

AGENDA
CITY OF VALPARAISO & VALPARAISO CABLE AUTHORITY JOINT MEETING
465 Valparaiso Parkway
Valparaiso, Florida
850-729-5402
May 12, 2014
6:00 pm

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

CITIZENS' CONCERNS (non-agenda items)

1. Resident
2. Non-resident

NEW ACTION ITEMS

1. Added Agenda Items
2. Ordinance No. 654 Granting Vacation of ROW- Wolverine Ave-----Attach 1
3. Ordinance No. 655 Denying Vacation of ROW- Wolverine Ave-----Attach 2
4. Plat I Dock Repair
5. Stormwater Drainage
6. Sewer Board Executive Committee
7. Etc.

OLD BUSINESS

1. Plat 1 Docks
2. City Hall Roof Update
3. Fleet Maintenance Program -----Attach 3
4. Removal of City Assets from Inventory-----Attach 4
5. Ordinance No. 653 Development Order Amended-----Attach 5
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. Etc.

ADMINISTRATIVE ITEMS

1. Appointment of Cable Director
2. Minutes
3. Bills Payable
4. Etc.

ORDINANCE NO. 654

AN ORDINANCE OF THE CITY OF VALPARAISO GRANTING THE REQUEST OF VALPARAISO REALTY TO VACATE A PORTION OF WOLVERINE AVENUE AND PROVIDING FOR (1) FINDINGS, (2) REPEAL OF CONFLICTING ORDINANCES, (3) SEVERABILITY AND (4) AN EFFECTIVE DATE.

WHEREAS, the property owner, Valparaiso Realty, parcel numbers 12-1S-23-253E-0021-0050, 12-1S-23-253E-0012-0030 and 12-1S-23-0000-0058-0110 has requested that the Valparaiso City Commission vacate its right-of-way for a portion of Wolverine Avenue as depicted in Exhibit 1, and

WHEREAS, the Valparaiso City Commission finds that there is no need for the property, and

WHEREAS, the Valparaiso City Commission finds that it is in the public interest to grant the request, thereby making the property more useable and valuable and increasing City ad valorem revenue, and

WHEREAS, the Valparaiso City Commission finds that granting the request will not interfere with the County road system,

NOW THEREFORE, BE IT ORDAINED by the City Commission of the City of Valparaiso, Florida:

Section 1: Findings. The foregoing Whereas clauses are hereby incorporated, adopted and confirmed as if fully set forth herein. The applicant's Vacation of Right of Way request and Technical Review Committee recommendation are attached hereto are hereby incorporated by reference.

Section 2: The request of Valparaiso Realty, parcel numbers 12-1S-23-253E-0021-0050, 12-1S-23-253E-0012-0030 and 12-1S-23-0000-0058-0110 to vacate the City's right-of-way for a portion of Wolverine Avenue as depicted In Exhibit 1 is granted.

Section 3: SEVERABILITY

The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph or section or clause is adjudged to be unconstitutional or invalid by any court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

Section 4: CONFLICTING ORDINANCES

All ordinances or parts of ordinances or resolution in conflict herewith are hereby repealed to the extent of such conflict.

Section 5: EFFECTIVE DATE

This Ordinance shall become effective immediately upon adoption.

Exhibit 1



Valparaiso Parkway

CITY OF VALPARAISO

MEMORANDUM

DATE:

May 7, 2014

FROM:

Carl L. Scott

TO:

Commissioners

RE:

Vacation of ROW – Valparaiso Realty

The Technical Review Committee met on April 28, 2014 to review the application and make a recommendation on the vacation of right-of-way application as submitted by Valparaiso Realty for the property legally described as:

2.62 Acres Parcel No. 12-1S-23-253E-0021-0050

6.18 Acres Parcel No. 12-1S-23-253E-0012-0030

3.12 Acres Parcel No. 12-1S-23-0000-0058-0110

Technical Committee Members present:

Carl L. Scott, Facilitator (non-voting)

Joe Cobb, Planning Commission Co-Chair

James Valandingham, Public Works Director

Per the City of Valparaiso Code Section 130-2 Right-of-way (ROW) protection, the following applies to applications for vacation of right-of-way:

Sec. 130-2. Right-of-way (ROW) protection.

(d) Applications to vacate ROWs may be approved upon a finding that all of the following requirements are met:

- (1) The requested vacation is consistent with the Comprehensive Plan.
 - (2) The ROW does not provide the sole access to any property. Remaining access shall not be by easement.
 - (3) The vacation would not jeopardize the current or future location of any utility.
 - (4) The proposed vacation is not detrimental to the public interest.
- (e) The technical review committee shall review the application for vacation of right-of-way and submit comments, if any, in writing to the city commission.

The Technical Review Committee unanimously finds that all of the conditions required for a vacation of right-of-way exist for this application and recommends to the City Commission that the right-of-way be vacated.

ORDINANCE NO. 655

AN ORDINANCE OF THE CITY OF VALPARAISO DENYING THE REQUEST OF VALPARAISO REALTY TO VACATE A PORTION OF WOLVERINE AVENUE AND PROVIDING FOR (1) FINDINGS, (2) REPEAL OF CONFLICTING ORDINANCES, (3) SEVERABILITY AND (4) AN EFFECTIVE DATE.

WHEREAS, the property owner, Valparaiso Realty, parcel numbers 12-1S-23-253E-0021-0050, 12-1S-23-253E-0012-0030 and 12-1S-23-0000-0058-0110 has requested that the Valparaiso City Commission vacate its right-of-way for a portion of Wolverine Avenue as depicted in Exhibit 1, and

WHEREAS, the Valparaiso City Commission finds that there is a need for the property, and

WHEREAS, the Valparaiso City Commission finds that it is in the public interest to deny the request, thereby making the property more useable and valuable to the City of Valparaiso, and

WHEREAS, the Valparaiso City Commission finds that denying the request will not interfere with the County road system,

NOW THEREFORE, BE IT ORDAINED by the City Commission of the City of Valparaiso, Florida:

Section 1: Findings. The foregoing Whereas clauses are hereby incorporated, adopted and confirmed as if fully set forth herein. The applicant's Vacation of Right of Way request and Technical Review Committee recommendation are attached hereto are hereby incorporated by reference.

Section 2: The request of Valparaiso Realty, parcel numbers 12-1S-23-253E-0021-0050, 12-1S-23-253E-0012-0030 and 12-1S-23-0000-0058-0110 to vacate the City's right-of-way for a portion of Wolverine Avenue as depicted In Exhibit 1 is denied.

Section 3: SEVERABILITY

The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph or section or clause is adjudged to be unconstitutional or invalid by any court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

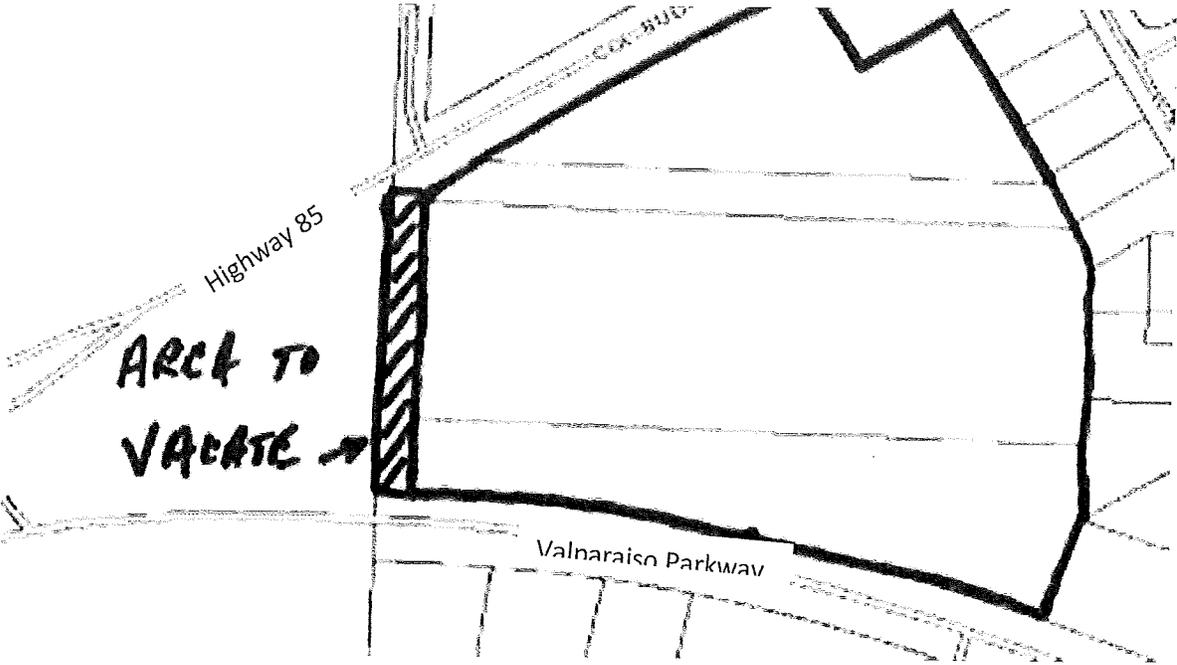
Section 4: CONFLICTING ORDINANCES

All ordinances or parts of ordinances or resolution in conflict herewith are hereby repealed to the extent of such conflict.

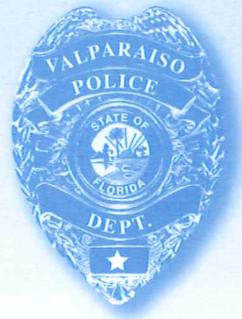
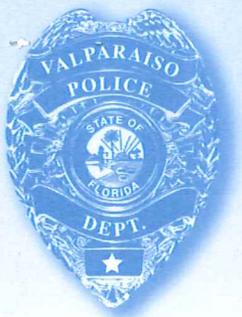
Section 5: EFFECTIVE DATE

This Ordinance shall become effective immediately upon adoption.

Exhibit 1



Valparaiso Parkway



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, FI 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 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.



VALPARAISO POLICE DEPARTMENT
JOSEPH C. HART, CHIEF

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

MEMO TO MAYOR

RE: Asset Disposal Policy

After a thorough review of the Asset Disposal Policy, the policy appears to be sound and follows Florida State Statutes governing Tangible Personal Property Owned by Local Governments. The scope of the policy follows what most local government agencies do concerning Capitalization Thresholds which is at \$1,000.00 per asset; I believe there were concerns on this figure in previous discussions, i.e.; remembering that a Capitalization Threshold is the minimum purchase amount of an item that would require it to be recorded as an asset and capitalized, rather than expensed as a time period cost.

In the private sector, Capitalization Thresholds vary by businesses and even by asset type within the business. Business Thresholds for fixed assets range from \$1,000.00 - \$5,000.00 per asset. However, business's use assets and the disposal of capital assets in a way that minimizes the expenses for tax purposes, this does not apply in government operations. However the Capitalization Threshold could be changed or another list or categories could be created to cover a variety of items if this is still a concern.

The only assets that are recorded in our Capital inventory lists are items that are purchased at or over \$1,000.00. This policy does not prohibit any agency head from any type of disposal of property. It only assures that all are aware of what is being disposed of and answers the questions of who, what, when and how.

In conclusion, I have no issues with the policy written.



 Chief Joseph C. Hart



 Date

CITY OF VALPARAISO, FLORIDA

MEMORANDUM

DATE: May 7, 2014

TO: Honorable Mayor and Commissioners

FROM: James Valandingham, Public Works Director

SUBJECT: Asset Disposal

I have reviewed the Asset Disposal Policy and concur with the framework of the policy as written. Is there an existing policy or procedure for obtaining and assigning the Fixed Asset Identification Numbers?

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: ASSET DISPOSAL POLICY

I have reviewed the Asset Disposal Policy and I have an item I would like to have clarified.

3. SCOPE

*The Asset Disposal Policy is applicable to all departments and assets owned by the City of Valparaiso **except those assets deemed to be valued at less the \$1,000** for fixed asset inventory purposes and/or to have less than an anticipated one year service life.*

How is the value of the item determined? Is the Purchase Price the Value or is it the Value of the item at the time of Disposal.

Administrative Items

We have the definition for Carrying amount (see below) however, that term is not included in the policy.

4.3 Carrying amount

Carrying amount is the amount at which an asset is recognized after deducting any accumulated depreciation and accumulated impairment losses.

We have the definition for Fair value (see below) however, that term is not included in the policy. However, we do use the term *Fair market value*

4.6 Fair value

The fair value of an asset is the amount obtainable from the sale of the asset in an arm's length transaction between willing parties less the selling costs.

Tammy Johnson

From: J Butler <jbutler@mail.valp.org>
Sent: Tuesday, May 06, 2014 9:39 AM
To: cityclerk
Subject: Asset Disposal Policy

In regards to old and/or unused vehicles this policy seems to be a fair and clear way to insure that the city will get the most out of its investments when those investments are no longer needed or useable. Now as for my department does the policy apply to unused or out dated equipment, such as old DCT, receivers, and/or head equipment.

As it is now we have just found the best price or trade, if we can for the out dated boxes and equipment.

James Butler
General Manger
Valparaiso Broadband
Communication Systems

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Valparaiso, Fl 32580-1274

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LIBRARY DEPARTMENT DISPOSAL POLICIES

May 2014

Weeding and Replacement

Weeding is an integral part of effective collection development. An active and continuous weeding program is essential in maintaining a viable and useful collection. Materials are withdrawn from the Library's collection through systematic deselecting or because of loss or physical damage. The following categories of materials should be considered for weeding: worn or mutilated items; duplicate copies of seldom used titles; materials which contain outdated or inaccurate information; superseded editions of specific titles; and materials no longer of interest or in demand (outdated political and health/medical and other non-fiction publications). The Library staff follows the American Library Association guidelines and weeding policies of the Okaloosa County Public Library Cooperative and its member libraries.

Evaluation of Collection

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. Statistical tools such as circulation reports, collection turnover rates, withdrawal reports and other collection development reports provide useful data. The professional expertise of the Library Director and Circulation Staff is also an important component in the ongoing evaluation of our collections.

Once the weeded items have been removed from the card catalog and OCLC/WorldCat, they are offered to library patrons at a minimal price. The proceeds from book sales go into general funds. Once items are deemed unsalable (after several months) they are placed on an outside book cart and given away.

Furniture:

Broken furniture is first sent to the city yard for repair. The fate of furniture that cannot be repaired will be formally discussed and decided by the Library Director and the Library Commissioner. Disposal through surplus sale or trash will be decided.

Computers/Electronic Equipment:

Computers and electronic equipment will be replaced in a timely manner. All computer hard drives will be wiped clean of all library information and the clean computers stored until the City of Valparaiso has a surplus sale. Proceeds from the sale of computers and electronic equipment will go into general funds.

1. INTRODUCTION

The purpose of the Asset Disposal Policy is to provide a framework for the disposal of the municipality's assets that are not needed to provide the minimum level of basic municipal services and that are surplus to the municipality's requirements.

Chapter 274 of the Florida Statutes governing Tangible Personal Property Owned by Local Governments establishes the State required procedure.

2. OBJECTIVE

The objectives of the Asset Disposal Policy are to:

- Ensure that only assets that do not provide the minimum level of basic municipal services are disposed of.
- Ensure that assets are not disposed when the disposal of the asset or the terms of the disposal of the asset could disadvantage the municipality or community financially or otherwise.
- Ensure that all disposals are in compliance with Sections 274.05 and/or 274.06 of Chapter 274 of the Florida Statutes for fair, equitable, transparent, competitive and consistency with the best interests of the City of Valparaiso.

3. SCOPE

The Asset Disposal Policy is applicable to all departments and assets owned by the City of Valparaiso except those assets deemed to be valued at less than \$1,000 for fixed asset inventory purposes and/or to have less than an anticipated one year service life.

4. DEFINITIONS

4.1 Asset

An asset shall mean any resource controlled by the municipality, from which the municipality expects to derive economic benefits or use for service delivery to the general public over a period extending beyond one financial year.

4.2 Basic municipal service

Basic municipal service means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment.

4.3 Carrying amount

Carrying amount is the amount at which an asset is recognized after deducting any accumulated depreciation and accumulated impairment losses.

4.4 Commission

Commission means the Board of Commissioners of the City of Valparaiso.

4.5 Disposal

Disposal means a process of preparing, negotiating and concluding a written contract where necessary which involves the removal of an asset no longer needed by the municipality from the fixed asset inventory by means of destruction, sale, lease or donation.

4.6 Fair value

The fair value of an asset is the amount obtainable from the sale of the asset in an arm's length transaction between willing parties less the selling costs.

5. PLANNING FOR DISPOSALS

Department Heads are responsible for the strategic planning for the disposal of assets that are no longer of value to the municipality. Planning for disposals must be conducted by Department Heads on at minimum an annual basis and must be submitted to the Commission for approval. The submittal to the Commission should include a detailed assessment of assets identified as surplus, redundant or obsolete by the Department Heads.

Surplus, obsolete or redundant assets include the following:

- Assets not required for the delivery of services, either currently, or over the longer planning period.
- Assets that have become uneconomical to maintain or to operate.
- Assets not suitable for the particular service delivery.
- Assets having a negative impact on the service delivery of the municipality, the environment or the community.
- Assets that no longer support a department's service objective due to a change in type of service being delivered or the delivery method.
- Assets where the use has become uneconomical to continue due to the limited availability of spares or the cost of replacement parts exceeding the reasonable value of the item.
- Assets where the technology has been outdated.
- Assets which can no longer be used for the purpose originally intended.

Planning for disposals offers Department Heads a means of disposal of surplus assets timed to minimize disruption to their service delivery and to maximize the residual value by selecting the appropriate time in the assets life cycle for removal.

6. APPROVAL OF DISPOSALS

The Board of Commissioners shall have sole discretion to dispose of an asset by majority vote after:

- Deciding on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
- Consideration of the fair market value of the asset and the economic and community value to be received in exchange for the asset.

7. METHOD OF DISPOSAL

Disposal of an asset should be performed in a manner which satisfies the requirements of Sections 274.05 and/or 274.06 of Chapter 274 of the Florida Statutes and the following objectives:

- The disposal should take place on an equitable basis. There should be an equal opportunity for all to purchase the asset.
- The best possible return for the municipality must be achieved.
- Any adverse environmental impacts should be avoided.
- Preference shall be given to educational institutions, welfare and charitable organizations.

Any other proposed method of disposal shall be communicated to the Commission for approval. Disposal of assets by direct negotiations with one possible interested party are prohibited.

8. FINAL DISPOSITION OF ASSET

Before any asset is disposed of, the appropriate Department Head under whose control the relevant asset is, will be responsible to prepare a disposal document detailing the following information:

- Fixed asset identification number.
- Results of the asset disposal method.
- The purchase price obtained.
- The fair market value of the asset associated with donations.

This document will be submitted to the City Clerk and upon receipt of tender, contract or agreement the City Clerk will complete the transfer of such asset. The City Clerk will retire the Asset Identification Number and remove the asset from the fixed asset inventory.

APPENDIX - FLORIDA STATUTES

274.05 Surplus property.—A governmental unit shall have discretion to classify as surplus any of its property, which property is not otherwise lawfully disposed of, that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function. Within the reasonable exercise of its discretion and having consideration for the best interests of the county or district, the value and condition of property classified as surplus, and the probability of such property's being desired by the prospective bidder or donee to whom offered, the governmental unit may offer surplus property to other governmental units in the county or district for sale or donation or may offer the property to private nonprofit agencies as defined in s. 273.01(3) by sale or donation. If the surplus property is offered for sale and no acceptable bid is received within a reasonable time, the governmental unit shall offer such property to such other governmental units or private nonprofit agencies as determined by the governmental units on the basis of the foregoing criteria. Such offer shall disclose the value and condition of the property. The best bid shall be accepted by the governmental unit offering such surplus property. The cost of transferring the property shall be paid by the governmental unit or the private nonprofit agency purchasing or receiving the donation of the surplus property.

274.06 Alternative procedure.—Having consideration for the best interests of the county or district, a governmental unit's property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function, which property is not otherwise lawfully disposed of, may be disposed of for value to any person, or may be disposed of for value without bids to the state, to any governmental unit, or to any political subdivision as defined in s. 1.01, or if the property is without commercial value it may be donated, destroyed, or abandoned. The determination of property to be disposed of by a governmental unit pursuant to this section instead of pursuant to other provisions of law shall be at the election of such governmental unit in the reasonable exercise of its discretion. Property, the value of which the governmental unit estimates to be under \$5,000, may be disposed of in the most efficient and cost-effective means as determined by the governmental unit. Any sale of property the value of which the governmental unit estimates to be \$5,000 or more shall be sold only to the highest responsible bidder, or by public auction, after publication of notice not less than 1 week nor more than 2 weeks prior to sale in a newspaper having a general circulation in the county or district in which is located the official office of the governmental unit, and in additional newspapers if in the judgment of the governmental unit the best interests of the county or district will better be served by the additional notices; provided that nothing herein contained shall be construed to require the sheriff of a county to advertise the sale of miscellaneous contraband of an estimated value of less than \$5,000.

ORDINANCE NO. 653

AN ORDINANCE OF THE CITY OF VALPARAISO AMENDING CHAPTER 94, ARTICLE VI, DIVISION 2, SECTION 94-166 LANDSCAPE CHECK LIST OF THE VALPARAISO CODE OF ORDINANCES AND PROVIDING FOR (1) FINDINGS, (2) REPEAL OF CONFLICTING ORDINANCES, (3) SEVERABILITY AND (4) AN EFFECTIVE DATE.

WHEREAS, The City of Valparaiso Land Development Code, Sec. 94-166, provides a landscape checklist for both minor and major developments, and

WHEREAS, The City of Valparaiso Land Development Code, Sec. 94-166, has requirements that seriously impede the potential development of certain projects, and

WHEREAS, The City of Valparaiso Land Development Code, Sec. 94-166 fails to offer acceptable alternatives for development of certain projects.

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

Section 1: FINDINGS

The foregoing Whereas clauses are hereby incorporated, adopted and confirmed as if fully set forth herein.

The Valparaiso Code of Ordinances, Chapter 94, Article VI, Division 2, Section 94-166 is hereby amended as follows with underlining indicating new language and strike-through indicating deleted language:

Sec. 94-166. - Landscape checklist.

This checklist is to be used with either minor or major development. A landscape checklist shall be completed by a developer to accompany any application for a Preliminary Development Review.

<i>Certification</i>		
1.	This project (does/does not) fall within the scope of said Code	_____
2.	This project is a single family residence and falls within Sections 8.B and 8.C [sic] only	_____
3.	This project will be in proximity to sewage treatment ponds and will utilize deep rooted, wetland trees for nutrient uptake	_____
4.	Removal of native vegetation will be minimal; site alteration will occur in _____ stages; and adequate erosion control will be used	_____
5.	This project will affect (more than 50% / less than 50%) of the development area	_____

6.	A minimum of fifteen (15%) percent of the property will be landscaped	_____
7.	All land not used for impervious surface will be permanently landscaped	_____
8.	A minimum of a ten (10) foot strip abutting the right-of-way, and excluding sidewalks, shall be landscaped	_____
9.	One (1) tree per 25 linear feet of lot frontage is required, of which 75% of the trees must be indigenous	_____
10.	The remainder of the ten (10) foot strip shall be landscaped with appropriate cover	_____
11.	Each vehicle overhang area cannot be more than two (2) feet, and cannot be included as part of the ten (10) foot landscape requirement	_____
12.	No fences shall be forward of the front yard building setback line, except for single-family residences	_____
13.	Minimum access for one-way drives shall be 15 feet when drives are no less than 20 feet apart	_____
14.	Minimum access for two-way drives shall be 27 feet when drives are no less than 20 feet apart	_____
15.	Copy of agreement between owners of common entryways shall be filed with City Planning and Zoning	_____
16.	Vehicle overhang areas do not exceed two (2) feet each into landscaped areas	_____
17.	Interior areas of off-street parking, not specifically used for parking spaces or maneuvering areas, shall not be paved and will be landscaped	_____
18.	One space, 9 × 19 feet, shall be landscaped for each 15 continuous parking spaces	_____
19.	Each landscaped area must have one (1) tree at least six (6) feet high	_____
20.	Each row of interior parking spaces shall be terminated with a 10 × 10 foot landscaped area, each containing at least one (1) tree	_____
21.	Every 2,500 square feet of garage parking requires 171 square feet of exterior green area	_____
22.	All interior landscaping must be protected from vehicles	_____
23.	Buffer zone landscaping is required between single-family and multi-family/industrial or commercial zones	_____
24.	A landscape buffer zone, ten (10) feet deep and a minimum of six (6) feet high, is required	_____
25.	A six (6) foot wall or fence in a ten (10) foot wide area may be substituted. At least one (1) tree is required for each 25 linear feet of barrier	_____
26.	Twenty five (25) foot vegetated buffer zone is required along all bodies of water	_____
27.	No landscaping shall restrict the visibility at intersections	_____
28.	A minimum of one (1) indigenous tree is required for each 1/10 acre (10 trees per acre)	_____

29.	No tree 24 inches or more in diameter shall be removed	_____
30.	Ten (10) trees per acre credit will be given to _____ trees of _____ inches in diameter	_____
31.	Fifty percent (50%) of the dripline of preserved trees shall be retained a pervious surface	_____
32.	A minimum of 75% native vegetation shall be used toward the required 18% landscaping	_____
33.	All shrubs and hedges shall be at least twelve (12) inches in height at planting	_____
34.	All trees shall be at least six (6) feet high at planting. Tree crown spread should be at least 20 feet	_____
35.	Planting area for trees shall be at least 100 square feet with a minimum of five (5) feet maintained clear around the trunk	_____
36.	Trees whose roots can damage public works shall <i>not</i> be planted closer than 12 feet to any such infrastructure; except Willow trees shall be <i>no closer</i> than 50 feet	_____
37.	All areas subject to erosion, such as swales, shall be sodded	_____
38.	All dead plant material, planted under the provisions of this Code, shall be replaced within one (1) year	_____
39.	A landscape plan shall be submitted prior to receiving a building permit, except for single-family residences	_____
40.	Landscape Plan completed	_____
41.	No building permit shall be issued without approved landscape plan	_____
42.	Approved landscape plan will be at construction site	_____
43.	No Certificate of Occupancy shall be issued until landscape plan has been fulfilled	_____
44.	Special exception is required for slopes of 20% or more which removes 40% or more of the parcel from development	_____
45.	<u>The project applicant may elect to replace the trees as required by Numbers 9, 19, 20 and 28 of the Landscape Checklist at a preapproved off-site location or pay into the Tree Replacement Fund at the established rate per tree if the proposed project is located in an Industrial Zoning District. The same option shall be allowed for all other zoning districts if it is demonstrated to the Technical Review Committee that the site cannot accommodate the total number of required or replacement trees by this section as a result of insufficient planting area and/or interference with the proposed project. Under no circumstances will the required trees in Number 25 of the Landscape Checklist be eligible for replacement and must be planted in the required buffer. The replacement value and payment into the Tree Replacement Fund is established at \$125.00 per tree.</u>	_____

Section 2: CONFLICTING ORDINANCES

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3: SEVERABILITY

The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph section or clause is adjudged unconstitutional or invalid by any court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

Section 4: EFFECTIVE DATE.

This ordinance shall become effective immediately upon passage.

ADOPTED IN SESSION THIS _____ DAY OF _____ 2014

John B. Arnold, Jr.
Mayor

ATTEST:

Tammy Johnson, CMC
City Clerk