

AGENDA
CITY OF VALPARAISO & VALPARAISO CABLE AUTHORITY JOINT MEETING
465 Valparaiso Parkway
Valparaiso, Florida
850-729-5402
March 10, 2014
6:00 pm

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

CITIZENS' CONCERNS (non-agenda items)

1. Resident
2. Non-resident

NEW ACTION ITEMS

1. Added Agenda Items
2. Removal of City Assets from Inventory-----Attach 1
3. Choctawhatchee Basin Alliance – Grasses in Classes Program-----Attach 2
4. Etc.

OLD BUSINESS

1. Ordinance No. 652 Postponing the Effective Date of New Charter-----Attach 3
2. Plat 1 Docks
3. City Hall Roof Update
4. Dangerous Buildings Update
5. CDBG Update
6. Recycling Update-----Attach 4
7. Fleet Maintenance Program -----Attach 5
8. Etc.

REPORTS / CORRESPONDENCE / ANNOUNCEMENTS

1. TPO/DOT
2. Stormwater
3. Legal Activities
4. City Parks Update
5. Median Beautification Update-----Attach 6
6. Planning Commission Report
7. Visioning Committee Update
8. Ethics Reform
9. Oath of Office March 18, Noon
10. Organizational Meeting March 18, 6 PM
11. Etc.

ADMINISTRATIVE ITEMS

1. Minutes
2. Bills Payable
3. Etc.
4. Presentation

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: March 3, 2014

TO: Honorable Mayor and Board of Commissioners

COPY: Tammy Johnson, City Clerk

FROM: James Valandingham, Public Works Director 

SUBJECT: Removal of assets from inventory

RECOMMENDATION:

That the Mayor and Board of Commissioners approve removal from inventory two Ford F-700 flatbed trucks previously assigned to Public Works, Streets Division.

BACKGROUND:

As part of the approved FY 2014 budget monies were allotted for the purchase of a new dump truck. This vehicle replaced the two flatbed trucks both of which had exceeded the expected life cycle.

SUMMARY:

Both vehicles were sold at auction through govdeals.com.
The 1990 model year Ford F-700 sold for \$1,500.
The 1993 model Ford F-700 sold for \$2,875.
Total gross receipts for the two vehicles = \$4,375.
Less sales commission of 7.5% = \$328.13.
Net revenue from sale of vehicles = \$4,046.87 returned to Streets budget.

Public Works

From: Kelley, Dr. Diane (STEMM) [kelleyd@mail.okaloosa.k12.fl.us]
Sent: Tuesday, March 04, 2014 4:29 PM
To: Public Works
Subject: RE: CBA Grasses in Classes Field Trips for Florida Park



Absolutely.
Go forward with it!

Thank you,

Diane

Dr. Diane Kelley
Director
Principal Evaluation, Training, & Support
379 Edge Avenue, Valparaiso, FL 32580
(850) 833-4125 PH
(850) 833-4177 FAX

From: Public Works [<mailto:vpw@valp.org>]
Sent: Tuesday, March 04, 2014 2:54 PM
To: Kelley, Dr. Diane (STEMM)
Cc: 'Joe Morgan'; 'Tammy Johnson'; vpw2@valp.org
Subject: FW: CBA Grasses in Classes Field Trips for Florida Park

Commissioner Kelley,

Please review the information in this message and the attachment. After speaking with Ms. McDowell earlier today, I am very interested in partnering with CBA and bringing "Grasses in Classes" to Valparaiso, Florida Park.

Alison would like to move forward quickly as she has lost several sites. I believe this is an absolute window of opportunity to provide a positive environmental and educational impact on our city, students, and families.

With your blessing/permission; I would like to present it at the next commission meeting for Commission approval.

Thanks for everything!
James

James Valandingham
Public Works Director
City of Valparaiso
600 Valastics Avenue
Valparaiso, FL 32580
O 850.729.5407
vpw@valp.org

"Prepare for anything, plan for everything and astonish the customer with results through performance and attitude."
All e-mails to or from this address are subject to Florida Records Law and are considered public records

From: McDowell, Alison [<mailto:mcdowel2@nwfsc.edu>]

Sent: Tuesday, March 04, 2014 12:06 PM

To: 'vpw@valp.org'

Cc: 'Joe Morgan'

Subject: CBA Grasses in Classes Field Trips for Florida Park

Hi James,

It was so nice to talk to you today! CBA is looking forward to partnering with the City of Valparaiso to bring Grasses in Classes field trips to Florida Park.

Here is a blurb about Grasses in Classes:

"CBA's Grasses in Classes program is a hands-on, environmental education project that gives students a direct role in the restoration of Choctawhatchee Bay. CBA provides teachers in Okaloosa and Walton Counties the equipment and materials required to grow shoreline grasses at their schools. In addition to maintaining salt marsh nurseries, students participate in monthly activities administered by the CBA/AmeriCorps staff. Each lesson is correlated to meet Florida's Sunshine State Science Standards, while focusing on how shoreline grasses help prevent erosion and provide critical habitat. At the end of the year-long program, students travel to a restoration site along the Choctawhatchee Bay to transplant their matured smooth cordgrass.

CBA and AmeriCorps works with 11 elementary schools in Okaloosa County and all 7 elementary schools in Walton County, reaching close to 2,000 students every month. Through this program, CBA hopes to develop young water stewards, who from a young age become aware of their local ecosystems."

I have attached a one page document with some explanation of my plans. I have to leave the office now, but I will be checking my email. Let me know if there is anything else you need to present this.

Thanks!

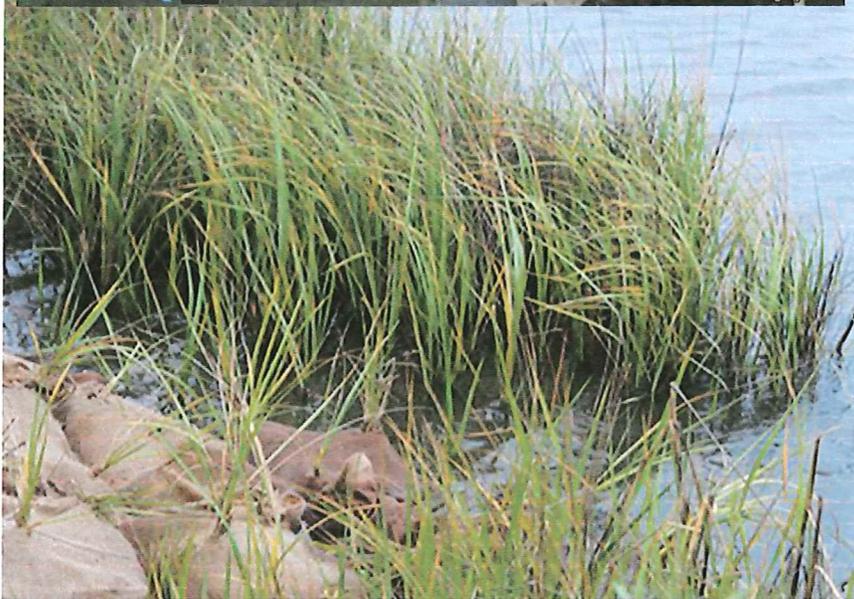
Alison

Alison McDowell
Marine Scientist
Choctawhatchee Basin Alliance
109 Greenway Trail
Santa Rosa Beach, FL 32459

850 585-0848 Cell
850 200-4173 Office
www.basinalliance.org



This is the shoreline south of the boat ramp at Florida Park (marked with a white line). I would like to permit all of the shoreline south of the boat ramp, but I would start with the farthest section (marked in red) for the 2014 field trips. For this year, in order to get a permit in the most timely fashion, I would just include plants (*Spartina alterniflora*), some contained in burlap planting blocks, and possibly a coir fiber log for a wave barrier. In future, I think it might be a good location for an oyster reef.



This picture shows a shoreline with plants planted the previous season next to freshly planted plants in the burlap bag planting blocks. The bags dissolve by the end of the growing season. By that time, the roots have taken hold, and the bags' support is no longer needed.



In these pictures, kids are at Cessna Park in Walton County, creating their planting blocks by placing their plants, along with site-appropriate sand in burlap bags. They then place the planting blocks along the shoreline under the direction of CBA staff.

ORDINANCE NO. 652

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF VALPARAISO, FLORIDA AMENDING ORDINANCE NO. 648 SECTION 6, AND ATTACHMENT "A" OF THE ORDINANCE, SPECIFICALLY ARTICLE IX, SEC. 2 – EFFECTIVE DATE OF THE PROPOSED AMENDED CHARTER, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, when the City Commission adopted Ordinance 648, it set forth if the amended charter were approved by a majority of the City of Valparaiso electorate it would become effective on October 1, 2014, and

WHEREAS, the proposed amended charter attached to Ordinance 648 as Attachment "A", states in ARTICLE IX, Sec. 2 that the effective date upon approval of a majority of the electorate of the proposed amended charter will become effective on October, 1, 2014, and

WHEREAS, the City Commission via Ordinance 651 amended the date for the proposed charter referendum from March 11, 2014 to August 26, 2014, to coincide with the countywide Primary election to save on costs for the City, and

WHEREAS, if the proposed amended charter is adopted by a majority vote of the city electorate, the City Commission believes it is in the best interest of the City and its citizens that the effective date of the amended charter, if adopted, should take effect six (6) months from approval to allow for an orderly implementation of the charter amendments, and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF VALPARAISO, FLORIDA:

SECTION 1. The City Commission amends Ordinance 648 Section 6 to state:

“SECTION 6. In the event the foregoing proposal is approved by a majority of the electors voting on the proposal, the following amended Charter for the City of Valparaiso shall replace the existing Charter six (6) months after approval ~~on October 1, 2014.~~”

SECTION 2. The City Commission amends the proposed amended Charter as attached to Ordinance 648, Article IX, Sec. 2 to state:

“**Sec. 2. – Effective Date.**

Upon approval of a majority of the electorate voting at a referendum of the revisions to The City of Valparaiso Charter, this Charter will become effective six (6) months after approval ~~October 1, 2014.~~”

EFFECTIVE DATE

This ordinance shall become effective immediately upon adoption.

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: March 10, 2014

TO: Honorable Mayor and Board of Commissioners

FROM: James Valandingham, Public Works Director 

SUBJECT: Recycling Program Update

BACKGROUND:

In November 2011 the Board of Commissioners approved a recycling program in and for the residents of the City of Valparaiso. Currently the program is completely voluntary, utilizing two collection sites; City Hall and Lewis Middle School. Portable collection trailers were first placed at these locations in April 2012. February 2013 we processed and sold our first truckload of material.

ACTIVITIES:

The accompanying report details all activity to date. Highlights include 95 tons of material removed from the waste stream and recycled over the 12 month period from February 2013 to January 2014. Based upon annual averages this represents a five (5) percent by volume removal of material from the waste stream. Sale of these materials generated gross income of \$6,750.20 and saved \$4,533.87 in disposal fees, totaling \$11,284.07 in monetary benefit to the City.

Recycling wages are calculated for the previous two years. Please be mindful that regardless of disposal methods, the 95 tons of material would have to be processed by Sanitation staff. Therefore, wages would have been the same whether they were associated with recycling or sanitation.

FUTURE EXPECTATIONS:

We anticipate expanding pick-up of materials and increasing the volume of recyclables significantly. Plans include heavy commercial account participation; which historically generates larger volumes of OCC (cardboard) as well as door to door household collection.

SUMMARY:

Customers have regularly responded to City Hall surveys with positive comments and they have requested additional recycling efforts within the City. With continued resident support, advertising & promotion of our efforts, and implementation of City policies; we can achieve our goal of removing greater than 50 % of our municipal solid waste from the waste stream. Ultimately, we are having and will continue to have, a positive impact on the environment while at the same time receiving a financial boost to the City.

START-UP COSTS

<u>DATE</u>	<u>DESCRIPTION</u>	<u>COST EACH</u>	<u>TOTAL COST</u>
November 15, 2011	2012 Ford F-350 Truck	\$38,714.00	\$38,714.00
November 15, 2011	(3) Portable Recycling Trailers	\$1,750.00	\$5,250.00
January 13, 2012	(2) V630CC Verticle Balers	\$9,000.00	\$18,000.00
March 22, 2012	(6) 12 gauge wire ties	\$67.50	\$405.00
November 2, 2012	(2) 10hp V630CC Baler Motors	\$882.39	\$1,764.78
March 11, 2013	22,500 lb. GVWR Trailer	\$6,091.00	\$6,091.00
	Total Capital Expenses		\$70,224.78

WAGES EXPENSE

FY 2012-13

OCTOBER '12	\$2,194.74
NOVEMBER '12	(\$1,465.56)
DECEMBER '12	\$3,566.53
JANUARY '13	\$885.87
FEBRUARY '13	\$864.71
MARCH '13	\$1,432.57
APRIL '13	\$686.26
MAY '13	\$1,248.58
JUNE '13	\$1,395.67
JULY '13	\$1,818.54
AUGUST '13	\$1,678.77
SEPTEMBER '13	\$1,079.12
Totals	\$15,385.80

FY 2013-14

OCTOBER '13	\$1,552.87
NOVEMBER '13	\$1,418.23
DECEMBER '13	\$1,346.02
JANUARY '14	\$1,881.88
FEBRUARY '14	
MARCH '14	
APRIL '14	
MAY '14	
JUNE '14	
JULY '14	
AUGUST '14	
SEPTEMBER '14	
Totals	\$6,199.00

2 Year Total
\$21,584.80

* Began tracking recycling wages expense October 2012

** Wages would have been paid processing the material as solid waste even if we did not recycle

VEHICLE #28 OPERATING EXPENSES

Year to date : 576 gallons of diesel fuel	\$1,872
Scheduled maintenance costs	\$125
	\$1,997

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 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 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.

