

CITY OF OKEECHOBEE

55 SE 3RD AVENUE • OKEECHOBEE • FLORIDA • 34974 • 863.763.3372 • CITYOFOKEECHOBEE.COM

CITY COUNCIL APPOINTMENT APPLICATION FILLING VACANCY THRU JANUARY 4, 2021

DEADLINE TO FILE APPLICATION:
WHERE TO FILE:
WHO CAN APPLY:

JULY 20, 2018 BY 4:30 PM
OFFICE OF THE CITY CLERK
RESIDENTS OF THE CITY OF
OKEECHOBEE, AND MUST BE A
REGISTERED VOTER OF THE CITY
AT TIME OF FILING APPLICATION

*Print CLEARLY or type all information. The information from this application will be used by the City Council in considering action on your appointment. The application **MUST BE COMPLETED IN FULL**. Answer "none," "not applicable," or "N/A" where appropriate.*

Per Code Book Section 2-39, should any vacancy occur at any time in any elective office of the City of Okeechobee, whether by death, resignation, forfeiture, removal, or otherwise, said elective office shall be promptly filled by the appointment of a person who qualifies for a City Office, by a majority vote of the City Council. Said appointee shall hold the office for that period of time remaining in the office to which they are appointed, and until they are then elected in a general election, or their successor in office is duly elected and qualified. The City Council shall fill the vacancy, by majority vote at a duly advertised City Council meeting within 60 days of the notice being published.

APPLICANT'S FULL NAME:	<small>LAST:</small>	<small>FIRST:</small>	<small>MIDDLE:</small>
EMAIL ADDRESS:			
RESIDENCE ADDRESS:			
HOW LONG AT ADDRESS:	Years:		
MAILING ADDRESS:			
TELEPHONE/CELL PHONE:			
ARE YOU AN US CITIZEN?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain:		
FLORIDA REGISTERED VOTER?	<input type="checkbox"/> Yes County Registered in: <input type="checkbox"/> No		
EDUCATION:	<small>High School Name & Location:</small>		<small>Year Graduated:</small>
POST SECONDARY EDUCATION:	<small>College Name(s):</small>	<small>Certificate/Degree(s) Awarded:</small>	<small>Date(s) Attended:</small>
MILITARY SERVICE:	<small>Branch(es):</small>	<small>Dates of Service:</small>	<small>Discharge Date:</small>
CURRENT OR MOST RECENT EMPLOYER:			
JOB TITLE/DESCRIPTION:			
EMPLOYER ADDRESS:			
EMPLOYER TELEPHONE:			

ARE YOU CURRENTLY EMPLOYED OR EVER BEEN EMPLOYED AS: (CHECK ✓ ALL THAT APPLY)	<input type="checkbox"/> General Contractor <input type="checkbox"/> Business Person <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Realtor <input type="checkbox"/> Attorney <input type="checkbox"/> Doctor <input type="checkbox"/> Surveyor <input type="checkbox"/> Lay Person <input type="checkbox"/> Urban Planner <input type="checkbox"/> Landscape Architect
Other: _____	

Have you ever been appointed to, or do you currently serve on, a citizen or community board for any agency or government? No Yes, and list:

<u>AGENCY</u>	<u>BOARD NAME</u>	<u>POSITION</u>	<u>DATE(S)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you now, or have you ever been, elected or appointed to any public office? No Yes, and list:

<u>LEVEL OF GOVERNMENT</u>	<u>OFFICE TITLE</u>	<u>DATE OF ELECTION</u>	<u>TERM(S)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you related to, or employed by, any City of Okeechobee employees or current elected officials? No Yes, and list:

<u>NAME OF EMPLOYEE/ELECTED OFFICIAL</u>	<u>RELATIONSHIP/ASSOCIATION</u>
_____	_____
_____	_____
_____	_____

Have you ever been found to be in violation of Florida Statutes Chapter 112, Part III "Code of Ethics for Public Officers and Employees"? No Yes, and list:

<u>DATE(S)</u>	<u>NATURE OF VIOLATION</u>
_____	_____
_____	_____
_____	_____

Have you ever been convicted of a **FELONY**, plead guilty or no contest, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges? No Yes, and list:

<u>DATE(S)</u>	<u>VIOLATION</u>	<u>CITY AND STATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

ALL INFORMATION PROVIDED ON THIS FORM IS A PUBLIC RECORD. Information for certain individuals with a specific public records exemption can be withheld. In order to claim the exemption complete the following:

Are you a current or former, the spouse of a current or former, or the child of a current or former sworn or civilian law enforcement personnel, certified firefighter, EMT, paramedic, code enforcement officer, or other covered employee^① who is exempt from public records disclosure under Florida Statute 119.071? Review list of other covered employees before responding. No Yes, and list:

<u>JOB TITLE OR COVERED POSITION TITLE</u>	<u>RELATIONSHIP</u>
_____	_____
_____	_____
_____	_____

FINANCIAL DISCLOSURE REPORTING: I understand that should I be appointed to the City Council for the City of Okeechobee, I am required to complete and file a State of Florida Financial Disclosure Form 1 upon my appointment, annually, and a Financial Disclosure Form 1-Final upon my resignation/sunset of term. I further understand that I will be required to attend at least four hours of training in Ethics Law, Open Public Meetings/Sunshine Law, and Public Records Law training annually.

PUBLIC RECORDS/OPEN MEETINGS LAWS: I understand and agree that should I be appointed to the City Council for the City of Okeechobee, I will comply with all State Statutes, Florida Administrative Code, and State Constitution regarding public records, records retention, public record requests, and the open public meeting requirements (Sunshine Law).

I hereby acknowledge that I have read and understand each of the above statements.

Signature of Applicant: _____ Date: _____

____ copy of Voter Registration Card attached

①Other covered jobs include current or former, their spouse, and children: correctional and correctional probation officers; juvenile probation officers, supervisors, detention superintendents and assistants; Department of Juvenile Justice: detention officers I and II, detention office supervisors, residential officers, residential officer supervisors I and II, counselors and supervisors, human services counselor administrators, senior human services counselor administrators, rehabilitation therapists, and social services counselors; certain personnel of: the Department of Children and Families; the Department of Health; the Department of Financial Services; and the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement; investigators or inspectors of the Department of Business and Professional Regulation; the Office of the Inspector General or internal audit department; justices of the Supreme Court; judges of the district court of appeals, circuit court, and county court; general and special magistrates, judges of compensation claims, administrative law judges of the Divisions of Administrative Hearings, and child support enforcement hearing officers; state attorneys and assistants, statewide prosecutors and assistants; public defenders and assistants, criminal conflict and civil regional counsel and assistants; guardians ad litem; human resource, labor relations, or employee relations directors and assistants, managers or assistant managers of any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiations, administration, or other personnel-related duties; tax collectors; certain impaired practitioners and consultants; [see §119.071, Florida Statutes].

**RETURN COMPLETED APPLICATION
BY JULY 20, 2018, TO:
CITY OF OKEECHOBEE
OFFICE OF THE CITY CLERK
55 SE 3RD AVENUE, ROOM 100
OKEECHOBEE, FLORIDA 34974**

CITY COUNCIL MEMBERS DUTIES, RESPONSIBILITIES, AND INFORMATION

On June 20, 2018, the City of Okeechobee will begin taking applications from City residents who would like to be considered for appointment to the City Council to fill a vacancy. The appointment will be until January 4, 2021. Applications are available in the Office of the City Clerk, Room 100 at City Hall, on the website www.cityofokeechobee.com, or by email to lgamiotea@cityofokeechobee.com. A copy of your voter registration card is required to be attached with the application. The deadline to receive applications is 4:30 PM on July 20, 2018. The tentative schedule will be to consider an appointment at the August 7, 2018, Regular Council Meeting.

The individual who is appointed as City Council Member will have the same authority, duties, and responsibilities as if they were elected to the position. The appointee will be required to take an Oath of Office to uphold the Constitution of the United States and State of Florida, as well as uphold all laws governing municipalities whether Federal, State, or local.

The City's Charter and Code of Ordinances provides the day to day duties and responsibilities. The list compiled below is representative, and not intended to be a comprehensive list of duties and responsibilities. The omission of a specific function does not absolve an official from being required to perform tasks incidental to or inherent to the position.

- The City Council sets policy and makes decisions concerning many different aspects of local government such as tax rates, rezonings, comprehensive plan amendments, annexations, land development regulations, and awards contracts over \$7,500.00.
- Attends regular Council meetings the first and third Tuesday of each month (unless cancelled or postponed) as well as workshops and special meetings called by the Mayor.
- Council Members are required to complete a Financial Disclosure Form 1 each year as well as the State required annual training on Ethics, Open Public Meetings (Sunshine Law), and Public Records.
- Council Members are required to comply with all State Statutes, Florida Administrative Code, and State Constitution regarding public records. This includes proper keeping of all records made or received in connection with the transaction of official City business.
A public record is all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission (ie: text messages, voice mail, emails, social media comments/posts, made or received on any device regardless of device ownership).
- Reviews and adopts an annual budget for revenues, operating expenses, capital improvement projects, public facilities improvements, and any additional funds. The man-power for each department, employee salaries and job titles are adopted within the budget each year.

- Reviews and accepts the annual Financial Report of the City (Audit Report).
- Annually evaluates the job performance of the City Administrator and the City Attorney.
- Serve as City liaison for various area-wide boards.
- Represents the City for numerous ribbon cuttings, opening day festivities and organizational welcomes.
- Appoints two regular members and one alternate member to serve on the Okeechobee Utility Authority (OUA) Board of Directors. The OUA provides water and wastewater to the City's residents. The provision of water is a service required by Charter for our residents.
- Improve and regulate all public grounds belonging to the City, in or out of the corporate limits (Charter requirement).
- To provide for the appointment of a police force (Charter requirement).
- Create offices, provide employees, provide compensation of the employees as necessary for the good government of the City. Offices of Department Heads shall be created and/or abolished by ordinance.
- The City Council appoints and removes citizens to serve on citizen boards. In addition to the OUA Board, a nine-member Code Enforcement Board, a nine-member Planning Board/Board of Adjustments/Design Review Board, and three five-member Boards of Trustees for the Police, Fire, and General Employees' retirement plans.
- City Council Members do not have offices within City Hall; the positions are considered part-time.
- Personnel files are maintained on each official of the City. A three-year driver license check is performed on each new employee, regardless if elected or appointed.
- Benefits:
 - ✓ Salary: \$8,800.00/year
 - ✓ Paid Health Insurance Premiums, 100% of employee premium plus offsite medical clinic
 - ✓ Paid Life Insurance Policy, 100% of employee premium
 - ✓ Participation in the General Employees Pension Fund, employees contribution 6%, City's contribution percentage varies each Fiscal Year.
 - ✓ Cell Phone Reimbursement: \$50.00/month