identified in the City's Comprehensive Plan as a primary neighborhood anchor. If closure is approved, the City of Mary Esther would no longer have a public school.

The City Council directed the City Manager to research the City's legal authority and practical options for attracting a charter school to the campus. This report presents the key findings from that research.

Key Finding 1: Florida Law Requires Surplus School Facilities Be Made Available for Charter School Use

Under existing law, if a school district facility or property is available because it is surplus, marked for disposal, or otherwise unused, it must be provided for a charter school's use on the same basis as it is made available to other public schools in the district. *(source: §1002.33(18)(e), F.S.)* This is an existing statutory requirement that predates recent legislation. The School Board cannot simply close the school and sell the campus to a private buyer without first making it available for charter school use.

Additionally, for a conversion charter school — where an existing public school converts to charter status — no rental or leasing fee may be charged by the district for the existing facility. *(source: §1002.33(18)(d), F.S.)* For a non-conversion charter (such as a new charter application or charter-in-a-municipality), the facility must be provided on the same basis as other public schools, which practically means at no cost or nominal cost since the district does not charge its own schools rent.

If the School Board denies a charter school application, the applicant may appeal to the State Board of Education, which can direct the School Board to approve it. *(source: §1002.33(6)(c), F.S.)*

Key Finding 2: The City Can Facilitate a Charter School Without Operating One

Florida law provides several pathways for establishing a charter school. After reviewing the statutory options, staff has identified one pathway that is realistic given the City's size, administrative capacity, and circumstances: recruiting and supporting a qualified nonprofit charter school operator who submits a standard application to the Okaloosa County School Board.

How it works. Section 1002.33(3)(a), F.S. provides that "an application for a new charter school may be made by an individual, teachers, parents, a group of individuals, a municipality, or a legal entity organized under the laws of this state." *(source: §1002.33(3)(a), F.S.)* The School Board has 90 days to approve or deny the application. *(source: §1002.33(6)(b), F.S.)* If denied, the applicant may appeal to the State Board of Education, which may direct the School Board to approve it. *(source: §1002.33(6)(c), F.S.)*

The City's role. Facilitative. The City would identify, recruit, and vet a qualified nonprofit charter operator. That operator — not the City — would submit the application, hold the charter, and manage day-to-day operations through its own independent governing board. The City's involvement would focus on advocacy: publicly supporting the application, communicating community demand to the School Board, and asserting the charter school's right to access surplus facilities under §1002.33(18)(e). The City would not operate the school.

Local precedent. The most directly relevant example is Destin High School — a charter school in the same county, approved by the same School Board, under the same Superintendent (Marcus Chambers). A community-driven nonprofit submitted a charter application in February 2019, and the Okaloosa County School Board unanimously approved the five-year charter contract in October 2019. *(source: WEAR-TV, Oct. 28, 2019)* Superintendent Chambers described the relationship as a "partnership" and expressed support for the effort. *(source: The Destin Log, Feb. 20, 2019)* The school opened in August 2021 as a tuition-free public charter high school — the first high school in Destin's history. *(source: WUWF, Mar. 25, 2021)*

Political context. The Destin High School application filled a gap where no high school existed — the community and the district were aligned. A charter application to replace a school the district just voted to close is a fundamentally different political dynamic, even though the legal process is identical. The School Board may deny the application. If it does, the applicant has the right to appeal to the State Board of Education, which can direct the School Board to approve it. *(source: §1002.33(6)(c), F.S.)* The City should enter this process with realistic expectations about the district's likely posture.

Timeline. This pathway does not require the school to still be operating and could proceed after closure. The most realistic timeline is 12–18 months, meaning a charter school could open for the 2027–2028 school year. A gap year with no school on campus is likely.

Other statutory pathways. Florida law also provides a charter-school-in-a-municipality designation under §1002.33(15)(c) and conversion charter mechanisms under §1002.33(3)(b), as modified by HB 1105 (Ch. 2025-109). The municipality designation has been used successfully by larger cities — notably Pembroke Pines (population ~170,000), which operates the largest municipal charter school system in Florida *(source: Pembroke Pines Charter School Foundation)* — but would require the City to take on a direct operational role that is not proportionate to Mary Esther's size or administrative capacity. The conversion pathways require the school to still be operating with enrolled students and involve unresolved legal questions in recently enacted legislation. *(source: HB 1105 Staff Analysis)* Neither is recommended at this time, though the City Attorney could evaluate them further if Council directs.

Key Finding 3: All Charter Schools Are Public Schools

This is frequently misunderstood. Under Florida law, all charter schools are public schools. They are tuition-free, open to all students, publicly funded, state-tested, and subject to oversight by the School Board. *(source: §1002.33(1), F.S.)*

A charter school at Mary Esther Elementary would be the same type of institution as Liza Jackson Preparatory School and Destin High School — both public charter schools already operating in Okaloosa County. Under the recommended pathway described in Key Finding 2, the charter school would be governed by its own independent nonprofit board. The City would facilitate its establishment but would not operate it. Once established, the School District cannot unilaterally close a charter school.

Key Finding 4: School Quality Matters — and the City's Influence Over It Is Limited

School quality is one of the primary factors families consider when choosing where to live. A well-run charter school with strong academic performance could differentiate Mary Esther from surrounding unincorporated areas, support residential property values, and reinforce the City's identity as a family-friendly community. A poorly run school would do the opposite.

Council should understand the limits of the City's role under the facilitation model. Any legal entity organized under Florida law may submit a charter application to the School Board — the City cannot control who applies. *(source: §1002.33(3)(a), F.S.)* The School Board — not the City — decides which applications to approve. And once a charter school is established, accountability for academic performance rests with the School Board as the charter sponsor. The School Board may non-renew or terminate a charter for failure to meet performance standards, but that process takes years to play out. *(source: §1002.33(8), F.S.)* The City has no direct authority to remove an underperforming charter operator.

What the City *can* do is make a quality outcome more likely: proactively recruiting proven operators with strong track records, publicly supporting the strongest applicant before the School Board, and clearly communicating the community's expectations. That is meaningful — but it is influence, not control. The possibility that a charter school could be established on the campus and perform poorly over a prolonged period is a real risk that Council should weigh.

Key Finding 5: The School District Opposes a Charter School on the Campus

The District has made clear it does not favor a charter school at Mary Esther Elementary. This is understandable — the closure is intended to consolidate enrollment and reduce costs, and a charter school could draw students and per-pupil funding away from receiving schools. Pursuing a charter school over the District's objection is the most significant political risk of this approach. However, Florida's charter school priority provisions exist precisely to ensure that viable educational uses

are considered before school properties are sold, regardless of a district's preference. *(source: §1002.33(18)(e), F.S. — surplus facility provisions)*

The Council's Decision

The Council must decide between two postures:

	Facilitate a Charter School	Take No Action
What happens	City identifies operator, supports application, advocates for facility access through statutory priority process.	District surpluses property and sells it. No school on campus.
Community impact	Preserves neighborhood school, community anchor, family-friendly identity.	Only public school permanently lost. Future use uncertain.
Financial impact	Preserves school zone designation and speed safety program. Minimal direct City cost. No ad valorem revenue (tax-exempt).	School zone designation lapses; speed safety program cannot operate. Commercial redevelopment could generate ad valorem revenue and jobs.
Risk	Charter may fail. District relationship strained. Gap year likely.	No friction. But school is permanently gone.
Timeline	12–18 months. Target opening Aug 2027.	Surplus process 6–12+ months.

A note on redevelopment scenarios: School district property is tax-exempt, so any private redevelopment of the campus would add to the City's tax base. However, different land uses produce very different mixes of tax revenue, employment, and community benefit. The City's FY2025 draft audit data illustrates this:

Scenario	Est. City Ad Valorem	Est. Jobs
Charter school (tax-exempt)	$0	~60 (comparable to current staffing)
Retail (Target-comparable)	~$27,400/year	~120
Multifamily (Renaissance-comparable)	~$179,000/year	Few (property management)

Comparable data: Target (250 Miracle Strip Pkwy, adjacent 10-acre parcel) is the City's #1 employer with 122 employees and #5 principal taxpayer at $5,446,951 assessed value. Mary Esther Elementary is the City's #2 employer with 60 staff. Renaissance Mary Esther LLC, a multifamily development, is the City's #1 taxpayer at $35,586,483 assessed value but generates minimal employment. *(source: City of Mary Esther — FY2025 Draft Audit)*

Each scenario involves trade-offs. A charter school preserves the community anchor and employment but generates no tax revenue. Commercial or residential redevelopment adds to the tax base and may create jobs but permanently removes the school from the community. The Council should weigh all dimensions.

Additional Consideration: School Zone Designation

Council should be aware that if a charter school operates on the Mary Esther Elementary campus, the school zone designation on US 98 would be preserved, and the City's school zone speed safety program could proceed as planned. *(source: §316.1895, F.S.)* If no school operates on the campus, the school zone designation would lapse and the program cannot move forward. *(source: §316.1896, F.S.)*

Council Direction

Council directed staff to conduct research on charter schools in the context of the potential closure of Mary Esther Elementary. This report fulfills that request. There is no deadline for this decision.

Based on this information, Council may direct staff to explore charter school options for the campus, or take no action and allow the School District to handle the property through its standard surplus process. If the City takes no action, charter school operators could still independently pursue access to the facility under the existing statutory provisions requiring surplus school facilities to be made available for charter school use. *(source: §1002.33(18)(e), F.S.)*