



**Agenda
Regular Meeting
of the Mary Esther City Council
April 6, 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. Reading of the 2026 Election Results**
 - 6.2. Installation of the Newly Elected Officials**
 - 6.3. Selection of Mayor Pro Tem**
 - 6.4. First Public Hearing – FFY 2025 Small Cities Community Development Block Grant (CDBG) Application**
- 7. CONSENT AGENDA**
 - 7.1. Monthly Financial Report**
 - 7.2. Monthly Performance Report**
 - 7.3. Minutes of the March 2nd, 2026, Regular Council Meeting**
 - 7.4. Minutes of the March 25th, 2026 City Council Workshop**
- 8. CITIZENS WHO HAVE REQUESTED TO BE PLACED ON THE AGENDA**
- 9. PUBLIC COMMENT (NON-AGENDA ITEMS)**
- 10. UNFINISHED BUSINESS**
- 11. NEW BUSINESS**
 - 11.1. Ordinance 2026-02 Electric Bicycles, Motorized Scooters, and Micromobility Devices**
 - 11.2. Resolution 26-07: Selection of the City's Long-Term Wastewater Solution**
 - 11.3. Consideration: Expedited Purchase Approval for Sewer Line Cleaning and Lining**
 - 11.4. Consideration: Task Order with Kimley-Horn for Water and Sewer System Hydraulic Models**
 - 11.5. Consideration: Task Order with Barge Design Solutions for Replacement of Bridges at Oak Tree Nature Park**
 - 11.6. Consideration: Process for Amending the City Charter**
 - 11.7. Consideration: Annual City Clerk Evaluation**
- 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: April 6, 2026

SUBJECT: Reading of the 2026 Election Results

BACKGROUND:

Per the city charter, elections for mayor are to be held every two (2) years and respective councilmembers every four (4) years. The seats up for election were those of Mayor Chris Stein, Councilmember Bernie Oder, and Councilmember Larry Carter. The mayor's seat was uncontested, whereas the two councilmember seats had three (3) interested parties each. On March 10th, 2026, an election was held for the City of Mary Esther, with two candidates officially voted in.

DISCUSSION:

The city clerk will read the certificate of the city canvassing board, reading the results of the election into the record before swearing in the new councilmembers.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

N/A.

ATTACHMENT(S):

1. Certificate of City Canvassing Board

CERTIFICATE OF CITY CANVASSING BOARD

STATE OF FLORIDA

COUNTY OF OKALOOSA

CITY OF MARY ESTHER

We, the undersigned, **Dillon Morris**, City Clerk, **Susan Macdonald** (f/t Mary Esther City Council) and **Timothy Hunter Murphy** (f/t Mary Esther City Council), constituting the Canvassing Board for the City of Mary Esther, do hereby certify that we met in the office of the Supervisor of Elections, 302 N Wilson St, Suite 102, Crestview, on the 13th day March, A.D. 2026, and proceeded to publicly canvass the votes given for the offices and persons hereby specified at the **MUNICIPAL ELECTION** held on the 10th day of March, A.D. 2026, as shown by the returns on file in the office of the Supervisor of Elections. We do hereby certify from said returns as follows:

For the **City Council** the whole number of votes cast was 399, of which number

LARRY J. CARTER received 139 votes

BERNIE ODER received 155 votes

JULIA THOMAS received 105 votes

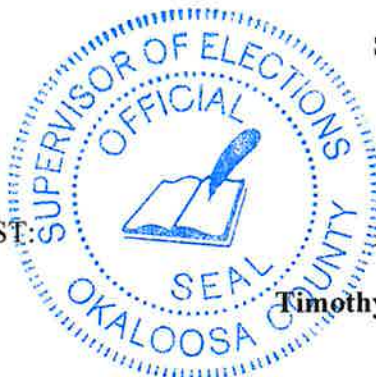
Dillon Morris

Dillon Morris, City Clerk

Susan Macdonald

Susan Macdonald, f/t Mary Esther City Council

ATTEST:



Timothy Hunter Murphy

Timothy Hunter Murphy, F/t Mary Esther City Council

Total ballots cast in MARY ESTHER was 228 for a 8.69 percent turnout.

AGENDA ITEM

Agenda Item 6.2.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: April 6, 2026

SUBJECT: Installation of the Newly Elected Officials

BACKGROUND:

On March 10th, 2026, an election was held for the City of Mary Esther, officially voting in two candidates. The election results are as follows:

- **Bernie Oder - 155**
- **Larry J. Carter - 139**
- Julia Thomas - 105

With that election, Chris Stein will be sworn in as mayor, and Bernie Oder and Larry J. Carter will both be sworn in as councilmembers of the City of Mary Esther.

DISCUSSION:

Chris Stein will be sworn in by City Clerk Morris for the position of mayor, and Bernie Oder and Larry J. Carter shall be sworn in by City Clerk Morris for the positions of councilmembers.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

N/A.

ATTACHMENT(S):

1. Oaths of Office



Oath of Office

I, Larry J. Carter, do solemnly swear (or affirm) that I will support, protect and defend the constitution and government of the United States and of the State of Florida against all enemies, domestic and foreign and that I will pledge my faith, loyalty and allegiance to the same, and that I am entitled to hold office under the Charter of this city and that I will faithfully perform all the duties of the office of City Councilmember of the City of Mary Esther, Florida, on which I am about to enter, so help me God.

(Signature)

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to and subscribed before me this 6th day of April 2026.

(Notary Public)



Oath of Office

I, Bernie Oder, do solemnly swear (or affirm) that I will support, protect and defend the constitution and government of the United States and of the State of Florida against all enemies, domestic and foreign and that I will pledge my faith, loyalty and allegiance to the same, and that I am entitled to hold office under the Charter of this city and that I will faithfully perform all the duties of the office of City Councilmember of the City of Mary Esther, Florida, on which I am about to enter, so help me God.

(Signature)

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to and subscribed before me this 6th day of April 2026.

(Notary Public)



Oath of Office

I, Chris Stein, do solemnly swear (or affirm) that I will support, protect and defend the constitution and government of the United States and of the State of Florida against all enemies, domestic and foreign and that I will pledge my faith, loyalty and allegiance to the same, and that I am entitled to hold office under the Charter of this city and that I will faithfully perform all the duties of the office of City Mayor of the City of Mary Esther, Florida, on which I am about to enter, so help me God.

(Signature)

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to and subscribed before me this 6th day of April 2026.

(Notary Public)

AGENDA ITEM

Agenda Item 6.3.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: April 6, 2026

SUBJECT: Selection of Mayor Pro Tem

BACKGROUND:

The City Charter states that the Mayor Pro Tem shall be chosen by and from the members of the Council at the legislative meeting in April of each year to serve during the ensuing year.

DISCUSSION:

The Mayor and City Council should discuss candidates and select a Mayor Pro Tem to serve through March 2027.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

Motion to appoint _____ as Mayor Pro Tem.

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 6.4.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: April 6, 2026

SUBJECT: First Public Hearing – FFY 2025 Small Cities Community Development Block Grant (CDBG) Application

BACKGROUND:

The Small Cities Community Development Block Grant (CDBG) Program provides federal funding to eligible local governments for infrastructure and community development projects that principally benefit low- and moderate-income residents. The program is funded by HUD and administered at the state level by FloridaCommerce.

The City of Mary Esther is eligible to apply for a minimum of \$700,000 in the Neighborhood Revitalization, Commercial Revitalization, or Housing Rehabilitation categories, or a minimum of \$1.5 million in the Economic Development category. Proposed revisions to Chapter 73C-23, F.A.C. may increase the maximum award to \$3 million.

DISCUSSION:

This First Public Hearing is a required step in the CDBG application process. Its purpose is to receive public input on community development needs and to provide information about the range of activities eligible for CDBG funding. The attached public hearing notice, which was reviewed and confirmed by FloridaCommerce’s Small Cities CDBG Program Supervisor, describes eligible activities and program requirements in detail.

Public comments received at this hearing will help inform the development of the City’s application, including project selection and prioritization. Following this hearing, a Citizens Advisory Task Force will be established to provide input on the proposed application. A Second Public Hearing is tentatively scheduled for May 4, 2026, at which the draft application and specific proposed projects will be presented for public comment prior to submission.

Cornerstone Community Partners is assisting with development of the application at no cost to the City during the application phase.

FINANCIAL IMPACT:

None. This hearing is a required procedural step and does not commit the City to submitting an application or expending City funds. If awarded, CDBG funds are federal grant dollars and do not require a local match for most eligible activity categories.

RECOMMENDATION:

Motion to conduct the First Public Hearing for the FFY 2025 CDBG application, accept public comment into the record, and direct staff and Cornerstone Community Partners to proceed with development of the application consistent with the input received.

ATTACHMENT(S):

1. Exhibit A: Public Hearing Advertisement
2. Exhibit B: Public Hearing Notice
3. Exhibit C: Public Hearing Sign-In Sheet



Account Number:	535985
Customer Name:	City Of Mary Esther
Customer Address:	City Of Mary Esther 195 N Christobal RD Mary Esther FL 32569-1911
Contact Name:	City Of Mary Esther
Contact Phone:	8502433566
Contact Email:	
PO Number:	

Date:	03/26/2026
Order Number:	12204449
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	126.0000
Height in Inches:	10.4300

Print

Product	#Insertions	Start - End	Category
FTW NW Florida Daily News	1	04/01/2026 - 04/01/2026	Govt Bids & Proposals
FTW nwfdailynews.com	1	04/01/2026 - 04/01/2026	Govt Bids & Proposals

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	\$310.70
Tax Amount	\$0.00
Service Fee 3.99%	\$12.40
Cash/Check/ACH Discount	-\$12.40
Payment Amount by Cash/Check/ACH	\$310.70
Payment Amount by Credit Card	\$323.10

Order Confirmation Amount	\$310.70
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Ad Preview

City of Mary Esther, Florida

First Public Hearing Notice

The City of Mary Esther is considering applying to FloridaCommerce for an FFY 2025 Small Cities Community Development Block Grant (CDBG). The City is eligible to apply for a minimum of \$700,000 in CDBG funding in the Neighborhood Revitalization, Commercial Revitalization, and Housing Rehabilitation categories, and a minimum of \$1.5 million in CDBG funding in the Economic Development category. Construction activities funded through the CDBG Program must meet one of the following National Objectives:

1. Provide benefit to low- and moderate-income persons;
2. Prevent or eliminate slum or blight conditions; or
3. Meet a need of recent origin having a particular urgency.

The types of activities that CDBG funds may be used for include constructing stormwater ponds, paving roads and sidewalks, installing sewer and water lines, building a community center or park, making improvements to a sewage treatment plant, and rehabilitating low-income homes. Additional information regarding the range of activities that could be funded will be provided at the public hearing.

In developing a CDBG application, the City of Mary Esther must plan to minimize displacement of persons as a result of the activities. In addition, the City of Mary Esther is required to develop a plan to assist displaced persons.

A public hearing to obtain citizen input on community development needs and to discuss the proposed application, eligible activities, and potential use of CDBG funds will be held at City Hall, 195 Christobal Road N., Mary Esther, FL 32569, on April 6, 2026, at 6:00 PM CDT. For information concerning the public hearing, contact Heather Day, Finance Director, at (850) 586-7860 or by email at hday@cityofmaryesther.com.

The public hearing is being conducted in a handicapped accessible location. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing is asked to advise the City at least five days before the hearing by contacting Heather Day, Finance Director, at (850) 586-7860 or by email at hday@cityofmaryesther.com. If you are hearing or speech impaired, please contact the City using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice).

Any non-English speaking person wishing to attend the public hearing should contact Heather Day, Finance Director, at (850) 586-7860 or by email at hday@cityofmaryesther.com at least five days prior to the hearing and an interpreter will be provided. This notice is being published in compliance with the requirements of the FFY 2025 Florida Small Cities Community Development Block Grant (CDBG) Program, funded by the U.S. Department of Housing and Urban Development (HUD), and administered through FloridaCommerce.

The City of Mary Esther is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, familial status, disability, or age in the admission, access to, treatment, or employment in its programs and activities.

In accordance with the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and other applicable federal and state laws, the City of Mary Esther ensures that all persons are afforded equal access to its programs, services, and activities.

Any person who believes they have been discriminated against may file a complaint with the City of Mary Esther or directly with the U.S. Department of Housing and Urban Development (HUD).

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Pub: 6
4/01/26 #12127535

City of Mary Esther, Florida
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**First Public Hearing
FFY 2025 CDBG Program
April 6, 2026**

1.  Jeffrey C. Winter	21.
2.	22.
3.	23.
4.	24.
5.	25.
6.	26.
7.	27.
8.	28.
9.	29.
10.	30.
11.	31.
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14.	34.
15.	35.
16.	36.
17.	37.
18.	38.
19.	39.
20.	40.



**City of Mary Esther
Cash and Investment Balances
as of February 28, 2026**

BMS Account	GENERAL FUND BANK	Summary of Investments		INTEREST RATE	Purpose of Acct.
		2/28/2026	Fund		
101251	FNBT BANK	\$157,200.00	410	0.00%	Cust. Utility Deposits Acct.
104300	GEN FUND FLORIDA PRIME	\$2,502,153.38	1	3.84%	GF Savings/Investment
104400	W/S FUND FLORIDA PRIME	\$362,280.84	410	3.84%	W/S Savings/Investment
101001	FNBT BANK	\$13,337,745.48	1 & 410	3.85%	Operating Acct.
101210	FNBT BANK	\$0.00	1	0.00%	Payroll Account
101001	FNBT BANK	\$5,144.70	1	0.00%	HRA Account
101001	FNBT BANK	\$1,734,181.24	1 & 410	3.85%	Money Market Account
104301	FLCLASS	\$562,098.61	1	3.75%	GF Investment
104302	AMERIS BANK	\$6,574.27	1	0.00%	GF Investment

\$18,667,378.52

FY25-26 ESTIMATED BEGINNING GENERAL FUND UNRESTRICTED CASH	\$6,281,077
FY2026 Budget deficit	(\$2,298,674)
Less Budget Resolution 26-05	(\$721,861)

ESTIMATED GENERAL FUND TOTAL UNRESTRICTED CASH \$3,260,542

FY25-26 ESTIMATED BEGINNING W/S FUND UNRESTRICTED CASH	\$6,590,693
FY2026 Budget deficit	(\$298,791)

ESTIMATED W/S FUND TOTAL UNRESTRICTED CASH \$6,291,902

25-26 ESTIMATED BEGINNING DISCRETIONARY SALES SURTAX REVENUE FUND	\$2,001,863
FY2026 Revenues	\$570,000
FY2026 Expenditures	(\$2,359,035.00)

ESTIMATED DISCRETIONARY SALES SURTAX FUND BALANCE \$212,828

GRAND TOTAL ALL FUNDS: \$9,765,272

RESTRICTED REVENUES:

IMPACT FEE REVENUE AVAILABLE FOR RELATED EXPENSES	
Fire Protection	\$4,132
Law Enforcement	\$14,760
Stormwater	\$44,965
Transportation	\$77,353
Parks & Recreation	\$37,500
Water & Sewer	\$14,156
TOTAL	\$192,866

OTHER RESTRICTED REVENUE

Committed to natural disaster relief	\$2,127,498
TOTAL	\$2,127,498

TOTAL RESTRICTED REVENUES \$2,320,364



City of Mary Esther, FL

Budget vs Actuals

Account Summary

For Fiscal: 2025-2026 Period Ending: 02/28/2026

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining	
Fund: 001 - GENERAL FUND							
Revenue							
Department: 00 - UNDESIGNATED							
001-00-31100	AD VALOREM TAXES	2,287,397.00	2,287,397.00	249,671.29	2,038,909.36	2,038,909.36	248,487.64
001-00-311200	AD VALOREM TAXES-DELO	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	13,376.05	58,545.56	58,545.56	126,454.44
001-00-314100	UTILITY TAXES-ELECTRIC	235,000.00	235,000.00	18,632.41	76,206.87	76,206.87	158,793.13
001-00-314200	UTILITY TAXES-COMMUNICATION SE...	200,000.00	200,000.00	18,889.06	76,648.02	76,648.02	123,351.98
001-00-314300	UTILITY TAXES-WATER	130,000.00	130,000.00	11,710.28	55,935.08	55,935.08	74,064.92
001-00-314400	UTILITY TAXES-GAS	43,000.00	43,000.00	5,809.29	17,178.77	17,178.77	25,821.23
001-00-314800	UTILITY TAXES -PROPANE GAS	200.00	200.00	0.00	36.54	36.54	163.46
001-00-316010	BUSINESS TAX - PENALTY INT	900.00	900.00	66.25	1,860.50	1,860.50	-960.50
001-00-316100	BUSINESS TAX	99,000.00	99,000.00	540.00	25,332.50	25,332.50	73,667.50
001-00-322000	BUILDING PERMITS	100,000.00	100,000.00	495.36	5,854.63	5,854.63	94,145.37
001-00-323100	ELECTRICITY FRANCHISE FEES	210,000.00	210,000.00	12,763.01	53,252.68	53,252.68	156,747.32
001-00-323400	GAS FRANCHISE FEES	40,000.00	40,000.00	5,758.10	16,683.07	16,683.07	23,316.93
001-00-324120	IMPACT FEES-FIRE PROTECTION	0.00	0.00	-50.00	2,788.50	2,788.50	-2,788.50
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	180.00	1,620.00	1,620.00	380.00
001-00-335120	STATE REVENUE SHARING PROCEEDS	198,000.00	198,000.00	17,100.68	88,965.59	88,965.59	109,034.41
001-00-335150	ALCOHOLIC BEVERAGE LICENSES	500.00	500.00	440.50	440.50	440.50	59.50
001-00-335180	LOCAL GOVERNMENT 1/2 SALES TAX	515,000.00	515,000.00	34,871.74	142,155.76	142,155.76	372,844.24
001-00-338200	INTERGOV REV-COUNTY BUSINESS TAX	3,000.00	3,000.00	179.73	1,489.54	1,489.54	1,510.46
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	2,185.00	5,370.50	5,370.50	8,629.50
001-00-341910	PLAN REVIEW	0.00	0.00	385.00	1,803.34	1,803.34	-1,803.34
001-00-341920	SITE INSPECTION	0.00	0.00	0.00	15.00	15.00	-15.00
001-00-342510	FINAL INSPECTION	500.00	500.00	120.00	710.00	710.00	-210.00
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	0.00	200.00	200.00	-200.00
001-00-344210	BOAT LAUNCH DAILY PERMIT	0.00	0.00	0.00	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	4,119.78	12,078.11	12,078.11	51,090.89
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	180.00	790.00	790.00	710.00
001-00-351100	COURT FINES	6,000.00	6,000.00	179.47	1,338.95	1,338.95	4,661.05
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	0.77	4.05	4.05	-4.05
001-00-361100	INTEREST INCOME	200,000.00	200,000.00	28,159.99	140,074.07	140,074.07	59,925.93
001-00-365100	SCRAP SALES	0.00	0.00	25.20	558.99	558.99	-558.99
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	0.00	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	425,788.96	2,875,868.60	2,875,868.60	5,462,947.40
	Revenue Total:	8,338,816.00	8,338,816.00	425,788.96	2,875,868.60	2,875,868.60	5,462,947.40

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 51100 - LEGISLATIVE							
Department: 11 - MAYOR AND CITY COUNCIL							
001-11-51100-1210	SALARIES	26,400.00	26,400.00	1,850.00	9,250.00	9,250.00	17,150.00
001-11-51100-2110	SOCIAL SECURITY TAXES	1,637.00	1,637.00	114.70	573.50	573.50	1,063.50
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	134.25	134.25	248.75
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	1,115.00	3,336.44	3,336.44	13,363.56
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	0.00	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	102.29	543.29	543.29	960.71
001-11-51100-5410	BOOKS, PUBS, SUBS & MEMBS	4,867.00	4,867.00	375.00	4,832.00	4,832.00	35.00
Department: 11 - MAYOR AND CITY COUNCIL Total:		79,841.00	79,841.00	3,583.84	21,379.39	21,379.39	58,461.61
Activity: 51100 - LEGISLATIVE Total:		79,841.00	79,841.00	3,583.84	21,379.39	21,379.39	58,461.61
Activity: 51200 - EXECUTIVE							
Department: 12 - CITY MANAGER							
001-12-51200-1210	SALARIES	183,509.00	183,509.00	13,789.62	69,707.14	69,707.14	113,801.86
001-12-51200-2110	SOCIAL SECURITY TAXES	11,378.00	11,378.00	855.71	4,325.66	4,325.66	7,052.34
001-12-51200-2210	RETIREMENT	25,691.00	25,691.00	1,932.23	9,767.32	9,767.32	15,923.68
001-12-51200-2310	EMPLOYEE INSURANCE	26,697.00	26,697.00	2,159.99	12,930.62	12,930.62	13,766.38
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	200.12	1,011.71	1,011.71	1,649.29
001-12-51200-4010	TRAVEL & PER DIEM	4,500.00	4,500.00	619.22	619.22	619.22	3,880.78
001-12-51200-4110	TELEPHONE & INTERNET	360.00	360.00	0.00	0.00	0.00	360.00
001-12-51200-4930	TRAINING	3,000.00	3,000.00	0.00	50.00	50.00	2,950.00
001-12-51200-5290	OPERATING SUPPLIES	2,000.00	2,000.00	90.86	457.93	457.93	1,542.07
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	19,647.75	99,317.26	99,317.26	162,148.74
Activity: 51200 - EXECUTIVE Total:		261,466.00	261,466.00	19,647.75	99,317.26	99,317.26	162,148.74
Activity: 51300 - FINANCE							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51300-1210	SALARIES	78,116.00	78,116.00	5,820.15	30,846.81	30,846.81	47,269.19
001-13-51300-2110	SOCIAL SECURITY TAXES	4,843.00	4,843.00	360.86	1,912.65	1,912.65	2,930.35
001-13-51300-2210	RETIREMENT	10,936.00	10,936.00	746.84	3,958.21	3,958.21	6,977.79
001-13-51300-2310	EMPLOYEE INSURANCE	16,995.00	16,995.00	1,416.91	8,501.48	8,501.48	8,493.52
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	84.40	447.48	447.48	685.52
001-13-51300-3210	ACCOUNTING AND AUDITING	28,500.00	28,500.00	0.00	15,250.00	15,250.00	13,250.00
001-13-51300-4010	TRAVEL & PER DIEM	4,000.00	4,000.00	0.00	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	183.09	368.09	368.09	631.91
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	8,612.25	61,821.58	61,821.58	91,626.42
Activity: 51300 - FINANCE Total:		153,448.00	153,448.00	8,612.25	61,821.58	61,821.58	91,626.42
Activity: 51310 - HUMAN RESOURCES							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51310-1210	SALARIES	14,238.00	14,238.00	1,036.95	5,236.62	5,236.62	9,001.38
001-13-51310-2110	SOCIAL SECURITY TAXES	883.00	883.00	64.29	324.62	324.62	558.38
001-13-51310-2210	RETIREMENT	1,993.00	1,993.00	145.17	733.14	733.14	1,259.86

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		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	334.80	334.80	565.20
001-13-51310-2230	RETIRED EMPLOYEE DENTAL INSURA...	4,660.00	4,660.00	327.80	1,999.58	1,999.58	2,660.42
001-13-51310-2310	EMPLOYEE INSURANCE	3,020.00	3,020.00	246.61	1,479.63	1,479.63	1,540.37
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	15.04	75.89	75.89	130.11
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	230.68	3,112.03	3,112.03	4,387.97
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	299.00	299.00	299.00	451.00
Department: 13 - ADMINISTRATIVE SERVICES Total:		98,965.00	98,965.00	2,421.34	22,965.73	22,965.73	75,999.27
Activity: 51310 - HUMAN RESOURCES Total:		98,965.00	98,965.00	2,421.34	22,965.73	22,965.73	75,999.27
Activity: 51400 - LEGAL							
Department: 14 - CITY ATTORNEY							
001-14-51400-3111	LEGAL COUNSEL	65,000.00	65,000.00	0.00	14,168.95	14,168.95	50,831.05
Department: 14 - CITY ATTORNEY Total:		65,000.00	65,000.00	0.00	14,168.95	14,168.95	50,831.05
Activity: 51400 - LEGAL Total:		65,000.00	65,000.00	0.00	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	7,768.04	39,821.42	39,821.42	69,434.58
001-30-51500-2110	SOCIAL SECURITY TAXES	6,774.00	6,774.00	481.62	2,468.98	2,468.98	4,305.02
001-30-51500-2210	RETIREMENT	15,296.00	15,296.00	907.73	4,620.08	4,620.08	10,675.92
001-30-51500-2310	EMPLOYEE INSURANCE	21,140.00	21,140.00	1,729.17	10,375.02	10,375.02	10,764.98
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	112.65	577.56	577.56	1,006.44
001-30-51500-3100	PROFESSIONAL SERVICES	115,000.00	115,000.00	0.00	0.00	25,000.00	90,000.00
001-30-51500-4010	TRAVEL & PER DIEM	2,900.00	2,900.00	0.00	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	0.00	275.00	275.00	-275.00
001-30-51500-4946	LEGAL & RETAIL ADVERTISEMENTS	7,500.00	7,500.00	0.00	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	10,999.21	59,749.11	84,749.11	197,357.89
Activity: 51500 - PLANNING AND ZONING Total:		282,107.00	282,107.00	10,999.21	59,749.11	84,749.11	197,357.89
Activity: 51600 - NON-COURT INFORMATION SYSTEMS							
Department: 16 - CITY CLERK							
001-16-51600-1210	SALARIES	82,340.00	82,340.00	5,993.93	31,767.81	31,767.81	50,572.19
001-16-51600-2110	SOCIAL SECURITY TAXES	5,105.00	5,105.00	371.62	1,969.59	1,969.59	3,135.41
001-16-51600-2210	RETIREMENT	11,528.00	11,528.00	839.15	4,447.47	4,447.47	7,080.53
001-16-51600-2310	EMPLOYEE INSURANCE	15,100.00	15,100.00	1,228.39	7,315.63	7,315.63	7,784.37
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	460.68	460.68	733.32
001-16-51600-3100	PROFESSIONAL SERVICES	2,350.00	2,350.00	201.44	455.65	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	824.08	902.57	1,017.21	-517.21
001-16-51600-4930	TRAINING	2,000.00	2,000.00	0.00	1,125.00	1,125.00	875.00
001-16-51600-4946	LEGAL & RETAIL ADVERTISEMENTS	2,000.00	2,000.00	87.75	87.75	87.75	1,912.25
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	15.33	243.73	243.73	756.27

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		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	40.00	117.00	117.00	1,183.00
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	1,443.78	1,719.41	1,719.41	1,780.59
Department: 16 - CITY CLERK Total:		133,467.00	133,467.00	11,132.39	51,077.60	51,642.59	81,824.41
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:		133,467.00	133,467.00	11,132.39	51,077.60	51,642.59	81,824.41
Activity: 51610 - INFORMATION TECHNOLOGY							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51610-3100	PROFESSIONAL SERVICES	38,500.00	38,500.00	3,605.00	12,592.90	43,236.15	-4,736.15
001-13-51610-4110	TELEPHONE & INTERNET	27,140.00	27,140.00	382.26	2,060.48	2,060.48	25,079.52
001-13-51610-4655	COMPUTER HARDWARE & SOFTWARE...	98,371.00	98,371.00	3,790.56	52,773.40	52,773.40	45,597.60
001-13-51610-4660	COPIER MAINTENANCE	10,040.00	10,040.00	521.23	2,243.52	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	8,299.05	78,670.30	114,293.43	99,757.57
Activity: 51610 - INFORMATION TECHNOLOGY Total:		214,051.00	214,051.00	8,299.05	78,670.30	114,293.43	99,757.57
Activity: 51900 - GENERAL GOVERNMENT							
Department: 99 - NON DEPARTMENTAL							
001-99-51900-4100	POSTAGE & SHIPPING	4,200.00	4,200.00	300.00	1,091.94	1,091.94	3,108.06
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	117.24	555.86	555.86	3,444.14
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	417.24	40,889.30	40,889.30	26,890.70
Activity: 51900 - GENERAL GOVERNMENT Total:		67,780.00	67,780.00	417.24	40,889.30	40,889.30	26,890.70
Activity: 51910 - FACILITIES							
Department: 50 - PUBLIC WORKS							
001-50-51910-1210	SALARIES	63,314.00	63,314.00	4,085.25	20,055.74	20,055.74	43,258.26
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	253.30	1,219.92	1,219.92	2,767.08
001-50-51910-2210	RETIREMENT	9,004.00	9,004.00	171.70	860.03	860.03	8,143.97
001-50-51910-2310	EMPLOYEE INSURANCE	19,665.00	19,665.00	934.38	8,614.40	8,614.40	11,050.60
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	59.25	285.37	285.37	647.63
001-50-51910-3100	PROFESSIONAL SERVICES	18,000.00	18,000.00	498.00	4,552.25	4,868.00	13,132.00
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	1,831.65	7,581.13	7,581.13	32,418.87
001-50-51910-4320	WATER	12,600.00	12,600.00	703.21	3,277.24	3,277.24	9,322.76
001-50-51910-4330	SOLID WASTE	7,500.00	7,500.00	0.00	530.41	530.41	6,969.59
001-50-51910-4340	NATURAL GAS	3,500.00	3,500.00	240.41	544.34	544.34	2,955.66
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	471.73	17,472.22	19,565.22	434.78
001-50-51910-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	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	275.00	481.00	481.00	519.00
001-50-51910-5110	OFFICE SUPPLIES	750.00	750.00	0.00	32.96	32.96	717.04
001-50-51910-5210	FUEL, OIL, & LUBRICANTS	5,000.00	5,000.00	251.46	696.17	696.17	4,303.83
001-50-51910-5220	UNIFORMS	2,000.00	2,000.00	0.00	29.94	729.94	1,270.06
001-50-51910-5221	PERSONAL PROTECTIVE EQUIPMENT	1,000.00	1,000.00	32.94	32.94	32.94	967.06
001-50-51910-5230	JANITORIAL SUPPLIES	3,000.00	3,000.00	0.00	172.11	172.11	2,827.89
001-50-51910-5231	SEASONAL DECORATIONS	5,000.00	5,000.00	0.00	1,081.46	3,231.46	1,768.54
001-50-51910-5260	TOOLS	2,000.00	2,000.00	768.97	1,155.79	1,155.79	844.21
001-50-51910-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	524.99	763.94	763.94	736.06
001-50-51910-5290	OPERATING SUPPLIES	7,500.00	7,500.00	249.98	809.51	809.51	6,690.49
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	24,109.48	104,595.24	571,772.53	-470,772.53

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		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	35,461.70	200,607.19	673,043.23	-290,970.23
	Activity: 51910 - FACILITIES Total:	382,073.00	382,073.00	35,461.70	200,607.19	673,043.23	-290,970.23
	Activity: 52100 - LAW ENFORCEMENT						
	Department: 20 - PUBLIC SAFETY						
001-20-52100-3405	CONTRACT FOR SERVICES	321,061.00	321,061.00	26,755.09	133,775.37	133,775.37	187,285.63
	Department: 20 - PUBLIC SAFETY Total:	321,061.00	321,061.00	26,755.09	133,775.37	133,775.37	187,285.63
	Activity: 52100 - LAW ENFORCEMENT Total:	321,061.00	321,061.00	26,755.09	133,775.37	133,775.37	187,285.63
	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	4,568.95	24,015.29	24,015.29	36,752.71
001-30-52400-2110	SOCIAL SECURITY TAXES	3,768.00	3,768.00	283.28	1,488.98	1,488.98	2,279.02
001-30-52400-2210	RETIREMENT	8,508.00	8,508.00	329.44	1,687.23	1,687.23	6,820.77
001-30-52400-2310	EMPLOYEE INSURANCE	12,080.00	12,080.00	996.56	5,979.36	5,979.36	6,100.64
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	66.26	348.23	348.23	532.77
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	117.60	117.60	422.40
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	334.44	805.16	919.80	2,080.20
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	0.00	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	6,608.33	36,418.52	36,533.16	60,656.84
	Activity: 52400 - CODE COMPLIANCE Total:	97,190.00	97,190.00	6,608.33	36,418.52	36,533.16	60,656.84
	Activity: 52410 - BUILDING						
	Department: 30 - COMMUNITY DEVELOPMENT						
001-30-52410-1210	SALARIES	51,170.00	51,170.00	3,758.88	19,440.35	19,440.35	31,729.65
001-30-52410-2110	SOCIAL SECURITY TAXES	3,173.00	3,173.00	233.05	1,205.25	1,205.25	1,967.75
001-30-52410-2210	RETIREMENT	7,164.00	7,164.00	390.78	2,005.69	2,005.69	5,158.31
001-30-52410-2310	EMPLOYEE INSURANCE	12,080.00	12,080.00	984.27	5,905.62	5,905.62	6,174.38
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	54.49	281.77	281.77	460.23
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	5,421.47	28,844.64	28,844.64	145,654.36
	Activity: 52410 - BUILDING Total:	174,499.00	174,499.00	5,421.47	28,844.64	28,844.64	145,654.36
	Activity: 53800 - STORMWATER						
	Department: 50 - PUBLIC WORKS						
001-50-53800-1210	SALARIES	97,167.00	97,167.00	7,305.49	37,126.49	37,126.49	60,040.51
001-50-53800-1310	PART-TIME SALARIES	9,056.00	9,056.00	353.16	2,697.92	2,697.92	6,358.08
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	473.98	2,464.17	2,464.17	4,152.83
001-50-53800-2210	RETIREMENT	13,673.00	13,673.00	672.76	3,351.77	3,351.77	10,321.23
001-50-53800-2310	EMPLOYEE INSURANCE	27,770.00	27,770.00	1,936.50	11,611.58	11,611.58	16,158.42
001-50-53800-2410	WORKER'S COMPENSATION	5,085.00	5,085.00	0.00	1,100.42	1,100.42	3,984.58

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		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	110.87	576.62	576.62	970.38
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	0.00	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	0.00	1,962.50	14,743.00	8,757.00
Department: 50 - PUBLIC WORKS Total:		463,944.00	463,944.00	10,852.76	61,707.47	92,813.26	371,130.74
Activity: 53800 - STORMWATER Total:		463,944.00	463,944.00	10,852.76	61,707.47	92,813.26	371,130.74

Activity: 54100 - STREETS

Department: 50 - PUBLIC WORKS

001-50-54100-1210	SALARIES	97,167.00	97,167.00	7,305.45	37,118.35	37,118.35	60,048.65
001-50-54100-1310	PART-TIME SALARIES	41,313.00	41,313.00	1,059.46	9,200.34	9,200.34	32,112.66
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	517.72	2,866.51	2,866.51	5,781.49
001-50-54100-2210	RETIREMENT	13,743.00	13,743.00	672.74	3,351.11	3,351.11	10,391.89
001-50-54100-2310	EMPLOYEE INSURANCE	27,770.00	27,770.00	1,986.50	11,769.00	11,769.00	16,001.00
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	121.08	670.25	670.25	1,351.75
001-50-54100-3100	PROFESSIONAL SERVICES	8,500.00	8,500.00	0.00	0.00	12,500.00	-4,000.00
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	4,497.92	18,083.82	18,083.82	41,916.18
001-50-54100-4320	WATER	600.00	600.00	35.02	138.41	138.41	461.59
001-50-54100-4330	Solid Waste	15,000.00	15,000.00	1,027.88	8,170.88	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	149.75	1,887.33	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	509.89	1,132.35	1,132.35	4,867.65
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	149.00	446.00	446.00	554.00
001-50-54100-5110	OFFICE SUPPLIES	100.00	100.00	0.00	73.57	73.57	26.43
001-50-54100-5210	FUEL, OIL, & LUBRICANTS	6,000.00	6,000.00	251.46	845.81	845.81	5,154.19
001-50-54100-5220	UNIFORMS	2,000.00	2,000.00	0.00	188.87	888.87	1,111.13
001-50-54100-5221	PERSONAL PROTECTIVE EQUIPMENT	1,000.00	1,000.00	176.49	227.93	227.93	772.07
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	159.84	1,642.62	1,642.62	8,357.38
001-50-54100-5410	BOOKS, PUBS, SUBS & MEMBS	500.00	500.00	0.00	262.00	262.00	238.00
001-50-54100-6310	INFRASTRUCTURE	3,618,500.00	3,618,500.00	5,862.50	5,862.50	7,019.46	3,611,480.54
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	24,482.70	117,492.70	137,332.12	4,081,315.88
Activity: 54100 - STREETS Total:		4,218,648.00	4,218,648.00	24,482.70	117,492.70	137,332.12	4,081,315.88

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	21,788.10	116,903.65	116,903.65	173,615.35
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Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-71-57100-1310	SALARIES - PART TIME	49,640.00	49,640.00	3,965.52	16,553.03	16,553.03	33,086.97
001-71-57100-2110	SOCIAL SECURITY TAXES	21,090.00	21,090.00	1,590.50	8,240.08	8,240.08	12,849.92
001-71-57100-2210	RETIREMENT	40,673.00	40,673.00	5,852.31	13,599.07	13,599.07	27,073.93
001-71-57100-2310	EMPLOYEE INSURANCE	68,900.00	68,900.00	3,958.61	23,858.47	23,858.47	45,041.53
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	371.97	1,927.14	1,927.14	3,004.86
001-71-57100-4010	TRAVEL & PER DIEM	1,200.00	1,200.00	0.00	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	0.00	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	711.97	1,879.23	1,879.23	820.77
001-71-57100-5410	BOOKS, PUBS, SUBS & MEMBS	22,500.00	22,500.00	859.25	8,918.94	8,918.94	13,581.06
001-71-57100-5417	LIBRARY E-BOOK LEASES	15,000.00	15,000.00	0.00	3,321.60	3,321.60	11,678.40
001-71-57100-5420	MEMBERSHIPS	1,200.00	1,200.00	0.00	159.95	159.95	1,040.05
Department: 71 - LIBRARY Total:		528,554.00	528,554.00	39,098.23	196,808.69	196,808.69	331,745.31
Activity: 57100 - LIBRARY Total:		528,554.00	528,554.00	39,098.23	196,808.69	196,808.69	331,745.31

Activity: 57200 - PARKS

Department: 50 - PUBLIC WORKS

001-50-57200-1210	SALARIES	141,514.00	141,514.00	9,250.43	47,311.83	47,311.83	94,202.17
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	573.52	3,048.28	3,048.28	6,757.72
001-50-57200-2210	RETIREMENT	19,952.00	19,952.00	366.80	1,837.19	1,837.19	18,114.81
001-50-57200-2310	EMPLOYEE INSURANCE	45,145.00	45,145.00	2,118.93	19,798.58	19,798.58	25,346.42
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	134.12	712.86	712.86	1,580.14
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	372.59	1,478.95	1,478.95	4,521.05
001-50-57200-4320	WATER	5,000.00	5,000.00	268.03	1,388.81	1,388.81	3,611.19
001-50-57200-4330	SOLID WASTE	500.00	500.00	14.99	732.62	732.62	-232.62
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
001-50-57200-4615	FENCING AND LANDSCAPING	0.00	0.00	200.00	200.00	200.00	-200.00
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	345.45	840.60	840.60	5,159.40
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	771.19	2,379.33	2,379.33	620.67
001-50-57200-5290	OPERATING SUPPLIES	10,000.00	10,000.00	643.29	2,544.22	2,544.22	7,455.78
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	0.00	7,221.48	7,221.48	9,778.52
001-50-57200-6310	INFRASTRUCTURE	1,169,204.00	1,169,204.00	7,898.00	29,112.53	35,193.69	1,134,010.31
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	22,957.34	129,805.74	140,199.98	1,395,518.02
Activity: 57200 - PARKS Total:		1,535,718.00	1,535,718.00	22,957.34	129,805.74	140,199.98	1,395,518.02

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
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Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
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	236,750.69	1,651,330.22	2,246,408.47	8,391,082.53
Fund: 001 - GENERAL FUND Surplus (Deficit):	-2,298,675.00	-2,298,675.00	189,038.27	1,224,538.38	629,460.13	-2,928,135.13

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

	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	53,242.06	168,567.57	168,567.57	351,432.43
101-00-361100 INTEREST INCOME	50,000.00	50,000.00	6,631.54	39,876.47	39,876.47	10,123.53
Department: 00 - UNDESIGNATED Total:	570,000.00	570,000.00	59,873.60	208,444.04	208,444.04	361,555.96
Revenue Total:	570,000.00	570,000.00	59,873.60	208,444.04	208,444.04	361,555.96

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

	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	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	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	59,873.60	208,444.04	208,444.04	-1,997,479.04

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		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	117,585.76	505,213.88	505,213.88	827,026.12
410-00-343320	WATER UTIL - PENALTIES	31,000.00	31,000.00	3,297.27	17,578.62	17,578.62	13,421.38
410-00-343340	BACKFLOW PREVENTER INSPECTION F...	6,000.00	6,000.00	1,150.00	2,650.00	2,650.00	3,350.00
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	570.00	2,640.00	2,640.00	3,360.00
410-00-343510	SEWER UTIL REV - OPER INCOME	1,872,000.00	1,872,000.00	160,573.85	706,358.66	706,358.66	1,165,641.34
410-00-343520	SEWER UTILITY PENALTIES	18,000.00	18,000.00	1,039.55	8,560.85	8,560.85	9,439.15
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	391.52	426.13	426.13	73.87
410-00-361000	INTEREST AND OTHER EARNINGS	75,000.00	75,000.00	18,868.82	102,543.76	102,543.76	-27,543.76
410-00-369600	LEASE/RENTAL ELEVATED TANK REV	212,282.00	212,282.00	17,556.39	95,266.28	95,266.28	117,015.72
410-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	412.15	2,413.19	2,413.19	-2,413.19
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	321,445.31	1,458,373.87	1,458,373.87	10,286,696.13
Revenue Total:		11,745,070.00	11,745,070.00	321,445.31	1,458,373.87	1,458,373.87	10,286,696.13

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		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	8,850.66	46,766.60	46,766.60	71,309.40
410-50-53300-2110	SOCIAL SECURITY TAXES	7,321.00	7,321.00	548.38	2,897.83	2,897.83	4,423.17
410-50-53300-2210	RETIREMENT	16,531.00	16,531.00	999.69	5,209.47	5,209.47	11,321.53
410-50-53300-2310	EMPLOYEE INSURANCE	30,483.00	30,483.00	2,525.04	15,150.26	15,150.26	15,332.74
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	128.25	677.76	677.76	1,034.24
410-50-53300-3100	PROFESSIONAL SERVICES	85,000.00	85,000.00	3,595.15	23,361.78	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	0.00	7,625.00	7,625.00	6,625.00
410-50-53300-3405	CONTRACT FOR SERVICES	740,000.00	740,000.00	0.00	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	421.70	1,698.20	1,698.20	3,801.80
410-50-53300-4110	TELEPHONE & INTERNET	5,500.00	5,500.00	379.26	1,758.85	1,758.85	3,741.15
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	8,546.52	12,693.03	12,693.03	27,306.97
410-50-53300-4617	WATER SYSTEMS MAINTENANCE	130,100.00	130,100.00	287.03	3,921.43	3,921.43	126,178.57
410-50-53300-4644	ELEVATED TANKS MAINTENANCE CO...	73,130.00	73,130.00	18,282.50	18,282.50	18,282.50	54,847.50
410-50-53300-4650	COMPUTER OPERATIONS AND MAINT...	30,468.00	30,468.00	1,802.50	3,399.45	3,399.45	27,068.55
410-50-53300-4710	PRINTING & BINDING	3,500.00	3,500.00	142.68	575.03	575.03	2,924.97
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	161.22	489.28	714.46	785.54
410-50-53300-4915	CREDIT CARD PROCESSING FEES	23,000.00	23,000.00	1,329.85	8,259.61	8,259.61	14,740.39
410-50-53300-5270	MACHINERY & EQUIPMENT	155,000.00	155,000.00	0.00	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	0.00	4,273.98	4,273.98	75,726.02
Department: 50 - PUBLIC WORKS Total:		4,707,927.00	4,707,927.00	48,000.43	492,304.41	637,411.43	4,070,515.57
Activity: 53300 - WATER Total:		4,707,927.00	4,707,927.00	48,000.43	492,304.41	637,411.43	4,070,515.57
Activity: 53500 - SEWER							
Department: 50 - PUBLIC WORKS							
410-50-53500-1210	SALARIES	118,076.00	118,076.00	8,850.62	46,766.28	46,766.28	71,309.72
410-50-53500-2110	SOCIAL SECURITY TAXES	7,321.00	7,321.00	548.35	2,897.45	2,897.45	4,423.55
410-50-53500-2210	RETIREMENT	16,531.00	16,531.00	999.62	5,209.22	5,209.22	11,321.78
410-50-53500-2310	EMPLOYEE INSURANCE	30,483.00	30,483.00	2,525.04	15,150.26	15,150.26	15,332.74
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	128.21	677.17	677.17	1,034.83
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	0.00	7,625.00	7,625.00	6,625.00
410-50-53500-3405	CONTRACT FOR SERVICES	740,000.00	740,000.00	0.00	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	421.71	1,698.22	1,698.22	3,801.78
410-50-53500-4110	TELEPHONE & INTERNET	3,500.00	3,500.00	172.22	935.97	935.97	2,564.03
410-50-53500-4320	WATER	45,000.00	45,000.00	4,362.21	14,005.51	14,005.51	30,994.49
410-50-53500-4400	SPRAYFIELD RENTAL	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00
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	0.00	1,394.00	1,394.00	2,106.00
410-50-53500-4613	GROUNDS MAINTENANCE	0.00	0.00	700.00	700.00	700.00	-700.00
410-50-53500-4618	SEWER SYSTEMS MAINTENANCE	153,500.00	153,500.00	0.00	53,499.75	60,961.75	92,538.25

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining	
410-50-53500-4623	HEAVY EQUIPMENT R & M	0.00	0.00	0.00	933.53	933.53	-933.53
410-50-53500-4650	COMPUTER OPERATIONS AND MAINT...	30,468.00	30,468.00	1,802.50	3,399.45	3,399.45	27,068.55
410-50-53500-4710	PRINTING & BINDING	2,500.00	2,500.00	142.69	575.06	575.06	1,924.94
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	161.22	489.28	714.46	3,285.54
410-50-53500-4915	CREDIT CARD PROCESSING FEES	23,000.00	23,000.00	1,329.85	8,259.58	8,259.58	14,740.42
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	0.00	1,056.13	1,056.13	443.87
410-50-53500-6310	INFRASTRUCTURE	5,548,924.00	5,548,924.00	0.00	300.22	93,740.50	5,455,183.50
410-50-53500-6410	MACHINERY & EQUIPMENT	254,000.00	254,000.00	6,608.22	41,974.72	75,634.82	178,365.18
Department: 50 - PUBLIC WORKS Total:		7,109,910.00	7,109,910.00	28,752.46	541,144.53	681,197.09	6,428,712.91
Activity: 53500 - SEWER Total:		7,109,910.00	7,109,910.00	28,752.46	541,144.53	681,197.09	6,428,712.91
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	76,752.89	1,075,073.88	1,360,233.46	10,683,630.54
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):		-298,794.00	-298,794.00	244,692.42	383,299.99	98,140.41	-396,934.41
Report Surplus (Deficit):		-4,386,504.00	-4,386,504.00	493,604.29	1,816,282.41	936,044.58	

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

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	425,788.96	2,875,868.60	2,875,868.60	5,462,947.40
Revenue Total:	8,338,816.00	8,338,816.00	425,788.96	2,875,868.60	2,875,868.60	5,462,947.40

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

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	3,583.84	21,379.39	21,379.39	58,461.61
Activity: 51100 - LEGISLATIVE Total:	79,841.00	79,841.00	3,583.84	21,379.39	21,379.39	58,461.61
Activity: 51200 - EXECUTIVE						
12 - CITY MANAGER	261,466.00	261,466.00	19,647.75	99,317.26	99,317.26	162,148.74
Activity: 51200 - EXECUTIVE Total:	261,466.00	261,466.00	19,647.75	99,317.26	99,317.26	162,148.74
Activity: 51300 - FINANCE						
13 - ADMINISTRATIVE SERVICES	153,448.00	153,448.00	8,612.25	61,821.58	61,821.58	91,626.42
Activity: 51300 - FINANCE Total:	153,448.00	153,448.00	8,612.25	61,821.58	61,821.58	91,626.42
Activity: 51310 - HUMAN RESOURCES						
13 - ADMINISTRATIVE SERVICES	98,965.00	98,965.00	2,421.34	22,965.73	22,965.73	75,999.27
Activity: 51310 - HUMAN RESOURCES Total:	98,965.00	98,965.00	2,421.34	22,965.73	22,965.73	75,999.27
Activity: 51400 - LEGAL						
14 - CITY ATTORNEY	65,000.00	65,000.00	0.00	14,168.95	14,168.95	50,831.05
Activity: 51400 - LEGAL Total:	65,000.00	65,000.00	0.00	14,168.95	14,168.95	50,831.05
Activity: 51500 - PLANNING AND ZONING						
30 - COMMUNITY DEVELOPMENT	282,107.00	282,107.00	10,999.21	59,749.11	84,749.11	197,357.89
Activity: 51500 - PLANNING AND ZONING Total:	282,107.00	282,107.00	10,999.21	59,749.11	84,749.11	197,357.89
Activity: 51600 - NON-COURT INFORMATION SYSTEMS						
16 - CITY CLERK	133,467.00	133,467.00	11,132.39	51,077.60	51,642.59	81,824.41
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	133,467.00	133,467.00	11,132.39	51,077.60	51,642.59	81,824.41
Activity: 51610 - INFORMATION TECHNOLOGY						
13 - ADMINISTRATIVE SERVICES	214,051.00	214,051.00	8,299.05	78,670.30	114,293.43	99,757.57
Activity: 51610 - INFORMATION TECHNOLOGY Total:	214,051.00	214,051.00	8,299.05	78,670.30	114,293.43	99,757.57
Activity: 51900 - GENERAL GOVERNMENT						
99 - NON DEPARTMENTAL	67,780.00	67,780.00	417.24	40,889.30	40,889.30	26,890.70
Activity: 51900 - GENERAL GOVERNMENT Total:	67,780.00	67,780.00	417.24	40,889.30	40,889.30	26,890.70
Activity: 51910 - FACILITIES						
50 - PUBLIC WORKS	382,073.00	382,073.00	35,461.70	200,607.19	673,043.23	-290,970.23
Activity: 51910 - FACILITIES Total:	382,073.00	382,073.00	35,461.70	200,607.19	673,043.23	-290,970.23
Activity: 52100 - LAW ENFORCEMENT						
20 - PUBLIC SAFETY	321,061.00	321,061.00	26,755.09	133,775.37	133,775.37	187,285.63
Activity: 52100 - LAW ENFORCEMENT Total:	321,061.00	321,061.00	26,755.09	133,775.37	133,775.37	187,285.63
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	6,608.33	36,418.52	36,533.16	60,656.84
Activity: 52400 - CODE COMPLIANCE Total:	97,190.00	97,190.00	6,608.33	36,418.52	36,533.16	60,656.84
Activity: 52410 - BUILDING						
30 - COMMUNITY DEVELOPMENT	174,499.00	174,499.00	5,421.47	28,844.64	28,844.64	145,654.36
Activity: 52410 - BUILDING Total:	174,499.00	174,499.00	5,421.47	28,844.64	28,844.64	145,654.36
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	463,944.00	463,944.00	10,852.76	61,707.47	92,813.26	371,130.74
Activity: 53800 - STORMWATER Total:	463,944.00	463,944.00	10,852.76	61,707.47	92,813.26	371,130.74
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	4,218,648.00	4,218,648.00	24,482.70	117,492.70	137,332.12	4,081,315.88
Activity: 54100 - STREETS Total:	4,218,648.00	4,218,648.00	24,482.70	117,492.70	137,332.12	4,081,315.88
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	39,098.23	196,808.69	196,808.69	331,745.31

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

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	39,098.23	196,808.69	196,808.69	331,745.31
Activity: 57200 - PARKS						
50 - PUBLIC WORKS	1,535,718.00	1,535,718.00	22,957.34	129,805.74	140,199.98	1,395,518.02
Activity: 57200 - PARKS Total:	1,535,718.00	1,535,718.00	22,957.34	129,805.74	140,199.98	1,395,518.02
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	236,750.69	1,651,330.22	2,246,408.47	8,391,082.53
Fund: 001 - GENERAL FUND Surplus (Deficit):	-2,298,675.00	-2,298,675.00	189,038.27	1,224,538.38	629,460.13	-2,928,135.13

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

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	59,873.60	208,444.04	208,444.04	361,555.96
Revenue Total:	570,000.00	570,000.00	59,873.60	208,444.04	208,444.04	361,555.96

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

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	59,873.60	208,444.04	208,444.04	-1,997,479.04

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

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	321,445.31	1,458,373.87	1,458,373.87	10,286,696.13
Revenue Total:	11,745,070.00	11,745,070.00	321,445.31	1,458,373.87	1,458,373.87	10,286,696.13

Budget vs Actuals

For Fiscal: 2025-2026 Period Ending: 02/28/2026

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	48,000.43	492,304.41	637,411.43	4,070,515.57
Activity: 53300 - WATER Total:	4,707,927.00	4,707,927.00	48,000.43	492,304.41	637,411.43	4,070,515.57
Activity: 53500 - SEWER						
50 - PUBLIC WORKS	7,109,910.00	7,109,910.00	28,752.46	541,144.53	681,197.09	6,428,712.91
Activity: 53500 - SEWER Total:	7,109,910.00	7,109,910.00	28,752.46	541,144.53	681,197.09	6,428,712.91
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	76,752.89	1,075,073.88	1,360,233.46	10,683,630.54
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	-298,794.00	-298,794.00	244,692.42	383,299.99	98,140.41	-396,934.41
Total Surplus (Deficit):	-4,386,504.00	-4,386,504.00	493,604.29	1,816,282.41	936,044.58	

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	189,038.27	1,224,538.38	629,460.13	-2,928,135.13
101 - DISCRETIONARY SALES ...	-1,789,035.00	-1,789,035.00	59,873.60	208,444.04	208,444.04	-1,997,479.04
410 - WATER/SEWER FUND	-298,794.00	-298,794.00	244,692.42	383,299.99	98,140.41	-396,934.41
Total Surplus (Deficit):	-4,386,504.00	-4,386,504.00	493,604.29	1,816,282.41	936,044.58	

AGENDA ITEM

Agenda Item 7.2.

TO: Honorable Mayor and Members of the City Council

FROM:

DATE: April 6, 2026

SUBJECT: Monthly Performance Report

BACKGROUND:

DISCUSSION:

FINANCIAL IMPACT:

RECOMMENDATION:

ATTACHMENT(S):



**MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
March 2, 2026 - 6:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Bernie Oder, Mayor Pro Tem
April Sutton, Councilmember
Susan Coxwell, Councilmember

Larry Carter, Councilmember
Richard Lawson, Councilmember

CITY STAFF PRESENT

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

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

OTHERS PRESENT

Michael Rader, 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 Pro Tem Oder at 6:00 p.m.

3. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Oder led the pledge of allegiance.

4. ROLL CALL

The City Clerk called the roll as reflected above.

5. APPROVAL OF THE AGENDA

Mayor Pro Tem Oder discussed adding item 11.9, Resolution 26-06, to the agenda. Mayor Pro Tem Oder asked for a motion to approve the agenda, adding item 11.9, Resolution 26-06. Councilmember Coxwell initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

6. SPECIAL PRESENTATIONS

6.1. Thank You Letter - Colby Fanto, Fireman of the Year

Mayor Pro Tem Oder asked for a motion to authorize the Mayor Pro Tem to sign the thank you letter to Colby Fanto. Councilmember Lawson initiated the motion, seconded by Councilmember Carter. The motion passed unanimously. Mayor Pro Tem Oder read the thank you letter into the record, signed it, and presented it to Colby Fanto.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Richard Lawson

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

7. CONSENT AGENDA

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

RESULT:	PASSED (5-0)
MOVER:	Councilmember Richard Lawson
SECOND:	Councilmember Susan Coxwell
AYES:	April Sutton, Susan Coxwell, Richard Lawson, Larry Carter, Bernie Oder
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 February 2nd, 2026, Regular Council Meeting

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

None.

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

None.

10. UNFINISHED BUSINESS

10.1. Second Reading Ordinance 2026-01: Development Review Procedures

Community Development Director Tyler Reed discussed the background of Ordinance 2026-01 and the reason it was brought before the Council for adoption. Mayor Pro Tem Oder asked City Clerk Morris to read the ordinance title into the record, which he did.

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 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.

Mayor Pro Tem Oder asked for a motion to approve the second reading of Ordinance 2026-01. Councilmember Carter initiated the motion, seconded by Councilmember Coxwell. The motion

passed unanimously.

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

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

Community Development Director Tyler Reed discussed the preliminary development order amendment and the unity of title for the big box retail. There was some discussion. Mayor Pro Tem Oder asked for a 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. Councilmember Sutton initiated the motion, seconded by Councilmember Carter. The motion passed 4-1.

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

11. NEW BUSINESS

11.1. Consideration: FY 2024-25 Annual Comprehensive Financial Report

Joel Bradley, Warren Averett, discussed the presentation of the FY 2024-25 annual comprehensive financial report (presentation attached below). There was some discussion. Mayor Pro Tem Oder asked for a motion to approve the annual comprehensive financial report for fiscal year ended September 30, 2025. Councilmember Coxwell initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

11.2. Resolution 25-06: City Hall Renovation Budget Re-Appropriation and Reallocation

Finance Director Heather Day discussed the reason resolution 26-05 was brought before council and what the reallocation entails. There was some discussion. Mayor Pro Tem Oder asked City Clerk Morris to read the resolution title into the record, which he did.

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.

Mayor Pro Tem Oder asked for a motion to approve budget resolution 26-05, 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. Councilmember Coxwell initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

11.3. Consideration: Selection of Contractor to Conduct a Utility Rate Study

City Manager Cobb discussed the utility rate study and working with the Florida Rural Water Association (FRWA) to conduct the study. There was some discussion. Mayor Pro Tem Oder asked for a 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 evaluation of the billing methodology, and to authorize the City Manager to approve the scope of work and execute any required agreement with FRWA. Councilmember Lawson initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

11.4. Consideration: Request for Proposal for Third-Party Building Plan Review and Inspection Services

Community Development Director Tyler Reed provided background on the request for third-party building plan review and inspection services. There was some discussion. Mayor Pro Tem Oder asked for a 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. Councilmember Coxwell initiated the motion, seconded by Councilmember Lawson. The motion passed unanimously.

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

11.5. Consideration: Purchase of Two Pickup Trucks for the Public Works Department

Public Works Director Shawn Lindsey discussed the purchase of two pickup trucks for the

public works department. There was some discussion. Councilmember Coxwell initiated the motion to 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, seconded by Councilmember Lawson. The motion passed 3-2.

RESULT:	PASSED (3-2)
MOVER:	Councilmember Susan Coxwell
SECOND:	Councilmember Richard Lawson
AYES:	Susan Coxwell, Richard Lawson, Bernie Oder
NAYS:	April Sutton, Larry Carter

- 11.6. Consideration: Appointment of the 2026 Municipal Election Canvassing Board**
 City Clerk Morris discussed the appointment of the 2026 municipal election canvassing board. There was some discussion. Mayor Pro Tem Oder asked for a 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. The motion passed unanimously.

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

- 11.7. Consideration: Facilitator for FY 2026 City Manager Evaluation**
 City Manager Jared Cobb provided the council with options to consider for the facilitator. There was some discussion. Mayor Pro Tem Oder asked for a motion to provide alternative direction regarding the FY 2026 City Manager evaluation process. Councilmember Lawson initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

- 11.8. Discussion: Mary Esther Elementary Charter School Report**
 City Manager Jared Cobb discussed his findings for the Mary Esther charter school report. There was some discussion. Councilmember Sutton motioned to do nothing and respect the school board's decision, seconded by Councilmember Coxwell. The motion passed 3-2.

RESULT:	PASSED (3-2)
MOVER:	Councilmember April Sutton
SECOND:	Councilmember Susan Coxwell
AYES:	April Sutton, Susan Coxwell, Larry Carter

NAYS:	Richard Lawson, Bernie Oder
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11.9. Resolution 26-06

City Manager Jared Cobb discussed Resolution 26-06 and the city's grant application process. Mayor Pro Tem Oder asked City Clerk Morris to read the resolution title into the record, which he did.

RESOLUTION 26-06

A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, AUTHORIZING THE CITY MANAGER TO SUBMIT A COMMUNITY PROJECT FUNDING REQUEST TO CONGRESSMAN JIMMY PATRONIS FOR FISCAL YEAR 2027 FEDERAL APPROPRIATIONS FOR THE CITY OF MARY ESTHER HIGHWAY 98 WATER MAIN REPLACEMENT PROJECT; AND PROVIDING AN EFFECTIVE DATE.

Mayor Pro Tem Oder asked for a motion to adopt Resolution 26-06. Councilmember Sutton initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

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

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

Councilmember Sutton discussed the Eglin resurfacing project, the resurfacing of Beal Parkway to the Mary Esther cutoff, asked to stop duplicate emails, and provided an update on the Emerald Coast Regional Council.

Councilmember Coxwell had no additional comments.

Councilmember Lawson had no additional comments.

Councilmember Carter asked about the Veterans Day parade presentations.

Mayor Pro Tem Oder discussed the Florida League of Cities grant program, the library cooperative, attending the Florida League of Mayors meeting in Ocala, discussed early voting, the upcoming election, and the upcoming Northwest Florida League of Cities dinner.

13. OTHER COMMENTS

City Attorney Dykes had no additional comments.

City Clerk Morris reminded the council to check their mailboxes, complete their financial disclosures, complete their ethics training, and complete their cybersecurity training, and provided an update on the city's Okaloosa County League of Cities dinner.

City Manager Cobb updated the council on new software and improvements to City Hall.

14. ADJOURN

The council meeting adjourned at 7:36 p.m.

Minutes approved at the _____
meeting.

Dillon Morris, City Clerk

CITY OF MARY ESTHER, FLORIDA

FINANCIAL STATEMENTS AND AUDIT RESULTS FOR THE YEAR ENDED SEPTEMBER 30, 2025

3/2/2026

Joel Bradley, CPA – Principal

AUDIT RESULTS

AUDITORS' REPORT ON THE CITY'S FINANCIAL STATEMENTS

- UNMODIFIED OPINION – CLEAN OPINION
- HIGHEST LEVEL OF ASSURANCE THAT WE CAN PROVIDE

AUDIT FINDINGS

- NO SIGNIFICANT DEFICIENCIES OR MATERIAL WEAKNESSES IDENTIFIED IN THE CITY'S INTERNAL CONTROLS OVER FINANCIAL REPORTING
- NO MATERIAL INSTANCES OF NONCOMPLIANCE WITH LAWS, REGULATIONS OR GRANT AGREEMENTS

AUDITORS' REPORT ON COMPLIANCE – SINGLE AUDIT

- CITY WAS REQUIRED TO HAVE A FLORIDA SINGLE AUDIT FOR FY2025
- NO MATERIAL INSTANCES OF NONCOMPLIANCE WITH MAJOR STATE PROJECT COMPLIANCE REQUIREMENTS – CLEAN OPINION
- NO SIGNIFICANT DEFICIENCIES OR MATERIAL WEAKNESSES IDENTIFIED IN THE CITY'S INTERNAL CONTROLS OVER COMPLIANCE FOR STATE FINANCIAL ASSISTANCE

COMPARISON WITH SIMILAR MUNICIPALITIES

	FY2025				FY2024			
	Mary Esther	Mary Esther	Valparaiso	Macclenny	DeFuniak Springs	Lake Clarke Shores	Bellevue	Mulberry
Fund types	Govt/Prop	Govt/Prop	Govt/Prop	Govt/Prop	Govt/Prop	Govt/Prop	Govt/Prop	Govt/Prop
Assessed value of taxable property (millions) ¹	\$ 463.9795	\$ 437.9972	\$ 398.2700	\$ 393.8439	\$ 377.1043	\$ 372.6875	\$ 365.3836	\$ 351.4076
Population ²	4,457	4,493	5,050	8,113	6,216	3,545	5,941	4,483
Millage rate ¹	5.0261	5.0261	5.0250	3.6000	5.5000	6.1000	5.0000	6.4400
Millage rate sensitivity	\$ 46,398	\$ 43,799	\$ 39,827	\$ 39,384	\$ 37,710	\$ 37,269	\$ 36,538	\$ 35,141
Assessed value per capita	\$ 104,101	\$ 97,484	\$ 78,865	\$ 48,545	\$ 60,667	\$ 105,130	\$ 61,502	\$ 78,387
Property tax revenue	\$ 2,254,568	\$ 2,129,476	\$ 1,921,066	\$ 1,433,365	\$ 2,424,585	\$ 2,189,357	\$ 1,859,448	\$ 2,894,914
Total governmental funds revenue	\$ 6,296,238	\$ 6,852,518	\$ 7,470,464	\$ 7,430,445	\$ 11,417,332	\$ 4,850,451	\$ 7,411,593	\$ 6,238,640
% of revenue from property taxes	35.8%	31.1%	25.7%	19.3%	21.2%	45.1%	25.1%	46.4%
Governmental funds long-term debt ³	\$ 3,559,603	\$ 3,733,828	\$ 2,765,750	\$ 1,367,766	\$ 2,520,544	\$ 592,291	\$ 287,387	\$ 10,801,066
Ratio - long-term debt per capita	\$ 799	\$ 831	\$ 548	\$ 169	\$ 405	\$ 167	\$ 48	\$ 2,409
Governmental funds cash & investments	\$ 11,044,292	\$ 11,526,487	\$ 6,390,581	\$ 10,499,322	\$ 5,276,503	\$ 5,195,586	\$ 8,460,804	\$ 11,423,557
Governmental funds non-capital expenditures	\$ 4,438,249	\$ 3,827,766	\$ 4,595,291	\$ 5,512,275	\$ 12,089,098	\$ 3,949,364	\$ 7,282,003	\$ 6,328,558
Ratio - months of cash & investments	29.9	36.1	16.7	22.9	5.2	15.8	13.9	21.7
Governmental funds non-capital expenditures	\$ 4,438,249	\$ 3,827,766	\$ 4,595,291	\$ 5,512,275	\$ 12,089,098	\$ 3,949,364	\$ 7,282,003	\$ 6,328,558
Ratio - expenditures per capita	\$ 996	\$ 852	\$ 910	\$ 679	\$ 1,945	\$ 1,114	\$ 1,226	\$ 1,412
Unassigned/assigned governmental fund balances	\$ 5,126,829	\$ 5,297,937	\$ 4,470,885	\$ 10,176,272	\$ 1,491,598	\$ 2,878,991	\$ 2,718,878	\$ 2,451,267
Governmental funds total fund balances	\$ 10,588,915	\$ 11,031,479	\$ 7,311,360	\$ 10,464,133	\$ 4,260,890	\$ 5,454,371	\$ 7,803,678	\$ 10,910,063
Ratio - available for spending	48.4%	48.0%	61.1%	97.2%	35.0%	52.8%	34.8%	22.5%
Enterprise funds operating revenues	\$ 3,220,706	\$ 3,045,641	\$ 3,978,853	\$ 3,456,231	\$ 14,386,610	\$ 3,580,032	\$ 4,657,432	\$ 4,675,425
Enterprise funds operating expenses	\$ 3,213,367	\$ 2,991,543	\$ 3,957,301	\$ 3,609,040	\$ 11,612,819	\$ 3,910,093	\$ 3,022,519	\$ 3,990,860
Ratio - operating profit %	0.2%	1.8%	0.5%	-4.4%	19.3%	-9.2%	35.1%	14.6%

¹ FY2025 data is based on the 2024 tax levy and millage rate; FY2024 data is based on the 2023 tax levy and millage rate.

² Estimated by Florida Office of Economic and Demographic Research as of April 1st of the applicable year

³ Does not include lease or subscription liabilities

FINANCIAL METRICS OVERVIEW

MILLAGE RATE SENSITIVITY

- CHANGE IN PROPERTY TAX REVENUES THAT WOULD BE GENERATED (OR LOST) BY INCREASING (OR DECREASING) THE MILLAGE RATE BY ONE-TENTH OF A POINT (I.E., FROM 5.0261 TO 5.1261)
- DIRECTLY CORRELATED WITH THE ASSESSED VALUE OF TAXABLE PROPERTY

ASSESSED VALUE OF TAXABLE PROPERTY PER CAPITA

- ASSESSED VALUE OF TAXABLE PROPERTY DIVIDED BY THE POPULATION
- IMPACTS THE MILLAGE RATE – PROPERTY TAXES ARE A FUNCTION OF MILLAGE RATE AND ASSESSED VALUE

PERCENTAGE OF GOVERNMENTAL REVENUES FROM PROPERTY TAXES

- PROPERTY TAX REVENUE DIVIDED BY TOTAL GOVERNMENTAL FUNDS REVENUE
- DEGREE TO WHICH A GOVERNMENT RELIES ON PROPERTY TAXES TO FUND GOVERNMENTAL OPERATIONS

GOVERNMENTAL FUNDS LONG-TERM DEBT PER CAPITA

- GOVERNMENTAL FUNDS LONG-TERM DEBT DIVIDED BY THE POPULATION – DEBT PER RESIDENT
- ILLUSTRATES THE GOVERNMENT’S DEGREE OF FLEXIBILITY TO DETERMINE HOW TO ALLOCATE ITS RESOURCES

GOVERNMENTAL FUNDS MONTHS OF CASH AND INVESTMENTS

- RATIO OF CASH AND INVESTMENTS TO NON-CAPITAL EXPENDITURES MULTIPLIED BY 12
- NUMBER OF MONTHS THE GOVERNMENTAL FUNDS COULD BE SUSTAINED BY EXISTING CASH AND INVESTMENTS

FINANCIAL METRICS OVERVIEW

GOVERNMENTAL FUNDS NON-CAPITAL EXPENDITURES PER CAPITA

- TOTAL NON-CAPITAL GOVERNMENTAL FUNDS EXPENDITURES DIVIDED BY THE POPULATION
- AMOUNT SPENT PER RESIDENT ON CURRENT EXPENDITURES AND DEBT SERVICE IN THE GOVERNMENTAL FUNDS – COST OF PROVIDING SERVICES

PERCENTAGE OF FUND BALANCE AVAILABLE FOR SPENDING

- ASSIGNED AND UNASSIGNED FUND BALANCE DIVIDED BY TOTAL GOVERNMENTAL FUND BALANCES
- REPRESENTS THE PORTION OF EXPENDABLE RESOURCES THAT CAN BE SPENT AT THE COUNCIL'S DISCRETION

ENTERPRISE FUNDS OPERATING PROFIT RATIO

- NET INCOME FROM OPERATIONS DIVIDED BY GROSS OPERATING REVENUE IN THE ENTERPRISE FUNDS
- ILLUSTRATES THE EXTENT TO WHICH THE PROPRIETARY FUNDS ARE SELF-SUSTAINING

ENTERPRISE FUNDS CASH FLOW MARGIN

- CASH FLOWS FROM OPERATING ACTIVITIES DIVIDED BY GROSS OPERATING REVENUES IN THE ENTERPRISE FUNDS
- MEASURE OF A GOVERNMENT'S ABILITY TO GENERATE CASH FLOWS FROM ITS REVENUES

TEN YEAR HISTORICAL TREND DATA

	FY2025	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016
Assessed value of taxable property (millions) ¹	\$ 463.9795	\$ 437.9972	\$ 404.8606	\$ 331.1940	\$ 312.5997	\$ 298.6986	\$ 286.6360	\$ 279.2261	\$ 272.8617	\$ 283.1331
Population ²	4,457	4,493	4,571	4,396	4,027	4,038	4,013	3,971	3,973	3,905
Millage rate ¹	5.0261	5.0261	5.0261	5.0261	5.0261	5.0261	4.2347	4.2347	3.8880	3.5000
Millage rate sensitivity	\$ 46,398	\$ 43,799	\$ 40,486	\$ 33,120	\$ 31,260	\$ 29,870	\$ 28,664	\$ 27,922	\$ 27,286	\$ 28,313
Assessed value per capita	\$ 104,101	\$ 97,484	\$ 88,572	\$ 75,340	\$ 77,626	\$ 73,972	\$ 71,427	\$ 70,316	\$ 68,679	\$ 72,505
Property tax revenue	\$ 2,254,568	\$ 2,129,476	\$ 1,968,163	\$ 1,620,681	\$ 1,522,104	\$ 1,451,359	\$ 1,175,646	\$ 1,150,825	\$ 1,026,840	\$ 904,952
Total governmental funds revenue	\$ 6,296,238	\$ 6,852,518	\$ 5,383,716	\$ 4,371,092	\$ 4,679,410	\$ 4,491,271	\$ 3,890,389	\$ 3,181,161	\$ 3,343,396	\$ 3,609,978
% of revenue from property taxes	35.8%	31.1%	36.6%	37.1%	32.5%	32.3%	30.2%	36.2%	30.7%	25.1%
Governmental funds long-term debt ³	\$ 3,559,603	\$ 3,733,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ratio - long-term debt per capita	\$ 799	\$ 831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Governmental funds cash & investments	\$ 11,044,292	\$ 11,526,487	\$ 9,369,583	\$ 8,042,767	\$ 6,272,885	\$ 4,321,084	\$ 3,565,556	\$ 2,366,954	\$ 1,731,238	\$ 1,231,672
Governmental funds non-capital expenditures	\$ 4,438,249	\$ 3,827,766	\$ 3,184,782	\$ 2,985,374	\$ 2,994,040	\$ 2,851,811	\$ 2,592,350	\$ 2,397,406	\$ 2,636,189	\$ 2,587,688
Ratio - months of cash & investments	29.9	36.1	35.3	32.3	25.1	18.2	16.5	11.8	7.9	5.7
Governmental funds non-capital expenditures	\$ 4,438,249	\$ 3,827,766	\$ 3,184,782	\$ 2,985,374	\$ 2,994,040	\$ 2,851,811	\$ 2,592,350	\$ 2,397,406	\$ 2,636,189	\$ 2,587,688
Ratio - expenditures per capita	\$ 996	\$ 852	\$ 697	\$ 679	\$ 743	\$ 706	\$ 646	\$ 604	\$ 664	\$ 663
Unassigned/assigned governmental fund balances	\$ 5,126,829	\$ 5,297,937	\$ 4,087,753	\$ 4,335,028	\$ 3,852,799	\$ 3,282,501	\$ 2,474,664	\$ 1,836,572	\$ 1,133,507	\$ 801,809
Governmental funds total fund balances	\$ 10,588,915	\$ 11,031,479	\$ 8,616,467	\$ 7,379,452	\$ 6,100,732	\$ 4,597,501	\$ 3,614,504	\$ 2,403,797	\$ 1,735,322	\$ 1,430,184
Ratio - available for spending	48.4%	48.0%	47.4%	58.7%	63.2%	71.4%	68.5%	76.4%	65.3%	56.1%
Enterprise funds operating revenues	\$ 3,220,706	\$ 3,045,641	\$ 3,093,906	\$ 3,090,157	\$ 2,649,860	\$ 2,316,157	\$ 2,102,588	\$ 2,050,490	\$ 2,009,135	\$ 1,907,454
Enterprise funds operating expenses	\$ 3,213,367	\$ 2,991,543	\$ 2,930,074	\$ 2,893,683	\$ 2,681,577	\$ 2,420,334	\$ 2,345,114	\$ 2,302,718	\$ 2,159,179	\$ 2,031,425
Ratio - operating profit %	0.2%	1.8%	5.3%	6.4%	-1.2%	-4.5%	-11.5%	-12.3%	-7.5%	-6.5%
Enterprise funds cash flows from operations	\$ 334,890	\$ 393,006	\$ 1,492,027	\$ 1,249,503	\$ 1,484,990	\$ 788,533	\$ 424,006	\$ 358,555	\$ 547,419	\$ 213,254
Enterprise funds operating revenue	\$ 3,220,706	\$ 3,045,641	\$ 3,093,906	\$ 3,090,157	\$ 2,649,860	\$ 2,316,157	\$ 2,102,588	\$ 2,050,490	\$ 2,009,135	\$ 1,907,454
Ratio - operating cash flow margin	10.4%	12.9%	48.2%	40.4%	56.0%	34.0%	20.2%	17.5%	27.2%	11.2%

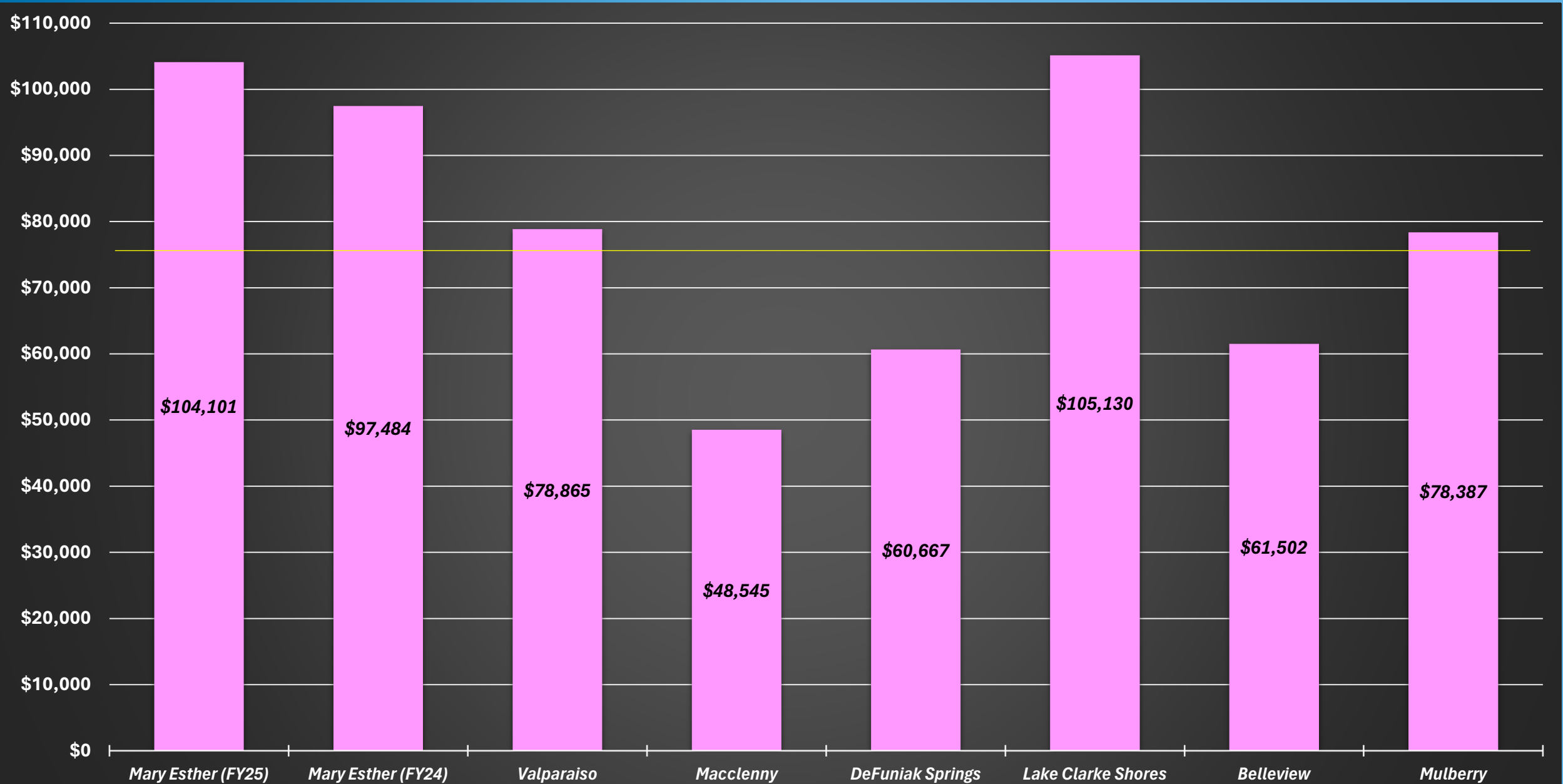
¹ FY2025 data is based on the 2024 tax levy and millage rate; FY2024 data is based on the 2023 tax levy and millage rate.

NOTE: Discretionary sales tax fund was established in FY2019

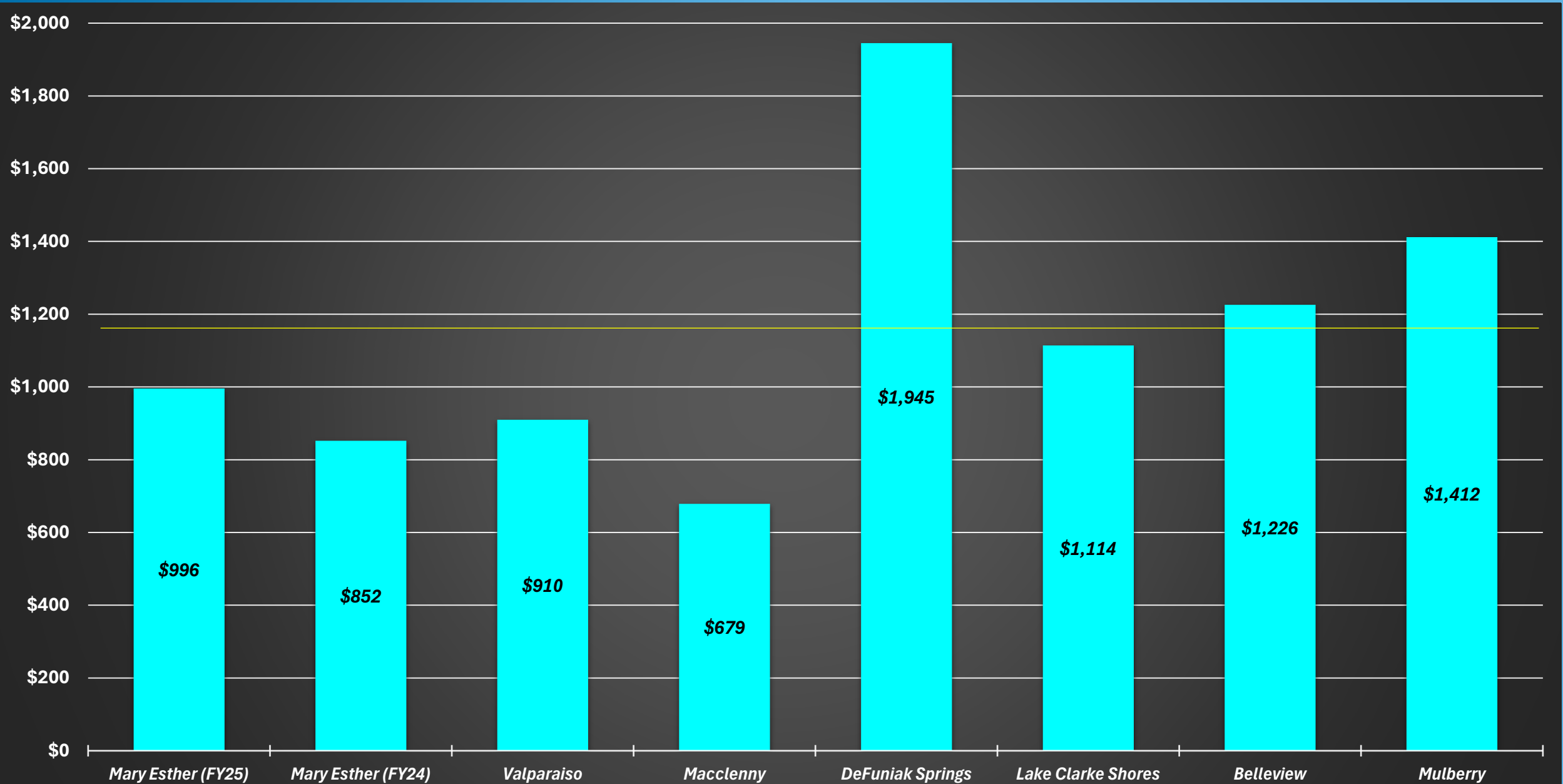
² Estimated by Florida Office of Economic and Demographic Research as of April 1st of the applicable year

³ Does not include lease or subscription liabilities

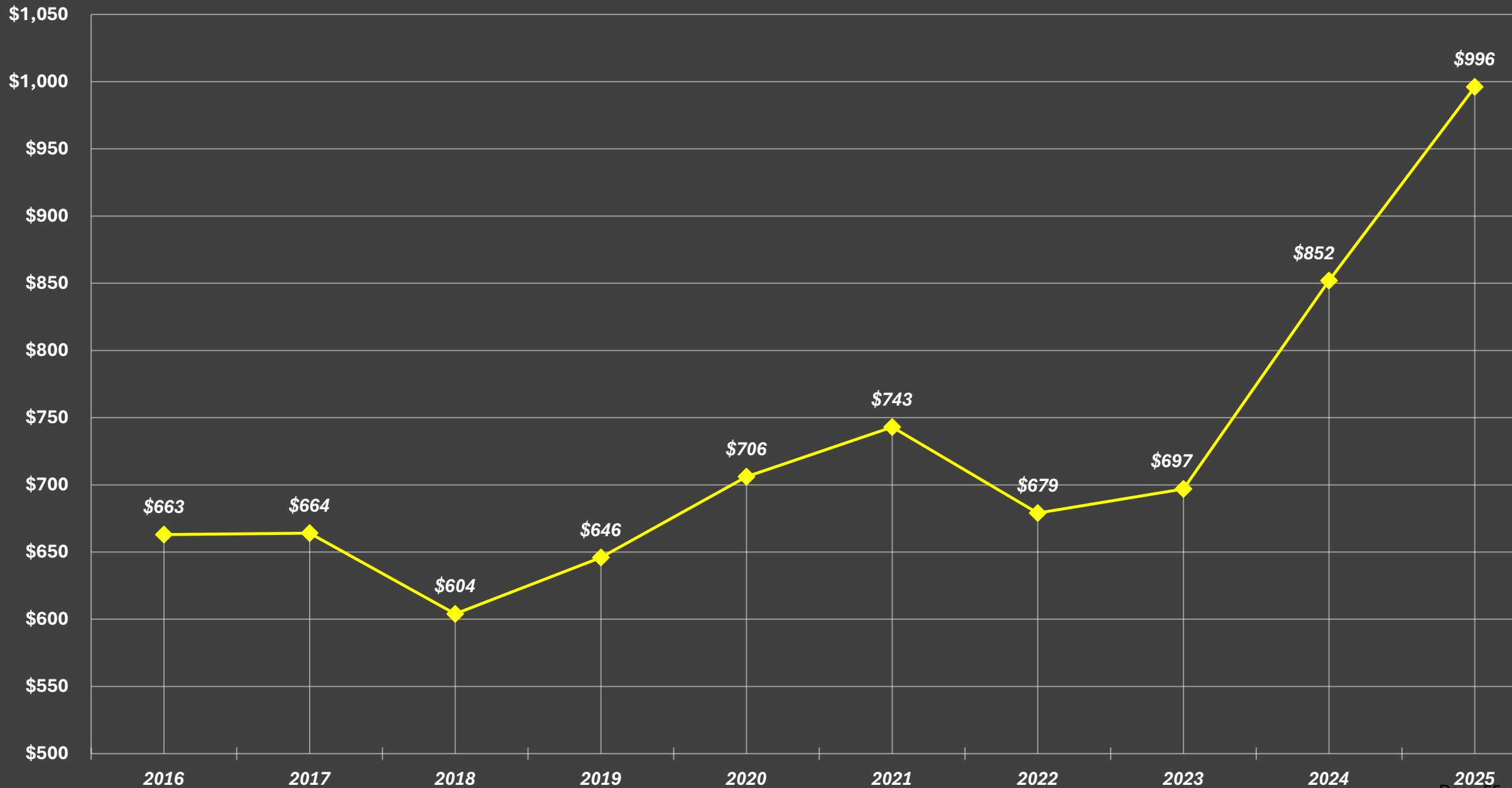
ASSESSED TAXABLE VALUE OF PROPERTY PER CAPITA



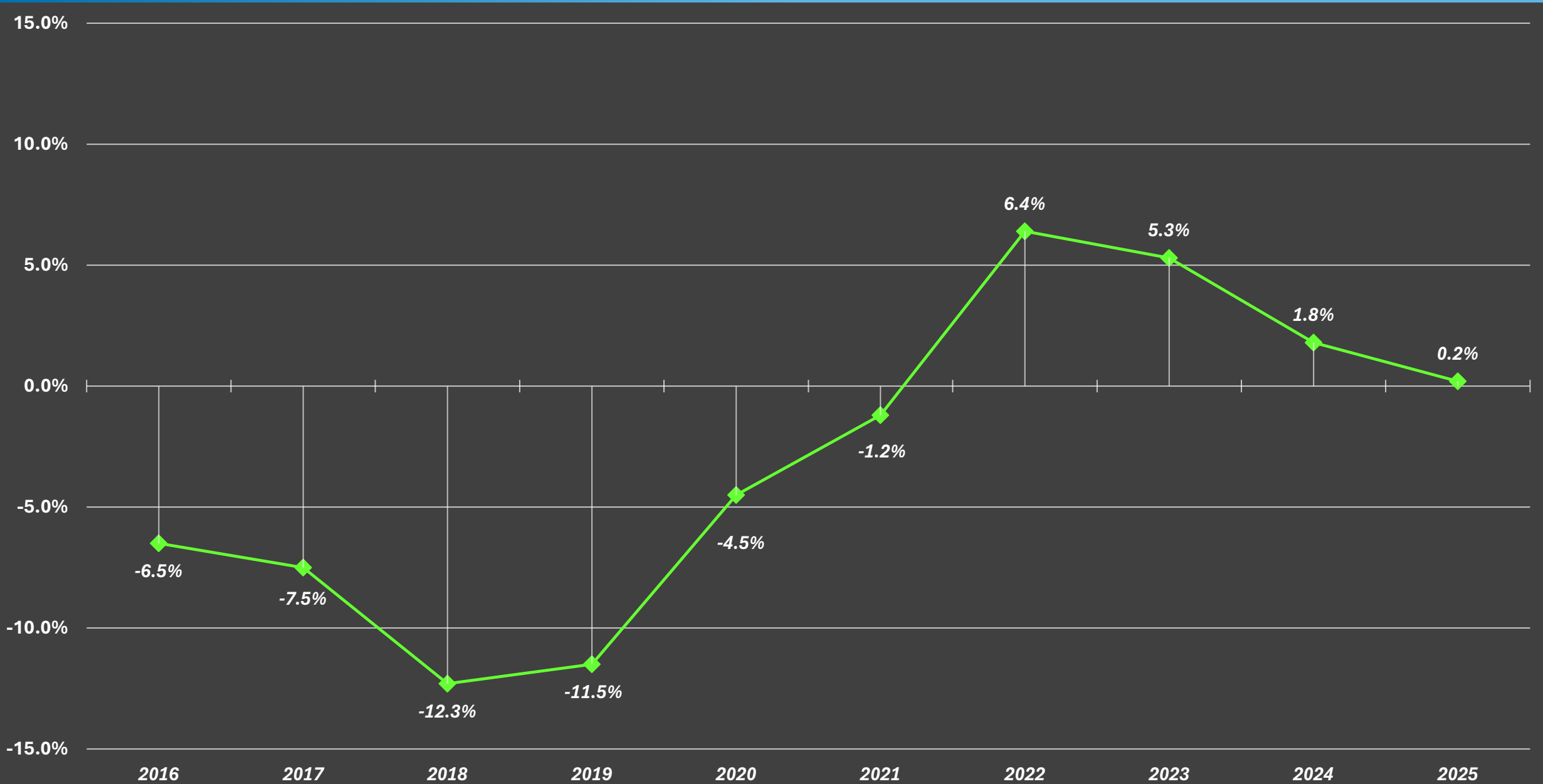
GOVERNMENTAL FUNDS NON-CAPITAL EXPENDITURES PER CAPITA



GOVERNMENTAL FUNDS NON-CAPITAL EXPENDITURES PER CAPITA



ENTERPRISE FUNDS OPERATING PROFIT %



TAKEAWAYS FROM FINANCIAL METRICS

GOVERNMENTAL FUNDS MONTHS OF CASH AND INVESTMENTS

- THE CITY'S EXPENDITURES FOR CAPITAL OUTLAY AND DEBT SERVICE LED TO A SLIGHT DECREASE IN THIS RATIO FROM FY2024 TO FY2025.
- GIVEN CURRENT LEVELS OF SPENDING, THE CITY'S CASH AND INVESTMENTS COULD FUND MORE THAN 29 MONTHS OF NON-CAPITAL EXPENDITURES.
- DUE TO THE NUMBER OF PLANNED CAPITAL PROJECTS OVER THE NEXT 3-5 YEARS, IT IS IMPORTANT TO MONITOR THIS RATIO TO ENSURE THE CITY MAINTAINS ADEQUATE RESERVES AS THOSE PROJECTS ARE UNDERTAKEN.

NON-CAPITAL GOVERNMENTAL EXPENDITURES PER CAPITA

- THE CITY'S RATIO LOOKS TO BE IN A HEALTHY POSITION – NOT THE HIGHEST OR THE LOWEST
- NON-CAPITAL EXPENDITURES PER CAPITA ARE INCREASING AT ALMOST THE SAME RATE AS REVENUES PER CAPITA, WHICH INDICATES THAT THE CITY HAS NOT OVEREXTENDED ITSELF IN RECENT YEARS.

ENTERPRISE FUNDS OPERATING PROFIT %

- OPERATING PROFITS HAVE DECREASED IN EACH OF THE LAST THREE FISCAL YEARS
- THE COUNCIL AND MANAGEMENT SHOULD CONTINUE TO MONITOR WHETHER RATES CHARGED FOR SERVICES ARE ADEQUATE TO COVER THE RISING COSTS OF OPERATING THE WATER AND SEWER SYSTEMS.

QUESTIONS?





**MINUTES
PUBLIC WORKSHOP
of THE MARY ESTHER CITY COUNCIL
March 25, 2026 - 6:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

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

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

CITY STAFF PRESENT

Jared Cobb, City Manager
Hayward Dykes, City Attorney (Virtual)
Dillon Morris, City Clerk

Kelvin Cherry, Code Compliance Officer
Heather Day, Finance Director
Shawn Lindsey, Public Works Director

OTHERS PRESENT

Michael Rader, OSCO Captain

Jeff Wagner, OCWFD Chief

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Stein led the Pledge of Allegiance.

3. ROLL CALL

The City Clerk called the roll as reflected above.

4. PRESENTATION AND DISCUSSION

4.1. Wastewater Force Main Project Update

City Manager Jared Cobb presented the wastewater force main project, discussing why the topic is being brought to council, the previous project timeline, the options for council, the force main funding plan, comparative annual cost analysis, and annual rates. Mark Wise, Deputy Director of Okaloosa County Water Sewer, discussed the current plant at the county and the current plans of Hurlburt Field. Scott Jernagin, Jacobs, discussed the capabilities of Mary Esther's current water treatment plant. Mark Wise continued discussing potential changes in Florida regulations. City Manager Cobb continued discussing key considerations. There was some discussion among the council.

4.2. Law Enforcement Services Review

City Manager Jared Cobb presented the law enforcement services review (presentation attached), discussing why it is being brought before the council, the current contract, and baseline coverage. Michael Rader, Okaloosa County Sheriff's Office, discussed the current services the sheriff's office is providing to the city, patrols around the city, the difference between Mary Esther and the county, what policing in the community looks like to him, and community relations. There was some discussion among the council. Chad Rewis, of the Okaloosa County Sheriff's Office, discussed the deputies, the services they provide to the city, and what enhanced services entail. There was more discussion among the council. City Manager Cobb continued discussing call data, service activity highlights, supplemental public safety tools, and questions for council discussion. Captain Rader presented numbers to the council comparing Mary Esther to others (presentation attached). There was more discussion among the council.

5. CLOSING REMARKS

Council came to the consensus that the wastewater force main project update needed to come back in the April regular meeting, and the law enforcement services agreement in the May regular meeting.

Josh Robinson, Jacobs, provided some comments on lines that had sand coming in again, needing to be

recleaned and recamera'd, and on getting quotes for repair.

City Manager Cobb discussed the plaque for the new city hall and what is wanted on it, presenting a mock-up (see attachment).

6. OTHER COMMENTS

Councilmember Sutton said she hopes everyone enjoys their coasters.

Councilmember Coxwell had no additional comments.

Councilmember Lawson had no additional comments.

Mayor Stein had no additional comments.

Councilmember Carter welcomed Captain Ranger.

Mayor Pro Tem Oder had no additional comments.

City Attorney Dykes had no additional comments.

City Clerk Morris asked for direction on how to proceed with the city submitting yard of the month candidates.

City Manager Cobb had no additional comments.

7. ADJOURN

The council meeting adjourned at 8:03 p.m.

**Minutes approved at the _____
meeting.**

Dillon Morris, City Clerk

Law Enforcement Services Review

Law Enforcement & Supplemental Tools

City of Mary Esther, Florida

City Council Workshop | March 25, 2026

*Understanding our law enforcement arrangement, reviewing crime data,
and exploring options to serve our community effectively.*

Why We Are Here

This workshop is an opportunity to better understand our law enforcement arrangement, review what the data tells us about crime in Mary Esther, and discuss how to serve our community most effectively going forward.

1

Our Coverage

How does Mary Esther fit into the OCSO's patrol structure?

2

Our Data

What do crime trends tell us about public safety in Mary Esther?

3

Our Options

What tools can address traffic and commercial corridor concerns?

No formal action is required today. Council direction will be brought back for formal action at a regular meeting.

The Current Contract

\$321,061

Annual Cost
(FY 2026)

2

Dedicated
Deputies

\$80.63

Per Capita
Cost

47%

Cost Increase
Since FY2020

What the contract provides:

- Two patrol deputies (~11 hrs/day avg; schedule is flexible; not backfilled)
- One school crossing guard (4 hrs/day, 180 days/yr) at no additional charge
- Designated OCSO Captain serves as City's point of contact
- City retains right to request deputy replacement; Sheriff retains personnel control
- Two deputies is the minimum — a one-deputy contract is not available
- Either party may cancel with 90 days' notice

Baseline Coverage: A Structural Question

"Every unincorporated area within the county is staffed and patrolled regularly. When contract deputies are not on duty, there is no regular active patrol within Mary Esther."

— OCSO Information Request Response, March 2026

	Zone 21 (Mary Esther)	Zone 23 (Unincorp.)
Active Patrol	~11 hrs/day avg (flexible)	24/7 baseline patrol
Off-Hours	Reactive calls only	Active patrol continues
Annual Cost	\$321,061	\$0

This is not a question about the quality of deputies or services. It is a question about how services are structured — and whether baseline coverage should exist independently of the contract.

Staff recommends requesting formal zone assignment regardless of the contract decision.

Crime-Related Calls: Trending Down

Source: OCSO CAD/RMS dispatch data. These are calls responded to, not confirmed offenses.

	FY2024	FY2025	FY2026 (5 mo)
Property Crime Calls	157	105	47
Violent Crime Calls	14	16	8
Total Calls	171	121	55

- Property crime calls declined ~33% from FY2024 to FY2025, coinciding with Santa Rosa Mall store closures
- Initial analysis: ~70% commercial corridors (Hwy 98 and Mary Esther Blvd), ~30% residential
- OCSO confirmed Target generated 30 property crime calls and follow-ups in 6 months
- Violent crime calls are low and stable — zero murder calls across the entire reporting period
- **Next step: Work with OCSO to obtain UCR/NIBRS confirmed offense data for benchmarking**

These numbers cannot be compared to other communities. CFS data measures something different from the published crime rates used by the FBI and FDLE.

Service Activity Highlights

Priority 1 Response

Contract deputies handle **~40%** of Priority 1 calls

Non-contract OCSO units handle the remaining ~60%

2,460 P1 calls over 6 months
(Sep 2025 – Feb 2026)

Traffic Stops

278 stops (Dec 2025 – Feb 2026)

86% warnings

9% citations

3% arrests

*Revenue from off-duty speed details
should be discussed with the OCSO
before projecting budgets.*

Bottom line: Crime-related calls are trending down. The question for Council is how to build on this positive trend and allocate resources where they will have the greatest impact.

Options for Council

The OCSO will not offer a one-deputy contract. Each option can be supplemented with the tools in Sections 5–6.

Option 1: Continue Contract

~\$321,000/yr

- Two dedicated, community-familiar deputies
- Designated Captain as City point of contact
- School crossing guard included
- Full sworn authority; ~40% of P1 calls
- Costs have increased 47% since FY2020
- Only source of proactive patrol in city

Option 2: No Contract

~\$321,000/yr redirected to general fund

- Request formal zone assignment for baseline patrol
- OCSO still responds to all dispatched calls
- Off-duty deputies available via RollKall
- Enhanced Code Compliance presence
- Loss of crossing guard & designated Captain
- City operated without contract in FY2018

Supplemental Public Safety Tools

These tools can enhance public safety under either option.

Off-Duty Deputy Details (RollKall)

\$4K–\$10K/yr

Speed enforcement on US 98, neighborhood patrols, park presence.
City-controlled scheduling.

LPR Cameras

\$4K–\$8K/yr

Flock Safety at key entry/exit.
OCSO already uses Flock.
Shared law enforcement portal.

Code Compliance Vehicle Upgrade

\$3K–\$8K once

Community service officer-style vehicle. Visibility and deterrence.
Not a law enforcement role.

Park Security Cameras

\$2K–\$6K + fees

Law enforcement-integrated.
OCSO direct portal access.
Evidence-grade video.

Questions for Council Discussion

1 Zone Assignment

Should we formally request that the OCSO assign Mary Esther to an adjacent patrol zone?

2 The Contract

Continue as-is, continue with supplemental tools, or allow the contract to expire? What direction for staff?

3 Supplemental Tools

Which tools should staff explore further?
(LPR cameras, park cameras, off-duty details, FHP)

4 Code Compliance

Should staff proceed with a community service officer-style vehicle and formalized OCSO reporting?

No formal action required today. Direction will be brought back for formal action at a regular meeting.

Thank You

The full report, supporting data, and source documents are available for review.

City of Mary Esther | March 2026

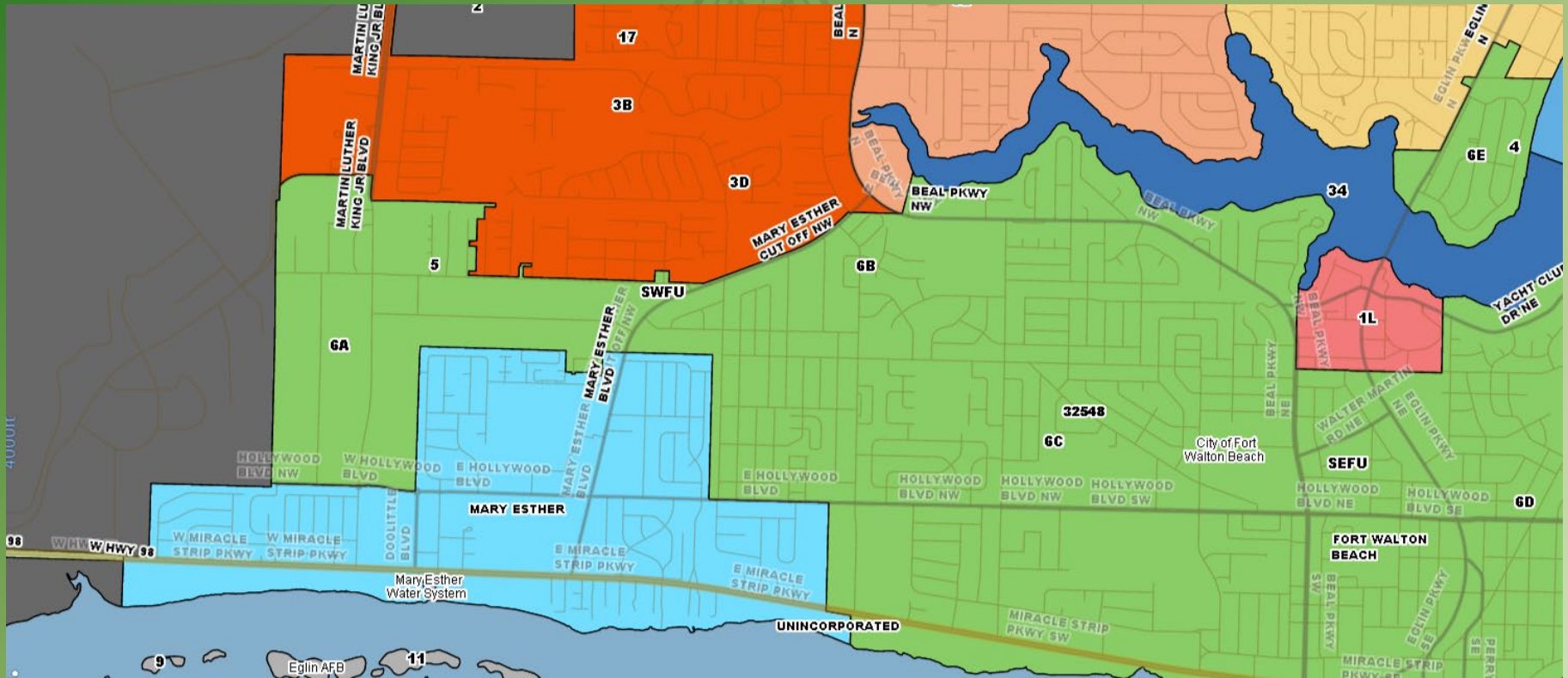
Okaloosa County Sheriff's Office

Mary Esther Contract Presentation

Captain Mike Rader
Central District Commander

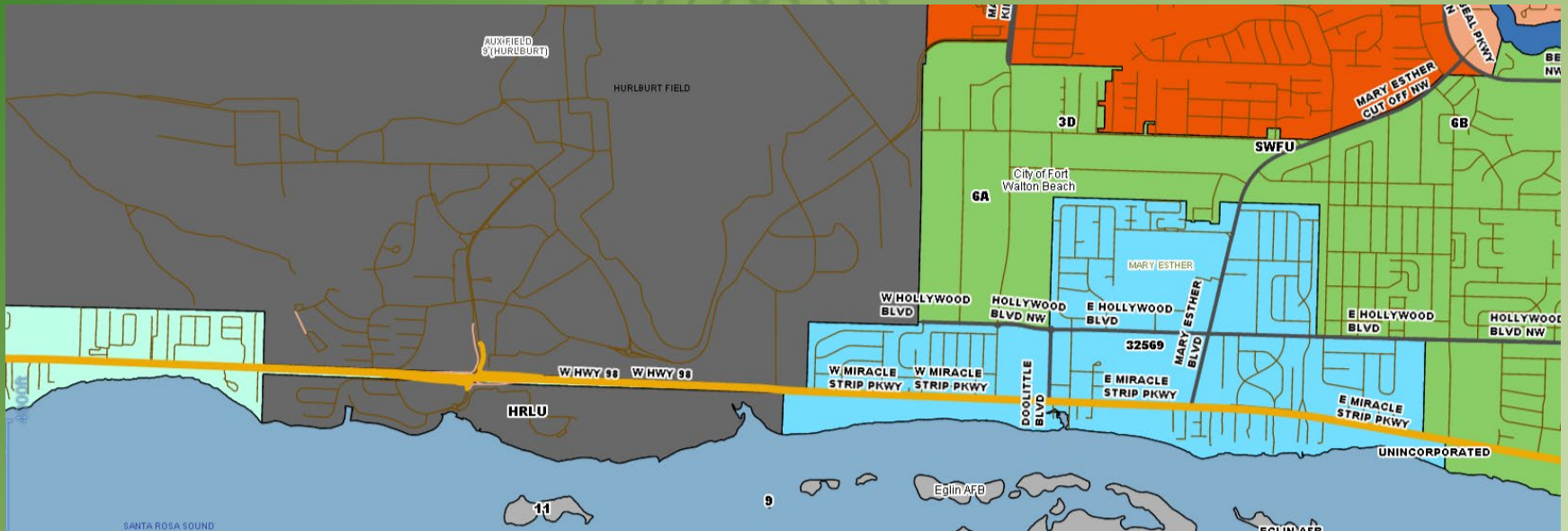
The Mission of the Okaloosa County Sheriff's Office: "Ensuring fair and equal administration of the law, safeguarding civil liberties and preserving public safety; Doing so with professionalism and unity of purpose, while being good stewards of the public's trust".

Contracted Area of Responsibility Mary Esther – Zone 21



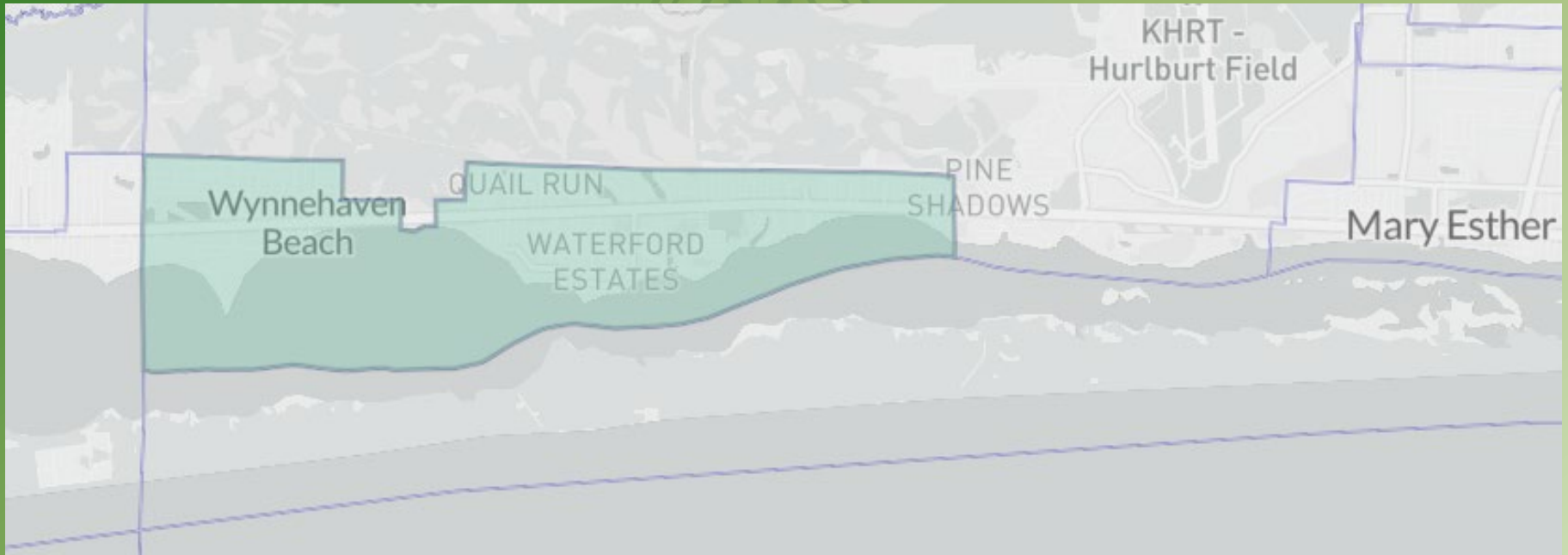
Population: 4024 2.1 sq. miles

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Zone 23



Population: 8002 2.5 sq. miles

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Mary Esther Contracted Positions

The current Mary Esther Contract funds the following positions:

- 2 Patrol Units

Services Provided at no additional cost to city

- District Captain
- Patrol Supervisors
- Crossing Guards
- Traffic control support for Veteran's Day Parade
- Monthly reports

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City of Mary Esther

Service Population: 4,024

Calls for Service: 5,695 (2024)

2 Full-time positions

Budget: \$321,061

Average of \$56 per call

The Mission of the Okaloosa County Sheriff's Office: "Ensuring fair and equal administration of the law, safeguarding civil liberties and preserving public safety; Doing so with professionalism and unity of purpose, while being good stewards of the public's trust".

Calls for Service

The following calls for service were generated within the city limits of Mary Esther:

2021: 7,396

2022: 6,172

2023: 5,897

2024: 5,695

Four-year average: 6,290

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Comparison

City of Niceville

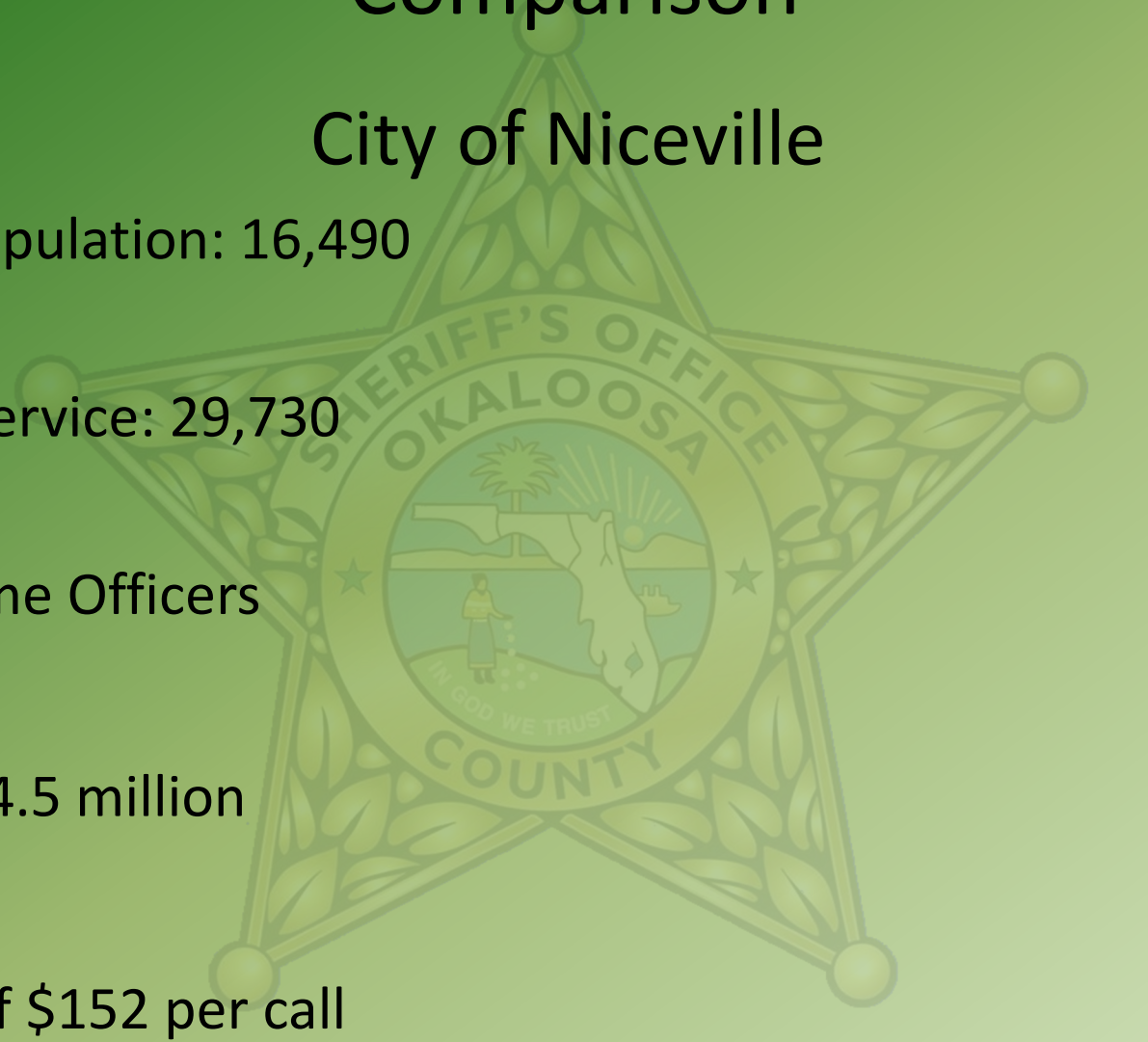
Service Population: 16,490

Calls for Service: 29,730

32 Full-Time Officers

Budget: \$4.5 million

Average of \$152 per call



The Mission of the Okaloosa County Sheriff's Office: "Ensuring fair and equal administration of the law, safeguarding civil liberties and preserving public safety; Doing so with professionalism and unity of purpose, while being good stewards of the public's trust".

Comparison

Valparaiso

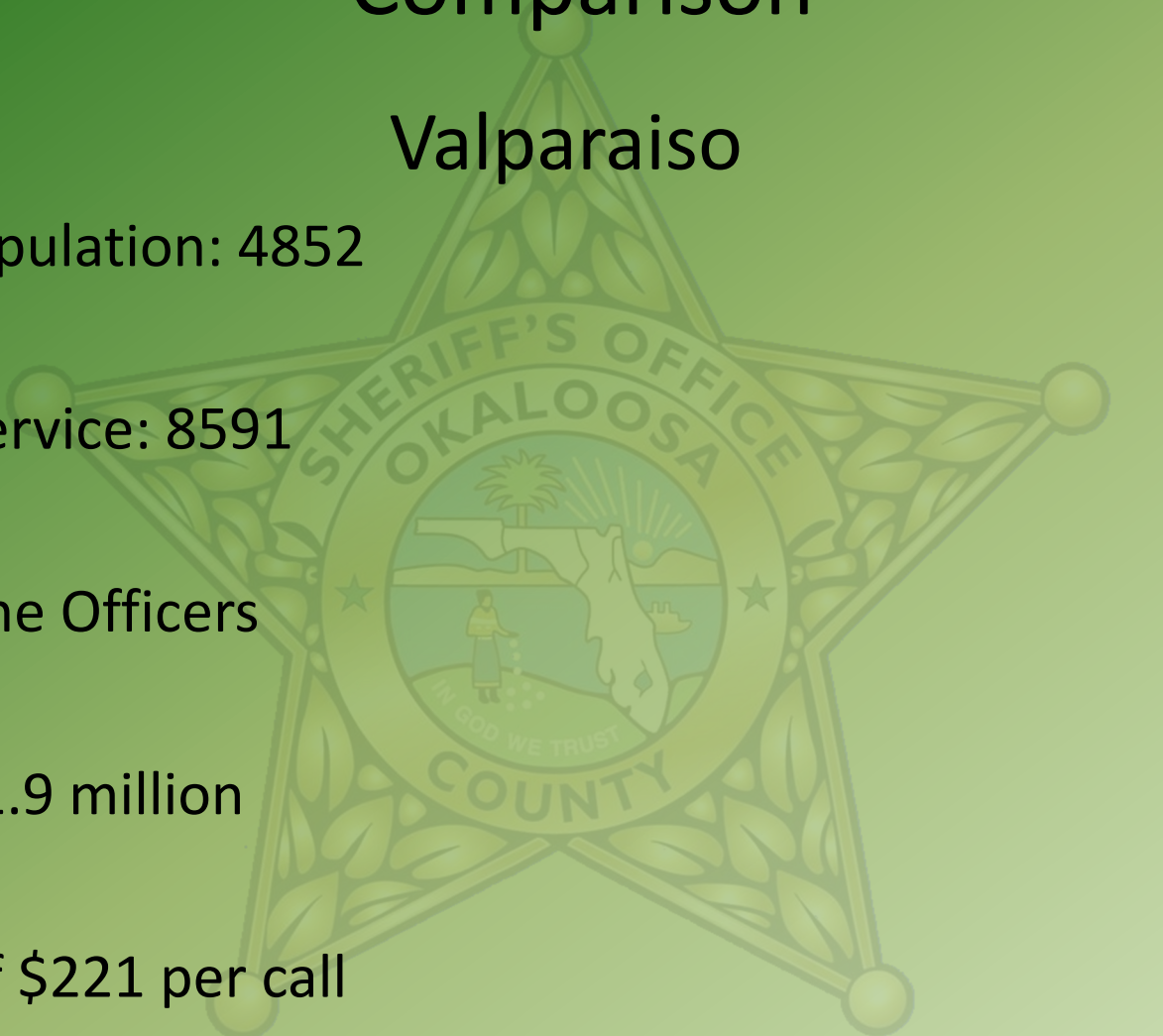
Service Population: 4852

Calls for Service: 8591

14 Full-Time Officers

Budget: \$1.9 million

Average of \$221 per call

The seal of the Okaloosa County Sheriff's Office is a five-pointed star with a decorative border of leaves. Inside the star is a circular emblem containing a landscape with a palm tree, a sun, and a person. The text "SHERIFF'S OFFICE" is at the top, "OKALOOSA" is in the middle, and "COUNTY" is at the bottom. The phrase "IN GOD WE TRUST" is written in a small arc at the bottom of the inner circle.

The Mission of the Okaloosa County Sheriff's Office: "Ensuring fair and equal administration of the law, safeguarding civil liberties and preserving public safety; Doing so with professionalism and unity of purpose, while being good stewards of the public's trust".

Comparison

Indialantic, Florida

Service Population: 3,117

Calls for Service: 11,894 (2023)

12 Sworn Officers

Budget: \$2 million

Average of \$168 per call

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Comparison

Bunnell, Florida

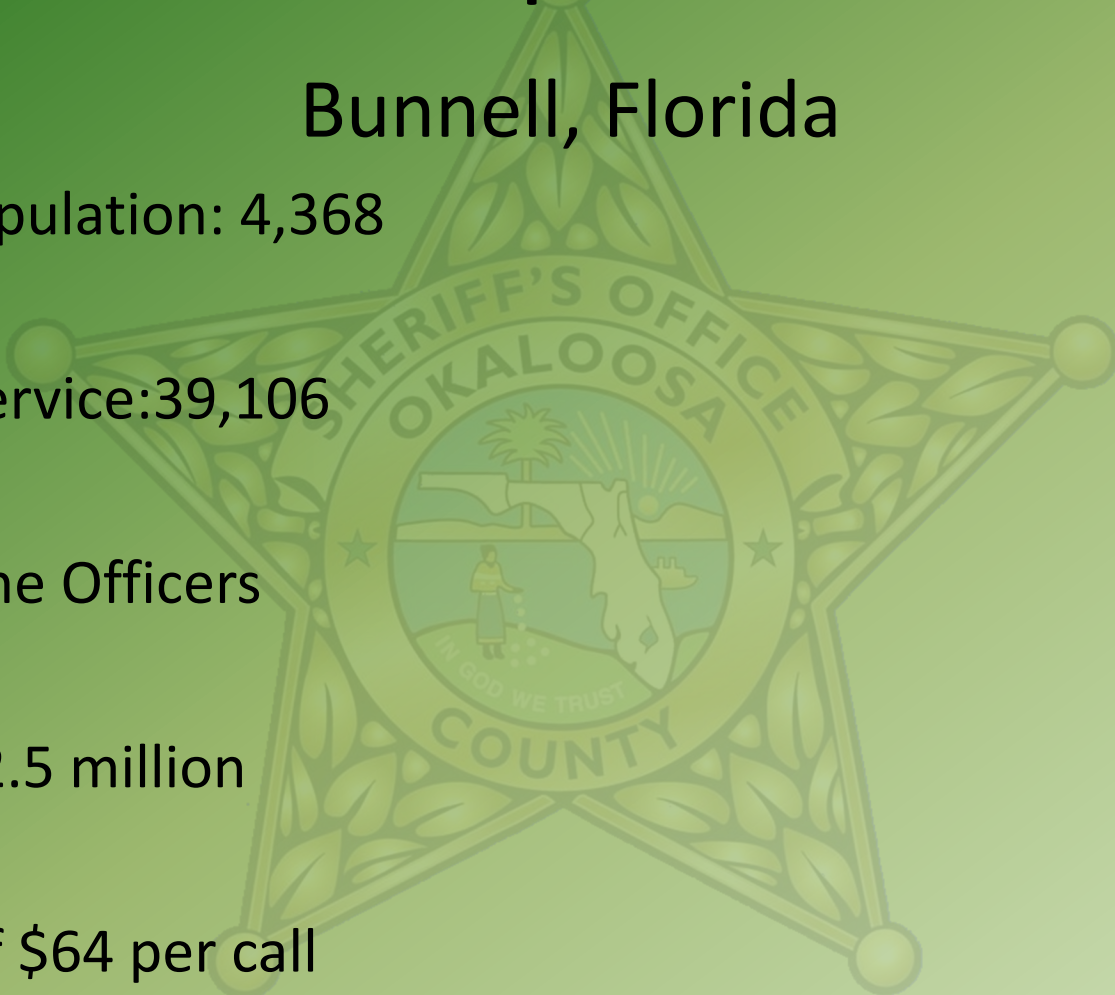
Service Population: 4,368

Calls for Service: 39,106

14 Full-Time Officers

Budget: \$2.5 million

Average of \$64 per call

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The Mission of the Okaloosa County Sheriff's Office: "Ensuring fair and equal administration of the law, safeguarding civil liberties and preserving public safety; Doing so with professionalism and unity of purpose, while being good stewards of the public's trust".

District Supervision

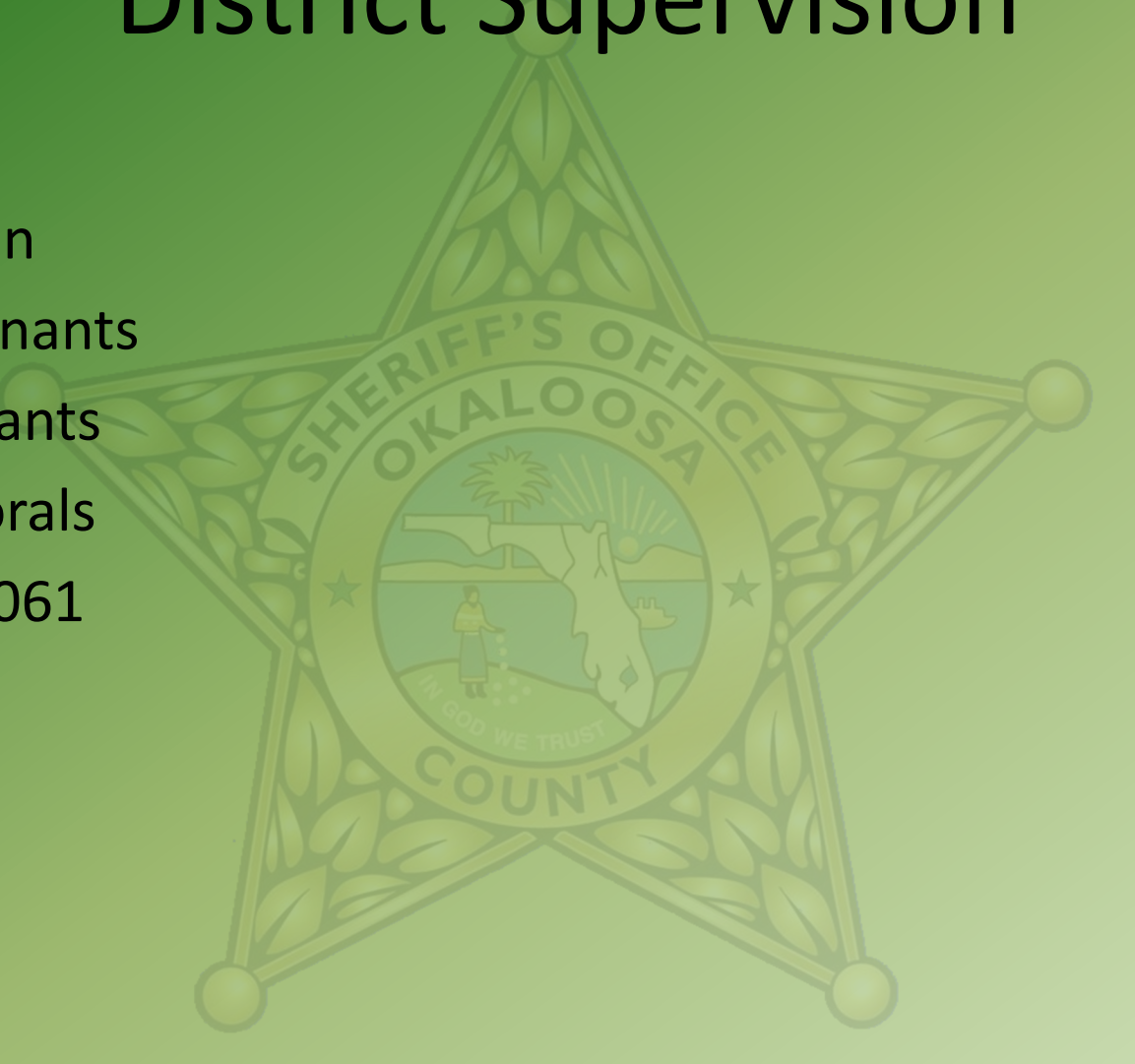
One Captain

Two Lieutenants

Four Sergeants

Four Corporals

Cost \$321,061

The seal of the Okaloosa County Sheriff's Office is a five-pointed star with a decorative border of leaves. Inside the star, there is a circular emblem. The emblem features a landscape with a palm tree, a sun, and a body of water. A figure is standing in the foreground, and the text "IN GOD WE TRUST" is written at the bottom of the emblem. The words "SHERIFF'S OFFICE" and "OKALOOSA COUNTY" are written around the perimeter of the star.

The Mission of the Okaloosa County Sheriff's Office: "Ensuring fair and equal administration of the law, safeguarding civil liberties and preserving public safety; Doing so with professionalism and unity of purpose, while being good stewards of the public's trust".

CITY HALL
MARY ESTHER, FLORIDA
2026

MAYOR
CHRIS STEIN

CITY COUNCIL

SUSAN COXWELL
LARRY CARTER
RICHARD LAWSON
BERNIE ODER
APRIL SUTTON

FORMER COUNCIL MEMBERS

K.C. WOODS
JAN LIPSCOMB

AGENDA ITEM

Agenda Item 11.1.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: April 6, 2026

SUBJECT: Ordinance 2026-02 Electric Bicycles, Motorized Scooters, and Micromobility Devices

BACKGROUND:

Representatives from local municipalities and Okaloosa County convened last year to collaboratively develop an electronic bicycle and micromobility ordinance in response to increasing safety concerns, regulatory inconsistencies, and enforcement challenges associated with the increased use of electric bicycles and scooters.

Through this coordinated effort, a model ordinance was drafted to establish uniform regulations across all participating jurisdictions. The intent is to promote public safety, ensure consistent enforcement, and provide clear guidance to residents and visitors by adopting substantially similar provisions countywide. Several cities throughout the county have already adopted the ordinance, and others are currently adopting it, further advancing a cohesive regulatory framework.

Staff has reformatted the proposed model ordinance to align with the City of Mary Esther's ordinance format for City Council consideration.

DISCUSSION:

The proposed ordinance establishes Article V of Chapter 18 of the Code of Ordinances to regulate electric bicycles (E-bikes), motorized scooters (E-scooters), and other micromobility devices within the City of Mary Esther. The ordinance is adopted pursuant to the City's home rule authority under Florida Statutes Section 166.021 and is consistent with the regulatory framework set forth in Florida Statutes Sections 316.2128 and 316.20655.

The ordinance responds to the increasing use of micromobility devices for both transportation and recreational purposes. While supporting these low-cost, energy-efficient mobility options, the ordinance establishes clear operational standards to promote public safety, protect

pedestrians, and ensure the orderly use of public rights-of-way.

Key provisions include clearly defined terms consistent with state law, including a limitation that covered devices may not exceed 20 miles per hour on level ground. The ordinance excludes wheelchairs and other ADA-recognized mobility devices to ensure compliance with federal accessibility requirements.

Operational regulations require operators to comply with all applicable traffic laws and establish specific safety measures. Operators 16 years of age or younger must wear a properly fitted helmet meeting federal safety standards. The ordinance prohibits careless operation, including distracted riding, unsafe speeds, failure to yield to pedestrians, and operating against the flow of traffic. It requires audible signaling when overtaking pedestrians, compliance with traffic control devices, and adherence to state lighting standards. The modification of E-bike motors to exceed manufacturer design speeds is expressly prohibited.

The ordinance permits operation on sidewalks, trails, bike lanes, and roadways in accordance with state law, while requiring that operators travel in the same direction as vehicular traffic. It also establishes parking standards designed to prevent obstruction of sidewalks, building entrances, accessibility ramps, fire hydrants, and emergency facilities. A minimum three-foot pedestrian clearance must be maintained, and abandoned devices are subject to applicable state abandonment procedures.

Enforcement is structured as a non-criminal civil infraction system with a graduated penalty schedule. A first violation results in a written warning, followed by escalating fines for subsequent violations, up to a maximum of \$500.00. This approach emphasizes education and voluntary compliance while providing meaningful enforcement authority when necessary.

Overall, the ordinance provides a comprehensive and balanced regulatory framework that supports micromobility as a transportation option while prioritizing pedestrian safety, accessibility, and consistent enforcement within the City.

FINANCIAL IMPACT:

There are no anticipated financial impacts.

RECOMMENDATION:

Motion to approve a first reading of Ordinance 2026-02 creating Article V of Chapter 18 of the Code of Ordinances to establish regulations governing electric bicycles, motorized scooters, and micromobility devices within the City of Mary Esther.

ATTACHMENT(S):

1. Exhibit A: Ordinance 2026-02
2. Exhibit B: Business Impact Statement

ORDINANCE NO. 26-02

AN ORDINANCE OF THE CITY OF MARY ESTHER, FLORIDA; CREATING ARTICLE V UNDER CHAPTER 18 OF THE MARY ESTHER CODE OF ORDINANCES, TITLED “ELECTRIC BICYCLES, MOTORIZED SCOOTERS, AND MICROMOBILITY DEVICES”; AND PROVIDING FOR ENFORCEMENT, SEVERABILITY, CONFLICTS, CODIFICATIONS, AND AN EFFECTIVE DATE.

SECTION 1: AUTHORITY.

The authority for enactment of this Ordinance is Section 166.021, Florida Statutes, and the City Charter.

SECTION 2. FINDINGS OF FACT.

WHEREAS, the public has a growing interest in using personal micromobility devices, including electric bicycles and motorized scooters for transportation and recreational purposes; and

WHEREAS, the City of Mary Esther City Council supports the safe use of low-cost, energy-efficient micromobility devices on City roads and rights-of-way; and

WHEREAS, Florida Statute 316.2128(1) grants micromobility device and motorized scooter operators, "all of the rights and duties applicable to the rider of a bicycle," including the right to operate motorized scooters on sidewalks, streets, and trails; and

WHEREAS, Sections 316.2128 and 316.20655, Florida Statutes, regulate micromobility devices and authorize the City, under certain circumstances, to adopt an ordinance governing the operation of micromobility devices on streets, highways, sidewalks, and sidewalk areas under the City’s jurisdiction; and

WHEREAS, Florida Statute 316.2128(1), further allows local governments to adopt ordinances governing the operation of micromobility devices and motorized scooters on streets, highways, sidewalks, and sidewalk areas under the local government’s jurisdiction; and

WHEREAS, the Florida Legislature enacted CS for SB 382 (2026), effective July 1, 2026, amending Section 316.20655, Florida Statutes, to impose specific speed and operational requirements for electric bicycles on shared pathways and pedestrian areas, and establishing the Micromobility Device Safety Task Force and mandatory crash reporting requirements applicable statewide; and

NOW, THEREFORE, be it ordained by the City Council of the City of Mary Esther, Florida as follows:

SECTION 3. RECITALS.

The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

SECTION 4. CODE OF ORDINANCES.

The Code of Ordinances of the City of Mary Esther is hereby created to read as follows:

Sec. 18-44. – Definitions.

The following definitions shall apply throughout this chapter:

Bicycle: Every vehicle propelled solely by human power, having two tandem wheels, and including any device generally recognized as a bicycle, though equipped with two front or two rear wheels. The term does not include a scooter or similar device. (F.S. § 316.003 (4))

Bicycle Lane: shall mean a portion of a roadway designated for the preferential or exclusive use of bicycles and designated by a bicycle symbol pavement marking and signage in accordance with Florida Department of Transportation and standards and the Manual of Uniform Traffic Control Devices. (F.S. § 316.003 (5))

Bicycle Path: shall mean any road, path, or way that is open to bicycle travel, which road, path, or way is physically separated from motorized vehicular traffic by an open space or by a barrier and is located either within a public or publicly accessible right-of-way or within an independent right-of-way. (F.S. § 316.003(6))

Electric Bicycle or E-Bike: means a bicycle or tricycle equipped with fully operable pedals, a seat or saddle for the use of the rider, and an electric motor. This term includes devices defined as electric bicycles pursuant to section 316.003(23), Florida Statutes, as may be amended. However, this term does not include “wheelchairs” or “other power-driven mobility devices” as defined under the ADA, 28 CFR s. 35.104, as may be amended.

Micromobility Device: means motorized scooters and electric bicycles as defined herein and shall include any motorized transportation device which is incapable of traveling at speeds greater than twenty (20) miles per hour on level ground. This term shall also include those devices defined in section 316.003(41), Florida Statutes, as may be amended. However, this term does not include “wheelchairs” or “other power-driven mobility devices” as defined under the ADA, 28 CFR § 35.104, as may be amended.

Motorized Scooter or E-Scooters: means any vehicle or micromobility device, other than an electric bicycle, that is powered by a motor with or without a seat or saddle for the use of the rider, which is designed to travel on not more than three wheels, and which is not capable of propelling the vehicle at a speed greater than twenty (20) miles per hour on level ground. This term includes those devices defined as motorized scooters pursuant to section 316.003(48), Florida Statutes, as may be amended. However, this term does not include “wheelchairs” or “other power-driven mobility devices” as defined under the ADA, 28 CFR s. 35.104, as may be amended.

Operator: Any person riding, driving, or otherwise in actual physical control of a micromobility device.

Pedestrian: Any person afoot. (F.S. § 316.003(57))

Right-Of-Way: means land devoted to or required for use as a roadway, sidewalk, or other associated feature, and includes, without limitation,

- (i) all existing or dedicated road rights-of-way and
- (ii) all proposed dedications of road rights-of-way set forth on official grading and drainage plans approved pursuant to tentative plats.

Sidewalk: means that portion of a right-of-way between the curblineline, or the lateral line, of a roadway and the adjacent property lines, intended for use by pedestrians. (F.S. § 316.003(82))

Sec. 18-45. – Operations.

(a) Operators of micromobility devices shall comply with all applicable State, County, and City laws, rules, and regulations as may be applicable to such devices.

(b) Operators of an E-Bike, E-Scooter, or other micromobility device, who are 16 years of age or younger, must wear, at a minimum, a bicycle helmet that is properly fitted and is fastened securely upon the operator's head by a strap and that meets the federal safety standards for bicycle helmets, final rule, 16 C.F.R. part 1203.

(c) It shall be unlawful for any person to operate any E-Bike, E-Scooter, or other micromobility device in a careless manner. Careless operations of an E-Bike, E-Scooter, or other micromobility device shall include, but is not limited to:

- (i) Operation of an E-Bike, E-Scooter, or other micromobility device with more than one person on the micromobility device, unless such micromobility device is specifically designed to carry more than one person; or
- (ii) Operation of an E-Bike, E-Scooter, or other micromobility device while simultaneously using a cellphone, wearing earbuds or similar devices not used to aid in hearing; or
- (iii) Operation of an E-Bike, E-Scooter, or other micromobility device at a speed greater than is reasonable and prudent under the conditions, having regard to the actual and potential hazards then existing, including, but not limited to; or
 - (i) the safety of the operator or any other person or property; or
 - (ii) Failing to yield to pedestrians; or
 - (iii) Weaving in and out of pedestrian or vehicular traffic; or
 - (iv) Any occurrence where inadvertence to the safe and normal operational procedures of the E-Bike, E-Scooter, or other micromobility device causes or is likely to cause damage to any person or property;

(d) An operator of an E-Bike, E-Scooter, or other micromobility device shall yield the right-of-way to pedestrians and shall deliver an audible signal before overtaking and passing a pedestrian.

(e) An operator of an E-Bike, E-Scooter, or other micromobility device shall take such precautions as may be necessary to avoid an accident or collision with a person or property.

(f) E-Bikes, E-Scooters, and other micromobility devices are permitted to operate on public sidewalks, walkways, paths, or trails. Consistent with F.S. 316.20655(10) (as amended by CS for SB 382, effective July 1, 2026); (i) an operator of an electric bicycle on a shared pathway that is

not located adjacent to a roadway, including a shared pathway located in a park or recreational area, shall yield to pedestrians and shall give an audible signal before overtaking and passing a pedestrian; and (ii) an operator of an electric bicycle on a sidewalk or any other area designated for pedestrian use may not operate the electric bicycle at a speed greater than 10 miles per hour if a pedestrian is within 50 feet of the electric bicycle. The maximum speed of any other micromobility device on a public sidewalk, walkway, path, or trail shall not exceed a speed that is reasonably prudent for the current conditions or environment.

(g) Micromobility devices may be operated within designated bike lanes of a roadway, if available; or if no bike lane is available, on the roadway, as close as practicable to the right-hand curb or edge of the roadway except under any of the following situations:

1. When overtaking and passing another bicycle or vehicle proceeding in the same direction.
2. When preparing for a left turn at an intersection or into a private road or driveway.
3. When reasonably necessary to avoid any condition or potential conflict, including, but not limited to, a fixed or moving object, parked or moving vehicle, bicycle, pedestrian, animal, surface hazard, turn lane, or substandard-width lane, which makes it unsafe to continue along the right-hand curb or edge or within a bicycle lane.

(h) When operating an E-bike, E-scooters, or other micromobility device on a roadway or on a sidewalk, when sidewalks are on both sides of the road, operators shall travel in the same direction as the flow of vehicular traffic. E-bikes, E-Scooters, or other micromobility devices operated on roadways shall not be operated against the flow of vehicular traffic.

(i) An operator of an E-bike, E-Scooter, or other micromobility device must adhere to the same right-of-way laws and regulations as bicycles.

(j) At a signalized intersection, an operator of an E-bike, E-scooter, or other micromobility device on a sidewalk, walkway, path, or trail must obey the instructions of any applicable pedestrian control signal. If no pedestrian signal is provided, the operator may proceed in accordance with the signal indications for the parallel roadway traffic flow.

(k) All E-Bike, E-Scooter, or other micromobility devices shall comply with the lighting standards set forth in Section 316.2065(7), Florida Statutes as may be amended, which requires a reflective front white light visible from a distance of at least 500 feet, and a reflective rear red light visible from a distance of at least 600 feet.

(l) E-Bike motors shall not be modified to allow for higher speed than the E-Bike is designed to attain. (F.S. § 316.20655(4))

(m) E-Bikes, E-Scooters, or other micromobility devices may not be operated on private property without the express permission of the property owner.

Sec. 18-46. – Parking.

(a) E-Bike, E-Scooter, or other micromobility devices shall be equipped with a kickstand and always parked upright.

(b) A person shall not park an E-Bike, E-Scooter, or other micromobility device:

- (i) in a manner that obstructs any ingress or egress from any building or parking area, or in a manner that prevents any sidewalk, walkway, path, or trail from maintaining at least three (3) feet of walkway clearance; or
- (ii) in a manner that obstructs or interferes with pedestrian or vehicular traffic; or on an accessibility ramp for persons with disabilities, or any part thereof, or in any manner that would restrict the movement for persons with disabilities; or
- (iii) within a motor vehicle parking space not designated for micromobility device use; or
- (iv) within fifteen (15) feet of any fire hydrant or in a manner that blocks any other emergency facility; or
- (v) on any public property, except at bicycle racks, designated micromobility parking areas, or other locations specifically authorized by the City Manager or designee; or
- (vi) on any private property without the permission of the property owner.

(c) A person may not attach, secure, store, or park an E-Bike, E-Scooter, or other micromobility device to or upon public property in a manner that may cause injury or damage to any person or thing or in a manner that renders the public property unusable or impassable. E-Bikes, E-Scooters, or other micromobility devices may only be secured to facilities designed to secure and store these devices.

(d) Except as expressly allowed by the City Manager or his or her designee, any E-Bike, E-Scooter, or other micromobility device left unattended on public property, including in parks or rights-of-way, for one (1) week or more shall be deemed abandoned and subject to the provisions of Chapter 705, Florida Statutes. If a device is obstructing or posing a hazard, it is subject to immediate removal and storage at City Hall for one (1) week to allow retrieval by the owner. After one week, the device will be deemed abandoned.

Sec. 18-47. – Penalties.

A violation of any Section of this article shall be deemed a non-criminal traffic infraction, punishable as a non-moving violation as provided in Chapter 318, Florida Statutes. The state-law penalty applies independently of and in addition to the civil penalty imposed under Sec. 18-47 of this Chapter for violation of other provisions hereof.

- a) Civil penalties for violations of this article shall be established by resolution of the City Council, not to exceed \$500.00 per violation.
- (b) Violations shall be counted on a rolling twelve (12) month basis. After twelve (12) consecutive months with no violations, the count shall reset.

Sec. 18-48. – Enforcement.

[NOTE: New section clarifying enforcement authority.]

- (a) This article may be enforced by the Okaloosa County Sheriff's Office, the City's code enforcement officers, or other persons designated by the City Manager.

(b) Code enforcement officers shall have the authority to enforce the parking provisions of Sec. 18-46 and to issue citations for violations of this article through the City's code enforcement process.

(c) Nothing in this article shall be construed to limit the authority of law enforcement officers to enforce applicable state traffic laws or to take any other action authorized by law.

(d) The Okaloosa County Sheriff's Office (OCSO) shall, beginning 30 days after effective date of CS for SB 382, maintain a list of all traffic crashes investigated by the Department which involve a micromobility device, regardless of whether the crash is reported on a Florida Traffic Crash Report (Long Form), short-form crash report, or driver exchange of information form. Each such list entry must include: (1) the date and time of the crash; (ii) if applicable, the class of electric bicycle involved, (iii) the age of the micromobility device operator; and (iv) if known, whether the operator possessed a valid Florida learner's driver license or driver's license at the time of the crash. By October 15, 2026, the OCSO shall submit a report to the Department of Highway Safety and Motor Vehicles containing a list of all micromobility device crashes investigated by the Department from the beginning of the reporting period through September 30, 2026, in the form and manner determined by the state Department of Highway Safety and Motor Vehicles.

Sec. 18-49. – Commercial Micromobility Providers.

(a) No person or entity shall deploy, offer for rent, or otherwise make available for public use any shared or commercial micromobility devices within the City without first entering into an operating agreement approved by the City Council or obtaining a permit from the City Manager or designee.

(b) An application for a commercial micromobility operating agreement or permit shall include, at a minimum:

- (1) The name, address, and contact information of the applicant and any parent company;
- (2) A description of the devices to be deployed, including type, quantity, and maximum fleet size;
- (3) A proposed service area map;
- (4) Proof of commercial general liability insurance in an amount determined by the City Manager, naming the City as an additional insured;
- (5) An indemnification and hold harmless agreement in a form acceptable to the City Attorney;
- (6) A plan for device maintenance, rebalancing, and removal of inoperable devices within twenty-four (24) hours of notification; and
- (7) A plan for customer education regarding applicable laws and regulations, to include the state-mandated requirements of Section 316.20655(10), Florida Statutes, governing electric bicycle speed limits near pedestrians and operation on shared pathways not adjacent to roadways.

(c) The City Council may establish permit fees, per-device fees, and other charges by resolution as part of the comprehensive fee schedule.

(d) The City Manager or designee may impose conditions on any permit or operating agreement to address public safety, parking, fleet size, hours of operation, geographic restrictions, data sharing, and other operational requirements.

(e) A permit or operating agreement may be suspended or revoked by the City Manager for failure to comply with the terms of the agreement, this article, or any applicable law.

(f) Notwithstanding Section 18-46 (d), any commercial micromobility device deployed within the City without a valid permit or operating agreement may be impounded by the City or its agents, independent of the abandoned property procedures of Chapter 705, Florida Statutes. The provider shall be responsible for all costs associated with impoundment and storage.

SECTION 5. SEVERABILITY.

In the event any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, it is the intent of City Council that such invalidity shall not affect any other provisions of the Ordinance which may be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared severable.

SECTION 6. CONFLICTS.

All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 7. CODIFICATION.

It is the intention of the Mary Esther City Council that the provisions of this Ordinance shall become a part of the City's Code of Ordinances; and that sections of this Ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to "chapter", "section", "article", or such other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the Code is accomplished, sections of this Ordinance may be renumbered or re-lettered and the correction of typographical errors which do not affect the intent may be authorized by the City Manager, without need of public hearing, by filing a corrected or recodified copy of the same with the City Clerk.

SECTION 8. EFFECTIVE DATE.

The provisions of this Ordinance shall take effect as provided by law.

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; CREATING ARTICLE V UNDER CHAPTER 18 OF THE MARY ESTHER CODE OF ORDINANCES, TITLED "ELECTRIC BICYCLES, MOTORIZED SCOOTERS, AND MICROMOBILITY DEVICES"; AND PROVIDING FOR ENFORCEMENT, SEVERABILITY, CONFLICTS, CODIFICATIONS, AND AN EFFECTIVE DATE.

Ordinance 2026-02

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 law¹ 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
 - 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 See Section 166.041(4)(c), Florida Statutes.

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 Code of Ordinances to support the safe use of low-cost, energy-efficient micromobility devices on City roads and rights-of-way.

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.

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

AGENDA ITEM

Agenda Item 11.2.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: April 6, 2026

SUBJECT: Resolution 26-07: Selection of the City's Long-Term Wastewater Solution

BACKGROUND:

The City has been under a Consent Order from the Florida Department of Environmental Protection (FDEP) since November 2022 (OGC File No. 22-2083), with an Amended Consent Order issued in October 2023 (OGC 22-2083B), requiring corrective action on its aging wastewater treatment facility. The City retained Barge Design Solutions to evaluate alternatives, and two viable options were identified: (1) constructing a 7-mile force main to the Okaloosa County Arbennie Pritchett Water Reclamation Facility, or (2) rehabilitating the existing plant.

Following the March 2023 Council Workshop, staff explored the force main option, including a potential partnership with Hurlburt Field that was ultimately withdrawn. Okaloosa County Water and Sewer (OCWS) then prepared a revised cost estimate for a Mary Esther standalone project. At the March 25, 2026 Council Workshop, staff presented updated capital cost estimates, a funding plan, and a preliminary operating cost comparison for both alternatives. FDEP is awaiting the City's decision on a long-term path forward.

DISCUSSION:

Resolution 26-07 formalizes the City Council's selection of its long-term wastewater solution. Two versions of the resolution are included in the packet — one for each alternative. This resolution is a statement of the Council's intent and does not commit the City to any specific expenditure or agreement. Future actions required to implement either alternative will be brought to Council for approval as separate agenda items.

Option A: Force Main to Okaloosa County

The estimated capital cost is \$14,000,000. Staff has identified a viable funding path through a combination of the \$1,000,000 state legislative appropriation (already awarded), an OLDCC Installation Readiness grant (\$900,000), proceeds from the sale of the existing wastewater treatment facility property (\$1,500,000), potential County financial participation, and utility cash or State Revolving Fund loan financing for the balance. Under this option, the City's wastewater infrastructure responsibility would be reduced to a pump station and approximately 500,000-gallon storage tank. OCWS would be responsible for the force main and all treatment. The existing plant would be decommissioned and the sprayfield liability eliminated. The estimated net operating cost increase is approximately \$300,000 to \$350,000 per year compared to current costs; however, the reduced debt service under the force main funding plan narrows this

difference when compared to the rehabilitation alternative. This option cannot be phased over time.

Option B: Rehabilitation of the Existing Plant

The estimated capital cost is approximately \$15,420,000 in 2026 dollars, escalated from the 2019 Mott MacDonald Wastewater Rehabilitation Facilities Plan. Several funding sources identified in the force main plan would not be available for rehabilitation, including the property sale proceeds and possibly the OLDCC grant, resulting in a larger financing gap and greater reliance on debt. The City would retain full responsibility for the treatment facility, the pump stations, the collection system, and approximately six miles of aging effluent force main to the spray field. The full scope of effluent infrastructure needs is not fully defined in the 2019 plan and could increase the rehabilitation cost beyond the estimate shown above. This option could be completed across multiple phases over a ten (10) year period.

FINANCIAL IMPACT:

There is no direct financial impact from this resolution. This action formalizes the Council’s preferred direction. Financial commitments associated with either alternative will be addressed through future agenda items as specific agreements and contracts are brought forward for Council approval.

RECOMMENDATION:

Staff requests that the City Council take one of the following actions:

1. **Motion to adopt Resolution 26-07, Option A**, selecting the wastewater force main to the Okaloosa County Arbennie Pritchett Water Reclamation Facility as the City's long-term wastewater solution; or
2. **Motion to adopt Resolution 26-07, Option B**, selecting the rehabilitation of the existing wastewater treatment facility as the City's long-term wastewater solution; or
3. **Motion to table Resolution 26-07**, directing staff to return with specific additional information identified by Council at the next regular meeting. The City remains under an active FDEP Consent Order, and it is important that Council's request reflects continued progress toward a decision.

ATTACHMENT(S):

1. Exhibit A: Resolution 26-07, Option A, Wastewater Force Main
2. Exhibit B: Resolution 26-07, Option B, Wastewater Facility Rehabilitation
3. Exhibit C: Wastewater Force Main Workshop Report
4. Exhibit D: Wastewater Force Main Workshop Presentation

RESOLUTION NO. 26-07

A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, SELECTING THE WASTEWATER FORCE MAIN TO THE OKALOOSA COUNTY ARBENNIE PRITCHETT WATER RECLAMATION FACILITY AS THE CITY'S LONG-TERM WASTEWATER SOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mary Esther owns and operates a wastewater treatment facility that first came online in 1950 and has been modified several times over its service life; and

WHEREAS, the Florida Department of Environmental Protection (FDEP) executed a Consent Order (OGC File No. 22-2083) on November 18, 2022, requiring corrective action on the City's wastewater treatment facility due to nuisance conditions, unsatisfactory equipment, cracked and leaky infrastructure, and unauthorized sanitary sewer overflows; and

WHEREAS, an Amended Consent Order (OGC 22-2083B) was issued in October 2023 with updated requirements and timelines, and FDEP is awaiting the City's decision on a long-term path forward; and

WHEREAS, the City retained Barge Design Solutions, Inc. to evaluate wastewater disposal alternatives, and the resulting Preliminary Engineering Study identified two viable options: (1) constructing a force main to the Okaloosa County Arbennie Pritchett Water Reclamation Facility, or (2) rehabilitating the existing wastewater treatment plant; and

WHEREAS, the City Council held a workshop on March 6, 2023, to review the alternatives and directed staff to continue exploring the force main option; and

WHEREAS, the City subsequently explored a potential partnership with Hurlburt Field, which was ultimately withdrawn after Hurlburt Field elected to invest in its own facility; and

WHEREAS, Okaloosa County Water and Sewer (OCWS) prepared a revised cost estimate for a Mary Esther standalone force main project at an estimated capital cost of \$14,000,000, while the estimated cost to rehabilitate the existing plant is approximately \$15,420,000 in 2026 dollars; and

WHEREAS, the City Council held workshops on March 25, 2026 and April 6, 2026, to review updated capital cost estimates, a preliminary operating cost comparison, and an overview of available funding sources for both alternatives; and

WHEREAS, FDEP is awaiting the City's decision on a long-term path forward, and it is important that the City demonstrate meaningful progress toward compliance with the Consent Order; and

WHEREAS, the City Council has considered both alternatives and finds that the construction of a wastewater force main to the Okaloosa County Arbennie Pritchett Water Reclamation Facility best serves the long-term interests of the City and its residents.

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

Section 1. Selection of Preferred Alternative. The City Council hereby selects the construction of a wastewater force main to the Okaloosa County Arbennie Pritchett Water Reclamation Facility as the City's long-term wastewater solution. Upon completion of the force main project, the existing wastewater treatment facility shall be decommissioned.

Section 2. Future Actions. The City Council acknowledges that implementation of the force main project will require future formal actions, including but not limited to interlocal agreements with Okaloosa County, funding commitments, engineering and design contracts, and construction contracts. Each such action will be brought to the City Council for consideration and approval as a separate agenda item.

Section 3. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

PASSED in regular session this ____ day of _____, 2026.

CITY OF MARY ESTHER

By: _____
Chris Stein, Mayor

ATTEST:

Dillon Morris, City Clerk

RESOLUTION NO. 26-07

A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, SELECTING THE REHABILITATION OF THE EXISTING WASTEWATER TREATMENT FACILITY AS THE CITY'S LONG-TERM WASTEWATER SOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mary Esther owns and operates a wastewater treatment facility that first came online in 1950 and has been modified several times over its service life; and

WHEREAS, the Florida Department of Environmental Protection (FDEP) executed a Consent Order (OGC File No. 22-2083) on November 18, 2022, requiring corrective action on the City's wastewater treatment facility due to nuisance conditions, unsatisfactory equipment, cracked and leaky infrastructure, and unauthorized sanitary sewer overflows; and

WHEREAS, an Amended Consent Order (OGC 22-2083B) was issued in October 2023 with updated requirements and timelines, and FDEP is awaiting the City's decision on a long-term path forward; and

WHEREAS, the City retained Barge Design Solutions, Inc. to evaluate wastewater disposal alternatives, and the resulting Preliminary Engineering Study identified two viable options: (1) constructing a force main to the Okaloosa County Arbennie Pritchett Water Reclamation Facility, or (2) rehabilitating the existing wastewater treatment plant; and

WHEREAS, the City Council held a workshop on March 6, 2023, to review the alternatives and directed staff to continue exploring the force main option; and

WHEREAS, the City subsequently explored a potential partnership with Hurlburt Field, which was ultimately withdrawn after Hurlburt Field elected to invest in its own facility; and

WHEREAS, Okaloosa County Water and Sewer (OCWS) prepared a revised cost estimate for a Mary Esther standalone force main project at an estimated capital cost of \$14,000,000, while the estimated cost to rehabilitate the existing plant is approximately \$15,420,000 in 2026 dollars; and

WHEREAS, the City Council held workshops on March 25, 2026 and April 6, 2026, to review updated capital cost estimates, a preliminary operating cost comparison, and an overview of available funding sources for both alternatives; and

WHEREAS, FDEP is awaiting the City's decision on a long-term path forward, and it is important that the City demonstrate meaningful progress toward compliance with the Consent Order; and

WHEREAS, the City Council has considered both alternatives and finds that the rehabilitation of the existing wastewater treatment facility best serves the long-term interests of the City and its residents.

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

Section 1. Selection of Preferred Alternative. The City Council hereby selects the rehabilitation of the existing City of Mary Esther wastewater treatment facility as the City's long-term wastewater solution.

Section 2. Future Actions. The City Council acknowledges that implementation of the rehabilitation project will require future formal actions, including but not limited to engineering and design contracts, funding commitments, and construction contracts. Each such action will be brought to the City Council for consideration and approval as a separate agenda item.

Section 3. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

PASSED in regular session this ____ day of _____, 2026.

CITY OF MARY ESTHER

By: _____
Chris Stein, Mayor

ATTEST:

Dillon Morris, City Clerk

Wastewater Force Main Project Update

Force Main to Okaloosa County Wastewater Treatment Facility

City of Mary Esther, Florida

Prepared for City Council Workshop | March 25, 2026

Purpose: This report provides the City Council with an update on the Wastewater Force Main project, including revised capital cost estimates, a comparison of both alternatives (force main to Okaloosa County or rehabilitation of the existing plant), a preliminary comparison of operational costs, and an overview of funding sources. The goal is to support informed discussion at the workshop and help Council identify a direction for staff to pursue. If Council desires, staff will bring a formal resolution to the April regular Council meeting. FDEP is awaiting the City’s decision on a long-term path forward, and it is important that significant progress toward a decision be made by the April meeting.

Executive Summary

The City has been under a Consent Order from the Florida Department of Environmental Protection (FDEP) since November 2022, with an Amended Consent Order issued in October 2023, requiring corrective action on its aging wastewater treatment facility. Two alternatives exist: (1) construct a 7-mile force main to the Okaloosa County wastewater treatment facility, or (2) rehabilitate the existing plant.

Since the March 2023 Council Workshop, staff has continued to explore the force main option — including a potential partnership with Hurlburt Field that was ultimately withdrawn. Okaloosa County Water & Sewer (OCWS) has since provided updated cost estimates for a Mary Esther standalone project. Based on this work, staff is presenting the following key findings:

Key findings:

- **Force main capital cost: \$14 million.** Staff has identified a viable funding path through a combination of grants, property sale proceeds, potential County support, and utility cash or SRF loan financing. The \$1 million state legislative appropriation has already been awarded.
- **Rehabilitation capital cost: ~\$15.42 million in 2026 dollars** (escalated from the 2019 Mott MacDonald estimate at 6% annually to 2022 by Barge, then at 4% annually from 2022 to 2026). This estimate includes an effluent pump station upgrade and new force main, though the full scope of effluent infrastructure needs is not fully defined. Additionally, several funding sources are specific to the force main option, resulting in a larger financing requirement for rehabilitation.

- **Estimated operating cost increase with force main: ~\$300,000–\$350,000/year.** However, rehabilitation would likely require more debt financing, and when the resulting debt service is factored in, the net annual cost difference narrows significantly.
- **With the force main, the City’s liability would be limited.** The City would be responsible only for the pump station and storage tank. Okaloosa County would handle the force main and all treatment. The sprayfield liability would be eliminated.

Project Background

Consent Order and Regulatory Context

The City operates the Mary Esther wastewater treatment facility, which first came online in 1950 and has been modified several times. FDEP executed the initial Consent Order (OGC File No. 22-2083) on November 18, 2022, to resolve issues relating to the Mary Esther wastewater treatment plant, including nuisance conditions, unsatisfactory equipment, cracked and leaky infrastructure, and approximately 164,550 gallons in unauthorized sanitary sewer overflows between March 2019 and January 2021. An Amended Consent Order (OGC #22-2083B) was issued in October 2023 with updated requirements and timelines. The Consent Order acknowledges that the City may seek to decommission its plant by connecting to the treatment facilities of Okaloosa County as an alternative to plant repairs. FDEP is currently awaiting the City’s decision on which path to pursue.

Barge Design Solutions Engineering Studies

The City retained Barge Design Solutions, Inc. to evaluate wastewater disposal options. The Preliminary Engineering Study, completed in December 2022, examined four alternative routes for pumping untreated wastewater to Okaloosa County or Fort Walton Beach, and compared these to the rehabilitation costs previously established in the 2019 Mott MacDonald Wastewater Rehabilitation Facilities Plan. Based on the study, the City selected the force main to the Okaloosa County wastewater treatment facility as the preferred long-term solution.

Council Workshop – March 6, 2023

Following completion of the Barge study, the City Council held a workshop on March 6, 2023 to discuss wastewater disposal alternatives. The two viable options presented were: (1) sending sewage to Okaloosa County through a force main, or (2) rehabilitating the existing plant. Discussion covered cost, existing equipment condition, hurricane risk, funding needs, utility reserves, spray field impacts, EPA requirements, and potential revenue sources. Council provided general direction for staff to continue exploring the force main option.

Hurlburt Field Partnership – Explored and Withdrawn

Hurlburt Field expressed interest in connecting to the proposed force main. Barge completed a Technical Memorandum in May 2024 analyzing the combined scenario at an estimated \$29.4 million. However, after completing their own alternatives study, Hurlburt Field subsequently decided to invest in their own plant, leaving the City to evaluate whether to proceed independently or revert to rehabilitation.

Current Project Scope – Mary Esther Standalone

With Hurlburt Field’s withdrawal, Okaloosa County Water & Sewer prepared a revised cost estimate for Mary Esther only. The scope includes a 7-mile, 16-inch force main from the Mary Esther wastewater treatment facility to the Okaloosa County wastewater treatment facility, constructed primarily by OCWS in-house crews. The 16-inch pipe was sized by Barge to provide design flows of 1,377 GPM at 73 PSI, eliminating the need for a large ground storage tank.

Upon completion, the City’s wastewater infrastructure would be reduced to an approximately 500,000-gallon storage tank and a new pump station. The City would be responsible for operating and maintaining the pump station and storage tank, including electricity. The City would not be responsible for the force main to Okaloosa County or any treatment infrastructure – that would be Okaloosa County’s responsibility, covered by treatment fees. The existing plant would be decommissioned and the sprayfield liability eliminated.

Capital Cost Estimates

Option A: Force Main to Okaloosa County

Line Item	Estimated Cost
Engineering, Environmental & Soft Costs	\$1,500,000
Pump Station & Ground Storage Tank Modifications	\$2,800,000
7-Mile 16" Pipeline (Built by OCWS)	\$7,400,000
Contingency	\$2,300,000
TOTAL	\$14,000,000

Option B: Rehabilitation of Existing Plant

The 2019 Mott MacDonald Wastewater Rehabilitation Facilities Plan estimated the capital cost for rehabilitating the existing plant at \$11,060,000. In their 2022 Preliminary Engineering Study, Barge Design Solutions escalated this figure to approximately \$13.18 million in 2022 dollars (at a 6% annual escalation rate). Applying a more conservative 4% annual escalation from 2022 to 2026 yields an estimated rehabilitation cost of approximately \$15.42 million in today’s dollars:

Item	Amount
Mott MacDonald Base Estimate (2019)	\$11,060,000
Barge Escalation to 2022 (6%/yr × 3 years)	\$13,180,000
Escalation to 2026 (4%/yr × 4 years = ×1.170)	\$15,420,000

The Mott MacDonald plan included an effluent pump station upgrade and new force main as part of this estimate. However, the full scope of effluent force main work that may ultimately be required is not fully defined in the 2019 plan, and any additional infrastructure needs would increase the rehabilitation cost beyond the figures shown above.

Funding Sources

Force Main Funding Plan

The funding gap is smaller than initially anticipated. While no funding source is guaranteed until formally executed, the sources below represent the most viable path available. The \$1 million state legislative appropriation has already been awarded.

Revenue Source	Amount
OLDCC Installation Readiness (IR) Grant – Noncompetitive	\$900,000
Legislative Appropriation (State) – Awarded	\$1,000,000
<i>Potential County Financial Participation</i>	<i>TBD</i>
WWTF Property Sale	\$1,500,000
Utility Cash / SRF Loan	<i>Balance</i>
TOTAL	\$14,000,000

With 2–3 additional OLDCC DCIP cycles and state appropriation opportunities ahead, staff believes the remaining capital funding can be secured.

Rehabilitation Funding Considerations

Both alternatives may require some level of debt financing. However, if the City pursued the rehabilitation alternative, several funding sources identified above would not be available. The WWTF property sale proceeds (\$1.5M) would not be realized, as the existing plant site would remain in use. The OLDCC IR grant (\$900K) and state legislative appropriation (\$1M) may still be available, though it is unclear how rehabilitation would rank for the OLDCC DCIP.

This would leave a larger funding gap that the City would need to finance through debt, with corresponding annual debt service.

Operational Cost Comparison

Current Wastewater Treatment Costs

The FY 2026 Utilities Budget includes a \$740,000 Jacobs O&M contract split between Water and Sewer. The actual wastewater treatment plant costs approximately as follows:

Cost Component	Annual Cost
Jacobs Base Contract (WWTF Portion)	\$385,817
Electricity (WWTF)	\$57,000
Solids Disposal	\$20,000
Repairs & Maintenance	\$50,000
Sprayfield Lease	\$18,000
TOTAL WASTEWATER PLANT O&M	~\$530,817

Estimated Costs Under Force Main Option

OCWS has provided a conservative wholesale treatment rate of approximately \$4.30 per thousand gallons (80% of the County’s regular rate of \$5.37/1,000 gal). Based on the City’s current average daily flow of 0.464 MGD, the estimated annual treatment cost would be approximately \$728,000. The City would also be responsible for operating the pump station and storage tank (~\$100,000–\$150,000/year for electricity, labor, and maintenance). The force main itself would be OCWS’s responsibility, covered by treatment fees.

Comparative Annual Cost Analysis

The estimated net annual operating cost increase under the force main option is approximately \$300,000–\$350,000 per year compared to current costs. However, under the rehabilitation alternative, the City would need to finance the funding gap through debt. The annual debt service on this gap would narrow the difference between the two options significantly.

The size of the rehabilitation funding gap — and the resulting debt service — will depend on which funding sources are ultimately secured. For reference, annual debt service on a typical SRF loan at 2% interest over 30 years is approximately \$44,650 per \$1,000,000 financed. Depending on the size of the gap, the resulting annual debt service could substantially narrow the operating cost difference between the two options.

	Force Main	Rehabilitation
Operating Cost Increase	~\$300–350K/yr	—
Debt Service on Funding Gap	—	Significant*
Sprayfield Line Liability	Eliminated	Remains (~6 mi)

Important Considerations

- **Effluent infrastructure is not fully scoped.** The approximately 6 miles of aging effluent force main to the spray fields is only partially addressed by the rehabilitation cost estimate (pump station upgrade included, but not full line replacement). Inspection alone was quoted at approximately \$20 per linear foot (2022). The cost to rehabilitate or replace this pipeline would be in addition to the escalated plant rehabilitation figure.
- **Rehabilitation carries a significant funding gap.** Several funding sources in the force main plan are specific to that alternative. The rehabilitation option would require the City to finance a substantial portion of the project through debt, with associated annual debt service.
- **Reduced infrastructure responsibility with force main.** The City would be responsible only for the collection system, lift stations, one pump station, and the storage tank. OCWS would handle the force main and all treatment.
- **Consent Order compliance.** The force main would provide a definitive path to FDEP compliance rather than an ongoing maintenance cycle.
- **Reduced environmental risk scope.** Eliminating the treatment process from the City’s responsibility reduces the scope of environmental risk. While the pump station and storage tank would remain on the existing site and are still subject to storm damage, a pump station failure is a sewage backup issue rather than an untreated environmental discharge.

Requested Council Direction

No formal action is required today. Staff is requesting general direction from Council on the following. FDEP is awaiting the City’s decision and expects to see meaningful progress toward a resolution. Staff recommends that Council work toward providing direction that would allow formal action at the April regular meeting.

1. Does Council wish to proceed with the Wastewater Force Main to Okaloosa County as the City’s long-term wastewater solution?
2. Is there any additional information Council wants or needs before taking formal action to proceed with either the wastewater force main or rehabilitation of the existing wastewater plant?

Okaloosa County Water & Sewer leadership will be present at the workshop to address Council questions.

Reference Documents

- Wastewater Rehabilitation Facilities Plan (Mott MacDonald, April 2019)
- WWTP Alternatives Preliminary Engineering Study (Barge Design Solutions, December 2022)
- Technical Memorandum: Wastewater Disposal in Conjunction with Hurlburt Field (Barge, May 2024)
- Consent Order – FDEP vs. City of Mary Esther (OGC 22-2083, November 2022)
- Amended Consent Order – FDEP vs. City of Mary Esther (OGC 22-2083B, October 2023)
- Okaloosa County Capital Cost Estimate (OCWS, January 2026)
- Wastewater Treatment Rate Correspondence (OCWS, February 2026)
- OCWS Preliminary Cost Estimate – 16" Force Main
- FY 2026 Adopted Budget – Utilities Fund
- Council Workshop Minutes – March 6, 2023
- Pipeline Route Map

Wastewater Force Main Project Update

Force Main to Okaloosa County Wastewater Treatment Facility

City Council Workshop | March 25, 2026

Why we're here

The City is under FDEP Consent Orders (original November 2022, amended October 2023) requiring corrective action on its aging wastewater treatment facility. Two alternatives remain: build a force main to Okaloosa County, or rehabilitate the existing plant. This workshop reviews updated cost estimates and seeks Council direction.

Project history From Barge study through Hurlburt withdrawal	Cost estimates Both options: force main vs. rehab	Funding & debt Who pays? What's the gap?	Operating costs Does the gap close with debt service?	Council direction What action, if any, for April meeting?
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No formal action is required today. Council direction will be brought back for formal action at a regular meeting.

Project timeline

- **Nov 2022** FDEP Consent Order executed
 - **Dec 2022** Barge Preliminary Engineering Study completed
 - **Mar 2023** City Council workshop — direction to explore force main
 - **May 2024** Barge Tech Memo (joint Mary Esther + Hurlburt Field scenario)
 - **Dec 2025** Hurlburt Field withdraws from partnership
 - **Jan 2026** OCWS prepares revised Mary Esther-only cost estimate
 - **Mar 2026** Workshop: Council direction on preferred alternative
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Two options for Council

Option A: Force main to Okaloosa County

\$14,000,000

2026 estimate, viable funding path

- Eliminates sprayfield line liability
- City maintains only pump station & tank
- OCWS handles force main & treatment
- Definitive Consent Order compliance
- Reduced scope of infrastructure at risk

Option B: Rehabilitate existing plant

\$15,420,000

Escalated to 2026 \$ (4%/yr from 2022)

- Rehab scope may not cover all effluent infrastructure needs
- City remains responsible for all infrastructure
- **Significant funding gap for rehabilitation**
- Annual debt service required on gap
- Can be phased (7 phases over 10 years)
- Ongoing regulatory risk remains with City

Force main funding plan

Revenue Source	Amount	Rehab?
OLDCC IR Grant	\$900,000	Maybe
State Appropriation (Awarded)	\$1,000,000	Maybe
Potential County Participation	<i>TBD</i>	No
Property Sale	\$1,500,000	No
Utility Cash / SRF	<i>Balance</i>	Yes
TOTAL	\$14,000,000	

Both alternatives may require some financing. The force main has a stronger funding position. **OCWS leadership will be present to answer questions.**

Comparative annual cost analysis

~\$530K

Current WWTF
Annual O&M

~\$878K

Proposed Force Main
Annual O&M

~\$300–
350K

Apparent Annual
Increase

TBD*

Rehab Debt Service
(on Funding Gap)

	Force Main	Rehabilitation
Operating Cost Increase	~\$300–350K/yr	—
Debt Service (on funding gap)	—	Significant*
Net Additional Annual Cost	~\$300–350K/yr	Significant*
Sprayfield Line Liability	Eliminated	Remains

Net difference narrows significantly when rehab debt service is included — and rehab carries the sprayfield liability

Key considerations

Effluent infrastructure scope

Mott MacDonald plan includes effluent PS upgrade and new force main, but full scope of effluent infrastructure needs is not fully defined.

Consent Order path

Definitive FDEP compliance vs. ongoing maintenance cycle on aging infrastructure.

Debt service closes gap

Rehab funding gap requires significant annual debt service, narrowing operating cost difference between the two options.

Reduced environmental scope

Eliminates treatment process and sprayfield from City's risk profile. Pump station/tank failure is a backup issue, not an environmental discharge.

Reduced City liability

City would maintain only pump station & tank. OCWS handles force main and all treatment.

Council direction

Direction requested from Council:

- 1 Does Council wish to proceed with the Wastewater Force Main to Okaloosa County as the City's long-term wastewater solution?
- 2 Does Council wish staff to bring a formal resolution or action item to the April regular Council meeting?
- 3 Is there additional information Council wants or needs before taking formal action?

AGENDA ITEM

Agenda Item 11.3.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: April 6, 2026

SUBJECT: Consideration: Expedited Purchase Approval for Sewer Line Cleaning and Lining

BACKGROUND:

On June 14, 2025, Jacobs responded to a sewer backup at 857 E. Miracle Strip Parkway. Crews determined that two sewer laterals crossing under U.S. Highway 98 had been damaged by a directional fiber optic bore performed by a subcontractor working on behalf of NextCity Networks. Sand infiltration caused by the bore strikes blocked the laterals, resulting in sewer backups affecting four properties at 849–873 E. Miracle Strip Parkway.

Pensacola Concrete Construction (PCC) cleaned and performed emergency point repairs on the damaged laterals. A sinkhole subsequently developed on Highway 98 near Kingston Court on October 13, 2025, also attributed to material loss from the bore strike damage. At the November 3, 2025 meeting, the City Council approved payment of related invoices totaling \$109,067.01 and authorized staff to pursue reimbursement from the responsible parties. Following those repairs, Jacobs recommended lining both laterals using Cured-In-Place Pipe (CIPP) technology to prevent further failures.

DISCUSSION:

A recent attempt to re-inspect the laterals found both lines approximately 75% blocked with sand and water. The rapid re-accumulation of sand since the September 2025 repairs confirms Jacobs' assessment that the laterals have cracks along their length caused by and extending from the bore strikes. Without intervention, a sanitary sewer overflow is probable, which would violate the City's operating permit and create environmental and public health hazards.

Under the City's purchasing policy, a condition presenting a threat of a sanitary sewer overflow qualifies as an emergency, which authorizes the City Manager to award purchase orders without formal competitive bidding. In lieu of formal bids, Jacobs has requested three comparable quotes for the full scope of work, including cleaning, re-CCTV inspection, and CIPP lining of both laterals. Quotes are expected this week and will be provided to Council as a supplemental attachment prior to the meeting.

Staff will continue to pursue reimbursement from NextCity Networks, their general contractor Amentum, and the boring subcontractor and/or their insurers for all costs related to this incident. NextCity Networks has indicated a willingness to work toward a settlement for the prior

emergency repairs and sinkhole costs. However, the City should be prepared to fund the slip lining work from the utility fund in the event that full reimbursement is not obtained.

FINANCIAL IMPACT:

The combined not-to-exceed authorization requested is \$125,000 for all cleaning, re-CCTV inspection, and CIPP lining work. This amount will be confirmed upon receipt of final quotes. Funding will be allocated from the utility fund. Previously approved related expenditures total \$109,067.01.

RECOMMENDATION:

Motion to declare a procurement emergency for the Highway 98 sewer lateral rehabilitation based on a 75% blockage condition and risk of sanitary sewer overflow; to authorize the City Manager to award purchase orders for cleaning, re-CCTV inspection, and CIPP lining of the two sewer laterals crossing under U.S. Highway 98 at E. Miracle Strip Parkway in a combined amount not to exceed \$125,000; and to direct staff to continue pursuing reimbursement from the responsible parties and their insurers.

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 11.4.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: April 6, 2026

SUBJECT: Consideration: Task Order with Kimley-Horn for Water and Sewer System Hydraulic Models

BACKGROUND:

The City of Mary Esther owns and operates a municipal water distribution system, a sanitary sewer collection and transmission system, and a wastewater treatment facility that serve approximately 4,000+ residents. As a relatively small utility system with average daily water production of less than one million gallons per day, new development has the potential to significantly impact system capacity and operational performance.

During the City's review of the proposed mixed-use redevelopment of the former mall site (Marketplace on Mary Esther), the City's operations and maintenance contractor identified the need for hydraulic models of the water and sewer systems to evaluate whether existing infrastructure can handle the additional demand. Hydraulic models are engineering tools that simulate how water and wastewater move through a utility system under various conditions — including average daily use, peak demand, and fire flow scenarios — and identify where capacity may be insufficient.

As staff explored the scope and cost of developing these models, it became clear that their value extends well beyond a single development review. Once built and calibrated, the models become a reusable tool for the City. Future development proposals can be evaluated in a matter of hours of engineering time rather than requiring a new modeling effort each time. With several large undeveloped or redevelopable parcels remaining in the City, staff determined that this is an investment the City should make on its own behalf rather than one that should be borne entirely by a single developer.

To accomplish this effort, the City requested a task order from Kimley-Horn and Associates, Inc., under the City's continuing professional services agreement (RFQ 2021-02). The intent of this project is to establish a calibrated, reusable modeling tool that can be used by the City on an ongoing basis to support development review, capital planning, and utility system management.

DISCUSSION:

Kimley-Horn's proposal provides a comprehensive, citywide hydraulic modeling approach. The scope includes modeling of the full water distribution system and all fourteen lift stations within the wastewater system, along with associated force mains and critical gravity sewer segments.

The proposal also includes a detailed calibration plan consisting of hydrant flow testing for the water system and drawdown testing at each lift station for the sewer system. These calibration efforts are essential to ensure the models accurately reflect real-world system performance and can be relied upon for decision-making.

Once complete, the models will allow the City to evaluate existing system performance under average-day, peak-day, and fire flow conditions; identify areas of capacity deficiency; assess the impact of proposed development on the utility systems; and support concurrency determinations required under Florida law. The first application of the models will include an evaluation of the proposed Marketplace on Mary Esther development as part of the City's development review process.

FINANCIAL IMPACT:

Funding in the amount of \$75,000 is required for the core hydraulic modeling services, with an additional optional not-to-exceed amount of \$25,000 for ongoing support, for a total potential project cost of up to \$100,000. This project would be funded from the Utilities Fund.

RECOMMENDATION:

Motion to approve the task order with Kimley-Horn and Associates, Inc., under the City's continuing professional services agreement (RFQ 2021-02), in an amount not to exceed \$100,000, and to authorize the City Manager to execute the task order.

ATTACHMENT(S):

1. Exhibit A: Kimley-Horn Task Order for Hydraulic Modeling



May 15, 2025

Mr. Tyler Reed
Community Development Director
City of Mary Esther
195 Christobal Rd.
Mary Esther, FL 32569

Re: Draft Task Order for
Water/Sewer System Hydraulic Model
Mary Esther, Florida

Dear Mr. Reed

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) submits this Letter Agreement (“Agreement”) to City of Mary Esther (“Client”) pursuant to its Master Agreement dated June 21, 2021, for providing engineering services for the development of the City’s water and sewer system hydraulic models. The detailed scope of services is provided below.

PROJECT UNDERSTANDING

The City of Mary Esther owns and operates the drinking water distribution system, sanitary sewer collection and force main systems, and the wastewater treatment facility that will serve the proposed mixed-use development at the mall site, including residential and retail uses. As a small coastal municipality serving a population of approximately 4,000, the City operates a compact utility system with average daily water production of less than one million gallons per day. As a result, new development can have a measurable impact on system capacity and operational performance.

The City requires hydraulic modeling of the water distribution system, sewer collection and force main systems, and wastewater treatment facility to evaluate the impacts of the proposed development. The hydraulic models will be used to assess existing and projected demands, available capacity, and level of service, including water supply, fire protection, wastewater conveyance, and treatment performance.

Model results will identify potential system deficiencies and inform any necessary infrastructure improvements or upgrades to ensure adequate capacity and reliable operation can be maintained prior to construction.

SCOPE OF SERVICES

Kimley-Horn will provide the services specifically set forth below.

Task 1 – Water System Hydraulic Modeling

- A. **Model Database Construction** - Kimley-Horn will build and calibrate a hydraulic model of the City’s water distribution system using the water system Diamond Maps database provided by the City and other available information obtained through staff interviews and site visits. The software that will be used is Bentley WaterCAD. The work under this task will generally include the following:

- a. Develop a hydraulic model using available Diamond Map data and supporting system information.
- b. Perform a detailed review of the pipe network geometry and connectivity using a grid search methodology or equivalent approach to identify and correct connectivity issues.
- c. Coordinate with City operational staff to address questions that arise during the pipe network geometry and connectivity review.
- d. Integrate essential system valves (e.g., critical isolation valves) into the model using appropriate designations. Any normally closed valves will be confirmed with City staff prior to model integration.
- e. Incorporate available pump curves, operational settings, and tank geometry into the model.
- f. Assign system elevations using available contour data and the model software's elevation extraction tools or equivalent methods.
- g. Analyze existing water demands using the City's historical billing data and allocate demands throughout the modeled distribution system. This will include a comparison of total modeled system demand to Monthly Operating Report (MOR) data to assess average and peak day demand conditions.

B. Hydrant Testing and Model Calibration - Kimley-Horn will calibrate the water system hydraulic model using available system data and field testing. Calibration efforts will include the following:

- a. Collect pressure data at existing tanks and pump stations.
- b. Perform up to eight (8) hydrant flow tests at locations coordinated with the City.
- c. Compare model results to observed field data and adjust model parameters as necessary to improve accuracy in accordance with the AWWA Handbook for Water Distribution System Model Calibration.

C. Existing System Analysis - Kimley-Horn will utilize the calibrated model to evaluate the performance of the existing water distribution system under the following steady-state conditions:

- Existing Average Day Demand
- Existing Max Day Demand
- Fire Flow Demand

As part of this analysis, Kimley-Horn will:

- a. Evaluate the system's ability to maintain acceptable levels of service, including pressure, storage, and fire flow performance.
- b. Perform a systemwide fire flow analysis using the model's fire flow analysis tools and identify areas of fire flow deficiency based on City-provided criteria.
- c. Attend one (1) meeting with City staff to review model calibration results and existing system scenario findings.

D. Proposed Development Evaluation - Using information provided in the PMDD Narrative & Submittal Package 4, Kimley-Horn will evaluate the proposed Marketplace on Mary Esther development within the calibrated water system hydraulic model. This analysis will incorporate proposed land uses, development phasing assumptions, and anticipated water demands to

assess the ability of the existing water distribution system to accommodate the proposed development under representative operating conditions. The evaluation will be performed at a planning-level and summarized as part of the Task 1 findings.

Task 2 – Wastewater Collection and Transmission System Hydraulic Modeling

- A. **Model Database Construction** - Kimley-Horn will develop a hydraulic model of the City's wastewater collection and transmission system using available Diamond Maps data, record drawings, and information obtained through coordination with City staff. Modeling under this task will be limited to the City's existing fourteen (14) lift stations, associated force mains, and gravity sewer segments that convey flow to repump lift stations. The software that will be used is Bentley SewerCAD. Services will generally include:
- a. Develop a hydraulic model representing the existing wastewater system, including lift stations, force mains, and gravity sewer segments that directly connect to repump lift stations.
 - b. Review system geometry, connectivity, and key system attributes to identify and correct data gaps or connectivity issues.
 - c. Incorporate available lift station data, including pump curves, operating levels, and force main characteristics.
 - d. Assign system elevations using available topographic data, record drawings, and model-based elevation tools, as appropriate.
- B. **Lift Station Drawdown Testing and Model Calibration** - Kimley-Horn will calibrate the wastewater hydraulic model based on observed lift station performance. Calibration efforts will include:
- a. Perform lift station drawdown evaluations at each of the fourteen (14) existing lift stations to assess pump performance and operating characteristics.
 - b. Adjust model parameters, as appropriate, to reasonably reflect observed lift station behavior under existing operating conditions.
 - c. Attend one (1) meeting with City staff to review model assumptions and calibration results.
- C. **Wastewater Treatment Plant Flow and Capacity Evaluation** - Kimley-Horn will evaluate historical wastewater treatment plant flow data and compare projected and permitted treatment capacity. This task will include:
- a. Review up to ten (10) years of available historical influent flow data for the City's wastewater treatment plant.
 - b. Evaluate historical average day and peak flow trends and compare them to projected system flows.
 - c. Compare projected wastewater flows to the permitted treatment capacity of the wastewater treatment plant.
 - d. Summarize findings regarding existing and future treatment capacity constraints in a technical memorandum or summary documentation.
- D. **Proposed Development Evaluation** - Using information provided in the PMDD Narrative & Submittal Package 4, Kimley-Horn will evaluate the proposed Marketplace on Mary Esther development within the calibrated sewer system hydraulic model. This analysis will incorporate

proposed land uses, development phasing assumptions, and anticipated sewer demands to assess the ability of the existing water distribution system to accommodate the proposed development under representative operating conditions. The evaluation will be performed at a planning level and summarized as part of the Task 2 findings.

Task 3 – As-Needed Meetings, Coordination, Technical Support

Kimley-Horn will provide as-needed meetings, coordination, and technical support services at the City's request. These services may include additional meetings, coordination with City staff or third parties, limited supplemental field investigations, and professional consultation related to project findings, modeling results, or related utility system considerations.

Services Not Included

Any other services beyond those specifically mentioned above are not included in this scope of services.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at Kimley-Horn's then-current hourly rates. Additional services Kimley-Horn can provide include, but are not limited to, the following:

1. Survey
2. Flow monitoring studies
3. I/I analysis
4. Master Planning
5. Utility System Design
6. Construction Phase Services
7. Leading community meetings

Information Provided By Client

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Diamond Maps mapping export
- Gravity sewer depths
- Lift station depths and operational settings
- Pump curve data
- Existing permit data
- DMR and MOR data
- Coordination of available SCADA data
- Lift station run time data

Responsibilities of Client

In addition to other responsibilities set out in this Agreement, the Client shall:

1. Allow for access to the site

Schedule

Kimley-Horn will perform the services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule.

Fee and Expenses

Kimley-Horn will perform the services in **Tasks 1-2** for the total lump sum labor fee below. In addition to the lump sum labor fee, direct reimbursable expenses such as large format printing, report printing and binding, express delivery services, fees, air travel, and other direct expenses will be billed per the master services agreement.

Task Number & Name		Fee	Type
1	Water System Hydraulic Modeling	\$30,000.00	Lump Sum
2	Wastewater Collection and Transmission System Hydraulic Modeling	\$45,000.00	Lump Sum
Total Lump Sum Fee		\$75,000.00	

Lump sum fees and expenses will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Kimley-Horn will perform the services in **Tasks 3** on a labor fee plus expense basis with a **maximum not-to-exceed fee** as summarized below. Kimley-Horn will perform the services described herein on a cost-plus-expense basis, with compensation based on agreed upon labor hours incurred multiplied by Kimley-Horn’s current hourly billing rates, plus reimbursable expenses, not to exceed a maximum total fee authorized by the City.

Task Number & Name		Fee	Type
3	As-Needed Meetings, Coordination, Technical Support	\$25,000.00	Max NTE

Labor fees will be billed on an hourly basis in accordance with Kimley-Horn’s then-current rates. Direct reimbursable expenses, including but not limited to mileage, travel, delivery services, and project-related fees, will be billed at 1.15 times cost. A percentage of the labor fee will be added to each invoice to cover certain other project-related expenses such as telecommunications, in-house reproduction, postage, supplies, project-related computer time, and local mileage.

Kimley-Horn will not exceed the total not-to-exceed amount without prior written authorization from the City. Any task-level fee amounts provided are for budgeting purposes only, and Kimley-Horn reserves the right to reallocate effort among tasks as necessary to complete the scope of services within the authorized maximum fee.

Invoices will be submitted monthly and are payable within twenty-five (25) days of receipt.

Closure

In addition to the matters set forth herein, our task order shall include and be subject to, and only to, the terms of our Contract No. RFQ 2021-02 as amended, which are incorporated by reference.

To proceed with the services, please have an authorized person sign this Agreement below and return to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on this project.

We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Signed:

Printed Name: Brock Jones, PE

Title: Project Manager

City of Mary Esther

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

9.2 PROFESSIONAL SERVICES AGREEMENT
CONTINUING PROFESSIONAL CONSULTING SERVICES

Request for Qualifications (RFQ) #2021-02

THIS AGREEMENT is made and entered into this 21ST day of JUNE, 2021, by and between KIMLEY HORN, duly authorized to conduct business in the State of Florida and whose address is 100 RICHARD JACKSON BLVD, PCB, FL, hereinafter, called "CONSULTANT" and the CITY OF MARY ESTHER, a political subdivision of the State of Florida, whose address is 195 Christobal Road North, Mary Esther, FL 32569, hereinafter called "CITY".

SECTION 1. AGREEMENT. The terms of this Agreement, together with the incorporation of the terms and conditions of the Request for Qualifications (RFQ #2021-02), and any exhibits, schedules and attachments hereto, and any and all amendments relating to same, and any and all submittals from CONSULTANT, constitute the entire Agreement between CITY and CONSULTANT. This Agreement is the final, complete and exclusive expression of the terms and conditions of the parties' Agreement. All prior agreements, representations, negotiations, and understandings made by the parties, oral or written, expressed or implied, are hereby superseded and merged herein.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be for an initial period of one (1) year from the date of award. At the option of the parties, this Agreement may be renewed for four (4) additional one (1) year terms. Renewal options may be exercised at the discretion of the City based on performance of the company and adherence to the terms and conditions set forth in the RFQ documents. The City retains the sole right to determine whether the renewal option shall be granted.

SECTION 3. COMPENSATION. The CONSULTANT will invoice the City monthly based upon the CONSULTANT's estimate of the portion of the total services completed at the time of billing and any eligible reimbursable expenses.

SECTION 4. REIMBURSABLE EXPENSES. "Reimbursable Expenses" means the actual, necessary and reasonable expenses incurred directly or indirectly in connection with the Project for: transportation and subsistence incidental thereto for travel; toll telephone calls and facsimiles; reproduction of reports, drawings and specifications, and similar Project-related items; as provided in the City's Purchasing Policy.

SECTION 5. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, return receipts requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

For City:
Jared Cobb, City Manager
City of Mary Esther
195 Christobal Road North
Mary Esther, FL 32569
850.243.3566 x14

For Consultant:
Richard Barr, AICP

Senior Vice President/Principal

2615 Centennial Blvd. Suite 102

Tallahassee, FL 32308

850-553-3510

SECTION 6. RIGHTS AT LAW RETAINED. The rights and remedies of CITY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

SECTION 7. CONTROLLING LAW, VENUE, ATTORNEY'S FEES. This Agreement is to be governed, construed, and interpreted by, through and under the laws of Florida. Venue for any litigation between the parties to this Agreement shall be in the County of Okaloosa, Florida and any trial shall be non-jury. Each party agrees to bear its own costs and attorney's fees relating to any dispute arising under this Agreement.

SECTION 8. MODIFICATIONS TO AGREEMENT. This Agreement and any exhibits, amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

SECTION 9. SEVERABILITY. If, during the term of this Agreement, it is found that a specific clause or condition of this Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force and effect.

SECTION 10. WAIVER OF JURY TRIAL. THE CITY AND CONSULTANT HAVE SPECIFICALLY WAIVED THE RIGHT TO A JURY TRIAL CONCERNING ANY DISPUTES WHICH MAY ARISE CONCERNING THIS AGREEMENT.

SECTION 11. NON-WAIVER. No indulgence, waiver, election or non-election by CITY under this Agreement shall affect CONSULTANT's duties and obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date written above for execution by CITY.

WITNESSES:

[Signature]

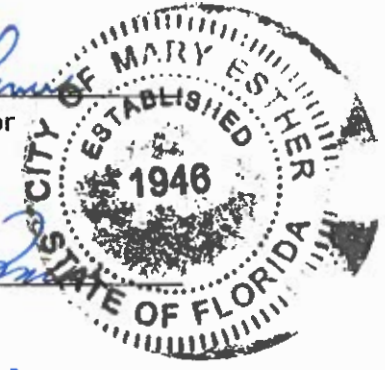
[Signature]

CITY OF MARY ESTHER

[Signature]
Margaret McLemore, Mayor

[Signature]
Dana Williams, City Clerk

Dated: 6/21/2021



WITNESSES:

[Signature]

[Signature]

FIRM(S)

[Signature]

Richard Barr, Senior Vice President

Dated: 6/21/2021

Attachments:

- A. RFQ #2021-02
- B. Firm Proposal

Approved by the Mary Esther City Council at a meeting held on this 21st day of JUNE, 2021 under Agenda Item No. 4.

AGENDA ITEM

Agenda Item 11.5.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey, Public Works Director

DATE: April 6, 2026

SUBJECT: Consideration: Task Order with Barge Design Solutions for Replacement of Bridges at Oak Tree Nature Park

BACKGROUND:

The City of Mary Esther owns two pedestrian bridges within Oak Tree Nature Park along the trail system off Hollywood Boulevard West. Both bridges — spanning approximately 45 feet and 106 feet over Silver Sands Creek — have reached the end of their serviceable life and are in need of replacement. This project was identified as a priority in the City’s recently adopted Parks and Greenways Master Plan, and City Council authorized funding for design services in the current budget year.

The City requested a task order from Barge Design Solutions under the City’s continuing professional services agreement based on their qualifications, familiarity with the park site from the Parks and Greenways Master Plan work, and access to structural engineering expertise through their sub-consultant Parker Engineering Group.

DISCUSSION:

Barge’s scope includes structural design and FDEP permitting for both replacement bridges, post-construction surveying, bidding phase services, and full construction administration through project closeout. Construction administration includes shop drawing and submittal review (up to 10 submittals/RFIs), monthly pay application review, site visits throughout a three-month construction period, punch list inspection, and issuance of the Certificate of Substantial Completion.

The project schedule anticipates two months for design and three months for construction.

FINANCIAL IMPACT:

The not-to-exceed fee for Barge Design Solutions is \$34,000, structured as follows: Task 1 – Structural Design Plans and Permitting (\$15,000, lump sum); Task 2 – Post-Construction Survey (\$4,000, lump sum); Task 3 – Bidding Phase Services (\$3,000, hourly); and Task 4 – Construction Administration (\$12,000, hourly).

Funding for this work was approved in the current budget year at \$50,000. The task order is \$16,000 under budget, with the remaining balance available for construction.

RECOMMENDATION:

Motion to approve the task order with Barge Design Solutions, under the City's continuing professional services agreement (RFQ 2021-02), for professional engineering services for the Oak Tree Nature Park Pedestrian Bridge Replacement project in an amount not to exceed \$34,000, and to authorize the City Manager to execute the task order.

ATTACHMENT(S):

1. Exhibit A: Barge Design Solutions Task Order for Oak Tree Nature Park Pedestrian Bridge Replacement

The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Project Schedule
- IV. Client Responsibilities
- V. Compensation

I. Project Description

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

Barge is pleased to present the Client with this proposal for replacement of two pedestrian bridges within the Oak Tree Nature Park located off of Hollywood Blvd W. The Client would like to replace two aging pedestrian bridges along the trail system within the park, approximately 105 feet and 45 feet in length.

II. Scope of Services

The following provides a description of the purpose, activities, and deliverables anticipated for the project. Throughout the project, Barge will manage the activities of our staff, sub-consultant, and submit monthly invoices with updated schedules and budgets as applicable.

Task 1 – Structural Design/Permitting

Barge will sub-consult with Parker Engineering Group (Parker Group) to design the pedestrian bridges as requested by the City. There will be one meeting with the Client prior to design beginning.

Parker Group will prepare the plans detailing the pedestrian bridges in plan, section, and elevation views. The plans will specify the pile foundation and the boardwalk structural members size and treatment.

Parker Group will provide plans for applicable City of Mary Esther building permits and a permit waiver from the Florida Department of Environmental Protection (FDEP) for the two pedestrian bridges.

Deliverables:

The following deliverables will be provided as part of this task:

- Structural design plans for the replacement of 2 pedestrian bridges for bidding/local permitting.
- Supporting documentation to obtain permit waiver from FDEP.

Assumptions:

The following assumptions are applicable to the above scope of services:

- Barge/Parker Group will have full access to the site during normal operating hours.
- The dimensions of the replacement bridges will remain the same as the existing bridges.
- A permit waiver from FDEP is achievable. If additional permitting is required from FDEP, an amendment may be required.

Task 2 – Surveying

Barge will provide post surveying of the bridges by referencing horizontal and vertical control based horizontally on the Florida State Plane Coordinate System, North American Datum of 1983 and vertically on the North American Vertical Datum of 1988.

Deliverables:

The following deliverables will be provided as part of this task:

- One post construction survey of the location and elevation of the pedestrian bridges. (pdf)

Assumptions:

The following assumptions are applicable to the above scope of services:

- Barge/Parker Group will have full access to the site during normal operating hours.
- Surveying will be performed under the supervision of a licensed professional surveyor.
- Topographic or subsurface utility location is not part of this scope.

Task 2 – Bidding/Construction Administration Services

Barge will provide limited professional services related to supporting the Client during bidding and awarding the construction contract for the work outlined above. These services will begin upon the successful completion of final construction documents and will include the specific tasks as follows:

- Prepare and issue 1 addendum during the bid phase.
- Respond to contractor questions during bidding.

Provide professional services related to construction administration of the project as outlined below. These services will begin at the pre-construction meeting. Specific items included are as follows:

- Assist with the preparation of contract documents.
- Assist with the preconstruction conference.
- Assist with the preparation of meeting minutes of preconstruction meeting.
- Review of contractor shop drawings, submittals, progress schedule, and schedule of values; monitor for performance during the contract period for items related to our scope of services. The review of up to 10 total submittals and/or requests for information (RFIs) is included.
- Review, approve, and recommend payment of contractor monthly pay requests for items related to our scope of services.
- Assist with construction progress meetings as needed
- Assist with site visits for an assumed three-month construction period.
- Provide support for the review change order requests.
- Provide necessary interpretations and clarifications of the contract documents.
- Participate in punch list inspection.
- Issue Certificate of Substantial Completion.
- Assist with final project closeout to include notices of substantial and final completion.

Deliverables:

The following deliverables will be provided as part of this task:

- Recommended addendum content.
- Responses to contractor questions.

Assumptions:

The following assumptions are applicable to the above scope of services:

- No revisions to the drawings will be needed during bidding or construction.

III. Project Schedule

The total duration for the design scope of work is anticipated to take two months, apart from permitting approval. The total duration of the construction phase is anticipated to take 3 months.

Barge and Client are aware that many factors outside Barge's control may affect Barge's ability to complete the services to be provided under this Scope of Services. Barge will perform these services with reasonable diligence and expediency, consistent with sound professional practices.

IV. Client's Responsibilities

Barge strives to work closely with our clients. In order for the project team to function efficiently, certain information is needed to be provided by the Client and other interested stakeholders in a timely manner. These items and responsibilities are noted below.

- Provide information and data as required to support the development of Barge's scope, as required in the project agreement for services.
- Provide review comments in a timely manner.
- Provide a single point of contact for project coordination purposes.

V. Compensation

For performance of the Project authorized under this Task Order, Client agrees to pay Barge for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project in accordance with Continuing Professional Consulting Services dated June 21, 2021. The Not to Exceed budget to perform the scope of work as defined in Exhibit A is estimated to be \$34,000. The budget status will be summarized monthly in our progress report and invoice submittal.

The cost to complete the scope of work as defined in the tasks above is provided in the fee summary table below. Client agrees to pay Barge a Lump Sum Fee of \$19,000 to complete the scope of work as defined above for Tasks 1-2 which will be billed monthly based on percent of work completed to date. For the Tasks 3-4 tasks defined above, Client agrees to pay Barge for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project

Barge will be permitted to move budget between project tasks so long as the total fee is not exceeded. Barge will notify the Client if the work is projected to exceed the cost ceiling for this project and will request a contract amendment as appropriate.

Fee Summary Table

Items	Fee Type	Fee Amount
Task 1 – Design Plans/Permitting	Lump Sum	\$15,000
Task 2 – Post Construction Survey	Lump Sum	\$4,000
Task 3 – Bidding Phase Services	Hourly	\$3,000
Task 4 – Construction Admin Services	Hourly	\$12,000
TOTAL		\$34,000

AGENDA ITEM

Agenda Item 11.6.

TO: Honorable Mayor and Members of the City Council

FROM:

DATE: April 6, 2026

SUBJECT: Consideration: Process for Amending the City Charter

BACKGROUND:
Mayor Pro Tem Oder requested this item.

DISCUSSION:

FINANCIAL IMPACT:

RECOMMENDATION:

- ATTACHMENT(S):**
1. Exhibit A: City Charter Revision Notes
 2. Exhibit B: City Charter Sec. 3.02

Notes on the Charter Revision

- 1) Candidates for election are required to pay 1% of their annual salary (stipend) to the Election Commission. When the Mayor & Council were 'volunteer' positions, this was not an issue. Now that they are paid seats, those fees must be paid by candidates qualifying for office at the time of qualification. This is state law. However, since state law trumps local ordinances, it may not be *required* to include in the charter, though it might ought to be noted for clarification and procedural understanding.
- 2) Sec. 3.03 states **the mayor pro tem shall be chosen by and from the members of the council at the legislative meeting in April of each year**....yet in September 2016, the format and names of meeting types were changed with the "legislative" meeting type eliminated. This section should be amended to remove the word 'legislative' and replace it with the word 'regular'.
- 3) Sec. 3.04 - Food for thought...the charter only requires a member of the council or mayor to be a bona fide resident and qualified elector of the City; yet typically when "hiring" for a position, one asks for some experience. Should there be any term of residency required before filing as a candidate? Should someone having just moved into the city be "allowed" to qualify as a candidate and possibly make decisions that affect the whole without having had the benefit of historical knowledge or perspective? Perhaps having lived within the city limits for a specified period of time before becoming eligible to serve should be added as a requirement.
- 4) Is there a reason the term for Mayor is only two years when a Council seat is four? (Sec. 3.05) There has been some interest expressed in changing the Mayor's term to four years.
- 5) The last sentence of Sec. 3.07 (b) states "**...or action under Article III, Section 3.08, of this charter**" when discussing penalties for Interference with Administration. Yet Section 3.08 has no penalties defined or described therein. Either the reference needs correction or the penalties need to be defined somewhere.
- 6) Section 3.08 (c) requires that a vacancy shall be filled within ten (10) days. Why such a short time frame? The council only meets (regularly) once a month and ten days is hardly enough time to advertise and receive letters of interest from prospective candidates. It would not create a hardship to extend this time frame but would allow for maximum exposure for any interested citizen or those who may be traveling/otherwise unavailable at the time a notice was posted to submit their letter of interest.

- 7) Section 3.08 (c) ¶1 reads,
“Filling of vacancies: A vacancy in the council and office of the mayor shall be filled within ten (10) days by the council who shall select, by affirmative vote of not less than three (3) of the members, a person to fill the vacancy. The appointee shall serve until the next regular election following the occurrence of the vacancy. At such next election that vacancy shall be filled by election for the remainder of the term existing for that seat, provided, however, if such vacancy occurs within forty-five (45) days of the next election such appointment shall be for the balance, if any, of the unexpired term. An appointee shall be a bona fide resident and qualified elector of the City of Mary Esther.”

The italicized part I understand, it would be like Councilmember Panzer (2016-2020) who resigned his position in 2017, with Mr. Oder appointed until the next election in 2018. However, I don't understand or fully grasp the underlined portion unless one makes the assumption there will always be more qualified candidates for an election than there are seats/terms about to expire.

For example, if Councilmember Oder (2018-2022) resigned his seat on February 1, 2020, the vacancy would be inside that 45-day window (of the March 17, 2020 election).

- Would his appointed replacement serve only until those elected in 2020 were sworn in? If so, and the Council has 10 days from the resignation to fill a spot (Feb 10-Feb 20), what's the point of appointing someone to serve only a couple of weeks?
- What if, as in 2016, there were the exact number of qualified candidates as seats available and therefore no need for an election. Would the appointed replacement serve until 2022 (in which case what makes the 45-day stipulation any different than the italicized clause)?
- Had he resigned on January 31st instead, it would have been outside the 45-day window until the next election; but that doesn't have any effect on the qualifications or level of interest for his replacement. So what's magical about any time frame? Why not just allow the appointment to “test drive” the seat until the next election regardless of when that is?
- Would the City be required to incur the expense of conducting a special election? Any of these scenarios could apply but the way the paragraph is currently written is not very explanative and relies on assumptions not necessarily common to Mary Esther elections.

- 8) Section 3.08 (c) ¶2 reads, **“...the mayor shall within fourteen (14) days call a special election to fill the vacancies.”** I believe that should be amended to say “...shall within fourteen (14) days call *for* a special election...” since City elections are handled by the County Supervisor of Elections, who could not possibly conduct

an election within 14 days and be in compliance with state law for printing ballots, mailing overseas ballots, advertising and the like.

- 9) Section 3.08 (c) ¶2 also states that **“In no event shall the council consist of more than two (2) members serving on an appointive basis. If such an event occurs, a special election will be held as provided herein.”**

Suppose Mr. Panzer (2016-2020) resigned in June 2016 and Mr. Oder was appointed to serve until the next regular election (March 2018). Then in December 2016, Councilmember X resigns her seat.

- Why should Councilmember Oder be booted from office because of the actions of Councilmember X?
- Why should the City incur the expense of a special election in this case?
- The first sentence of that paragraph says **“Whenever two (2) or more vacancies in the council shall occur at the same time, the mayor shall...call a special election.”** but I would argue those vacancies didn’t occur at the same time (as did Mr. Molder and Mr. Bennett’s resignations in 2019), they occurred six months apart and therefore shouldn’t further disrupt the composition of the elected body.

- 10) Section 3.09 (b) reads, **“Penalty for absence. Absence from three (3) consecutive regular meetings of the city council shall operate to vacate the seat of a member or the mayor, unless such absence is excused by council resolution setting forth the facts of such excuse duly entered upon the minutes.”**

- Nowhere are absences defined as excused or unexcused. And even if they were, does it take a vote of the (other) Councilmembers to deem it so? Or could the councilmember not planning on attending simply pick one of excused absences from a list and say that one applied?
- How far in advance must the notice of a planned absence be given in order for a resolution to be prepared? In fact, how do you plan for an accident or sudden illness?
- At no point in the past 8 ½ years, has a resolution related to an absence been created or voted on. Have we been violating our Charter by not doing so? Perhaps better wording would be “unless such absence is excused by an affirmative vote of the council”?
- What does **“operate to vacate the seat”** mean? Is that considered an automatic surrender of the seat? Does the council need to vote to create the vacancy?
- Can a councilmember miss up to 8 meetings per year as long as no three are consecutive? (Present = Jan, April, July, & Oct. Absent = Feb, Mar, May, Jun, Aug, Sep, Nov & December). According to the current wording, he/she could but would likely make an ineffective member of the elected body.

- 11) Why is the City Clerk the only charter officer not working under a contract? The Clerk should have the same assurances in terms of professional development opportunities, memberships, and severance as the other charter employees.
- 12) Do you want to include a provision for councilmembers/mayor to be able to participate in a meeting telephonically? This would save time and disruption from having to vote to allow it (really, when has it ever been disallowed?). Some charters have specific sections which read, something to the effect of
 “**Attendance** - Councilmembers are encouraged to attend all Council meetings. Participation via phone or other suitable electronic means is accepted, if the absence is unavoidable. A physical quorum of Councilmembers (three or more) must be present at the meeting, if a Councilmember is voting by phone. Councilmembers are asked to complete the “Absence from a Council Meeting” form, and submit to the City Clerk’s Office, when they expect to be absent from the City. This notification allows for confirmation that a quorum would be present at the meetings. The Mayor and Mayor Pro Tem should notify each other when absence from the City is planned. If both the Mayor and Mayor Pro Tem are not present, the longest standing Councilmember shall chair the meeting.”

There is also an AGO (03-41) that states:

If a quorum of a local board is physically present, “the participation of an absent member by telephone conference or other interactive electronic technology is permissible when such absence is due to extraordinary circumstances such as illness[;] . . . [w]hether the absence of a member due to a scheduling conflict constitutes such a circumstance is a determination that must be made in the good judgment of the board.”

and

AGO 94-55 says: If a quorum of a local board is physically present at the public meeting site, a board may allow a member with health problems to participate and vote in board meetings through the use of such devices as a speaker telephone that allow the absent member to participate in discussions, to be heard by other board members and the public and to hear discussions taking place during the meeting.

- 12) Section 9.05 references the City may establish a Code of Ethics for officials, officers and employees. The ICMA and FACC both have a Code of Ethics for their respective members, as does many other civic and fraternal organizations. It would seem fitting for the City to adopt a similar Code of Ethics for all its officers and employees. I believe the City of Kissimmee has a resolution to that effect which they have all elected officials sign (with addendums as new officials are elected).

- 13) Under the Article IX, General Provisions, maybe Sec. 9.07?, there should be something similar to the below which provides for the correction of scrivener's errors after the fact. (See example at the end of why I'm suggesting this.)

"Codification of and Correction of Scrivener's Errors --

The City Clerk or designee, without public hearing, is authorized to correct any typographical errors which do not affect the intent or content of an Ordinance. A corrected copy shall be posted in the public record."

- 14) Throughout 2020 in particular, civil unrest became rather prevalent across the nation ranging from racial discrimination to political incitements. This was in addition to a world-wide pandemic of Covid-19 which did nothing to allay the fears and unrest of many others. Natural disasters aside, should a clause or even wording be added to the Charter to address who, among the Council or staff, can declare a state of emergency in the event of civil unrest?

One example from another City reads as follows:

"Officials empowered to declare emergency, exercise emergency powers.

The following city officials in the order named are hereby designated as the proper city officials empowered to declare that a state of emergency exists within the boundaries of the city and who are empowered to exercise emergency powers provided by F.S. §§870.041 through 870.048.

1. Mayor;
2. Mayor Pro Tem (or Vice Mayor)
3. City Manager
4. City Clerk or acting city manager
5. Any other City Councilmember, in order of seniority"

- 15) Charter review should not necessarily be one and done but should be reviewed from time to time to make certain all provisions are relevant and up-to-date. Some cities include a provision for this. Following are three examples:

- **From Punta Gorda:**

ARTICLE XVI. CHARTER REVIEW COMMITTEE

Section 1. Charter Review Committee.

Beginning in the year 2010 and every six (6) years thereafter, the City Council for the City of Punta Gorda shall authorize the formation of a Charter Review Committee for the express purpose of conducting a complete review of the City Charter and proposing amendments directly to the electorate at the next general election. Appointments to the Charter Review Committee shall be by the City Council of Punta Gorda. The Charter Review Committee shall be an independent body of up to fifteen (15) members with a separate budget. The City Council shall appoint the City Attorney to assist the Charter Review Committee in the exercise of its duties. Alternatively, the Charter Review Committee may appoint independent legal counsel.

- **Town of Jupiter:**

Section 3. - Charter review.

As often as the [town] council may deem necessary, but in any event, not less frequently than every ten years, the terms and provisions of this Charter shall be reviewed. The [town] council shall appoint a five-member panel, at least three of whom shall be voters of the town who shall review the Charter and report their findings within a six-month period. The purpose of such review is to update the Charter to better meet the needs of the public for good government and to make any amendments or modifications which may be required to conform with the Constitution and the laws of the United States and the State of Florida.

- **City of Dade City**

Section 7.02 states we will have a citizen review every 10 years.

- 16) On August 2, 2021, the Council voted unanimously that the Deputy City Clerk position should be hired/fired/supervised and assigned daily tasks by the City Clerk, separate and apart from the City Manager's control or input. Currently there is no such provision in the Charter to give the City Clerk that authority. If the Council has changed the role or authority of the Clerk, then as a Charter officer those duties and responsibilities should be included in the Charter.
- 17) At the 2022 Canvassing Board, it was mentioned that Paul Lux (actually, in his capacity as Supervisor of Elections, not personally) serves on several canvassing boards – FWB, Laurel Hill, Destin, Crestview, the County's....but he, by Charter, does not serve on Mary Esther's. Considering the somewhat scramble we had in finding a 3rd person to serve on our Board in 2022 – and we may again in 2024 when 3 council seats are up for election, it might make sense to rethink how the City's canvassing board is comprised. Perhaps it could be the City Clerk, the Supervisor of Elections, and one other? To limit it to Councilmembers only is pretty restrictive when a majority of seats are up for election and the remaining two members may want to openly support or oppose a candidate/PAC.
- 18) I checked into recall procedures to see if a councilmember or mayor who was behaving badly, could be recalled or sanctioned or whether the city would simply be stuck for a few years. The state statutes on recall (Chap 100.361) are pretty clear in the intent to be uniform across the state and even going so far as to repeal all municipal charters or special provisions in conflict therewith. However, there should be some sort of regulation or process for nonfeasance, dereliction of duties, or continuous erratic/disruptive behavior that doesn't fall under the "allowable offenses" for recall in the Statutes. I guess what I'm saying is there is disciplinary action which the staff is accountable for, why would the same not be true for elected officials? Again, just food for thought.

EXAMPLE RELATED TO #13 ABOVE...

Corrected Minutes



Dana Williams

To: Aaron Bacchi; Bernie Oder; Chris Stein (CmbrStein@cityofmaryesther.com); Larry Carter; Margaret McLemore; Susan Coxwell
Cc: Jared Cobb; Hayward Dykes (hdykes@handfirm.com)

Reply Reply All Forward

Fri 8/6/2021 11:22 AM

Original Page.pdf 698 KB
Corrected page.pdf 703 KB

At the July 6th meeting under the heading new business, the Mayor inadvertently skipped over item 10b moving directly from 10a to 10c. When pointed out and after dispensing with 10c, she went back to item 10b. A notation was included in the minutes of the meeting that those two items were done in reverse at the meeting and on the audio, but for the sake of numbering were corrected in the minutes. Or so I thought.

Both items were related to award of an RFP. One item (10b) was for Debris Monitoring being awarded to Tetra Tech and the other (10c) was for Debris Removal being awarded to DRC Emergency Services. But apparently when trying to reverse a reversal, my own brain blip kicked in and I typed in the minutes that Debris Monitoring was awarded to DRC and Debris Removal was awarded to Tetra Tech. There were no dollar amounts associated with either award at that point so the motions were solely for award of the bid but not specific to a cost (because thankfully we haven't had to engage either company at this point.

The minutes of that meeting were approved last Monday night (August 2) and none of us caught the mix up...until yesterday when I had a public records request for the bid tabulation and award decision.

In my professional opinion, this would be a scrivener's error which can be corrected without formal action of the Council; and after speaking with Hayward, he agreed; still I wanted to make you aware that I have since made the correction. The original page and the corrected page are attached; but if you have any questions, please let me know.

Dana L.S. Williams, MMC
City Clerk

Sec. 3.02. - Functions, powers, and duties of the mayor.

The mayor shall preside at all meetings of the council and shall perform such other duties consistent with the office as may be imposed by it, and he/she shall have no vote in matters considered by the council. The mayor shall exercise no veto power.

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He/she shall be recognized as head of the city government for all ceremonial purposes, by the governor for purposes of military law, for service of process, execution of contracts, deeds and other documents, and as the city official designated to represent the city in all agreements with other governmental entities or certifications to other governmental entities, but shall have no administrative duties except as required to carry out the responsibilities herein. The powers and duties of the mayor shall be such as are conferred upon him/her by the council in pursuance of the provisions of this charter, and no other. In the absence of the mayor, the selected mayor pro tem shall perform his/her duties.

I would be in favor of a 4-year term for mayor's seat; however, I would only do so if the referendum were to be placed on the 2022 ballot. I say this for a couple of reasons. First and foremost, it would provide no benefit to any currently seated member. Also, barring any unforeseen resignations or special elections, it would even out the election cycle where 3 Councilmembers were elected in one year and two Councilmembers plus the mayors seat up for election in the next cycle. The only downside I see would be the person or persons running for mayor in 2022 would not know the term of their office until the election results were in.

I also would be in favor of this to be considered, or recommended, by a Charter Review Committee. There are a number of inconsistencies in our Charter that should be addressed as a whole rather than piecemealed. What immediately come to mind are definitions of what constitutes an excused absence by a member of Council. At what point does the "*council resolution setting forth the facts of such excuse duly entered upon the minutes*" get voted on? (Sec. 3.09b) How far in advance must the absence be given in order for a resolution to be prepared? Is my absence tonight excused? I gave notice in November that I would miss this meeting, though a resolution to that effect has yet to be placed on an agenda. Perhaps that line needs to be amended to simply include a vote of the Council?

Another would be to address the penalties as referenced in Sec. 3.07b for interference with administration. There are no penalties described in Sec. 3.08, so either the reference needs correction, or the penalties need to be defined. A third would be having to fill a vacancy within 10 days (Sec. 3.08c). Ten days does not provide enough time to advertise, receive applications and convene a meeting, particularly when the Council only regularly meets once a month. These are my thoughts on the mayoral term and charter in general.

AGENDA ITEM

Agenda Item 11.7.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: April 6, 2026

SUBJECT: Consideration: Annual City Clerk Evaluation

BACKGROUND:

Dillon Morris has reached his two-year anniversary as City Clerk. Consistent with the evaluation framework established by City Council on December 5, 2023, his performance was evaluated using the same tool as other department directors. As in the prior year, Category 5 (Personnel Management) was removed from the scoring due to the City Clerk's lack of supervisory responsibilities, resulting in an evaluation based on nine categories with a maximum score of 45.

DISCUSSION:

Dillon received an overall supervisor score of 38 out of 45, an average of 4.22 out of 5.00. This places him in the "Significantly Exceeds Performance Standards and Accountabilities" range for the second consecutive year. He received the highest marks in Achieving Goals, Financial Management, and Initiative/Motivation.

Among the highlights from this evaluation period, Dillon coordinated the City's Legislative Action Days with exceptional attention to detail, securing meetings with Senator Trumbull, Senator Gaetz, Representative Boyles, and Representative Maney. This was the most productive legislative schedule the City has had in over five years. He also led the transition to new voting software for City Council, created standardized templates for resolutions, ordinances, and proclamations, and migrated the City's bid and quote advertisements to the OpenBids platform to improve vendor access and procurement transparency.

Dillon continues to serve as Secretary for the Okaloosa County League of Cities, where his work has drawn praise from Okaloosa County League of Cities President and Crestview Mayor JB Whitten and Northwest Florida League of Cities Executive Director Jenny Anderson. His commitment to professional development remains strong, having progressed to 40 of 60 required education credits and 32.50 of 50 required experience credits toward his Certified Municipal Clerk (CMC) designation through IIMC and the Florida Clerks Association.

Development areas for the coming year include establishing standard operating procedures for the Clerk's office as part of a city-wide initiative, strengthening operational continuity during absences, and preparing to take on management of the City's contracts, including annual renewals and vendor insurance tracking.

FINANCIAL IMPACT:

If approved, the City Clerk will move from Step 2 to Step 3 on the pay schedule. This increase is included in the current adopted budget.

RECOMMENDATION:

Motion to approve the performance review for the City Clerk, as presented.

ATTACHMENT(S):

1. Exhibit A: Annual City Clerk Evaluation
2. Exhibit B: City Council Minutes for December 5, 2023



THE CITY of
Mary Esther
FLORIDA

Management-Employee Performance Evaluation

INSTRUCTIONS FOR COMPLETION

1. Employee completes the evaluation form and submits to Supervisor.
2. Supervisor completes the evaluation form.
3. Supervisor meets with the Assistant to the City Manager/Human Resource Manager for review and concurrence.
4. Supervisor meets with the Employee to discuss the evaluation.
5. Evaluation is signed by Supervisor, Employee, and City Manager.
6. Evaluation form is submitted to the Assistant to the City Manager/Human Resource Manager and placed in personnel file.



Management-Employee Performance Evaluation

Note: Personnel Management (Category 5) has been removed from this evaluation as the City Clerk position does not supervise staff. Scoring ranges have been adjusted to reflect 9 categories with a maximum score of 45.

General Information	
Name (Last, First, MI): Morris, Dillon P.	
Department: City Clerk	Job Title: City Clerk
Evaluation Period: 03/13/26	Date of Review:
Purpose of Report: Probationary Promotional <u>Annual</u> Six-Month	

Levels of Performance

1 = Unsatisfactory 2 = Needs Improvement 3 = Meets Expectations 4 = Excellent 5 = Outstanding

1. Serving the Public: Courtesy in dealing with the public and effectiveness in meeting public's needs.	
Employee: 1 2 3 4 5 <u>4</u>	
Supervisor: 1 2 3 4 5 <u>4</u>	

2. Planning and Organizing: Establishing a course of action, structuring or arranging resources, and setting priorities for self and others to accomplish specific goals. Demonstrated ability to plan, schedule work, set realistic goals, anticipate and prepare for future assignments, set logical priorities and uses time wisely.	
Employee: 1 2 3 4 5 <u>4</u>	
Supervisor: 1 2 3 4 5 <u>4</u>	

3. Leadership: Measurement of getting people to willingly work to accomplish an objective. Utilization of appropriate interpersonal styles and methods to guide individuals or groups toward effective employee development and counseling and sharing leadership when appropriate.	
Employee: 1 2 3 4 5 <u>4</u>	
Supervisor: 1 2 3 4 5 <u>4</u>	

4. Oral and Written Communications: Expression of ideas orally and in writing, providing relevant and timely information to superiors, co-workers, subordinates and citizens; listening to and understanding others.

Employee: 1 2 3 4 5 4

Supervisor: 1 2 3 4 5 4

5. Achieving Goals: Effective organizational management to achieve defined goals and objectives. Establish realistic goals for employees. Produce a reasonable volume of work on schedule, demonstrating accuracy, thoroughness and dependability.

Employee: 1 2 3 4 5 4

Supervisor: 1 2 3 4 5 5

6. Policy Development: The development and implementation of sound policy, which identifies and analyzes problems effectively and develops alternative solutions. This encompasses job knowledge, which includes depth, currency, and breadth.

Employee: 1 2 3 4 5 3

Supervisor: 1 2 3 4 5 3

7. Financial Management: Effective development and implementation of financial budgets and controls, operating within prescribed fiscal limits established for Town-wide operation, incorporating key costs control issues.

Employee: 1 2 3 4 5 3

Supervisor: 1 2 3 4 5 5

8. Decision Making: Problem solving, judgment, timeliness and overall effectiveness in making and implementing sound decisions.

Employee: 1 2 3 4 5 3

Supervisor: 1 2 3 4 5 4

9. Initiative/Motivation: Useful thinking, innovation and capacity for appropriate independent action. Encourages others to perform at their maximum ability and handle new tasks.

Employee: 1 2 3 4 5 3

Supervisor: 1 2 3 4 5 5

Employee Score: 32/45

Supervisor Score: 38/45

Overall Rating: To Be Completed by Supervisor.

- (9–17) Performance unacceptable
- (18–26) Below expectations; requires some improvement
- (27–35) Consistently meets a standard level of performance; average overall performance
- (36–40) Significantly exceeds performance standards and accountabilities
- (41–45) Performance in this category is clearly exceptional; consistently exceeds requirements

Explain your rating in the “Comment” section. **Must be completed by Employee.**

Employee Comments:

I feel I regularly meet goals set by myself and my superiors. I do the best I can as I am a department of 1, so when I am away or preoccupied, my department can not function as effectively if I had back up. Overall, I work effectively as I can, but I work as much as my department bottle necks.

Explain your rating in the “Comment” section. **Must be completed by Supervisor.**

Supervisor Comments:

Dillon, you have continued to demonstrate strong performance in your second year as City Clerk. You are a dependable, resourceful professional who consistently looks for ways to improve operations and serve the City Council and public effectively.

Your work supporting the Council has been commendable. You coordinated this year’s Legislative Action Days with exceptional attention to detail — managing travel arrangements, staying budget-conscious, and securing meetings with Senator Trumbull, Senator Gaetz, Representative Boyles, and Representative Maney. This was the most productive legislative schedule we’ve had in over five years, and it reflects your growing confidence in planning and external coordination. You also continue to serve as Secretary for the Okaloosa County League of Cities, which speaks to your professionalism and commitment to leadership within the municipal clerk community. I am pleased to share that Councilmembers have received praise for your work with the League from its President, Crestview Mayor JB Whitten, and from Northwest Florida League of Cities Executive Director Jenny Anderson. This kind of external recognition reflects well on you and the City of Mary Esther.

Several initiatives this year stand out. You led the transition to new voting software for the City Council — thoroughly testing the system at our staff leadership meeting, meeting individually with councilmembers, and preparing a smart contingency plan by keeping the previous system on standby for the April 6 launch. You created standardized templates for resolutions, ordinances, and proclamations, bringing consistency to how the City prepares official documents. You also moved our bid and quote advertisements from the City’s static website to OpenBids, a platform that significantly expands vendor access and gives staff visibility into the procurement process. These are meaningful improvements driven by your own initiative.

You have also played a valuable role in supporting the timely submission of agenda items and reports from department heads ahead of council meetings, which has contributed to smoother preparation and more efficient meetings. As one Councilmember noted, “Any time I need anything he’s there for me” — a testament to your dedication in serving as assistant to the Mayor and City Council.

I want to recognize the improvement you’ve made in your communications during council proceedings. Ensuring clear audio and video for the public record requires you to remind speakers to use the podium and microphones, and over the past several meetings, you have found an effective balance — being direct while maintaining a respectful and professional tone. This is meaningful growth from a development area we identified last year, and I encourage you to continue building on it.

Your commitment to professional development remains commendable. You have continued your education through IIMC and the Florida Clerks Association as you work toward your Certified Municipal Clerk (CMC) designation, progressing to 40 of 60 required education credits and 32.50 of 50 required experience credits. I encourage you to keep investing in this area.

In the coming year, as part of a city-wide initiative to formalize standard operating procedures across all departments, I look forward to working with you to establish SOPs for the Clerk’s office. Areas such as records retention and destruction, public records request handling, and codification workflows are

natural starting points. Building these procedures will strengthen your department's operations, support continuity, and further develop your expertise in your role.

Overall, Dillon, you should be proud of the progress you've made. You are a valued member of this organization, and I look forward to your continued development.

Professional Development

List three employee strengths. <u>To be completed by Supervisor.</u>
<p>1. Initiative: Led the transition to new council voting software and migrated bid advertisements to OpenBids, demonstrating a forward-thinking approach to improving city operations. Created standardized templates for resolutions, ordinances, and proclamations.</p>
<p>2. Council support and legislative coordination: Organized the most productive Legislative Action Days in five years, manages council travel and supplies with strong budget awareness, and supports timely agenda preparation across departments. Received external praise from the Okaloosa County League of Cities President and the Northwest Florida League of Cities Executive Director.</p>
<p>3. Professional growth and leadership: Continues to serve as Secretary for the Okaloosa County League of Cities and is actively pursuing CMC designation through IIMC and the Florida Clerks Association (40/60 education credits, 32.50/50 experience credits).</p>

List three areas for improvement. <u>To be completed by Supervisor.</u>
<p>1. Policy development: As part of a city-wide initiative, partner with the City Manager to establish formal standard operating procedures for the Clerk's office, covering records retention, public records requests, and codification workflows.</p>
<p>2. Operational continuity: Continue developing written standard operating procedures and working with the Administrative Coordinator to ensure essential clerk functions — such as meeting support — can be covered during absences.</p>
<p>3. Expanded responsibilities: Prepare to take on full management of the City's contracts, including annual renewals and vendor insurance tracking, as a next step in professional growth within the organization.</p>

The employee's signature on the evaluation form acknowledges that it has been reviewed with him/her. If the employee disagrees with the evaluation, comments may be attached to the evaluation.

Employee Signature **Date**

City Manager Signature **Date**

FOR HUMAN RESOURCES USE ONLY
Next Review date: _____
Effective date: _____
Human Resources Manager Signature _____ Date _____

MOVER:	Councilmember April Sutton
SECOND:	Councilmember Janice Lipscomb
AYES:	Susan Coxwell, Bernie Oder, Janice Lipscomb, April Sutton
NAYS:	None

7.3. Amended Consent Order Penalty Project

Public Works Director Lindsey, mentioned that, per the amended FDEP consent order, the City was required to pay a penalty fee or complete another in-kind project. He requested approval for an in-kind project to install manhole covers. Public Works Director Lindsey mentioned he discussed the project with FDEP. While more expensive than the penalty fee, the project would help protect the sewer system from future overflows.

Mayor Stein called for a motion to submit an in-kind penalty project to FDEP for the purchase and installation of inflow protectors. A motion was made by Councilmember Oder, seconded by Councilmember Coxwell. The motion passed 4-0.

RESULT:	(0-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Susan Coxwell
AYES:	None
NAYS:	None

7.4. City Clerk Recruitment Process

City Manager Cobb stated that staff was looking for direction on filling the city clerk position, remarking that there were three topics that should be resolved.

Council remarked that the first item was hiring an interim city clerk. City Manager Cobb stated that existing staff could help with the duties of the position until filled; the previous city clerk trained the Administrative Coordinator, Dillon Morris, on the core duties of the position. Alternatively, the council could hire a contract interim city clerk.

The Council asked Dillon Morris if he felt comfortable with the interim duties. He stated that he was comfortable and had already been doing some of the work.

Mayor Stein asked for a motion to appoint Dillon Morris as the Interim City Clerk. A motion was made by Councilmember Sutton, seconded by Councilmember Lipscomb. The motion passed 4-0.

RESULT:	PASSED (4-0)
MOVER:	Councilmember April Sutton
SECOND:	Councilmember Janice Lipscomb
AYES:	Susan Coxwell, Bernie Oder, Janice Lipscomb, April Sutton
NAYS:	None

Council then discussed the current job description as presented by City Manager Cobb. City Manager Cobb asked for feedback on the job description as provided. Council discussed the city clerk in reporting to the city manager. Council asked if the city manager would accept the

responsibility. City Manager Cobb remarked that whatever Council decides he would work with, whether it reports directly to him or to Council. Council also discussed that they do not see the city clerk in their day-to-day, citing that the city manager does and should report to him. The Council stated they would still be a part of the process of hiring, firing, and evaluations and requested the change to be included in the job description to make it clear. Council asked Attorney Dykes if any other cities had a similar situation with their clerks as well as evaluations.

Mayor Stein called for a motion to approve the job description with the following changes: he or she reports to the city manager as a department head, with evaluations completed by city manager and approved by council, and city council retain the right to hire and fire the person as per charter. A motion was made by Councilmember Sutton, seconded by Councilmember Coxwell. The motion passed 4-0.

RESULT:	(4-0)
MOVER:	Councilmember April Sutton
SECOND:	Councilmember Susan Coxwell
AYES:	Susan Coxwell, Bernie Oder, Janice Lipscomb, April Sutton
NAYS:	None

City Manager Cobb then asked how the council would like to conduct the recruitment process. Staff could conduct the recruitment in-house, or the Council could hire an executive search firm. Attorney Dykes stated that if the city receives applications and staff culls them to solicit a certain number for council, the process must be done in an advertised public meeting. The exception was fact finding where the applications are culled to meet criteria, but even those applications would need to be submitted to Council for review and consideration.

Mayor Stein called for a motion to direct the City Manager to conduct the recruitment process. A motion was made by Councilmember Oder, seconded by Councilmember Sutton. The motion passed 4-0.

RESULT:	(4-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember April Sutton
AYES:	Susan Coxwell, Bernie Oder, Janice Lipscomb, April Sutton
NAYS:	None

7.5. Facilitator for FY 2024 City Manager Evaluation

City Manager Cobb stated that the current evaluator, Dr. Walt Hanline, for the city manager is shifting to more part time and wants to schedule his work for the next year. His proposal was provided for review. Council discussed if they would like to proceed with Dr. Hanline for the annual city manager evaluation.

Mayor Stein called for a motion to select Dr. Walt Hanline and the National Center for Executive Leadership and School Board Development to facilitate the FY 2024 Annual Evaluation of the City Manager for an amount not-to-exceed \$4,000. A motion was made by Councilmember Lipscomb, seconded by Councilmember Coxwell. The motion passed 4-0.

RESULT:	PASSED (4-0)
MOVER:	Councilmember Janice Lipscomb