

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-----Attach 3
5. Approve Purchase of Two New Vehicles-----Attach 4

OLD BUSINESS

1. Ordinance No. 720 Vacation of ROW Trinity Presbyterian -----Attach 5
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

REPORTS / 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-----Attach 9
7. Department Updates-----Attach 10
8. Disbursements
9. Etc.

Tammy Johnson

From: Crystal Harrison <crystal@hhalliance.org>
Sent: Wednesday, February 15, 2023 5:43 PM
To: City Clerk
Subject: 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 AM
To: City Clerk
Subject: 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*******

DATE OF REQUEST 2/14/2023 *COMMISSION MEETING DATE: 02/13/2023
* NAME Missy Weakley *PHONE #: 903-441-3619
* ADDRESS: 360 Lincoln Ave EMAIL: jcfreesu@gmail.com
* TOPIC/ISSUE New Chicken Ordinance
up to 6 hens, no roosters - single family dwellings

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

brought up as a non agenda item at last meeting on 2/13/23

*DESIRED ACTION BY COMMISSION a listening, understanding ear
combined with timely action on helping local
citizens establish a New Chicken Ordinance similar-

*PRESENTATION MATERIALS ARE ATTACHED: YES _____ NO ☒ Type - to other nearby towns.

Note: only one set of material is required for submission unless color 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.

VALPARAISO CABLE AUTHORITY

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' Elite Trailer

This resolution is effective upon adoption.

PASSED AND ADOPTED THIS 13TH DAY OF March 2023.

Catherine Hamilton
VCA Chair

ATTEST:

Tammy Johnson, CMC
City Clerk

**Valparaiso Cable
Authority
dba
Valparaiso Broadband
Communication Systems**



**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-of-way 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:

Tammy Johnson, CMC
City Clerk

SPEAKER'S FORM
CITY OF VALPARAISO COMMISSION

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* * * * * Please Print * * * * *

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

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

* ADDRESS: 5 Clifford Drive, Shalimar, FL 32579 EMAIL: tom@mygoodwinlaw.com

* TOPIC/ISSUE The bidding process for the property located at 363 Washington Avenue. 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: 1. Accept bid submitted by Malcolm Spears, on behalf 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 X 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.

Valparaiso City Commissioners Meeting March 13, 2023

Issue: Invitations for Bid 2023-01

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

Representing: Grand American Enterprises Inc, owner Malcolm Spears

Contact:



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

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.

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.

Sealed Bid Concern expressed by Commissioners

- 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, (7th 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.

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;
 - Contract submitted with Bid #2 further committed Seller to deliver a title insurance commitment prior to closing

Both of those terms in the contract submitted with bid #2 violate the terms specified in the Invitation to Bid

RECOMMENDATIONS:

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

or,

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

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 contractors 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.

Date: 7 Mar 23, final

Project	Title
1	Glendale St Mary's Stormwater
2	Sewer Long Term Upgrades
3	City Utilities Area Improvements
4	Sewer Installation: Virginia Avenue
5	Water Line Upgrades
6	Water Pressure Increase - 50 homes
7	Parks Improvement
8	Perrine Park - Splash Pad
9	Lincoln Park Boat Ramp Improvement
10	Install H2O Pumps at HOTH
11	City Signage
12	Sewer Pipe Lining
13	Doolittle Park
14	Sunset Cemetery Mausoleum
15	Street Improvement - Paving
16	Stormwater Conveyance
17	Crash Zone Homes Purchase
18	Generators for 6 Sewer Lift Stations

Priority	Project	Title
1	18	Generators for 6 Sewer Lift Stations
2	1	Glendale St Mary's Stormwater
3	12	Sewer Pipe Lining
4	2	Sewer Long Term Upgrades
5	10	Install H2O Pumps at HOTH
6	5	Water Line Upgrades
7	6	Water Pressure Increase - 50 homes
8	15	Street Improvement - Paving
9	4	Sewer Installation: Virginia Avenue
10	17	Crash Zone Homes Purchase
11	3	City Utilities Area Improvements
12	9	Lincoln Park Boat Ramp Improvement
13	7	Parks Improvement
14	14	Sunset Cemetery Mausoleum
15	13	Doolittle Park
16	11	City Signage
17	8	Perrine Park - Splash Pad
18	16	Stormwater Conveyance

Project	Title	Responsible City Commissioner				
		Browning	Crosby	Hamilton	Wasdin	
		2	6	4	5	
1	Glendale St Mary's Stormwater					
2	Sewer Long Term Upgrades					x
3	City Utilities Area Improvements	x				
4	Sewer Installation: Virginia Avenue		x			
5	Water Line Upgrades		x			
6	Water Pressure Increase - 50 homes		x			
7	Parks Improvement			x		
8	Perrine Park - Splash Pad			x		
9	Lincoln Park Boat Ramp Improvement			x		
10	Install H2O Pumps at HOTH		x			
11	City Signage					x
12	Sewer Pipe Lining		x			
13	Doolittle Park			x		
14	Sunset Cemetery Mausoleum	x				
15	Street Improvement - Paving					x
16	Stormwater Conveyance					x
17	Crash Zone Homes Purchase					
18	Generators for 6 Sewer Lift Stations					x

Department		Public Works		Project Nbr: 1		Inflation Rate		5%	
Project Title		Glendale St Mary's Stormwater							
Funding		Fiscal Year						Project	
Source		2024	2025	2026	2027	2028	2029	Total	
Grant		\$ 2,000,000	\$ -	\$ -	\$ -	\$ -			
Total		\$ 2,000,000	\$ -	\$ -	\$ -	\$ -		\$ 2,000,000	
Estimated Project Costs		Projected Operating Costs							
Design		\$ 50,000	FY 2024						
Environmental			FY 2025	\$ 15,000					
Engineering		\$ 50,000	FY 2026	\$ 15,750					
Furnishings			FY 2027	\$ 16,538					
Inspection		\$ 50,000	FY 2028	\$ 17,364					
Land									
Construction		\$ 1,850,000	Total	\$ 64,652					
Equipment									
Material									
Miscellaneous									
Total		\$ 2,000,000							
Description									
Design, construct, maintain storm water control system at Glendale St Mary's Park. Over the years, the area has experienced significant erosion which may soon affect city roads.									
Department		Water & Sewer		Project Nbr: 2		Inflation rate		5	
Project Title		Sewer Long Term Upgrades							
Funding		Fiscal Year						Project	
Source		2024	2025	2026	2027	2028	2029	Total	
CDBG Grant		\$ 400,000	\$ 420,000	\$ 441,000	\$ 463,050	\$ 486,203			
Total		\$ 400,000	\$ 420,000	\$ 441,000	\$ 463,050	\$ 486,203		\$ 2,210,253	
Estimated Project Costs		Projected Operating Costs							
Design		\$ 52,500	FY 2024						
Environmental			FY 2023						
Engineering		\$ 52,500	FY 2024						
Furnishings			FY 2025						
Inspection		\$ 52,500	FY 2026						
Land			FY 2027						
Construction		\$ 1,942,500	Total	\$ -					
Equipment									
Material									
Miscellaneous									
Total		\$ 2,100,000							
Description									
Fund long term sewer system upgrades.									

Department	Public Works	Project Nbr:	3	Inflation rate	5
Project Title	City Utilities Area Improvements				

Funding Source	Fiscal Year						Project Total
	2024	2025	2026	2027	2028	2029	
Grant	\$ 250,000						
Total	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Estimated Project Costs		Projected Operating Costs	
Design	\$ 25,000	FY 2022	
Environmental		FY 2023	
Engineering	\$ 25,000	FY 2024	
Furnishings		FY 2025	
Inspection		FY 2026	
Land		FY 2027	
Construction	\$ 200,000	Total	\$ -
Equipment			
Material			
Miscellaneous			
Total	\$ 250,000		
Description	Maintenance building improvements for vehicle maintenance; road, parking area leveling and install new gravel rock surfacing		

Department	Public Works	Project Nbr:	4
Project Title	Plat 3 Sewer		

Funding Source	Fiscal Year						Project Total
	2024	2025	2026	2027	2028	2029	
CDBG Grant	\$ 420,000						
Total	\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000

Estimated Project Costs		Projected Operating Costs	
Design		FY 2022	
Environmental		FY 2023	
Engineering	\$ 30,000	FY 2024	
Furnishings		FY 2025	
Inspection	\$ 15,000	FY 2026	
Land		FY 2027	
Construction		Total	\$ -
Equipment			
Material	\$ 375,000		
Miscellaneous			
Total	\$ 420,000		
Description	Install sewer lines along Virginia Avenue for homes currently on septic tanks.		

Department	Public Works	Project Nbr:	5	Inflation rate	5
Project Title	Water line upgrades				

Funding Source	Fiscal Year					Project Total
	2024	2025	2026	2027	2028	2029
Grant	\$ 2,000,000					
Total	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000

Estimated Project Costs		Projected Operating Costs	
Design	\$ 100,000	FY 2024	
Environmental		FY 2025	
Engineering	\$ 100,000	FY 2026	
Furnishings		FY 2027	
Inspection	\$ 50,000	FY 2028	
Land		FY 2027	
		Total	\$ -
Construction, Materials	\$ 1,750,000		
Miscellaneous			
Total	\$ 2,000,000		

Description	Repair, replace aging water supply lines throughout the city
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Department	Public Works	Project Nbr:	6
Project Title	Water Pressure Increase		

Funding Source	Fiscal Year					Project Total
	2024	2025	2026	2027	2028	2029
CBDG Grant	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
and other sources						
Total	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000

Estimated Project Costs		Projected Operating Costs	
Design	\$ 100,000	FY 2022	
Environmental		FY 2023	
Engineering	\$ 100,000	FY 2024	
Furnishings		FY 2025	
Inspection	\$ 50,000	FY 2026	
Land		FY 2027	
		Total	\$ -
Construction, Materials	\$ 9,750,000		
Miscellaneous			
Total	\$ 10,000,000		

Description	Increase water line size and elevate water tower to increase pressure in city water supply system
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Department	Public Works
Project Title	Parks Improvements

Project Nbr:

7

Funding Source	Fiscal Year						Project Total
	2024	2025	2026	2027	2028	2029	
Federal, state grants	\$ 500,000						
Total	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Estimated Project Costs		Projected Operating Costs	
Design		FY 2022	
Environmental		FY 2023	
Engineering		FY 2024	
Furnishings		FY 2025	
Inspection		FY 2026	
Land		FY 2027	
Construction	\$ 170,000	Total	
Equipment	\$ 330,000		
Material			
Miscellaneous			
Total	\$ 500,000		

Description
Upgrade playground equipment, benches and pavilions

Department	Public Works
Project Title	Splash Pad - Perrine Park

Project Nbr:

8

Funding Source	Fiscal Year						Project Total
	2024	2025	2026	2027	2028	2029	
Taxes							
Grants	\$ 315,000						
Total	\$ 315,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,000

Estimated Project Costs		Projected Operating Costs	
Design		FY 2022	
Environmental		FY 2023	
Engineering	\$ 15,000	FY 2024	
Furnishings		FY 2025	
Inspection		FY 2026	
Land		FY 2027	
Construction	\$ 55,000	Total	\$ -
Equipment			
Material	\$ 245,000		
Miscellaneous			
Total	\$ 315,000		

Description
Install a spash pad at Perrine Park.

Department	Public Works
Project Title	Lincoln Park Boat Ramp

Funding Source	Fiscal Year						Project Total
	2024	2025	2026	2027	2028	2029	
Taxes	\$ 75,000						
Grant	\$ 25,000						
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Estimated Project Costs	Projected Operating Costs
Design	FY 2022
Environmental	FY 2023
Engineering	FY 2024
Furnishings	FY 2025
Inspection	FY 2026
Land	FY 2027
Construction	\$ 50,000
Equipment	Total
Material	\$ 50,000
Miscellaneous	
Total	\$ 100,000

Description

Improve/replace boat ramp. Ramp is separated and hazardous.

Department	Public Works
Project Title	Water Pumps for HOTH

Funding Source	Fiscal Year						Project Total
	2024	2025	2026	2027	2028	2029	
Taxes							
Grant	\$ 332,000						
Total	\$ 332,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 332,000

Estimated Project Costs	Projected Operating Costs
Design	FY 2024
Environmental	FY 2025
Engineering	\$ 10,000
Furnishings	FY 2026
Inspection	FY 2027
Land	FY 2028
Construction	\$ 130,000
Equipment	Total
Material	\$ 117,000
Miscellaneous	\$ 65,000
Total	\$ 332,000

Description

Provide and install water pumps at Homes on the Hill (HOTH) with low water pressure. Homeowners accept responsibility for pump maintenance, repair, and replacement. Installation includes water valves to isolate pumps from existing water supply lines so that homes maintain access to water, with or without pump operation.

Department	Public Works
Project Title	Doolittle Memorial Park

Project Nbr:

13

Funding Source	Fiscal Year					Project Total
	2024	2025	2026	2027	2028	2029
Taxes						
Grant	\$ 200,000					
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Project Costs						
Design		FY 2024				
Environmental		FY 2025				
Engineering		FY 2026				
Furnishings		FY 2027				
Inspection		FY 2028				
Land		FY 2029				
Construction	\$ 200,000	Total	\$ -			
Equipment						
Material						
Miscellaneous						
Total	\$ 200,000					

Description
Installation of public viewing stand needed to complete upgrade of Doolittle Park Memorial

Department	Cemetery
Project Title	Sunset Cemetery Mausoleum

Project Nbr:

14

Funding Source	Fiscal Year					Project Total
	2024	2025	2026	2027	2028	2029
Revenue	\$ 50,000					
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Project Costs						
Design	\$ 2,500	FY 2024				
Environmental		FY 2025				
Engineering	\$ 2,500	FY 2026				
Furnishings		FY 2027				
Inspection		FY 2028				
Land		FY 2029				
Construction	\$ 45,000	Total	\$ -			
Equipment						
Material						
Miscellaneous						
Total	\$ 50,000					

Description
Build a mausoleum at Sunset Cemetery.

Department	Pubic Works	Project Nbr:	15
Project Title	Street Improvement	Inflation rate	5

Funding Source	Fiscal Year						Project Total
	2024	2025	2026	2027	2028	2029	
Taxes							
Grant	\$ 150,000	\$ 157,500	\$ 165,375	\$ 173,644			
Total	\$ 150,000	\$ 157,500	\$ 165,375	\$ 173,644	\$ -	\$ -	\$ 646,519

Estimated Project Costs		Projected Operating Costs	
Design		FY 2024	
Environmental		FY 2025	
Engineering	\$ 40,000	FY 2026	
Furnishings		FY 2027	
Inspection		FY 2028	
Land		FY 2029	
Construction	\$ 150,000	Total	
Equipment			
Material	\$ 456,519		
Miscellaneous			
Total	\$ 646,519		

Description

Pave gravel roads: Tennessee, Poincianna, East Ferdell. Includes stormwater management and control.

Department	Public Works	Project Nbr:	16
Project Title	Stormwater Conveyance		Inflation rate
			5

Funding Source	Fiscal Year					Project Total
	2024	2025	2026	2027	2028	
Taxes						
Grant	\$ 400,000	\$ 420,000	\$ 441,000	\$ 463,050	\$ 486,203	
Total	\$ 400,000	\$ 420,000	\$ 441,000	\$ 463,050	\$ 486,203	\$ 2,210,253

Estimated Project Costs		Projected Operating Costs	
Design	\$ 100,000	FY 2024	
Environmental		FY 2025	
Engineering	\$ 100,000	FY 2026	
Furnishings		FY 2027	
Inspection		FY 2028	
Land		FY 2029	
Construction	\$ 2,010,253	Total	
Equipment			
Material			
Miscellaneous			
Total	\$ 2,210,253		

Description

Design and install stormwater conveyance systems for areas around the city which are exposed to high water during severe storms

Department	Administration	Project Nbr:	17	Inflation rate	
Project Title	Crash Zone Homes Purchase				

Funding Source	2024	2025	2026	2027	2028	2029	Project Total
Taxes		\$ -	\$ -		\$ -		
Grant	\$ 9,070,000						
Total	\$ 9,070,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,070,000

Estimated Project Costs	Projected Operating Costs
Homes	FY 2024
	\$ 7,900,000
Land	FY 2025
	\$ 975,000
	FY 2026
	FY 2027
Demolition and Removal	FY 2028
	\$ 195,000
	FY 2029
	Total
Total	\$ 9,070,000

Description	
In the City of Valparaiso, FL, there are 13 private homes within the Eglin AFB Runway 01/19 northern crash zone boundary. The Air Force and Valparaiso have entered into an agreement for the city to purchase those private properties in exchange for AF owned undeveloped property within the boundaries of the City of Valparaiso. Grant monies are needed for the purchase of these 13 properties to include the removal of all structures on each lot.	

Department	Public Works	Project Nbr:	18
Project Title	Lift Station Power Generators		

Funding Source	2024	2025	2026	2027	2028	2029	Project Total
Revenue	\$ 50,000						
Grant							
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Project Costs	Projected Operating Costs
Design	FY 2022
Environmental	FY 2023
Engineering	FY 2024
	\$ 3,000
Furnishings	FY 2025
Inspection	FY 2026
Land	FY 2027
Construction	Total
Equipment	\$ 42,000
Material	
unknowns	\$ 5,000
Total	\$ 50,000

Description	
Purchase and install 7 natural gas powered stand along generators to provide power to 7 sewer lift station. In the event of loss of electrical power, city currently relies on 2 backup portable generators to supply power to 7 lift stations with no back up power.	

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 the 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 well-being 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).
- 2) 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 fascia needs replacement. (Cost to be determined.)
- 3) The drywall behind the gas water heater needs replacement. (Cost to be determined.)

Electrical:

- 1) 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:

- 1) 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.

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 foundation supports			\$5,000.00 estimated
		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
		Requested amount	

Phase 3 projected amounts:

Item	Installation	Permit	Total
Signage			\$300.00 estimated
Icemaker			\$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
		Requested amount	

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			\$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
		Requested amount	

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

- 1) 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 \$20,308.80 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

Interim Vice Chair/Marketing Director

Laura Palmer

Events Coordinator

Trish Rowe

Secretary

Patrick W. Palmer

Chairman

Option:

1

Date:

03/06/2023

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 fire 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