

MINUTES
CITY COMMISSION MEETING
December 8, 2014

The City Commission met this date in regular session in the Commission Chambers. The Invocation was given by Comm. Strong after which the Pledge of Allegiance was recited. A quorum being present, the meeting was called to order at 6:00 PM with the following in attendance.

Mayor	:	John B. Arnold, Jr.
Commissioners	:	Heyward H. Strong, Jr.
	:	Joe Morgan
	:	Clark (Tom) Browning
City Clerk	:	Tammy Johnson
City Administrator	:	Carl Scott
Police Chief	:	Joe Hart
Fire Chief	:	Mark Norris
City Attorney	:	Hayward Dykes
City Engineer	:	Roy Petrey
Public Works Director:		James Valandingham
Library Director	:	David Weatherford

Others in attendance: (Not inclusive) Mike Matthews (camera), Deputy Public Works Director Nathan Kelley, Fred Benedick

Mayor Arnold welcomed everyone and stated that the Commission was interested in hearing their thoughts and welcomed any comments. He asked that anyone wanting to make any comments should raise his/her hand to be recognized and use the microphone at the podium to address the Commission.

Welcome

Mayor Arnold said that Comm. Hamilton would not be attending this evening she is under the weather.

1. CITIZENS' CONCERNS (non-agenda items) – Resident

Citizens'
Concerns
Resident

Mr. Fred Benedick, 54 Hidden Cove, said last year the city distributed new garbage cans that are extremely large. He said in high density areas like Hidden Cove there is only a certain amount of dedicated space in a garage to house a garbage can and he has asked about having a smaller can delivered. He said he has worked with the Public Works Director and Comm. Browning regarding this matter for the last five months and would like to know if the city has a resolution to the problem. Comm. Browning said he has referred all emails to Mr. Valandingham. Mr. Valandingham said he has had five to seven residents that have expressed interest in smaller cans. He said the cans are sold in 1,000 can increments, he has purchased only three and has them at public works. Comm. Browning asked the cost, Mr. Valandingham said \$65 a can for those that he has on hand, but he wanted to know if the Commission wants to put those out to the residents. Comm. Strong asked if the smaller cans were compatible with the truck we use, Mr. Valandingham said yes. Mr. Benedick asked if he could trade out his large can for a smaller can. Mr. Valandingham said he would have the smaller can delivered tomorrow and remove the large can from the residence.

2. CITIZENS' CONCERNS (non-agenda items) – Non-Resident

There were no non-resident comments.

Citizens'
Concerns
Non-
Resident
Added
Agenda

1. NEW ACTIONS ITEMS-Added Agenda Items

There are no added agenda items from any Commissioner this evening.

2. NEW ACTION ITEMS – BP Restore Act Projects

Mr. Petrey has tried to recreate the import points of the ORAC briefing of points to identify and projects to select for funding. He said we had been told that the criteria will be both quantitative and qualitative, 38% economic, 23% general and 39% environmental. Mr. Petrey has researched into several areas that could be funded once application process is open in January. He states that he feels most projects would need to be “shovel ready” and that it might cost money in order for us to apply for grant money. A discussion followed with no decision made. Mayor Arnold asked the Commission to review the information received and be ready to discuss at the January meeting. He said it would give everyone time to think of the best way to approach the application process and the projects to submit for and how to submit for them.

BP
Restore
Act

3. NEW ACTION ITEMS – Tree Maintenance Presentation

Mr. Nathan Kelley, Deputy Public Works Director, said there are some rather large low hanging trees on Bayshore Drive, he said the DOT recommends 14 ½ foot clearing several are actually below 13 foot. Mr. Kelley said there are multiple areas that need attention, he understands that a lot of residents do not want to cut the trees but for safety several need to be cut so he is before the Commission this evening asking their guidance. Mr. Kelley said he would like something set in stone to give to our street department so they would know exactly what they are allowed to do and what they should do. Comm. Morgan said as the street commissioner he would like to look at what other city's ideas are for safety. Mayor Arnold said maybe we

Tree
Presenta-
tion

need to post large signs regarding size of trees. Chief Hart said we would need to make sure signs are in the appropriate areas. Comm. Morgan said as the commissioner over streets he feels it is his responsibility to look at other cities and how they handle the situation. Mayor Arnold said any decision tonight would be premature. Mr. Kelley agreed a decision on anything tonight would be premature but would appreciate clarification soon.

Sanitation
Truck
Purchase

4. NEW ACTION ITEMS – Sanitation Truck Purchase

Mr. Valandingham request in the best interest of protecting the staff to purchase a new knuckle boom loader, a KB-20 series Pac-mac to replace the 2000 model; he said at this time we have two one a 2008 the other 2000. He said the 2008 was out of commission right now due to the accident and the 2000 is in need of repairs, as of today yard debris is about two weeks behind. This truck would have a different type platform his policy would not allow anyone to ride on the platform he would either ride in the truck in the cab or walk. Mayor Arnold asked the cost of the truck, Mr. Valandingham said \$136,000, he said this truck is used for daily operation and it is possible to do a lease purchase to defray some of the cost at one time. Mayor Arnold asked that Comm. Browning, as the sanitation commissioner look into this and report back to the Commission in January with recommendation.

Removal
of
City
Assets

1. OLD BUSINESS – Removal of City Assets from Inventory

Comm. Morgan said he doesn't have anything to add this evening.

2. OLD BUSINESS – Plat I Docks

Comm. Morgan said he is working with Mr. Dykes to bring a draft ordinance to the Commission. Mr. Dykes said should have something to present at the January meeting.

Plat I
Docks

3. OLD BUSINESS – Resolution NO. 11-11-10-14 Florida Municipal Investment Trust

Resolution
No. 11-10-
10-14
Florida
Municipal
Invest-
ment
Trust

Mayor Arnold said that throughout the resolution he would like the 'other local governmental units changed to City of Valparaiso. Comm. Strong said there are five bonds he would like to limit it to three bonds. Mayor Arnold said we were awaiting samples for investing in equities. Mrs. Johnson said we haven't received sample policies from the FLOC. Comm. Browning said at workshop Comm. Hamilton was adamant about annual reviews and we set triggers at those reviews. Comm. Morgan said triggers need to be our guidelines for us to look at on annual review. Comm. Strong said this resolution needs to be approved tonight to start investing money, when the Fed starts tightening control, the interest rates go up, the bond rates will go down, get in on the bond program we need to do now, and determine how to handle equities, equities going to be best place for the future. Comm. Morgan said we need to devise some policies. Mr. Dykes said even if resolution is approved tonight you are not approving what your investing in that would have to be done at a later date. He said this is just to say we authorize the city to invest in funds at some point someone will have to come back and say I move to invest in these funds with this amount. Comm. Morgan said we need to have an annual review where system of investments will be reviewed annually by the Commission and any allocations made need to be a part of resolution, something to that affect needs to be a part of this. Comm. Strong said that was in the minutes from the meeting, Comm. Morgan said but it isn't a part of this resolution. Comm. Strong said resolution allows us to get into the funds. Comm. Morgan understands but there is no restriction on this. Mr. Dykes said this is a can resolution from the League of Cities because each city is unique in how they want to invest, now we can establish policies through another resolution or internal policies. Comm. Strong would like to do that tonight allow Mrs. Johnson to invest some money in the bond program and then come in with another resolution which allows expanding into equities. Comm. Morgan said it is important this resolution or any future resolution specifically state what we are going to do annually and have a system. Comm. Morgan said it is clear that this is phase 1 for \$300,000 of the \$750,000 general reserve. COMM. STRONG MADE A MOTION TO APPROVE THE RESOLUTION 11-11-10-14 FLORIDA MUNICIPAL INVESTMENT TRUST, THE VERBAGE 'OTHER LOCAL GOVERNMENTAL UNITS' CHANGE TO CITY OF VALPARAISO, LAST PAGE CITY OF VALPARAISO DESIGNATES AND AUTHORIZES THE CITY CLERK AT COMMISSION DIRECTION TO MAKE SUCH APPLICATION, INSTEAD OF DIRECTOR OF FINANCE AS LISTED IN SECTION 6. COMM. BROWNING SECONDED THE MOTION. Comm. Strong said we need to name the three bond programs, Mr. Dykes said first the resolution needs to be voted on then make motion to add bonds. Comm. Morgan said in resolution do we need to make clear how we will address this. Comm. Strong said add section for the Commission to review every year. Comm. Morgan said investments and allocations to and with the Florida Municipal Investment Trust will be received annually by the Commission, which will responsibly provide for the safety, liquidity and reasonable return on investment to serve the citizens of Valparaiso. Mayor Arnold said to add to section 8, what is now section 8 will become section 9. VOTE IN FAVOR OF THE MOTION 4 TO 0. COMM. STRONG MADE A MOTION TO ALLOW THE CITY CLERK TO INVEST IN CONSULTATION WITH THE LEAGUE OF CITIES IN THREE BOND FUNDS, FLORIDA MUNICIPAL INVESTMENT TRUST (FMIT) INTERMEDIATE HIGH QUALITY BOND FUND, FMIT BROAD MARKET HIGH QUALITY BOND FUND AND FMIT EXPANDED

HIGH YIELD BOND FUND. Comm. Morgan said portion to each needs to be stated. Mayor Arnold suggested \$100,000 each. Comm. Strong said might need to hold some for higher quality, Comm. Morgan suggested giving Mrs. Johnson certain portions. Mayor Arnold suggests \$50,000 in each one and holding \$150,000 for the portfolios. Comm. Morgan said either use range or no greater than for Mrs. Johnson to work with. Comm. Strong said we need to have resolution for equities by next regular meeting. COMM. MORGAN MADE A MOTION TO INVEST \$50,000 IN EACH OF THE THREE BOND FUNDS PREVIOUSLY LISTED BY COMM. STRONG WITH \$150,000 TO BE HELD IN RESERVE FOR EQUITY FUNDS. COMM. BROWNING SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 4 TO 0.

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| <p>1. <u>REPORTS/CORRESPONDENCE/ANNOUNCEMENTS</u> – TPO/DOT
Comm. Morgan said several roads added to the Okaloosa County Citizen Plan and Walton County extra funds became available, which will be good for the county, looks like the bridge will wait until 2017.</p> | TPO/DOT |
| <p>2. <u>REPORTS/CORRESPONDENCE/ANNOUNCEMENTS</u> – Stormwater
Mr. Scott said he hasn't received any calls. Comm. Strong asked if we had any update with Eglin regarding the stormwater problem in Indian Shores. Mr. Petrey said we are waiting to hear from the real estate office. Mayor Arnold said to prepare a letter for his signature to General Harris asking for an update on the situation.</p> | Stormwater |
| <p>3. <u>REPORTS/CORRESPONDENCE/ANNOUNCEMENTS</u> – Legal Activities
Mr. Dykes said he didn't have anything for this evening.</p> | Legal Activities |
| <p>4. <u>REPORTS/CORRESPONDENCE/ANNOUNCEMENTS</u> – Median Beautification Update
Mr. Petrey said pre bid January 2nd, the bid will be January 8th and he will bring recommendation before the Commission at the January meeting.</p> | Median Beautification |
| <p>5. <u>REPORTS/CORRESPONDENCE/ANNOUNCEMENTS</u> – Planning Commission Report
Mr. Scott said the Planning Commission will meet tomorrow night at 6 PM.</p> | Planning Comm. |
| <p>6. <u>REPORTS/CORRESPONDENCE/ANNOUNCEMENTS</u> – Visioning Committee Update
Mayor Arnold said the report is on track for January.</p> | Visioning Comm. |
| <p>7. <u>REPORTS/CORRESPONDENCE/ANNOUNCEMENTS</u> – CDBG Update
Mr. Valandingham said he had spoken with the Mittauer representative and the application was not accepted for this cycle but will resubmit for the next cycle.</p> | CDBG Update |
| <p>8. <u>REPORTS/CORRESPONDENCE/ANNOUNCEMENTS</u> – City Christmas Party
Mayor Arnold said the annual Christmas party will be December 18th at 6 PM for our employees and retirees.</p> | City Christmas Party |
| <p>9. <u>REPORTS/CORRESPONDENCE/ANNOUNCEMENTS</u> – Ethics Training
Mayor Arnold said there is a four hour ethic training class that all elected officials have to attend each year, we have a list of dates and places where the training will be held. Please let the city clerk know where and when you would like to go for the training or you can submit that yourself. Comm. Morgan asked if there are work books or DVDs that could be studied so that they wouldn't have to attend the class. Mr. Dykes said this is a relatively new program it is two hours of ethics another two hours of public records and at this time the League of Cities provides the class as a service and as they become more familiar with the classes they will most likely come up with DVD and workbook programs.</p> | Ethics Training |
| <p>10. <u>REPORTS/CORRESPONDENCE/ANNOUNCEMENTS</u> – Etc.
Mayor Arnold said the Twin Cities Veteran organization wanted him to offer his thanks to our police department and public works department for their services at the Doolittle service on Veteran's Day.</p> | Etc. Veterans' Day Thank You |
| <p>1. <u>ADMINISTRATIVE ITEMS</u> – Minutes
COMM. STRONG MADE A MOTION TO APPROVE THE MINUTES AS SUBMITTED FROM NOVEMBER 10, 2014. COMM. BROWNING SECONDED THE MOTION WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 4 TO 0.
COMM. STRONG MADE A MOTION TO APPROVE THE MINUTES AS SUBMITTED FROM NOVEMBER 17, 2014. COMM. BROWNING SECONDED THE MOTION WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 4 TO 0.
COMM. STRONG MADE A MOTION TO APPROVE THE MINUTES AS SUBMITTED FROM NOVEMBER 17, 2014 SPECIAL SESSION. COMM. BROWNING SECONDED THE MOTION WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 4 TO 0.</p> | Minutes |
| <p>2. <u>ADMINISTRATIVE ITEMS</u> – Disbursements
Mayor Arnold said there is a copy of disbursements in the Commissioners folder for review.</p> | Disbursements |
| <p>3. <u>ADMINISTRATIVE ITEMS</u> – Christmas Bonunes</p> | Christmas Bonunes |

Mayor Arnold said this is a budgeted item for our employees to receive Christmas bonuses. He said full time with six months or more receive \$100, full time with less than six months \$50, all part time or on call employees \$50, total cost would be \$6,050. Mayor Arnold said in years past a motion was made and passed for the city to bear the expenses of the taxes and FICA, which would allow the employees to receive the full bonus amount approved by the Commission, if that is what the Commission approves this evening total cost would be \$6,665. COMM. BROWNING MADE A MOTION TO APPROVE THE CHRISTMAS BONUSES FOR THE AMOUNT OF \$6,665. COMM. STRONG SECONDED THE MOTION WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 4 TO 0.

Etc.
Christmas
Hours

4. **ADMINISTRATIVE ITEMS – Etc.**

Mayor Arnold said in our employee handbook it says the employees will receive half day off on Christmas Eve, with Christmas on Thursday it has come to his attention that the staff would like to work all day Christmas Eve and have off the Friday after Christmas, it would make a nice four day weekend. COMM. BROWNING MADE THE MOTION FOR THE EMPLOYEES TO WORK CHRISTMAS EVE ALL DAY AND FOR OFFICES TO BE CLOSED FRIDAY THE DAY AFTER CHRISTMAS DEC. 26TH. MAYOR ARNOLD SECONDED THE MOTION WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 4 TO 0.

Adjourn

ADJOURN

There being no further business to be brought before the Commission, the meeting adjourned at 7:30 PM.

John B. Arnold, Jr.
Mayor

Heyward H. Strong, Jr.
Chair, VCA

ATTEST:

Tammy Johnson, CMC
City Clerk

December 8, 2014

The DVD labeled December 8, 2014 contains the audio and video of this meeting and will be kept as permanent part of these minutes.