### AGENDA CITY OF VALPARAISO & VALPARAISO CABLE AUTHORITY JOINT MEETING VALPARAISO, FL 850-729-5402 March 13, 2023 6:00 PM

Invocation (Commissioner Wasdin) Pledge of Allegiance (Mayor Smith)

### APPROVAL OF MINUTES

February 13, 2023, Executive Session February 13, 2023

### CITIZENS' CONCERNS (non-agenda items)

- 1. Resident
- 2. Non-resident

### ACTION ITEMS/POTENTIAL ORDINANCES

1.	Added Agenda Item	
2.	Okaloosa Walton Homeless Continuum of Care	Attach 1
3.	Resident Request Establish Ordinance to Allow Chickens	Attach 2
4.	Resolution No. VCA 02-03-13-23 Disposal of Surplus Property	
5.	Approve Purchase of Two New Vehicles	Attach 4
<u>OL</u>	D BUSINESS	
1.	Ordinance No. 720 Vacation of ROW Trinity Presbyterian	
2.	Update 363 Washington Bid	Attach 6
3.	Revised Future City Hall Lease Agreement (Synovus Bank Building)	
4.	Update New City Hall Renovation	
5.	Derelict Vessel Update	Attach 7
<u>RE</u>	PORTS / CORRESPONDENCE / ANNOUNCEMENTS	
1.	TPO/DOT	
2.	Stormwater	
3.	Community Liaison Report	
4.	Regional Sewer Update	
5.	Planning Commission Update	Attach 8
6.	Community Center Update	
7.	Department Updates	Attach 10
8.	Disbursements	

9. Etc.

### Tammy Johnson

From:Crystal Harrison <crystal@hhalliance.org>Sent:Wednesday, February 15, 2023 5:43 PMTo:City ClerkSubject:Okaloosa Walton Homeless Continuum of Care

Good Afternoon,

My name is Crystal Harrison, and I am the Executive Director for the Homelessness & Housing Alliance (HHA). HHA is the lead agency in the Okaloosa Walton Homeless Continuum of Care. Last month, we completed our Annual Point in Time Count and the results are in. The Count is an unduplicated count on a single night of the people in a community who are experiencing homelessness that includes both sheltered and unsheltered populations. I would like to be placed on the agenda to present this information at a meeting in March, if possible. This is relevant information and I will limit my presentation to 5 minutes or less.

Please let me know if there is any other information you may need. I look forward to hearing from you soon.

From:Crystal Harrison <crystal@hhalliance.org>Sent:Wednesday, March 08, 2023 5:59 AMTo:City ClerkSubject:RE: Okaloosa Walton Homeless Continuum of Care

Good Morning,

I cannot attend personally, however, my Board President will be there on my behalf. Her name is Eva Wise. Please let me know if you have any questions.

Sincerely,

Crystal R. Harrison

Executive Director Homelessness and Housing Alliance Email: crystal@hhalliance.org Phone: (850) 737-3045



### SPEAKER'S FORM CITY OF VALPARAISO COMMISSION

In an effort to better serve the community, the City Commission requests that items or requests to be presented before Commission be provided to the City Clerk by 9:00am on Wednesday of the week prior to the meeting. Any related materials that you wish to distribute to Commission in support of your item must be submitted at that time as well (see note at bottom). This will give Commission time to review your request and make any necessary inquiries. In addition, staff may need to contact you in response to your topic of concern or in response to action directed by the Commission.

As you complete the form below, please note that certain fields, marked by \*, are required. Late or incomplete forms, particularly where required information is omitted, will be deferred by Commission to a future meeting pending receipt of all information.

The City appreciates your cooperation and adherence to these guidelines.

### \*\*\*\*Please Print\*\*\*\*

2023 21 \*COMMISSION MEETING DATE: DATE OF REQUEST \*PHONE #: \* NAME L'ACD. ADDRESS: 360 EMAIL: TOPIC/ISSUE 2.00

\*HAVE YOU SPOKEN WITH CITY STAFF ABOUT THIS ISSUE: If so, who and when? a \*DESTRED ACTION BY COMMISSION  $\alpha$ 11.54 \*PRESENTATION MATERIALS ARE ATTACHED: YES NO Note: only one set of material is required for submission unless

Note: only one set of material is required for submission unless dolor copies are desired. The City will make and distribute the correct number of black / white copies to the Mayor, Commission and appropriate staff. However, those persons desiring color copies to be distributed must provide 10 sets at the time of submission.

### **RESOLUTION NO. VCA 02-03-13-23**

### A RESOLUTION OF THE VALPARAISO CABLE AUTHORITY TO APPROVE DISPOSAL OF SURPLUS PROPERTY AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS,** Florida Statute 274.05 allows a governmental unit 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; and

**WHEREAS,** the Communications Department has two vehicles that their continued use is uneconomical; and

**WHEREAS,** the Communications Department has an Elite Trailer that no longer serves a need; and

**WHEREAS,** the Communications General Manager has requested disposal of this surplus property.

### NOW, THEREFORE, BE IT RESOLVED, BY THE VALPARAISO CABLE AUTHORITY THAT:

The Cable Authority is hereby authorized to sell the following items of surplus property:

- 1. 2003 Dodge Dakota
- 2. 2012 Ford F150
- 3. 2008 12<sup>'</sup> Elite Trailer

### This resolution is effective upon adoption.

### PASSED AND ADOPTED THIS <u> $13^{TH}$ </u> DAY OF <u>March 2023</u>.

Catherine Hamilton VCA Chair

ATTEST:

Tammy Johnson, CMC City Clerk Valparaiso Cable Authority dba Valparaiso Broadband Communication Systems

à



465 Valparaiso Pkwy. Valparaiso, FL 32580 850-729-5404 850-678-4553 (Fax)

### 3/6/2023

### Surplus Equipment Notice

2003 Dodge Dakota – Not running.
2008 12ft Elite Trailer – Never used and never will.
2012 Ford F150 – Not running blown head gasket.

James Butler

Valparaiso Cable Authority dba Valparaiso Broadband Communication Systems



465 Valparaiso Pkwy. Valparaiso, FL 32580 850-729-5404 850-678-4553 (Fax)

### 3/6/2023

Vehicle Replacement

We had an unforeseen vehicle failure and due to the long lead times, I would like to order two new 2023 Ford Transits as soon as possible. 2012 Ford F150 has a blown head gasket, and a 2003 Dodge Dakota has not been running for two years. The cost to repair and maintain these two vehicles would be better spent on getting two new service vans. The cost per van would be \$34,227.00 under the state contract with Step One Automotive.

I would like to take the money out from reserves if the vehicles are delivered before the next fiscal year and if delivered after that I will put them in next year's budget.

James Butler

### **ORDINANCE NO. 720**

### AN ORDINANCE OF THE CITY OF VALPARAISO, FLORIDA, VACATING THE RIGHT-OF-WAY DESCRIBED AS THE UNNAMED AND UNDEVELOPED STREET ON VALPARAISO PLAT MAP 1 AS DEPICTED IN EXHIBIT 1 FROM POINT OF ORIGIN AT CHICAGO AVENUE TO THE EAST AND AT SOUTHVIEW AVENUE TO THE WEST. PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Trinity Presbyterian Church has submitted a request to vacate the above named City of Valparaiso right-of-way, and

WHEREAS, the request vacation of right-of-way is consistent with the City of Valparaiso comprehensive plan, and

**WHEREAS**, the City of Valparaiso has a fifteen foot (15) utility easement across this right-ofway that will remain in effect and will not be vacated, and

**WHEREAS**, in the exercise of its authority, the City Commission of the City of Valparaiso, Florida voted unanimously on January 12, 2004, to vacate the right-of-way as described as the undeveloped street with no name on Valparaiso Plat Map 1 as depicted on the attached Exhibit 1.

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

### Section 1. Purpose and Intent.

The foregoing recitals are adopted and ratified and the above described street portion is hereby vacated.

### Section 2. Title of Comprehensive Plan Amendment

The foregoing recitals are adopted and ratified and the above described street portion is hereby vacated with the exception of the fifteen (15) foot utility easement across this right-of-way that will remain in effect and be maintained by the City.

### Section 3. Conflicting Ordinances

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

### Section 4. Effective Date.

This Ordinance shall become effective immediately upon passage.

ADOPTED IN SESSION THIS \_\_\_\_\_DAY OF \_\_\_\_\_, 2023.

Hubert B. Smith Mayor

ATTEST:

### SPEAKER'S FORM CITY OF VALPARAISO COMMISSION

In an effort to better serve the community, the City Commission requests that items or requests to be presented before Commission be provided to the City Clerk by 9:00 a.m. on Wednesday of the week prior to the meeting, **Any related materials that you wish to distribute to Commission in support of your item must be submitted at that time as well** (see note at bottom). This will give Commission time to review your request and make any necessary inquiries. In addition, staff may need to contact you in response to your topic of concern or in response to action directed by the Commission.

As you complete the form below, please note that <u>certain fields</u>, <u>marked by \*</u>, <u>are required</u>. <u>Late</u> <u>or incomplete forms</u>, <u>particularly where required information is omitted</u>, <u>will be deferred</u> by Commission to a future meeting pending receipt of all information.

The City appreciates your cooperation and adherence to these guidelines.

### \* \* \* \* \* Please Print \* \* \* \* \*

DATE OF REQUEST March 7, 2023 COMMISSION MEETING DATE: March 13, 2023

\* NAME: Tom Lutz \* PHONE #: (850) 710-1980

\* ADDRESS: <u>5 Clifford Drive, Shalimar, FL 32579</u> EMAIL: <u>tom@mygoodwinlaw.com</u>

\* TOPIC/ISSUE <u>The bidding process for the property located at 363 Washington Avenue.</u> Representing client Grand American Enterprises, Inc.

\*HAVE YOU SPOKEN WITH CITY STAFF ABOUT THIS ISSUE: If so, who and when?

Contacted City Commission and their attorney via certified mail delivered on February 23, 2023.

\*DESIRED ACTION BY COMMISSION: <u>1. Accept bid submitted by Malcolm Spears, on behalf</u> Grand American Enterprises, as the high bid, or 2. Reject all bids, issue clear guidance on the bidding process, and rebid.

\*PRESENTATION MATERIALS ARE ATTACHED: YES <u>X</u> NO \_\_\_\_\_ Type \_\_\_\_\_

Note: only one set of material is required for submission. The City will make and distribute the correct number of copies to the Mayor, Commission H make appropriate staff.

Issue: Invitations for Bid 2023-01

Subject property location: 363 Washington Avenue, Valparaiso, FL 32580

Representing: Grand American Enterprises Inc, owner Malcolm Spears



Thomas L. Lutz Attorney at Law Phone: 850.710.1980 5 Clifford Dr. Shalimar, FL 32579 www.mygoodwinlaw.com

> Valparaiso City Commission Brief Page 1 of 6

The Issue:	The City of Valparaiso declared the Subject Property as surplus and offered it for sale.	Terms of the Bid Process:	1. Bids must be received by 2 PM, Thursday February 9, 2023.	2. Bid must be accompanied by deposit equal to at least 10% of bid price.	3. Bid must be in a clearly marked sealed envelope.	4. Property sold "as is"; City warrants neither Property's condition or title.	5. The Property will be sold to the highest and best bidder.	6. Upon bid acceptance, City Attorney shall prepare purchase contract.	
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Valparaiso City Commission Brief Page 2 of 6

### City received 3 Bids:

- 1. \$70,000
- 2. \$90,000 (to include proposed contract)
- 3. \$100 higher than the highest bid up to \$100,000. (Mr. Spears bid)

City Commissioners determined that Bid #3 failed to comply with the sealed bid process and awarded the bid to Bid #2.

# That determination was in error, as Bid # 3 complied with all bidding rules provided and was clearly the highest bid.

Valparaiso City Commission Brief Page 3 of 6

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Commissioners questioned whether bid #3 complied with sealed bid process Sealed Bid - "a bid that is not disclosed until all bids are opened and considered simultaneously." Black's Law Dictionary, (7<sup>th</sup> Ed.)

- Bid #3 was in full compliance with that definition.
- Bid #3 was in compliance with all terms identified in the Invitation and was the highest bid. ı

Valparaiso City Commission Brief Page 4 of 6

Bid #2 (the accepted bid) failed to comply with the published terms
1. Published terms directed Property to be sold "as is", with no warrant for condition or title, with the contract for purchase to be prepared by city attorney.
• Contract submitted with Bid #2, prepared by the Buyer, included terms committing Seller to convey a Special Warranty Deed;
<ul> <li>Contract submitted with Bid #2 further committed Seller to deliver a title insurance commitment prior to closing</li> </ul>
Both of those terms in the contract submitted with bid #2 violate the terms specified in the Invitation to Bid

Valparaiso City Commission Brief Page 5 of 6

## **RECOMMENDATIONS:**

1. Revoke acceptance of Bid #2 and accept Bid #3 (Spears bid) as the high bid

0ľ,

2. Reject all three bids; Re-issue the Invitation to Bid with clear guidance regarding what form an acceptable bid must take

Valparaiso City Commission Brief Page 6 of 6 Jennifer Tyler who is with the derelict boating removal program at FWC advised me that the boat in Tom's Bayou, and two boats in Boggy Bayou are in the bidding process for contractors and they have until the close of business on 9 March 2023 to submit their quotes. Ms. Tyler stated that it would then be one or two business days before the contractor is chosen.

Once the contractor is chosen, and a Purchase Order Number is obtained, the contractors are given 75 days to remove the vessel; however, she stated it rarely takes that long for the removal to be completed as the contactors aren't paid until the job is completed. Ms. Tyler advised the reason she took the process back from the county is due to having Federal funding to remove the vessels and wanted to lessen the financial burden on the counties where possible.

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Install sewer lines along Virginia Avenue for homes currently on septic tanks. Miscellaneous Total \$ Description

FY 2025 FY 2026 FY 2027 Total

15,000

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Inspection Land Construction

375,000

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Equipment Material

420,000

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<b>nent</b> Pubic Works <b>Title</b> Water line upgrades	<b>2024 2025</b> \$ 2,000,000	Total         \$ 2,000,000         \$ -         \$           Estimated         Project         \$         Costs         Projected Operating Costs           ign         \$ -         100,000         FY 2024         Projected Operating Costs           onmental         \$ -         100,000         FY 2025         Projected Operating Costs           onmental         \$ -         100,000         FY 2025         Projected Operating Costs           intering         \$ -         100,000         FY 2025         Projected Operating Costs           intering         \$ -         100,000         FY 2025         Projected Operating Costs           ishings         \$ -         100,000         FY 2027         Projected Operating Costs           oection         \$ -         5         20200         FY 2027         Projected Operating Costs           d         FY 2027         FY 2027         FY 2027         Frojection         S         Icotal         S           istruction,         \$ -         1,750,000         FY 2027         S         S         S	Miscellaneous Total \$ 2,000,000 Description Repair, replace aging water supply lines throughout the city	ment Public Works Title Water Pressure Increase	2024         2025         2025         5         5         5         2         5         2         5         6         5         5         5         5         5         5         5         5         5         5         7         10         10         10         10         10         10         10         10         10         10         10         10         10         10         10 <td>Estimated Project CostsProjected Operating Costsign\$ 100,000FY 2022ronmentalFY 2023rineering\$ 100,000FY 2025ineringsFY 2025oction\$ 50,000FY 2026dFY 2027\$struction,\$ 0,000FY 2027</td> <td>tal \$ 10,000,000 tal \$ 10,000,000</td>	Estimated Project CostsProjected Operating Costsign\$ 100,000FY 2022ronmentalFY 2023rineering\$ 100,000FY 2025ineringsFY 2025oction\$ 50,000FY 2026dFY 2027\$struction,\$ 0,000FY 2027	tal \$ 10,000,000 tal \$ 10,000,000
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_	Project Total \$ 500,000				Project Total	\$ 315,000	
	2029			∞	2029	۔ ج	
	2028				2028	- \$	т. Т
Project Nbr:	Year 2027 \$ -	к.		Project Nbr:	Year 2027	, S	
	Fiscal Year 2026	erating Costs	avilions		Fiscal Year 2026	رک ۱	erating Costs
'orks vements	2025 5 -	Projected Operating CostsFY 2022FY 2023FY 2024FY 2026FY 2025FY 2026FY 2027FY 2027TotalTotal	benches and pa	/orks errine Park	2025	۰ ۲	Projected Operating Costs           FY 2022           FY 2023           FY 2023           FY 2024           FY 2025           FY 2027           FY 2027           Total           Fx
Pubic Works Parks Improvements	<b>2024</b> 500,000 500,000	s 000 000 000	ind equipment,	Public Works Splash Pad - Perrine Park	<b>2024</b> 315,000	315,000	jject Costs         j           15,000         1           1         55,000           1         1           1         315,000           1         315,000           1         315,000
Department Project Title	Funding       Source       Source       Federal, state       grants       Total	Estimated Project CostDesignDesignDesignEnvironmentalEnvironmentalEnvironmentalFurnishingsInspectionInspection\$ 170,Land\$ 330,MaterialS 330,MiscellaneousInstantalMiscellaneousS 500,Description\$ 500,	Upgrade playground equipment, benches and pavilions	Department Project Title	Funding Source Taxes Grants \$	Total \$	Estimated Project CostsDesignFroject CostsDesignFroject CostsEnvironmental5Environmental5Frojection5Frojection5Inspection5Construction5Equipment5Material5Material5Material5Material5Material5Material5Material5Material5Material5Material5Material5Material5Miscellaneous10talMiscellane

Project Title         Lincoln Park Boat Ramp           Funding         Fiscal Year           Funding         Source         2024         2027           Taxes         5         75,000         5         2025           Grant         5         200,000         5         5           Taxes         5         100,000         5         5           Grant         5         200,000         5         5           Estimated         Project Costs         Project Costs         7         5           Evenishings         FY 2025         FY 2025         5         5           Evenishings         FY 2025         FY 2025         5         5           Eurishings         FY 2025         FY 2025         5         5           Eurishings         5         100,000         5         5         5           Material         5         50,000         fotal         5         5         5           Miselleneus         HY 2025         Miselleneus         FY 2025         5         5         5           Miselleneus         5         100,000         5         5         5         5         5         5         5			
FiscalS02420252026\$\$75,000\$\$\$\$00,000\$\$\$\$\$100,000\$\$\$\$\$100,000\$\$\$\$\$100,000\$\$\$\$\$\$00,000\$ <t< th=""><th></th><th></th><th></th></t<>			
2024         2025         2026 $\frac{5}{5}$ 75,000 $\frac{5}{5}$ $\frac{5}{5}$ $\frac{5}{5}$ $\frac{7}{5}$ $\frac{100,000}{5}$ $\frac{5}{5}$ $\frac{5}{5}$ $\frac{5}{5}$ $\frac{1}{5}$ $\frac{100,000}{5}$ $\frac{5}{5}$ $\frac{100,000}{5}$ $\frac{100,000}{5}$ $\frac{1}{5}$ $\frac{100,000}{5}$ $\frac{17,2025}{5}$ $\frac{100,000}{5}$ $\frac{100,000}{5}$ $\frac{1}{5}$ $\frac{5}{50,000}$ $\frac{100,000}{10 \text{ total}}$ $\frac{100,000}{10 \text{ total}}$ $\frac{100,000}{5}$ $\frac{1}{5}$ $\frac{100,000}{5}$ $\frac{100,000}{5}$ $\frac{100,000}{5}$ $\frac{100,000}{5}$ $\frac{1}{5}$ $\frac{100,000}{5}$ $100,00$			Project
5       75,000       5       -       5       -       5       -       5       - </td <td>2028</td> <td>2029</td> <td>Total</td>	2028	2029	Total
AI00,000S-AFroject CostsFrojected Operating CostsAFry 2022Fry 2023Fry 2025Fry 2025Fry 2026Fry 2026S50,000Fry 2026Fry 2026S50,000JalSJon ContaFry 2026APublic WorksWater Pumps for HOTHS332,000S332,000S332,000S10,000SSAFroject CostsProject CostsFro 2026S10,000S10,000S10,000S10,000S10,000S117,000S117,000S5000 </td <td></td> <td></td> <td></td>			
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FY 2023         FY 2024         FY 2025           FY 2025         FY 2026         FY 2026           FY 2020         FY 2027         FY 2027           \$         \$         \$         \$           \$         \$         \$         \$           \$         \$         \$         \$           \$         \$         \$         \$           \$         \$         \$         \$           \$         \$         \$         \$           \$         \$         \$         \$           \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$			
FY 2024         FY 2025           FY 2025         FY 2026           FY 2026         FY 2027           FY 2027         FY 2027           \$         5         50,000           \$         5         50,000           \$         5         50,000           \$         \$         5           \$         \$         50,000           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$           \$         \$         \$			
FY 2025         FY 2026           5<50,000			
FY 2027         FY 2027           \$ 50,000         Total           \$ 50,000         FY 2026           \$ 332,000         \$ 5           \$ 332,000         \$ 5           \$ 332,000         \$ 5           \$ 332,000         \$ 5           \$ 332,000         \$ 5           \$ 332,000         \$ 5           \$ 332,000         \$ 5           \$ 332,000         \$ 5           \$ 10,000         \$ 7           \$ 10,000         \$ 7           \$ 10,000         \$ 7           \$ 117,000         \$ 7           \$ 133,000         \$ 5           \$ 117,000         \$ 7           \$ 133,000         \$ 5           \$ 130,000         \$ 5           \$ 130,000         \$ 5           \$ 133,000         \$ 5			
1     \$ 50,000     Total       3     \$ 50,000     Total       al     \$ 100,000       Incertation     \$ 100,000       Incert			
5       50,000         al       5       100,000         al       5       100,000         acce boat ramp. Ramp is separated and hazardous         acce boat ramp. Ramp is separated and hazardous         browner       Public Works         Water Pumps for HOTH       Fiscal         2024       2025       2026         5       332,000       S       2026         5       332,000       S       2026         6       S       332,000       S       S         6       S       332,000       S       S         7       S       10,000       FY 2025       S       S         6       FY 2025       S       S       S       S         7       FY 2026       FY 2026       S       S       S         8       10,000       FY 2026       S       S       S       S         8       117,000       FY 2028       S			
\$ 50,000         al       \$ 100,000         Acce boat ramp. Ramp is separated and hazardous         Mater Pumblic Works         Water Pumps for HOTH         S 332,000       \$ 2025         \$ 332,000       \$ 5 332,000         \$ 332,000       \$ 5 332,000         \$ 332,000       \$ 5 332,000         \$ \$ 332,000       \$ 5 300         \$ \$ 332,000       \$ 5 300         \$ \$ 332,000       \$ 5 300         \$ \$ 332,000       \$ 5 300         \$ \$ 332,000       \$ 5 300         \$ \$ 332,000       \$ 5 300         \$ \$ 10,000       \$ 7 2025         \$ \$ 10,000       \$ 7 2026         \$ \$ 10,000       \$ 7 2026         \$ \$ 10,000       \$ 7 2026         \$ \$ 10,000       \$ 7 2029         \$ \$ 10,000       \$ 7 2029         \$ \$ 117,000       \$ 7 2029         \$ \$ 130,000       \$ 7 2029         \$ \$ 130,000       \$ 7 2029         \$ \$ 117,000       \$ 7 2029         \$ \$ 130,000       \$ 9 3 3 2,000			
al       \$ 100,000         al       \$ 100,000         lace boat ramp. Ramp is separated and hazardous         mater Pumps for HOTH         water Pumps for HOTH         s332,000       \$ 2025         \$ 332,000       \$ 2026         \$ 332,000       \$ 2026         \$ \$ 332,000       \$ \$ 2026         \$ \$ 332,000       \$ \$ \$ 2026         \$ \$ 332,000       \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$			
Incrementation       Public Works         Public Works       Public Works         Water Pumps for HOTH       Fiscal         Saladity       2024       2026         Saladity       2025       2026         A Project Costs       Projected Operating Costs       Project Costs         Saladity       FY 2025       FY 2026         Saladity       FY 2026       FY 2026         Saladity       FY 2028       FY 2029         Saladity       FY 2029       FY 2029         Saladity			
lace boat ramp. Ramp is separated and hazardous       Public Works       Water Pumps for HOTH       Sa32,000       \$ 332,000       \$ 332,000       \$ 332,000       \$ 332,000       \$ 5 332,000       \$ 5 332,000       \$ 5 332,000       \$ 5 332,000       \$ 5 332,000       \$ 5 332,000       \$ 5 332,000       \$ 5 332,000       \$ 5 332,000       \$ 5 332,000       \$ 5 332,000       \$ 10,000       \$ 10,000       \$ 10,000       \$ 10,000       \$ 117,000       \$ 117,000       \$ 117,000       \$ 117,000       \$ 117,000       \$ 117,000       \$ 117,000       \$ 5 117,000       \$ 5 332,000			
Public Works         Fiscal           Water Pumps for HOTH         Fiscal           2024         2025         2026           \$ 332,000         \$ 332,000         Fiscal           \$ 332,000         \$ 5 332,000         \$ 5 332,000           \$ \$ 332,000         \$ 5 332,000         \$ 5 332,000           \$ \$ 332,000         \$ \$ 5 332,000         \$ 5 \$ 5 \$ 2026           \$ \$ \$ 332,000         \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$			
Water Pumps for HOTH         Fiscal           2024         2025         2026           \$         332,000         \$         2026           \$         332,000         \$         2026           \$         332,000         \$         2026           \$         332,000         \$         \$           \$         332,000         \$         \$           \$         332,000         \$         \$           \$         7         \$         \$           \$         7         \$         \$           \$         10,000         \$         \$         \$           \$         10,000         \$         \$         \$           \$         10,000         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$	or:	10	
Fiscal Year           2024         2025         2026           \$         332,000         \$         202           \$         332,000         \$         \$         \$           \$         332,000         \$         \$         \$           \$         332,000         \$         \$         \$           \$         332,000         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$         \$         \$           \$         \$         \$		nbr of homes	130
2024         2025         2026           \$         332,000         \$         202           \$         332,000         \$         \$         \$           \$         332,000         \$         \$         \$         \$           \$         332,000         \$         \$         \$         \$         \$           \$         332,000         \$         \$         \$         \$         \$         \$           \$			Project
\$ 332,000       \$ 332,000         \$ 5 332,000       \$ -       \$ -         \$ 5 332,000       \$ -       \$ -         \$ 5 332,000       \$ -       \$ -         \$ 10,000       \$ -       \$ -         \$ 10,000       \$ -       \$ -         \$ 10,000       \$ -       \$ -         \$ 10,000       \$ -       \$ -         \$ 10,000       \$ -       \$ -         \$ 10,000       \$ -       \$ -         \$ 10,000       \$ -       \$ -         \$ 10,000       \$ -       \$ -         \$ 117,000       \$ -       \$ -         \$ 5 117,000       \$ -       \$ -         \$ 5 332,000       \$ -       \$ -	2028	2029	Total
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\$ 332,000       \$ -       \$ -       \$ -       \$ -       -			
Id Project Costs     Projected Operating       FY 2024     FY 2025       FY 2025     FY 2025       FY 2026     FY 2026       FY 2027     FY 2028       FY 2028     FY 2029       T     S       S     10,000       FY 2028     FY 2029       FY 2029     FY 2029       S     117,000       S     65,000       tal     S       S     332,000	- \$-	- \$	\$ 332,000
FY 2024         FY 2025         FY 2025         FY 2026         FY 2028         FY 2028         FY 2028         FY 2028         FY 2029         FY 2029 <td< td=""><td></td><td></td><td></td></td<>			
FY 2025       \$     10,000       FY 2026       \$			
\$     10,000     FY 2025       \$     10,000     FY 2028       \$     10,000     FY 2029       \$     130,000     FY 2029       \$     117,000     Fotal       \$     65,000       tal     \$			
\$     10,000     FY 2028       n     \$     130,000     FY 2029       \$     130,000     Total       \$     117,000       \$     65,000       tal     \$			
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n \$ 130,000 Total \$ 117,000 \$ 65,000 tal \$ 332,000			
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tal \$			
Description			
Provide and install water pumps at Homes on the Hill (HOTH) with low water pressure.		owners accept r	Homeowners accept responsibility for
pump maintenance, repair, and replacement. Installation includes water valves to isolate pumps from existing water supply	valves to isolate pun	nps from existin	g water supply
lines so that homes maintain access to water, with or without pump operation.	ation.		

							i -
Department Project Title	Public Works City Signage	Public Works City Signage		Project NDF:		TT	
Funding			Fiscal Year	Year			Project
Source	2024	2025	2026	2027	2028	2029	Total
Taxes Grant	\$ 100,000						
		+++					
l otal	\$ 100,000	- ب	۰ ۲	۰ ۲	۰ ۰	۔ ۲	\$ 100,000
Estimated F	Estimated Project Costs	Projected Op	Projected Operating Costs				
Design	\$ 5,000	F					
Environmental		FY 2023					
Engineering		FY 2024					
Furnishings		FY 2025					
Inspection		FY 2026					
Land		FY 2027	ı				
		Готаг	۰ ^				
Naterial Installation	\$ 95,000						
Miscellaneous							
Total	\$ 100,000						
Description	N						
Design, manufact	acture, install nev	ure, install new city limit signage.	ge.				
Department	Pubic	Pubic Works		Project Nbr:		12	
Project Title	Sewer - P	Sewer - Pipe Lining					
Funding		ie -	Ficral Vear	Vear			Project
Source	2024	2025	2026	2027	2028	2029	Total
Kevenue Grant	\$ 1,250,000						
Total	S 1.250.000	- S	- S	, S	S I	S S	\$ 1.250.000
Ectimatod [	Protoct Cocto		orating Cocts				
Design	ign ign	FY 2022					
Environmental		FY 2023					
Engineering		FY 2024					
Furnishings		FY 2025					
Inspection		FY 2026					
Land		FY 2027					
Installation		Total					
	\$ 1,250,000						
Miscellaneous	L						
I OTAI	۲,250,000 ج						

Install lining of the gravity sewer main to eliminate inflitration and root instrusion in VCP. Using ARPA funds in conjunction

with Okaloosa County oversight and operation

Description

	Project	Total			\$ 200,000																	Project	lotal		50,000													
		2029			י י																e.		6707		\$ - \$													
13		2028			۰ ۰													rk Memorial	14				2020		۰ ۲													
Project Nbr:	Year	2027			۰ ۰													Installation of public viewing stand needed to complete upgrade of Doolittle Park Memorial	Project Nbr:			Year	2021		- -													
	Fiscal Year	2026			י י י	Projected Operating Costs						۔ ج						omplete upgrade		-		Fiscal Year	2020		- -	erating Costs						ı ک						
Public Works Doolittle Memorial Park		2025		, c	· ·	Projected Op	FV 2024	EV 2025		FY 2028	FY 2029	Total					_	ind needed to co	etery	Cemetery Mausoleum		JUUC	6707		\$ 	Projected Operating	FT 2024 EV 2025	FV 2025	FY 2027	FY 2028	FY 2029	Total						metery.
Public Doolittle Me		2024	\$ 200,000			Estimated Project Costs						\$ 200,000				\$ 200,000		ublic viewing sta	Cemetery	Sunset Cemete		PCOL	\$ 50,000		\$ 50,000	Estimated Project Costs	000C'Z ¢	¢ 2 500				\$ 45,000				\$ 50,000		Build a mausoleum at Sunset Cemetery.
Department Project Title	Funding	<b>Source</b> Taxes	Grant	Tette		Lestimated P Decign	Environmental	Fneinearing	Euroiching	Inspection	Land	Construction	Equipment	Material	Miscellaneous	Total	Description	Installation of p	Department	Project Title		Funding	Source Revenue		Total	Estimated F	Environmental	Engineering	Furnishings	Inspection	Land	Construction	Equipment	Material	Miscellaneous	Total	Description	Build a mausole

Interface           Street improvement           Improvement         Fiscal Veat         Piscal Veat<						T			CONSIGNATION CONTRACTOR DO TO					A REAL PROPERTY AND A REAL	
Milling         Eiscal Veal         2024         2023         2023         2023         2029         1           vice         2034         2035         5 137,500         5 137,500         5 137,500         5 137,500         5 137,500         5 137,500         5 137,500         5 137,500         5 135,375         5 135,375         5 135,375         5 137,500         5 137,500         5 137,500         5 137,500         5 137,500         5 137,500         5 135,375         5 137,5644         5 - 5         2         5         2         5         2         5         2         5         2         5         2         5         2         5         2         5         2         2         5         2         2         2         2<	Project Title		Street Imp	rover	nent							Inflatio	on rate		۲ د
1         2         150,000         5         157,500         5         175,644         5         5         5           0tal         5         350,000         5         157,500         5         155,375         5         173,564         5         5         5           Immated Project Costs         PY 2024         Denoting Costs         PY 2024         PY 2025         PY	Funding Source		2024		2025		Fiscal 2026	Yea			2028	5	029	Pro	Project Total
otal         5         150,000         5         157,300         5         173,5644         5         5         5           Immated Project Costs         FY 2025         FY 2025         FY 2025         FY 2025         FY 2025         FY 2025         FY 2026         FY	Taxes Grant	Ş	150,000	Ś	157,500	Ś	165,375	Ś	173,644						
Immated Project Costs         Projected Operating Costs           nemeral         FY 2024           nemeral         5           sering         5	Total	Ś	150,000	\$	157,500		165,375	S	173,644	s S		<u>ہ</u>	1		646,519
nemeral         FY 2024         No           nemeral         40,000         FY 2025         FI           nemeral         40,000         FY 2028         FI           terine         5         150,000         FY 2028         FI           terine         5         150,000         FY 2028         FI           terine         FY 2028         FI         FI         FI           nemeral         FY 2029         FI         FI         FI           nemeral         5         456,519         FI         FI           nemeral         5         456,519         FI         FI         FI           nemeral         5         450,000         FI         FI         FI         FI           nemeral         5         400,000         5         453,050         5         486,203         FI           nemeral         5         400,000         5         453,050         5         486,203         FI           nemeral         5         400,000         5         453,050         5         486,203         FI           nemeral         5         100,000         5         453,050         5         486,203 <t< td=""><td>Estimated</td><td></td><td>t Costs</td><td>Pro</td><td>viected O</td><td>perat</td><td>ting Costs</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Estimated		t Costs	Pro	viected O	perat	ting Costs								
Imenal         F         2025         Imenal           Refine         5         40,000         F         2028         Imenal           Rifter         F         2028         F         Imenal         F         Imenal           Rifter         F         2028         F         2028         Imenal         F         2028           rotti         5         455,519         Imenal         F         Imenal         F         Imenal         F         Imenal         Imenal </td <td>Design</td> <td></td> <td></td> <td>FY 20</td> <td>124</td> <td></td> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Design			FY 20	124		5								
Bings     S     40,000     FX 2025     FX 2025       tion     FX 2025     FX 2025       tion     FX 2025     FX 2025       nentri     5     456,519       nentri     5     456,519       nentri     5     456,519       nentri     5     456,519       nentri     5     646,519       nentri     2     2010       nentri     2     2       nentri     2     2       nentri     2     2       nentri     2     2024       1     2     2025       1     2     2       1     2     2       1     2     2       1     2     2       1     2     2       1     2     2       1     2     2       1     2     2       1     2     2       1     2     2       1     2     2       1     2     2       1	Environmental			FY 20	125	$\square$									
Image     PY 202/ FOLD     PY 202/ FOLD       reint     \$ -150,000     FY 2023       uction     \$ -150,000     FY 2023       uction     \$ -150,000     Fordal       raine     \$ -456,519       mouse     France       raine     \$ -456,519       mouse     Fordal       raine     \$ -456,519       mouse     \$ -456,519       mouse     \$ -456,519       mouse     \$ -466,519       mouse     \$ -465,519       mouse     \$ -465,510       mouse     \$ -465,510 <t< td=""><td>Engineering</td><td>s</td><td>40,000</td><td>FY 20</td><td>126</td><td><math>\downarrow</math></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Engineering	s	40,000	FY 20	126	$\downarrow$									
Internit         5         456,519         Internit         17,020         Internit         17,020         Internit         Internit         150,000         Internit	-urnishings			FY 20	120										
uction         5         150,000         forai         Image           nent         5         456,513         Image         Image </td <td>and</td> <td></td> <td></td> <td>FY 20</td> <td>129</td> <td></td>	and			FY 20	129										
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### Valparaiso Community Center Operational Plan Phase Development 2023-2028

### I. Goals and objectives: the goals of the Valparaiso Community Center Board are

1)To assist the city in the preservation, maintenance, and better utilization of the Community Center located at 268 Glenview Avenue, Valparaiso, FL, in a manner that will enhance the lives of our citizenry and help make Valparaiso a more welcoming, inclusive, and enjoyable place to live; 2) to generate revenue through public and private rental of the Center for the maintenance and improvement of the building., and 3) to generate revenue from the Community Center sponsored events for eh funding and future Community Center events. Our objectives are ensuring the continued existence of this historical building and improving the quality of life in our "Vale of Paradise" by providing increased social, recreational, and educational opportunities; fostering a strong sense of community; promoting a sense of unity and inclusiveness among our citizenry; and supporting the social, psychological, and physical wellbeing of all who call Valparaiso "home."

### II. Proposed Activities and Related Fees: Proposed activities include but not limited to

- 1) The Community Center Board's holding of several events each year which are to be open to the public. These events will, for the most part, be designed to generate enough revenue to cover the cost of holding the events and perhaps generate revenue for future events. Other events, however, may not be designed to generate revenue but simply to provide social opportunities for the community at large, to generate awareness of the interest in the Community Center itself, and/or to benefit targeted demographic groups (e.g., senior citizens).
- Public and private rentals/leases of the community Center. Current fees for such rentals are \$20.00/hour for events open to the public but not sponsored by the Community Center; \$30.00/hour for private events (e.g., anniversaries, birthday parties, club meetings); and \$15.00/hour for events held by non-profit organizations. All rentals require a \$150.00 refundable Damage/Cleaning deposit, (but not the Damage/Cleaning deposit).

**III. Facilities Report for 2022-2023:** The Valparaiso Community Center building is currently in need of the following:

### Phase 1

### Structural:

- 1) Three cinder block foundation support pillars are cracked/crumbling and need replacement. (Cost to be determined.)
- 2) The vinyl siding needs repair in places, and a piece of aluminum facia needs replacement. (Cost to be determined.)
- 3) The drywall behind the gas water heater needs replacement. (Cost to be determined.)

### **Electrical:**

- The Center's main breaker box needs to be upgraded to a 200-amp box. (Cost to be determined.)
- 2) The current gas water heater needs to be replaced with a 40-gallon electric heater and wired for such. (Cost to be determined.)
- 3) A junction box in the attic needs a cover attached. (Cost to be determined.)
- 4) Exterior outlets added.
- 5) Ceiling fan wiring done to code with switch.

Mechanical: No currently known issues.

Plumbing: Needs to be completely inspected for leaks and weak points.

### Phase 2

### **Cosmetic:**

- 1) Removal of half wall between kitchen and back room
- 2) Removal of sink in main room
- 3) Removal of wall lockers in main room
- 4) Removal/remodel of front kitchen to be converted into storage for Council of aging.
- 5) Revamp of kitchen space with counter space and bar/serving area.
- 6) Entire exterior of the building needs to be cleaned.
- 7) Ceiling tiles need to be removed or replaced.
- 8) Floors need to be refinished.
- 9) Underpinning needs to be replaced/installed.
- 10) Paint the entire facility.

### Phase 3

### Other:

- 1) Signage for building and at the corner of Okaloosa Ave. and John Sims PKWY.
- 2) Purchase of ice maker.
- 3) Announcement board
- 4) Outside announcement board
- 5) Ceiling fans updated and replaced (2)
- 6) Commercial cooler (refrigeration)
- 7) Commercial Warmers
- 8) Led lights
- 9) Door knobs and locks
- 10) Fire exit signs
- **11**) New outside lighting
- **12)** Repaint of parking spaces
- 13) Bathroom and interior signage

### Phase 4

### **Additions:**

- 1) Outside Beautification (landscaping), not limited to include drainage.
- 2) Outside grill area
- 3) Smoking area
- 4) Round tables (10 w/dolly)
- 5) Rectangle tables 4
- 6) 100 chairs
- 7) Computer
- 8) Printer
- 9) Phone

### **IV. Operational Budget: (to be determined)**

### **Resources:**

The city allots currently \$8,000/year for utilities and Internet. However, I cannot see if we have ever had rollover, even during COVID when the Center was shut down. Which should have had rollover. Nor a cost-of-living increase of at least 5% in 10-20 years. FPL, 2023 will increase 3-8% alone.

- 2) Citizens have donated currently \$7,952.99 for maintenance and upkeep of the building. This amount does not include the \$8,000.00 from Ms. Shirley and the remainder of the \$40,000.00 (\$ ) pledged by Pat Byrnes and the Huff bothers. In total, \$ has been donated of pledged.
- 3) The interim community Center Board has generated roughly \$2,800.00 from events sponsored by the Board.
- 4) The interim Community Center Board has generated \$1,040.00 in rental fees for the Center.

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### **Expenditures:**

1) Utilities

### Phase I projected amounts:

Item	Installation	Permit	Total
Vinyl siding repairs			\$1000.00 estimated
Drywall repair			\$350.00 estimated
200-amp service			\$350.00 estimated
Electrical water heater			\$498.80 estimated
Junction box attic			\$10.00 estimated
Exterior outlets			\$500.00 estimated
Ceiling fan wiring			\$200.00 estimated
Plumbing			\$400.00 estimated
3 cinder block			\$5,000.00 estimated
foundation supports			
		Phase 1 Total:	\$8,308.80
		Requested amount	

### Phase 2 projected amounts:

Item	Installation	Permit	Total
Wall Removal			\$400.00 estimated
Sink removals 2			\$100.00 estimated
Wall locker removal			\$50.00 estimated
Remodel front kitchen			\$200.00 estimated
Revamp Kitchen			\$5,000.00 estimated
Exterior cleaning			\$100.00 estimated
Ceiling tile replacement			\$200.00 estimated

Floor refinished		\$500.00 estimated
Underpinning replaced		\$600.00 estimated
Paint		\$500.00 estimated
	Phase 2 Total:	\$7,650.00
5	Requested amount	2

### Phase 3 projected amounts:

Item	Installation	Permit	Total
Signage			\$300.00 estimated
Icemaker		л Э	\$475.00 estimated
Announcement board			\$598.99 estimated
Outside board			\$160.00 estimated
Ceiling fans 2			\$664.00 estimated
Led lights			\$3,000.00 estimated
Door knobs and locks			\$250.00 estimated
Fire exit signs			\$400.00 estimated
Outside lighting			\$400.00 estimated
Parking space resurface			\$200.00 estimated
Interior signage			\$100.00 estimated
		Phase 2 Total:	\$6,922.99
	6	<b>Requested amount</b>	

### Phase 4 projected amounts:

Item	Installation	Permit	Total
Beautification			\$2,000.00 estimated
Grill area			\$5,000.00 estimated
Smoking area			\$1,000.00 estimated
Round tables 10	5		\$2,755.65 estimated
Rectangle tables 4			\$300.00 estimated
100 chairs			\$3,714.12 estimated
Computer			\$500.00 estimated
Printer			\$300.00 estimated
Phone			\$50.00 estimated

	Phase 2 Total:	\$15,619.77
	<b>Requested amount</b>	
5		

### **Recommendation:**

Based on the figures, and the mayor's statement upon entering his second term wanted to increase the Centers funds from the city. I would recommend that we request a city allotment of at least \$12,000.00 annually which is based on a 5% increase from the prior 10 years on utilities. Plus, an additional \$8,000.00 upkeep/general maintenance for wear and tear based on its current use, with general facility care and operation.

### **Operational budget request: \$20,000.00 annually**

### **Option One**

Request \$20,000.00 annually from the city for operational budget, with rollover of funds that are not used for the following year. *Example: utilities are \$10,000.00 and we used \$5,000.00 for general upkeep and upgrades, leaving us with a \$5,000.00 rollover next year. Leaving us with \$25,000.00 starting next fiscal year. Not including what is made from events and rentals. Which should show proper growth and energy efficiency savings. Would give maximum growth potential over the 5-year period.* 

### **Option Two**

2) We ask for \$12,000.00 annually from the city for operational budget, with rollover of funds that are not used for the following year. Ask city to fund a phase for fiscal year we choose in addition to \$12,000.00. *Example: We get \$12,000.00 annually, and request phase 1 funds:* \$8,308.80. *Making our total \$20,308.00 for the year. So, if we wanted to do additional phases in a fiscal year from extra money earned from rentals, events, and donations we would have to wait until next fiscal year.* 

### Board members: MOTION TO RECOMMEND OPERATIONAL BUDGET

Amanda Hicks

Laura Palmer

Interim Vice Chair/Marketing Director

**Events Coordinator** 

Trish Rowe

Secretary

Chairman

Option: 1

Date: 03/06/2023

Patrick W. Palmer

### PUBLIC WORKS MONTHLY ACTIVITIES REPORT

### February 2023

### CEMETERY

- Met with families--3
- Made funeral arrangements—2
- Performed inurnment of cremains—2
- Sold grave space—4
- Installed plaques on niches-2
- Updated occupant listing with City Hall

### SHOP TRADES WORKER

- Library/ Mitchell Bldg
  - Installed casters to shelf
  - Installed bag hangers
  - Cleaned vegetation out of down spout & gutters
  - Re-routed gutter & installed down spout extension
  - Painted bike rack
  - Painted entry door and all parking bumpers
  - Sealed leak o downspout over employee entrance
  - Replaced 4 ceiling tiles & stain blocked multiple tiles
  - Cut & removed several branches from behind Library

### PARKS

- Mowed, weedeated, pulled weeds, blew, removed debris all city parks/ building & city ROWs
- Florida Park
  - Pressure washed pavilions, sidewalks & bathrooms
  - Moved baby swings
  - Weedeated
- Lincoln Park
  - Pressure washed & repainted bathrooms
  - Replaced men's bathroom sink
  - Leveled sand at the playground and raked mulch
  - Trimmed bushes & palm trees
  - Filled gap at boat ramp with sand bags & concrete
- Medians—mowed, weedeated, blew, edged, pulled weeds 5 days
- ROWs
  - Mowed ROWs and medians, edged, weedeated, blew and removed debris
  - Assisted Keep Okaloosa Beautiful with litter & debris cleanup on Johnson St, removing 1 ton of debris from ROW & wooded areas
- Misc:

Assisted Streets

• Grandview Ave—concrete pour of driveway apron

### STREETS

- CEMENT/ SIDEWALK
  - Grandview Ave—poured new driveway apron
  - 23 John Sims Pkwy—Poured concrete base and installed "Swamp Chicken" donated by the Emerald Coast Heron Project & installed plaque to statue base

### SIGN MAINTENANCE

- Removed road work ahead sign-1
- Replaced sign post—1
- Cleaned mildewed stop signs
- Library—painted parking lines

### • TREE MAINTENANCE

- Cut low hanging vines, branches and limbs in 3 locations
- 727 Valparaiso Pkwy—Removed palm tree that was on fired hydrant< cleared brush, pulled up fencing & cleaned area
- Johnson St-Cut down 40' pine tree approaching electrical lines
- Library—Cut several branches off tree

### ROW MOWING

- Mowed ROWs in 11 locations, removed 60 lbs of debris
- DOT MOWING
  - Hwy 85—Mowed, removed 200 lbs of debris
  - John Sims Pkwy-Mowed ROWs & medians, weedeated, hedged, edged, blew, removed 225 lbs of debris

### • STREET MAINTENANCE

- Roads graded—3
- Johnson St, Kelly Rd, Kelly Mill Rd—painted 3 stop bars for 3-way stop
- Southview—cut out sinkhole by church, added fill dirt & A-base, tamped area
- Filled potholes in 3 locations
- STORMWATER
  - Mowed ponds—4
  - Spencer Alley-repaired washout and seeded
  - Virginia Ave—cleaned outflow drain, removing 100 lbs of debris
  - Jackson Cir—jetted and cleaned a total of 150' of pipe from 5 storm drains, removed 2,000 lbs of debris
  - John Sims Pkwy—cleaned around 1 storm drain lid

### **Illicit Discharge**

- Highland/ Washington—added dry stop to hydraulic spill and cleaned area
- Chicago Ave—shoveled 150 lbs of dirt off roadway
- Johnson St—Assisted Keep Okaloosa Beautiful, removing 1 ton of debris
- Changed dog waste stations 2 times, removing 32 lbs of waste

### • STREET SWEEPING

- Miles of residential streets swept: 21
- Lbs of debris removed: 1,800
- MISC
  - Cleaned and organized shop
  - Bayshore Dr/ Magnolia—repaired and re-installed circle traffic mirror
  - Assisted Depts
  - Water & Sewer
  - Okaloosa Gas--Delivered bucket of dirt after water break
  - Adams Ave-Assisted Water & Sewer digging to install water & sewer taps

### SANITATION

- 154.55 Tons (309,100 lbs.) of Household Trash collected
- 43.25 Tons (86,700 lbs.) of Roadside Bulk collected
- Number of trips to the dump: 44
- 340Yds. of yard waste has been taken to landfill
- Number of trips to Landfill: 17
- 7,440 Lbs of scrap metal delivered to Metal Recycling
- New Trash cans delivered: 2
- Trash cans replaced: 2

### WATER/ SEWER

- REGULATORY COMPLIANCE SAMPLING
  - Monthly Bacteriological sampling
  - Static Water Levels
- Locates—25
- Turn meter on—2
- Turn meter off—5
- Manually read meters—57
- New meters installed—3
- Meters replaced—18
- Nodes replaced—21
- Made water & sewer taps—3
- Check meter for issues—3
- Meters pulled--1
- Water Leaks/ Breaks—3
- Replaced curbstops—1
- Raised meter box--1
- Exercised valves—96
- Valve boxes raised—5
- Valve repair—1
- Installed hydrant meter--1
- Flushed hydrants to maintain water quality-12
- Residential backflows tested—5
- Commercial backflows tested—8
- Backflows removed—1
- Well maintenance:
  - Well 5—Rebuilt rotometer, replaced 10' of hose and replaced 2 fittings
- Sewer calls—4
- Maintenance on Lift Stations--1

### Support Staff

- **REGULATORY COMPLIANCE REPORTING** 
  - Prepared & sent January 2023 Monthly Operational Report (MORs) to FDEP & Poly, Inc
- **RECORDS MAINTENANCE** 
  - Produced Static Water Level Report for February
  - Updated Water Distribution Log for February
  - Produced February's Purge Data Report
  - Prepared January's Public Works Activities Report

- Updated February's hydrant flushing log
- WORK ORDERS GENERATED/ PROCESSED
  - In-house work orders generated—43
  - Work orders processed from City Hall-40
  - Locate requests from Sunshine 811-71
  - Meter Leak Alert customers contacted—52
  - Meters/ Mi.Nodes commissioned-41
- Received 250 phone calls.
  - Cemetery-1
  - Parks-3
  - Sanitation-53
  - Shop-2
  - Streets-11
  - Water/ Sewer-56
  - Misc/ Other Depts- 124