

AGENDA
CITY OF VALPARAISO & VALPARAISO CABLE AUTHORITY JOINT MEETING
465 Valparaiso Parkway
Valparaiso, Florida
850-729-5402
June 9, 2014
6:00 pm

Invocation (Mayor Arnold)
Pledge of Allegiance (Mayor Arnold)

CITIZENS' CONCERNS (non-agenda items)

1. Resident
2. Non-resident

NEW ACTION ITEMS

1. Added Agenda Items
2. Appeal Variance Granted for 245 S. Bayshore Drive-----Attach 1
3. Dock Permit-----Attach 2
4. FLOC Voting Delegate -----Attach 3
4. Etc.

OLD BUSINESS

1. Traffic Signal Maintenance Agreement Update
2. City Hall Roof Update
3. Sewer Board Executive Committee Members
4. Fleet Maintenance Program -----Attach 4
5. Removal of City Assets from Inventory
6. Etc.

REPORTS / CORRESPONDENCE / ANNOUNCEMENTS

1. TPO/DOT
2. Stormwater
3. Legal Activities
4. Median Beautification Update
5. Planning Commission Report
6. Visioning Committee Update
7. CDBG Update
8. Uncle John's Day June 13th 11:00
9. Special Meeting & Budget Workshop June 16 @ 6pm
10. Park Closures for July 4th Activities
11. Etc.

ADMINISTRATIVE ITEMS

1. Minutes
2. Bills Payable
3. Etc.

22 MAY 2014

Mayor Arnold and Commissioners,

After review of the Dimensional Variance Request for 245 South Bayshore Drive, Parcel Number 12-IS-23-253D-0004-0400 and speaking with Mr. Carl Scott I am requesting the City Commission review and make final decision prior to this request going to construction.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Griffin', with a long horizontal stroke extending to the right.

Charles T. Griffin
253 Grandview Ave.

**CITY OF VALPARAISO
ZONING ACTION APPLICATION**

Select one or more of the following zoning requests by indicating with an "X".

- Special Exception
- Variance
- Land Development Code Amendment
- Re-zoning from _____ to _____
- Conditional Use
- Other
- Commission Review

Address of proposed zoning request 245 S. Bayshore Drive, Valparaiso

Name of Applicant Donnie & Lu Morris
Address of Applicant 245 S. Bayshore, Valparaiso
Contact Person Donnie or Lu Morris
Phone No. 974-8181 or 974-8185 Fax No. _____

Name of Property Owner Same
Address of Property Owner N
Phone No. _____ Fax No. _____

Name of Attorney N/A
Address of Attorney N/A
Phone No. _____ Fax No. _____

Address of property proposed for zoning request or Legal Description of property and plat:
12-15-23-2531-0004-0040
PLAS 6

Current Zoning Classification R-1A

Does this property have restrictive covenants? NO (If yes, please attach a true copy of the restrictive covenants).

Has any zoning action request for this property ever been made before? NO (If yes, please attach a true copy of all decisions of the Planning Commission and of the Board of Mayor and Commissioners).

Planned use of property: SFR
(Attach plans showing property boundaries, relation to streets, ingress and egress to the facilities and off street parking).

By signing this application, it is understood and agreed that permission is given the City of Valparaiso to place a sign on said property, giving notice to the public that said property is being considered for zoning action. It is further understood that after a hearing has been held or a determination made, that said sign may be removed from the owner's property by the City of Valparaiso, or it may remain until the case is finalized, if deemed necessary. Be it further understood by the applicant that removal of the sign before the hearing will constitute a withdrawal by the petitioner, and the case will not be heard.

It is further understood and agreed upon by the applicant, and permission is hereby granted to the City Administrator, to call for inspections, investigations and/or evaluation reports pertaining to said property to be made by the appropriate agencies. In the event such investigations, etc., disclose this property does not meet the requirements for the proposed usage, then this request will be held in abeyance until such time as those requirements are met and/or evidence of such is submitted.

By signing this application, I acknowledge that the above information is true, correct and complete to the best of my knowledge.

Lu Manno

Applicant

Lu Manno

Property Owner

STATE OF Florida
COUNTY OF Oklaush

Personally appeared before me, the undersigned authority in and for the jurisdiction aforesaid, the within named Lu Manno, who acknowledged that Lu Manno signed and delivered the above and foregoing instrument of writing on the day and year therein mentioned.

GIVEN under my hand and official seal, this the 22 day of April, 2004

NOTARY PUBLIC-STATE OF FLORIDA
My Commission Expires
Carl J. Scott
Commission # EE095212
Expires: MAY 17, 2015
BONDED THRU ATLANTIC BONDING CO., INC.

Carl J. Scott
NOTARY PUBLIC

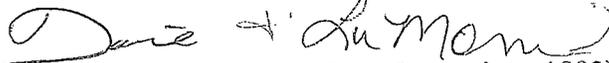
Request for Variance

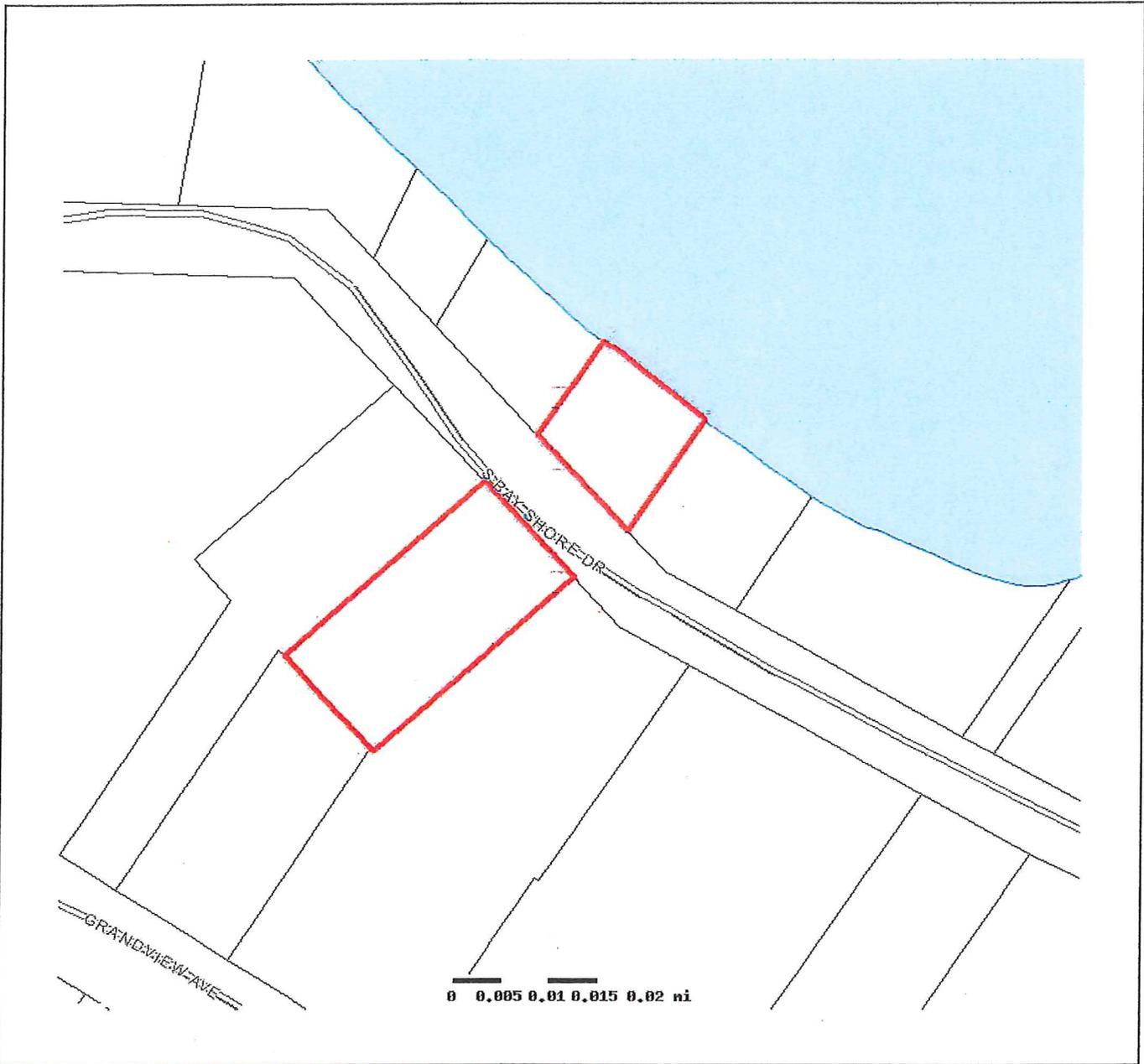
245 S. Bayshore Drive

- a. The extraordinary and exceptional condition that requires us to request extra parking is because our property is located on the curve of South Bayshore drive that limits visibility and poses hazardous conditions to through traffic. Parking of extra vehicles creates a safety issue. Since our lot is only 75 feet wide, we were limited to the size and shape of our house. Our ability to locate the garage and additional parking on the backside of the house was restricted.
- b. Additional parking is needed for our vehicles and the vehicles of our guests to prevent them from having to park in the road. Without improvements, the slope of the property across the street is not conducive for parking a vehicle safely. The area will also provide an aesthetically pleasing patio to entertain guest as they enjoy the beautiful Tom's Bayou.
- c. Due to the lost size and shape, this is the only area available to provide additional parking for our guest.
- d. Approving the variance would not cause substantial detriment to the public welfare, or impair the purpose and intent of the ordinance. This addition would not negatively affect the adjacent properties. It will not increase water drainage on adjacent properties. It will improve the looks and current conditions of the neighborhood.
- e. As far as we know, there has never been a structure built on this property.
- f. We are unaware of existing non-conforming uses of the neighboring property.

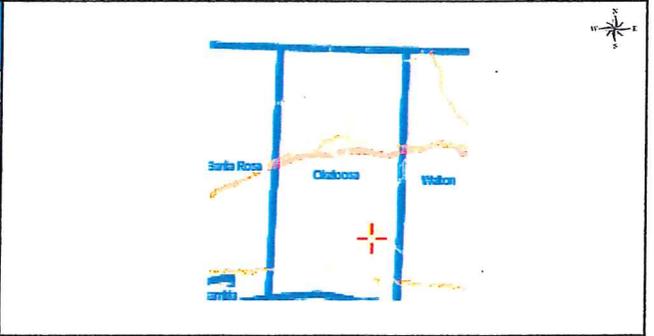
We would greatly appreciate your review and approval of increasing the percentage of property usage from 40% to 46%. The additional percentage will allow us to improve the value and usage of the property while providing a safer place for parking additional vehicles.

Thanks for your time and considerations,


Donnie & Lu Morris (Proud residence since 1993)



| Okaloosa County Property Appraiser | | | |
|--|---|----------------|---------|
| Parcel: 12-1S-23-253D-0004-0040 Acres: 0 | | | |
| Name: | MORRIS DONALD & ROLINDA | Land Value | 168,525 |
| Site: | 245 BAYSHORE DR S VALPARAISO | Building Value | 0 |
| Sale: | 275,000 on 07-2012 Reason=Q Qual=Y | Misc Value | 2,040 |
| Mail: | 245 S BAYSHORE DR VALPARAISO, FL 32580 | Just Value | 170,565 |
| | | Assessed Value | 170,565 |
| | | Exempt Value | 0 |
| | | Taxable Value | 170,565 |



The Okaloosa County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. PLEASE NOTE THAT THE PROPERTY APPRAISER MAPS ARE FOR ASSESSMENT PURPOSES ONLY NEITHER OKALOOSA COUNTY NOR ITS EMPLOYEES ASSUME RESPONSIBILITY FOR ERRORS OR OMISSIONS —THIS IS NOT A SURVEY—
Date printed: 04/23/14 : 11:09:41

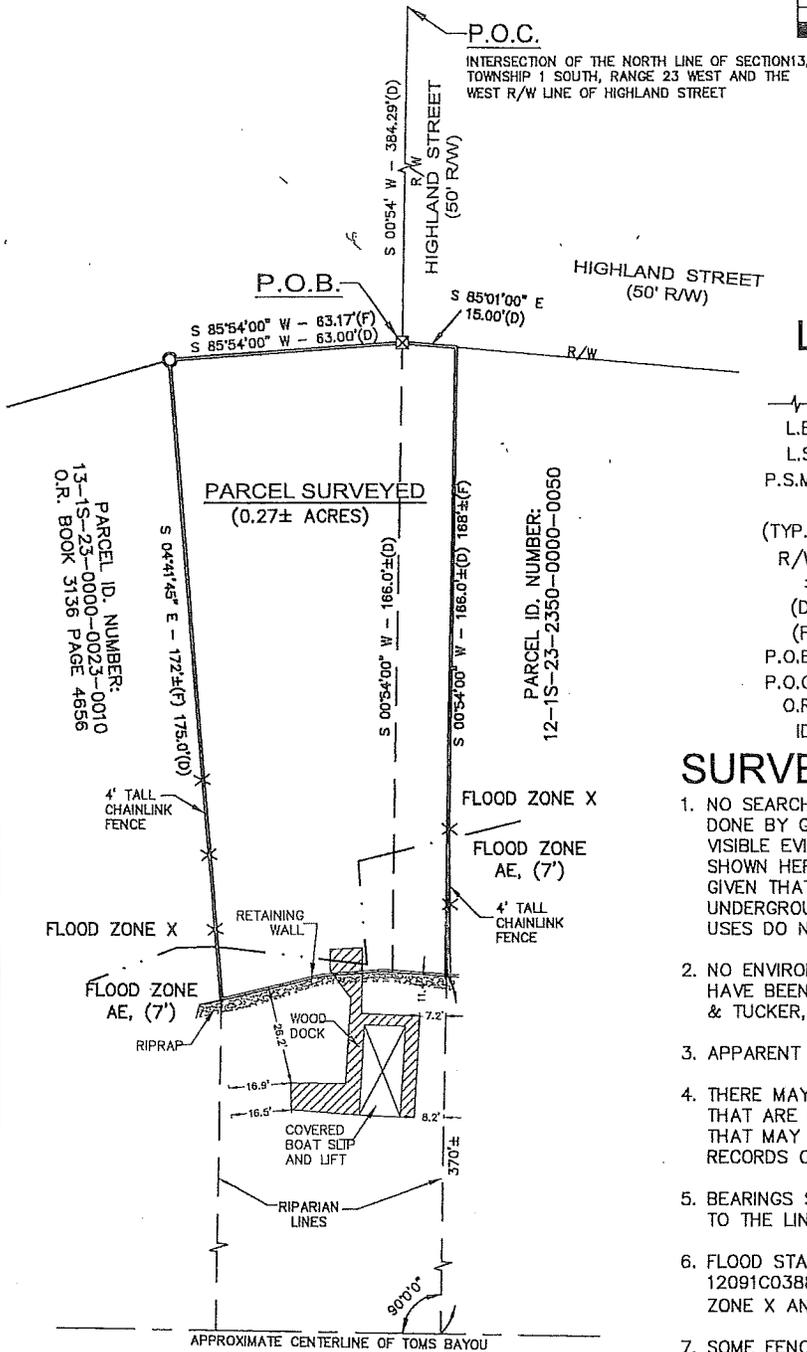
****NOT A BOUNDARY SURVEY****

GRAPHIC SCALE



(IN FEET)
1 inch = 40 feet

NORTH



LEGEND:

- # = NUMBER
- = DISTANCE NOT TO SCALE
- L.B. = LICENSED BUSINESS
- L.S. = LICENSED SURVEYOR
- P.S.M. = PROFESSIONAL SURVEYOR AND MAPPER
- (TYP.) = TYPICAL
- R/W = RIGHT OF WAY
- ± = MORE OR LESS
- (D) = DEED DATA
- (F) = FIELD DATA
- P.O.B. = POINT OF BEGINNING
- P.O.C. = POINT OF COMMENCEMENT
- O.R. = OFFICIAL RECORDS
- ID. = IDENTIFICATION

SURVEY REPORT:

1. NO SEARCH OF THE PUBLIC RECORDS WAS DONE BY GUSTIN, COTHERN & TUCKER, INC. VISIBLE EVIDENCE OF EASEMENTS WILL BE SHOWN HEREON, BUT NO CERTIFICATION IS GIVEN THAT EASEMENTS, DEED OVERLAPS, UNDERGROUND IMPROVEMENTS OR APPARENT USES DO NOT EXIST.
2. NO ENVIRONMENTAL JURISDICTIONAL LINES HAVE BEEN DETERMINED BY GUSTIN, COTHERN & TUCKER, INC.
3. APPARENT USES ARE AS SHOWN.
4. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT SHOWN ON THIS SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA.
5. BEARINGS SHOWN HEREON ARE REFERENCED TO THE LINE AS SHOWN ABOVE.
6. FLOOD STATEMENT: MAP NUMBER 12091C0388 H, DATED 12-06-2002, FLOOD ZONE X AND FLOOD ZONE AE, 7'.
7. SOME FENCES MAY NOT BE DRAWN TO SCALE FOR GRAPHICAL PURPOSES.
8. THE SPECIFIC PURPOSE SHOWN HEREON IS TO SHOW THE RELATIONSHIP OF THE EXISTING WOOD DOCKS TO THE RIPARIAN RIGHTS LINES

A PORTION OF, SECTION 13, TOWNSHIP 1 SOUTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA

© G.C.T., INC. 2014

Allen E. Tucker
ALLEN E. TUCKER, P.S.M. No.4584

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

TYPE SURVEY: SPECIFIC PURPOSE SURVEY

CLIENT: MIKE BENNES

HORACE WAYNE WALKER, JR., P.S.M. No.5029

FIELD DATE: 04-30-2014 FIELD BOOK: 14-12/60-61

JOSHUA P. WOOD, P.S.M. No.6960

HORIZONTAL DATUM: ASSUMED VERTICAL DATUM: NOT APPLICABLE

DATE: 05-08-2014

DRAWN BY: HMP

GUSTIN, COTHERN & TUCKER, INC.

14-0258

LAND SURVEYING / CIVIL ENGINEERING

(850) 678-5141 L.B. #3501

121 HART STREET

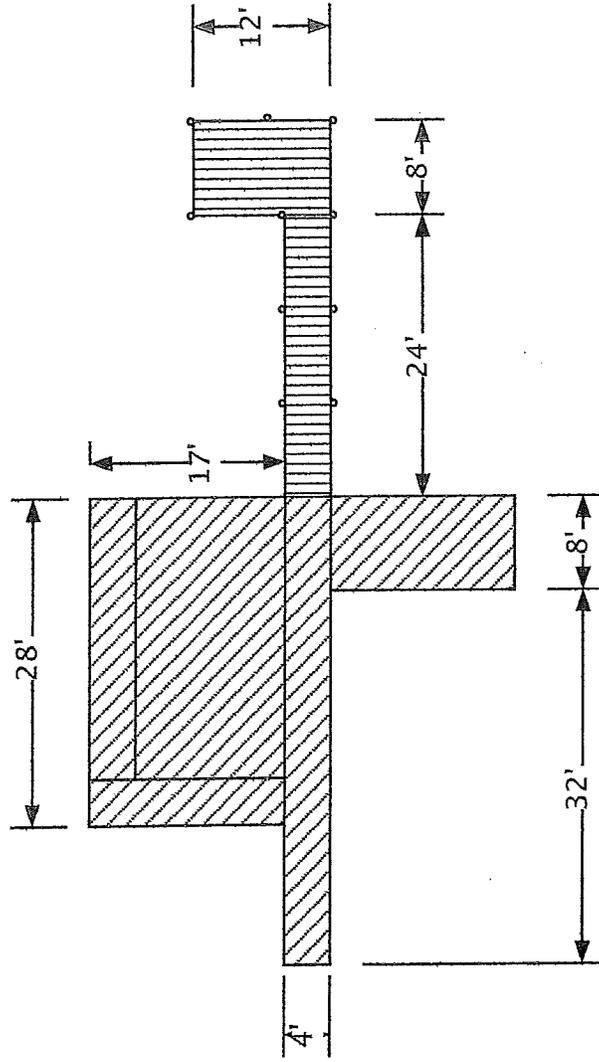
www.gctengineering.com

NICEVILLE, FL 32578

SHEET 1 OF 1

DIAGRAM FOR SQUARE FOOTAGE CALC AND PILE PLACEMENT

TOTAL 988 SF WITH ADDITION





301 South Bronough Street • Suite 300 • P.O. Box 1757 • Tallahassee, FL 32302-1757 • (850) 222-9684 • Fax (850) 222-3806 • www.floridaleagueofcities.com

TO: Municipal Key Official
 FROM: Michael Sittig, Executive Director
 DATE: May 19, 2014

SUBJECT: 88th Annual FLC Conference – “*Cities take on Technology*”
 VOTING DELEGATE AND RESOLUTION INFORMATION
 August 14-16, 2014 – Westin Diplomat, Hollywood

As you know, the Florida League of Cities’ Annual Conference will be held at the Westin Diplomat, Hollywood, Florida on August 14-16. This year we are celebrating “*Cities take on Technology*”, which will provide valuable educational opportunities to help Florida’s municipal officials serve their citizenry more effectively.

It is important that each municipality designate one official to be the voting delegate. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League’s by-laws, each municipality’s vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2013.

Registration materials will be sent to each municipality in the month of June. Materials will also be posted on-line. Call us if you need additional copies. The League adopts resolutions each year to take positions on commemorative, constitutional or federal issues. We have attached the procedures your municipality should follow for proposing resolutions to the League membership. A resolution is not needed to become a voting delegate. If you have questions regarding resolutions, please call Allison Payne at the League at (850) 701-3602 or (800) 616-1513, extension 3602. **Proposed resolutions must be received by the League no later than July 9, 2014.**

If you have any questions on voting delegates, please call Gail Dennard at the League (850) 701-3619 or (800) 616-1513, extension 3619. **Voting delegate forms must be received by the League no later than August 11, 2014.**

Attachments: Form Designating Voting Delegate
 Procedures for Submitting Conference Resolution

**88th Annual Conference
Florida League of Cities, Inc.
August 14-16, 2014
Hollywood, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. Municipalities do not need to adopt a resolution to designate a voting delegate.

Please fill out this form and return it to the League office so that your voting delegate may be properly identified.

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:

Gail Dennard
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Fax to Gail Dennard at (850) 222-3806 or email gdennard@flcities.com

Procedures for Submitting Resolutions
Florida League of Cities' 88th Annual Conference
Westin Diplomat
Hollywood, Florida
August 14-16, 2014

In order to fairly systematize the method for presenting resolutions to the League membership, the following procedures have been instituted:

- (1) Proposed resolutions must be submitted in writing, to be received in the League office by July 9, 2014, to guarantee that they will be included in the packet of proposed resolutions that will be submitted to the Resolutions Committee.
- (2) Proposed resolutions will be rewritten for proper form, duplicated by the League office and distributed to members of the Resolutions Committee. (Whenever possible, multiple resolutions on a similar issue will be rewritten to encompass the essential subject matter in a single resolution with a listing of original proposers.)
- (3) Proposed resolutions may be submitted directly to the Resolutions Committee at the conference; however, a favorable two-thirds vote of the committee will be necessary to consider such resolutions.
- (4) Proposed resolutions may be submitted directly to the business session of the conference without prior committee approval by a vote of two-thirds of the members present. In addition, a favorable weighted vote of a majority of members present will be required for adoption.
- (5) Proposed resolutions relating to state legislation will be referred to the appropriate standing policy committee. Such proposals will not be considered by the Resolutions Committee at the conference; however, all state legislative issues will be considered by the standing policy councils and the Legislative Committee, prior to the membership, at the annual Legislative Conference each fall. At that time, a state Legislative Action Agenda will be adopted.
- (6) Proposed resolutions must address either federal issues, state constitutional issues, matters directly relating to the conference, matters recognizing statewide or national events or service by League officers. All other proposed resolutions will be referred for adoption to either the Florida League of Cities Board of Directors or FLC President.

Municipalities unable to formally adopt a resolution before the deadline may submit a letter to the League office indicating their city is considering the adoption of a resolution, outlining the subject thereof in as much detail as possible, and this letter will be forwarded to the Resolutions Committee for consideration in anticipation of receipt of the formal resolution.

Important Dates

May 2014

Notice to Local and Regional League Presidents and Municipal Associations
regarding the Resolutions Committee

June 2014

Appointment of Resolutions Committee Members

July 9th

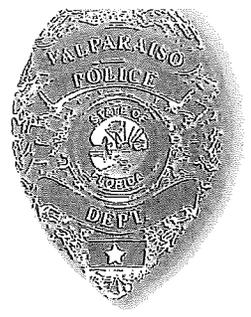
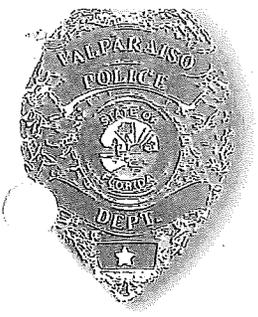
Deadline for Submitting Resolutions to the League office

August 14th

League Standing Council Meetings
Resolutions Committee Meeting
Voting Delegates Registration

August 16th

Immediately Following Breakfast – Pick Up Voting Delegate Credentials
Followed by Annual Business Session



VALPARAISO POLICE DEPARTMENT

JOSEPH C. HART, CHIEF

465 VALPARAISO PARKWAY • VALPARAISO, FLORIDA 32580
(850) 729-5400

MEMO TO MAYOR

RE: Fleet Maintenance Program

After a thorough review of the 'Fleet Maintenance Plan', the plan appears to be basic in design. However, I have questions and concerns on how the plan would be implemented by the City;

1. Does the City have the qualified people in place to do the preventative maintenance and repairs on all vehicles owned and operated by the City? i.e.; ASE Certified Mechanics and Technicians.
2. Does the City have the latest diagnostic equipment for the current City Fleet?
3. Does the City have the ability to maintain the proper record keeping, on each vehicle's scheduled and unscheduled repairs, necessary to produce good information for future decision making?
4. Who would oversee the program? i.e.; Program Director –
 - What are his duties & responsibilities?
 - Is he over department heads when it comes to vehicle purchases & the equipment within?

I do know that in years past we have let our mechanics go and we have down sized our shop and the men in it;

5. What is the cost and benefits of going to this program, i.e.; saving on insurance vs. cost of putting plan into action (men, education, equipment & benefits of personnel)?
6. How long before we see a cost savings?

Also in years past, the Police Department has had a slow turn over in the use of the previous shop, sometimes waiting days to get a patrol car back on the road. Our fleet is small and a majority of the vehicles are run 16 hours a day. We need to be able to get our vehicles repaired correctly and quickly so they can be returned to service.

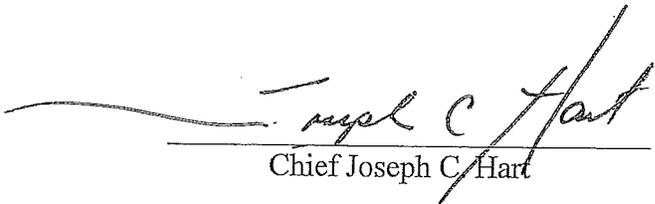
"Home of the World's Largest Air Force Installation, Eglin Air Force Base, Florida"

Again in the past, we have taken our vehicles to the previous shop and repairs were done with non-police parts causing us more problems when returned to service, i.e.; alternators, wrong size that caused equipment to fail or not run at all.

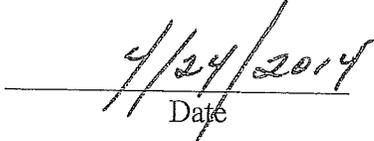
I also know preventative service is only as good as the person performing it, shortcuts must never be taken. The technician must proactively service each vehicle to reduce breakdowns and repairs.

The Police Department implemented its own Fleet Maintenance Program several years ago. Since its inception, through our in-house record keeping, along with our professional mechanic shop, which we use, our maintenance costs have gone down.

In conclusion, the Police Department will support whatever route the City decides to implement, however I feel, at this time, I cannot commit to a Fleet Maintenance Program that cannot meet the needs of the Police Department.



Chief Joseph C. Hart



Date

CITY OF VALPARAISO, FLORIDA
Office of the City Clerk

MEMORANDUM

DATE: May 7, 2014

TO: Honorable Mayor and Commissioners

FROM: Tammy Johnson, City Clerk

SUBJECT: FLEET MAINTENANCE PROGRAM

I have reviewed the Fleet Maintenance Program and I believe we do need to have something in writing. However, I am not sure if the City has the staff or the capability to run the program suggested. I would defer to the Public Works Director.

Tammy Johnson

To: J Butler
Subject: RE: Fleet maintenance plan draft

I have reviewed this plan and I have found it to be very wordy, yet it seems to be something that we do need. A planned maintenance schedule is something I believe we have needed for a while now. A way to keep track of the condition of vehicles / equipment and not put all the responsibility on one department.

James Butler
General Manger
Valparaiso Broadband
Communication Systems

465 Valparaiso Pkwy
Valparaiso, Fl 32580-1274

tel: (850)729-5404
fax:(850)678-4553
email: jbutler@valp.org

-----Original Message-----

From: "Tammy Johnson" <cityclerk@valp.org>

Sent 3/7/2014 3:32:44 PM

To: "'Mark V. Norris'" <norrismv@valp.org>, "'Public Works'" <vpw@valp.org>, cityadministrator@valp.org,
"'Joe Hart'" <vpd@valp.org>, dweatherford@valp.org, jbutler@valp.org

Subject: RE: Fleet maintenance plan draft

The Mayor asked me to put it on the Monday night Agenda.

Tammy Johnson, CMC

City Clerk

City of Valparaiso

(850)729-5402 Fax (850) 678-4553

FLEET MAINTENANCE PLAN

FORMAL APPROVAL OF POLICY

This Plan has been approved by the Safety Committee.

Authorized signature

Date of Approval

CITY OF VALPARAISO

465 Valparaiso Parkway

Valparaiso, FL 32580

FLEET MAINTENANCE PLAN

INTRODUCTION

The City of Valparaiso in its continuous development and concern for the safety of its staff and community members has developed this maintenance plan. This is a living document that will be updated on an "as needed" basis and reviewed annually for compliance to new rules, regulations, and laws.

This plan is designed to keep all vehicles, shop equipment, public areas, and tools, in safe, reliable, and operational condition. It requires management, drivers, and related staff to be well trained and accountable for specific roles. Preventive maintenance is our goal and will come about as a result of working together as a team.

Specific roles

MANAGEMENT

Management will make sure that all staff is properly trained and certified as deemed appropriate in preventive maintenance. The Program Manager must know all parts of the preventive maintenance program, supervise its implementation and evaluate its effectiveness.

DRIVERS/OPERATORS

The drivers/operators must be certified according to State laws. Driver must know the proper starting, shifting, and braking procedures to extend the life of the equipment and must be vigilant in reporting his/her observations. Drivers/operators will serve as vehicle fuelers and must make sure that all fluid levels are checked each time that the vehicle is fueled. No vehicle should be sent into service low on oil, antifreeze/coolant, automatic transmission, or power steering fluid. Unsealed batteries and windshield washer fluid must also be checked and filled. Drivers must also be trained to spot cracked or broken belts, loose or broken brackets, or other worn parts. They should be alert for unusual noises, bad tires, noisy or poor brakes, and clutch adjustments.

Only qualified drivers/operators should maneuver vehicles, especially within maintenance facility and garage. Backing should be prohibited unless absolutely necessary. When backing is necessary, it should be only done with a guide.

All drivers should be completely familiarized with the vehicles including engine compartment, driver controls, and passenger safety devices. Drivers should be trained to recognize unusual noises and describe basic mechanical problems to the supervisor and/or mechanic.

FLEET MAINTENANCE GOALS AND OBJECTIVES

The City seeks to obtain an overall goal of keeping the vehicles well maintained and servicing the community. Our objectives include:

- Maintaining chassis, body, and component manufacturers' recommended maintenance practices;
- Systematic inspections, services, and repairs;
- Defect reporting;
- Maintaining the proper level of fiscal control; and,
- The proper management of parts, equipment, facilities, fleet, and personnel.
- If inventory is maintained conduct a 6 month inventory check.

Maintenance should cover all vehicles and equipment operated by the City of Valparaiso, with the exception of Public Safety vehicles serviced by others. Manuals should be maintained for each type of vehicle and equipment being used by City staff.

PREVENTIVE MAINTENANCE INSPECTIONS & SERVICES

INTRODUCTION

Vehicle and component (e.g., hydraulic jet cleaning system) manufacturers manuals that recommend maintenance practices as well as specific guidance and instructions for troubleshooting, removal, overhaul, repair, and replacement of components. These manuals are an important part of the vehicle maintenance plan as they define specific maintenance intervals and provide critical information when the maintenance work is actually to be performed.

Preventive maintenance (PM) inspections and services should follow the recommended intervals (within 500 miles or 7 days) by the manufacturer, supplier, or builder. If preventive maintenance services are not being done according to the guidelines of the manufacturer, supplier or builder, the city may jeopardize any claim to a warranty.

Services eligible for warranty payment must be made by the appropriate personnel and filed with the manufacturer. Documentation of such services should remain in the vehicle file and a copy should be forwarded to the Public Works office with the next monthly report.

DOCUMENTATION

Preventive maintenance (PM) inspections and services should be performed, and documented according to a schedule. All documentation should be kept through the life

of the vehicle plus 3 years. Whenever a mechanic or tow truck is dispatched to a vehicle in service, documentation should be submitted to the office and placed in the vehicle file.

PM INSPECTIONS

Preventive maintenance (PM) inspections are scheduled to provide an opportunity to detect and repair damage or wear conditions before major repairs are necessary.

Each inspection will:

- Specify each item to be checked;
- Record repairs and the routine application of fluids;
- Indicate inspection interval (i.e., daily or weekly); and
- Contain a pass/fail standard for each item.

Portions of check lists and procedures may come from the manufacturer, the vendor, or the Shop Foreman. Refer to Appendix B for an example of a daily PM Inspection Checklist.

IDENTIFIED DEFECTS

Identified defects should be reported to the Shop Foreman. Defects must be reviewed and repair considered. Categories of repair include:

- **SAFETY DEFECT**

The vehicle cannot be released until the repairs are completed, except in case of an emergency. Safety cannot be compromised.

- **MECHANICAL DEFECT**

A defect that will worsen and increase cost. The vehicle cannot be released until the repairs are completed, except in case of an emergency.

- **ELECTIVE MECHANICAL DEFECT**

A defect that does not compromise safety, will not cause further damage if operated but needs to be corrected prior to the next PM cycle. Repair should be scheduled. Due to maintenance costs and disruption to operations, this decision should not be made lightly.

- **ELECTIVE OR COSMETIC DEFECT**

The defect will not compromise safety and will not cause further damage or cost as it is an aesthetic defect. This vehicle should be scheduled for an off-peak time in the future, as determined by management, or at the next scheduled PM service.

If the fleet experiences recurring defects, the Program Director should check vehicle maintenance files, check manufacturers' recall notices, service bulletins, and campaigns.

PM SERVICES

The manufacturer's recommended service schedule should be adhered to, within +/- 500 miles or 7 days.

PM MANAGEMENT BY EXCEPTION

There are many good reasons to vary a scheduled PM service. It will not necessarily hurt the vehicle to have the PM service performed off schedule and still allow the City of Valparaiso to manage its PM program to achieve its overall goal.

Management by exception allows flexibility in the PM program by authorizing the mechanic to make decisions on deleting or adjusting certain items listed on the PM schedule.

For example, if vehicle A comes in for scheduled service and according to the vehicle's records, the front wheel bearings were inspected and repacked at the time of the last front brake job (only 1300 miles ago), s/he could then delete the requirement to repeat this service.

PRE-TRIP INSPECTIONS

An important aspect of preventive maintenance is the establishment of strong communication between drivers/operators and management. An easy way to ensure and document this communication link is through the use of the driver's daily vehicle inspection checklist.

Each vehicle should have a labeled monthly copy of the checklist on-board for the drivers/operators to conduct the inspection. The driver/operator should identify any defects and report them to the program manager before driving the vehicle. If a problem arises during the shift, the driver/operator should add comments to the checklist. All checklists are to be maintained in the vehicle's permanent file.

NOTE: When malfunctions and/or defects are detected which threaten safe operating performance, the vehicle will not be used until defects are corrected.

The pre-trip inspection forms shall be legibly completed and signed by the vehicle driver. Pre-trip inspections should include as a minimum:

- Insure current registration and insurance paperwork is in vehicle.
- Cleanliness – Properly maintained and free of loose articles.
- Lights and reflectors – High/low beams, tail lights, turn signals,
- 4-way hazard flashers, marker lights, license plate light and reflectors should be cleaned as needed
- Brakes – Both foot and emergency brakes should be capable of effectively stopping or restraining the vehicle. Brake pedal should be firm after 1-2 inch free-play on a single down stroke. No noises, vibration or steering changes should result from applying the brakes while moving.

- Horn – Gives an adequate and reliable warning signal.
- Windshield, washer, wipers and defroster – Surfaces must be clean and unobstructed, inside and outside. Washer reservoirs are to be filled as needed.
- Mirrors – All rear vision mirrors must be clean, properly adjusted and unobstructed. Outside mirrors must be mounted on both sides.
- Tires – Must be of adequate load capacity when vehicle is fully loaded. Tires shall be inflated to recommended pressures and compatible with each set (i.e., all radials or all bias ply; no mixed sets.) Tire wear surfaces and sidewalls shall be inspected daily for debris, damage, and wear. Tires shall be replaced prior to revealing the "wear bars" between the treads at the contact surface.
- Speedometer – Shall be operational and accurately record speed.
- *Seat Belts – If the vehicle has seat belts, they must be in good operating condition and used by all passengers and drivers.*
- Doors – Capable of being opened, shut, and locked as required.
- Fluids – All fluid levels must be checked each time the vehicle is fueled and maintained at the manufacturers recommended operating levels. This includes engine coolant, oil, brake fluid, power steering fluid, transmission fluid and washer solvent.
- Emergency Equipment – Should be present and operational: ***Specific to each vehicle type as needed***
 - Flares
 - Fire Extinguishers
 - First Aid Kits
 - Flashlight W/Batteries
 - Blood Borne Pathogens Clean-Up Kit
 - Reflective Triangle
 - Reflective Vest for Driver
 - Clean-Up Kit for Cleaning & Sanitizing the Vehicle

Example of an Inspection Form is in Appendix B.

POST-TRIP INSPECTION

Post-trip inspection is required.

(a). Drivers/operators should report in writing at the completion of each day's work any item(s) which require attention:

(b) Report content. The report shall identify the vehicle and list any defect or deficiency discovered by or reported to the driver/operator which would affect the safety of operation of the vehicle or result in its mechanical breakdown.

(c) Corrective action. Prior to requiring or permitting a driver/operator to operate a vehicle, the City shall repair any defect or deficiency listed on the driver vehicle inspection report which would be likely to affect the safety of operation of the vehicle.

(1) The Shop Foreman or his designee shall certify on the original driver vehicle inspection report which lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.

(2) The Shop Foreman shall maintain the original driver vehicle inspection report, the certification of repairs, and the certification of the driver's review for the life of the vehicle plus 3 years.

MANAGEMENT OF FLEET

PHYSICAL INVENTORY

The City will conduct a physical inventory of capital items of value >\$1000 and of all vehicles and reconcile the results with its equipment records annually.

VEHICLE HISTORY FILE

Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrications, and repairs performed. A minimum of the following information will be maintained in the records:

- Identification of the vehicle
 - Year
 - Manufacturer
 - Make
 - Model
 - License number
 - Registration of ownership
- Date
- Mileage
- Description of each inspection, maintenance, repair, lubrication performed
- The name & address of any business performing an inspection, maintenance, lubrication, or repair

FLEET LIFE PLAN

A fleet plan is an internal, working document that is updated annually. It covers a period of five (5) years. The fleet plan addresses replacement and expansion without regard to funding availability. The fleet plan is based on service needs and economic replacement life. It is used to project new equipment deliveries and disposal, and helps to plan grant activities. It will serve to assist the Program Director to consider vehicle rehabilitation or replacement in lieu of extensive repair and constant unscheduled maintenance.

OTHER POLICIES

- NO SMOKING - smoking is prohibited in all facilities and vehicles. Signs will be posted accordingly.
- EMERGENCY NUMBERS - emergency phone numbers must be posted.
- JUMP START PROCEDURES - employees should be properly instructed on jump starting procedures, including cable connection and disconnection.
- VEHICLE MOVEMENT - when vehicles are being moved for any reason, including fueling, speed restrictions should be followed. Personnel should ask for assistance when backing a vehicle, wear seat belts, and drive with tool compartment doors closed. All passengers must wear seat belts. Only City employees are permitted as passengers in City vehicles unless prior authorization is granted by the Program Manager. Personnel will not jump into or out of a vehicle.

MANAGEMENT OF PERSONNEL

PERSONNEL SAFETY

The health and well-being of every employee is of vital importance. The active participation of each employee is mandatory in establishing a safe work environment. The City will keep employees aware of required safety and health procedures and employees will be expected to comply with all prescribed guidelines and procedures.

PERSONAL PROTECTIVE EQUIPMENT

Employees are required to wear all protective equipment at the proper times and in the proper environments. Failure to wear the required protective equipment should be cause for disciplinary action.

LIFTING TECHNIQUE

Use proper lifting techniques at all times when lifting objects. Bend the knees to utilize leg power and get into a proper position before lifting. Ask for assistance from fellow workers for heavy loads. Avoid twisting and awkward or jerky movements during a lift or while carrying an object.

Appendix A:

INFORMATION For Onsite Mechanic/Tow

INFORMATION SHEET

1) Today's Date _____ 2) Last 5 digits of VIN _____

3) Time Called : _____ 4) Driver _____

5) Department _____

6) Location of Vehicle: Be specific – street address, cross street, highway marker

7) Reported Trouble: Ask specific questions and be as precise as possible.

10) Replacement vehicle _____ 11) Call received by: _____

SUPERVISOR'S REPORT

1) Time arrived at vehicle: _____ 2) In-Service Repair Vehicle Exchange
Towed

(Circle one)

3) Time Repair/Exchange Completed _____

4) Nature of Trouble _____

5) Remarks _____

Operator's Signature _____

Shop Foreman's Signature _____

APPENDIX B: DAILY INSPECTION CHECKLIST

- Insert blank here

DRAFT

APPENDIX C: REPORTING DEFECTS

**CITY OF VALPARAISO PROGRAM
DEFECT REPORT**

- Insert blank form here

DRAFT

APPENDIX D: PM SERVICE SCHEDULE

Preventive Maintenance Level – Schedule by Mileage

Last 5 digits of VIN _____

Date _____

| PM Level | Cum. Mileage | PM Description | Date of Service | Comments--Note if Added Comments on Back |
|----------|--------------|------------------|-----------------|---|
| A | 3,000 | | | |
| A | 6,000 | | | |
| A | 9,000 | | | |
| B | 12,000 | A + B | | |
| A | 15,000 | | | |
| A | 18,000 | | | |
| A | 21,000 | | | |
| C | 24,000 | A + B + C | | |
| A | 27,000 | | | |
| A | 30,000 | | | |
| A | 33,000 | | | |
| B | 36,000 | A + B | | |
| A | 39,000 | | | |
| A | 42,000 | | | |
| A | 45,000 | | | |
| D | 48,000 | A + B + C + D | | |

Repeat the schedule.

Level A – Conducted at 3,000 miles interval. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B – Conducted at 12,000 mile intervals. Includes all items in level A, plus transmission fluid and filter change. Check coolant, specific gravity, and pH.

Level C – Conducted at 24,000 mile intervals. All items in levels A and B, plus change fuel filter, perform complete engine tune-up, replace air filter, drain and refill differential lubricant and inspection of braking system.

Level D – Conducted at 48,000 mile intervals. All items in levels A, B, and C, plus inspection and repack of wheel bearings.

APPENDIX E: PM SERVICE SCHEDULE

Preventive Maintenance Level – Schedule by Hours

Last 5 digits of VIN _____

Date _____

| PM Level | Cum. Mileage | PM Description | Date of Service | Comments--Note if Added Comments on Back |
|----------|--------------|------------------|-----------------|---|
| A | 250 | | | |
| A | 500 | | | |
| A | 750 | | | |
| B | 1,000 | A + B | | |
| A | 1,250 | | | |
| A | 1,500 | | | |
| A | 2,000 | | | |
| C | 2,250 | A + B + C | | |
| A | 2,500 | | | |
| A | 2,750 | | | |
| A | 3,000 | | | |
| B | 3,250 | A + B | | |
| A | 3,500 | | | |
| A | 3,750 | | | |
| A | 4,000 | | | |
| D | 4,250 | A + B + C + D | | |

Repeat the schedule

Level A – Conducted at 3,000 mile interval. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B – Conducted at 12,000 mile intervals. Includes all items in level A, plus transmission fluid and filter change. Check coolant, specific gravity, and pH.

Level C – Conducted at 24,000 mile intervals. All items in levels A and B, plus change fuel filter, perform complete engine tune-up, replace air filter, drain and refill differential lubricant and inspection of braking system.

Level D – Conducted at 48,000 mile intervals. All items in levels A, B, and C, plus inspection and repack of wheel bearings.

APPENDIX F: PM SERVICE SCHEDULE

Preventive Maintenance Level – Schedule by Hours

Last 5 digits of VIN _____

Date _____

| PM Level | Cum. Mileage | PM Description | Date of Service | Comments--Note if Added Comments on Back |
|----------|--------------|------------------|-----------------|---|
| A | 150 | | | |
| A | 300 | | | |
| A | 450 | | | |
| B | 600 | A + B | | |
| A | 750 | | | |
| A | 900 | | | |
| A | 1,050 | | | |
| C | 1,200 | A + B + C | | |
| A | 1,350 | | | |
| A | 1,500 | | | |
| A | 1,650 | | | |
| B | 1,800 | A + B | | |
| A | 1,950 | | | |
| A | 2,100 | | | |
| A | 2,250 | | | |
| D | 2,400 | A + B + C + D | | |

Repeat the schedule.

Level A – Conducted at 3,000 miles interval. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B – Conducted at 12,000 mile intervals. Includes all items in level A, plus transmission fluid and filter change. Check coolant, specific gravity, and pH.

Level C – Conducted at 24,000 mile intervals. All items in levels A and B, plus change fuel filter, perform complete engine tune-up, replace air filter, drain and refill differential lubricant and inspection of braking system.

Level D – Conducted at 48,000 mile intervals. All items in levels A, B, and C, plus inspection and repack of wheel bearings.