

AGENDA  
CITY OF VALPARAISO & VALPARAISO CABLE AUTHORITY JOINT MEETING  
VALPARAISO, FL  
850-729-5402  
January 9, 2023  
6:00 PM

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

APPROVAL OF MINUTES

December 12, 2022

CITIZENS' CONCERNS (non-agenda items)

1. Resident
2. Non-resident

ACTION ITEMS/POTENTIAL ORDINANCES

1. Added Agenda Item
2. Resolution No. 01-01-09-23 Amend Personnel Policy – Holidays-----Attach 1
3. Resolution No. 02-01-09-23 Raising Interment Rates-----Attach 2
4. Resolution No. 03-01-09-23 Appoint FMPTF Board Member-----Attach 3
5. Resolution No. 04-01-09-23 Capitalization Policy-----Attach 4

OLD BUSINESS

1. Update CDBG Project
2. Update Surplus Property at 363 Washington Ave-----Attach 5
3. Update New City Hall Renovation

REPORTS / CORRESPONDENCE / ANNOUNCEMENTS

1. TPO/DOT
2. Stormwater
3. Community Liaison Report
4. Regional Sewer Update
5. Planning Commission Update
6. Community Center Update
7. Department Updates-----Attach 6
8. Disbursements
9. OCLOC Dinner Meeting, January 19, 2023
10. Etc.

## RESOLUTION NO. 01-01-09-23

### A RESOLUTION AMENDING THE CITY OF VALPARAISO PERSONNEL POLICIES PROVIDING FOR THE ADDITION OF THE JUNETEENTH HOLIDAY AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS,** the City of Valparaiso Employee Handbook contains rules of general application concerning hiring, promotion, pay, benefits, and discipline; and

**WHEREAS,** the Valparaiso City Commission has determined that the Personnel Policies should be amended; and

**WHEREAS,** this is the 12<sup>th</sup> Revision since the Personnel Policies adoption in 2007.

**NOW, THEREFORE,** be it resolved by the Commission of the City of Valparaiso, Florida that:

#### Section 1:

That the Employee handbook is hereby amended as follows with underlining indicating the new language and strikethroughs indicating deleted language:

#### 7.3 HOLIDAY SCHEDULE

The following holidays shall be observed by the City:

New Year's Day (8 hours)	Martin Luther King's Birthday (8 hours)
Memorial Day (8 hours)	<u>Juneteenth (8 hours)</u>
Fourth of July (8 hours)	Labor Day (8 hours)
Veterans Day (8 hours)	Thanksgiving Day and Day Following (16 hours)
<del>After 12:00 noon</del> ½ day Christmas Eve (4 Hours)	Christmas Day (8 hours)
Employee's Birthday (8 hours) (to be taken anytime during the birthday month or may be saved for up to one year at the discretion of the employee)	

When a holiday falls on a Saturday, the preceding Friday shall be designated a holiday. When a holiday falls on a Sunday, the following Monday shall be designated a holiday. The ½ day holiday of Christmas Eve, if Christmas falls on a Saturday or Sunday shall be provided on the prior Thursday or Friday, respectively.

The above official holidays shall be paid holidays for all full-time employees. Employees whose regular duties require them to work on an official holiday or who cannot have a shorter work week because of the holiday shall be given an additional eight hours of pay.

If a holiday occurs during a period that the employee is on sick or vacation leave, no sick or vacation leave time shall be charged for that day.

#### Section 2: Conflicting Resolutions

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

#### Section 3: Effective Date

**THIS RESOLUTION SHALL BECOME EFFECTIVE UPON ADOPTION**

**PASSED AND ADOPTED THIS 9<sup>TH</sup> DAY OF JANUARY, A.D, 2023.**

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Hubert B. Smith  
Mayor

## RESOLUTION NO. 02-01-09-23

### A RESOLUTION INCREASING FEES CHARGED FOR INTERMENT SERVICES AT SUNSET CEMETERY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Ordinance Number 682 states that Interment Fees and other service fees shall be accomplished by Resolution of the City Commission, and

WHEREAS, the cost of providing interment services has increased; and

WHEREAS, additional revenues are needed to provide these interment services.

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

The prices are hereby amended and set as follows with strike-throughs indicated deleted rates and underlining indicating the new rates:

#### Section 1. Cemetery Price List

##### Interment Services:

A) Funeral Service Open/Closing with Full Set-up	<del>\$1005</del>	<u>\$1300</u>
B) Funeral Service Open/Closing NO Set-up Burial ONLY	<del>\$ 735</del>	<u>\$1015</u>
C) Funeral Service Open/Closing with Pre-Installed Vault	<del>\$1005</del>	<u>\$1325</u>
D) Funeral Service Open/Closing with Full Set-up Cremation	<del>\$ 700</del>	<u>\$ 900</u>
E) Funeral Service Open/Closing NO Set-up Cremation	<del>\$ 350</del>	
F) Funeral Service Open/Closing of Infant with Set-up	<del>\$ 800</del>	<u>\$1000</u>
G) Funeral Service Open/Closing Infant NO Set-up Burial ONLY	<del>\$ 585</del>	
H) Funeral Service Oversize Additional Fee. All oversized vaults	<del>\$ 250</del>	<u>\$ 275</u>
I) Extra Chairs (per 10 over)	<del>\$ 155</del>	<u>\$ 225</u>
J) Extra Tent	<del>\$ 200</del>	<u>\$ 300</u>
K) Remove/Reset Slab for burial	<del>\$ 215</del>	<u>\$ 275</u>
L) Re-Cement and Chip over grave ONLY	<del>\$ 295</del>	<u>\$ 360</u>

##### Weekend/Holiday Additional Fee:

A) Saturday	<del>\$ 550</del>	<u>\$ 700</u>
B) Sunday	<del>\$ 800</del>	<u>\$ 950</u>
C) *Holiday	<del>\$1100</del>	<u>\$1200</u>
D) <u>Christmas Eve before noon</u>	<del>\$1650</del>	<u>\$1700</u>

\*Includes Martin Luther King Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day, and New Year's Eve.

\*\*No Services on Thanksgiving Day, Christmas Eve after noon, Christmas Day or New Year's Day. \*\*

\*\*\*No services after 4:00 p.m.\*\*\*

#### Section 2: EFFECTIVE DATE

This resolution shall become effective immediately upon adoption.

## RESOLUTION NO. 03-01-09-23

### **A RESOLUTION APPOINTING A VOLUNTEER TO THE BOARD OF TRUSTEES FOR THE FIREFIGHTERS AND POLICE OFFICERS' RETIREMENT AND TRUST PLAN AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, there is a vacancy on the said Board, and

**WHEREAS**, the current board vacancy can only be filled by a full-time firefighter who is a member of the Plan, and

**WHEREAS**, Ms. Devon Roach meets all the qualifications to serve on said board.

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

The following is hereby appointed to serve two years on the following board and the term is hereby established as follows:

1. Board of Trustee for the Retirement and Trust Plan for the Firefighters and Police Officers'.

Member

Term Expires

Devon Roach

Jan 31, 2025

**THIS RESOLUTION SHALL BECOME EFFECTIVE UPON ADOPTION.**

**PASSED AND ADOPTED THIS 9<sup>TH</sup> DAY OF JANUARY, A.D., 2023.**

\_\_\_\_\_  
Hubert B. Smith  
Mayor

ATTEST:

\_\_\_\_\_  
Tammy Johnson, CMC  
City Clerk

**RESOLUTION NO. 04-01-09-23**

**A RESOLUTION ADOPTING A CAPITALIZATION  
THRESHOLD POLICY FOR FINANCIAL REPORTING;  
AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, this resolution establishes a threshold that dictates when expenditures may be capitalized in accordance with generally accepted accounting principles.

**WHEREAS**, the City needs to establish a different threshold for each asset class in order to maintain effective managerial control.

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

That these dollar levels set the thresholds that apply to the following asset classes:

<b>Asset Category</b>	<b>Capitalization Threshold</b>
Furnishings & Equipment	\$2,500
Building and improvements/infrastructure	\$10,000
Improvements Other	\$10,000
Land	All

**THIS RESOLUTION SHALL BECOME EFFECTIVE RETROACTIVE TO 01 OCTOBER 2021.**

**PASSED AND ADOPTED THIS 9<sup>TH</sup> DAY OF JANUARY, A.D., 2023.**

\_\_\_\_\_  
Hubert B. Smith  
Mayor

ATTEST:

\_\_\_\_\_  
Tammy Johnson, CMC  
City Clerk

## NOTICE INVITING SEALED BIDS

### City of Valparaiso Surplus Property Bid No. VALP-2023-01

Sealed Bids will be received until **2:00 P.M. (Central Time), Thursday, February 9, 2023**, by the City of Valparaiso for the sale of city owned surplus real property located at **363 Washington Ave, Valparaiso, FL 32580**. The City is selling the real property "As-Is". All bidders are responsible to inspect and insure the property meets the bidder's requirements.

Questions pertaining to this bid must be communicated in writing and be received via email by January 31, 2023, at 3:00 P.M. (Central Time) Questions must be sent to the following email address [tjohnson@valp.org](mailto:tjohnson@valp.org) with the Bid No. VALP 2023-01 in the subject line.

Bids will be opened publicly at City Hall, 465 Valparaiso Parkway, Valparaiso, Florida, 32580, at 2:00 P.M. (Central Time), Thursday, February 9, 2023, and read aloud by a representative of the City. All information and Bids submitted by bidders will be made available for public inspection during regular business hours after an award is made, if any. Any bid received after the date and time listed above will be returned and not considered.

The Information Packet for Bidders may be examined at the following: City Hall located at 465 Valparaiso Parkway, Valparaiso, Florida.

**Bid Deposit:** All bids must be accompanied by a bid deposit in the form of a cashier's check or certified check payable to the City of Valparaiso in an amount equal to at least ten (10%) percent of the Bid Price.

The bid is subject to approval by the City Commission and the entering of a valid real estate contract by the successful bidder and the City of Valparaiso. The City reserves the right to reject any or all Bids.

The City reserves the right to waive any irregularities in any Bid if such action is determined by the City, in its sole discretion, to be in the best interest of the City.

All bids should be addressed as follows:

City of Valparaiso  
Office of the City Clerk  
465 Valparaiso Parkway  
Valparaiso, Florida 32580

To facilitate processing, please clearly mark the outside of the Bid package as follows: **BID No: VALP-2023-01.**

CITY OF VALPARAISO, FL  
Hubert B. Smith, Mayor

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Tammy Johnson, City Clerk

# **PUBLIC WORKS MONTHLY ACTIVITIES REPORT**

## **Annual Report**

### **CEMETERY**

- Met with families--16
- Made funeral arrangements—35
- Oversaw funeral operations—3
- Performed inurnment of cremains—17
- Oversaw marker installs—25
- Installed veteran marker—2
- Sold grave spaces—17
- Niches sold—6
- Installed bronze plaque in columbarium--1
- Oversaw sand blasting operations on markers—3
- Oversaw chip and coping operations—1
- Installed sod on grave plots
- Repaired fence
- Replaced flag and ropes on flag pole
- Replaced broken gate chains—3
- Trimmed trees, mowed, weedeated,
- Planted new maple tree
- Updated virtual Cemetery map
- Assisted with Wreaths Across America
- Repaired water break in front of office
- Assisted Sanitation on garbage route twice
- Assisted Streets with sidewalk install on Montana

### **SHOP TRADES WORKER**

- Inspecting and inventorying all city buildings
- 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
- Mitchell Building/ Library
  - Replaced 2 door handles
  - Installed door stops
  - Replaced 16 bulbs in outside walkway overhang
  - Repaired emergency flood lights
  - Changed A/C filters
  - Repaired toilet in Commission Chambers
  - Repaired closure on door 2 times
  - Repaired toilet in Room 3
  - Cleared clog in toilet
  - Reset door
  - Secured trim around door jam in Room 3

- Replaced AC filters
- Sr. Center—inspected alarm system
- Fire Dept—changed AC filter
- Police Dept
  - Replaced security light fixture
  - Replaced water cooler
  - Changed AC filters
  - Replaced GFCI and added ground wire
  - Covered old A/C duct hole on side of building
  - Replaced light fixtures with LED fixtures
- Public Works Field Office
  - Replaced 2 faucets
  - Installed drain system
  - Replaced vent fan

#### **MISC**

- Delivered corn hole game to Library for event
- Delivered chairs, trash cans, podium, flag and cooler for dinner event at New City Hall

#### **PARKS**

- Mowed, weedeated, pulled weeds, blew, removed debris all city parks & city ROWs
- Angels Are Us—Blew debris off roof, replaced broken pipe
- City Hall
  - Repaired door closer
  - Trimmed tree and removed debris
  - Irrigation maintenance
  - Dug bushes, pulled roots, trimmed palms, installed new sod
  - Repaired toilet
  - Hung flags
- Commission Chambers—mowed, weedeated, edged, blew, removed bushes from bed, added dirt, topped with mulch
- Fire Dept—Removed and replaced exterior lights
- Florida Park
  - Removed PVC pipe & wire on pier
  - Repaired dock
  - Blew sidewalks, pavilions and parking lots 2 times
- Glen Argyle Park
  - Replaced boards on foot bridge
  - Cut up and removed fallen tree
  - Cleaned and reworked area lighting on walkway
  - Pressure washed
  - Blew parking lot, sidewalk and pavilions
- Library
  - Removed and reinstalled toilet, cleared clogged sewer line
  - Repaired broken doors on several occasions
  - Replaced lights
  - Repaired light switch
- Lincoln Park
  - Restored beach area with new sand



- Reset spikes at swing set coping
- Repaired showers
- Repaired defects on playground
- Water sealed wood by restroom
- Pressure washed bathrooms, walkways and pavilions
- Blew parking lot and pavilions 2 times
- Repaired leaking shower
- Fluffed mulch by swing sets
- Trimmed bushes and trees
- Cut down tree
- Replaced park sign and posts



- Little League Field—Removed infield grass
- Police Dept—Replaced broken GFCI outlet
- Public Works—replaced 4 blow exterior safety lights and 1 light in warehouse
- Sr. Center
  - Bleached and sprayed siding
  - Trimmed trees and bushes
- Marion Ruckel Park—trimmed bushes & trees
- T-Pier
  - Installed new posts and reinstalled sign
  - Repaired door & knob on bathroom
- TJ Brooks Park
  - Replaced water spigot
  - trimmed trees
- Twin Cities Park—Replaced dock board
- The “Y”—Removed sign damaged in storm
- 174 Grandview Ave—Repair Fence damaged by Sanitation
- Misc:

- Bleached all restrooms and sprayed
- Training 2 new employees
- Delivered chairs, trash cans, podium, flag and cooler for dinner event at New City Hall
- Saturday in the Park event—ensured park was mowed and electricity provided
- Installed Christmas decorations
- Assisted Streets
  - Welding equipment
  - A-Base at 296 John Sims Pkwy
  - Cutting up tree and debris removal

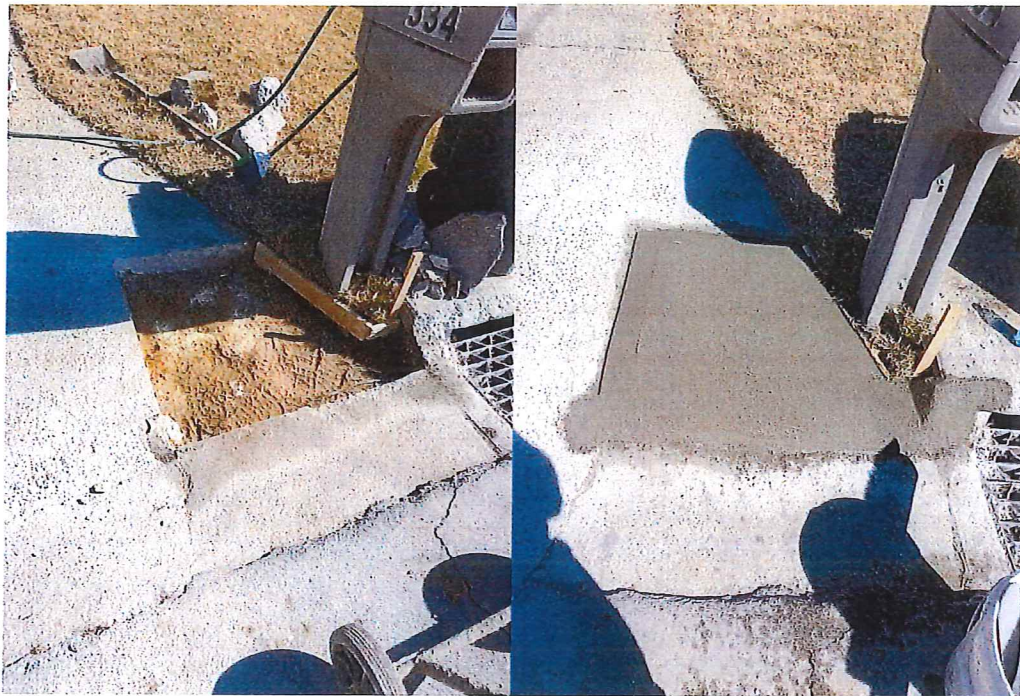
## **STREETS**

- **SIGN MAINTENANCE**
  - Straightened & leveled 6 signs
  - Refabricated 1 broken stop sign post
  - Repaired signs—3
  - Removed broken signs—6
  - Magnolia Ave/ N Bayshore-Removed 3-way circle mirror and installed at Shipyard Park/ N Bayshore Dr
  - Installed signs—6
  - Replaced signs—8
  - Lowered sign—1
  - Installed new posts—3
  - Lincoln Park—Installed 6 x 6 post where concrete bollard had been
  - Installed 4<sup>th</sup> of July No Parking signs and barricades in preparation for 4<sup>th</sup> of July event
- **TREE MAINTENANCE**
  - Cut all trees lifting roof at 1 location
  - Cleared line of sight trees at 7 locations
  - Picked up pieces of trees at 1 location
  - Cut overhanging trees in ROW in 17 locations
  - Cut down dead trees---5
  - Hedged bushes in 1 location
  - City Hall/ PD
    - Cut trees and pulled weeds
    - Graded in backfill dirt to bring level up on new parking lot
    - Formed up and graded in 2 dump truck loads of A-base and rolled
    - Added 4 new parking bumpers
    - Pulled up hedge bushes on side of building
    - Cut stump to ground level
- **CEMENT/ SIDEWALK**
  - Formed & poured 50' of sidewalk
  - Installed new bumper and rebar pins in 1 location
  - Removed sidewalk for sewer work
  - Detroit Ave-poured new concrete apron
  - 274 Grandview Ave-poured new sidewalk after water repair
  - Formed and poured new stormdrain lid

- Re-poured broken sidewalk following water break repair



- Poured new apron for undermined driveway due to erosion from runoff to stormdrain



- **DOT MOWING**

- Mowed ROWs on Hwy 85, John Sims Pkwy and Valparaiso Pkwy 23 times, removing 790 lbs of debris
- Mowed medians—2 occasions

- **ROW MOWING & MAINTENANCE**

- Mowed 164 locations, removing 725 lbs of debris
- Trimmed bushes behind Welcome to Valparaiso sign at 85/ Valparaiso Pkwy
- Mowed 3 parks

- **STREET MAINTENANCE**

- Graded 23 locations



- Added A-Base in 4 locations
- Filled 31 potholes in 18 locations
- Repaired sunken asphalt in 4 locations
- Installed asphalt patch after water break in 1 location
- Added asphalt patch and tamped sinkhole in 1 location
- Began the Edge Ave Road widening project
  - Removed stump
  - Cut road back from roots
  - Completed the Edge Ave Road widening and spillway project
  - Blew dirt off roadway, cut all exposed roots beside asphalt extension, added dirt, seeded and watered on 4 occasions



Before



After

- 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
- Patched and filled around water valve with asphalt in 1 location
- Shoveled and removed 1 ton of dirt from gutters at 1 location
- Cleaned rocks causing hazards off roadway in 2 locations
- John Sims Pkwy—Backfilled hole in median
- 
- **STORMWATER**
  - Added fill dirt to swales and seeded in 1 location
  - Repaired 30' of asphalt berm damaged during outfall installation
  - S-Bayshore Dr—Built 1 asphalt berm to divert stormwater
  - Graded out spillway at 1 location
  - Mowed & weedeated spillway in 2 locations
  - Located and verified stormdrain line from catch basin to discharge point at 1 location
  - Located 1 stormdrain outfall in response to customer concern
  - Investigated and repaired washout by stormdrain at 1 location
  - Grandview Ave-added dirt and seed and watered washout areas in 3 locations
  - Spencer Alley washout repair
    - 17 dump trucks of fill dirt installed
    - Hydraulic cemented 6' of storm drain pipe & backfilled
    - Laid fabric & Installed 25' of rip rap retention wall
  - Cleaned 50' ditch to drain stormwater
  - N Bayshore Dr-cleaned all leaves in driveway storm drain
  - Hand cleaned 411 stormdrains, removing 2,900 lbs of debris
  - Vactored and cleaned a total of 328' of stormdrain pipe, removing a total of 1,415 lbs of debris from storm
  - Repaired 5 stormdrain tops
  - Replaced 1 storm drain lid
  - Installed 2 new grates on 2 stormdrains

- 283 S. Bayshore Dr
  - Replaced 80' of storm drain pipe crushed by contractor
  - Hydraulic cemented inside & outside of seawall around new outfall



- 296 Bayshore culvert—built retention wall with pylon poles, backfilled swale and added base material for access to L/S 7
- Lincoln Park--rebuilt shoreline
- Mowed & weedeated 2 ponds and ROWs—8 times
- Mowed, raked leaves and blew 4 parks
- Cleaned boat ramp of sand buildup 9 times
- Public Education—Stenciled “No Dumping Drains to Bay at 96 locations
- **ILLICIT DISCHARGE**
  - Shoveled rocks and dirt from roadway and surrounding storm drains from property washouts in 6 locations 32 times, removing a total of approximately 6,825 lbs of debris
  - Blew dirt from gutters in 2 locations
  - Edge/ Nordberg—shoveled weeds and debris from property washout
  - Changed 5 dog waste stations 17 times , removing a total of 247 lbs of waste
  - John Sims Pkwy—Cleaned all shingles and wood off roadway following storm
  - Grandview/ Mississippi—swept up broken glass
- **STREET SWEEPING**
  - Miles of residential streets swept: 486
  - Lbs of debris removed: 40,000
  - Miles of DOT roadway swept: 40.65
  - Lbs of debris removed: 3,000
- **MISC**
  - Removed Christmas banners and stored
  - Cleared pad for sweepings at old sewer plant
  - Florida Park—re-staked parking bumper that was hit
  - Nordberg Ave—picked up 6 x 6 pilons and posts dumped in front of spillway
  - Lincoln Park—Dock removal and installation
  - Okaloosa Ave/ John Sims—reinstalled business directional signs
  - Trained personnel on bobcat & tree cutting procedures
  - Removed all business advertisement signs on ROW
  - Earth Day—with 9 volunteers for a cleanup at TJ Brooks Park April 22, 2022
  - Delivered & removed barricades, signs and posts after 4<sup>th</sup> of July fireworks



- Delivered & removed barricades, signs and posts after Reruns for Wee Ones event
- Delivered trash cans, cones and barricades to Perrine Park for Saturday in the Park event & removed after event
- Picked up & removed several dead animals off roadway
- Welded arms on tractor

#### Assisted Depts

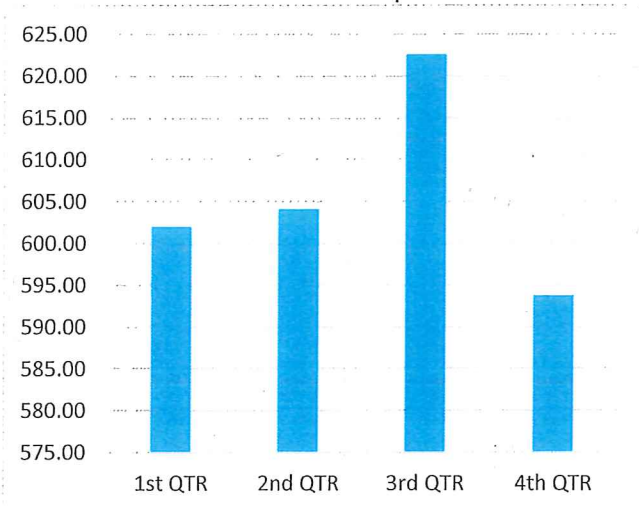
- **Water & Sewer Dept**
  - Removed crepe myrtles around MH for Sewer Dept
  - Assisted Water & Sewer with sewer forced main repair
  - Assisted Water & Sewer with water line repair
  - Filled in hole with dirt after water line repair in 1 location
  - Assisted with hydrant replacement
  - Installed A-Base for L/S 7
  - Repaired street with hot mix asphalt after sewer work in 1 location
  - Regraded road after water break repair in 1 location
- **Shop-** Bobcat trailer wiring issue
- **Sanitation Dept** on garbage route 10 times
- **Parks**
  - Mowed 5 parks
  - City Hall cleanup and sod installation
  - **Cemetery**—tamping gravesites and installing sod

#### SANITATION

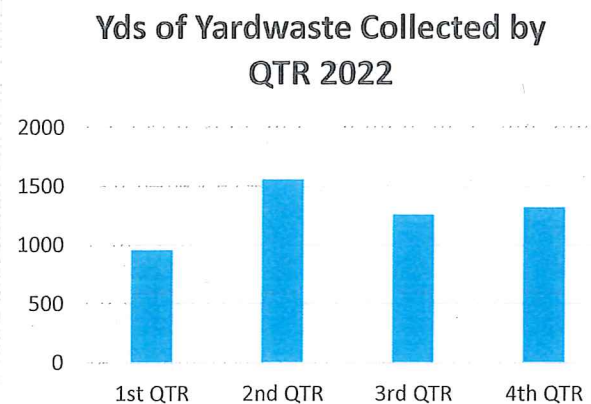
- 2,422.48 Tons (4,929,820 lbs.) of Household Trash collected
- 178.84 Tons (346,800 lbs.) of Roadside Bulk collected
- Number of trips to the dump: 535
- 5,100 Yds. of yard waste has been taken to landfill
- Number of trips to Landfill: 228
- New Trash cans delivered: 59
- Trash cans replaced: 20
- Trash cans removed: 1
- Delivered 17,340 lbs of mixed paper to Tallahassee
- Delivered 16,000 lbs of mixed plastic to Tallahassee
- Delivered 8,950 lbs of metal to Metal Recycling

#### MISC

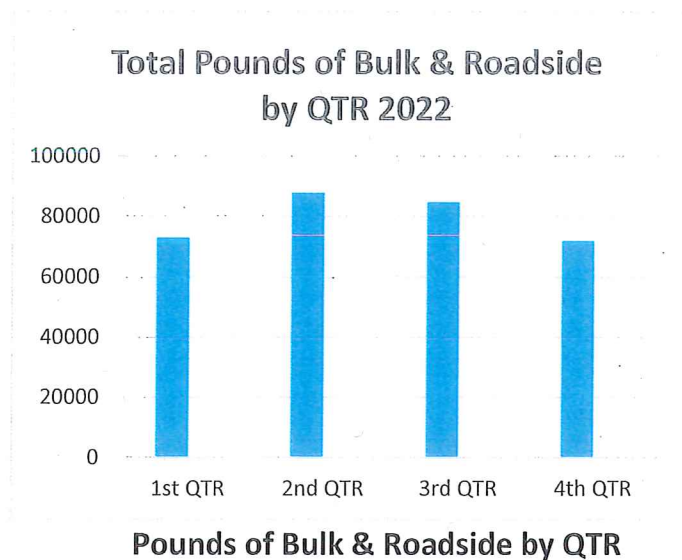
- Assisted Streets with sidewalk pour on Montana



Tons of Trash Removed by QTR



Yds of Yardwaste Collected by QTR



## **WATER/ SEWER**

- **REGULATORY COMPLIANCE SAMPLING**
  - Monthly Bacteriological sampling
  - Static Water Levels
- Locates—326
- Turn meter on—151
- Turn meter off—188
- Manually read meters—848
- New meters installed—43
- Meters replaced—51
- Mi.Nodes replaced/ repaired--60
- Repeater replaced—1
- Investigated water leak—47
- Repaired water leaks/ breaks—39
- Check meters for issues—37
- Pressure checked per customer request—8
- Investigation for water quality at home—1
- Water/ Sewer taps installed--16
- Replaced/ repaired curbstops—9
- Lowered meter boxes—4
- Registers Re-attached—14
- Meters pulled—5
- Flushed hydrants to maintain water quality—14
- Backflows repaired—1
- Removed water line from 1 location for demolition
- Hydrant meter installed—3
- Re-verified water service connection—14
- Well 3—painted pump and pipe assembly and cleaned well
- Sewer calls—60
- Sewer lines videoed—20
- Lift stations maintenance & cleaning—78
- Verified elevation of 1 sewer line for contractor
- Ft of pipe replaced—6' 6"

- Installed 4 new air relief valves and new pump at L/S 3



- Misc
- Assisted Sanitation dept clean street
- Assisted Sanitation dept with trash route 2 times

## Support Staff

- **REGULATORY COMPLIANCE REPORTING**
  - Prepared & sent Monthly Operational Report (MORs) to FDEP & Poly, Inc
  - Prepared & sent Annual Water Use Report to NFWFMD and Poly, Inc
  - Prepared & sent 4 quarterly Disinfectant Residual Reports to FDEP
  - Prepared & sent 4 quarterly Static Water Level reports to NFWFMD & Poly Inc
  - Prepared & sent Annual Water Conservation & Efficiency Program report to NFWFMD
  - Prepared & sent Nitrate/ Nitrite sampling results to FDEP
  - Prepared & sent Annual WQ sampling to NFWFMD and Poly, Inc
  - Sent Annual Water Quality (CCR) Certification of Delivery Report to FDEP and Department of Health
  - Prepared & Sent Annual Evaluation of Water Use Practices to NFWFMD
  - Document gathering for upcoming Sanitary Survey Inspection
- **RECORDS MAINTENANCE**
  - Updated Water Loss Report each month
  - Produced Static Levels Reports each month
  - Updated Water Distribution Log each month
  - Prepared Public Works Activities Reports each month
  - Prepared monthly Purge Level reports each month
  - Updated hydrant flushing logs weekly & monthly
- **WORK ORDERS GENERATED/ PROCESSED**
  - In-house work orders generated—558
  - Work orders processed from City Hall—469
  - Locate requests from Sunshine 811—718
  - Meter Leak Alert customers contacted—833
  - Meters/ Mi.Nodes commissioned—155
  - Commissioned 1 repeater



- Received 3,628 phone calls
  - Cemetery-8
  - Parks-69
  - Sanitation-835
  - Shop-43
  - Streets-126
  - Water/ Sewer-902
  - Misc/ Other Depts- 1645
- Attended EPA webinar for sampling and reporting procedures for UCMR sampling in 2023
- Attended FRWA Focus on Change Conference