

AGENDA
CITY OF VALPARAISO & VALPARAISO CABLE AUTHORITY JOINT MEETING
465 Valparaiso Parkway
Valparaiso, Florida
850-729-5402
October 13, 2014
6:00 pm

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

CITIZENS' CONCERNS (non-agenda items)

1. Resident
2. Non-resident

NEW ACTION ITEMS

1. Added Agenda Items
2. Proclamation Emerald Coast Young Marines-----Attach 1
3. Appeal - Tucker Dukes-----Attach 2
4. Nomination Florida Municipal Pension Trust Fund Board-----Attach 3
5. Resolution No. 09-10-13-14 City Facebook Page-----Attach 4
6. Library Interlocal Agreement-----Attach 5
7. Resolution No. 10-10-13-14 Amend FY2014 Budget-----Attach 6
8. Etc.

OLD BUSINESS

1. Removal of City Assets from Inventory
2. Plat 1 Docks
3. 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. Employee Health Fair October 15, 2014
9. OCLOC Meeting October 16, 2014
10. Etc.

ADMINISTRATIVE ITEMS

1. Employee Bonuses-----Attach 7
2. Minutes
3. Disbursements
4. Etc.

City of Valparaiso, Florida
Proclamation



TO RECOGNIZE RED RIBBON WEEK

and

THE EMERALD COAST YOUNG MARINES PROGRAM

WHEREAS, communities across America have been plagued by problems associated with illicit drug use and those that traffic in them; and

WHEREAS, there is hope in winning the war on drugs through education and drug demand reduction , coupled with the hard work and determination of organizations such as the Young Marines; and

WHEREAS, governments and community leaders know that citizen support is one of the most effective tools in the effort to reduce the use of illicit drugs in our communities; and

WHEREAS, the Emerald Coast Young Marines focus on teaching youth to live a drug-free lifestyle and teaching ideals such as leadership, teamwork and discipline. Emerald Coast Young Marines pledge to be drug free, promote a Drug Free lifestyle and sponsor national Red Ribbon Week activities giving individuals in the Emerald Coast the opportunity to wear a red ribbon signifying their opposition to illegal drug use; and

WHEREAS, the red ribbon has been chosen as a symbol commemorating Enrique “Kiki” Camarena, a Drug Enforcement Administration Special Agent who was murdered in the line of duty, and represents the belief that one person can make a difference; and

WHEREAS, the Red Ribbon Week Campaign was established by Congress to encourage drug-free lifestyle, drug prevention and reduction efforts which will be celebrated in communities across America the week of October 23-31, 2014

NOW THEREFORE BE IT PROCLAIMED, that the City of Valparaiso does hereby proclaim October 23-31, 2014 as Red Ribbon Week and recognizes the Emerald Coast Young Marines commitment to living a drug-free life and participation in Red Ribbon Week.

In witness whereof, I have hereunto set
my hand and caused this seal to be
affixed.

Tammy Johnson

From: Brian Cartenuto <bcartenuto@gmail.com>
Sent: Monday, October 06, 2014 1:58 PM
To: Mayor@valp.org
Subject: Tucker Duke's Lunchbox 4 COP-SRX

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mayor Arnold,

Thank you for taking time out of your busy day to read my email, which is in regard to Tucker Duke's Lunchbox being denied the ability to get a 4COP-SRX License an the city level due to the local zoning code.

Tucker Duke's opened in 2011 as an 8 seat lunch counter. With hard work and a bit of luck we out grew our original space in Niceville and moved our business to Valparaiso. As you may be familiar, we now operate out of the old gas station located at 73 S. John Sims Parkway. Since moving our business to Valparaiso we have continued to grow and expand, not only into other cities, but also here in Valparaiso. With the support of the local community we have become more than a lunch counter. The economics of the restaurant industry and the expressed desire of my clients have lead me to pursue selling alcoholic beverages at Tucker Duke's. While it would be new in our Valparaiso store, this wouldn't be Tucker Duke's first experience responsibly selling alcoholic beverages. At our stores in Tallahassee and Deerfield beach we are known for "Craft Burger & Craft Beers." In fact as part of our belief in local, seasonal, and sustainable food sources, we server FLORIDA beers first, (18 out of each of the 24 taps at each restaurant). Having the ability to offer the same products in Valparaiso is vital to our brand and ability to sustain the growth of the company locally. We are first and foremost a RESTAURANT and will always be one. We are not setting out to be a bar, club or lounge - simply to allow responsible adults to enjoy a beer or other adult beverages with one of our great burgers.

If you have sometime this week I would love to speak with you about this issue and what I hope we can all discuss at the next city council meeting.

You can reach me by phone or we can arrange a sit down at your earliest convenience. I look forward to hearing from you about how Tucker Duke's Lunchbox can continue to grow and contribute to local economy, community, and city of Valparaiso.

Brian Cartenuto
owner | managing partner
Tucker Duke's Lunchbox
Valparaiso, Deerfield Beach & Tallahassee, FL
tucker duke's street food division
Joey's Italian Grill & Bar
Niceville, FL
202-210-8776



FRESH AND SALTWATER SPORTS
ON CHOCTAWHATCHEE BAY



HOME OF
EGLIN AIR FORCE BASE

CITY OF VALPARAISO
465 VALPARAISO PARKWAY • (850) 729-5402
VALPARAISO, FLORIDA 32580

September 23, 2014

Tucker Dukes Lunchbox
Attn: Mr. Joe Cartenuto
73 S John Sims Parkway
Valparaiso, Florida 32580

Dear Mr. Cartenuto:

The City of Valparaiso is in receipt of your application for a new alcoholic beverage license for your present business location of 73 South John Sims Parkway. In review there are multiple issues concerning this location with the most damaging being Section 114-111(1)h of the City of Valparaiso Code of Ordinances that reads as follows:

Sec. 114-111. - C-1 commercial district limited.

The following uses shall apply in a C-1 commercial district limited:

(1) *Permitted uses.*

h. Retail stores, including department stores, drugstores, grocery stores and cafes, hardware, florists, nurseries and greenhouses for retail only, photo shops, sporting goods, travel bureaus, minute markets, 7-11 stores and restaurants/supper clubs that may or may not serve alcoholic beverages, excluding junk dealers, auto wrecking, mechanical garages or any other business in which the materials sold are not housed in a building, and excluding any store which sells beer, malt beverages, wine, liquor or other intoxicating beverages within 600 feet of an existing public school or church, and any establishment that features or has live entertainment, i.e., male or female dancing, adult movie theaters and/or adult bookstores. However, in any case, this subsection (1)h shall not be construed to prevent the sale of beer, wine, liquor or other intoxicating beverages for off-premises consumption, from minute markets, 7-11 stores and/or grocery stores.

Our code clearly excludes any store, restaurant or cafe which sells beer, malt beverages, wine, liquor or other intoxicating beverages from locating within 600 feet of an existing public school or church. Problematic for you is there is an existing church measured at 227 feet to the proposed

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

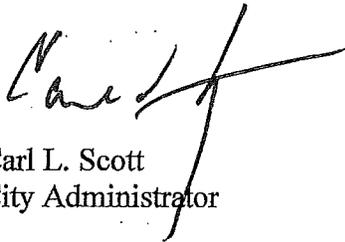
licensed location and a State recognized preschool located at 122 feet. Based solely on this fact your application must be denied.

For informative purposes had you been able to get past the distance criteria the City would have denied your application based on a true seating change evaluation. DBPR Form HR 5021-103 as submitted by Unicorn Airline Services/Tucker Duke Lunchbox is null and void with the apparent approval by Mr. Rodney Lancaster revoked. First, the maximum gross square footage available in calculating the occupancy load is 1756. As I am sure you are aware the law calls for net square footage in lieu of tables, chairs, counter space and any other type of fixture. The requirement for occupancy is a standard 15 foot net square feet per person allowing a maximum number of occupants at 117. This is far shy of the 150 you have proposed.

Likewise, any increase in occupancy load over 100 dramatically changes the requirements of the existing structure. The building would have to be sprinkled, number of bathroom stalls enlarged, parking requirements increased, handicap accessibility and numerous other building code considerations that are nowhere addressed. At the very least there should have been an architectural or engineering plan submitted for review with some attempt to meet this criteria. While it is not impossible to bring this location into compliance, you will need to hire a design professional to ensure all requirements are met.

Regardless, the first step has to be overcoming the obstacle of Section 114-111(1)h. This would require an appeal to the Board of Commissioners to change the law. Should you desire to pursue this course of action please contact Mrs. Tammy Johnson requesting to be placed on the agenda with your stated purpose. She can be reached at City Hall at 729-5402.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carl L. Scott', written over a horizontal line.

Carl L. Scott
City Administrator

BOARD OF TRUSTEES
RETIREMENT PLAN AND TRUST FOR THE FIREFIGHTERS & POLICE

DATE: October 9, 2014

TO: Honorable Mayor and Commissioners

FROM: Board of Trustees for the Retirement Plan and Trust for the Firefighters & Police Officers of the City of Valparaiso

SUBJECT: NOMINATION FLORIDA MUNICIPAL PENSION TRUST FUND BOARD

The Board of Trustees highly recommends that the Valparaiso City Commission nominate Commissioner Strong to serve on Florida Municipal Pension Trust Fund.

Below is an excerpt from Valparaiso's Board of Trustee quarterly meeting held, September 30, 2014.

Florida Municipal Pension Trust Fund (FMPTF) Board of Trustees

Ms. Johnson informed this Board that the FMPTF Board of Trustees is soliciting nominations of individuals to serve on their Board of Trustees. Comm. Strong has expressed an interest to serve. This item will be placed on the City Commission's October Agenda. Chief Norris made a motion to highly recommend that the Commission nominate Comm. Strong for the FMPTF Board of Trustees vacancy. Mr. Bennett seconds the motion, which passed unanimously.



TO: Participating Members of the Florida Municipal Pension Trust Fund (FMPTF)

FROM: The Administrator, Florida League of Cities, Inc.

RE: Nomination of Trustees

DATE: September 15, 2014

Please be advised that the Florida Municipal Pension Trust Fund (FMPTF) is soliciting nominations of individuals to serve on the Board of Trustees in accordance with the Florida Municipal Pension Trust Fund Master Trust Agreement, Section 109 A. & B. All nominees must be elected officials from municipal governments participating in the FMPTF at the time of appointment and throughout their tenure.

The FMPTF will be considering the election for two (2) upcoming vacancies on the Board of Trustees. Trustee Robert Margolis will complete his interim term on January 31, 2015 and is eligible for reappointment to a first full term. In addition, Trustee Delores Madison has resigned from the Board of Trustees. The election of Trustees requires a formal nomination process.

All Trustees are eligible to serve two full three-year terms, exclusive of the time served by filling a vacancy. The Trust meets at least four times a year, and Trustees are reimbursed by the FMPTF for travel and accommodation expenses incurred in attending Trustee meetings and events.

Please submit the nomination form along with a resume or biography to the Florida League of Cities, Inc., Attention: Laura Underhill no later than November 14, 2014. A Trustee Nomination Form is attached.

Should you have any questions, please contact the League's Retirement Services at 850-222-9684.

FLORIDA MUNICIPAL PENSION TRUST FUND (FMPTF)

TRUSTEE NOMINATION FORM

Please indicate the name, title and agency of your nominee below, along with your name, title and agency. Nominations should be sent to:

**Florida League of Cities, Inc.
Attention: Laura Underhill
P.O. Box 1757
Tallahassee, Florida 32302**

A resume or Bio of nominee must accompany the nomination form.

Nominee: _____
(The nominee must be an elected official of a municipal government participating in the FMPTF)

Title: _____

Agency: _____

Nominator: _____

Title: _____

Agency: _____

Date of Nomination: ____/____/____

Has this person been informed of this nomination? () Yes

() No

RESOLUTION NO. 09-10-13-14

**A RESOLUTION OF THE CITY OF VALPARAISO, FLORIDA;
PROVIDING FOR AUTHORITY; DEVELOP, OPERATE, AND
MAINTAIN A CITY OF VALPARAISO FACEBOOK SOCIAL
MEDIA PAGE IN COMPLIANCE WITH THE PUBLIC RECORDS
ACT OF FLORIDA AND THE SUNSHINE LAW OF FLORIDA; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Valparaiso, Florida, is a municipal corporation in the State of Florida and is subject to the Sunshine Law, § 286.011, *Florida Statutes*; the Public Records Act, Chapter 119, *Florida Statutes*; Records Retention Law, § 257.36, *Florida Statutes*;

WHEREAS, the City of Valparaiso, Florida desires to develop, operate, and maintain a City of Valparaiso, Florida Facebook social media page for municipal purposes;

WHEREAS, the City of Valparaiso, Florida desires to provide its citizens and the general public with information regarding the City's government, notices and dates to City events, including, but not limited to City Council meetings and other meetings opened to the general public, via its City Facebook page in addition to the other forms the City provides notices to its citizens;

WHEREAS, the City of Valparaiso, Florida, has powers to enable it to conduct municipal government, render municipal services, and perform municipal functions, and may exercise any power for municipal purposes except as provided by law, pursuant to Article VIII, Section 2(b), Florida Constitution, and Section 166.01, Florida Statutes;

WHEREAS, the City of Valparaiso, Florida, believes that developing, operating, and maintain a City Facebook page will assist the City of Valparaiso, Florida to perform its municipal functions;

WHEREAS, the City of Valparaiso, Florida, understands and acknowledges that a majority of its citizens and the general public utilize social media, specifically Facebook, to obtain information; and

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

Section 1. It is hereby adopted by this Resolution that the City of Valparaiso, Florida will develop, operate, and maintain a City Facebook page for the purposes of performing its municipal functions and conduct municipal government and the City's Facebook page will be open to the general public.

Section 2. The City Commission will appoint a City employee to develop, operate, and maintain the City's Facebook page in accordance with Florida law.

Section 3. This Resolution shall be effective on the date that this Resolution is recorded with the City Clerk.

John B. Arnold, Jr.
Mayor

ATTEST:

City of Valparaiso's Internal Social Media Policy

Elected Public Officials – City Commission Members including City Mayor

Although the law does not expressly prohibit an elected commission member, including the City's Mayor, to post comments on the City's Facebook page, the City of Valparaiso has decided out of precaution to prohibit all commission members including the City's Mayor from posting a comment or a reply to a comment on the City's Facebook page. Florida Law does expressly prohibit commission members, including city mayors, from engaging in an exchange or discussion of matters that will foreseeably come before the board or commission for official action pursuant to § 286.011, Florida Statutes. City commission members are obligated to avoid any action that could be construed as an attempt to evade the requirements of the law. All communications on the City's Facebook page or other social media outlet regarding City business is subject to Florida's Government in the Sunshine Law, § 286.011, Florida Statutes.

Social Media Manager/Administrator – Public Records Clerk

The City's Social Media Administrator or, if one is not designated, the Public Records Clerk (hereinafter referred to as "Public Records Clerk"), acknowledges that any and all content, communication or information contained on the City's Facebook page is considered a "public record" pursuant to Florida's Public Records Act, Chapter 119, Florida Statutes. Therefore, all content, information or communication on the City's Facebook page is subject to the City's policies and retention schedule regarding City records in accordance with §§ 119.021(2) and 257.36(6). The City's policies and retention rules for public records must be pursuant to the General Records Schedule GS1-SL for State and Local Agencies.

Prior Approval Required to Post Content on the City's Facebook Page

The City's Facebook page is solely intended for informational purposes that will help the City further its government functions. Thus, any and all content posted by the City must achieve this direct purpose. As such, any City department and/or employees are required to submit a written request to the City Administrator for approval before any content is posted on the City's Facebook page. The Public Records Clerk as described above does not have the authority to approve any post to the City's Facebook page. The written request for approval to the City Administrator must include the exact language desired to be posted along with any accompanying images. The City Administrator will then provide his or her approval or denial to the department and/or City employee as well as to the Public Records Clerk. If the desired post is date specific, it is in the best interests of the department or City employee that requests said approval to submit the request at least 30 days prior to that date, if possible, so as to allow the City Administrator time to review these requests.

Employees Comments on the City's Facebook Page Using Their Individual Facebook Account

City of Valparaiso employees are strongly discouraged from engaging in any form of discussion on the City's Facebook page whether the comment is directed negatively or positively against the City or any member of the public. Any comment made by any City employee on the City's Facebook page will be considered public record and therefore retained pursuant to Florida's Sunshine Law. Should any City employee comment or post any content that offends,

disrespects, insults, harasses or discriminates against any member of the Public, any City employee, City department and department head, City official(s), City Commission member(s) including the Mayor, the City Administrator, the City Attorney, or any other City Board Member, or any other agent or representative of the City, is subject to disciplinary consequences including, but not limited to, immediate termination.

Once the appropriate legislation has been passed by the City determining that the City's Facebook page is an avenue to perform some/all of its governmental functions, the City may launch the page and should visibly contain the following suggested disclosure and social media policy

SOCIAL MEDIA DISCLOSURE AND POLICY

The content, communications and information posted by the City of Valparaiso on its Facebook page is intended to help the City of Valparaiso further its governmental functions and it is also intended for informational purposes only. All content, communications and information posted on the City of Valparaiso's Facebook page or any other social media page organized and controlled by the City of Valparaiso's government, are all considered to be a "public record" pursuant to Chapter 119, Florida Statutes, also known as Florida's Public Records Act and as such, the City of Valparaiso is under the obligation to archive and retain all content, communications and information pursuant to The General Records Schedule GS1-SL. Additionally, anyone who visits the City of Valparaiso's Facebook page and likes any comment, posts a comment, or shares a post, their action will become public record and therefore waives their right to privacy. Your participation on the City of Valparaiso's Facebook page may subject your personal Facebook page and profile to a public records request pursuant to Chapter 119, Florida Statutes.

Moreover, members of the public are encouraged to contact their city commissioner(s) directly regarding any and all City matters as the City Commission, including the City's Mayor, are prohibited by state law to engage in an exchange or discussion of matters that foreseeably will come before the City Commission for official action. This is in accordance with Florida's Government in the Sunshine Law, § 286.011, Florida Statutes.

Comments from the Public subject to certain limitations

The City of Valparaiso encourages comments/posts from the members and visitors of their community that are respectful and free of any obscene, discriminatory, harassing, insulting, or vulgar content. Any inappropriate comment as described herein will be subject to being deleted or hidden from public viewing. Nevertheless, the City of Valparaiso is obligated to retain said inappropriate comment in accordance with Chapter 119 and § 257.36, Florida Statutes. Furthermore, to the extent that any followers of the City of Valparaiso's Facebook page post any political message or an advertisement, the City of Valparaiso neither endorses nor advances such message or advertisement.

LIABILITY DISCLAIMER

Notwithstanding the foregoing, the City of Valparaiso is not obligated to take any actions and will not be responsible or liable for content posted on its Facebook page. By posting or liking a comment on the City of Valparaiso's Facebook page, that individual agrees to indemnify the City of Valparaiso, its city officials, administrators, and employees from any and all liability, damages and causes of action arising out of comments, posts, or likes made on the City of Valparaiso's Facebook page.

Okaloosa County Public Library Cooperative Interlocal Agreement

This Agreement is entered into among Okaloosa County, hereinafter referred to as the "County," and the municipalities of Crestview, Destin, Fort Walton Beach, Mary Esther, Niceville, and Valparaiso, hereinafter referred to as "Participating Municipalities," each a municipal corporation located in Okaloosa County,

WHEREAS, Chapter 163, Florida Statutes, Intergovernmental Programs, Part I, Miscellaneous Programs, Section 163.01, The Florida Interlocal Cooperation Act of 1969, provides that public agencies of the State of Florida may exercise jointly with any other public agency of the State of Florida any power, privilege, or authority which such agencies share in common, and which each might exercise separately; and that a joint exercise of power by such agencies may be made by contract in the form of an interlocal agreement; and,

WHEREAS, Chapter 125, Florida Statutes, subsection 125.01(f), authorizes the County to provide libraries and cultural facilities and programs; and,

WHEREAS, Chapter 166, Florida Statutes, subsection 166.021(1), authorizes municipalities to render municipal services, and exercise any power for municipal services, and exercise any power for municipal purposes, except when expressly prohibited by law; and,

WHEREAS, the County and the Participating Municipalities desire to cooperate in a countywide agreement to provide public library services without charge in Okaloosa County; and,

WHEREAS, the County is an eligible political subdivision under Chapter 257.17, Florida Statutes, that can participate in the State Aid to Libraries Program and is designated as the single administrative unit that can designate a governing body for countywide library service;

THEREFORE, the parties agree as follows:

1. **PURPOSE:** The County and Participating Municipalities agree to cooperate, pursuant to the terms of this Interlocal Agreement, in the operation of a countywide public library cooperative in Okaloosa County. In particular, it is the express purpose of the Agreement to provide for the coordination of library service throughout the legal service area of the COOPERATIVE; to provide for equal access to free (without charge) public library service in the Cooperative service area; and to formulate and implement consistent plans, programs, policies and procedures in the operation, maintenance and development of library service throughout the legal service areas of the participating entities.

2. DEFINITIONS:

- a) "Cooperative" shall mean the Okaloosa County Public Library Cooperative.
- b) "Cooperative Coordinator" shall mean the employee of the Okaloosa County Public Library Governing Board who administers Cooperative headquarters and coordinates Cooperative activities and who meets the requirements and carries out the duties of the single administrative head as defined in 1B-2.011(3)(d), Florida Administrative Code.
- c) "County" shall mean Okaloosa County, a political subdivision of the State of Florida.
- d) "Crestview" shall mean the City of Crestview, a municipal corporation located in Okaloosa County, FL, that operates the Robert L. F. Sikes Public Library.
- e) "Destin" shall mean the City of Destin, a municipal corporation located in Okaloosa County, FL, that operates the Destin Library.
- f) "Directors Council" shall mean a council whose membership will include the library director of each participating library and other appointments as outlined in the Library Cooperative Bylaws.
- g) "Fiscal Year" shall mean budget year October 1-September 30.
- h) "Fixed Assets" is defined by the county as all property with value of \$1,000 or more purchased under the equipment control account, as amended from time to time. Fixed Assets shall be in accordance with Board directives, Florida Statutes, and the Rules of the Auditor General.
- i) "Fort Walton Beach" shall mean the City of Fort Walton Beach, a municipal corporation located in Okaloosa County, FL, that operates the Fort Walton Beach City Library.
- j) "Governing Board" shall mean the governing body of the Okaloosa County Public Library Cooperative as empowered pursuant to the Agreement.
- k) "Mary Esther" shall mean the City of Mary Esther, a municipal corporation located in Okaloosa County, FL, that operates the Mary Esther Public Library.
- l) "Niceville" shall mean the City of Niceville, a municipal corporation located in Okaloosa County, FL, that operates the Niceville Public Library.
- m) "Participating Governing Body" shall mean the governing body of Okaloosa County, the governing bodies responsible for the decision and policy making activities of Participating Libraries and the governing bodies of Participating Municipalities without Libraries.
- n) "Participating Library" shall mean any of the libraries or library services located within Okaloosa County that have entered into this Agreement.
- o) "Service Area" shall mean all eligible residents of Okaloosa County
- p) "Valparaiso" shall mean the City of Valparaiso, a municipal corporation located in Okaloosa County, FL, that operates the Valparaiso Community Library.

3. This Agreement shall constitute the entire agreement of parties hereto and of the Okaloosa County Public Library Cooperative. There are no promises, representations, or warranties other than those set forth herein. This Agreement shall be binding upon the parties and successors in interest, in accordance with its terms. Modifications or amendments of the

Agreement shall be binding and valid when submitted in writing and approved by each Participating Governing Body and by the Governing Board, and executed on behalf of each Participating Governing Body and the Governing Board.

4. TERMS: The term of this Agreement shall commence and be effective on the date the last party signs the agreement or by January 1, 2015 whichever comes first, and shall end or be renewed December 31, 2015 unless terminated in accordance with the provisions of the Agreement or unless extended by supplemental Agreement subject to renewal and revision. Recognizing the Agreement crosses two fiscal years (FY2015 and FY2016) but monetary allocation is distributed in FY2015, the allocation for FY2016 will be based upon future appropriation by Okaloosa County Board of County Commissioners.
5. WITHDRAWAL AND TERMINATION: Any Participating Governing Body may withdraw from the Cooperative established by the Agreement, and thereby terminate its rights and responsibilities under the Agreement. Section 7 defines Dispensation of Property and Equipment. The termination and withdrawal shall be effective on the next succeeding December 31, and shall be accomplished by the giving of written notice of the withdrawal and termination to the Governing Board and to each Participating Governing Body on or before August 1 prior to the December 31 effective date of termination.
6. ADDITION OF NEW MEMBERS:
 - a) Libraries: Any library within Okaloosa County may become a party to the Agreement and a member of the Okaloosa County Public Library Cooperative that meets the following minimum standards.
 - (1) Be administered by a governing board responsible for the decision and policy making activities of the Participating Library.
 - (2) Be an established library with the physical facilities to securely house a library collection.
 - (3) Have an annual budget of at least \$40,000 as verified by the latest independent audit report and a continuous source of funding.
 - (4) Submit a letter of intent for formal membership to the Okaloosa County Public Library Cooperative Governing Board prior to May 1 of the current fiscal year and obtain approval by each Participating Governing Body and execution and delivery of a counterpart original of the Agreement (as then in force), prior to August 1 of the current fiscal year.
 - b) Upon satisfaction of these conditions, the proposed new Participating Library shall become a party to the Agreement and a member of the Okaloosa County Public Library Cooperative effective the next succeeding January 1, subject to all the provisions and obligations, and entitled to all the privileges and rights, accruing to all of the Participating Libraries under the Agreement.

7. **DISPENSATION OF PROPERTY AND EQUIPMENT:** Upon withdrawal or termination of the Agreement by any Participating Library (whether early termination or otherwise), all real property and equipment classified as fixed assets, defined in this agreement, purchased with federal funds by the Cooperative belongs to the Okaloosa County Public Library Cooperative and reverts to the Florida Department of State, Division of Library and Information Services (State Library) if the Cooperative ceases to exist. That library will be given a copy of its Marc Records in its current format at the time of termination. If the terminating library requests its records to be expunged from the Cooperative database, it will be done at the terminating library's expense. Materials and equipment purchased with local or grant funds other than federal Library Services and Technology Act grant funds, whether funds of a municipality or the County, shall remain the property of the Participating Library for which they were purchased, except in the case of any subsequent agreement or amendment to this Agreement.
8. **GOVERNING BOARD:** The name of the Governing Board shall be Okaloosa County Public Library Cooperative Board hereinafter called the Governing Board. Each Participating Governing Body that operates a Participating Library shall appoint one member to the Governing Board; the County shall appoint one member to represent the unincorporated area of the county. Each Participating Governing Body shall designate at least one alternate representative to act on its behalf during any absence. The office of Chair shall be assigned to the member representing the County. The Cooperative Coordinator shall be an ex officio (non-voting) member of the board. Board members will not be paid a salary or wages, but may be reimbursed for travel and per diem expenses in accordance with section 112.061, Florida Statutes. The Governing Board serves as the governing body for the Library Cooperative and has the following powers, duties and responsibilities:
- a) Managing the affairs of the Cooperative.
 - b) Bylaws will be established by the Governing Board.
 - c) There will be six or more open public meetings a year of the Governing Board.
 - d) Adopt a long-range plan and annual plans of service which are developed by the Cooperative Coordinator and the Library Directors' Council to describe goals, objectives and activities of the Participating Libraries and the Participating Governing Bodies.
 - e) Receive and disburse funds from the County, from state and federal grant sources, and from private donations, foundations, or other sources.
 - f) Contract with the County to provide essential support services for the Library Cooperative.
 - g) Contract for services consistent with the Cooperative's Long-Range Plan and Annual Plans of Service.
 - h) Adopt and maintain a position description for and hire a Cooperative Coordinator through the established policies and procedures of the County.

9. **STAFFING:** The Cooperative Coordinator shall be hired by the County and shall have the following minimal qualifications: a Master's degree in Library Science from an American Library Association accredited university or college followed by two years of successful, full-time paid library experience in a public library open at least 40 hours a week. Cooperative staff members are employees of Okaloosa County, and their compensation and benefits will be in accordance with County policy. The Cooperative Coordinator, under the supervision of the Board, shall interview, select, supervise and recommend discharge of staff for the office of the Cooperative in accordance within established County policies. All paid staff of the Participating Libraries shall remain employees of the Participating Governing Bodies that operate each library and the Participating Governing Bodies shall retain all rights, responsibilities and powers associated with employment of staff.

10. **POWERS, DUTIES AND RESPONSIBILITIES OF THE COOPERATIVE COORDINATOR:** The Coordinator shall be accountable to the Board for overall administration of the Cooperative and implementation of policies, procedures and programs, as determined by the Board. The following activities, as a minimum, shall be carried out by the Coordinator for all Participating Libraries under the plans, policies, and budgets adopted by the Cooperative Governing Board, and they may not be delegated through Interlocal agreements or any other service agreements: coordinate development of a single long-range plan for the Cooperative; coordinate development of a single annual plan of service; compile an annual combined expenditure report for application for State Aid by OCPLC, combining all Participating Libraries' expenditures, and the Cooperative's expenditures including any state or federal grants; implement the Cooperative long-range plan, annual plan of service, and annual budget; and prepare reports on behalf of the Cooperative and Participating Libraries as required by the Florida Department of State, Division of Library and Information Services.

11. **LIBRARY DIRECTORS' COUNCIL:** The Council will advise the Cooperative Governing Board on services, plans and policies for the Cooperative. The Council membership will include the library director of each participating library, the Cooperative Coordinator, and other appointments as deemed necessary by the Governing Board. The Council will hold at a minimum, one meeting per month, except in December.

12. **STRATEGIC AND ANNUAL PLAN:** The Cooperative Coordinator shall coordinate development and implementation of a strategic plan for the operation, maintenance and development of library services to the residents of the Cooperative Service Area. The strategic plan shall be developed in coordination with the Cooperative's Governing Board, the participating governing bodies, residents of the Service Area, and the Library Directors' Council. The plan shall be adopted by the Cooperative Governing Board and be maintained through a yearly update by the Cooperative Coordinator in coordination with the aforementioned parties. All authority with respect to funding of the strategic plan and of any other library program

or expenditure from Participating Library Governing Body funds shall lie solely with that Participating Library Governing Body.

13. ANNUAL BUDGET: The budget shall be developed along a fiscal year beginning October 1 and ending September 30 each year. The Cooperative budget shall be developed by the Cooperative Coordinator and shall take into account funds received from the County, state and federal governmental sources, except state construction grants, and all other revenue sources received to provide library service. The budget shall be adopted by the Cooperative Governing Board.
14. ACCEPTANCE OF GIFTS, GRANTS, FUNDS, OR BEQUESTS: The Governing Board, on behalf of the Cooperative, shall have the authority to apply for or receive gifts, grants, funds or bequests. The Board, through a Memorandum of Understanding, has designated the County as the fiscal agent to apply for or receive its funds from all sources. The Governing Board shall follow the standard operating procedure for grant applications as defined by the County. Municipalities shall retain the authority to apply for state construction grants and to receive gifts, funds or bequests intended for use solely at an individual Participating Library. All monies, property or funds granted to the Cooperative shall be the property of the Cooperative, subject to termination provisions as set forth in this Agreement. Any monies, property, or funds granted to municipalities for the benefit of a Participating Library shall remain the property of the Participating Library.
15. FISCAL RESPONSIBILITY: All funds administered by the Cooperative Coordinator shall be audited with the County's independent audit annually, which audit shall be prepared and presented to the Governing Board.
Upon request, the Cooperative Coordinator shall furnish to each Participating Governing Body, within thirty (30) days following the previous period a written quarterly report regarding the use and expenditure of funds under the control of the Cooperative. Reports shall include quarterly revenues by source and expenditures by object code, year-to-date expenditures by object code, and the balance for the fiscal year; form to be determined by the Cooperative. Upon request, the governing body of each Participating Library shall furnish to the Cooperative Coordinator, within thirty (30) days following the previous period, a written quarterly report regarding the use and expenditure of funds, as they relate to library functions, under the control of the Participating Governing Body. Reports shall include quarterly revenues by source and expenditures by object code, year-to-date expenditures by object code, and the balance for the fiscal year; form to be determined by the Cooperative.
16. APPROPRIATION OF PARTICIPATING MUNICIPALITY FUNDS: There is reserved to the Participating Municipalities the sole and exclusive discretion to determine the amount of annual appropriations from their own revenues and sources for the provision of library

services. However, minimum support at the level of funding appropriated prior to entering the Cooperative is recommended for Participating Municipalities. Subject to that reservation, Participating Municipalities agree to expend funds using the Okaloosa County Public Library Cooperative Strategic Plan as a guide for library service development.

17. APPROPRIATION AND ALLOCATION OF OKALOOSA COUNTY FUNDS: The County shall provide \$601,213 for the period beginning October 1, 2014 and ending September 30, 2015. The amount to be provided by the County will be determined by the approved county budget with the basic agreement being revised by amendment accordingly. The Cooperative's Governing Board shall disburse funds received by the County's allocation as follows:

a) \$173,213 of the monies allocated by the County shall be used for Administrative and Outreach Services for the Cooperative.

b) \$428,000 of the monies allocated by the County shall be distributed to Participating Municipalities with Libraries according to the following guidelines and formula:

- Construction funds are expressly prohibited.
- Spending calculations and productivity statistics shall be based on those from two years prior to the allocation period.
- Spending shall mean total audited expenditures of a library.
- Percentages shall be derived from totaling statistics of the member municipal libraries.
 - (1) Thirty percent (30%) divided equally among participating municipalities with libraries
 - (2) Fifty percent (50%) based on productivity, which consists of circulation, internet usage, and transits lost.
 - (3) Ten percent (10%) based on funds expended through the library budget on personnel/staffing, which includes salary and benefits.
 - (4) Ten percent (10%) will be based on funds expended through the library budget on collection, which includes books, AV materials, databases, and periodicals.

Distribution shall be based on submittal of annual operating costs with descriptive codes in accordance with the state chart of accounts. Funds received by the Cooperative shall be disbursed within a reasonable time (not to exceed 90 days) after receipt. The disbursement formula shall be reviewed by the Governing Board for modifications deemed appropriate following review of data collected indicating the number of users for each library and/or use of each library's collection. Any change to the allocation formula will require a modification or amendment to this Agreement and execution by each Participating Governing Body.

In the event of a member library's unplanned closure and/ or significantly reduced services for at least one week of operation, the member's productivity statistics may be adjusted as follows:

- For a period of one week up to three weeks, calculate a weekly average based upon numbers from the previous or succeeding week in the same month.
- For a period exceeding three weeks, substitute the numbers from the previous year for the corresponding month(s).

A member library's request to adjust productivity statistics must be approved by the Governing Board.

18. **LIBRARY USE:** Non-resident user fees will be waived for active duty military members and their dependents who are residents of Walton or Santa Rosa counties.
19. **TRAINING:** Participating Libraries shall close their facilities on one weekday per year for Cooperative-wide staff training activities. The date for the training day will be determined each year by a consensus of the Library Directors' Council.
20. **ADDITIONAL RESPONSIBILITIES OF PARTICIPATING GOVERNING BODIES:** Participating Governing Bodies shall abide by all state and federal laws, and specifically those relating to the provision of library services; Participating Governing Bodies shall retain local autonomy and control of the operations and functions of its participating library, except where Participating Governing Bodies have ceded authority to the Cooperative Governing Board through this agreement.
21. **SOVEREIGN IMMUNITY:** The parties further agree that nothing contained herein is intended to nor shall be construed a waiver of County's, Crestview's, Destin's, Fort Walton Beach's, Mary Esther's, Niceville's, or Valparaiso's rights and immunities under Florida Constitution, common law or Florida Statutes 768.28 as amended from time to time.
22. **INSURANCE:** The Cooperative and Participating Governing Bodies shall provide, pay for, and maintain in force at all times during this Agreement insurance to cover its respective buildings, contents and vehicles, workers' compensation, liability and any other insurance required by law.
23. **MODIFICATION OF AGREEMENT:** Modifications, amendments, or alteration of the terms or conditions contained herein shall be effective when submitted in a written document executed by the parties hereto, with the same formality, and of equal dignity herewith.
24. **NOTICE:** All notices, demands, or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by any party to the other, shall be deemed to have fully given or made or sent when in writing and addressed to:

CITY OF CRESTVIEW
MAYOR
City of Crestview
P. O. Box 1209
Crestview, FL. 32536

CITY OF DESTIN
CITY MANAGER
City of Destin
4200 Indian Bayou Trail
Destin, FL. 32541

CITY OF FORT WALTON BEACH
CITY MANAGER
City of Fort Walton Beach
107 Miracle Strip Parkway
Fort Walton Beach, FL. 32549

CITY OF MARY ESTHER
CITY MANAGER
City of Mary Esther
195 Christobal Road
Mary Esther, FL. 32569

CITY OF NICEVILLE
CITY MANAGER
City of Niceville
212 Partin Drive
Niceville, FL. 32578

OKALOOSA COUNTY
COUNTY ADMINISTRATOR
1804 Lewis Turner Blvd.
Suite 400
Fort Walton Beach, FL. 32547

CITY OF VALPARAISO
CITY CLERK
City of Valparaiso
465 Valparaiso Parkway
Valparaiso, FL. 32580

25. ENTIRE AGREEMENT: This Agreement embodies the entire agreement between the parties. It may not be modified or terminated except as provided herein. If any provision herein is invalid, it shall be considered deleted therefore, and shall not invalidate the remaining provision.

26. GOVERNING LAW: The parties intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the parties shall be exclusively in Okaloosa County, Florida and nowhere else.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature.

CITY OF VALPARAISO

ATTEST: _____

Title _____

(Title): _____

This ____ day of _____, 2014

COOPERATIVE GOVERNING BOARD

ATTEST: _____

(Title): _____

Chairman, Okaloosa County Public Library
Cooperative

This ____ day of _____, 2014

OKALOOSA COUNTY

ATTEST: _____

(Title): _____

Chairman, Okaloosa County
Board of County Commissioners

This ____ day of _____, 2014

Approved as to Form

County Attorney

APPENDIX A

The Florida Statutes

<u>Title XVIII</u>	<u>Chapter 257</u>
PUBLIC LANDS AND PROPERTY	PUBLIC LIBRARIES AND STATE ARCHIVES

257.261 Library registration and circulation records.--

(1) All registration and circulation records of every public library, except statistical reports of registration and circulation, are confidential and exempt from the provisions of s. 119.07(1) and from s. 24(a) of Art. I of the State Constitution.

(2) As used in this section, the term "registration records" includes any information that a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information that identifies the patrons who borrow particular books and other materials.

(3)(a) Except in accordance with a proper judicial order, a person may not make known in any manner any information contained in records made confidential and exempt by this section, except as otherwise provided in this section.

(b) A library or any business operating jointly with the library may, only for the purpose of collecting fines or recovering overdue books, documents, films, or other items or materials owned or otherwise belonging to the library, disclose information made confidential and exempt by this section to the following:

1. The library patron named in the records;
2. In the case of a library patron less than 16 years of age, the parent or guardian of that patron named in the records;
3. Any entity that collects fines on behalf of a library, unless the patron is less than 16 years of age, in which case only information identifying the patron's parent or guardian may be released;
4. Municipal or county law enforcement officials, unless the patron is 16 years of age, in which case only information identifying the patron's parent or guardian may be released; or
5. Judicial officials.

(4) Any person who violates this section commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

History.--s. 1, ch. 78-81; s. 1, ch. 89-18; s. 1, ch. 96-220; s. 112, ch. 96-406; s. 1, ch. 2003-13; s. 6, ch. 2003-126.

APPENDIX B

CONTRACT# C12-1939-L1B
OKALOOSA LIBRARY COOPERATIVE
FISCAL AGENT MOU
EXPIRES: INDEFINITE

Memorandum of Understanding (MOU)

between

The Okaloosa County Public Library Cooperative

and

The Board of County Commissioners of Okaloosa County, Florida

This is an agreement between The Okaloosa County Public Library Cooperative, hereinafter referred to as The Cooperative and the Board of County Commissioners of Okaloosa County, Florida, hereinafter referred to as The Board.

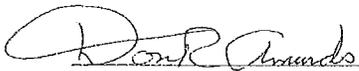
The purpose of this MOU is to identify The Board as the fiscal agent for The Cooperative and to grant them the authority to receive and disburse funds from Okaloosa County, from state and federal grant sources, from private donations and foundations and from any other sources.

The Governing Board shall follow the standard operating procedure for grant applications as defined by the County.

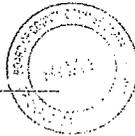
This MOU shall be effective upon the signatures of The Cooperatives and the Boards authorized officials. It shall be in force from date of signature unless suspended by agreement of both in subsequent MOU.



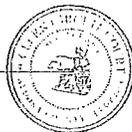
Bill Roberts, Chairman
Okaloosa County Public Library Cooperative



Don R. Amunds, Chairman
Board of County Commissioners



Attest:


Don Howard
Clerk of Courts

RESOLUTION NO. 10-10-13-14

A RESOLUTION AMENDING THE FISCAL YEAR 2014 BUDGET OF THE CITY OF VALPARAISO, FLORIDA; DUE TO AN INCREASE IN EXPENDITURES; AUTHORIZING REVISIONS TO BE MADE TO THE MONTHLY FINANCIAL STATEMENTS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the annual budget is an estimate of anticipated expenditures adopted by the commission, and

WHEREAS, the City Commission deemed it in the best interest of the city to repair city hall's roof, and

WHEREAS, there is an increase in expenses in the General Fund under the expenditure account Capital Building Roof Repairs.

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

Section 1. The amended budget for the fiscal year commencing 1 October 2013 which is incorporated by reference and made a part hereof, is hereby officially adopted.

Section 2. The FY 2014 Budget and corresponding monthly financial statements are amended as follows:

General Fund

Capital Building Roof Repairs

Increase budgetary expense figure from \$ 10,000 to \$59,000

Funds will be taken from the **General Fund Reserve**

Section 3. This Resolution is effective upon adoption.

PASSED AND ADOPTED THIS 13th DAY OF OCTOBER 2014.

John B. Arnold, Jr.
Mayor

ATTEST:

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: September 15, 2014

TO: Honorable Mayor and Board of Commissioners

FROM: James Valandingham, Public Works Director 

SUBJECT: Bonuses for Outstanding Performance

RECOMMENDATION:

That the Mayor and Board of Commissioners approve bonuses for outstanding performance to the seven Sanitation employees who demonstrated outstanding levels of performance and attitude during the summer of 2014, as outlined in each of the individual letters of recommendation, in the total amount of \$5750.

BACKGROUND:

Section 4 of the City of Valparaiso Employee Policies and Rules manual Employee Compensation, subsection 4.7.7 Bonus for Outstanding Performance reads in part, "The Commission may grant a bonus to an employee for performance considered by the Department Head to be outstanding."

Recently, the Sanitation Division went through a period of understaffing due to a variety of circumstances including newly hired employees leaving for other opportunities and extended employee medical absences between April and September of this year. During this time of hiring, training, and instability the core of seven elevated their performances individually and collectively in an effort to provide the premium service Valparaiso customers deserve and expect. While this dedication and effort is admirable and appreciated; continuing to work at this level over an extended period of time would not be in the best interest of the City or the Sanitation staff. It would be unreasonable to expect anyone, especially this dedicated crew, to continue to expend the excessive amount of energy required during this time.

SUMMARY:

The bonus amounts were recommended based upon individual performance. A letter of recommendation for each employee is attached. Annual evaluations are also included for your review. Although staff was pulled from other divisions at times, the crew of seven took ownership of their duties and made every effort not to disrupt activities in other areas by increasing their output. Garbage routes, yard debris routes, recyclable material handling, and extra pick-ups continued without interruption.

It is with respect and great conviction that I recommend approval of each of the bonuses. Funds are available to cover this expense in the FY 2014 budget, as there was a savings from fewer wages paid in Sanitation during this time of approximately \$22,000.

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: September 15, 2014

TO: Honorable Mayor and Board of Commissioners

FROM: James Valandingham, Public Works Director 

SUBJECT: Bonus for Outstanding Performance

RECOMMENDATION:

That the Mayor and Board of Commissioners approve a bonus for outstanding performance to David Ooghe, Sanitation Foreman, in the amount of \$1,000.

BACKGROUND:

Section 4 of the City of Valparaiso Employee Policies and Rules manual Employee Compensation, subsection 4.7.7 Bonus for Outstanding Performance reads in part, “The Commission may grant a bonus to an employee for performance considered by the Department Head to be outstanding.”

Mr. Ooghe has been Sanitation Foreman since March 2004. During the past five years I have watched him grow as a leader. Dave understands the needs and desires of the community and treats each customer with dignity and respect.

Recently, the Sanitation Division went through a period of understaffing due to a variety of circumstances including newly hired employees leaving for other opportunities and extended employee medical absences. During this time of hiring, training, and instability Dave has continued to inspire his crew to perform at a high level. While operating with a core of seven (nine is fully staffed) for the majority of this extremely hot summer; there has been no drop in the level of service. Dave and his dedicated staff are to be commended for their efforts. Each of them understands the quality Valparaiso residents expect and appreciate; which is why they are willing to push so hard.

There was a savings from fewer wages paid in Sanitation during this time of approximately \$22,000.

SUMMARY:

It is with conviction and sincerity that I recommend Dave for this bonus for his performance during this difficult time. He endured the less than ideal circumstances and demonstrated true leadership.

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: September 15, 2014

TO: Honorable Mayor and Board of Commissioners

FROM: James Valandingham, Public Works Director 

SUBJECT: Bonus for Outstanding Performance

RECOMMENDATION:

That the Mayor and Board of Commissioners approve a bonus for outstanding performance to Nicholas Bragg, Sanitation Driver, in the amount of \$750.

BACKGROUND:

Section 4 of the City of Valparaiso Employee Policies and Rules manual Employee Compensation, subsection 4.7.7 Bonus for Outstanding Performance reads in part, “The Commission may grant a bonus to an employee for performance considered by the Department Head to be outstanding.”

Recently, the Sanitation Division went through a period of understaffing due to a variety of circumstances including newly hired employees leaving for other opportunities and extended employee medical absences. As part of the core seven who persevered through the heat and extra demands, Mr. Bragg demonstrated his dedication to the City by performing at a high level to insure the residents of Valparaiso received the same level of service to which they are accustomed.

SUMMARY:

It is with conviction and sincerity that I recommend Nick for this bonus for his performance during this difficult time. He endured the less than ideal circumstances and demonstrated true character by elevating his performance level while displaying a positive attitude.

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: September 15, 2014

TO: Honorable Mayor and Board of Commissioners

FROM: James Valandingham, Public Works Director 

SUBJECT: Bonus for Outstanding Performance

RECOMMENDATION:

That the Mayor and Board of Commissioners approve a bonus for outstanding performance to Justin Colson, Sanitation Driver, in the amount of \$750.

BACKGROUND:

Section 4 of the City of Valparaiso Employee Policies and Rules manual Employee Compensation, subsection 4.7.7 Bonus for Outstanding Performance reads in part, “The Commission may grant a bonus to an employee for performance considered by the Department Head to be outstanding.”

Recently, the Sanitation Division went through a period of understaffing due to a variety of circumstances including newly hired employees leaving for other opportunities and extended employee medical absences. As part of the core seven who persevered through the heat and extra demands, Mr. Colson demonstrated his dedication to the City by performing at a high level to insure the residents of Valparaiso received the same level of service to which they are accustomed.

SUMMARY:

It is with conviction and sincerity that I recommend Justin for this bonus for his performance during this difficult time. He endured the less than ideal circumstances and demonstrated true character by elevating his performance level while displaying a positive attitude.

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: September 15, 2014

TO: Honorable Mayor and Board of Commissioners

FROM: James Valandingham, Public Works Director 

SUBJECT: Bonus for Outstanding Performance

RECOMMENDATION:

That the Mayor and Board of Commissioners approve a bonus for outstanding performance to Gary Herring, Sanitation Driver, in the amount of \$750.

BACKGROUND:

Section 4 of the City of Valparaiso Employee Policies and Rules manual Employee Compensation, subsection 4.7.7 Bonus for Outstanding Performance reads in part, “The Commission may grant a bonus to an employee for performance considered by the Department Head to be outstanding.”

Recently, the Sanitation Division went through a period of understaffing due to a variety of circumstances including newly hired employees leaving for other opportunities and extended employee medical absences. As part of the core seven who persevered through the heat and extra demands, Mr. Herring demonstrated his dedication to the City by performing at a high level to insure the residents of Valparaiso received the same level of service to which they are accustomed.

SUMMARY:

It is with conviction and sincerity that I recommend Gary for this bonus for his performance during this difficult time. He endured the less than ideal circumstances and demonstrated true character by elevating his performance level while displaying a positive attitude.

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: September 15, 2014

TO: Honorable Mayor and Board of Commissioners

FROM: James Valandingham, Public Works Director (JVal)

SUBJECT: Bonus for Outstanding Performance

RECOMMENDATION:

That the Mayor and Board of Commissioners approve a bonus for outstanding performance to Jason Lynch, Sanitation Driver, in the amount of \$1000.

BACKGROUND:

Section 4 of the City of Valparaiso Employee Policies and Rules manual Employee Compensation, subsection 4.7.7 Bonus for Outstanding Performance reads in part, "The Commission may grant a bonus to an employee for performance considered by the Department Head to be outstanding."

Recently, the Sanitation Division went through a period of understaffing due to a variety of circumstances including newly hired employees leaving for other opportunities and extended employee medical absences. As part of the core seven who persevered through the heat and extra demands, Mr. Lynch demonstrated his dedication to the City by performing at a high level to insure the residents of Valparaiso received the same level of service to which they are accustomed.

SUMMARY:

It is with conviction and sincerity that I recommend Jason for this bonus for his performance during this difficult time. He endured the less than ideal circumstances and demonstrated true character by elevating his performance level while displaying a positive attitude.

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: September 15, 2014

TO: Honorable Mayor and Board of Commissioners

FROM: James Valandingham, Public Works Director (JVL)

SUBJECT: Bonus for Outstanding Performance

RECOMMENDATION:

That the Mayor and Board of Commissioners approve a bonus for outstanding performance to Chris Swenbeck, Sanitation Driver, in the amount of \$500.

BACKGROUND:

Section 4 of the City of Valparaiso Employee Policies and Rules manual Employee Compensation, subsection 4.7.7 Bonus for Outstanding Performance reads in part, "The Commission may grant a bonus to an employee for performance considered by the Department Head to be outstanding."

Recently, the Sanitation Division went through a period of understaffing due to a variety of circumstances including newly hired employees leaving for other opportunities and extended employee medical absences. As part of the core seven who persevered through the heat and extra demands, Mr. Swenbeck demonstrated his dedication to the City by performing at a high level to insure the residents of Valparaiso received the same level of service to which they are accustomed.

SUMMARY:

It is with conviction and sincerity that I recommend Chris for this bonus for his performance during this difficult time. He endured the less than ideal circumstances and demonstrated true character by elevating his performance level while displaying a positive attitude.

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: September 15, 2014

TO: Honorable Mayor and Board of Commissioners

FROM: James Valandingham, Public Works Director 

SUBJECT: Bonus for Outstanding Performance

RECOMMENDATION:

That the Mayor and Board of Commissioners approve a bonus for outstanding performance to Kenneth Cafasso, Sanitation Driver, in the amount of \$1000.

BACKGROUND:

Section 4 of the City of Valparaiso Employee Policies and Rules manual Employee Compensation, subsection 4.7.7 Bonus for Outstanding Performance reads in part, "The Commission may grant a bonus to an employee for performance considered by the Department Head to be outstanding."

Recently, the Sanitation Division went through a period of understaffing due to a variety of circumstances including newly hired employees leaving for other opportunities and extended employee medical absences. As part of the core seven who persevered through the heat and extra demands, Mr. Cafasso demonstrated his dedication to the City by performing at a high level to insure the residents of Valparaiso received the same level of service to which they are accustomed.

SUMMARY:

It is with conviction and sincerity that I recommend Kenny for this bonus for his performance during this difficult time. He endured the less than ideal circumstances and demonstrated true character by elevating his performance level while displaying a positive attitude.