



**CITY OF OKEECHOBEE, FLORIDA  
AUGUST 18, 2020, REGULAR CITY COUNCIL MEETING  
AND FINAL BUDGET WORKSHOP  
SUMMARY OF COUNCIL ACTION**

**I. CALL TO ORDER**

Mayor Watford called the regular meeting of the City Council for the City of Okeechobee to order on Tuesday, August 18, 2020, at 5:00 P.M. in the City Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida. Pursuant to Executive Order No. 20-69 issued by Governor DeSantis on March 20, 2020, and extended by Executive Order No. 20-193 effective August 7, 2020, the meeting was conducted utilizing communications media technology (CMT) as provided by Florida Statutes 120.54(5)(b)2, by means of Zoom.com Meeting ID 2459713294. The Host computer was operated by Executive Assistant Brock. The video, audio, and digital comments were recorded and retained as a permanent record. The invocation was offered by Mayor Watford, followed by the Pledge of Allegiance led by Council Member Clark.

**II. ATTENDANCE**

Roll Call was taken by Deputy City Clerk Bobbie Jenkins to establish a quorum. Members present: Mayor Dowling R. Watford, Jr., Council Members Wes Abney, Monica Clark, Bob Jarriel, and Bobby Keefe. City Attorney John Fumero was in attendance.

Department Heads in attendance: City Clerk Lane Gamiotea, City Administrator Marcos MontesDeOca, Police Chief Bob Peterson, Fire Chief Herb Smith, and Public Works Director David Allen. Additional support staff in attendance: Major Donald Hagan, General Services Coordinator Patty Burnette, Finance Director India Riedel, and Executive Assistant Robin Brock.

**III. AGENDA AND PUBLIC COMMENTS**

A. Mayor Watford asked whether there were any agenda items to be added, deferred, or withdrawn; there were none.

B. Council Member Abney moved to approve the agenda as presented; seconded by Council Member Jarriel.

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

C. There were no agenda item forms or comment cards submitted for public participation for any issues not on the agenda.

**IV. PROCLAMATIONS AND PRESENTATIONS**

A. Ms. Bonnie Mims, Public Risk Management Executive Director, presented awards for "Most Improved Safety Performance" and "Best Overall Safety Performance" for Fiscal Year (FY) 2019-20 based on the City's Workers Compensation and Liability insurance claims. Mayor Watford graciously accepted the awards on behalf of the City.

**V. CONSENT AGENDA**

A motion was made by Council Member Jarriel to approve the consent agenda items **A through B** [August 4, 2020, Regular Meeting Minutes; July 2020 Warrant Register in the amounts: General Fund \$737,022.79, Public Facilities Improvement Fund \$25,376.55, Capital Improvement Projects Fund \$22,420.60, and Law Enforcement Special Fund \$75.00, the complete list is incorporated within the official minute file]; seconded by Council Member Keefe.

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**



## VI. NEW BUSINESS

- A. **A motion was made by Council Member Clark, and seconded by Council Member Abney, to declare three 2019 Dodge Chargers as surplus items and approve disposal by way of sale to the City of Sebring for \$21,000.00 per vehicle** [Vehicle Identification Numbers: 2C3CDXAG7KH564334, 2C3CDXAG3KH564329, 2C3CDXAG8KH564326 as provided in Exhibit 1].

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

- B. **Council Member Jarriel moved to approve a Code Enforcement Lien Reduction Stipulation Agreement with Spirit CV Okeechobee FL, LLC (CVS Pharmacy) for Code Enforcement Case No. 17-039** [property address: 106 North Parrott Avenue, Legal: Lots 1, 2, 3, and 6 of Block 154; CITY OF OKEECHOBEE, Plat Book 5, Page 5, Okeechobee County, Florida public records; from \$24,550.00 to \$12,275.00, as provided in Exhibit 2]; **seconded by Council Member Keefe.**

Chief Peterson explained the Agreement was negotiated between the City Attorney and the Attorney for the respondent. On August 11, 2020 Code Enforcement Magistrate Azcona recommended approval. The \$12,275.00 reduced fine must be paid within 60-days of the approval.

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

- C. **Council Member Keefe moved to approve a quote for equipment and services to BIS Digital as an emergency purchase and waive the formal bidding procedures to ensure compatibility with the existing digital recording and sound system** [in the amount of \$17,731.50 as provided in Exhibit 3]; **seconded by Council Member Clark.**

This will upgrade the audio and expand the video system to accommodate Zoom integration to eliminate sound issues. Due to the quick implementation of CMT caused by COVID-19, this purchase will be submitted for reimbursement through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. It was further explained installation may take up to 12 weeks.

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

- D. **A motion was made by Council Member Clark, and seconded by Council Member Abney, to approve a Contract for Services with Tyler Technologies, Inc. for software and its implementation** [in the amount of \$116,570.00, as provided in Exhibit 4].

A memorandum explained the purchase of accounting software is included in the FY 2019-20 budget in the amount of \$120,000.00. The proposed contract pricing with Tyler Technologies is \$96,148.00, with a 15 percent contingency of \$14,422.00, and an additional \$6,000.00 in auxiliary equipment cost, for a total of \$116,570.00. The City did not go out for formal bid, as the Finance Department has completed two years of research to identify the best accounting programs which would fit well with the City's needs and requirements. The new software includes modules for accounting, purchasing, personnel, building permitting, business tax receipts, and MyCivic for pushouts to citizens. Mr. Michael Leshner, Senior Account Executive for the Local Government Division of Tyler Technologies, was in attendance and provided a brief overview of the program, support, and the anticipated timeframe of the conversion to be complete, which is approximately one year.

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

## VII. There were no Council Comments offered.



**VIII. MAYOR WATFORD RECESSED THE REGULAR SESSION AND OPENED THE WORKSHOP AT 5:42 P.M.**

- A.** The purpose of the Workshop was to review the requested changes provided in Exhibit 5 to the proposed FY 2020-21 Budget from the August 12, 2020, Workshop.

Budget page one provided a recapitulation of the **General Fund** revenue and expenses, presented using a millage rate of 7.6018. The proposed Beginning Fund Balance Total is \$4,342,501.00. Adjusted Estimated Revenues increased \$20,000.00 to \$7,534,431.00 (\$2,424,459.00 Ad Valorem, \$3,377,661.00 Other Fees, Intergovernmental, Charges for Services, Fines/Forfeitures/Penalties, Uses of Money and Property, and Other Revenues; \$350,000.00 Transferred-In from Public Facilities Improvement Fund; and \$1,362,311.00 Transferred-In from Capital Improvement Projects Fund, adjusted amount decreased by \$251,935.00). Total Adjusted Projected Expenditures decreased by \$231,935.00 to \$7,534,431.00; leaving a Fund Balance of \$4,342,501.00. Pages three and four provided the detail line item breakdown of the General Fund revenues including transfers-in and transfers-out from other Funds.

**511-Legislative/City Council** (pages 5 and 6)

Total Personnel Costs:	\$91,974.00
Total Supplies and Other Services:	\$121,797.00
<b>FY 2020-21 Adjusted Proposed Total:</b>	<b>\$213,771.00</b>
FY 2019-20 Amended Budgeted Total:	\$339,722.00
Difference is a decrease of:	(\$125,951.00)

**City Council adjustments:** Reductions were made to Line Items 2300 Life and Health Insurance by \$20,520.00 to only provide for the current Council participation, 3400 Other Contractual Services by \$17,500.00 removing the Community Redevelopment Agency Study, 8100 Shared Services, Education Foundation by \$4,940.00, and 8202 Local Community Request Okeechobee Economic Development Corporation by \$10,000.00. Total reductions: \$52,960.00.

Excluding the Executive Salaries for Administration and Legal Services, each of the following department budgets contains the appropriate salary step increases. The \$2,500.00 base salary increases for the Executive Assistant, Deputy City Clerk, and Police Services Coordinator were removed.

**512-Executive/Administration** (pages 7 and 8)

Total Personnel Costs:	\$220,196.00
Total Supplies and Other Services:	\$ 32,126.00
<b>FY 2020-21 Adjusted Proposed Total:</b>	<b>\$252,322.00</b>
FY 2019-20 Amended Budgeted Total:	\$250,420.00
Difference is an increase of:	\$ 1,902.00

**Administration adjustments:** Reductions were made to Line Items 1100 Executive Salaries by \$100.00, the \$4,500.00 salary increase for the Administrator remained, 1200 Regular Salaries by \$3,200.00, 2100 FICA by \$200.00, 2200 Retirement by \$300.00, 4100 Communications and Freight by \$550.00, 4901 Education by \$660.00, and 5200 Operating Supply by \$450.00. Total reductions: \$7,185.00.

**2512-Executive/City Clerk** (pages 9 and 10)

Total Personnel Costs:	\$203,662.00
Total Supplies and Other Services:	\$84,395.00
<b>FY 2020-21 Adjusted Proposed Total:</b>	<b>\$288,057.00</b>
FY 2019-20 Amended Budgeted Total:	\$282,475.00
Difference is an increase of:	\$ 5,582.00

**City Clerk adjustments:** Reductions were made to Line Items 1200 Regular Salaries by \$2,700.00, 2100 FICA by \$200.00, 2200 Retirement by \$300.00, 3103 Municipal Code by \$3,775.00 postponing supplement 17 codification to FY 2021-22, 3400 Other Contractual Services by \$10,000.00 dividing Phase 3 of the backlog scanning project into Phase 3a and 3b.



Phase 3a Commercial Plans will be completed in FY 2020-21 and Phase 3b Commercial Permits postponed to FY 2021-22. Phase 4 will now be addressed in FY 2022-23. Line Items 4900 Other Current Charges, Advertising by \$1,500.00, 4909 Miscellaneous by \$760.00, and 5100 Office Supplies by \$1,000.00. Total reductions: \$20,235.00.

<b>514-Legal Services</b> (page 11)	
<b>FY 2020-21 Proposed Total:</b>	<b>\$166,400.00</b>
FY 2019-20 Amended Budgeted Total:	\$170,125.00
Difference is a decrease of:	(\$ 3,725.00)

**There were no adjustments made in Legal Services.**

<b>513-Finance</b> (pages 12 and 13)	
Total Personnel Costs:	\$213,805.00
Total Supplies and Other Services:	\$119,250.00
<b>FY 2020-21 Adjusted Proposed Total:</b>	<b>\$333,055.00</b>
FY 2019-20 Amended Budgeted Total:	\$350,975.00
Difference is a decrease of:	(\$ 17,920.00)

**Finance adjustments:** Reductions were made to Line Items 3400 Other Contractual Services by \$16,000.00 due to the purchase of accounting software in FY 2019-20, 4000 Travel and Per Diem by \$200.00, and 4909 Miscellaneous by \$250.00. Total reductions: \$16,450.00.

<b>519-General Services</b> (pages 14 and 15)	
Total Personnel Costs:	\$168,255.00
Total Supplies and Other Services:	\$347,318.00
<b>FY 2020-21 Adjusted Proposed Total:</b>	<b>\$515,573.00</b>
FY 2019-20 Amended Budgeted Total:	\$551,967.00
Difference is a decrease of:	(\$ 36,394.00)

**General Services adjustments:** Reductions were made to Line Items 3100 by \$85,000.00 removing the increase to Planner and Building Official services, 4609 Repairs and Maintenance Building by \$2,000.00, 5201 Fuel and Oil by \$135.00, and 5400 Books, Publications, Subscriptions by \$100.00. Total reductions: \$87,235.00.

<b>521-Police Department</b> (pages 16 and 17)	
Total Personnel Costs:	\$2,658,491.00
Total Supplies and Other Services:	\$ 425,726.00
<b>FY 2020-21 Adjusted Proposed Total:</b>	<b>\$3,084,217.00</b>
FY 2019-20 Budgeted Total:	\$2,809,734.00
Difference is an increase of:	\$ 274,483.00

**Police adjustments:** Reductions were made to Line Items 1200 Regular Salaries by \$2,700.00, 1300 Other Salary by \$2,500.00 removing the additional hours for the Code Enforcement Secretary, 2100 FICA by \$320.00, 2200 Retirement \$250.00, and 5201 Fuel and Oil by \$34,000.00. Total reductions: \$39,770.00.

<b>522-Fire Department</b> (pages 18 and 19)	
Total Personnel Costs:	\$1,237,650.00
Total Supplies and Other Services:	\$ 220,400.00
<b>FY 2020-21 Adjusted Proposed Total:</b>	<b>\$1,458,050.00</b>
FY 2019-20 Budgeted Total:	\$1,710,651.00
Difference is a decrease of:	(\$ 252,601.00)

**Fire adjustments:** Reductions were made to Line Items 4000 Travel and Per Diem by \$450.00, 4905 Training and Materials by \$500.00, 5200 Operating Supply by \$1,250.00, and 5201 Fuel and Oil by \$3,400.00. Total reductions: \$5,600.00.



**541-Public Works** (pages 20 and 21)

Total Personnel Costs:	\$ 649,700.00
Total Supplies and Other Services:	\$ 573,286.00
<b>FY 2020-21 Adjusted Proposed Total:</b>	<b>\$1,222,986.00</b>
FY 2019-20 Budgeted Total:	\$1,232,435.00
Difference is a decrease of:	(\$ 9,449.00)

**Public Works adjustments:** Reductions were made to Line Items 3100 Professional Services by \$500.00, 4000 Travel and Per Diem by \$1,000.00, 4100 Communications and Freight by \$600.00, 4901 Education \$1,000.00, 5100 Office Supplies by \$100.00, 5202 Operating Supplies (Tires) by \$1,000.00, 5204 Dumping Fees by \$250.00, 5400 Books, Publications, Subscriptions by \$50.00. Line Item 5201 Fuel and Oil increased by \$2,000.00. Total reductions: \$2,500.00.

**Public Facility Improvement (Transportation 301) Fund** (pages 23 and 24): Adjusted Beginning Fund Balance decreased by \$186,460.00 to \$658,347.00; Total Revenue Estimates of \$1,164,028.00; Total Adjusted Expenditures decreased \$100,000.00 to \$900,488.00, plus \$350,000.00 to be Transferred-Out to General Fund; leaving an Adjusted Fund Balance of \$571,887.00. A list comparing the proposed to adjusted budget specific projects, maintenance and repairs was provided. Total reductions: \$86,460.00.

**Capital Improvements Projects (304) Fund** (pages 26 and 27): Beginning Fund Balance of \$3,190,195.00; Total Revenues Estimates of \$6,550.00; Total Adjusted Expenditures reduced by \$84,350.00 to \$155,900.00, plus a decrease of \$251,935.00 to \$1,362,311.00 Transferred-Out to General Fund; leaving an Adjusted Fund Balance increase by \$336,285.00 to \$1,678,534.00. Specific projects removed or reduced for each project/expense was provided.

The **Other Grant (302) Funds** (page 29), **Appropriations Grant (307) Funds** (page 30), and **Law Enforcement Special (601) Fund** (page 31) proposed budgets reflected no adjustments.

Mayor Watford noted for the record that a letter was received from the Economic Council of Okeechobee that included budget priority requests for consideration. There were no directions from the Council. This budget will be presented at the First Public Hearing to be held September 3, 2020.

**IX. MAYOR WATFORD ADJOURNED THE WORKSHOP AND RECONVENED IN REGULAR SESSION AT 6:19 P.M.**


- A.** There were no issues discussed during the budget workshop to be addressed. Council Member Keefe questioned the length of time the Landscape Architect Request for Qualifications would be advertised once complete. Administrator MontesDeOca replied 21 days.

Council Member Jarriel requested the number of Charter Review Committee applications received to date. Deputy Clerk Jenkins replied seven; a minimum number of eight is needed to fill the Committee. She also confirmed that extending the deadline to receive applications was at the pleasure of the Council. After a brief discussion, there was no action taken.

- X.** There being no further items on the agenda, Mayor Watford adjourned the meeting at 6:23 P.M. The next regular meeting is scheduled for September 3, 2020, at 6:00 P.M.

ATTEST:

  
Lane Gamiotea, CMC, City Clerk

  
Dowling R. Watford, Jr., Mayor

Please take notice and be advised that when a person decides to appeal any decision made by the City Council with respect to any matter considered at this meeting, he/she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. City Clerk media are for the sole purpose of backup for official records of the Clerk.