

AGENDA
CITY OF VALPARAISO & VALPARAISO CABLE AUTHORITY JOINT MEETING
VALPARAISO, FL
850-729-5402
July 10, 2023
6:00 PM

Invocation (Mayor Smith)

Pledge of Allegiance (Mayor Smith)

APPROVAL OF MINUTES

July 12, 2023, Executive Session

July 12, 2023, Regular Meeting

CITIZENS' CONCERNS (non-agenda items)

1. Resident
2. Non-resident
 - A. Valparaiso Littler League Field – Chris Taulbee

ACTION ITEMS/POTENTIAL ORDINANCES

1. Added Agenda Item
2. FLOC Voting Delegate-----Attach 1
3. Support Development of a Regional Aquatic Facility-----Attach 2
4. Resolution No. 10-07-10-23 Appoint Planning Commission Members-----Attach 3
5. Resolution No. 11-07-10-23 Sale of Surplus Property-----Attach 4

OLD BUSINESS

1. Update New City Hall Renovation
2. Litigation Update
3. New/Revised Position City Manager/City Administrator -----Attach 5

REPORTS / CORRESPONDENCE / ANNOUNCEMENTS

1. TPO/DOT
2. Stormwater
3. Community Liaison Report
4. Regional Sewer Update
5. Planning Commission Update
6. Community Center Update
7. Department Updates-----Attach 6
8. Disbursements
9. OCLOC Dinner Meeting, July 20, 2023
10. Etc.



To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 6, 2023

Subject: 97th Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Hilton Orlando Bonnet Creek in Orlando, Florida, from August 10-12, 2023. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference designate one of their officials to cast their votes at the Annual Business Session, which will be held on **Saturday, August 12**. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will vote on matters affecting the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida.

Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at flcities.com.

If you have any questions about voting delegates, please email erussell@flcities.com. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Attachments: Form Designating Voting Delegate



97th Annual Conference
Florida League of Cities, Inc.
August 10-12, 2023
Orlando, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require each municipality to select one person to serve as the municipality's voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:

Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: erussell@flcities.com

Daniel Henkel
Mayor



208 N. Partin Drive
Niceville, Florida 32578
Office: (850) 279-6436
ext. 1001
E-mail: admin@nicevillefl.gov

"Home of the Boggy Bayou Mullet Festival"

June 13, 2023

Mayor Brent Smith
City of Valparaiso
465 Valparaiso Parkway
Valparaiso, FL 32580

Dear Mayor Smith,

The City of Niceville with representatives of Okaloosa County, and support from area aquatic sports and training professionals, are pursuing the development of a state-of-the-art regional aquatic facility to serve the Okaloosa and Walton County region. Our plan is to solicit area support and endorsements for a facility based on the 2022 Feasibility Assessment commissioned by our City.

The purpose of this letter is to request your community's support for a regional aquatic sports and training center by executing the attached Interlocal Cooperative Agreement. We will provide this to formerly establish a multi-governmental endorsement for the facility. The City, and other participants, will use this expression of our region's aquatic program needs to assist in seeking capital funding. Our initial indication is that the currently identified user base will be adequate to cover the other related costs.

In closing, we would be especially grateful if you would present the accompanying agreement to your City Council to add its support for the development of a regional aquatic facility to serve all our community needs.

Sincerely,

Dan Henkel

NOTE: The Aquatic Center Feasibility Assessment is available on the Niceville CRA website:
<https://cityofniceville.org/DocumentCenter/View/2986/Aquatic-Center-Assessment-9-30-22?bidId=>

**INTERLOCAL COOPERATION AGREEMENT BETWEEN
GOVERNMENTAL ENTITIES IN OKALOOSA AND WALTON
COUNTIES TO ESTABLISH A REGIONAL AQUATIC
SPORTS AND TRAINING COMPLEX TO SERVE THE
AREA'S NEEDS FOR COMPETITIVE WATER SPORTS AND
AQUATIC TRAINING**

This interlocal cooperative agreement is made and entered into this ____ day of _____, 2023 by the listed and undersigned public entities in Okaloosa and Walton Counties to establish a cooperative body to achieve a permanent aquatic sports and training complex to provide recreation, sports competition, aquatic training, economic development, and enhancements to quality of life in the two-county area.

WITNESSETH

WHEREAS, the central area of Northwest Florida, while surrounded by the area's numerous water bodies, does not have the aquatic sports and training facilities commensurate with the other areas of the State of Florida; and

WHEREAS, aquatic competitions and training in this area has been limited by sub-standard facilities and does not meet the usership needs of the growing demand; and

WHEREAS, the Niceville Community Redevelopment Agency has contacted area user groups in order to determine user needs and to assist in the preparation of an Aquatic Center Feasibility Assessment which supports a new aquatic center complex in a central location; and

WHEREAS, the Feasibility Assessment provides a determination of area aquatic training and competition needs, and also provides for adequate sites to develop a facility; and

WHEREAS, an aquatic center project development steering committee has been established and has solicited and received support from numerous public agencies.

NOW THEREFORE BE IT RESOLVED THAT, the undersigned local governments and other area public entities do agree to work cooperatively to establish an organization to plan and construct a state-of-the-art regional aquatic center for Okaloosa and Walton Counties; and

BE IT FURTHER RESOLVED THAT upon all necessary approvals and the acquisition of adequate capital funding for construction, each participating government unit will determine the nature and extent of its further participation in the creation of a regional aquatic sports and training center.

I. PURPOSE

It is the purpose and intent of this agreement to establish a cooperative public body to support, plan, site, secure funding, and advocate the placement of an aquatic sports training facility to serve the growing aquatic program needs of Northwest Florida.

II. COOPERATING GOVERNMENTS

The following governments are parties and signatories to this agreement:

1. City of Cinco Bayou
2. City of Crestview
3. City of DeFuniak Springs
4. City of Destin
5. City of Fort Walton Beach
6. City of Freeport
7. Town of Laurel Hill
8. City of Mary Esther
9. City of Niceville
10. Northwest Florida State College
11. Okaloosa County
12. Okaloosa County School District
13. Town of Paxton
14. Town of Shalimar
15. City of Valparaiso
16. Walton County
17. Walton County School District

III. AUTHORIZE REPRESENTATIVE

The authorized representative of each governmental unit will be each of the undersigned for the participating governments or his/her designee.

IV. DEFINITIONS

- A. Aquatic Sports and Training Center: a facility to host various sanctioned aquatic competitions and to train for aquatic programs from basic swimming to Olympic competitions.
- B. Regional: substantially the areas between Panama City Beach and Pensacola, Florida and competition users from Alabama and Tennessee.
- C. User: the facility will be public and will accommodate all public use.
- D. Funding: funding included the acquisition of capital construction funds. There are no funding obligations associated with the agreement.

V. THE AGREEMENT

This agreement is to identify and secure public agency support and program development participation intended to facilitate the establishment of a regional aquatic sports and multi-purpose training facility in a central location in the Okaloosa/Walton County Region. The undersigned do support and recommend the development of such a facility.

VI. OBLIGATIONS

The only obligation under this agreement is to acknowledge support and endorsement for the planning and development of a regional aquatic sports and training facility to serve Okaloosa and Walton Counties.

VII. FUTURE AGREEMENTS

This agreement may be superseded in the future by the execution of a comprehensive interlocal agreement to provide for the overall development, the operational and management structure of said facility, and the responsibilities of an aquatic center provided that a determination that the proposed facility has received all necessary approvals and has access to adequate revenues to support construction.

VIII. VOTING

Each participation governmental unit will have one vote and items under consideration will require a simple majority.

IX. TERMINATION

Any participating government unit may terminate its participation by notifying all other signatories.

X. TERMS

This is a volunteer position and has no terms of service or limits. However, participating governmental units are expected to manage the terms of their individual representatives.

XI. MEETINGS

Cooperative agreement meetings are expected to occur bimonthly, or at the call of the chair or one-third of the membership.

RECORDATION OF AGREEMENT

This Cooperative Interlocal Agreement shall be recorded in the public records of Okaloosa and Walton Counties.

ATTEST:

Signature

Printed Name

Date

RESOLUTION NO. 10-07-10-23

A CITY OF VALPARAISO RESOLUTION REAPPOINTING AND APPOINTING VOLUNTEERS TO THE CITY'S PLANNING COMMISSION AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning Commission has vacancies; and

WHEREAS, Ms. Robin Helmer has requested reappointment to said board;
and

WHEREAS, Mr. Robert Webb has requested an appointment to said board;
and

WHEREAS, Ms. Robin Helmer and Mr. Robert Webb meet all the
qualifications to serve on said board.

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

The following are hereby appointed to serve on the Planning Commission
and their term is hereby established as follows:

1. Planning Commission

<u>Member</u>	<u>Term Expires</u>
Ms. Robin Helmer	July 31, 2028
Mr. Robert Webb	July 31, 2028

Ms. Robin Helmer's term is effective retroactive to April 1, 2023
Mr. Robert Webb's term is effective upon adoption.

PASSED AND ADOPTED THIS 10TH DAY OF JULY 2023.

Hubert B. Smith
Mayor

ATTEST:

Tammy Johnson, CMC
City Clerk

FOR THE VALPARAISO CITY COMMISSION
465 Valparaiso Parkway, Valparaiso, FL 32580

The information from this page has been requested by the Valparaiso City Commission. Please type or use black ink.

ROBERT N. (Bob) Webb

Applicant's Name, including name commonly used (please print)

1. Board of Interest: PLANNING
2. Current Employer and Occupation SEMI-RETIRED ELECTRICAL ENGINEER
3. Are you applying for reappointment: Yes ☐ No ☒
4. *Do you have a disability? Yes ☐ No ☒ If "Yes", please describe your disability that would qualify you for this appointment, if applicable.

5. *Gender: Male ☒ Female ☐
6. *Race: White ☒ Native-American/Alaskan Native ☐
Hispanic-American ☐ Asian/Pacific Islander ☐ African-American ☐

* This information will be used to provide demographic statistics and is not requested for the purpose of discriminating on any basis.

QUESTIONNAIRE FOR CITY COMMISSION APPOINTMENTS

The information from this questionnaire will be used by the Valparaiso City Commission in considering action on your appointment. The questionnaire must be completed in full. Answer "none" or not applicable where appropriate. Please type or print in black ink.

6/30/23
Date Completed

1. Name: WEBB ROBERT NEAL
PO Box Mr/Mrs/Ms/Mr State Ind Zip Code 46315 First NEAL Middle/Maiden Area Code/Phone #

3. Are you a United States citizen? Yes ☒ No ☐

4. Education

A. High School: PENSACOLA HIGH Year Graduated 1961
Name and Location

B. List all postsecondary educational institutions attended:

Name & Location	Dates Attended	Certificates/Degrees	ADDITIONAL
LOUISIANA STATE	1962-1965	MSEE + PhD	COURSES

5. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid.) If "Yes" give details:

DATE	PLACE	NATURE	DISPOSITION
NONE			

6. Concerning your current employer and for all of your employment during the last five years, list your employer's name, business address, type of business, occupation or job title, and period(s) of employment.

Employer's Name & Address

Type of Business

Occupation/Job Title

Period of Employment

WEESCO

ELECTRONICS A-V CONTRACTOR - OWNER - 1993-PRESENT

7. A. State your experiences and interests or elements of your personal history that qualify you for this appointment.

ELECTRICAL ENGINEER - DESIGN & INSTALLATIONS ^{AUDIO-VIDEO}

CIVIL SERVICE - EGUN - 31 YEARS

ENGINEERING MANAGER - 25 YEARS

B. Have you received any degree(s), professional certification(s), or designations related to the subject matter of this appointment?

Yes

No ✓ If "Yes", list:

C. Have you received any awards or recognitions relating to the subject matter of this appointment?

Yes

No ✓ If "Yes", list:

D. Identify all association memberships and association offices held by you that relate to this appointment:

NONE

8. Has probable cause ever been found that you were in violation of Part III, chapter 112, F.S., the Code of Ethics for Public Officers and Employees and/or Chapter 286, F.S., the Sunshine Law?

Yes ____

No ☒

If "Yes" give details:

Date

Nature of Violation

Disposition

9. Have you ever been refused a fidelity, surety, performance, or other bond?

Yes ____

No ☒

If "Yes" explain:

10. A. Have you, or businesses of which you have been an owner, officer, or employee or businesses of which members of your immediate family have been owners, officers, or employees held any contractual or other direct dealings during the last four (4) years with any state or local governmental agency in Florida, including the office or agency to which you have been appointed or are seeking appointment?

Yes ____

No ☒

If "Yes", explain:

Name of Business

Family Members
Relationship to You

Family Members
Relationship to Business

Business Relationship
To Agency

11. List three persons who have known you well within the past five (5) years. Include a current, complete address and telephone number. Exclude your relatives and members of the Valparaiso City Commission.

Name	Mailing Address	Zip Code	Area Code/Phone #
Robert Bachelor	154 GRANDVIEW AV, Valp	32580	850-678-0131
John Tyre	108 CHOCTAW CV, VALPARAISO	32580	850-240-2615
Robert Boyd	2998 APLIN RD, CRESTVIEW	32539	850-682-5990

12. Do you know of any reason why you will not be able to attend fully to the duties of the office or position to which you have been or will be appointed?

Yes _____ No ☒ If "Yes", explain:

13. If required by law or administrative rule, will you file financial disclosure statements?

Yes ☒ No _____

Robert Bachelor 6/30/23
Signature of Applicant Date

RESOLUTION NO. 11-07-10-23

A RESOLUTION TO APPROVE THE SALE OF SURPLUS PROPERTY FROM THE CITY OF VALPARAISO 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 Public Works Department has equipment that no longer serves a need; and

WHEREAS, replacement equipment has been purchased to update the aging inventory; and

WHEREAS, the Public Works Director has requested disposal of the surplus property.

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

The City of Valparaiso is hereby authorized to sell the following items of surplus property:

- 2010 John Deere Gator
- 2011 E32 Bobcat Excavator
- Unknown year-Trencher tractor attachment
- 1997 John Deere 520 Tractor

This resolution is effective upon adoption.

PASSED AND ADOPTED THIS 10TH DAY OF JULY 2023.

Hubert B. Smith
Mayor

ATTEST:

Tammy Johnson, CMC
City Clerk

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

DATE: July 6th, 2023

TO: Honorable Mayor and City Commissioners

FROM: Nathan Kelley, Public Works Director

SUBJECT: Disposal of City Assets

RECOMMENDATION:

That the Valparaiso City Commission approves the request for disposal of surplus equipment.

BACKGROUND:

Replacement equipment has been purchased to update aging fleet. The following are well beyond anticipated life cycle and/or no longer serve a need in the City's inventory.

- 2010 John Deere Gator
- 2011 E32 Bobcat Excavator
- Unknown year-Trencher tractor attachment
- 1997 John Deere 520 Tractor

SUMMARY:

In the past we have utilized web-based auctions to dispose of city surplus. This method has proven to be effective in receiving the greatest return for such items.

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF VALPARAISO, FLORIDA, ESTABLISHING THE OFFICE OF THE CITY MANAGER OF VALPARAISO, FLORIDA; ESTABLISHING TERMS OF APPOINTMENT, REMOVAL, COMPENSATION, AND RESIDENCY REQUIREMENTS; ESTABLISHING AUTHORITY, DUTIES, AND QUALIFICATIONS FOR CITY MANAGER; PROVIDING FOR ABOLISHMENT OF THE OFFICE OF THE CITY MANAGER; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Valparaiso, Florida is a duly constituted municipality having power and authority pursuant to the Florida Constitution and Chapter 166, Florida statutes; and

WHEREAS, the City of Valparaiso City Charter established a commission form of government which combines both executive and legislative powers in the governing board of the Valparaiso, Florida city commission; and

WHEREAS, Article IV, Section 2 of the Valparaiso City Charter provides in part that each commissioner shall appoint such person(s) necessary for carrying on the administration of the city government under their respective departments; and

WHEREAS, Article V, Section 5 allows the city commission to create such offices and appointment such additional officers and employees necessary for the good governance of the city; and

WHEREAS, the City Commission has determined that a hybrid form of government that would retain both executive and legislative powers with the commissioners, and establish the office of a city manager as an executive branch officer who will exercise those shared executive powers, authority, and duties as may be assigned, modified, or removed from time-to-time by the city commission; and

WHEREAS, the City Commission finds that the provisions of this ordinance would retain the commission form of government and allow for better and more efficient governance for the City of Valparaiso.

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

SECTION 1. The “WHEREAS” clauses above are incorporated herein as the legislative findings of the City Commission.

SECTION 2. This Ordinance shall create the Office of the City Manager of Valparaiso, Florida, establish the terms of the appointment, removal, compensation, and residency requirement of the executive officer known as the Valparaiso City Manager; set forth qualifications for the City Manager; define the powers, authority, and duties of the City Manager; and set forth the terms under which this ordinance may be repealed and the Office of the City Manager be abolished, and accordingly, the Valparaiso City Code shall be amended to read as follows:

Sec. XX-XX. – Appointment; Removal; Compensation; and Residency for City Manager.

- (1) Appointment. The city commission shall be responsible for the appointment of a city manager. Such appointment of the city manager shall be by an affirmative vote of four (4) commissioners.
- (2) Removal. The city commission may remove the city manager by an affirmative vote of four (4) commissioners.
- (3) Compensation. Compensation for the city manager shall be established by the City Commission prior to appointment and may be adjusted from time to time at the discretion of the city commission.
- (4) The city manager shall reside in the City of Valparaiso, Florida, unless waived by the City Commission.
- (5) The terms of any appointment, removal compensation and residency requirements for the city manager shall be reduced to a written contract prepared by the City Attorney and approved by the City Commission.

Sec. XX-XX. – Qualifications of City Manager

The City Manager shall possess the requisite knowledge and experience as the City Commission deems appropriate. Qualifications to consider shall include, but not be limited to:

- (a) Degrees or certifications earned from an accredited higher learning institution;
- (b) Managerial experience with a preference for management in local government administration;
- (c) A minimum of three (3) years of experience as a local government administrator or city manager with supervision of various local government departments;
- (d) Knowledge in some or all of the following employee relations, utilities, city maintenance, land use, planning, finance, public safety, parks and recreation;
- (e) Working knowledge of state, regional, and federal programs that work with or award grants to municipalities;

Sec. XX-XX – Duties of City Manager

(1) The city manager shall attend all meetings of the city commission, with the right to participate and discuss affairs of the city.

(2) The city manager shall report to each commissioner as necessary, but no less than once a month to discuss the current conditions and status of any city department or function of the city.

(3) The city manager shall report the financial condition of the city and be required to develop a balanced annual city budget to include all departments of the city on or before August 31 of each year, and the city manager shall be responsible for proper administration of the annual budget and revisions upon adoption by the City Commission.

(4) The city manager shall present financial and activity reports as requested by the City Commission.

(5) The city manager shall be responsible for arranging a financial audit of the city's finances by a certified public accountant or accounting firm, the selection of whom shall be approved by the city commission.

(6) The city manager shall assist the auditors and the city clerk or finance director in the preparation of a comprehensive annual financial report in accordance with state law.

(7) The city manager shall prepare and maintain job descriptions for all employees of the City of Valparaiso (excluding any

charter officers) and recommend salaries and salary adjustments in accordance with city personnel policies.

(8) The city manager shall, with the assistance of department heads or department supervisors, determine the work schedules of city personnel.

(9) The city manager, through the department heads or department supervisors, determine day-to-day work schedules of city personnel, to include all departments of the city. Employees of the city clerk's office and police department shall be included as city departments to the extent the city manager is aware of the work schedules of such employees as presented to the city manager by the city clerk and chief of police. Any differences of opinion regarding city personnel between the city manager and clerk or chief of police shall be presented to the city commission.

(10) The city manager shall supervise the receipt, recording and responding to complaints related to city services, and develop solutions when possible to address such complaints. If the city manager is unable to resolve the complaint or outstanding issue, the complaint or issue shall be submitted to the city commission for consideration and action.

(11) The city manager shall develop and prepare a permanent file which shall include a complete description of all city properties and improvements located on such properties, and an annual inventory of all city personal property (i.e. furniture, fixtures, equipment, motor vehicles, etc.).

(12) The city manager shall coordinate maintenance and care of all city property, monitor the use of any city property by any other person, group or agency and report any issues to the city commission.

(13) The city manager shall confer with the city attorney on all legal matters involving the city including all leases, contracts, agreements, and potential matters that may result in or have resulted in litigation against the city and make recommendations pertaining thereto.

(14) The city manager shall be responsible for hiring employees of the city that are budgeted by the City Commission, except for any positions that report directly to the City Commission or are otherwise hired or appointed by a manner set forth in the City's Charter or city code. The hiring of city employees by the city manager shall follow all

rules and regulations set forth in the city's personnel policies, along with any instructions voted on by the City Commission.

(15) The city manager shall have the power to:

(a) terminate any city employee that the city manager had the ability to hire, or any employee otherwise appointed or hired by the City when termination of that employee is not exclusively reserved to the City Commission. Any termination of an employee by the city manager shall be done in accordance with the City's personnel policies and upon the determination that said termination is necessary and appropriate; and

(b) suspend any city employee, with or without pay. Any suspension of an employee by the city manager shall be done in accordance with the City's personnel policies and upon the determination that said termination is necessary and appropriate.

Any termination or suspension of an employee made by the City Manager may be overturned by the City Commission upon a majority vote. This does not create a duty for the City Commission to take any action on or deliberate to take such action to overturn a decision to terminate or suspend an employee made by the city manager.

(16) The city manager shall insure that all laws, ordinances, resolutions, policies and acts of the City Commission, subject to the city manager's discretion and supervision, are faithfully executed.

(17) The city manager shall sign and execute contracts on behalf of the city upon approval by the City Commission.

(18) The city manager shall hold meetings with department heads and supervisors on a monthly basis.

(19) The city manager shall perform such other duties as may from time to time be prescribed by the City Commission.

SECTION 3. CITY MANAGER SHALL HAVE THE SAME STATUS, AUTHORITY, POWER, AND DUTIES AS CITY ADMINISTRATOR

The City Manager shall have the same status, authority, power, and duties as the "city administrator" under the Valparaiso Code of Ordinances and the Land Development Code. Accordingly, those areas in the code of ordinance or land development code which refer to city administrator will be handled by the city manager.

SECTION 4. ABOLISHING OFFICE OF THE CITY MANAGER

The City Commission upon a unanimous vote of five (5) to zero (0) may abolish the office of the city manager.

SECTION 5. SEVERABILITY

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

SECTION 6. CONFLICTING ORDINANCES

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

SECTION 7. CODIFICATION.

The sections of the Ordinance are to be made a part of the City of Valparaiso's Code of Ordinances and may renumbered or re-lettered, and the word "ordinance" may be changed to "section" or "article" or any other appropriate word.

SECTION 8. EFFECTIVE DATE

This ordinance shall become effective immediately upon adoption.

ADOPTED IN SESSION THIS _____ DAY OF _____,

PUBLIC WORKS MONTHLY ACTIVITIES REPORT

June 2023

CEMETERY

- Met with families—4
 - Made funeral arrangements—2
 - Oversaw funeral operations--2
 - Oversaw marker installations—1
- Misc-Assisted Sanitation Dept with route

SHOP TRADES WORKER

- Library—Repaired door stop
- Public Works Field Office—Repaired rotted window sill



Before

After

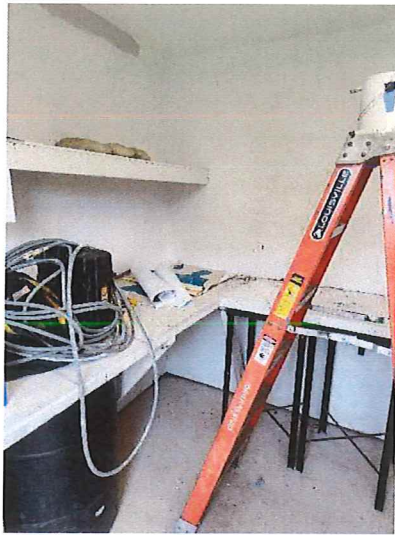
- Police Dept—Completed pistol range shed



Before



After



Before



After

PARKS

- Mowed, weedeated, pulled weeds, blew, removed debris all city parks/ building & city ROWs & medians
 - New City Hall—Repaired light issue for the flag and bird statue
 - Doolittle Park—Pressure washed, blew leaves out of rocks and sprayed, trimmed trees and palms & removed debris
 - Lincoln Park—Repaired faucet
 - Twin Cities Park—repaired dock
- Misc: Assisted Sanitation with route

STREETS

- **CEMENT/ SIDEWALK**
 - Chicago Ave—poured driveway after 2nd sewer repair
 - Dove Cv—pulled up 4" of A-base in driveway, poured and finished concrete
- **SIGN MAINTENANCE**
 - Chicago Ave/ Magnolia Ave—Installed new post & sleeve to stop sign that was hit by tree
 - 50 Kelly Wa-cut bushes and removed vines over speed limit sign
- **TREE MAINTENANCE**
 - Cut down trees in 1 location
 - Cut low hanging tree branches in 9 locations
 - Cut up fallen trees after storm in 3 locations
 - 361 Okaloosa—cut back limbs blocking view from driveway
 - Adams Alley—cut brush behind homes in ROW
- **ROW MOWING**
 - Mowed ROWs in 34 locations, removed a total of 150 lbs of debris
- **DOT MOWING**
 - Hwy 85—Mowed
 - John Sims Pkwy—Mowed ROWs across the bridge, weedeated around power poles & ditches, removed 100 lbs of debris
 - Valparaiso Pkwy—mowed
- **STREET MAINTENANCE**
 - Roads graded—3
 - Installed millings, graded and rolled 1 location
 - Lincoln Park—Box bladed sand back to sidewalk
 - Filled potholes in 8 locations

- **STORMWATER**
 - Mowed ponds—2
 - N Bayshore—Unclogged storm drain
 - Valastics Ave—cleaned up concrete spilled by concrete trucks
 - Ft of Stormdrain line videoed--337
 - Mansfield Ave—shoveled 100 lbs of dirt from roadway
 - Cleaned boat ramp 1 time
 - Changed dog waste stations 1 time, removed 10 lbs of waste
- **STREET SWEEPING**
 - Miles of residential streets swept: 50
 - Lbs of debris removed: 4,2
- **MISC/ SHOP**
 - Parks Hustler
 - Plugged 2 tires
 - Changed spindle & washed
 - Changed out pulley assembly & blades
 - New Gator—added triangle reflective sign
 - JD Gator—Installed new mirrors
 - Tractor—washed 2 times
 - Backhoe—installed new set of tires
 - Garbage truck—Temporary fixed driver side mirror
 - Chainsaws—Cleaned, sharpened & oiled 2 times
 - Pole saw—Tune up and replaced broken throttle switch
 - Asphalt box—Pulled off 2 broken hydraulic arms to be replaced

Assisted Depts

- Assisted Water & Sewer with sewer line replacement
- Assisted Sanitation with route
- Assisted Parks with dock at Twin Cities Park
- Assisted at the New City Hall repairing irrigation leak

SANITATION

- 201.15 Tons (401,824 lbs.) of Household Trash collected
- 35.39 Tons (70,780 lbs.) of Roadside Bulk collected
- Number of trips to the dump: 53
- 520 Yds. of yard waste has been taken to landfill
- Number of trips to Landfill: 26
- Delivered 16,460 lbs of cardboard to Tallahassee
- New Trash cans delivered:3
- Trash cans changed out: 3
- Trash cans removed: 1

WATER/ SEWER

- **REGULATORY COMPLIANCE SAMPLING**
 - Monthly Bacteriological sampling
 - Static Water Levels
 - Delivery and pick up of customer sampled Lead & Copper samples
- Locates—45
- Manually read meters—84
- Meters replaced—11

- Check meter for leaks/ issues—1
- Meters pulled—1
- Meters relocated--1
- Curbstop replaced—1
- Water/ Sewer taps—2
- Check residential pressure—2
- Weekly hydrant flushes—5
- Monthly hydrant flushes—5
- Quarterly hydrant flushes—10
- Hydrant maintenance (flushing, painting, clearing of brush & debris)--51
- Sewer calls—4
- Manholes cleaned—1
- Sewer taps installed--1
- Ft of sewer line washed—350
- Ft of sewer lateral installed—2
- Ft of lateral repaired—1.7
- Ft of sewer 8" sewer main replaced—17.3
- Ft of sewer line videoed--175
- Ft of water service line installed—45

Support Staff

• REGULATORY COMPLIANCE REPORTING

- Prepared & sent May's 2023 Monthly Operational Report (MORs) to FDEP & Poly, Inc
- Coordinated inspection with FRWA for SOC 2nd sample waiver request to FDEP
- Delivered and picked up customer sampled Lead & Copper samples & delivered to lab

• RECORDS MAINTENANCE

- Produced Static Water Level Report for June
- Updated Water Distribution Log for June
- Updated Disinfection Residual report for June
- Recorded Water Uses/ Losses in FRWA spreadsheet
- Produced June's Purge Data Report
- Daily maintain record of all activities of depts in Public Works
- Daily record phone calls received
- Prepared May's Public Works Activities Report
- Format fuel sheets for July and disseminated.

• WORK ORDERS GENERATED/ PROCESSED

- In-house work orders generated—45
- Work orders processed from City Hall--40
- Locate requests from Sunshine 811—112
- Meter Leak Alert customers contacted—60
- Meters/ Mi.Nodes commissioned—14

• Received 363 phone calls.

- Cemetery-0
- Parks-8
- Sanitation-82
- Shop-1
- Streets-18
- Water/ Sewer-70
- Misc/ Other Depts- 184

LIBRARY REPORT

SUMMER READING PROGRAM 2023

Summer Reading Program Events planned for June were with the community in mind. Our Summer Reading Program theme is "All Together Now." As the library is the heart of the community, we are happy to report the community has enjoyed all our programs for June. What a great start to the summer!



COMMUNITY PARTNERS

I would like to mention a few community partners we are working with at our library this summer.

Okaloosa Health Department provided items from their lending library to bring awareness to our community of water safety and healthy eating over the summer. Patrons can interact with the displays and informative brochures are free to take.

Justice on the Block is here to help the first Thursday of each month, 10-11:00 a.m. Free Legal Help Clinic will be at the library. Areas that Legal Services of North Florida can help the community with are housing issues, veteran's issues, Economic impact payment issues, landlord-tenant, tax disputes, foreclosures, domestic violence, sexual violence, and family law. Walk-Ins are welcome! First come, first serve basis.

AIM, Adventures in Marriage, is at the library in July. Adventures in Marriage Workshop is a fun, practical, easy-to-learn program to help couples. This is a 3-session program. Registration is for young couples and older couples.