

**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-----Attach 1

**ACTION ITEMS/POTENTIAL ORDINANCES**

1. Added Agenda Item

2. FLOC Voting Delegate-----Attach 2

3. Support Development of a Regional Aquatic Facility-----Attach 3

4. Resolution No. 10-07-10-23 Appoint Planning Commission Members-----Attach 4

5. Resolution No. 11-07-10-23 Sale of Surplus Property-----Attach 5

**OLD BUSINESS**

1. Update New City Hall Renovation

2. Litigation Update

3. New/Revised Position City Manager/City Administrator -----Attach 6

**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 7

8. Disbursements

9. OCLOC Dinner Meeting, July 20, 2023

10. Etc.

# 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 06/01/2023 \*COMMISSION MEETING DATE: 06/12/2023 \*

NAME Christopher Taulbee \*PHONE #: 850-218-8648 \* EMAIL: President@nvllb.com

\* TOPIC/ISSUE Discuss the power and electric at the Valparaiso baseball field

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

City Clerk and Nathan from the parks division

\*DESIRED ACTION BY COMMISSION

Utilize some funding to pay the water and electric bill.

\*PRESENTATION MATERIALS ARE ATTACHED: YES  NO X Type

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.

Little League Park						
	Expenses	Revenue	Difference			
FY2023	\$1,278		\$1,278	Expenses Included	Electric & Water	
FY2022	\$ 2,712.00		\$2,712	Expenses Included	Electric, Water & Rye Grass (Grass = \$1,350)	
FY2021	\$ 3,752.00		\$3,752	Expenses Included	Electric, Water & Rye Grass (Grass = \$903)	
FY2020	\$ 3,679.00	\$ 2,240.00	\$1,439	Expenses Included	Electric, Water & Rye Grass (Grass = \$994)	
FY2019	\$ 5,356.00	\$ 2,280.00	\$3,076	Expenses Included	Electric, Water & Rye Grass (Grass = \$720)	
FY2018	\$ 3,625.28	\$ 2,040.00	\$1,585	Expenses Included	Electric, Water & Rye Grass (Grass = \$166)	

Attached is a copy of the last agreement the City had with Nicevill Valparaiso American Little League

1 approval. **COMM. BROWNING MADE A MOTION TO ACCEPT THE AGENDA AS IT IS**  
2 **SET FOR THE OCTOBER 12, 2022, MEETING. COMM. HAMILTON SECONDED THE**  
3 **MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION 5 TO 0.**

4 **2. ACTION ITEMS – Accept or Refuse Bid for Surplus Property at 363 Washington Ave**

5 Mayor Smith said the city had not received any bids. He said he and Mr. Scott discussed hiring  
6 a realtor to move the property and take the realtor fee out of the profits. Mr. Dykes said we would  
7 need to post out an RFP or RFQ to see if there would be some companies interested, Commission  
8 would then vote on which one to choose. Mr. Dykes said Mr. Scott could write either the RFP or RFQ,  
9 once completed he could bring back to the Commission for approval.

10 **3. ACTION ITEMS – Little League Park Lease Agreement with Okaloosa School Board**

11 Mayor Smith said Comm. Hamilton looked over the lease agreement between the School Board  
12 of Okaloosa County and the city. Mayor Smith said the school board would like to take over what has  
13 been the Little League Park. He said the city has been paying for the water and electric there and we  
14 would transfer those services to the school board. Mayor Smith said the kids that have been practicing  
15 up there, the parents have taken care of the property and our public works has mowed the grass. He has  
16 spoken with Bill Smith, Director of Facilities for the school district, they want the property back so  
17 that the STEMM school could use it, then we would turn the bills over to them. The lease agreement  
18 expired on November 1, 2012. **MAYOR SMITH MADE A MOTION TO NOT RENEW THE**  
19 **LEASE ON THE PROPERTY.** Mr. Dykes said there is language within the lease that if the city  
20 doesn't wish to renew, the lease would've run its course. Mayor Smith said that is what we would do  
21 then, just need to send a letter to the board letting them know there will be no lease renewal and letting  
22 them know they would be responsible for the electric and water. Comm. Browning said this is like  
23 completely taking baseball out of Valparaiso and he doesn't agree with that. **MAYOR SMITH**  
24 **MADE A MOTION TO NOT RENEW THE LEASE OF THE LITTLE LEAGUE PARK**  
25 **PROPERTY AND HAVE IT RETURN BACK TO THE OKALOOSA SCHOOL BOARD.**  
26 **COMM. HAMILTON SECONDED THE MOTION, WHICH PASSED BY VOTE OF 4 TO 1,**  
27 **WITH COMM. BROWNING VOTING IN THE NEGATIVE.** Mayor Smith said he would reach  
28 out to them and let them know we do not want to renew the lease.

29 **4. ACTION ITEMS – Approve 2023 Library Interlocal Agreement**

30 Mrs. Willis, Library Director, has brought before the Commission a request to approve the  
31 2023 with Library Interlocal Agreement. Mrs. Willis said it is basically the same agreement as in  
32 previous years with one difference as stated in the agreement, the IT department of the coop will  
maintain two networks for library operations, one for library staff use and one for public access at

# Old Lease Agreement

STATE OF FLORIDA  
COUNTY OF OKALOOSA

## LEASE AGREEMENT

This Lease Agreement made and entered into by and between The Niceville Valparaiso American Little League, Inc., a not-for-profit corporate entity existing under the laws of the State of Florida, whose principal address is Post Office box 764, Niceville, Florida 32578-0947 (hereinafter referred to the League) and the City of Valparaiso, a political subdivision of the State of Florida, whose principal address is 465 Valparaiso Parkway, Valparaiso, Florida 32580 (hereinafter referred to as "City").

### WITNESSETH:

WHEREAS, the City of Valparaiso has a lease agreement with the Okaloosa County School Board who certain real property which is more particularly depicted in Exhibit "A" attached hereto and made a part hereof (hereinafter referred to as "Property"); and,

WHEREAS, the City has agreed to lease to the League the Property for the purpose of improving, operating and maintaining a public recreational facility which may be used and occupied, at the discretion of the City, during certain times of the year by the Niceville Valparaiso American Little League, Inc., a not-for-profit corporate entity existing under the laws of the State of Florida; and,

WHEREAS, the facilities to be improved, operated and maintained on the Property will be used by the City for public purpose functions; and,

WHEREAS, the City and the League believe it to be in their best interest to enter into this Lease Agreement for public purposes.

NOW THEREFORE, for and in consideration of the covenants and agreements herein set forth, the parties do hereby agree as follows:

1. LEASED PREMISES. The City hereby expressly leases to League the following described real property and improvements thereon (hereinafter referred to as the "Property") situated in Okaloosa County, Florida, to-wit:

See Exhibit "A" attached hereto and made a part hereof for general location of the Property.

2. LEASE TERM AND TERMINATION. This Lease shall be for a period of five (5) years to commence on November 1, 2012, and to terminate on October 31, 2017 (hereinafter referred to as the "Lease Term"). This Lease may be extended for additional five (5) year periods thereafter upon the mutual agreement of the parties. Notwithstanding the term stated herein, the City may terminate this Lease at any time, after sixty (60) days written notice to the League, in the event that the Okaloosa County School Board should determine that the Property is needed as part of



its educational programming or in the event that the Okaloosa County School Board should make the decision to dispose of the Property.

3. CONSIDERATION. The consideration paid by the League to the City shall be the sum of Twenty (\$20.00) Dollars per person per age group utilizing the City facilities per year, during the term of this Lease. The annual lease fee shall be paid by April 15<sup>th</sup> of each year for which there is a Little League scheduled season. The League shall be responsible for the ongoing and continuous maintenance of the Press Box, Rest Rooms, Concession and Storage facilities at its sole expense. The City shall be responsible for the ongoing and continuous maintenance and repair of all the field maintenance and fencing as depicted in Exhibit B. The City shall also be responsible for all utility bills associated with the operation of the facility.

4. SCOPE OF USE OF FACILITIES.

A. The Property shall be used by City and the League for public recreational facilities and programs, and for other incidental public purposes as are reasonably related thereto.

B. The League is not authorized to sublease all or a portion of the Property to any other party without the express written consent of the City.

C. In the event that the League should cease occupying or using the Property for Little League activities at any time during the Lease Term or any renewal term, then this Lease shall terminate. In such event all improvements on the Property shall become the property of the City.

5. CONTROL OF PROPERTY BY LEAGUE:

A. The League shall not permit any of its guests, invitees, employees, agents or other users to engage in any disorderly conduct or commit or maintain any waste or nuisance on the Property or to use the facilities in any way or manner so as to interfere with the safe and orderly operation of adjacent public school facilities by the School Board or to violate any local, state or federal laws, rules or regulations. Further, the League shall not permit any of its guests, invitees, employees, agents, or other users to engage in the sale or use of alcoholic beverages or any acts or actions which violate the laws of the State of Florida or the United States while on the Property.

B. The League shall have the primary responsibility for the supervision of persons and activities on the Property and for the maintenance of order and the enforcement of this provision.

6. IMPROVEMENTS.

A. The League shall also have the right, at its cost, to erect or permit to be erected on said Property such improvements or modifications as are reasonably necessary for furthering the permitted uses of said Property, providing that such improvements or modifications conform to local, state and federal construction standards and are properly designed and certified for construction by licensed architects and engineers and further provided that such improvements or modifications neither interfere with the current or proposed educational uses of the adjoining lands by the School Board.

B. Temporary or non-attached improvements and additions shall remain the property of the League. However, all other such improvements and additions which are attached to the Property will become the property of the City and shall remain upon and be surrendered with the Property as a part thereof at the termination and/or expiration of this Lease.

## 7. INSURANCE AND INDEMNITY.

A. The League shall exercise its privileges hereunder at its own risk and expense. The League shall carry and maintain in full force and effect throughout the term of this agreement, a policy of comprehensive general liability insurance with minimum policy limits of \$2,000,000.00 general aggregate and \$1,000,000.00 per occurrence. The City shall be named as an additional insured on the policy. All certificates shall provide a thirty (30) day notification clause to the City in the event of cancellation or modification of the policy. In the event the insurance coverage expires at any time during the term of this Lease, a renewal certificate shall be issued thirty (30) days prior to said expiration date.

B. The League shall be responsible for the maintenance of such insurance, in an amount approved by the City Commission, as is necessary to protect the City and the League from the risk of loss of the facility and its contents thereon owned by the City, the League or the Okaloosa County School Board by fire, theft, storm, hail, flood, vandalism or other such loss, and the City shall be shown as an additional insured under all such policies of insurance to the extent of its interest in the Property.

C. Any third-party user of the facility, through the League, shall be required to carry such insurance as will fully protect the City and the Okaloosa County School Board from any claim, loss, damage, judgment or award resulting from loss, damage, or injury to person or property or damage to or loss of the facilities, during such time as the facilities shall be in the control or use of the user, which loss, damage, or injury to person or property or damage to or loss of the facility shall in whole or in part result from the negligence of any user through the City.

D. All insurance carriers shall be rated "A" or better by the most recently published A.M. Best Rating Guide. The City reserves the right to accept or reject the insurance carrier(s).

E. Neither the City nor the League shall be responsible, liable to, or have any obligation to any user for loss of property by reason of theft, fire, storm, hail, flood, or other such casualty.

F. Notwithstanding any insurance carried by the League pursuant to this Lease Agreement or otherwise, the League shall, and hereby does, agree to indemnify, defend and hold harmless the City and its officers, directors and employees, from and against any and all liability, losses, claims, injuries, settlements or causes of action of any kind or character (including without limitation any expenses connected therewith, including attorney's fees and cost of defense) to any person or property arising directly or indirectly from the performance of services pursuant to this Lease Agreement by the League, or arising out of any act or omission of the League and/or its officials, employees, agents, guests, sub-tenants or representatives in the course of occupying and operating the Property, which results in bodily harm or property damage to others. This indemnification obligation of the League shall survive any termination of this Lease Agreement or any provision herein to the contrary.

8. LIENS. The League shall not make any contract or agreement for the construction, alteration, repair or maintenance on said Property or for any improvement now or hereafter erected thereon unless such contract or agreement is in writing and contains an express waiver by such contractor of any and all claims for mechanic's or materialmen's liens against the Property or any improvements now or hereafter erected thereon. Notice is hereby given that no contractor, subcontractor, or anyone else who may furnish any material, service or labor for any buildings or improvements, alterations or repairs or maintenance or operation of the facilities on the Property, at any time shall be or may become entitled to any lien thereon whatsoever. The League agrees that should it contract for the building, improvement, alteration, repair or maintenance of the

Property or any improvements now or hereafter erected thereon it shall give actual notice of this restriction, in advance, to any and all contractors, or other persons or firms that may furnish such material, service or labor.

9. BREACH. Should the League breach any of the terms of this Lease, then the City, after giving notice as required herein, shall have the right, at its option, to immediately terminate this Lease and to re-enter and re-take possession of the Property. In such event the City shall provide written notice to the League setting forth the item(s) of breach or default and giving the League sixty (60) days to cure the issue ("Cure Period"). If the League shall fail to correct the breach or default within the Cure Period then the City may terminate this Lease and all improvements on the Property shall become the property of the City.

10. ATTORNEY'S FEES AND COSTS. In any action, suit or proceeding to enforce or interpret the terms of this Lease, or to collect any amount due hereunder, the prevailing party shall be entitled to reimbursement for all costs and expenses reasonably incurred in enforcing, defending or interpreting its rights hereunder, including, but not limited to, all collection and court costs, and all attorney's fees, whether incurred out of court, in the trial, on appeal, or at bankruptcy or administrative proceedings.

11. MISCELLANEOUS.

A. Nothing herein contained shall be deemed or construed by the parties nor by any third party as creating the relationship of partnership or joint venture.

B. Whenever the singular number is used the same shall include the plural, and the masculine gender shall include the feminine and neuter genders where the context requires.

C. No party shall be deemed in default under this Agreement if such party is delayed in the performance of any of its obligations if the delay is due to strikes, lockouts or labor disputes, acts of God, restrictions, regulations or controls of any government or governmental agency, civil commotion, insurrection, revolution, sabotage or enemy or hostile government actions, fire or other casualty or other similar conditions beyond the control of the party delayed. In the event of such delay, all dates for performance shall automatically be extended by a period equal to the aggregate period of all such delays.

D. The League shall keep the Property clean and free of rubbish and shall not allow the accumulation of any unsightly matter(s) or object(s).

E. The City shall be responsible for the cost of any and all utility services provided to the Property.

12. NOTICES. All notices, requests, demands, elections, consents, approvals, designations and other communications of any kind must be in writing and addressed to the parties as follows:

City:  
City of Valparaiso  
Mayor  
465 Valparaiso Parkway  
Valparaiso, Florida 32580



League:  
Niceville Valparaiso Little League, Inc.  
Post Office Box 947  
Niceville, Florida 32588-0947

Any party may change the address to which notices are to be sent by giving ten (10) days prior written notice informing the other party of the change of address. Service of notice shall be deemed complete upon mailing.

13. COMPLETE AGREEMENT. This document contains the complete Agreement between the parties. All negotiations, considerations, representations, and understandings between the League and the City relating to the management of the Property are incorporated herein and may only be modified by agreement in writing.

14. APPLICABLE LAW. The laws of the State of Florida shall govern the validity, performance, and enforcement of this Agreement.

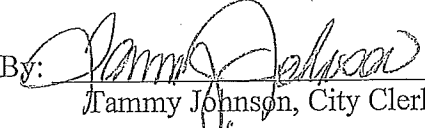
15. PARTIAL INVALIDITY. The invalidity or unenforceability of any provision of this Agreement shall not affect or impair any other provision unless such partial invalidity shall materially or substantially alter the arrangements between the parties hereto or the benefits accruing to either party.

16. HEADINGS. The headings of sections are for convenience only and do not define, limit, or construe the contents of such sections.

17. WAIVER. No consent or waiver, expressed or implied, by either party to or of any breach of any covenant, conditions, or duty of the other party hereto shall be construed as a consent or waiver to or of any other breach of the same or any other covenant, condition or duty.

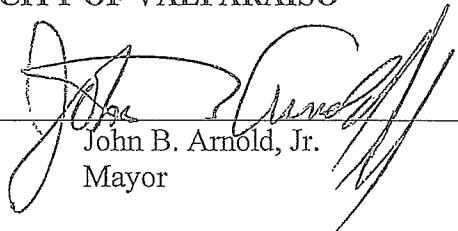
**IN WITNESS WHEREOF**, the parties hereto have caused the signatures of their officers to be set hereunder and their seals to be affixed hereto to be effective as of the latest date of execution.

**ATTEST:**

By:   
Tammy Johnson, City Clerk

Date: 12/3/2012

**CITY OF VALPARAISO**

By:   
John B. Arnold, Jr.  
Mayor

ATTEST:

NICEVILLE VALPARAISO  
AMERICAN LITTLE LEAGUE, INC.

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Field Maintenance Time Table

The most important foundation for the next season begins in the fall. Most of the regular season and ¼ of entire baseball season is played on rye grass. If over seeding isn't done there won't be much Bermuda to play on before playoff's

October or end of heat (no later than November)

- over seed w/ 200 lbs Eagle Blend (rye grass), double application infield--it gets hardest play
- apply 100 lbs Fertilize-24-2-11 prior to or with rye seed
- fertilize again after grass is up
- Make sure sprinklers system is working properly
- Lock gates after seeding until practices begin in new year.

Early in New Year, about 1 month before first practices are scheduled

- make contact with City, ask that they start mowing so we can start getting field in shape
- Inspect field—make job list for City (fences, lights, dugouts etc that need repair/replacement)
- make sure sprinkler system is working properly
- Roto Tiller and Plate Tamper (Nations Rent)
- 1st step--run string lines & paint foul lines and find base mounts
- Run lines between bases & paint outline for the edges of base cut outs and home plate area, mound is handled differently
- Use lawn edger with deep blade to cut a clean line around dirt areas
- Use flat shovel not spades to dig out along edges and under-cut sod so when you tamp edges it reduces yearly build up around edges **try not to remove more material than necessary**
- Haul away heavy sod from dirt area by wheelbarrow
- Roto Till entire dirt area well to cut up grass and weeds that grow in over the year
- Rake as level as possible before tamping (tamper is NOT a level it compacts the ground back in place
  - If dirt area is not level before tamping--it won't be level after tamping which leads to puddles
- Tamp to base mount height and about ½ inch below grass line, not grass height level
  - Only add fill if absolutely necessary (over filling only leads to material raked and dug out into the grass during play raising the cut out lip with build up creating bad hops and hazard)
- When complete final step is to set bases in cut outs
- and add light layer of Chipco infield dressing
- Pitching mound does not get tilled
  - cut nice round edge dig grass by hand and add good CLAY from softball complex (**no sand or Chipco**) and tamp firmly
- Fertilize grass with 16-4-8 100 lbs
- Make sure sprinklers system is working properly

Field should be ready for play and continuous mowing.

- **End of April** apply 100 lbs of Top Choice (pesticide) another 100 lbs fertilizer-16-4-8
- **End of June** 100 lbs pesticide

## VALP LITTLE LEAGUE FIELD INFO

### Lock combo-

Press Box and Rest Rooms- 5367 and 2284

Concession and Storage – 0110

Field locks off season –

### Contact Names and Numbers-

President Brad Embry – 699-1573

VP/Website/ David Marshall – 240-8101

City of Valp- 729-5402

Public Works- 729-5407     Joe

Jim Baughman- 642-7464 (Niceville Rec cell)

Dothan Tarp- 334-677-3535

Tieco- 862-1137 (sprinkler parts, *back up Infield Cond.*)

Lesco- 862-1420 (lawn supplies we have account they bill us)

Top Choice (pesticide) 100 lbs- apply late April follow up again end of June

Eagle Blend (rye grass) October end of heat 200 lbs

Fertilizer-24-2-11 100 lbs prior or with rye seed again after grass is up

Fertilizer-16-4-8 100 lbs spring work day another 100 lbs with pesticide

Chipco- Infield conditioner- 35 bags

Coastal Lumber (misc we have account)





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](http://flcities.com).

If you have any questions about voting delegates, please email [erussell@flcities.com](mailto: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](mailto:erussell@flcities.com)

**Daniel Henkel**  
Mayor



208 N. Partin Drive  
Niceville, Florida 32578  
Office: (850) 279-6436  
ext. 1001  
E-mail: [admin@nicevillefl.gov](mailto: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 10<sup>TH</sup> 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. State La. Zip Code 70001 First. 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
<u>LOUISIANA STATE</u>	<u>1962-1965</u>	<u>ADDITIONAL MSEE + PhD COURSES</u>

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
<u>NONE</u>			

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 - <sup>AUDIO-VIDEO</sup> DESIGN & INSTALLATIONS

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 10<sup>TH</sup> DAY OF JULY 2023.**

---

Hubert B. Smith  
Mayor

ATTEST:

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Tammy Johnson, CMC  
City Clerk

CITY OF VALPARAISO, FLORIDA – PUBLIC WORKS

MEMORANDUM

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DATE: July 6<sup>th</sup>, 2023

TO: Honorable Mayor and City Commissioners

FROM: Nathan Kelley, Public Works Director

SUBJECT: Disposal of City Assets

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**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

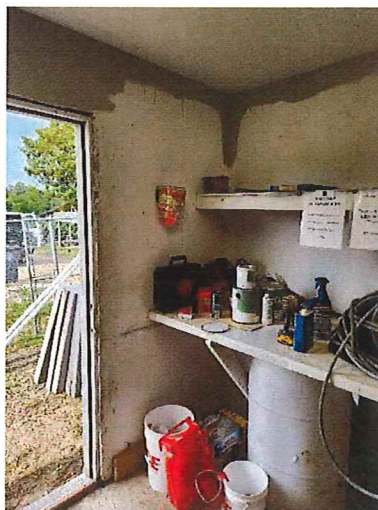
- Library—Repaired door stop
- Public Works Field Office—Repaired rotted window sill



Before

After

- Police Dept—Completed pistol range shed

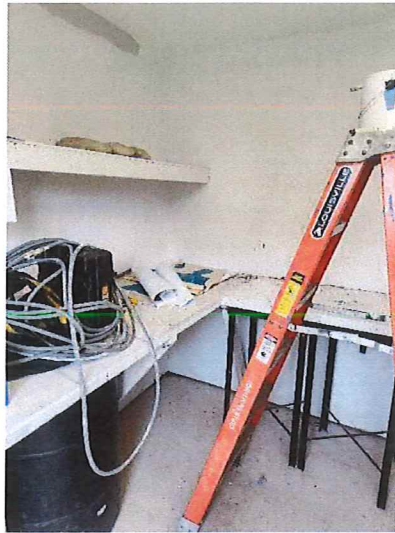


Before



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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.