

AGENDA
CITY OF VALPARAISO & VALPARAISO CABLE AUTHORITY JOINT MEETING
VALPARAISO, FL
850-729-5402
DECEMBER 12, 2022
6:00 PM

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

APPROVAL OF MINUTES

November 14, 2022

CITIZENS' CONCERNS (non-agenda items)

1. Resident
2. Non-resident

ACTION ITEMS/POTENTIAL ORDINANCES

1. Added Agenda Item
2. ROW Utilities Permit Application -----Attach 1
3. Resolution No. 10-12-12-22 Support Transportation Alternative Program-----Attach 2
4. Resolution No. 11-12-12-22 Appoint Community Center Board Members-----Attach 3
5. Award Forcemain Relocation Contract at Kake Cottage Development -----Attach 4

OLD BUSINESS

1. Update Surplus Property at 363 Washington Ave
2. Update New City Hall Renovation
3. Ordinance No. 718 Creating Community Center Board-----Attach 5
4. Ordinance No. 719 Amend Agenda & Attachment Timeline-----Attach 6
5. Overlook Subdivision Final Comments (Bradley PUD)

REPORTS / CORRESPONDENCE / ANNOUNCEMENTS

1. TPO/DOT
2. Stormwater
3. Community Liaison Report
4. Regional Sewer Update
5. Planning Commission Update
6. Department Updates-----Attach 7
7. Disbursements
8. City of Valparaiso Employee Christmas Dinner, Friday December 16, 6 PM
9. Etc.

ADMINISTRATIVE ITEMS

1. Employee Christmas Bonuses -----Attach 8

CITY OF VALPARAISO RIGHT-OF-WAY PERMIT

Date: _____ Permit No.: _____

Permittee: _____

Requesting permission from the City of Valparaiso to construct and maintain the utility or perform the following work within the City Right-of-Way: _____

- 1) Proposed work is within the corporate limits of the municipality.
- 2) Permittee declares that prior to commencement of work he has contacted all utilities and has ascertained the location of all existing utilities, both aerial and underground utilities.
- 3) It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder.
- 4) Any utility heretofore or hereafter placed upon, under, over or along any right-of-way that is found by the Public Works Director to be unreasonably interfering in any way with the convenient, safe or continuous use, or the maintenance, improvement, extension or expansion of such right-of-way shall, upon 30 days' written notice to the utility or its agent by the Public Works Director, be removed or relocated by such utility at its own expense except as otherwise provided in Section 337.403, Florida Statutes.
- 5) All road crossings shall be by directional bore except on non-paved streets. All paved or concrete driveway crossings shall be by directional bore except for utility lines greater than or equal to six (6) inch diameter.
- 6) The permittee is responsible for obtaining all other Federal, State of Florida and local permits.
- 7) All work shall be conducted in accordance with good engineering practices, shall be maintained in reasonably good condition and repair and shall be in compliance with Florida general law.
- 8) All appropriate traffic control devices shall be installed.
- 9) All appropriate erosion and sedimentation control devices shall be installed.
- 10) All City property shall be restored to its original condition, in accordance with City specifications, and in a manner satisfactory to the Public Works Director or representative.
- 11) The attached sketch covering details of this installation shall be made a part of this permit. Sketch to be furnished by the applicant.
- 12) The permittee shall commence actual construction in good faith within sixty (60) days from the date of this permit approval and shall be completed within _____ days.
- 13) The construction and maintenance of such utility or other permitted work shall not interfere with the property and rights of a prior permittee.
- 14) Special Conditions and Instructions: It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the City's right, title and interest in the land to be entered upon and used by the holder, and the holder will at all times assume all risk of and indemnify, defend and save harmless the City of Valparaiso from and against any and all loss, damage, cost of expense arising in any manner on account of the exercise or attempted exercises by said holder of the aforesaid rights and privileges, during construction, all safety regulations of the City shall be observed and the holder must take such measures, including placing and display of safety devices, as may be necessary in order to safely conduct the public through the project area in accordance with adequate safety practices.
- 15) The Public Works Department shall be notified twenty-four (24) hours in advance of starting work by calling 850-729-5407.
- 16) In the case of noncompliance with the City's requirements this permit is void and the facility will have to be brought into compliance or removed from the right-of-way at no cost to the City.
- 17) Return form to: City Administrator, 465 Valparaiso Parkway, Valparaiso, Florida 32580 or FAX to: (850) 678-4553.
- 18) Roadway construction is proposed or underway: Yes () No ()

Submitted By: _____

Permittee Name or Company Name and Phone Number

Address

Fax Number

Signature, Title and Phone Number

Approved By: _____

City Administrator

Date

RESOLUTION NO. 10-12-12-22

A RESOLUTION OF SUPPORT BY THE CITY OF VALPARAISO, FLORIDA, TO SUPPORT THE USE OF CITY PROPERTY AND APPLICATION FOR GRANT FUNDS FOR THE PROPOSED GLENDALE-DOOLITTLE PARK PEDESTRIAN PATH AND STORMWATER IMPROVEMENTS WITH TRANSPORTATION ALTERNATIVE PROGRAM FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, walking helps meet the goals of Chapter 339.175 Florida Statutes - Metropolitan Planning Organization – to serve the mobility needs of people while minimizing transportation related fuel consumption and air pollution; and

WHEREAS, the Transportation Alternatives (TA) Set-Aside provides funding for programs and projects consistent with Fixing America's Surface Transportation (FAST) Act under 23 U.S.C. 133(h). These set-aside funds include all projects and activities defined as TA: On- and off-road pedestrian and bicycle facilities, infrastructure projects for improving nondriver access to public transportation, community improvement activities, environmental mitigation and projects for planning, designing or construction boulevards; and

WHEREAS, the Transportation Alternative Program (TAP) strengthens the cultural, aesthetic, and environmental aspects of the Nation's intermodal transportation system; and

WHEREAS, this support is consistent with the Okaloosa-Walton Transportation Planning Organization (TPO), FDOT, CDC, and SAFETEA-LU policies supporting alternative means of transportation; and

WHEREAS, this is a project, consisting of a total length of approximately one-thousand seven hundred and fifty (1750) feet; creating new pedestrian and biking facilities to promote community improvement.

WHEREAS, the existing property is vacant and owned by the City and the project will prevent pollution in Boggy Bayou and address stormwater management due to runoff.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF VALPARAISO as follows:

Section 1. The City Commissioners of the City of Valparaiso do hereby express its support of the Transportation Alternative Program application for the Glendale-Doolittle Park sidewalk and pedestrian path.

Section 2. This Resolution shall become effective upon adoption.

PASSED AND ADOPTED by on this 12th Day of December 2022.

RESOLUTION NO. 11-12-12-22

A CITY OF VALPARAISO RESOLUTION APPOINTING VOLUNTEERS TO THE CITY'S COMMUNITY CENTER BOARD AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission wishes to appoint members to the Community Center Board; and

WHEREAS, Mr. Palmer, and Ms. Rowe, Ms. Hicks, Ms. Palmer and Mr. Gill have requested appointment to said board: and

WHEREAS, they 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 Community Center Board as members and their terms are hereby established as follows:

1. Community Center Board

Members

- 1.
- 2.
- 3.
- 4.
- 5.

Term Expires

December 31, 2027
December 31, 2027
December 31, 2026
December 31, 2025
December 31, 2024

This resolution is effective upon adoption.

PASSED AND ADOPTED THIS 12TH DAY OF DECEMBER 2022.

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.

Patrick Palmer

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

1. Board of Interest: Valparaiso Community Center
Planning Commission Board

2. Current Employer and Occupation Owner of Strike Survival, LLC

3. Are you applying for reappointment: Yes ___ No X

4. *Do you have a disability? Yes ___ No X If "Yes", please describe your disability that would qualify you for this appointment, if applicable.

5. *Gender: Male X Female ___

6. *Race: White X 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.

09/29/2020
Date Completed

1. Name: Palmer Patrick William
Mr./Mrs./Ms. Last First Middle/Maiden

2. Residence Address: [REDACTED]
Street Office# City

IL 52080 850-240-6668
PO Box State Zip Code Area Code/Phone #

3. Are you a United States citizen? Yes X No

4. Education

A. High School: FWBHS Year Graduated 2002
Name and Location

B. List all postsecondary educational institutions attended:

Name & Location	Dates Attended	Certificates/Degrees
<u>WLF SE</u>	<u>2006-2007</u>	<u>PDLE Standards</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>N/A</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
Strike Survival, LLC	online course	owner	2014 - present
Danglobal, LLC	online	owner	2013 - 2014

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

FDLE standards, owning/operating course companies, I excel in forward progression, a strong desire to improve our city.

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:

N/A, resident.

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.

<u>Name</u>	<u>Mailing Address</u>	<u>Zip Code</u>	<u>Area Code/Phone #</u>
<u>Les Chambers</u>		<u>32580</u>	<u>850-678-3736</u>
<u>Ryan Nielsen</u>		<u>32578</u>	<u>850-496-4469</u>
<u>Mike Vantassel</u>		<u>32580</u>	<u>850-803-1121</u>

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 X If "Yes", explain:

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

Yes _____

No X

Patricia Willis Palmer
Signature of Applicant

09/29/2020
Date

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.

Patricia A. Rowe (Trish)

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

1. Board of Interest: Valparaiso Community Center

2. Current Employer and Occupation n/a

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.

12-6-22
Date Completed

1. Name: Ms. Rowe Patricia A.
Mr./Mrs./Ms. Last First Middle/Maiden

2. Residence Address: 481 Andrew Dr Valparaiso
Street Office# City

FL 32580 850-678-0871
PO Box State Zip Code Area Code/Phone #

hukajigger11@gmail.com
Email Address

3. Are you a United States citizen? Yes X No

4. Education

A. High School: Shaker Hts High School
Shaker Hts, OH Year Graduated 1965
Name and Location

B. List all postsecondary educational institutions attended:

Name & Location	Dates Attended	Certificates/Degrees
<u>Wilmington College, Wilmington, OH</u>	<u>1965-1967</u>	<u>no degree</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

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

I retired in 2010 from N.E.W. in Crestview which
is now a different company

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

1970 to 1996 - Crawford + Co., Po Box 5047, Atlanta, GA 30302 -
Coordinator, Training Dept - responsible for policy + procedures to
bring approx 1000 new hires to Atlanta for training to include housing,
transportation, billing clients for their employees attending
1996 various part-time jobs until 2003 when I started at
N.E.W.

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

Yes ____

No X

If "Yes", list:

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

Yes ____

No X

If "Yes", list:

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

n/a

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 X If "Yes" give details:

Date

Nature of Violation

Disposition

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

Yes ____

No X 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 X 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.

<u>Name</u>	<u>Mailing Address</u>	<u>Zip Code</u>	<u>Area Code/Phone #</u>
Gabi Weldon	Octavia Ct. Navarre, FL	32566	850-516-5233
Jody Harper	2020 Bayshore Dr Niceville, FL	32578	850-226-1901
Bettie Lehr	26 Japonica Shredimer, FL	32579	850-582-8717

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 X If "Yes", explain:

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

Yes X

No _____

Patricia A. Rowe

Signature of Applicant

12-6-22

Date

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.

Amanda Hicks

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

1. Board of Interest: Community Center
2. Current Employer and Occupation Quigley - Internal Finance Specialist
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 ☐

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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.

12/05/22
Date Completed

1. Name: Hicks Amanda Benson
Mr./Mrs./Ms. Last First Middle/Maiden

2. Residence Address: 377 Glendale Ave Val PD
Street Office# City

FL 32580 678-480-0802
PO Box State Zip Code Area Code/Phone #

amanda.benson.hicks@gmail.com
 Email Address

3. Are you a United States citizen? Yes X No

4. Education

A. High School: Harrison Hgsl Kennesaw
Name and Location GA Year Graduated 1999

B. List all postsecondary educational institutions attended:

Name & Location	Dates Attended	Certificates/Degrees
<u>Southern Polytechnic</u> <small>Marietta GA</small>	<u>2003-2007</u>	<u>BS Info. Tech</u>
<u>Grand Canyon Univ</u> <small>Phoenix AZ</small>	<u>2008-2010</u>	<u>MBA Finance</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>NA</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
OnegaFi 1300 E 1st Ave Columbus, 31901	Finance	Int. Finance Specialist	Since 2008

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

Sorokh Experience - Finance, event planning, marketing etc. Real World "life" experience

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:

Alpha Xi Delta Novus Fraternity

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.

<u>Name</u>	<u>Mailing Address</u>	<u>Zip Code</u>	<u>Area Code/Phone #</u>
Katie Lobdell	Noblesville, IN	46061	770-356-2383
Rebecca Lohman	Smith's Station, AL	36087	704-566-8209
Patsy Claskin	Kennesaw, GA	30144	404-993-4462

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 _____

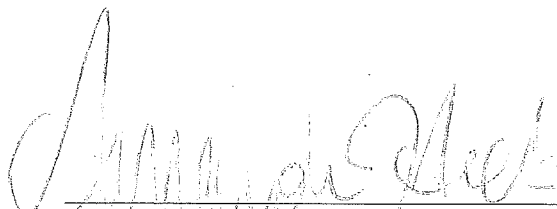
No ☒

If "Yes", explain:

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

Yes ☒

No _____


Signature of Applicant

12/05/22
Date

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.

LAURA PALMER

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

1. Board of Interest: Community Center
2. Current Employer and Occupation Chippewa / PRIVATE HOME HEALTH
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.

12/16/22
Date Completed

1. Name: PALMER LAURA LEE
Mr./Mrs./Ms. Last First Middle/Maiden

2. Residence Address: [REDACTED]
Street Office# City

[REDACTED]
PO Box State Zip Code Area Code/Phone #

[REDACTED]
Email Address

3. Are you a United States citizen? Yes X No

4. Education

A. High School: FT. WALTON BEACH HIGH Year Graduated 2003
Name and Location

B. List all postsecondary educational institutions attended:

Name & Location	Dates Attended	Certificates/Degrees
<u>MILLER MOTTE TECH</u>	<u>2011</u>	<u>NA (medical assisting)</u>
<u>OWCE</u> <u>oncourse learning</u> <u>private nursing</u> <u>training programs</u>	<u>2004</u> <u>2018 - 2022</u>	<u>CHILD DEVELOPMENT</u> <u>Home health</u> <u>med tech</u> <u>CNA - Training</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>N/A</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
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CHIPPER CARE SELF EMPLOY	HEALTH CARE	HOME HEALTH	2022
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VISITING ANGELS	HEALTH CARE	HOME HEALTH	2021
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Alliance	HEALTH CARE	HOME HEALTH	2020
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BEE HIVE/ COMFORT KEEPERS	HEALTH CARE	HOME HEALTH	2017-2019
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7. A. State your experiences and interests or elements of your personal history that qualify you for this appointment.

CURRENT/ACTING EVENT PLANNER FOR THE COMMUNITY
CENTER.

having personal and private events for 10+ years
as a hobby

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

Yes _____ No X If "Yes", list:

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

Yes _____ No X If "Yes", list:

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

N/A

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 #

[REDACTED]

JACQUE GUILLAM [REDACTED] 32580 850 540 1115

[REDACTED]

[REDACTED]

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 X If "Yes", explain:

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

Yes X

No _____

Ashia P. Palmer
Signature of Applicant

12/10/22
Date

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.

Jack D. Gill

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

1. Board of Interest: Community Center

2. Current Employer and Occupation Retired

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.

11/16/2022
Date Completed

1. Name: Mr. Gill Jack D
Mr./Mrs./Ms. Last First Middle/Maiden

2. Residence Address: 263 Glenview Ave. Valparaiso
Street Office# City

Florida 32580 850-517-7209
PO Box State Zip Code Area Code/Phone #

JackDGill@aol.com
Email Address

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

4. Education

A. High School: GED Madisonville, Kentucky Year Graduated 1976
Name and Location

B. List all postsecondary educational institutions attended:

Name & Location	Dates Attended	Certificates/Degrees
<u>Berea College, Berea, KY</u>	<u>1982-1985</u>	<u>B.A.</u>

<u>Eastern Kentucky University, Richmond, KY</u>	<u>1987-1988</u>	<u>M.A.</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>Aug. 1989</u>	<u>Shalimar, FL.</u>	<u>DWI</u>	<u>No Contest</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.

<u>Employer's Name & Address</u>	<u>Type of Business</u>	<u>Occupation/Job Title</u>	<u>Period of Employment</u>
<i>Northwest Florida State College</i>	<i>College</i>	<i>Professor of English</i>	<i>1989 - 2020</i>

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

See attached next page.

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:

7. A. Experiences and Qualifications:

1. As a Professor of English at Northwest Florida State College for thirty-one (31) years, along with my teaching duties for 250-300 students each year, I served on scores of committees and councils, both at the Department of Communications and College-wide levels, chairing several of them. I also initiated, planned, organized, executed, and managed several departmental and College-wide programs.
2. Furthermore, I served as Director of the College's Academic Success Center for thirteen (13) years—recruiting and hiring (and firing) both professional and student tutors (approximately twenty-five (25) each semester); scheduling tutor and Center hours; managing the Center's budget; advertising the Center's services; providing reports to the Executive Council, the College-Wide Council, the Vice-President of Academic Affairs, and others on the Center's usage, growth, and needs; expanding the Center's operations and offerings; and so forth.
3. In addition, I proposed, planned, organized, developed, and (working with the College, PAWS, Okaloosa Animal Control, Okaloosa County Emergency Management, and others) sought and gained approval from the College and the County for the College to be approved as a "Pet Friendly" shelter in the event of a disaster.
4. I am fairly intelligent, literate, resourceful, creative, and skilled in many areas of endeavor.

Personal interests in becoming a board member of the Valparaiso Community Center:

1. I am a thirty-three+ (33+)-year resident of Valparaiso and have lived directly across the street from the Center for almost the entirety of those thirty-three years. I have seen the usage of the building at its peak (when it was utilized by the Twin Cities Senior Citizens Club) and at one of its lowest points (during Covid). I have witnessed improvements to the building itself (windows and doors replaced in the '90s, landscaping, etc.) and the unfortunate lack of maintenance in more recent years. 263 Glenview Avenue is my home; Glenview Avenue is my neighborhood; the Center at 268 Glenview Avenue is a part of both; and I want to be a part of revitalizing and preserving this part of my and Valparaiso's history.
2. As an observer of both people and culture, I have seen how, since the advent of the Internet (which, ironically, promised to bring people closer), members of communities everywhere have become more and more distant from each other and, as is well known, more divided. As part of the Community Center Board, I hope to contribute to the possibility that the Community Center might, if even in the smallest of ways, bring at least our community a bit closer. Having been on the Interim Board since its inception, I have come to know many people, members of our community, with whom I most likely would never have become acquainted—good people—a few of whom I now consider friends. I would like to be a part of helping others do the same.

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

N/A

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 #
Pam Ray	5036 Riverwood Cir. Jackson, MS	39211	601 953-7698
Roger Hooker	909 West 6th St., Sedalia MO	65301	660 281-0947
Deborah Fontaine	1121 Fallgate Point Court Jacksonville, FL	32256	850-803-0505

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 _____



Signature of Applicant

6 Dec. 2022

Date

Tammy Johnson

From: Beth Brant <bbrant@poly-inc.com>
Sent: Wednesday, December 07, 2022 3:41 PM
To: Tammy Johnson; Nathan Kelley
Cc: Deziree Ramirez; Melissa Mitchell
Subject: Kake Cottage Development Forcemain Relocation (Quotes for Installation Only - Materials provided by the City)
Attachments: Plan holders list.docx; Quote Tab 12-7-22.xls; CSC - Official quote.pdf; USC - Official quote.pdf

Tammy,

Please find the quote tab attached for the relocation of the forcemain at the new Kake Cottage Development on Valp Pkwy. The City Council approved ordering the materials for the project at the November meeting. Award of this contract will facilitate installation of those materials in a timely fashion and won't hold up the development if it can be added to the agenda for Monday's meeting.

We sent quote packages to four local contractors and received response from two of them by 3 pm today, as required in the documents.

I've attached the quote packages from the two we received also. Let me know if you need anything else from us prior to the meeting or if you need any assistance with the contract documents for the project.

See you Monday,

Beth Brant, P.E.

Poly, Inc.
850.609.1100
850.978.1230 cell
850.609.1101 fax
www.poly-inc.com

TABULATION OF BIDS
CITY OF VALPARAISO
SEWER FORCEMAIN REPLACEMENT

JOB# 58-028.2022

NOTE: BIDS SHALL INCLUDE SALES TAX AND ALL OTHER APPLICABLE TAXES AND FEES.

Bid Date: Wednesday, December 7, 2022 @ 3:00pm

BASE BID

ITEM NO. EST. QTY UNIT

DESCRIPTION

- | | | | |
|---|---|----|--|
| 1 | 1 | LS | Mobilization/Demobilization, Insurance and other miscellaneous expenses to complete project as described in the construction plans and specifications, complete and in place for |
| 2 | 1 | LS | Install 550 LF of 10" sewer forcemain and all other materials as described in construction plans and specifications. Complete list of materials provided by Owner is included in Appendix A. |

Construction Service Co. P.O. Box 217 Valparaiso, FL 32580		Utility Service Co., Inc. 4326 Gulf Breeze Pkwy Gulf Breeze, FL 32563	
UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
\$ 12,000.00	\$ 12,000.00	\$ 6,581.71	\$ 6,581.71
\$ 34,894.00	\$ 34,894.00	\$ 190,392.02	\$ 190,392.02
	\$ 46,894.00	\$	\$ 196,973.73
<u>TOTAL BASE BID</u>			

I hereby certify this to be a true and correct tabulation of bids.

BETH BRANT, P.E.
POLY, INC.

12/7/22 Scan to Melissa
CC: CSCF partners
58-028

VALPARAISO SEWER FORCEMAIN REPLACEMENT
CITY OF VALPARAISO, FLORIDA

SECTION—00 41 00 QUOTE PROPOSAL

QUOTE FORM

Project Title:	Valparaiso Sewer Forcemain Replacement
Project Location:	Valparaiso, Florida
Owner:	City of Valparaiso
Engineer Project No.:	58-028
Quote Opening Location:	Poly, Inc. -Shalimar, Florida
Quote Opening Date:	December 07, 2022 @ 3:00 PM Local Time

SUBMITTED BY

Name:	Construction Service Co. of FL, Inc.
Address:	PO Box 217 Valparaiso, FL 32580

"Quote for Valparaiso Sewer Forcemain Replacement"
Attn: Tammy Johnson, City of Valparaiso
c/o Poly, Inc.
102 Sunset Ln.
Shalimar, FL 32579

ARTICLE 1 – BASIS OF QUOTE– VALPARAISO SEWER FORCEMAIN REPLACEMENT

NOTE: QUOTES SHALL INCLUDE SALES TAX AND ALL OTHER APPLICABLE TAXES AND FEES.

- 1.01 Unit Prices have been computed in accordance with paragraph 11.03.B of the General Conditions.
1.02 Quoter acknowledges that estimated quantities are not guaranteed and are solely for the purpose of comparison of bids and final payment will be based on actual quantities provided, determined as provided in the Contract Documents.
1.03 Contractor will complete the Work in accordance with the Contract Documents for the following price(s):

ITEM NO.	EST. QTY. AND UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1 LS	Mobilization/Demobilization, Insurance and other miscellaneous expenses to complete project as described in the construction plans and specifications, complete and in place for	\$ 12,000.-	\$ 12,000.00
2	1 LS	Install 550 LF of 10" sewer forcemain and all other materials as described in construction plans and specifications. Complete list of materials provided by Owner is included in Appendix A.	\$ 34,894.-	\$ 34,894.00
TOTAL QUOTE			\$ 46,894.-	

TOTAL QUOTE AMOUNT IS forty six thousand eight hundred ninety-
four DOLLARS AND zero CENTS

ARTICLE 2 – TIME OF COMPLETION

- 2.01 Quoter agrees that the Work will be substantially complete within 120 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 180 calendar days after the date when the Contract Times commence to run.
2.02 Quoter accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above, which shall be stated in the Agreement.

12/16/22 Scan to Melissa

ADDENDUM RECEIPT

Addendum No: 1

Date: December 4, 2022

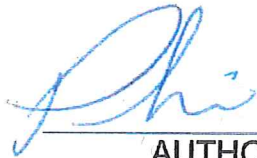
Project: Valparaiso Sewer Forcemain Relocation
City of Valparaiso

Job No.: 58-028

Pages to Follow: 1

**Bidders must acknowledge receipt of all issued addenda
by signing and dating this receipt and faxing to 850-609-1101
or scanning and emailing to mmitchell@poly-inc.com.**

Construction Service Co. of FL, Inc.
COMPANY



AUTHORIZED SIGNATURE

Paul G. Sims

PRINTED NAME

12/16/2022

DATE

It shall be the responsibility of Prime Bidders to insure that Subcontractors and/or Suppliers receive addenda which could impact their respective portions of the project. Additional instructions for addenda acknowledgement can be found in the contract documents.

ADDENDUM NO. 1

TO: ALL BIDDERS
PROJECT: VALPARAISO SEWER FORCEMAIN RELOCATION
BID DATE: DECEMBER 7, 2022 AT 3 PM CST
OWNER: CITY OF VALPARAISO, FLORIDA

The following items are hereby incorporated in the project contract documents, plans, and specifications:

ITEM NO. 1 – DRAWING SHEET C-03

Delete the following Detail:

48"X48" ALUMINUM ACCESS HATCH WITH H-20 LOAD RATING USF
FABRICATION MODEL AHD OR APPROVED EQUAL

Note: Traditional 48" doghouse manhole with standard ring and cover labeled "Sewer" has been ordered for the air relief valve. The manhole should be installed offset from center of pipe as much as practicable to allow for any future maintenance/replacement of the AR valve.

ITEM NO. 2 – QUESTIONS

Question #1:

What has to transpire to control the sewer flow on the existing force main for the tie ins? Will linestops/bypass piping be needed?

Response:

Tie-ins should be scheduled for late night/early morning (both during same night), to be coordinated with the City Public Works staff. City of Valparaiso personnel will be on hand to mitigate flow from lift stations and provide a vacuum truck as needed to control flow.

Question #2:

Who handles the vacuum truck work to remove the residual flow from the main when we're making the tie ins (assuming no linestops/bypass)?

Response:

City of Valparaiso staff will be on hand and will provide a vacuum truck to remove residual flow.

Question #3:

The plans request sod. The cost of watering will be almost as much as the sod. We own a hydromulch machine which requires a lot less watering during the germination period. We use a blend of temporary seed and permanent seed and a water soluble fertilizer. This usually pleases FDOT. Do you see an issue with this approach? It will save the City a fair amount of money.

Response:

The following Note is included in Section 32 92 20 (Seeding and Sodding) of the Project Specifications and supersedes the request for sod on the plans:

SPECIAL NOTE TO CONTRACTOR: The requirements and procedures of this section are intended as a guide. If the Contractor can demonstrate the ability to establish a satisfactory coverage of healthy grass of the type specified for meadow and embankments, he will not be required to conform to the exact requirements of this section of the specifications.

Question #4:

The details in the plans show a heavy erosion control application. Which, of course is expensive. Will the staked hay bales and wire backed silt fence actually be necessary? In practice the wire back fence may be all that is needed to control erosion potential.

Response:

We are agreeable to foregoing the hay bales but be aware the FDOT drainage ditch that crosses the pipeline installation must be protected, per their permit.

RECEIPT OF THIS ADDENDUM SHALL BE ACKNOWLEDGED BY WRITING THIS ADDENDUM NO. AND DATE IN THE SPACE PROVIDED ON PAGE 00300-1 OF THE BID PROPOSAL.

Beth Brant

**Beth Brant, P.E.
Poly, Inc.**

ARTICLE 3 – ATTACHMENTS TO THIS QUOTE

The following documents are submitted with and made a condition of this Quote:

- A. Certification of Bidder Regarding Trench Safety
- B. Conflict of Interest Disclosure Form
- C. Indemnification and Hold Harmless Certification Form
- D. Insurance Compliance Form
- E. List of Proposed Subcontractors;
- F. List of Project References;
- G. Evidence of authority to do business in the state of the Project;
- H. Contractor's License No.: CUC054752

ARTICLE 4 – DEFINED TERMS

- 4.01 The terms used in this Quote with initial capital letters have the meanings indicated in the Instructions to Quoters, the General Conditions, and the Supplementary Conditions.

8/8/22, 9:23 AM

License Menu (login:licenseMenu)



Certified Utility & Excavation Contractor #CU0056752

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

[Main Menu](#) | [Update Profile](#) | [Logout](#) | [Contact Us](#)

Logged in as **Price, Stanley D**

License Issued To:	PRICE, STANLEY DAVID
DBA Name:	CONSTRUCTION SERVICE CO OF FLORIDA INC
License Status:	Current, Active
Originally Licensed On:	02/21/1994 (mm/dd/yyyy)
Expires On:	08/31/2024 (mm/dd/yyyy)
Modifiers:	Construction Business 02/20/2004 (mm/dd/yyyy)

Functions

[Certified Underground Utility and Excavation Contractor - Change of Status from Active to Inactive](#)

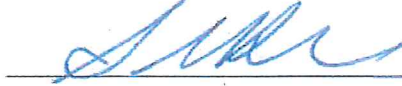
ARTICLE 5 - QUOTE SUBMITTAL

QUOTER: [Indicate correct name of quoter entity]

Construction Service Co. of FL, Inc.

By:

[Signature]



[Printed name]

Stanley D. Price

(If Quoter is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature]



[Printed name]

John C. Sims II

Title:

President / Sec. / Treas.

Submittal Date:

December 7, 2022

Address for giving notices:

P.O. Box 217

Valparaiso, FL 32580

Telephone Number:

850-897-8030

Fax Number:

850-897-2741

Contact Name and e-mail address:

Stanley D. Price

stane.csgf.geccoxmail.com

Quoter's License No.:

CUC0516753

ATTACHMENT A – CERTIFICATION OF BIDDER REGARDING TRENCH SAFETY	
<p>This certification is required pursuant to the Trench Safety Act, Chapter 90-96, Florida Statutes regarding Trench Safety. The Act specifically incorporates the Occupational Safety and Health Administration's excavation safety standards, 29 CFR 1926.650 Subpart P as the state standard. Any revisions to OSHA's safety standards that are consistent with the Florida Statutes shall also be complied with upon its effective date. The Act requires that any bidder or prospective contractor, or any of their proposed subcontractors, shall provide written assurance that the contractor will comply with the applicable trench safety standards.</p>	
NAME AND ADDRESS OF BIDDER (Include Zip Code) <i>Construction Service Co. of FL, Inc.</i> <i>PO BOX 217</i> <i>Valparaiso, FL 32580</i>	
1. Bidder agrees that he is aware of the Trench Safety Act and the requirements of the Act. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
2. Bidder agrees to comply with all applicable trench safety standards as set forth in the Act and as referenced in the Act. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
NAME AND TITLE OF SIGNER (Please Print or Type) <i>Stanley D. Price</i>	
SIGNATURE: <i>[Signature]</i>	DATE: <i>12/7/22</i>

PART III
TRENCH SAFETY ACT

553.60 Short title.

553.61 Intent.

553.62 State standard.

553.63 Trench excavations in excess of 5 feet deep; required information.

553.64 Certain requirements for contract bids.

553.60 Short title.—This act may be cited as the “Trench Safety Act.”

History.—s. 1, ch. 90-96.

553.61 Intent.—The purpose and intent of this act is to provide for increased worker safety by requiring compliance with sufficient standards for trench safety.

History.—s. 2, ch. 90-96.

553.62 State standard.—The Occupational Safety and Health Administration’s excavation safety standards, 29 C.F.R. s. 1926.650 Subpart P, are hereby incorporated as the state standard.

History.—s. 3, ch. 90-96; s. 31, ch. 2011-213.

553.63 Trench excavations in excess of 5 feet deep; required information.—On all specific contracts for trench excavation in which such excavation will exceed a depth of 5 feet:

(1) The contract bid submitted by the contractor who will perform such excavation shall include:

(a) A reference to the trench safety standards that will be in effect during the period of construction of the project.

(b) Written assurance by the contractor performing the trench excavation that such contractor will comply with the applicable trench safety standards.

(c) A separate item identifying the cost of compliance with the applicable trench safety standards.

(2) A contractor performing trench excavation shall:

(a) As a minimum, comply with the excavation safety standards which are applicable to a project.

(b) Adhere to any special shoring requirements, if any, of the state or other political subdivisions which may be applicable to such a project.

(c) If any geotechnical information is available from the owner, the contractor, or otherwise, the contractor performing trench excavation shall consider this information in the contractor’s design of the trench safety system which it will employ on the project. This paragraph shall not require the owner to obtain geotechnical information.

History.—s. 4, ch. 90-96.

553.64 Certain requirements for contract bids.—The separate item identifying the cost of compliance with trench safety standards shall be based on the linear feet of trench to be excavated. The separate item for special shoring requirements, if any, shall be based on the square feet of shoring used. Every separate item shall indicate the specific method of compliance as well as the cost of that method.

History.—s. 5, ch. 90-96.

ATTACHMENT – CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers must disclose if any _____, employee(s), elected official(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "YES" (a city or county employee, elected official, or agency is also associated with your business), or "NO". If yes, give person's name(s) and position(s) with your business.

YES _____

NO ☒

NAME(S) and POSITION(S):


FIRM NAME:

Construction Service Co. of FL, Inc.

BY (printed):

Stanley D. Price

BY (signature):



TITLE:

Vice-President

ADDRESS:

PO Box 217 Valparaiso, FL 32580

PHONE:

850-897-8030

ATTACHMENT – INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, CONTRACTOR, shall indemnify hold harmless DWU, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

Construction Service Co. of FL, Inc.
Bidder's Company Name

14044 Hwy 20 W
Dixieville, FL 32578
Physical Address

PO Box 217
Valparaiso, FL 32580
Mailing Address

850-897-8030
Phone Number

Cellular Number
12/7/22
Date

[Signature]
Authorized Signature – Manual

Stanley D. Price
Authorized Signature – Typed

Vice-President
Title

850-897-2741
Fax Number

After-Hours Number(s)

ATTACHMENT – INSURANCE COMPLIANCE

This form is to be completed and signed by your insurance agent/carrier certifying that your policy either meets the insurance requirements as specified in Bid No. 58-028, or that the insurance company has reviewed the bid requirements and certifies that you were quoted any price increase due to required coverage.

CONTRACTOR

I certify that the insurance requirements have been reviewed.

Company Name Construction Service Company of Florida, Inc.

Address 16044 Hwy 20
Niceville, FL 32578

Representative

Name Tim Donovan

Title Executive Vice President

Phone Number 850-361-4213

END OF SECTION 00 41 00

SECTION—00 41 00 QUOTE PROPOSAL

QUOTE FORM

Project Title:	Valparaiso Sewer Forcemain Replacement
Project Location:	Valparaiso, Florida
Owner:	City of Valparaiso
Engineer Project No.:	58-028
Quote Opening Location:	Poly, Inc. -Shalimar, Florida
Quote Opening Date:	December 07, 2022 @ 3:00 PM Local Time

SUBMITTED BY

Name:	UTILITY SERVICE Co., INC
Address:	4326 GULF BREEZE Pkwy GULF BREEZE FL. 32563

ARTICLE 1 – BASIS OF QUOTE– VALPARAISO SEWER FORCEMAIN REPLACEMENT

NOTE: QUOTES SHALL INCLUDE SALES TAX AND ALL OTHER APPLICABLE TAXES AND FEES.

- 1.01 Unit Prices have been computed in accordance with paragraph 11.03.B of the General Conditions.
1.02 Quoter acknowledges that estimated quantities are not guaranteed and are solely for the purpose of comparison of bids and final payment will be based on actual quantities provided, determined as provided in the Contract Documents.
1.03 Contractor will complete the Work in accordance with the Contract Documents for the following price(s):

<u>ITEM NO.</u>	<u>EST. QTY. AND UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	1 LS	Mobilization/Demobilization, Insurance and other miscellaneous expenses to complete project as described in the construction plans and specifications, complete and in place for	\$ 6581.71	\$ 6581.71
2	1 LS	Install 550 LF of 10" sewer forcemain and all other materials as described in construction plans and specifications. Complete list of materials provided by Owner is included in Appendix A.	\$ 190,392.02	\$ 190,392.02
TOTAL QUOTE			\$ 196,973.73	

NOTE: IF PAYMENT/PERFORMANCE BOND IS REQUIRED ADD 1.2 % TO QUOTED AMOUNT.

TOTAL QUOTE AMOUNT IS ONE HUNDRED NINETY SIX THOUSAND NINE

HUNDRED SEVENTY THREE DOLLARS AND 73/xx CENTS

ARTICLE 2 – TIME OF COMPLETION

- 2.01 Quoter agrees that the Work will be substantially complete within 120 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 180 calendar days after the date when the Contract Times commence to run.
2.02 Quoter accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above, which shall be stated in the Agreement.

ARTICLE 3 – ATTACHMENTS TO THIS QUOTE

The following documents are submitted with and made a condition of this Quote:

- ✓ A. Certification of Bidder Regarding Trench Safety
- ✓ B. Conflict of Interest Disclosure Form
- ✓ C. Indemnification and Hold Harmless Certification Form
- ✓ D. Insurance Compliance Form
- ✓ E. List of Proposed Subcontractors; *NONE NEEDED*
- ✓ F. List of Project References;
- ✓ G. Evidence of authority to do business in the state of the Project;
- ✓ H. Contractor's License No.: *CUC1224781*
(C)

ARTICLE 4 – DEFINED TERMS

- 4.01 The terms used in this Quote with initial capital letters have the meanings indicated in the Instructions to Quoters, the General Conditions, and the Supplementary Conditions.

ARTICLE 5 – QUOTE SUBMITTAL

QUOTER: *[Indicate correct name of quoter entity]*

UTILITY SERVICE Co., INC

By: CSR
[Signature]

CHARLEY RADFORD
[Printed name]

(If Quoter is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: Natalie Schwartz
[Signature]

Natalie Schwartz
[Printed name]

Title: Office Assistant

Submittal Date: 12/5/2022

Address for giving notices:

4326 GULF BREEZE Pkwy
GULF BREEZE FL. 32563

Telephone Number: 850 932 5342

Fax Number: 850 932 0258

Contact Name and e-mail address: CHARLEY RADFORD 850 554 7911
cradford@uscofl.com

Quoter's License No.: C4C1224781

ATTACHMENT A – CERTIFICATION OF BIDDER REGARDING TRENCH SAFETY	
<p>This certification is required pursuant to the Trench Safety Act, Chapter 90-96, Florida Statutes regarding Trench Safety. The Act specifically incorporates the Occupational Safety and Health Administration's excavation safety standards, 29 CFR 1926.650 Subpart P as the state standard. Any revisions to OSHA's safety standards that are consistent with the Florida Statutes shall also be complied with upon its effective date. The Act requires that any bidder or prospective contractor, or any of their proposed subcontractors, shall provide written assurance that the contractor will comply with the applicable trench safety standards.</p>	
<p>NAME AND ADDRESS OF BIDDER (Include Zip Code)</p> <p>UTILITY SERVICE CO., INC. 4326 GULF BREEZE PKWY GULF BREEZE, FL 32563</p>	
<p>1. Bidder agrees that he is aware of the Trench Safety Act and the requirements of the Act.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>	
<p>2. Bidder agrees to comply with all applicable trench safety standards as set forth in the Act and as referenced in the Act.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>	
<p>NAME AND TITLE OF SIGNER (Please Print or Type)</p> <p><i>CHARLEY RADFORD, VICE PRESIDENT</i></p>	
SIGNATURE: <i>Chris R...</i>	DATE: <i>12/7/2022</i>

PART III
TRENCH SAFETY ACT

553.60 Short title.

553.61 Intent.

553.62 State standard.

553.63 Trench excavations in excess of 5 feet deep; required information.

553.64 Certain requirements for contract bids.

553.60 Short title.—This act may be cited as the “Trench Safety Act.”

History.—s. 1, ch. 90-96.

553.61 Intent.—The purpose and intent of this act is to provide for increased worker safety by requiring compliance with sufficient standards for trench safety.

History.—s. 2, ch. 90-96.

553.62 State standard.—The Occupational Safety and Health Administration’s excavation safety standards, 29 C.F.R. s. 1926.650 Subpart P, are hereby incorporated as the state standard.

History.—s. 3, ch. 90-96; s. 31, ch. 2011-213.

553.63 Trench excavations in excess of 5 feet deep; required information.—On all specific contracts for trench excavation in which such excavation will exceed a depth of 5 feet:

(1) The contract bid submitted by the contractor who will perform such excavation shall include:

(a) A reference to the trench safety standards that will be in effect during the period of construction of the project.

(b) Written assurance by the contractor performing the trench excavation that such contractor will comply with the applicable trench safety standards.

(c) A separate item identifying the cost of compliance with the applicable trench safety standards.

(2) A contractor performing trench excavation shall:

(a) As a minimum, comply with the excavation safety standards which are applicable to a project.

(b) Adhere to any special shoring requirements, if any, of the state or other political subdivisions which may be applicable to such a project.

(c) If any geotechnical information is available from the owner, the contractor, or otherwise, the contractor performing trench excavation shall consider this information in the contractor’s design of the trench safety system which it will employ on the project. This paragraph shall not require the owner to obtain geotechnical information.

History.—s. 4, ch. 90-96.

553.64 Certain requirements for contract bids.—The separate item identifying the cost of compliance with trench safety standards shall be based on the linear feet of trench to be excavated. The separate item for special shoring requirements, if any, shall be based on the square feet of shoring used. Every separate item shall indicate the specific method of compliance as well as the cost of that method.

History.—s. 5, ch. 90-96.

ATTACHMENT – CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers must disclose if any CITY OF VALPARAISO FL, employee(s), elected official(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "YES" (a city or county employee, elected official, or agency is also associated with your business), or "NO". If yes, give person's name(s) and position(s) with your business.

YES _____ NO ✓

NAME(S) and POSITION(S):

FIRM NAME: UTILITY SERVICE Co., INC.
BY (printed): CHARLEY RADFORD
BY (signature): CR
TITLE: VICE PRESIDENT
ADDRESS: 4326 GULF BREEZE PKWAY
PHONE: 850 554 7911

ATTACHMENT – INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, CONTRACTOR, shall indemnify hold harmless DWU, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

UTILITY SERVICE Co., INC

Bidder's Company Name

CLG TZO

Authorized Signature – Manual

4326 GULF BREEZE PKWY

Physical Address

CHARLEY RADFORD

Authorized Signature – Typed

SAME AS ABOVE

Mailing Address

VICE PRESIDENT

Title

850 932 5342

Phone Number

850 932 0258

Fax Number

850 554-7911

Cellular Number

850 554 7911

After-Hours Number(s)

12/7/2022

Date

ATTACHMENT – INSURANCE COMPLIANCE

This form is to be completed and signed by your insurance agent/carrier certifying that your policy either meets the insurance requirements as specified in Bid No. 58-028, or that the insurance company has reviewed the bid requirements and certifies that you were quoted any price increase due to required coverage.

CONTRACTOR

I certify that the insurance requirements have been reviewed.

Company Name

UTILITY SERVICE CO., INC.

Address

4326 GULF BREEZE PKWY
GULF BREEZE FL. 32563

Representative

Name

CHARLEY RADFORD

Title

VICE PRESIDENT

Phone Number

850 554 7911

END OF SECTION 00 41 00

PROJECT #1 : Central Water Reclamation Forcemain	
Firm Name: Utility Service Co, INC	Role On Contract: See Each Section Below
Contract Award Amount: \$18,913,430	Final Construction Cost: \$23,550,970
Explanation for Difference: Owner added additional projects to compliment the original projects.	
Owner Name: Emerald Coast Utilities Authority	Owner Point of Contact : Stephen Holcomb

Project Summary

This project involved installation of new pipelines, lift stations, as well as upgrading 15 additional lift stations to accommodate the relocation of the ECUA waste water treatment plant from a southern coastal area in Escambia County to a new central Escambia County location.

This project traversed a variety of different landscapes consisting of: urban, heavily populated downtown Pensacola (Southern Transmission Main); environmentally sensitive areas such as creek, wetland, waterway crossings (Northern Transmission Main & International Paper); industrial plant confines with continuous plant operations that could not be interrupted (Gulf Power & International Paper).



This project undertook sixteen (16) individually let contracts to be built over a 5 year span with Utility Service Co contributing to 9 of the 16 contracts. Of our contracted work roughly 90% was self performed.

Southern Transmission Main - Prime Contractor

July 2008 - November 2010

- Installed 12,100 LF of 30" and 36" Ductile Iron Forcemain Pipe
- 400 LF of Jack and Bore 48" Steel Casing
- Roadway Reconstruction Throughout Entire Route

Northern Transmission Main - Subcontractor

February 2009 - May 2010

- Installed 13,060 LF of 42" and 48" Ductile Iron Forcemain Pipe

International Paper Reclaimed Transmission Main - Prime Contractor

February 2010 - April 2012

- Installed 18,000 LF of 30" Ductile Iron Reclaim Main
- 500 LF of 42" Steel Casing Jack and Bores Under CSX Rail Roads
- 1,000 LF of 30" Horizontal Directional Drill Under CSX Rail Roads
- 1,400 LF of 16" Ductile Iron Pipe Reclaim Main



Relevance to Proposal:

- ◊ Overall Magnitude
- ◊ Soil Composition
- ◊ Existing Utility Laden Areas Where Facilities Must Not Be Interrupted
- ◊ Similar Excavation and Shoring
- ◊ Bores Through Mission Critical Areas

PROJECT #1 : Central Water Reclamation Forcemain

Owner Name: Emerald Coast Utilities Authority Owner Point of Contact : Stephen Holcomb

ECUA Rainwater Tract Pipeline - Prime Contractor

December 2011 - April 2012

- Installed 10,040 LF of 24" Ductile Iron Pipe Reclaimed Transmission Main
- 100 LF of 36" Steel Casing Jack and Bore

ECUA Gulf Power - University of West Florida Potable Water Main - Prime Contractor

April 2009 - January 2010

- Installed 11,850 LF of 16" PVC/Ductile Iron Pipe Water Main
- 155 LF 24" Steel Casing Jack and Bore
- Assembled Flow meter including SCADA Telemetry System



ECUA Reclaimed Gulf Power Transmission Main - Prime Contractor

April 2009 - April 2010

- Installed 10,000 LF of 30" Ductile Iron Pipe Forcemain
- 890 LF 30" Horizontal Directional Drill
- 70 LF 42" Steel Casing Jack and Bore

ECUA Lift Station Phase I Upgrades - Prime Contractor

July 2010 - August 2013

- Reconstruction of (13) Area Lift Stations
- Re-Routing of existing forcemain and associated connections
- Installation of (10) area check valve and vault assemblies



ECUA Lift Station Phase II Upgrades - Prime Contractor

January 2015 - October 2016

- Reconstruction of (2) Regional Master Lift Stations
- Re-Routing of existing forcemain and associated connections
- Installation of (3) area check valve and vault assemblies

ECUA Government Street Regional Lift Station & Regional Lift Station "B" - Subcontractor

March 2009 - February 2012

- HDPE Lined 18"/30"/36"/48"/54" RCP Sewer Main totaling 6,582 LF



State of Florida

Department of State

I certify from the records of this office that UTILITY SERVICE CO., INC. is a corporation organized under the laws of the State of Florida, filed on December 21, 1972.

The document number of this corporation is 415187.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on March 25, 2022, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-fifth day of March,
2022*



Samuel R. Bee
Secretary of State

Tracking Number: 7734690926CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER: CUC12224781

EXPIRATION DATE: AUGUST 31, 2024

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

RADFORD, CHARLEY AMOS
UTILITY SERVICE CO INC
4326 GULF BREEZE PKWY
GULF BREEZE FL 32563



ISSUED: 08/26/2022

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

ADDENDUM RECEIPT

Addendum No: 1

Date: December 4, 2022

Project: Valparaiso Sewer Forcemain Relocation
City of Valparaiso

Job No.: 58-028

Pages to Follow: 1

**Bidders must acknowledge receipt of all issued addenda
by signing and dating this receipt and faxing to 850-609-1101
or scanning and emailing to mmitchell@poly-inc.com.**

UTILITY SERVICE Co., INC.
COMPANY

Chris Reed

AUTHORIZED SIGNATURE

CHARLEY RADFORD

PRINTED NAME

Dec. 6, 2022

DATE

It shall be the responsibility of Prime Bidders to insure that Subcontractors and/or Suppliers receive addenda which could impact their respective portions of the project. Additional instructions for addenda acknowledgement can be found in the contract documents.

ORDINANCE NO. 718

AN ORDINANCE OF THE CITY OF VALPARAISO AMENDING ARTICLE VII BOARDS AND COMMITTEES, CREATING A NEW SECTION 2-196, TITLED COMMUNITY CENTER BOARD, AND PROVIDING FOR (1) FINDINGS, (2) REPEAL OF CONFLICTING ORDINANCES, (3) SEVERABILITY AND (4) AN EFFECTIVE DATE.

WHEREAS, the Valparaiso City Commission has determined that changes need to be made to the function, makeup and composition of the Valparaiso Senior Center, and

WHEREAS, such amendments are required to be made by Ordinance adoption, and

WHEREAS, the adoption of such an Ordinance is intended to improve the function of City government, and

WHEREAS, the City Commission's intent is to provide the public with all opportunities and rights for access to the existing City of Valparaiso Senior Center, and

WHEREAS, the City Commission feels it is in the best interest of the public to rename the facility to the City of Valparaiso Community Center,

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

Section 1: FINDINGS. The foregoing Whereas clauses are hereby incorporated, adopted and confirmed as if fully set forth herein.

Section 2: PURPOSE AND INTENT: The Valparaiso Code of Ordinances, ARTICLE VII is hereby amended as follows with underlining indicating new language and strikethroughs indicating deleted language:

Section 2-196. City of Valparaiso Community Center Board.

Section 2-196.1 - Establishment of City of Valparaiso Community Center Board; Membership; Appointment; Terms; Vacancies; Compensation; Removal; Officers.

1. A Community Center Board is hereby established.
2. The Community Center Board shall consist of five (5) members, all of whom must be citizen members representing the City of Valparaiso at large.
3. Community Center Board members shall serve without pay.
4. The Mayor and Board of Commissioners shall be the appointing authority of the City of Valparaiso Community Center Board. All Community Center Board members shall be appointed at-large. Individuals applying for a Community Center Board vacancy shall submit an application to the City of Valparaiso to be reviewed by the Mayor and Board of Commissioners.
5. The term of office for the Community Center Board shall be five (5) years, but the term of office of members first appointed shall be staggered so that a proportionate number serve, two (2), three (3), four (4) year and five (5) years, respectively.
6. Vacancies on the Community Center Board shall be filled within sixty (60) calendar days by Valparaiso Board of Commissioners. When a vacancy occurs, other than through expiration of the term of office, it shall be filled for the remainder of that term.

7. The members of the Community Center Board shall be volunteers and receive no compensation. They may request reimbursement from the City for expenses directly related to their duties as Board members.
8. Any member of the Community Center Board may be removed by the City Commission, for inefficiency, multiple absences, neglect of duty, malfeasance, or conflict of interest. The City Commission exercising the power to remove a member from the Community Center Board shall submit a written statement to the Community Center Board setting forth the reasons and the statement shall be read at the next meeting of the Community Center Board which shall be open to the general public.
9. The Community Center Board shall elect annually a chairman, vice- chairman, and secretary. The Community Center Board may elect any other officers it deems necessary, and any officer shall be eligible for re-election at the expiration of their annual term.

2-196.2 Meetings of the Community Center Board; Quorum; Minutes Rules and Regulation of the Board; Special Meetings; Voting Conflicts; Board Attorney; and Training.

1. The Community Center Board shall conduct public meetings on the date and time of every month in the place designated for such meetings as decided by a majority of the Community Center Board members. Such public meetings shall not conflict or be at the same time as City Commission meetings or any other meetings of boards created by the City Commission.
2. A quorum of the Community Center Board will be three (3) members. A majority vote of a quorum of the Community Center Board is required to take any official action or make any recommendation to the City Commission.
3. The Community Center Board shall adopt such rules and regulations for the conduct of public hearings and meetings as are consistent with State law and the City Code and are appropriate to its responsibilities, which shall be published and available to the public, as well as conflict of interest rules, to ensure that no member is entitled to rule on a matter in which he has an interest directly or indirectly.
4. The Community Center Board shall conduct special meetings at the call of the City Clerk, who shall give written or oral notice to the Chairman of the Community Center Board. The Chairman will subsequently give notice to all members of the Community Center Board at least five (5) days prior to the meeting, which notice shall contain the date, time, and place for the meeting, and the subject or subjects which will be discussed.
5. Any member of the Community Center Board whose relative or business as defined in Florida Law would receive a special private gain or loss must disclose the nature of the interest and shall be disqualified from voting on the question.
6. The Community Center Board shall keep minutes and records of all proceedings including regulations, transactions, findings, and determinations and the number of votes for and against each question, and if any member is absent or abstains from voting, indicating the fact, all of which shall, immediately after adoption, be filed in the office of the City Clerk. A transcript of the minutes of the Community Center Board shall be provided if requested by a party, at the expense of the requesting party, and the transcript shall constitute the record.
7. All Community Center Board members are subject to the State of Florida Sunshine Laws.
8. The City Attorney shall act as the Community Center Board's attorney. The City Attorney will assist with all legal matters for the Community Center Board including but not limited to assist the Community Center Board in conducting public hearings and meetings, preparation of documents to be submitted for approval to the City Commission, and to answer legal questions that may arise for the Community Center Board.

2-196.3 Duties

2 196.4 Operational Plan

It shall be the duty of the Community Center Board to annually review in October of each year the operational plan of the Community Center of the City of Valparaiso and make recommendations to the Mayor and Board of Commissioners for the maintenance, repairs, events, and general operation of Valparaiso Community Center. The operational plan as developed for the City of Valparaiso shall consist of the following elements at a minimum:

1. Goals and objectives for the annual operation of the Community Center.
2. Proposed activities and related fees.
3. An annual facilities report for the community center as a basis for a capital improvements program including, but not limited to the structural, electrical, mechanical, and plumbing elements of the facility.
4. In June of each year, a proposed operational budget for the Community Center to be submitted to the Board of Commissioners for consideration in the City's fiscal year budget.

2-196.5 Decisions

The Community Center Board is limited to recommendations to the Board of Commissioners. Community Center Board members shall review and act upon all matters brought before the Community Center Board for consideration. Upon majority vote, those decisions shall be prepared by the Chairman as recommendations to the City of Valparaiso Board of Commissioners, forwarded to the City Clerk, and placed on the next agenda for consideration.

Section 3: SEVERABILITY

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

Section 4: CONFLICTING ORDINANCES

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

Section 5: EFFECTIVE DATE

This Ordinance shall become effective immediately upon adoption.

Hubert B. Smith
Mayor

ATTEST:

Tammy Johnson, CMC
City Clerk

ORDINANCE NO. 719

AN ORDINANCE OF THE CITY OF VALPARAISO AMENDING ARTICLE 2, CHAPTER 2, SECTION 2-31 OF THE VALPARAISO CODE OF ORDINANCES TO REQUIRE ADEQUATE ADVANCE PREPARATION OF AGENDA AND ATTACHMENTS AND PROVIDING FOR (1) FINDINGS, (2) REPEAL OF CONFLICTING ORDINANCES, (3) SEVERABILITY AND (4) AN EFFECTIVE DATE.

WHEREAS, Government In The Sunshine is legally mandated in the Florida Constitution and statutes and is fully supported by the people of our City and State, and

WHEREAS, the City of Valparaiso conducts its regular monthly City Commission meetings on the second Monday of each month, and

WHEREAS, the citizens, employees, officers and Commissioners of the City of Valparaiso are entitled to have adequate advance notice of the subject matter to be discussed and voted on at the regular City Commission meetings.

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

Section 1: Findings: The foregoing Whereas clauses are hereby incorporated, adopted and confirmed as if fully set forth herein.

Section 2: Purpose and Intent: The Valparaiso Code of Ordinances, ARTICLE 2, CHAPTER 2, SECTION 2-31 is hereby amended as follows with underlining indicating new language:

Regular meetings.

The regular meetings of the city commission shall be held on the second Monday of each month at 6:00 p.m., in the city hall. The City Clerk shall cause the Agenda and all attachments thereto to be fully assembled and delivered to the City Hall mailboxes of each Commissioner and the City Attorney by 5:00 p.m. of the ~~Wednesday~~ Thursday preceding each regular City Commission meeting. The City Clerk shall cause the Agenda and attachments to be placed on the City's website. and A hard copy of the agenda and attachments will be available at City Hall for review by the public ~~in hard copy with the City's "read file"~~ at the same time, so that the citizens of the City of Valparaiso are able to participate fully in their governance. Any material or agenda item which is not so assembled, delivered and available for review and analysis shall not be considered by the City Commission absent an affirmative vote of four (4) members of the City Commission. In circumstances involving matters of an emergency or time-sensitive in nature, a majority vote of the Commission shall place such matters on the agenda.

Section 3: SEVERABILITY

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

Section 4: CONFLICTING ORDINANCES

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

Section 5: EFFECTIVE DATE

This Ordinance shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS __DAY OF __, 2022.

Hubert B. Smith
Mayor

ATTEST:

Tammy Johnson, CMC
City Clerk

Tammy Johnson

From: Hayward Dykes <hdykes@handfirm.com>
Sent: Tuesday, December 06, 2022 11:04 AM
To: City Clerk
Subject: ADA Website Requirements for City and Posting Agenda on City's Website
Attachments: Order Granting Motion to Dismiss (ADA Website - City of Ocala).pdf

Tammy,

Per our discussion here is what I'm advising on the city's website regarding ADA compliance. A few years back there were several lawsuits involving both local governments and private businesses regarding their websites not being ADA compliant. While having a functioning website that allows all users reasonable access to information is required by law, courts have rejected some claims from those individuals who would seek to exploit loopholes in the ADA law.

I've attached a copy of a thorough analysis of a lawsuit that was dismissed due to lack of standing. The Order is 21-pages long, but in essence states that the person who sought to sue the City of Ocala for its website would be dismissed for lack of standing. My understanding is the Plaintiff in that case did not refile.

So while the City's website may not be fully ADA compliant, I don't see this as a reason to shut down or otherwise limit certain information from being uploaded to the city's website. It is clear the city's website while not fully ADA compliant is seeking to provide relevant information to the citizens of Valparaiso, FL and the surrounding communities. I think it prudent the City continue to attempt to update its website to make it fully ADA compliant.

Posting Agendas on City Website

This leads to the issue of posting the city's agenda and backup materials on the City of Valparaiso website. Currently there is no federal, state or local law that I'm aware of that would require the City of Valparaiso to post its agenda online. There are state laws that require the advertising of agenda items in newspapers.

While many cities (large and small) in the State of Florida do use their websites to post agendas it is not universal. While there is no legal requirement to do so, if the City of Valparaiso has the staff and means to post its agenda online it may do so if it wishes. While the city commission could pass an ordinance that required that all agendas and backup materials be posted online this is not currently required and could place an undue burden on staff in scanning or converting materials to place on the city's website.

An unattended consequence of requiring all agendas and backup materials be placed online is whether the agenda and backup materials meet ADA compliance. In the event the law shifts this could become a burdensome requirement to ensure all agendas and backup materials are ADA compliant. Accordingly, leaving flexibility in the city's ordinances that allows the posting of the agenda on the city's website as an option and not a requirement is what I would recommend at this time.

Please let me know if you have any questions about anything I may have discussed in this email.

PUBLIC WORKS MONTHLY ACTIVITIES REPORT

November 2022

CEMETERY

- Met with families--3
- Made funeral arrangements—3
- Oversaw funeral operations—3
- Oversaw marker installs—1
- Repaired fence

SHOP TRADES WORKER

- Angels Are Us
 - Replaced bulb that shines on flag
 - Changed AC filter
- City Hall
 - Pressure washed building and sidewalks
 - Repaired sprinkler head
 - Changed AC filter
- Fire Dept—changed AC filter
- Library/ Mitchell Bldg
 - Repaired toilet
 - Repaired door closer
 - Secured trim around door jamb in Room 3
 - Replaced AC filters
- Police Dept
 - Replaced security light fixture
 - Replaced water cooler
 - Changed AC filters

PARKS

- Mowed, weedeated, pulled weeds, blew, removed debris all city parks/ building & city ROWs
- Florida Park—Blew sidewalks, pavilions and parking lots
- Glen Argyle Park—Pressure washed
- Lincoln Park—Trimmed bushes and trees
- Marion Ruckel Park—trimmed bushes & trees
- Sr Center—Trimmed trees and bushes
- TJ Brooks Park—trimmed trees
- Misc:
 - Bleached all restrooms and sprayed
 - Assisted Streets Dept welding equipment

STREETS

- **SIGN MAINTENANCE**
 - Lincoln Park—Installed 6 x 6 post where concrete bollard had been
 - Straightened and leveled signs—1
 - Installed new posts—2
 - Replaced 25 mph signs—3
 - Repaired signs--1

- **TREE MAINTENANCE**
 - Cut low hanging vines, branches and limbs in 2 locations
 - Cut line of sight brush and trees in 2 locations
 - Cut up downed trees from storm in several locations
 - City Hall—Cut stump to ground level
- **DOT MOWING**
 - Mowed ROWs on Hwy 85
- **ROW MOWING & MAINTENANCE**
 - Mowed 23 location in ROWs
 - Mowed 1 park
- **STREET MAINTENANCE**
 - St Charles Ave—Repaired road with HMA, graded and seeded shoulder in 2 locations
 - Installed A-Base & HMA to cut out after water repairs in 4 locations
 - Added asphalt patch and tamped sinkhole in 1 location
 - Patched and filled around water valve with asphalt in 1 location
 - Filled potholes in 2 locations
- **STORMWATER**
 - Hand cleaned 252 stormdrains on 6 occasions, removing 700 lbs of debris
- **Illicit Discharge**
 - Clearwater Ave/ Detroit Ave—Shoveled up dirt, rock and mulch coming from property on 2 occasions, removing a total of 225 lbs
 - Lansing/ Escanaba—shoveled dirt off roadway, removing 100 lbs of debris
 - Grandview/ Mississippi—swept up broken glass
 - Changed dog waste stations, removing 15 lbs of waste
- **STREET SWEEPING**
 - Miles of residential streets swept: 75
 - Lbs of debris removed: 6,600
 - Miles of DOT streets swept: 8.13
 - Lbs of debris removed: 600
- **MISC**
 - John Sims Pkwy
 - Backfilled hole in median
 - Removed road kill
 - Cleaned all shingles and wood off roadway following storm
 - Welded arms on tractor
 - Lincoln Park—Cleaned boat ramps
- **Assisted Depts**
 - Water & Sewer
 - Assisted Water & Sewer with sewer forced main repair
 - Assisted Water & Sewer with water line repair

SANITATION

- 196.59 Tons (393,140 lbs.) of Household Trash collected
- 20.74 Tons (41,480 lbs.) of Roadside Bulk collected
- Number of trips to the dump: 49
- 380 Yds. of yard waste has been taken to landfill
- Number of trips to Landfill: 19
- New Trash cans delivered: 7
- Trash cans replaced: 1

WATER/ SEWER

- **REGULATORY COMPLIANCE SAMPLING**
 - Monthly Bacteriological sampling
 - Static Water Levels
- Locates—29
- Turn meter on—17
- Turn meter off—20
- Manually read meters—70
- Installed water/ sewer taps—2
- New meters installed—4
- Meters replaced—11
- Nodes replaced—4
- Repeater replaced—1
- Checked meter for issues—4
- Water Leaks/ Breaks—4
- Checked water pressure complaint—1
- Flushed hydrants to maintain water quality—17
- Installed hydrant meter for contractor
- Sewer calls—3
- Maintenance on Lift Stations--6

Support Staff

- **REGULATORY COMPLIANCE REPORTING**
 - Prepared & sent October 2022 Monthly Operational Report (MORs) to FDEP & Poly, Inc
 - Document gathering for upcoming Sanitary Survey Inspection
- **RECORDS MAINTENANCE**
 - Produced Static Water Level Report for November
 - Updated October's Water Loss Report
 - Updated Water Distribution Log for November
 - Produced November Purge Data Report
 - Prepared October's Public Works Activities Report
 - Updated November's hydrant flushing log
- **WORK ORDERS GENERATED/ PROCESSED**
 - In-house work orders generated—75
 - Work orders processed from City Hall—51
 - Locate requests from Sunshine 811—62
 - Meter Leak Alert customers contacted—70
 - Meters/ Mi.Nodes commissioned—13
 - Commissioned 1 repeater
- Received 283 phone calls.
 - Cemetery-0
 - Parks-4
 - Sanitation-73
 - Shop-5
 - Streets-9
 - Water/ Sewer-64
 - Misc/ Other Depts- 128



2022

EMPLOYEE CHRISTMAS BONUSES

Full-time with one year or more	\$150.00
All part-time with one year or more	\$75.00
All Full-time with less than one year	\$50.00
All part-time with less than one year	\$50.00
On-call employees	\$50.00

If approved total cost would be approximately \$ 9,000

In previous years, the city has decided to bear the expenses of the taxes and FICA, which would allow the employees to receive the full bonus amount approved by the commission. The bonuses would be calculated so that the employees would receive close to the approved amount as possible.

**If approved total cost would be approximately
\$9,750**