



CITY OF OKEECHOBEE

CITY COUNCIL

SEPTEMBER 7, 2021

LIST OF EXHIBITS

Draft Minutes - July 20, 2021, July 27, 2021, August 3, 2021, August 11, 2021, August 17, 2021

Warrant Register – July 2021

Exhibit 1	Reappointments to the Police and Fire Pension Board of Trustees
Exhibit 2	Traffic Control Preemption Renewal
Exhibit 3	Quote for MTS-Phase 3 Backlogged Scanning Project
Exhibit 4	Ordinance No.1230, Comprehensive Plan Small Scale FLUM Amendment
Exhibit 5	Ordinance No. 1236, Amendment - Fire Services Interlocal Agreement with the County
Exhibit 6	Ordinance No. 1237, Budget Millage Rate
Exhibit 7	Ordinance No. 1238, Annual Budget for FY 2021-2022
Exhibit 8	Ordinance No. 1239, General Employees' Pension Plan Amendment
Exhibit 9	Resolution No. 2021-07, Lake Okeechobee System Operating Manual
Exhibit 10	Okeechobee Main Street Request, Hometown Veterans Banners
Exhibit 11	RFQ #ADM01-32-07-21, Professional Engineering Services
Exhibit 12	Temporary Part-Time Personnel
Exhibit 13	Promotion of Assistant Police Chief to Chief of Police



CITY OF OKEECHOBEE, FLORIDA
JULY 20, 2021, REGULAR CITY COUNCIL
DRAFT MEETING MINUTES

I. CALL TO ORDER

Mayor Watford called the regular meeting of the City Council for the City of Okeechobee to order on Tuesday, July 20, 2021, at 6:00 P.M. in the Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida. The invocation was offered by Mayor Watford, followed by the Pledge of Allegiance led by Council Member Keefe.

II. ATTENDANCE

Roll was taken by City Clerk Lane Gamiotea to establish a quorum. Members present: Mayor Dowling R. Watford, Jr., Council Members Noel Chandler, Monica Clark, and Bobby Keefe. Council Member Bob Jarriel was absent.

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- A.** Mayor Watford asked whether there were any agenda items to be added, deferred, or withdrawn; there were none.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.** Motion by Council Member Clark, seconded by Council Member Keefe to approve the agenda as presented. **Motion Carried Unanimously.**
- C.** There were two comment cards submitted for public participation. The Okeechobee Citizens Recreational Association Dixie Youth Little League team members and coaches were present to announce they recently won the State runner-up position to represent Florida in the Little League World Series, being held in Laurel, Mississippi August 7 through 12, 2021. The team is raising money to off-set the travel costs. A BBQ lunch will be held on July 30, 2021, in Flagler Park (No. 3); tickets are available for purchase. The Mayor and Council congratulated the team members and posed for a group photograph.

Mr. Phil Berger and Ms. Kari Berger individually submitted comment cards for the same topic. Ms. Berger advised she was representing an investor of a potential multi-family development. This was for the property whose Comprehensive Plan Small Scale Future Land Use Map Amendments No. 21-003-SSA and No. 21-004-SSA, Ordinances No. 1225 and No. 1226; and Rezoning Petitions No. 21-003-R and No. 21-004-R, Ordinances No. 1227 and No. 1228; was denied by action at the July 6, 2021 meeting. She requested to have the applications and rezoning's reconsidered. The issue was deferred to Attorney Fumero to provide the necessary information outside of the meeting.

IV. NEW BUSINESS

- A.** Mrs. Courtney Moyett, together with two Okeechobee High School students and SWAT Club members, made presentations on the benefits of tobacco free parks. Materials consisting of examples of policies and signage from surrounding communities as well as a recommendation from the Flagler Park Design Review Advisory Committee (FPDRAC) to adopt a policy (May 24 minutes) were provided in Exhibit 1. **The consensus of the Council was to instruct City Attorney Fumero and City Administrator Ritter to draft a policy including signage to present to Council for consideration at a future meeting. City Staff are to notify Mrs. Moyett when the item will be presented.**
- B.** Motion by Council Member Clark, seconded by Council Member Keefe to approve a contract with Open Edge a division of Global Payments to provide credit/debit card payment services and authorize the City Administrator to execute the contract [as provided in Exhibit 2]. **Motion Carried Unanimously.**
- C.** Motion by Council Member Keefe, seconded by Council Member Chandler to approve the millage rate for advertising the 2021 Tax Notices at 8.6018 for Fiscal Year (FY) 2021-2022 [as provided in Exhibit 3]. **Motion Carried Unanimously.**

IV. NEW BUSINESS CONTINUED

- D.** Motion by Council Member Clark, seconded by Council Member Chandler to approve the budget calendar for FY 2021-2022 setting Workshops for July 27, 2021 at 5:00 P.M., August 11, 2021 at 5:00 P.M., and August 17, 2021 at 5:00 P.M.; First Budget Hearing for September 7, 2021 at 6:00 P.M. with the regular Council Meeting, and reschedule the September 21, 2021, regular Council meeting to be held the same date as the Final Budget Hearing for September 27, 2021 at 6:00 P.M. [as provided in Exhibit 4]. **Motion Carried Unanimously.**
- E.** Motion by Council Member Chandler, seconded by Council Member Clark to approve the agreement with the Okeechobee County School Board for the 2021-22 School Resource Officer Program [as provided in Exhibit 5]. **Motion Carried Unanimously.**

V. CITY ATTORNEY UPDATE

Attorney Fumero reported on the progress of the transfer of the Fire Department employees including pension matters and separation agreements.

VI. CITY ADMINISTRATOR UPDATE

Interim Administrator Ritter provided information and updates on the following topics: meetings he attended also relating to the Fire Department transfer to the County; a meeting with Florida Department of Transportation representative on resurfacing projects; on July 28, 2021 the City will be hosting Colonial Kelly of the Army Corp of Engineers together with officials from the County and Okeechobee Utility Authority; the Craig A. Smith contract will be presented at the August 3, 2021 meeting for consideration as well as a presentation from the Landscape Architect based on recommendations from the July 19, 2021 FPDRAC meeting; and the Request for Qualifications for Engineering Services is due to the City by next Wednesday.

VII. COUNCIL COMMENTS

Council Member Clark suggested the Council recognize the Firefighters at a meeting before their last day. The consensus of the Council was not to pursue that suggestion. **Mayor Watford** announced that the Army Corp of Engineers has prematurely announced their selection of Plan Cc for the Lake Okeechobee System Operating Manual (LOSOM) before the public participation and review period has ended, and regardless of the information provided to use Plan Bb from the agriculture communities and municipalities around the Lake. He also expressed his disappointment in Congressman Brian Mast's behavior and vulgarity in a recent public meeting on the LOSOM issue.

VIII. ADJOURN: Mayor Watford adjourned the meeting at 7:40 P.M.

Submitted By:

Lane Gamiotea, CMC, City Clerk

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, s/he 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.



CITY OF OKEECHOBEE, FLORIDA
JULY 27, 2021, CITY COUNCIL WORKSHOP
DRAFT SUMMARY OF DISCUSSION

I. CALL TO ORDER

Mayor Watford called the Workshop of the City Council for the City of Okeechobee to order on Tuesday, July 27, 2021, at 5:00 P.M. in the City Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida.

II. ATTENDANCE

Roll was taken by City Clerk Lane Gamiotea to establish a quorum. Members present: Mayor Dowling R. Watford, Jr., Council Members Noel Chandler, Monica Clark, and Bobby Keefe. Council Member Bob Jarriel was absent.

III. AGENDA

- A.** The City Council scheduled a workshop session for Finance Director India Riedel to explain the basics of the City's budget. She accomplished this extremely detailed presentation with the assistance of 39 PowerPoint slides. Beginning with revenues she reviewed where the source of each comes from and any that have restrictions as to where they can be expended. Specifically, revenues for General Fund include ad valorem (property) taxes; Other fees encompass the utility taxes for electric, natural gas, and propane, with the 10 percent paid to the City, the maximum amount Florida Statutes (F.S.) allows municipalities to charge is adopted by City ordinance; Business tax receipts is a tax adopted by ordinance as allowed by F.S. and is paid by individuals operating a business within the City; Public service fee is another tax that is charged by City ordinance and is a one-time fee paid only when a structure is built on vacant property with a daily pro-rated formulated fee that helps to off-set the cost of services the first year the building is finalized but has not yet had its ad valorem assessment reflect the new structure; Fire insurance premium tax is implemented by F.S. 175.131. The City receives this tax from the State and its use is restricted specifically to offset the City's amount required to pay into the Firefighters' Pension Fund. The same applies to the Casualty insurance premium tax implemented by F.S. 185.11, only its restricted use is to offset the City's required amount to pay into the Police Officers' Pension Fund.

Next are intergovernmental fees, identified as municipal revenue sharing, which is 1.3653 percent of net sales and use of tax collections based on population of Okeechobee (City and County), all municipalities, with a percentage being restricted for transportation related expenses. Mobile home licenses are collected at the Tax Collector's Office. However, these can be purchased on a two-year basis therefore some years the amounts will be higher than the next. Alcohol beverage licenses is a tax of which 38 percent is paid to the City from the State. The half-cent sales tax is provided by F.S. 212 and is a percentage of net sales tax proceeds that fluctuates based on ratios of population for the City and County, the current year was 13 percent. The one-cent sales tax is also provided by F.S. 212, collected by the County, and then provides the City with its portion. State and local communication service tax is for telecommunications, satellite, and mobile communications of which the City receives a small portion. Public Safety is from the Okeechobee County School Board as their portion for the School Resource Officers (SRO). The County business license tax fees are also included in this Fund.

She then moved into the area of charges for services. These include the building and inspection fees collected when permits are issued by General Services. Exception and zoning fees are collected in General Services based on applications and petitions by individuals that need to have their property rezoned or future land use changed, requests that the City amend the comprehensive plan or land development regulations, or obtain a special exception or variance (the list is not inclusive). Franchise fees are paid to the City for electric, natural gas and solid waste, and are collected by ordinance allowing these companies exclusivity to operate within the City.

III. AGENDA CONTINUED

- A. CONTINUED: Plan review fees are paid when individuals are scheduled before the Technical Review Committee for site plan review. Alley closings/map sales. Public safety SRO private entity is for Okeechobee Christian Academy. Residential solid waste collection fees are split with 10 percent in the franchise fee line item and the remaining 90 percent within this category. Fines, forfeitures, and penalties revenues encompass court fines, radio communication fees, law enforcement education, and investigation cost reimbursements of which a portion is paid to the City from the Clerk of Court. The F.S. spells out the percentage of fees for the City. A small portion of the revenues are restricted to be expended only on law enforcement education. The ordinance violation revenues in this section are not code enforcement violation but from infractions that the Police Officers can enforce that the City Council has adopted by resolution. Uses of money and property revenues are from interest earnings and when surplus property is sold, which is shifted to the Capital Improvement Projects Fund (CIPF). Other revenues include the public safety grant, special purpose grants, and Florida Department of Transportation (FDOT) highway maintenance that is paid to the City via agreement for highway landscaping and traffic signal maintenance. This agreement with FDOT does not cover the entire cost of maintenance but assists in off-setting costs. Lastly are the code enforcement fines and police accident reports. The changes in revenue trends were then reviewed to show when revenues are at the correct percentage, less is required to be transferred from the CIPF (where the reserves are held similar to a savings account).

The Public Facilities Improvement Fund (PFIF) revenues were reviewed and include the local option gas tax, which is five-cents per gallon on motor fuel with local alternate fuel tax being six-cents per gallon, both allowed by F.S. 206.41(1)(e). The City's portion of the eight-cent fuel tax is one-cent per lane mile. The City's portion of the ninth-cent fuel tax is one-cent per gallon (or 19.34 percent) as allowed by an Interlocal Agreement with the County. Fuel tax rebate, Small Counties Outreach Program (SCOP) grants, and interest earnings are also included in this Fund.

Using the current 2020-21 Fiscal Year (FY) revenues, the percentage breakdown of revenues are as follows: 35 percent from ad valorem, 10 percent from other fees, 21 percent from intergovernmental, 15 percent from charges for services, 2 percent from other revenues, 5 percent from local option gas tax, 3 percent from the local alternative fuel tax, 1 percent from the eight-cent fuel tax, 1 percent from the ninth-cent fuel tax, and 8 percent from SCOP funding.

Operating expenses within the General Fund for the eight departments include personnel costs, contractual services (a list of the current years contracts was provided), and other operating expenses. PFIF expenses cover mostly transportation related items such as contractual maintenance, streetlights, utilities, repair and maintenance of equipment, road and materials. CIPF expenditures are for improvements and replacements of equipment, can be project specific, and each of the eight departments has an expenditure line item to submit annual request during the budget process. However, expenditures cannot be transportation related items. There are other items that are considered operating expenses that could be within any of the above three Funds and include but are not limited to expenditures related to citizen boards, specific legal representation, community requests (such as the Economic Development Corporation), landscape architects, planning services over and above the current contract scope, and other contractual services needed such as a grant writer that will be discussed in the 2021-22 FY budget.

Utilizing the current 2020-21 FY expenditures, excluding Grant Funds, the percentage breakdown are as follows: Legislative 2 percent, Executive 3 percent, City Clerk 3 percent, Financial Services 4 percent, Legal Council 2 percent, General Services 6 percent, Law Enforcement 34 percent, Fire Protection 19 percent, Public Works 14 percent, Public Facility Operating 3 percent, Public Facility Improvements 7 percent, Capital Operating 1 percent, and Capital Projects/Improvements 2 percent.

MAYOR WATFORD CALLED A RECESS AT 5:59 P.M. AND RECONVENED THE WORKSHOP AT 6:04 P.M.

III. **AGENDA CONTINUED**

- B.** Fund Distributions and Expenditures were also explained. The Collective Balance is the excess revenues over expenses throughout time and the sale of assets. The 2012 Government Accounting Standards Board required all entities to use the following five categories: Non-Spendable (inventory, unearned revenue); Restricted (constrained by their providers such as legislators, grants, or bondholders); Committed (constrained for a specific purpose, the City has not historically used this category); Assigned (amount intended for a specific purpose such as grant funds, projects that will be reimbursed, can be multiple years expenditures, the five-year capital improvements plan and replenishment of depreciated assets would fall in this category); and Unassigned (remainder of General Fund including the capital vehicles. These are use of reserves for operating expenses and can also include multiple years expenditures, the five-year capital improvements plan, and replenishment of depreciated assets). To further clarify, the Fund Balances are currently categorized as follows: Unassigned-General Fund and non-budgeted capital vehicle fund; Assigned-budgeted capital vehicle fund projects and subsequent years expenditures; Restricted-non-spendable inventory, Law Enforcement Special Fund, and PFIF.

At the end of each budget year an audit is performed. The audited fund balances are actual amounts that were received and expended compared to the budget estimates. The final slide provided the 2020-21 FY revenues receipted to date to cover all budgeted expenses, and the difference which is the projected amount needed to be used from reserves. The revenues are almost 80 percent. The 2020-21 FY End is projected to be better than what was estimated during the budget planning process. Finance Director Riedel also noted that a budget amendment is forthcoming based on the significant changes with revenues being higher than the State estimates, the change in personnel, the substantial increase in costs of expenditures, and additional legal expense to address the Code Enforcement back logged foreclosures and pending liens. The Mayor and Council offered their appreciation for the informative presentation. The PowerPoint slides have been incorporated into the minute file.

IV. **ADJOURN:** Mayor Watford adjourned the Workshop at 6:34 P.M.

Submitted By:

Lane Gamiotea, CMC, City Clerk

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, s/he 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.



CITY OF OKEECHOBEE, FLORIDA
AUGUST 3, 2021, REGULAR CITY COUNCIL
DRAFT MEETING MINUTES

I. CALL TO ORDER

Mayor Watford called the regular meeting of the City Council for the City of Okeechobee to order on Tuesday, August 3, 2021, at 6:00 P.M. in the Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida. The invocation was offered by Mayor Watford, followed by the Pledge of Allegiance led by Council Member Keefe.

II. ATTENDANCE

Roll was taken by City Clerk Lane Gamiotea to establish a quorum. Members present: Mayor Dowling R. Watford, Jr., Council Members Noel Chandler, Monica Clark, and Bobby Keefe. Council Member Bob Jarriel was absent.

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.** Motion by Council Member Clark, seconded by Council Member Keefe to approve the agenda as presented. **Motion Carried Unanimously.**
- C.** There were no comment cards submitted for public participation.

IV. PRESENTATIONS AND PROCLAMATIONS

- A.** Mr. Chad Troutman was recognized by Mayor Watford and Police Chief Peterson for his years of service and specifically for his exclamatory work as the City's member of the Joint Drug Task Force over the last five years. He was presented with an engraved crystal mantel clock and a framed certificate which read "In recognition of your 15-years of service, hard work, and dedication to the City, its citizens, and your fellow employees from August 2, 2006, through August 2, 2021."

V. CONSENT AGENDA

Motion by Council Member Keefe, seconded by Council Member Clark to approve consent agenda item **A** [minutes of the regular meetings held June 1, 2021, and July 6, 2021, as presented]; item **B** [June 2021 Warrant Register in the amounts: General Fund \$662,025.06, Public Facilities Improvement Fund \$51,080.62, and Capital Improvement Projects Fund \$24,429.43 as presented]. **Motion Carried Unanimously.**

VI. MAYOR WATFORD OPENED THE PUBLIC HEARING AT 6:09 P.M.

- A.** Motion by Council Member Keefe, seconded by Council Member Chandler to read proposed Ordinance No. 1229 by title only, amending the Firefighters Pension Fund [as presented in Exhibit 1]. **Motion Carried Unanimously.**

City Attorney Fumero read proposed Ordinance No. 1229 by title only as follows: "AN ORDINANCE OF THE CITY OF OKEECHOBEE AMENDING AND RESTATING THE CITY OF OKEECHOBEE MUNICIPAL FIREFIGHTERS' PENSION FUND, ADOPTED PURSUANT TO ORDINANCE 889, AS SUBSEQUENTLY AMENDED; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE."

Council Member Chandler moved to adopt proposed Ordinance No. 1229, seconded by Council Member Clark. There were no public comments or questions. Clerk Gamiotea noted for the record the proposed Ordinance and Actuary Impact Statement were emailed to the required State Retirement Offices, confirmed it was received, and no comments or objections have been received to date. [This amendment reflects the provisions of the August 2, 2021, merger with Okeechobee County to provide fire services within the City. From this date forward new members cannot be added to the Plan, only current members who elect to remain. Additional changes provide for Board of Trustee seats to be held by either retired or active firefighters who remain a member of the Plan, as well as updates due to recent changes to the Internal Revenue Code.

VI. PUBLIC HEARING CONTINUED

- A.** CONTINUED: Summary of Impact Statement Findings: the required employer contribution amount for firefighters for Fiscal Year ending September 20, 2022, decreased by \$22,686.00; the Unfunded Actuarial Accrued Liability for Firefighters increased by \$268,575.00; the Funded Ratio of the System decreased from 122.7 to 114.8 percent]. **Motion Carried Unanimously.**

MAYOR WATFORD CLOSED THE PUBLIC HEARING AT 6:11 P.M.

VII. NEW BUSINESS

- A.** Motion by Council Member Clark, seconded by Council Member Chandler to read by title only, proposed Ordinance No. 1231, Right-of-Way Abandonment Petition No. 21-001-AC submitted by JKST Holdings, LLC, to close the East to West alley in Block 110, CITY OF OKEECHOBEE, Plat Book 5, Page 5 Okeechobee County public records [as presented in Exhibit 2]. **Motion Carried Unanimously.**

City Attorney Fumero read proposed Ordinance No. 1231 by title only as follows: "AN ORDINANCE OF THE CITY OF OKEECHOBEE, FLORIDA; VACATING AND ABANDONING CERTAIN RIGHTS-OF-WAY BEING AN UNIMPROVED PORTION OF AN ALLEYWAY LYING WITHIN BLOCK 110, CITY OF OKEECHOBEE, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 5, PAGE 5, PUBLIC RECORDS OF OKEECHOBEE COUNTY, FLORIDA (PETITION NO. 21-001-AC); RESERVING UNTO THE CITY, ITS SUCCESSORS AND ASSIGNS A NON-EXCLUSIVE EASEMENT FOR PUBLIC UTILITIES PURPOSES; DIRECTING THE CITY CLERK TO RECORD THE ORDINANCE IN THE PUBLIC RECORDS OF THE CLERK OF THE CIRCUIT COURT IN AND FOR OKEECHOBEE COUNTY, FLORIDA; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE."

Council Member Chandler moved to approve the first reading of proposed Ordinance No. 1231 and set September 7, 2021, as a final public hearing date; seconded by Council Member Clark.

City Planning Consultant Ben Smith provided the Staff Report combined with the recommendation to approve the request from both the Technical Review Committee and the Planning Board. However, this Petition and the one addressed in Item B, Ordinance No. 1232 were already in progress when the City Council denied adopting Ordinance No.'s 1225, 1226, 1227, and 1228 which would have reclassified the property within Blocks 110 and 121 as Multi-Family Residential on the Future Land Use Map and rezoned them to Residential Multiple Family. The objective was to vacate the alleyways once the land use and zoning was completed, to provide a better design rather than splitting the two blocks in half. Mr. Steve Dobbs addressed the Council on behalf of the applicant, requesting the final public hearing be continued until after the Council considers Item F on tonight's agenda.

Motion by Council Member Keefe, seconded by Council Clark to lay New Business Items A and B on the table until Item F is considered. **Motion Carried Unanimously.**

- F.** The Council agreed to consider Item F at this time, which was to discuss the process for the property owners of Block 110 [located in the 200 block along Northeast 4th Street] and Block 121 [located in the 200 block along Northeast 3rd Street] to resubmit a Comprehensive Plan Small Scale Future Land Use Map Amendment Application and Rezoning Petition.

Mr. Steve Dobbs and Mr. Phil Berger presented their case on behalf of the new property owner, Mr. Frank Stephens for the City to administratively correct the Future Land Use and/or the Zoning maps for these two blocks to be consistent as required to develop them. Mr. Stephens also addressed the Council explaining his intentions to develop these blocks, which are located one block East of North Parrott Avenue.

VII. NEW BUSINESS CONTINUED.

- F.** CONTINUED: His original development was for apartments, but since that was rejected he is requesting the Lots be rezoned to Heavy Commercial (CHV) [from Light Commercial on Block 110 and from Residential Single Family-One on Block 121, the Future Land Use is already Commercial]. Planner Smith and Attorney Fumero advised that the City Council cannot administratively redesignate the Future Land Use nor Rezone property due to Florida Statutes requiring a specific process based on who is requesting the change. However, there could be a City initiated rezoning with the City assuming all costs, meaning the fee to process the petition would not be paid by the applicant.

Motion by Council Member Keefe, seconded by Council Member Chandler to task Staff with the initiation of a rezoning to CHV for Blocks 110 and 121, CITY OF OKEECHOBEE, as recorded in Plat Book 5, Page 5, Okeechobee County public records. **Motion Carried Unanimously.**

- A.** The Council then went back to readdress item A. Motion and second by Council Members Keefe and Clark to remove New Business Items A and B from the table. **Motion Carried Unanimously.** Based on the action taken on Item F, the public hearing for proposed Ordinance No. 1231 cannot be set for September 7, 2021, and will need to be held after the final adoption of the City initiated rezoning petition.

Council Member Keefe moved to amend the motion on floor, approving the first reading of proposed Ordinance No. 1231 and set September 7, 2021, as a final public hearing date **to postpone the final public hearing date to be held after the rezoning final public hearing date for Blocks 110 and 121**; seconded by Council Member Clark. **Motion To Amend Carried Unanimously.** There being no further discussion, **Motion As Amended Carried Unanimously.**

- B.** Motion by Council Member Chandler, seconded by Council Member Keefe to read by title only, proposed Ordinance No. 1232, Right-of-Way Abandonment Petition No. 21-002-AC submitted by Shaun and Desiree Penrod, to close the East to West alley in Block 121, CITY OF OKEECHOBEE, Plat Book 5, Page 5 Okeechobee County public records [as presented in Exhibit 3]. **Motion Carried Unanimously.**

City Attorney Fumero read proposed Ordinance No. 1232 by title only as follows: "AN ORDINANCE OF THE CITY OF OKEECHOBEE, FLORIDA; VACATING AND ABANDONING CERTAIN RIGHTS-OF-WAY BEING AN UNIMPROVED PORTION OF AN ALLEYWAY LYING WITHIN BLOCK 121, CITY OF OKEECHOBEE, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 5, PAGE 5, PUBLIC RECORDS OF OKEECHOBEE COUNTY, FLORIDA (PETITION NO. 21-002-AC); RESERVING UNTO THE CITY, ITS SUCCESSORS AND ASSIGNS A NON-EXCLUSIVE EASEMENT FOR PUBLIC UTILITIES PURPOSES; DIRECTING THE CITY CLERK TO RECORD THE ORDINANCE IN THE PUBLIC RECORDS OF THE CLERK OF THE CIRCUIT COURT IN AND FOR OKEECHOBEE COUNTY, FLORIDA; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE."

Council Member Keefe moved to approve the first reading of proposed Ordinance No. 1232 **and set the final public hearing date to be after the rezoning final public hearing date for Blocks 110 and 121**; seconded by Council Member Chandler. **Motion Carried Unanimously.**

- C.** Council Member Chandler moved to approve a proposal [No. P 4142] with Craig A. Smith and Associates to provide professional engineering services [in the amount of \$14,300.00] for a modification to the South Florida Water Management District Permit for the City Commerce Center; seconded by Council Member Keefe [as presented in Exhibit 4]. **Motion Carried Unanimously.**
- D.** Mrs. Bobbi Poole submitted a request to discuss shower facilities for the homeless. Due to her absence this item was not discussed.

VII. NEW BUSINESS CONTINUED.

- E. Interim Administrator Ritter requested a presentation of the scope and design of Cattlemen's Square in Flagler Park be provided by the Landscape Architect, Calvin, Giordano, and Associates (CGA). Mr. Gianni Feoli, Director of Landscape Urbanism and Design for CGA provided a 54-slide presentation with 3-D renderings which have been considered and discussed in detail over several meetings with the Flagler Park Design Review Advisory Committee (FPDRAC). The design budget projections provide for demolition and site preparation, new concrete walkways, brick paver and flagstone areas, sculpture foundations, boulders, six benches, three picnic tables, fencing, a ranch entrance from South Park Street, 15 sculpture signs, lighting throughout the landscaping, sculptures and walkways, plantings, sod, and irrigation, with the idea that long-term durability with low maintenance be priority when considering materials. The main reason for the presentation was to obtain budgetary guidance from the Council. Page 55 of the presentation listed the breakdown of the proposed \$1,169,391.94 budget for this block/park [as presented in Exhibit 6]. The Council was clearly taken aback with the proposed costs based on statements made that the design was too elaborate.

The reason for beginning the Cattlemen's Square is this block/park was already approved for Okeechobee Main Street (OKMS) to install their art project featuring a life-size cattle drive that has been funded by local ranchers and private donations. Mrs. Bridgette Waldau, OKMS Culture and Alliance Committee Chair, cautioned the Council on further delaying the project. **The outcome of the discussion was that Interim Administrator Ritter would meet with representatives of OKMS and CGA to scale back the design for this block with the understanding that the sculptures be installed properly once they are shipped, and that additional amenities may be added as necessary or when additional funding/grants provide for them. The revised plan and budget will be resubmitted to the FPDRAC and City Council.**

FPDRAC Members Tewksbury and Scott were present and conveyed their concerns over the costs versus wanting to create a design within Flagler Park that would draw people to the downtown area, stimulate economic development, and be low maintenance yet high quality to last many years. The discussion touched on the perception of who would be funding the revitalization of FLAGLER PARK once the master plan was adopted. It was made clear by the Council that multiple resources and funding would be needed to see the project to fruition.

- G. Council Member Clark moved to approve to adjust the final cost of [Bid No. PW 05-10-09-20 awarded to CW Roberts Contracting, Inc. for] Southeast 3rd Avenue paving not to exceed \$7,248.00 bringing the total completed cost from \$139,848.50 to \$147,096.50 [as presented in Exhibit 7]; seconded by Council Member Keefe. **Motion Carried Unanimously.**
- H. Motion by Council Member Keefe, seconded by Council Member Clark to approve to adjust the final cost of [Bid No. PW 01-10-11-20 awarded to Excavation Point, Inc, for] Southeast 6th Street paving not to exceed \$4,413.61 bringing the total completed cost from \$38,924.00 to \$43,337.61 [as presented in Exhibit 8]. **Motion Carried Unanimously.**
- I. Council Member Keefe moved to approve the designation of India Riedel as the City's Representative and Board Member and Gary Ritter as Alternate to the Public Risk Management Property and Casualty Insurance Trust pursuant to the requirements of Article 6.1 of the Bylaws [as presented in Exhibit 9]; seconded by Council Member Clark. **Motion Carried Unanimously.**
- J. Motion by Council Member Keefe, seconded by Council Member Chandler to appoint Mayor Watford and Council Member Clark to the Okeechobee Utility Authority (OUA) Work Group. **Motion Carried Unanimously.**
- K. Council Member Keefe moved to approve disposal of Fire Department equipment as listed and presented in Exhibit 10 [based on the provisions in the Agreement with Okeechobee County for Fire Services in the City]; seconded by Council Member Chandler. **Motion Carried Unanimously.**

VIII. CITY ATTORNEY UPDATE

City Attorney Fumero provided an update on the Kemp Properties and South Florida BBQ Code Enforcement Cases as well as reporting on the implementation of a tracking system by Code Enforcement Staff.

IX. CITY ADMINISTRATOR UPDATE

Interim Administrator Ritter conveyed his gratitude to City Staff for consistently going above and beyond to assist the public. Both the Charter Review Committee and Planning Boards have requested joint workshops with the City Council of which he will be arranging once the budget is adopted. The City received four responses for the Engineering Services Requests For Qualifications. Those will be forthcoming after review and ranking is complete.

X. COUNCIL COMMENTS

Council Member Chandler cautioned amending the OUA Interlocal Agreement that provided for Board Members to be considered employees or compensated, as retirement and benefits would be their next request. **Council Member Clark** thanked Code Enforcement for citing the CSX Railroad property located next to her business; they were diligently cleaning it up. **Mayor Watford** noted his appreciation to the City Police Department for their professionalism in handling a recent situation at his home.

XI. ADJOURN: Mayor Watford adjourned the meeting at 8:16 P.M.

Submitted By:

Lane Gamiotea, CMC, City Clerk

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, s/he 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.



CITY OF OKEECHOBEE, FLORIDA
AUGUST 11, 2021, BUDGET WORKSHOP
DRAFT SUMMARY OF DISCUSSION

I. CALL TO ORDER

Mayor Watford called the Workshop of the City Council for the City of Okeechobee to order on Wednesday, August 11, 2021, at 5:00 P.M. in the City Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida.

II. ATTENDANCE

Roll was taken by City Clerk Lane Gamiotea to establish a quorum. Members present: Mayor Dowling R. Watford, Jr., Council Members Noel Chandler, Monica Clark, Bob Jarriel, and Bobby Keefe.

III. AGENDA AND PUBLIC COMMENTS

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

IV. OPEN BUDGET WORKSHOP

A. The purpose of the Workshop was to review and discuss the proposed budget for Fiscal Year (FY) October 1, 2021, to September 30, 2022, as presented by Interim Administrator Ritter. To assist with the presentation, he deferred to Finance Director Riedel who distributed a complete budget revised as of August 11, 2021, to replace the version published with the agenda dated as August 4, 2021, 6:44 P.M. Six additional pages of information were distributed to assist during discussions, all of which have been incorporated into the minute file.

Budget page one provided a recapitulation of the estimated General Fund revenue and expenses, presented using a millage rate of 7.6018 for ad valorem revenues. The proposal included a list comparing the increases/decreases of the current to the proposed budget detail. The proposed Beginning Fund Balance Total is \$4,342,501.00. Estimated Revenues are \$7,628,201.00 (\$2,537,990.00 Ad Valorem, \$748,800.00 Other Fees, \$1,773,450.00 Intergovernmental, \$1,099,300.00 Charges for Services, \$21,450.00 Fines/Forfeitures/Penalties, \$8,500.00 Uses of Money and Property, and \$39,240.00 Other Revenues; \$350,000.00 Transferred-In from Public Facilities Improvement Fund; \$1,049,471.00 Transferred-In from Capital Improvement Projects Fund). Total Projected Expenditures are \$7,628,201.00; leaving a Fund Balance of \$4,342,501.00. Pages three and four provided detail Line Item breakdown (or sources) of the revenues including transfers-in from other Funds.

Each Department's projected budget within the General Fund was presented and included the assumption that each position would receive their appropriate step increase (1.5 percent) within the Salary Step Plan [This is not an automatic salary increase. A minimum satisfactory score is required on the employee evaluation.], and increases to Communications and Freight (Line Item 4100) regarding the Fiber Optic Change Out Project for all Departments.

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

Total Personnel Costs:	\$114,135.00
Total Supplies and Other Services:	\$ 80,800.00
FY 2021-22 Proposed Total:	\$194,935.00

512-Executive/Administration (pages 7 and 8)

Total Personnel Costs:	\$212,825.00
Total Supplies and Other Services:	\$ 53,375.00
FY 2021-22 Proposed Total:	\$266,200.00

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

Total Personnel Costs:	\$207,307.00
Total Supplies and Other Services:	\$ 91,300.00
FY 2021-22 Proposed Total:	\$298,607.00

IV. BUDGET WORKSHOP CONTINUED	
514-Legal Services (page 11)	
FY 2021-22 Proposed Total:	\$190,400.00
513-Finance (pages 12 and 13)	
Total Personnel Costs:	\$216,750.00
Total Supplies and Other Services:	\$122,525.00
FY 2021-22 Proposed Total:	\$339,275.00
519-General Services (pages 14 and 15)	
Total Personnel Costs:	\$176,412.00
Total Supplies and Other Services:	\$479,864.00
FY 2021-22 Proposed Total:	\$656,276.00
521-Police Department (pages 16 and 17)	
Total Personnel Costs:	\$2,665,775.00
Total Supplies and Other Services:	\$ 470,648.00
FY 2021-22 Proposed Total:	\$3,136,423.00
522-Fire Department (pages 18 and 19)	
Total Personnel Costs:	\$ 251,900.00
Total Supplies and Other Services:	\$ 903,160.00
FY 2021-22 Proposed Total:	\$1,155,060.00
541-Public Works (pages 20 and 21)	
Total Personnel Costs:	\$ 716,700.00
Total Supplies and Other Services:	\$ 674,325.00
FY 2021-22 Proposed Total:	\$1,391,025.00

Information was distributed to identify revenues listed within the General Fund budget to offset operational costs, totaling \$703,400.00; a list of specific projects and additional/new services with their proposed costs was included. Interim Administrator Ritter asked the Council to prioritize the projects listed within General Services Line Item 3100 Professional Services budget. **The consensus of the Council was to focus on the Future Land Use and Zoning Map changes, and the Evaluation and Appraisal Report (EAR) of the Comprehensive Plan.**

MAYOR WATFORD RECESSED THE WORKSHOP AT 6:59 P.M. AND RECONVENED AT 7:06 P.M.

The next proposed budget to review was the **Public Facility Improvement (Transportation 301) Fund** (pages 23 and 24). It was prepared in coordination with Interim Administrator Ritter and Public Works Director Allen, and was presented with a Beginning Fund Balance of \$923,970.00; Total Revenue Estimates of \$2,218,701.00; Total Expenditures Projected of \$2,215,701.00, plus \$350,000.00 to be Transferred-Out to General Fund; leaving a Fund Balance of \$576,970.00. Supplemental information was distributed that included additional discussion items broken down by Department with focus on the funds the City has been awarded from the American Rescue Plan totaling \$2,400,000.00 to be spent over two years. Items identified in this budget year totaled \$1,185,000.00.

The third proposed budget to review was the **Capital Improvements Projects (304) Fund** (pages 26 and 27) and was prepared by Interim Administrator Ritter in coordination with each Department Head, and the Five-Year Capital Improvement Element of the Comprehensive Plan. Total Beginning Fund Balance of \$3,685,061.00; Total Revenues of \$121,000.00; Total Projected Expenditures are \$278,800.00, plus \$1,049,471.00 Transferred-Out to General Fund; leaving a Fund Balance \$2,477,790.00. As noted in the Public Facility Improvement Fund budget regarding the American Rescue Plan funding, one expenditure is included in this budget year for \$15,000.00.

IV. BUDGET WORKSHOP CONTINUED

The fourth proposed budget to review was the **Other Grant (302) Funds** (page 29) prepared in coordination with Interim Administrator Ritter and Public Works Director Allen. Total Beginning Fund Balance of \$260,000.00; Total Revenues Estimates of \$300,000.00; Total Projected Expenditures are \$430,000.00; leaving a Fund Balance \$130,000.00. The activity in this Fund is directly related to the Taylor Creek Southeast 4th Street Project (Contract No LPQ0007).

The fifth budget with no proposed activity was the **Appropriations Grant (307) Funds** (page 30). The Fund is directly related to the Taylor Creek Southeast 8th Avenue Project Grant (Contract No. LP47020) that was finalized in the current FY.

The sixth and final proposed budget for review was the **Law Enforcement Special (601) Fund** (page 31), presented in coordination with Assistant Chief Hagan. Beginning Fund Balance of \$15,600.00; Total Estimated Revenues of \$1,000.00; Total Projected Expenditures as \$11,500.00; leaving a Fund Balance of \$5,100.00.

Supplemental information was distributed containing four millage rate options for the Council to consider. Option One: prior year millage rate of 7.6018, generates \$2,537,990.00 in ad valorem revenue, requiring \$1,049,471.00 of reserve funds to balance the budget. Option Two: prior year millage rate with a consumer price index of 4.43 percent equaling 7.9386, generates \$2,650,436.00 in ad valorem revenue, requiring the use of \$937,025.00 from reserves. Option Three: decrease prior year millage rate by 0.25 equaling 7.3518, generates \$2,454,523.00, requiring the use of \$1,132,923.00 from reserves. Option Four: utilize the rollback rate of 7.3317, generates \$2,447,812.00, requiring \$1,139,649.00 from reserves. **The consensus of the Council was to continue with the current millage rate, Option One: rate of 7.6018.**

Salary options and the budget impact were provided for a proposed Cost of Living Allowance. Option One: 1.5 percent; Option Two: 2.0 percent; and Option Three: 3.0 percent. Salary increases excluded the Mayor, Council, and City Administrator positions who are not included in the Salary Step Plan. **The consensus of the Council was to incorporate Option One: 1.5 percent into the salaries.**

Mayor Watford opened the floor for public comment. Mrs. Jennifer Tewksbury expressed her thoughts on the positive impact investing in the FLAGLER PARK project would have on economic development in the City and asked the Council to consider budgeting more than \$50,000.00.

The discussion was mainly focused on reducing the overall expenditures. **The Council tasked each Department Head with going back over their budgets to review what expenditures can be deferred or reduced. Council member Clark requested that staff actually present a revised budget that would decrease expenditures by at least \$500,000.00.** A second budget Workshop will be held on August 17, 2021.

V. ADJOURN: Mayor Watford adjourned the Workshop at 8:59 P.M.

Submitted By:

Lane Gamiotea, CMC, City Clerk

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, s/he 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.



CITY OF OKEECHOBEE, FLORIDA
AUGUST 17, 2021, REGULAR CITY COUNCIL MEETING
AND FINAL BUDGET WORKSHOP
DRAFT 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 17, 2021, at 5:00 P.M. in the City Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida. The invocation was offered by Mayor Watford, followed by the Pledge of Allegiance led by Council Member Clark.

II. ATTENDANCE

Roll was taken by City Clerk Lane Gamiotea to establish a quorum. Members present: Mayor Dowling R. Watford, Jr., Council Members Noel Chandler, Monica Clark, Bob Jarriel, and Bobby Keefe.

III. AGENDA AND PUBLIC COMMENTS

- A.** Mayor Watford asked whether there were any agenda items to be added, deferred, or withdrawn. Due to advertising, Items III. Agenda and Public Comments, IV. Presentations and Proclamations, VII. City Attorney Update, VIII. City Administrator Update, and IX. Council Comments would be considered first; action items under Consent Agenda and New Business cannot be considered until 6:00 P.M. Should there be remaining time prior to 6:00 P.M. a recess will be taken, or a portion of the Budget Workshop would be reviewed.
- B.** Motion by Council Member Chandler, seconded by Council Member Jarriel to approve the agenda as amended. **Motion Carried Unanimously.**
- C.** There were no comment cards submitted for public participation at this time. Council Comments were re-opened due to the amended agenda; see page two.

IV. PRESENTATION AND PROCLAMATIONS

- A.** Mayor Watford proclaimed the month of September 2021 as Hunger Action Month. A proclamation was presented to Ronald Wise and Holly Mixon of the Treasure Coast Food Bank and read into the record as follows: "Whereas, hunger and poverty remain issues of grave concern in the United States, the State of Florida, the Treasure Coast, and the City of Okeechobee, with 7,776 children and adults in Okeechobee County now categorized as food insecure; and Whereas, the City of Okeechobee is committed to taking steps to raise awareness about the need to combat hunger in every part of our City and to provide additional resources that the citizens of Okeechobee need; and Whereas, the City of Okeechobee is committed to working with the Treasure Coast Food Bank in mobilizing people about the role and importance of food banks and other hunger relief organizations in addressing hunger and bringing attention to the need to devote more resources and attention to hunger issues; and Whereas, food banks and hunger relief organizations across the country, including the Treasure Coast Food Bank, coordinated Hunger Action Day on September 17, 2021 and will continue to host numerous events throughout the month of September to shed light on this important issue and encourage involvement in efforts to end hunger in their local community. Now, Therefore, I, Dowling R. Watford, Jr., by virtue of the authority vested in me as Mayor of the City of Okeechobee, Florida, do hereby proclaim the month of September 2021 as 'Hunger Action Month'."
- B.** Mayor Watford presented a Certificate of Appreciation to former City Administrator Marcos Montes De Oca, which was read into the record as follows: "Certificate of Appreciation extended to Marcos Montes De Oca for his faithful service and dedication as the City Administrator City of Okeechobee, Florida October 1, 2015, to June 18, 2021."

VII. CITY ATTORNEY UPDATE: no update was provided.

VIII. CITY ADMINISTRATOR UPDATE

Interim Administrator Ritter provided a brief update on the outcome of the August 16, 2021, Flagler Park Design Review Advisory Committee (FPDRAC) meeting. He, together with representatives from Okeechobee Main Street and Calvin, Giordano, and Associates (CGA), will meet to generate a revised budget and plan for the Cattlemen's Square Project to be presented to the FPDRAC on September 2, 2021. Once finalized, representatives of the FPDRAC will make the presentation to Council and other agencies as needed. The draft contract with Taymer Properties, LLC for the purchase of Lots 17A and 17B in the City Commerce Center was mailed August 13, 2021. The fully executed proposal No. P4142 from Craig A. Smith and Associates has been received; they anticipate starting at the end of September.

IX. COUNCIL COMMENTS

Council Member Clark explained that Sharie Turgeon of the Okeechobee County Tourist Development Council offered support for the FLAGLER PARK project. She also updated the Council on the number of clients that Healthy Start is currently serving. **Council Member Chandler and Keefe** spoke briefly on the Cattlemen's Square project with Council Member Keefe recommending the Council consider increasing the amount budgeted. The consensus was to review the revised conceptual plan before making this decision.

MAYOR WATFORD RECESSED THE MEETING AT 5:34 P.M. AND RECONVENED AT 6:00 P.M.

III. PUBLIC COMMENTS: Mayor Watford re-opened public comments.

C. There were two comment cards submitted for public participation. Ms. Casey Rogers provided information on Rite Life Services, Incorporated located at 202 Northeast 2nd Street, which is a non-profit peer support organization that offers a wide variety of services to the community. They currently have funding to assist individuals, focusing on the homeless and recovering addicts, with medication, substance abuse and mental health treatment, transportation to and from appointments, and housing. The grand opening is scheduled for August 25, 2021, at 12:00 P.M. A virtual walk for overdose awareness month will also be held the same day. A Narcan training class will be held on August 29, 2021, at 3:00 P.M. Suicide awareness meetings are currently being held; all are welcome.

Mr. Brandon Tucker, Chairman of the Economic Council of Okeechobee (ECOK) requested the Council consider adopting a Reserve Fund Balance policy, as it is the opinion of ECOK the balance is larger than it needs to be and could be used on projects that would encourage economic development.

V. CONSENT AGENDA

Motion by Council Member Keefe, seconded by Council Member Clark to approve Consent Agenda Items **A** [Temporary Street Closing request from Okeechobee Main Street to close Southwest 3rd Avenue between North and South Park Streets for "Movie Night in the Park" on October 9, 2021, November 13, 2021, December 10, 2021, January 8, 2022, February 12, 2022, March 5, 2022, and April 9, 2022 from 5:00 to 9:00 P.M. as provided in Exhibit 1], and **B** [Temporary Street Closing request from Okeechobee Main Street to close Southwest 3rd and 4th Avenues for the Labor Day Festival on September 5, 2021 at 3:00 P.M. until September 6, 2021 at 10:00 P.M. as provided in Exhibit 2]. **Motion Carried Unanimously.**

VI. NEW BUSINESS

A. Motion by Council Member Jarriel, seconded by Council Member Clark to read proposed Ordinance No. 1236 by title only revising Section 2-172, Chapter 34, [this portion of the motion should not have been included as it is addressed in the next item: and Table 2 of Appendix G] of the City Code of Ordinances to reflect changes as a result of the City entering into an Interlocal Agreement with Okeechobee County to provide fire services within the City [as provided in Exhibit 3]. **Motion Carried Unanimously.**

Mayor Watford read proposed Ordinance No. 1236 by title only as follows:
"AN ORDINANCE OF THE CITY OF OKEECHOBEE, FLORIDA;
REVISING SECTION 2-172 AND CHAPTER 34 OF THE CODE OF
ORDINANCES TO REFLECT CHANGES AS A RESULT OF THE CITY

VI. NEW BUSINESS CONTINUED

- A.** CONTINUED: ENTERING INTO AN INTERLOCAL AGREEMENT WITH OKEECHOBEE COUNTY TO PROVIDE FIRE SERVICES WITHIN THE CITY; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.”

Motion by Council Member Jarriel, seconded by Council Member Clark to approve the first reading of proposed Ordinance No. 1236 and set September 7, 2021, as the Final Public Hearing date. **Motion Carried Unanimously.**

- B.** Motion by Council Member Jarriel, seconded by Council Member Keefe to adopt proposed Resolution No. 2021-06 amending the schedule of fees for inspection and enforcement of fire safety codes to adopt Okeechobee County’s inspection fee schedule [as provided in Exhibit 4].

Mayor Watford read proposed Resolution No. 2021-06 by title only as follows: “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OKEECHOBEE, FLORIDA; AMENDING RESOLUTION NO. 2018-10, APPENDIX G, TABLE 2, OF THE CODE OF ORDINANCES WHICH ADOPTS THE SCHEDULE OF FEES FOR INSPECTION AND ENFORCEMENT OF FIRE SAFETY CODES; PROVIDING FOR AN EFFECTIVE DATE.” **Motion Carried Unanimously.**

- C.** Motion by Council Member Jarriel, seconded by Council Member Clark to approve the settlement agreement offer [in the amount of \$4,500.00] for Bella Rose Day Spa and Salon, LLC, D/B/A Bella Rose Day Spa, in the appellate case of Bella Rose Day Spa and Salon, LLC, D/B/A Bella Rose Day Spa v. City of Okeechobee, Florida, in the Circuit Court of the Nineteenth Judicial Circuit in and for Okeechobee County, Circuit Case No. 21-AP-100, City Case No. 200312003 [as provided in Exhibit 5]. **Motion Carried Unanimously.**

X. MAYOR WATFORD RECESSED THE REGULAR MEETING AND OPENED THE BUDGET WORKSHOP AT 6:19 P.M.

- A.** Finance Director Riedel distributed a document that provided the identification of revised items from the August 11, 2021, Workshop. The overall Fiscal Year 2021-2022 budget was decreased by \$542,300.00. A detailed listing of line item decreases was distributed as well as a revised budget dated August 16, 2021, 3:14 P.M., all of which has been incorporated in the minute file. After a brief discussion on utilizing the American Rescue Plan dollars to assist with stormwater needs of the Commerce Center, the Council directed Staff to shift \$45,000.00 from the Public Facilities Improvement Fund to the Capital Improvement Projects Fund to accomplish this. The Council thanked Staff for making the reductions. No additional direction was provided. The proposed budget dated August 16, 2021, will be presented at the First Hearing scheduled for September 7, 2021.

XI. MAYOR WATFORD ADJOURNED THE WORKSHOP AND RECONVENED IN REGULAR SESSION AT 6:42 P.M.

Council Member Clark questioned whether the \$15,000.00 budgeted for the Tree Program could be earmarked for the Cattlemen’s Square Project. Interim Administrator Ritter and Public Works Director Allen responded those funds have been identified including the two trees in front of City Hall, and improving the landscape along South Park Street. The consensus was to review the revised budget plan and before earmarking specific funds. This item is tentatively being scheduled for the September 7, 2021, Council meeting but predicated on action by the FPDRAC at the September 2, 2021, meeting.

XII. ADJOURN: Mayor Watford adjourned the meeting at 6:45 P.M.

Submitted By:

Lane Gamiotea, CMC, City Clerk

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Okeechobee, FL

Check Report

By Check Number

Date Range: 07/01/2021 - 07/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: CapVeh Fund-Capital Vehicle Fund Trust Checking						
2140	Thomas Ardito	07/20/2021	Regular	0.00	3,400.00	
2066	Trevor Nelson	07/20/2021	Regular	0.00	1,400.00	
2230	Smith Equipment Repair	07/20/2021	Regular	0.00	1,545.96	
1697	CAS Governmental Services, LLC	07/20/2021	Regular	0.00	16,238.38	
1732	Carr, Riggs & Ingram, LLC	07/20/2021	Regular	0.00	12,200.00	
2238	All American Medical Training	07/20/2021	Regular	0.00	6,000.00	
1176	Lester McGee	07/20/2021	Regular	0.00	3,811.52	
1503	Michael Adelberg, PA	07/20/2021	Regular	0.00	4,200.00	
1317	Orthopaedic Care Specialists	07/20/2021	Regular	0.00	897.17	
1788	Culpepper & Terpening, Inc.	07/20/2021	Regular	0.00	5,520.00	
2157	Roger Azcona, Esq.	07/20/2021	Regular	0.00	900.00	
2239	Tyler Technologies	07/09/2021	Regular	0.00	12,382.06	1865
89	ICS Computers Inc.	07/23/2021	Manual	0.00	670.95	1866
1934	Verizon Wireless	07/23/2021	Manual	0.00	393.75	1867
Monster Tiki	Monster Tiki Huts	07/30/2021	Regular	0.00	3,100.00	1868

Bank Code CapVeh Fund Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	14	13	0.00	71,595.09
Manual Checks	2	2	0.00	1,064.70
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	16	15	0.00	72,659.79

- 56,113.03

16,546.76

Check Report

Date Range: 07/01/2021 - 07/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: GenFund-General Fund Checking-Truist Checking						
2168	Jeremy Crews	07/01/2021	Regular	0.00	22.72	43437
1176	Lester McGee	07/01/2021	Regular	0.00	511.52	43438
596	State of Florida Disbursement Unit	07/01/2021	Regular	0.00	420.38	43439
2066	Trevor Nelson	07/01/2021	Regular	0.00	200.00	43440
1710	Apex Pest Control, Inc.	07/09/2021	Regular	0.00	120.00	43441
971	Bank of America - 0752 fka 9846 FD	07/09/2021	Regular	0.00	510.71	43442
969	Bank of America - 9852 fka 8540	07/09/2021	Regular	0.00	200.00	43443
2073	Bank of America-3135 Bernst	07/09/2021	Regular	0.00	53.22	43444
2129	Brandon Griesemer	07/09/2021	Regular	0.00	180.00	43445
1695	Building Code Administrators and	07/09/2021	Regular	0.00	665.31	43446
1697	CAS Governmental Services, LLC	07/09/2021	Regular	0.00	500.00	43447
1605	CenturyLink	07/09/2021	Regular	0.00	18.35	43448
1610	CenturyLink	07/09/2021	Regular	0.00	2,205.58	43449
1685	Comcast	07/09/2021	Regular	0.00	62.50	43450
1739	Communications International, Inc.	07/09/2021	Regular	0.00	618.75	43451
1650	Fitness Factory	07/09/2021	Regular	0.00	280.00	43452
307	Florida Building Commission	07/09/2021	Regular	0.00	519.14	43453
1823	Florida Public Utilities	07/09/2021	Regular	0.00	262.26	43454
1824	Harris Corporation	07/09/2021	Regular	0.00	801.00	43455
89	ICS Computers Inc.	07/09/2021	Regular	0.00	2,288.00	43456
90	iMS	07/09/2021	Regular	0.00	478.77	43457
431	LaRue Planning & Mngmnt Services, Inc.	07/09/2021	Regular	0.00	4,943.75	43458
2256	MRA International	07/09/2021	Regular	0.00	245.00	43459
2253	MacVicar Consulting, Inc.	07/09/2021	Regular	0.00	250.00	43460
1503	Michael Adelberg, PA	07/09/2021	Regular	0.00	600.00	43461
2212	Nason Yeager Gerson Harris & Fumero P.A.	07/09/2021	Regular	0.00	14,261.76	43462
314	Okeechobee County Sheriffs Office	07/09/2021	Regular	0.00	18,438.28	43463
1644	PRM - Health Insurance	07/09/2021	Regular	0.00	63,362.93	43464
1770	PRM - Life, LTD & STD	07/09/2021	Regular	0.00	1,844.62	43465
1770	PRM - Life, LTD & STD	07/09/2021	Regular	0.00	2,760.07	43466
467	PRM - Property & Casualty	07/09/2021	Regular	0.00	83,197.00	43467
1645	PRM - Vision & Dental	07/09/2021	Regular	0.00	2,403.03	43468
1155	Safety Products Inc.	07/09/2021	Regular	0.00	226.66	43469
554	Scott's Quality Cleaning	07/09/2021	Regular	0.00	1,811.28	43470
2255	South Florida Emergency Vehicles	07/09/2021	Regular	0.00	9,861.86	43471
1908	Supplyline	07/09/2021	Regular	0.00	222.80	43472
1460	Tire Zone of Okeechobee, Inc.	07/09/2021	Regular	0.00	621.96	43473
2080	Treasure Coast Medical Associates	07/09/2021	Regular	0.00	2,799.00	43474
2258	Tyler Business Forms	07/09/2021	Regular	0.00	162.25	43475
1544	UniFirst Corp	07/09/2021	Regular	0.00	381.77	43476
1934	Verizon Wireless	07/09/2021	Regular	0.00	375.78	43477
197	W & W Lumber Company of Okeechobee	07/09/2021	Regular	0.00	77.67	43478
1980	WEX Bank	07/09/2021	Regular	0.00	6,170.99	43479
743	Walmart/Capital One	07/09/2021	Regular	0.00	122.44	43480
1001	Bank of America - 2303 fka 9233 PW	07/13/2021	Regular	0.00	617.87	43481
1188	Bank of America - 2709 fka 0257 Admin	07/13/2021	Regular	0.00	984.04	43482
1521	Bank of America - 7178 fka 6737 PD#2	07/13/2021	Regular	0.00	509.40	43483
255	City Of Okeechobee Payroll Account	07/14/2021	Regular	0.00	134,789.31	43484
1491	Home Depot Credit Services	07/15/2021	Regular	0.00	268.89	43485
1843	Kelley Margerum	07/15/2021	Regular	0.00	360.00	43486
1176	Lester McGee	07/15/2021	Regular	0.00	400.00	43487
2259	Mark Roberts	07/15/2021	Regular	0.00	360.00	43488
1087	Phillip Eddings	07/15/2021	Regular	0.00	360.00	43489
596	State of Florida Disbursement Unit	07/15/2021	Regular	0.00	420.38	43490
2140	Thomas Ardito	07/15/2021	Regular	0.00	600.00	43491
1934	Verizon Wireless	07/15/2021	Regular	0.00	72.14	43492
538	Waste Management Inc. of Florida	07/15/2021	Regular	0.00	32,047.68	43493
1236	CIT Technology Finance Service, Inc.	07/23/2021	Manual	0.00	227.58	43494
2021	Century Link	07/23/2021	Manual	0.00	1,826.54	43495
1823	Florida Public Utilities	07/23/2021	Manual	0.00	113.18	43496

Check Report

Date Range: 07/01/2021 - 07/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1887	Gilbert Outdoors	07/23/2021	Manual	0.00	54.48	43497
Hetrick	Hetrick Electrical Consultants	07/23/2021	Manual	0.00	80.12	43498
1105	Indian River Crime Laboratory	07/23/2021	Manual	0.00	8,905.00	43499
594	KYOCERA Document Solutions Southeast	07/23/2021	Manual	0.00	66.78	43500
1652	MCCI, LLC	07/23/2021	Manual	0.00	3,780.00	43501
2057	Okeechobee Army Surplus	07/23/2021	Manual	0.00	67.90	43502
1995	Okeechobee Fitness Center	07/23/2021	Manual	0.00	240.00	43503
222	Okeechobee News c/o Independent Newspaper	07/23/2021	Manual	0.00	2,463.48	43504
224	Okeechobee Utility Authority	07/23/2021	Manual	0.00	1,720.12	43505
1574	Salem Trust Company	07/23/2021	Manual	0.00	60,150.06	43506
2183	Select Shred	07/23/2021	Manual	0.00	30.00	43507
1688	Sprint	07/23/2021	Manual	0.00	199.29	43508
1908	Supplyline	07/23/2021	Manual	0.00	289.90	43509
1813	Thompson Reuters	07/23/2021	Manual	0.00	89.48	43510
1906	Thread Works Embroidery, LLC	07/23/2021	Manual	0.00	36.00	43511
338	US Postal SVC/Neopost Postage On Call	07/23/2021	Manual	0.00	950.00	43512
1973	Advance Auto Parts	07/30/2021	Regular	0.00	233.67	43513
1610	CenturyLink	07/30/2021	Regular	0.00	2,185.10	43514
1236	CIT Technology Finance Service, Inc.	07/30/2021	Regular	0.00	313.54	43515
1685	Comcast	07/30/2021	Regular	0.00	169.69	43516
226	Florida Power & Light Company	07/30/2021	Regular	0.00	3,186.51	43517
1892	Highland Pest Control	07/30/2021	Regular	0.00	235.00	43518
89	ICS Computers Inc.	07/30/2021	Regular	0.00	183.40	43519
1866	JC Newell Const. Inspect. Services, Inc.	07/30/2021	Regular	0.00	5,200.00	43520
1176	Lester McGee	07/30/2021	Regular	0.00	200.00	43521
2064	Red Ink Printing	07/30/2021	Regular	0.00	305.00	43522
596	State of Florida Disbursement Unit	07/30/2021	Regular	0.00	420.38	43523
2140	Thomas Ardito	07/30/2021	Regular	0.00	600.00	43524
1906	Thread Works Embroidery, LLC	07/30/2021	Regular	0.00	25.00	43525
2066	Trevor Nelson	07/30/2021	Regular	0.00	400.00	43526
1544	UniFirst Corp	07/30/2021	Regular	0.00	276.28	43527
1814	US Bank Equipment Finance	07/30/2021	Regular	0.00	234.79	43528
743	Walmart/Capital One	07/30/2021	Regular	0.00	156.15	43529
255	City Of Okeechobee Payroll Account	07/28/2021	Bank Draft	0.00	131,544.64	DFT0000001

Bank Code GenFund Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	118	74	0.00	412,173.33
Manual Checks	19	19	0.00	81,289.91
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	131,544.64
EFT's	0	0	0.00	0.00
	138	94	0.00	625,007.88

Check Report

Date Range: 07/01/2021 - 07/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PubFac Fund-Public Facility Fund-Trust Checking						
1981	JMC Landscaping Services, Inc.	07/09/2021	Regular	0.00	3,849.58	3367
2257	Temple, Inc.	07/09/2021	Regular	0.00	738.00	3368
1001	Bank of America - 2303 fka 9233 PW	07/13/2021	Regular	0.00	71.60	3369
226	Florida Power & Light Company	07/23/2021	Manual	0.00	5,018.70	3370
2094	USA Services of Florida, Inc.	07/23/2021	Manual	0.00	2,266.00	3371

Bank Code PubFac Fund Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	4,659.18
Manual Checks	2	2	0.00	7,284.70
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	5	5	0.00	11,943.88

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	135	90	0.00	488,427.60
Manual Checks	23	23	0.00	89,639.31
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	131,544.64
EFT's	0	0	0.00	0.00
	159	114	0.00	709,611.55

Fund Summary

Fund	Name	Period	Amount
001	GENERAL FUND	7/2021	227,159.06
301	PUBLIC FACILITY FUND	7/2021	7,284.70
304	CAPITAL PROJECTS FUND	7/2021	4,164.70
			238,608.46



MEMORANDUM

TO: Mayor Watford & City Council

DATE: August 27, 2021

FROM: City Clerk Gamiotea *LG*

SUBJECT: 9/7/21 Agenda, Pension
Board of Trustees Reappointments

Police Pension:

One of the two City residents appointed by the City Council to the Police Officers Pension Fund Board of Trustees term sunsets September 30, 2021. We have not received any new applications to date. The terms are for four years. Mr. Daigneault has offered to be reappointed to the Board.

<u>Current Trustees</u>	<u>Appointed/Elected By</u>	<u>Serving Since</u>
Cody Daigneault	City Council	Dec. 2019
Ray Worley	City Council	Oct. 2011
James Pickering	Fund Members	Jun. 2019
Bettye Taylor	Fund Members	Nov. 2002
Ryan Holroyd	Above 4 Trustees	Oct. 2016

Fire Pension:

One of the two City residents appointed by the City Council to the Firefighters' Pension Fund Board of Trustees term sunsets September 30, 2021. We have not received any new applications to date. The terms are for four years. Mr. Smith has offered to be reappointed to the Board.

<u>Current Trustees</u>	<u>Appointed/Elected By</u>	<u>Serving Since</u>
John Koepke	City Council	Aug. 2003
Herb Smith	City Council	Aug. 2015
Glen Hodges	Fund Members	Feb. 1996
Adam Crum	Fund Members	Dec. 2012
Joshua Sanders	Above 4 Trustees	Oct. 2018

Please consider reappointing Cody Daigneault to the Police Officers Pension Fund Board of Trustees and Herb Smith to the Firefighters' Pension Fund Board of Trustees, term being October 1, 2021, and sunsets on September 30, 2025.

Please don't hesitate to call me with any questions or if you need any additional information.
Thank you.

**RENEWAL OF
MEMORANDUM OF UNDERSTANDING BETWEEN
OKEECHOBEE COUNTY AND
THE CITY OF OKEECHOBEE
FOR THE ADMINISTRATION OF TRAFFIC CONTROL PREEMPTION**

This Renewal of Memorandum of Understanding (hereinafter "MOU") is made and entered into effective the 1st day of August, 2021, between OKEECHOBEE COUNTY, a political subdivision of the State of Florida (hereinafter the "COUNTY") and the CITY OF OKEECHOBEE, a municipal corporation in the state of Florida (hereinafter the "CITY").

WHEREAS, the COUNTY and the CITY are political subdivisions of the State of Florida, having a responsibility to provide certain services to benefit the citizens of Okeechobee County and the City of Okeechobee; and

WHEREAS, the COUNTY provides fire and emergency services within both the county and the incorporated limits of the city; and

WHEREAS, the COUNTY has fire rescue stations within the City of Okeechobee; and

WHEREAS, the CITY agrees that the COUNTY sometimes needs to preempt the traffic control devices of the CITY for the purpose of swift and efficient movement of fire and rescue vehicles; and

WHEREAS, the parties entered into a MOU effective August 1, 2020, to set out the general understanding of the working arrangement between the parties for the operation and management of traffic signal preemption and to provide predictability for the parties; and

WHEREAS, the parties have operated under the MOU since its effective date and are satisfied with the other party's performance and both parties desire to extend the MOU for an additional year.

NOW, THEREFORE, the parties set forth the following understandings for the purpose of renewing the working arrangement and procedures that have been contemplated by the COUNTY and the CITY, and in consideration of the premises, and in consideration of the mutual conditions, covenants and obligations hereafter expressed, it is agreed as follows:

1. **Recitals.** The foregoing recitals are true and correct and constitute the material basis for this Renewal. Said recitals are hereby ratified and made a part of this Renewal of MOU.
2. **Renewal.** The MOU entered into effective August 1, 2020, is hereby renewed and extended for an additional one (1) year term, through July 31, 2022.
3. All remaining terms, provisions, and conditions of the MOU entered into and effective on August 1, 2020, remain in full force and effect.

OKEECHOBEE COUNTY BOARD OF
COUNTY COMMISSIONERS

By: Terry W. Burroughs
TERRY W. BURROUGHS, CHAIRMAN

Date: 08/12/2021

ATTEST:

Paula Gaskon-Deputy Clerk
JERALD D. BRYANT, CLERK OF THE
CIRCUIT COURT AND COMPTROLLER
OKEECHOBEE COUNTY, FLORIDA

CITY OF OKEECHOBEE

By: _____
DOWLING R. WATFORD, JR., MAYOR

Date: _____

ATTEST:

Lane Gamiotea, City Clerk

REVIEWED FOR LEGAL SUFFICIENCY:

John Fumero, City Attorney

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OKEECHOBEE COUNTY
AND
THE CITY OF OKEECHOBEE
FOR THE ADMINISTRATION OF TRAFFIC CONTROL
PREEMPTION**

This Memorandum of Understanding (hereinafter "MOU") is made and entered into effective the 1st day of August, 2020, between **OKEECHOBEE COUNTY**, a political subdivision of the State of Florida (hereinafter the "COUNTY") and the **CITY OF OKEECHOBEE**, a municipal corporation in the state of Florida (hereinafter the "CITY").

WHEREAS, the COUNTY and the CITY are political subdivisions of the State of Florida, having a responsibility to provide certain services to benefit the citizens of Okeechobee County and the City of Okeechobee; and

WHEREAS, the COUNTY provides fire and emergency services within both the county and the incorporated limits of the city; and

WHEREAS, the COUNTY has fire rescue stations within the City of Okeechobee; and

WHEREAS, the CITY agrees that the COUNTY sometimes needs to preempt the traffic control devices of the CITY for the purpose of swift and efficient movement of fire and rescue vehicles; and

WHEREAS, the parties desire to enter into this MOU to set out the general understanding of the working arrangement between the parties for the operation and management of traffic signal preemption and to provide predictability for the parties.

NOW, THEREFORE, the parties set forth the following understandings for the purpose of memorializing the working arrangement and procedures that have been contemplated by the COUNTY and the CITY, and in consideration of the premises, and in consideration of the mutual conditions, covenants and obligations hereafter expressed, it is agreed as follows:

1. **Recitals.** The foregoing recitals are true and correct and constitute a material inducement to the parties to enter into this MOU. Said recitals are hereby ratified and incorporated herein by reference.
2. **County's Responsibilities.** During the Term of this MOU, the COUNTY's responsibilities shall be as follows:
 - a. to procure a contractor or vendor chosen by the COUNTY to perform the installation and maintenance services as needed, to the extent that such installation and maintenance cannot reasonably be performed by the parties, the cost of which shall be entirely borne by the COUNTY, except where the equipment is installed on CITY vehicles;
 - b. to procure all preemption equipment to be installed in CITY maintained traffic signals, including installation at the COUNTY's expense;
 - c. to ensure that the contractor or vendor installing the preemption equipment in CITY maintained traffic signals holds proper International Municipal Signal Association (IMSA) certification appropriate to the work being performed and/or the preemption equipment manufacturer;
 - d. to provide the CITY with written documentation of Florida Department of Transportation (FDOT) approval for the installation of the traffic signal preemption equipment to be installed in CITY maintained FDOT owned traffic signals;
 - e. to ensure that all traffic signal preemption installed in CITY maintained signals is included in the current FDOT APL Traffic Equipment Contract at the date of purchase;
 - f. to replace any traffic signal preemption equipment installed by the COUNTY that fails or becomes obsolete, including installation at COUNTY's expense;
 - g. to ensure that the preemption equipment installed by the COUNTY at the intersection of State Road 70 and U.S. Highway 441 is compatible with the preemption equipment currently installed;
 - h. to install the preemption equipment purchased by the CITY fire department vehicles;
 - i. to ensure that the contractor or vendor procured by the COUNTY is properly insured;
 - j. to troubleshoot problems that arise between the preemption equipment and equipment installed on the CITY fire department vehicles; and
 - k. to provide any troubleshooting and maintenance beyond the basic level provided by the City and the COUNTY's expense.
3. **City's Responsibilities.** During the Term of this MOU, the CITY's responsibilities shall include the following:
 - a. to allow the COUNTY or its contractor or vendor to install preemption equipment at the intersections of Highway 441 and State Road 70 and Highway 441 and South 21st Street, as well as other intersections or signals that the COUNTY and the CITY jointly agree to in the future;
 - b. to provide employees for training by the COUNTY's procured vendor or contractor for troubleshooting the system and equipment and performing basic maintenance and repairs not requiring the replacement of equipment;

- c. to troubleshoot system and equipment failures and make repairs when repairs can be done within the CITY employees' training and reasonable capabilities; and
 - d. to contract with the COUNTY's procured contractor or vendor to repair equipment installed in CITY vehicles.
- 4. Both Parties' Responsibilities.
 - a. Both parties shall actively pursue, establish, and maintain a business-like, responsible, and responsive working relationship with each other. As regularly as appropriate, designated employees of the COUNTY and the CITY shall meet or otherwise communicate to review operations, maintenance, reports, and other data information relating to the implementation of this MOU.
 - b. Both parties shall endeavor in good faith to make funding and staff available to carry out the responsibilities designated herein.
- 5. Term; Termination.
 - a. Term. This MOU shall have a Term of one (1) year beginning August 1, 2020, and ending July 31, 2021, unless terminated earlier in accordance with its terms. The MOU may be renewed annually for as long as the parties mutually agree to renew. However, the COUNTY shall continue to maintain the preemption equipment installed in CITY-maintained traffic signals for the life of the equipment or until the COUNTY removes such equipment.
 - b. Termination at Will. This MOU may be terminated by either party giving not less than ninety (90) days written notice to the other party; provided, that this provision shall not be construed to relieve either party from its rights or obligations of this MOU through the date of the actual termination. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
 - c. Termination for Cause. Either party shall have the right to terminate this MOU for the other party's material non-compliance with the terms and conditions of this MOU if such other party fails to cure such material non-compliance within ten (10) days after receiving notice thereof from the noticing party, or within such additional time as the noticing party may allow.
 - d. Upon termination, the COUNTY shall be responsible for the removal of any traffic signal preemption equipment deemed necessary by the CITY at the COUNTY's expense.

6. Records.

- a. Both parties shall comply with the public records provisions of Chapter 119, Florida Statutes. Should either party assert any exemptions to the requirements of Chapter 119 and related law, the burden of establishing such exemption, by way of injunctive or other relief as provided by law, shall be upon the party asserting the exemption. Failure by either party to comply with the provisions of Chapter 119, Florida Statutes shall be grounds for immediate unilateral cancellation of this MOU by other party.
- b. **IF THE CITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SHERIFF'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, ROBBIE L. CHARTIER, COUNTY ADMINISTRATOR, AT 863-763-6441, EXT 1; publicrecords@co.okeechobee.fl.us; MAILING ADDRESS: 304 NW 2nd Street, ROOM 123, OKEECHOBEE, FL 34972.**

7. Default.

- a. Events of Default by either party are the material failure or refusal of such party to perform timely any obligation under this MOU.
- b. Upon the occurrence of an Event of Default, the non-defaulting party shall provide written notice to the defaulting party of such event, and such written notice shall contain a provision for a ten (10) day cure period, commencing on the date of the letter.

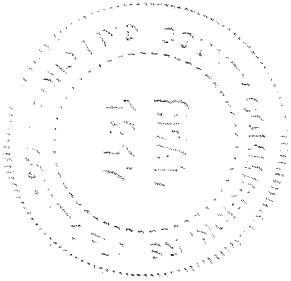
8. Notices. Any notices or communication required or permitted hereunder shall be in writing and may be delivered in person or mailed by certified or registered mail, postage prepaid, as follows:

To the COUNTY: County Administrator
304 NW 2nd Street, Room 123
Okeechobee, FL 34972

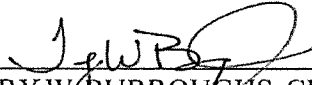
To the CITY: City Administrator
55 SE 3rd Avenue
Okeechobee, FL 34974

10. Miscellaneous.

- a. This MOU represents the entire agreement of the parties. Any alterations, variations, changes, modifications, or waivers of provisions of this MOU shall only be valid when they have been reduced to writing duly signed by each of the parties hereto, and attached to the original of this MOU. The CITY recognizes that any representations, statements, or negotiations made by the County staff do not suffice to legally bind the COUNTY in a contractual relationship unless they have been reduced to writing, authorized, and signed by the authorized County representatives.
- b. This MOU is binding upon the parties, their successors, and their assigns.
- c. Should any provision of this MOU be subject to judicial interpretation, it is agreed that the court interpreting or considering such provision will not apply the presumption or rule of construction that the terms of this MOU be more strictly construed against the party which itself or through its counsel prepared the same, as all parties hereto have participated in the preparation of the final form of this MOU through review by their respective counsel, if any, and/or the negotiation of specific language, and, therefore, the application of such presumption or rule of construction would be inappropriate and contrary to the intent of the parties.
- d. This MOU shall not be assigned by either party without the prior written consent of the other party and either party shall not enter into any contractual agreement with a third party for the performance of any part of this MOU without prior written consent of the other party.
- e. Each party agrees to execute and deliver any instruments and to perform any acts that may be necessary or reasonably requested in order to give full effect to this MOU. Each party can, and shall, use all reasonable efforts to provide such information, execute such further instruments and documents and take such action as may be reasonably requested by the other party and not inconsistent with the provisions of this MOU and not involving the assumption of obligations other than those provided for in this MOU to carry out the intent of this MOU.
- f. This MOU shall be governed in accordance with the laws of the State of Florida.
- 1. This MOU is being entered into in Okeechobee County, Florida, which shall be the venue of any action thereon.
- J. All headings are for convenience only and are not to be used in any judicial construction of this MOU.
- k. Nothing herein shall be construed to extend the COUNTY'S or the CITY'S liability beyond that provided in section 768.28, Florida Statutes. Nothing in this MOU is a consent, or will be construed as consent, by the COUNTY or the CITY to be sued by third parties in any matter arising out of this MOU.




OKEECHOBEE COUNTY BOARD OF
COUNTY COMMISSIONERS

By: 
TERRY W. BURROUGHS, CHAIRMAN

Date: 09/24/2020

ATTEST:


SHARON ROBERTSON, CLERK OF THE
CIRCUIT COURT AND COMPTROLLER
OKEECHOBEE COUNTY, FLORIDA

ATTEST:

 By:
Lane Gamio, OMC, City Clerk

CITY OF OKEECHOBEE


DOWLING R. WATFORD, JR, MAYOR

Date: October 6, 2020


John J. Funero, City Attorney



MEMORANDUM

TO: Mayor Watford & City Council

DATE: August 27, 2021

FROM: City Clerk Gamiotea *LG*

SUBJECT: 9/7/21 Agenda Item, Quote for MTS-
Phase 3 Backlogged Scanning Project

Action Requested:

Award a Quote to MTS Software Solutions for Phase 3 of the Backlogged Scanning Project in the amount not to exceed \$20,000.00.

Information to Note:

- Service is a non-capital budgeted item for FY 2020-21 within line item 001-2512-3400.
- Phase 3 is for two types of records; one is for the commercial permit files, the other is for commercial plans, a copy of the quotes are attached.
- Phases 1 and 2 weren't required to be approved by the City Council as the costs were within the amount the Administrator can approve.

Background Information:

I wanted to provide you all with an update on the project since we didn't go into detail during the budget workshops. A few years ago, we obtained quotes from three companies who could scan our past records that are required to be retained permanently or for 30 years or longer. Due to the number of records and costs, we looked at phasing the project over several years. MTS was the only company who offered to breakdown the proposal into four phases, over four years, and would honor their original quote for the period. The other companies only offered to honor their quotes for two-years. The following schedule is what was agreed to:

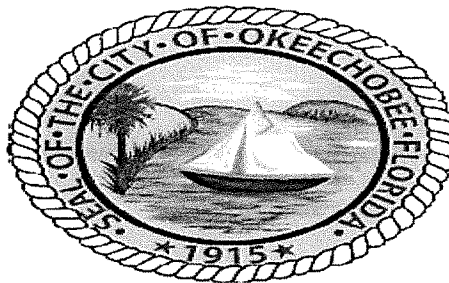
FY	Phase	Type of Records	Estimate	Actual & Date Completed
2018-19	1a	Convert microfilm	\$1,007.50	914.94, 5/31/2019
2018-19	1b	Pension Records-all funds, all records, permanent retention	\$7,450.00	\$7443.58, 11/26/2019
2019-20	2	Payroll Records required to be retained for 50-years after the date employee separates employment	\$11,350.00	\$13,284.15, 9/28/2020
2020-21	3	Commercial Building Permits and Commercial Building Plans, required to be retained for the life of the structure	\$19,397.60	
2021-22	4	Planning/Zoning Records and Minutes Files, permanent retention	\$7,000.00	

I greatly appreciate your approval on the next phase of this project. We have had an increase in requests for these records on existing commercial buildings as individuals need them when preparing to remodel, expand, sale, or shop for lower insurance. Please don't hesitate to call me with any questions or if you need any additional information. Thank you.



SOFTWARE SOLUTIONS
FASTER, SMARTER WAYS TO DO BUSINESS

Imaging Solution for Confidential Records Scanning of Commercial Permits



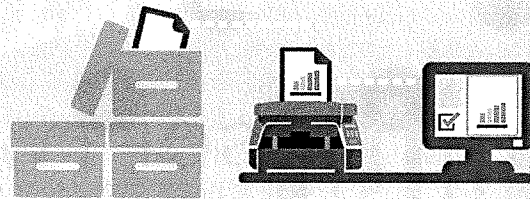
\$11377.60 B&W only
\$100 extra for external drive
\$150 transportation

\$11,627.60

Attn: Lane Gamiotea

Simplify ★ Streamline ★ Accelerate

Table of Contents



1. Executive Summary
2. Who We Are
3. Project Process Overview
4. Our Superior “SERVICE” Promise
5. Scope of Work
6. Go Beyond Scanning, Go Paperless.

Prepared by:

Jeff Pulda

Sales Manager – Florida Region

MTS Software Solutions

225 Executive Drive, Suite 4

Moorestown, NJ 08057

T: 856.642.1188 x4610

C: 561-846-3475

E: jpulda@mts-software.net

Date: June 25, 2018

1. Executive Summary

The valuable information contained within your business documents should be at your fingertips, not hidden in a filing cabinet drawer, stored in a box in the basement, or locked away in a third-party facility.

By making the decision to outsource the scanning of your documents, you make the decision to unlock the value of your business documents by making them accessible digitally - when, where, and to whom they are needed. You're also choosing to reduce the time, expense, and risks of managing and storing paper, and instead focusing your organization's resources on increasing the value that you deliver to your clients.

By choosing to work with MTS Software Solutions, you can rely on the trust, experience, and expertise of our dedicated, on-shore team to execute a quality, cost-effective scanning project. Our Document Scanning and Digital Conversion services provide our clients the peace of mind and sense of security that their documents and data are in good hands.



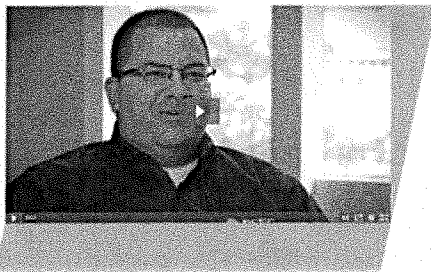
We appreciate the opportunity to present this proposal to City of Okeechobee City Clerk in response to your inquiry for digital conversion services. By choosing to work with us, your scanning project will benefit from our "SERVICE" promise. Learn more about our "SERVICE" promise, why we are leaders in the industry, as well as the various ways that we help customers with "paperless" and process improvement initiatives in the following pages of this proposal.

We welcome your feedback and look forward to the opportunity to work together!

PSEG: Energy Company
Scans Thousands of Drawings & Reduces Costs

CASE
STUDY

Watch the video >



Hear from Felix Ruiz, of PSEG, on how we converted thousands of documents from the "Dungeon" into digital files that can be stored in your pocket!

[Watch the video >](#)

[Type here]

2. Who We Are

With over 30 years of experience in delivering high-quality document imaging projects, we offer consultative services, competitive prices, and flexible payment options to ensure the value of your project is aligned with your business requirements and budget.

In addition to our document scanning and conversion services, we offer a suite of technologies and related professional services to help businesses simplify, streamline, and accelerate their business processes.

We help organizations across a number of industries improve productivity and profits through the following expertise:

- Business Process Automation
- Enterprise Content Management (ECM)
- Intelligent Data Capture (IDC)
- Business Process Outsourcing (BPO)
- Software Development
- Check Scanners
- Document Scanners
- Document Conversion
- Data & System Migration
- API Integrations



For more information, visit our website: www.mtssoftwaresolutions.com.

[Type here]

3. Scanning Project Overview

While each scanning project will have unique requirements, below are the various steps that many projects have in common. Our Imaging Specialists will work with you to determine your specific requirements and guide you through each step of our project management process.



PROJECT ASSESSMENT

The first step of any scanning project is to review the details & requirements including source document format, types of files to be scanned, number of images, time frame, location, etc.



PICK-UP & TRANSPORT

If your project is to be performed at our secure facility, we can box, inventory, and transport your documents in our company-owned vehicles maintaining "chain-of-custody" throughout the project.



DOCUMENT PREPARATION

We accept paper in all conditions...stapled, with paperclips, covered with post-it notes, and more. At this step, we prepare the paper for scanning and can even capture the content of your post-it notes.



SCANNING

Our full-time scanning services team uses production-level document scanners and industry-leading scanning software to produce accurate image results as efficiently as possible.



IMAGE ENHANCEMENT & VALIDATION

Quality control is important to us and occurs at every step of the process. At this step, we have a team dedicated to verifying the image quality and confirming the accuracy of the associated data.



CUSTOM INDEXING

A dedicated document indexer performs an additional review for image quality and assigns index values (metadata) to each image for easy and efficient search and retrieval.



DELIVERY OF DOCUMENT IMAGES & DATA

We offer various options for delivering the digital files including CD/DVDs, Secure FTP, Encrypted Hard Drive, and import and/or integration to business systems.



STORAGE, DESTRUCTION, OR RETURN

Depending on the preference of the client, we can facilitate long-term storage, secure destruction, or return delivery of your documents.

[Type here]

4. Our "SERVICE" Promise

Why select MTS Software Solutions for your digital conversion project? In addition to our years of experience and excellent track record, we offer our clients a "SERVICE" promise.

S	E	R	V	I	C	E
ecurity	fficiency	eliability	olume	ntegrity	onvenience	xecution

S – Security

When selecting a scanning and conversions provider, you want to know that you're putting your documents and data in good hands. MTS Software Solutions has established security controls and procedures of the highest standards to ensure that your documents and data are secure.

- **SOC 1/SSAE 16 Type II Certified**
 - We take the trust and confidence of our customers very seriously, and our participation in routine SOC audits is a best practice to assure our customers and prospects of the integrity of our internal processes.
- **HIPAA Certified**
- **100% Chain of Custody**
 - From the moment, your files leave your office to when they are returned or destroyed, we maintain 100% chain of custody. With our own staff and vehicles responsible for loading, unloading, and transporting your documents, you don't have to worry about us using third-party logistics to scan your documents.
 - We maintain a clean desk policy in which all documents are returned to their respective containers and securely stored when not in production.
- **DOD-compliant Data Encryption Standards**
 - Company computers, back-up drives, and data transmissions are encrypted.
 - Computers and back-up drives are destroyed at the end of their life-cycle via a certified destruction process.
 - Remote access is encrypted over a secure VPN and an RSA security key must be used.
- **Network Monitoring & PC Protections**
 - We use a third-party network monitoring service to monitor the network and all server-based applications for any attempted intrusions.
 - Dual DMZ zones are used to prevent unauthorized access to the network.

[Type here]

- Each PC is set to sleep mode after 5 minutes of inactivity and can only be activated with proper security credentials. Employees lock PCs when leaving their work space.
- Security credentials for PCs must be at least 8 characters, include both upper and lower-case characters and at least one special character.
- **Two-level Secure Entrance to Building and Production Area**
 - Entrance to the building requires all personnel to use an ID card with a 4-character passcode preventing unauthorized access with lost or stolen ID cards.
 - Production area has a second level of secure access with ID card and passcode and is only accessible to authorized personnel.
- **Rigorous Employee Screening Procedures**
 - Every employee with access to the Production Area must have a full security background check which includes County Criminal, Statewide Criminal, Credit Check, State Prison Check, Federal Prison Check, Federal District Check, Previous Employment Verification, Social Security Validation, Drug Test, and OFAC International Background Check.
 - All employees receive an intense security awareness training and are required to sign-off on company security policies and non-disclosure agreement.

E – Efficiency

With 30+ years of document imaging experience, we have tried and true internal procedures that allow us to deliver results efficiently and effectively.

- **Strict SOPs**
 - Our standard operating procedures are time-tested and continually tweaked to improve on what we know to be the best in the industry.
- **Top-of-the-line Hardware & Software**
 - We invest in the best equipment available to increase scanning and processing speeds.

R – Reliability

With years of experience and thousands of satisfied customers, we offer reliability that our competitors – both big and small – cannot.

- **In-house Scanner Maintenance Team**
 - As hardware vendors, we have a team of hardware technicians who are available to service our production scanning equipment to minimize any downtime for your project.
- **Disaster Recovery Systems & Protocol**
 - Our systems are routinely backed-up to prevent any loss of data.

[Type here]

V – Volume

Our Production Facility, warehouse, equipment, personnel, and processes are suited to scale and can process jobs of any shape, size, or volume in a timely manner.

- Our Production Scanners have the capacity to scan over 200,000 images per shift.
- We have the capacity to run multiple shifts per day to meet strict time-based SLAs.
- Our machines have the capacity to scan multiple document sizes and formats including standard business documents, legal documents, large format drawings, books, magazines, newspapers, microfilm, and microfiche.
- We maintain strategic relationships with Production Scanner vendors, including OPEX whose headquarters is right across the street.

I – Integrity

The integrity of your indexed document images and related data is paramount to the success of scanning project. Otherwise, why would you do it? That's why we take it very seriously.

- **Custom Box Barcode Tracking System**
 - Our software development team created a box barcode tracking system that helps us determine where each box is in the scanning process and also ensures that no boxes go missing or unscanned.
- **Document Inventory Verifications**
 - Throughout the scanning process, we routinely verify that our box and image inventory match what was received.
- **Document Image Validations**
 - We have manual validation procedures in place to ensure that all images are being captured by the equipment and no documents is left behind.
- **Industry-leading Data Clean-up**
 - We use a software called Virtual Rescan that helps to ensure that the scanned image is high quality. This includes de-speckling, de-skewing, auto-rotating, etc.
- **Double-key Index & Data Extraction**
 - If requested by the customer, we implement double-key index and data extraction which allows us to compare the results of two imaging specialists to ensure 100% accuracy.

[Type here]

C – Convenience

We want your customer experience to be simple, sensible, and satisfactory. Our team works alongside your team to ensure the value of your project is aligned with your business requirements and budget.

- **Consultative Approach**
 - Our team offers a consultative approach to help you understand the ROI of scanning your documents as well as the opportunities to improve processes and reduce the time and expense of managing paper going forward.
- **Flexible Pricing Options & Payment Plans**
 - We understand that one lump sum price does not fit all. We propose multiple options for digitizing your documents at a pace and a price that makes sense for your business today and into the future.
- **Assigned Account Executive**
 - Start-to-finish project updates and accessibility to answer questions or concerns.
- **Dedicated Document Scanning & Conversions Department**
 - We have a team of dedicated Imaging Specialists who have years of experience delivering high-quality, timely, and cost-effective scanning projects.
- **Web-based Job Tracking Portal**
 - Want to monitor the progress of your scanning project? We offer a web-based job tracking portal built by our own software development team to keep you informed of the status of your project in real-time.

E – Execution

The bottom-line is that MTS Software Solutions can execute. We deliver our projects on-time, on-budget, and with highest standards of quality. Combining our infrastructure, team, and reputation, we can make a “SERVICE” promise and keep it.

[Type here]

5. Statement of Work & Project Specifications

City of Okeechobee City Clerk is seeking an imaging solution provider to outsource the digitization and indexing of their files. The following outlines all services and project specifications to be performed under the scope of this proposal. Changes in the scope of work may affect pricing.

Document Packaging & Transport

- City of Okeechobee City Clerk will be responsible for the boxing and inventorying of the files for transport to the MTS conversion facility.
- MTS will be responsible for the pickup and transfer to the MTS conversion facility.
- Pickup Location: 55 SE 3rd Ave Okeechobee, Florida 34974

Document Preparation

- Documents will require preparation and MTS will include the following in the pricing:
 - Removal of documents from folders or binders
 - Removal of all staples and paperclips
 - Post-it notes that cover information will be moved to a non-evasive part of the document.
- Documents will remain in the order in which they are received.

Document Scanning

- **Location:** MTS NJ Facility @ 225 Executive Drive, Suite 4, Moorestown, NJ 08057
- **Estimated Volume:** 199,600 source documents and 400 large format
 - An image is defined as every digitized image captured of the document being scanned, or one side of a document.
 - Customers has 80 small boxes of commercial permits
 - Source documents are smaller than 11" x 17", large format are anything over 11" x 17"
 - Customer estimates 5 drawings per box
 - Documents are considered single sided
 - Actual number of images delivered will be invoiced.
- **Source Document Specs**
 - **Format:** Paper Documents
 - **Types:** Minute Packet
 - **Size:** Multiple Sizes
 - 99.8%- Smaller than 11" x 17"
 - 0% - Larger than 11" x 17"
- **Scanner Equipment**
 - MTS will provide batch production mode scanning. The scanners will capture the documents in their native form, utilizing automated techniques which produce best quality "as-is" digital representation.

[Type here]

- MTS will determine the type and the number of scanner(s) to be used in the document capture process.
- **Removal of Blank Pages**
 - MTS will delete pages that fall below a minimum image size, typically 2k. This will be determined by MTS and City of Okeechobee City Clerk
 - Images that are deleted in this manner are not considered billable.
 - This means that some blank backsides (depending on the amount of stray data on a backside of a page) may not be detected as blank and may be delivered to the customer. These images will be billable.
 - In addition, any boiler plate will not be automatically deleted. Boiler plates will be imaged, delivered to the customer, and charged as a billable image.
 - **This service is not available for microfilm or microfiche.**

Image Specifications

- Resolution: 300 dpi
- Color: Monochrome
- Auto document cleanup will be done at the scanning step and will include the following: deskew, despeckle, auto-rotation.

Optical Character Recognition (OCR)

- OCR will not be supplied as an Optional Cost.

Image Indexing

- MTS will index each document using the indexing convention defined below.
- Indexing at the file level
- Information for indexing includes:
 - ✚ Box
 - ✚ Address

Quality Control

- Checks on preparation of files to confirm that internal specifications and client's requirements are fulfilled.
- Scanning operator visually inspects every image. Our hand assisted scanning procedure means that the scanner operators must be seated at the scanner. This ensures the highest quality of scanned images is achieved.
- Indexing is completed using double key verification. This ensures image to data verification.
- Validation quality checks to endure that the data is correctly formatted.
- Final cut inspections that compares the finished images and data are to the client's specifications.
- 25% random quality checks on all finalized work, failures will result in 100% batch check and rework where needed.

Image Delivery

[Type here]

- Final delivery of images will be in an image only multipage named PDF and a TIFF and text file that can be imported into customers document management system. MTS is not responsible for any database configuration or uploading of images into customers system.
 - MTS will store digital images on our back-up drives for up to 90 days. MTS will delete electronic images from our back-up drives 90 days after delivery.

Restitution of Original Documents

- All paper remains the property of City of Okeechobee City Clerk
- By default, MTS will deliver the documents in the condition that they are in after the scanning process. No post-scanning preparation will be performed.
 - Files will be unstapled, in original folders (if provided), possibly with barcode separator sheets and index sheets between documents.
 - Post-prepping can be performed at an additional cost.
- MTS offers document destruction (see Optional Pricing).

Project Schedule

MTS and City of Okeechobee City Clerk will determine a mutually agreeable project delivery schedule.

Change Orders

In the event, City of Okeechobee City Clerk desires to make any modifications to Assumptions or a Deliverable, City of Okeechobee City Clerk and MTS shall enter into a Change Order ("Change Order"). The Change Order will include:

- The scope of services to be provided by MTS
- The scope of services to be provided by City of Okeechobee City Clerk
- The deliverable, schedule, and the cost/payment schedule for the modifications.

If the Change Order is acceptable to City of Okeechobee City Clerk and MTS, MTS shall execute the Change Order. All Change Orders shall be effective upon execution by both Parties, and shall be attached to and incorporated into this Agreement. The terms and conditions of a Change Order shall refer back to and supersede those contained in the Assumptions which are being modified by the Change Order.

[Type here]

6. Services & Rates

The table below reflects the estimated costs of the effort based on the services proposed, rates, and estimated quantities provided by the customer.

Document Scanning_MTS Facility			
Item	Unit Price	Estimated Quantities	Cost
Preparation, Scanning & Indexing of Documents (smaller than 11" x 17" in size)	\$0.056/ image	199,600/ images	\$11,177.60
Preparation, Scanning & Indexing of Documents (larger than 11" x 17" in size)	\$0.050/ image	400/ images	\$200.00
SFTP Set Up	No Charge	1 set up	No Charge
Transportation	\$150.00/trip ✓	1/trip	Waived (Charge will apply if documents need to be returned to Florida)
Total Estimated Cost NOT including *Optional* Services:			\$11,377.60
Total Estimated Cost including *Optional* Services:			\$11,377.60 ✓

required to be returned

* Indicates OPTIONAL Services

++ Payments are due 30 days from receipt and are subject to a 1.5% per month late fee.

Additional Optional Services	Cost
Boxes for packing of files	\$1.75/box
Color or Grayscale	20% increase per image
External Drive (pad lock)	\$225.00/drive
External Drive (no pad lock)	\$100.00/drive ✓

[Type here]

7. Signature

IN WITNESS, WHEREOF the Parties hereto have executed this Agreement as of the dates set forth below.

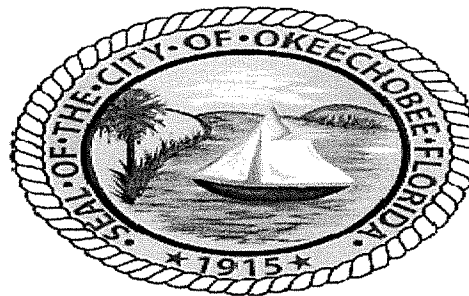
City of Okeechobee City Clerk	MTS Software Solutions Inc.
NAME: _____	NAME: _____
SIGNATURE: _____	SIGNATURE: _____
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

[Type here]



SOFTWARE SOLUTIONS
FASTER, SMARTER WAYS TO DO BUSINESS

Imaging Solution for Confidential Records Scanning of Commercial Plans



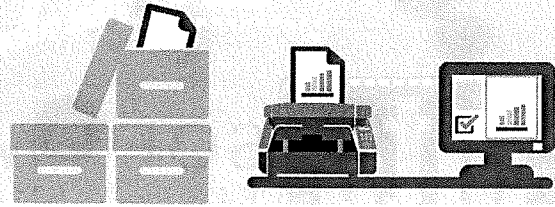
\$7520 B&W only
\$100 extra for external drive
\$150 transportation

\$7,770.00

Attn: Lane Gamiotea

Simplify ★ Streamline ★ Accelerate

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1. Executive Summary
2. Who We Are
3. Project Process Overview
4. Our Superior “SERVICE” Promise
5. Scope of Work
6. Go Beyond Scanning, Go Paperless.

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E: jeff.pulda@mtssoftware.com

Date: June 25, 2018

1. Executive Summary

The valuable information contained within your business documents should be at your fingertips, not hidden in a filing cabinet drawer, stored in a box in the basement, or locked away in a third-party facility.

By making the decision to outsource the scanning of your documents, you make the decision to unlock the value of your business documents by making them accessible digitally - when, where, and to whom they are needed. You're also choosing to reduce the time, expense, and risks of managing and storing paper, and instead focusing your organization's resources on increasing the value that you deliver to your clients.

By choosing to work with MTS Software Solutions, you can rely on the trust, experience, and expertise of our dedicated, on-shore team to execute a quality, cost-effective scanning project. Our Document Scanning and Digital Conversion services provide our clients the peace of mind and sense of security that their documents and data are in good hands.



We appreciate the opportunity to present this proposal to City of Okeechobee City Clerk in response to your inquiry for digital conversion services. By choosing to work with us, your scanning project will benefit from our "SERVICE" promise. Learn more about our "SERVICE" promise, why we are leaders in the industry, as well as the various ways that we help customers with "paperless" and process improvement initiatives in the following pages of this proposal.

We welcome your feedback and look forward to the opportunity to work together!

PSEG: Energy Company
Scans Thousands of Drawings & Reduces Costs

CASE
STUDY

[Watch the Video >](#)



Hear from Felix Ruiz, of PSEG, on how we converted thousands of documents from the "Dungeon" into digital files that can stored in your pocket!

[Watch the video >](#)

2. Who We Are

With over 30 years of experience in delivering high-quality document imaging projects, we offer consultative services, competitive prices, and flexible payment options to ensure the value of your project is aligned with your business requirements and budget.

In addition to our document scanning and conversion services, we offer a suite of technologies and related professional services to help businesses simplify, streamline, and accelerate their business processes.

We help organizations across a number of industries improve productivity and profits through the following expertise:

- Business Process Automation
- Enterprise Content Management (ECM)
- Intelligent Data Capture (IDC)
- Business Process Outsourcing (BPO)
- Software Development
- Check Scanners
- Document Scanners
- Document Conversion
- Data & System Migration
- API Integrations



For more information, visit our website: www.mtssoftwaresolutions.com.

3. Scanning Project Overview

While each scanning project will have unique requirements, below are the various steps that many projects have in common. Our Imaging Specialists will work with you to determine your specific requirements and guide you through each step of our project management process.



PROJECT ASSESSMENT

The first step of any scanning project is to review the details & requirements including source document format, types of files to be scanned, number of images, time frame, location, etc.



PICK-UP & TRANSPORT

If your project is to be performed at our secure facility, we can box, inventory, and transport your documents in our company-owned vehicles maintaining "chain-of-custody" throughout the project.



DOCUMENT PREPARATION

We accept paper in all conditions...stapled, with paperclips, covered with post-it notes, and more. At this step, we prepare the paper for scanning and can even capture the content of your post-it notes.



SCANNING

Our full-time scanning services team uses production-level document scanners and industry-leading scanning software to produce accurate image results as efficiently as possible.



IMAGE ENHANCEMENT & VALIDATION

Quality control is important to us and occurs at every step of the process. At this step, we have a team dedicated to verifying the image quality and confirming the accuracy of the associated data.



CUSTOM INDEXING

A dedicated document indexer performs an additional review for image quality and assigns index values (metadata) to each image for easy and efficient search and retrieval.



DELIVERY OF DOCUMENT IMAGES & DATA

We offer various options for delivering the digital files including CD/DVDs, Secure FTP, Encrypted Hard Drive, and import and/or integration to business systems.



STORAGE, DESTRUCTION, OR RETURN

Depending on the preference of the client, we can facilitate long-term storage, secure destruction, or return delivery of your documents.

4. Our "SERVICE" Promise

S	E	R	V	I	C	E
ecurity	fficiency	eliability	olume	ntegrity	onvenience	xecution

S – Security

When selecting a scanning and conversions provider, you want to know that you're putting your documents and data in good hands. MTS Software Solutions has established security controls and procedures of the highest standards to ensure that your documents and data are secure.

- **SOC 1/SSAE 16 Type II Certified**
 - We take the trust and confidence of our customers very seriously, and our participation in routine SOC audits is a best practice to assure our customers and prospects of the integrity of our internal processes.
- **HIPAA Certified**
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 - From the moment, your files leave your office to when they are returned or destroyed, we maintain 100% chain of custody. With our own staff and vehicles responsible for loading, unloading, and transporting your documents, you don't have to worry about us using third-party logistics to scan your documents.
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[Type here]

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 - Post-it notes that cover information will be moved to a non-evasive part of the document.
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Document Scanning

- **Location:** MTS NJ Facility @ 225 Executive Drive, Suite 4, Moorestown, NJ 08057
- **Estimated Volume:** 14,040 images
 - An image is defined as every digitized image captured of the document being scanned, or one side of a document.
 - Customers shelving unit has 13 columns and 9 rows
 - The slots contain 6 rolls with approx. 20 plans per roll
 - Drawings are single sided
 - Actual number of images delivered will be invoiced.
- **Source Document Specs**
 - **Format:** Paper Documents
 - **Types:** Commercial Permits
 - **Size:** Multiple Sizes
 - 0%- Smaller than 11" x 17"
 - 100% - Larger than 11" x 17"
- **Scanner Equipment**
 - MTS will provide batch production mode scanning. The scanners will capture the documents in their native form, utilizing automated techniques which produce best quality "as-is" digital representation.
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[Type here]

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- Resolution: 300 dpi
- Color: Monochrome
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Optical Character Recognition (OCR)

- OCR will not be supplied as an Optional Cost.

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- MTS will index each document using the indexing convention defined below.
- Indexing at the drawing level
- Information for indexing includes:

✚ Name on Plan

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- Checks on preparation of files to confirm that internal specifications and client's requirements are fulfilled.
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Project Schedule

MTS and City of Okeechobee City Clerk will determine a mutually agreeable project delivery schedule.

Change Orders

In the event, City of Okeechobee City Clerk desires to make any modifications to Assumptions or a Deliverable, City of Okeechobee City Clerk and MTS shall enter into a Change Order ("Change Order"). The Change Order will include:

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[Type here]

6. Services & Rates

The table below reflects the estimated costs of the effort based on the services proposed, rates, and estimated quantities provided by the customer.

Document Scanning_MTS Facility			
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Transportation	\$150.00/trip ✓	1/trip	Waived (Charge will apply if documents need to be returned to Florida)
Total Estimated Cost NOT including *Optional* Services:			\$7,520.00
Total Estimated Cost including *Optional* Services:			\$7,520.00 ✓

required to be returned

* Indicates OPTIONAL Services

++ Payments are due 30 days from receipt and are subject to a 1.5% per month late fee.

Additional Optional Services	Cost
Boxes for packing of drawings	\$4.75/box
Color or Grayscale	20% increase per image
External Drive (pad lock)	\$225.00/drive
External Drive (no pad lock)	\$100.00/drive ✓

[Type here]

7. Signature

IN WITNESS, WHEREOF the Parties hereto have executed this Agreement as of the dates set forth below.

City of Okeechobee City Clerk	MTS Software Solutions Inc.
NAME: _____	NAME: _____
SIGNATURE: _____	SIGNATURE: _____
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

[Type here]

ORDINANCE NO. 1230

AN ORDINANCE OF THE CITY OF OKEECHOBEE, FLORIDA; AMENDING THE CITY OF OKEECHOBEE COMPREHENSIVE PLAN ORDINANCE NO. 635 AS AMENDED, BY REVISING THE FUTURE LAND USE MAP ON A CERTAIN TRACT OF LAND MORE PARTICULARLY DESCRIBED HEREIN FROM SINGLE FAMILY RESIDENTIAL TO INDUSTRIAL (APPLICATION NO. 21-004-SSA); PROVIDING FOR INCLUSION OF ORDINANCE AND REVISED FUTURE LAND USE MAP IN THE COMPREHENSIVE PLAN; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Okeechobee recognizes the need to plan for orderly growth and development; and

WHEREAS, Chapter 163, Florida Statutes provides for amendment to Adopted Comprehensive Plans; and

WHEREAS, the City has received and reviewed certain Application (No. 21-004-SSA), submitted by the property owner Mr. Mitchell Hancock, President of Mitchell G. Hancock, Inc., for a small-scale amendment to the Future Land Use Map of the City's Comprehensive Plan, and said Application being reviewed by the City's Planning Board, acting as the Local Planning Agency, at a duly advertised Public Hearing held on July 15, 2021, which determined such request to be consistent with the Comprehensive Plan and consistent with the pattern of future land uses within the City; and

WHEREAS, the City Council has agreed with the recommendation of the Planning Board and finds that the proposed Application complies with the requirements of Florida Statute 163, Part II, and that the proposed Application is consistent with the Comprehensive Plan and appropriate to the future land uses within the City.

NOW, THEREFORE, it is ordained before the City Council for the City of Okeechobee, Florida; presented at a duly advertised public meeting; and passed by majority vote of the City Council; and properly executed by the Mayor or designee, as Chief Presiding Officer for the City:

SECTION 1: SHORT TITLE.

THIS ORDINANCE shall be known as a "City of Okeechobee Small Scale Development Activities Comprehensive Plan Amendment," pursuant to Florida Statutes 163.3187, and shall be effective within the City limits of the City of Okeechobee, Florida.

SECTION 2: AUTHORITY.

This City of Okeechobee Small Scale Development Activities Comprehensive Plan Amendment is adopted pursuant to the provisions of Chapter 163.3187, Part II, Florida Statutes.

SECTION 3: REVISIONS TO THE FUTURE LAND USE MAP.

1. The following described land consisting of approximately 1.60 acres is hereby re-designated for purposes of the Future Land Use Map of the City of Okeechobee Comprehensive Plan:

Application No. 21-004-SSA, from Single Family Residential to Industrial. The Legal Description of Subject Property is as follows:

LOTS 1 THROUGH 10, INCLUSIVE, OF BLOCK 62, CITY OF OKEECHOBEE, PLAT BOOKS 1 AND 5, PAGES 10 AND 5, PUBLIC RECORDS OF OKEECHOBEE COUNTY, FLORIDA.

SECTION 4: INCLUSION OF ORDINANCE AND REVISED FUTURE LAND USE MAP IN THE COMPREHENSIVE PLAN.

It is the intention of the City Council of the City of Okeechobee, Florida that the provisions of this Ordinance, and the revisions to the Future Land Use Map which are incorporated herein by reference, shall become and be made a part of the City of Okeechobee Comprehensive Plan (City of Okeechobee Ordinance No. 635, as amended).

SECTION 5: CONFLICT.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 6: SEVERABILITY.

If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

SECTION 7: EFFECTIVE DATE.

The effective date of this plan amendment shall be thirty-one (31) days after the adoption of this Ordinance, if not timely challenged. If timely challenged, this amendment shall become effective on the date the State Land Planning Agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective.

INTRODUCED AND ADOPTED at First Reading and Final Public Hearing on this 7th day of September, 2021, pursuant to Florida Statutes 163.3187(2).

ATTEST:

Dowling R. Watford, Jr., Mayor

Lane Gamiotea, CMC, City Clerk

REVIEWED FOR LEGAL SUFFICIENCY:

John J. Fumero, City Attorney

City of Okeechobee General Services Department 55 S.E. 3 rd Avenue, Room 101 Okeechobee, Florida 39974-2903 Phone: (863) 763-3372, ext. 218 Fax: (863) 763-1686	Date: 4/27/21	Petition No. 21-004-SSA
	Fee Paid: 4487/51	Jurisdiction: PB & CC
	1 st Hearing: 6/17/21 7:15-21	2 nd Hearing: 7/22/21 8:15-21 9:15-21
	Publication Dates: PB: 6/24/21 CC: 7/27/21 8/4/21 8/25/21	
	Notices Mailed: N/A	

APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT

TO BE COMPLETED BY CITY STAFF:

Verified FLUM Designation: Single Family Residential

Verified Zoning Designation: Industrial

- Plan Amendment Type:
- ☐ Large Scale (LSA) involving over 10 acres or text amendment
- ☒ Small Scale (SSA) 10 acres or less
- ☐ Small Scale (SSA) More than 10 but less than 20 acres if the proposed amendment will have a positive effect in addressing the problems of low per capita incomes, low average wages, high unemployment, instability of employment, and/or other indices of economically distressed communities.

APPLICANT PLEASE NOTE:

Answer all questions completely and accurately. ***Please print or type responses.*** If additional space is needed, number and attach additional sheets. The total number of sheets in your application is: _____.

Submit 1 (one) copy of the complete application and amendment support documentation, including maps, to the General Services Department. Fifteen (15) copies of any documents over 11 X 17 are required to be submitted by the applicant.

I, the undersigned owner or authorized representative, hereby submit this application and the attached amendment support documentation. The information and documents provided are complete and accurate to the best of my knowledge.

4/27/2021
Date

Michael Haman
Signature of Owner or
Authorized Representative*

*Attach Notarized Letter of Owner's Authorization

For questions relating to this application packet, call the General Services Dept. at (863) -763-3372, Ext. 218

I. APPLICANT/AGENT/OWNER INFORMATION

Mitchell G. Hancock

Applicant

203 SW 4th Street

Address

Okeechobee

Florida

34974

City

State

Zip

Telephone Number

Fax Number

E-Mail

Steven L. Dobbs

Agent*

209 NE 2nd Street

Address

Okeechobee

Florida

34972

City

State

Zip

863-824-7644

sdobbs@stevedobbsengineering.com

Telephone Number

Fax Number

E-Mail

Mitchell G. Hancock Inc.

Owner(s) of Record

203 SW 4th Street

Address

Okeechobee

Florida

34974

City

State

Zip

Telephone Number

Fax Number

E-Mail

Name, address and qualification of additional planners, architects, engineers, environmental consultants, and other professionals providing information contained in this application.

*This will be the person contacted for all business relative to the application.

Application for Comprehensive Plan Amendment (6/09)

II. REQUESTED CHANGE (Please see Section V. Fee Schedule)

A. TYPE: (Check appropriate type)

☐ Text Amendment

☒ Future Land Use Map (FLUM) Amendment

B. SUMMARY OF REQUEST (Brief explanation):

To change the Future Land Use of the 1.6 acres from Single Family to Industrial.
The owner plans to make the use accessory to his industrial (Contractor's yard)
to the west. The owner's plan is to use the lot for parking of employees personal
vehicles when working out of town.

III. PROPERTY SIZE AND LOCATION OF AFFECTED PROPERTY

1. Site Address: NW 7th Street, Okeechobee, FL 34972

2. Property ID #(s): 3-15-37-35-0010-00620-0010

B. PROPERTY INFORMATION (Note: Property area should be to the nearest tenth of an acre. For properties of less than one acre, area should be in square feet.)

1. Total Area of Property: 1.6 acres

2. Total Area included in Request: 1.6 acres

a. In each Future Land Use (FLU) Category: _____

(1) _____

(2) _____

(3) _____

(4) _____

b. Total Uplands: 1.6 acres

c. Total Wetlands: 0.0 acres

3. Current Zoning: Industrial ✓
4. Current FLU Category: Single Family ✓
5. Existing Land Use: Vacant
6. Requested FLU Category Industrial

D. MAXIMUM DEVELOPMENT POTENTIAL OF THE SUBJECT PROPERTY

Development Type	Existing FLU Category	Proposed FLU Category
Residential	1.6	1.6
Density (DU/Acre)	5	--
Number of Units	8	--
Commercial (sq. ft.)	--	--
Industrial (sq. ft.)	--	104,544

IV. AMENDMENT SUPPORT DOCUMENTATION

At a minimum, the application shall include the following support data and analysis. These items are based on the submittal requirements of the State of Florida, Department of Community Affairs for a comprehensive plan amendment, and policies contained in the City of Okeechobee Comprehensive Plan. Staff will evaluate this request based on the support documentation provided by the applicant.

A. GENERAL INFORMATION AND MAPS

Unless otherwise specified, the Applicant must provide the following materials for any proposed amendment that will affect the development potential of properties. If large maps are submitted, the Applicant may be required to provide 8.5" x 11" maps for inclusion in public hearing packets.

1. Wording of any proposed text changes.
2. A map showing the boundaries of the subject property, surrounding street network, and Future Land Use designations of surrounding properties.
3. A map showing existing land uses (not designations) of the subject property and surrounding properties.
4. Written descriptions of the existing land uses and how the proposed Future Land Use designation is consistent with current uses and current Future Land Use designations.
5. Map showing existing zoning of the subject property and surrounding properties.
6. Certified property boundary survey; date of survey; surveyor's name, address and phone number; and legal description(s) for the property subject to the requested change.

7. A copy of the deed(s) for the property subject to the requested change.
8. An aerial map showing the subject property and surrounding properties.
9. If applicant is not the owner, a notarized letter from the owner of the property authorizing the applicant to represent the owner.

B. PUBLIC FACILITIES IMPACTS

Note: The applicant must calculate public facilities impacts based on a maximum development scenario.

1. Traffic Analysis
 - a. For Small Scale Amendments (SSA)
 - (1) The Applicant shall estimate traffic volumes associated with the proposed change using the most recent edition of Trip Generation prepared by the Institute of Traffic Engineers and assuming maximum development potential of the property.
 - (2) If the proposed Future Land Use change will result in an increase of 100 or more peak hour vehicle trip ends in excess of that which would result under the current Future Land Use designation, the Applicant shall attach a Traffic Impact Study prepared by a professional transportation planner or transportation engineer
 - b. For Large Scale Amendments (LSA)

All LSAs shall be accompanied by a Traffic Impact Study prepared by a professional transportation planner or transportation engineer.
 - c. Traffic Impact Studies are intended to determine the effect of the proposed land use change on the city's roadway network and the city's ability to accommodate traffic associated with the proposed change over a ten-year planning period.
 - d. An inability to accommodate the necessary modifications within the financially feasible limits of the city's plan will be a basis for denial of the requested land use change;
2. Provide estimates of demand associated with maximum potential development of the subject property under the current and proposed Future Land Use designations for provision potable water, sanitary sewer, and recreation/open space as follows:
 - a. Potable Water and Sanitary Sewer demand based on:
 - (1) 114 gallons per person per day (gppd) for residential uses
 - (2) 0.15 gallons per day per square foot of floor area for nonresidential uses
 - b. Recreation, and Open Space demand for residential uses of 3 acres per thousand peak season population.

3. Provide a letter from the appropriate agency substantiating the adequacy of the existing and proposed facilities, to support development resulting from the proposed change, including:
 - a. Solid Waste;
 - b. Water and Sewer;
 - c. Schools.

In reference to above, the applicant should supply the responding agency with the information from Section's II and III for their evaluation, as well as estimates of maximum population and nonresidential square footage developable under the existing and proposed Future Land Use categories. The application should include the applicant's correspondence to the responding agency.

C. ENVIRONMENTAL IMPACTS

Proposed plan amendments shall be accompanied by evidence that the following studies either have been completed for another permitting agency or are not relevant to the property. There shall be inventories of:

1. Wetlands and aquifer recharge areas.
2. Soils posing severe limitations to development.
3. Unique habitat.
4. Endangered species of wildlife and plants.
5. Floodprone areas.

D. INTERNAL CONSISTENCY WITH THE CITY OF OKEECHOBEE COMPREHENSIVE PLAN

1. Discuss how the proposal affects established City of Okeechobee population projections.
2. List all goals and objectives of the City of Okeechobee Comprehensive Plan that are affected by the proposed amendment. This analysis should include an evaluation of all relevant policies under each goal and objective.
3. Describe how the proposal affects the County's Comprehensive Plan as it relates to adjacent unincorporated areas.
4. List State Policy Plan and Regional Policy Plan goals and policies that are relevant to this plan amendment.

E. JUSTIFICATION OF PROPOSED AMENDMENT

Justify the proposed amendment based upon sound planning principles. Be sure to support all conclusions made in this justification with adequate data and analysis.

V. FEE SCHEDULE

Large Scale Amendment (LSA)	\$4,000.00 plus \$30.00 per acre
Small Scale Amendment (SSA)	\$850.00 plus \$30.00 per acre
Text Amendment Flat Fee	\$2,000.00 each

VI. AFFIDAVIT

I, Mitchell G. Hancock, certify that I am the owner or authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data, or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I also authorize the staff of the City of Okeechobee to enter upon the property during normal working hours for the purpose of investigating and evaluating the request made through this application.

Mitchell Hancock
Signature of Owner or Authorized Agent

4/27/2021
Date

Mitchell G. Hancock
Typed or Printed Name

STATE OF FLORIDA

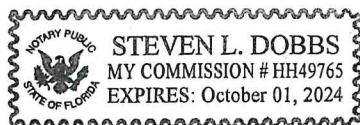
COUNTY OF OKEECHOBEE

The foregoing instrument was certified and subscribed before me this 27th day of April, 2021, by MITCHELL G. HANCOCK, who is personally known to me or who has produced _____ as identification.

Steven L. Dobbs
Notary Public

Steven L. Dobbs
Printed Name of Notary Public

Commission Expires on: 10/1/2024





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
MITCHELL G HANCOCK INC

Filing Information

Document Number P03000122238
FEI/EIN Number 20-0346725
Date Filed 10/30/2003
Effective Date 10/30/2003
State FL
Status ACTIVE

Principal Address

704 nw 6th avenue
OKEECHOBEE, FL 34972

Changed: 05/11/2021

Mailing Address

704 nw 6th avenue
OKEECHOBEE, FL 34972

Changed: 05/11/2021

Registered Agent Name & Address

FUCHSWANZ, CARI R
203 SW 4TH STREET
OKEECHOBEE, FL 34974

Name Changed: 04/02/2020

Address Changed: 03/12/2012

Officer/Director Detail

Name & Address

Title P

HANCOCK, MITCHELL G
5149 NW 30TH STREET
OKEECHOBEE, FL 34972

Annual Reports

Report Year	Filed Date
2019	02/18/2019
2020	04/02/2020
2021	02/03/2021

Document Images

02/03/2021 -- ANNUAL REPORT	View image in PDF format
04/02/2020 -- ANNUAL REPORT	View image in PDF format
02/18/2019 -- ANNUAL REPORT	View image in PDF format
02/22/2018 -- ANNUAL REPORT	View image in PDF format
02/13/2017 -- ANNUAL REPORT	View image in PDF format
03/10/2016 -- ANNUAL REPORT	View image in PDF format
04/22/2015 -- ANNUAL REPORT	View image in PDF format
03/06/2014 -- ANNUAL REPORT	View image in PDF format

Mitchell G. Hancock Contractor's Office

City of Okeechobee Comp Plan Amendment Support Documentation

A. General Information and Maps

Unless otherwise specified, the Applicant must provide the following materials for any proposed amendment that will affect the development potential of properties. If large maps are submitted, the Applicant may be required to provide 8.5" x 11" maps for inclusion in public hearing packets.

✓1. Wording of any proposed text changes.

None proposed.

✓2. A map showing the boundaries of the subject property, surrounding street network, and Future Land Use designations of surrounding properties.

Attached

✓3. A map showing existing land uses (not designations) of the subject property and surrounding properties.

Attached

✓4. Written descriptions of the existing land uses and how the proposed Future Land Use designation is consistent with current uses and current Future Land Use designations.

To the north is a parcel that has a Future Land Use (FLU) of Industrial is being used as Industrial. To the east of this parcel is vacant with a FLU of Industrial. To the south, all the land has a FLU of Single Family and is being used as Single Family. To the west the parcel has a FLU of Industrial and is being used as Industrial.

The proposed Future Land Use designation is consistent with the current major developed uses in the area and to the largest extent the surrounding parcels are Industrial, vacant or Single Family.

✓5. Map showing existing zoning of the subject property and surrounding properties.

Attached

- ✓ 6. **Certified property boundary survey; date of survey; surveyor's name, address and phone number; and legal description(s) for the property subject to the requested change.**

Attached

- ✓ 7. **A copy of the deed(s) for the property subject to the requested change.**

Attached

- ✓ 8. **An aerial map showing the subject property and surrounding properties.**

Attached

- ✓ 9. **If applicant is not the owner, a notarized letter from the owner of the property authorizing the applicant to represent the owner.**

N/A

B. Public Facilities Impacts

Note: The applicant must calculate public facilities impacts based on a maximum development scenario.

1. Traffic Analysis

a. For Small Scale Amendments (SSA)

- (1) **The Applicant shall estimate of traffic volumes associated with the proposed change using the most recent edition of Trip Generation prepared by the Institute of Traffic Engineers and assuming maximum development potential of the property.**

The existing FLU for the proposed property is 1.6 acres of Single Family. The maximum density of the FLU Single family has a maximum density of 5 units per acre, which would yield a total of 8 units. For a total traffic count of 77 daily trips and 8 peak hour trips. The proposed FLU Industrial for these parcels would have a maximum density of 50% coverage 3-stories, for a total of 104,544 SF units according to the City's Comprehensive Plan, which would yield a total of 728 daily trips with a peak hour of 101 trips. This represents an increase of 651 daily trips and 93 peak hour trips.

- (2) **If the proposed Future Land Use change will result in an increase of 100 or more peak hour vehicle trip ends in**

excess of that which would result under the current Future Land Use Designation, the applicant shall attach a Traffic Impact Study Prepared by a professional transportation planner or transportation engineer.

Please see the attached traffic statement.

b. For Large Scale Amendments (LSA)

All LSAs shall be accompanied by a Traffic Impact Study prepared by a professional transportation planner or transportation engineer.

N/A

c. Traffic Impact Studies are intended to determine the effect of the proposed land use change on the city's roadway network and the city's ability to accommodate traffic associated with the proposed change over a ten-year planning period.

Acknowledged.

d. An inability to accommodate the necessary modifications within the financially feasible limits of the city's plan will be a basis for denial of the requested land use change.

Acknowledged.

2. Provide estimates of demand associated with maximum potential development of the subject property under the current and proposed Future Land Use designations for provision potable water, sanitary sewer, and recreation/open space as follows:

a. Potable water and Sanitary Sewer demand based on:

(1) 114 gallons per person per day (gppd) for residential uses

Assume 2.5 residents per household

Current $8 * 285 = 2280$ gpd

Future $= 0 * 285 = 0$ gpd

(2) 0.15 gallons per day per square foot of floor area for nonresidential uses

Current $0 * 0.15 = 0$ gpd

Future $104,544 * 0.15 = 15,682$ gpd

Current total = 13,402 gpd

Future total (+ Increase / - Decrease) = 13,402 gpd

- b. Recreation, and Open Space demand for residential uses of 3 acres per thousand peak season population.**

Industrial uses have no open space requirements.

- 3. Provide a letter from the appropriate agency substantiating the adequacy of the existing and proposed facilities, to support development resulting from the proposed change, including:**

- a. Solid Waste;**

missing

— Please see attached letter from Waste Management.

- b. Water and Sewer:**

The impact of the potential FLU change is addressed in the letter provided by OUA.

- c. Schools.**

Industrial use will have no impact on schools.

C. Environmental Impacts

Proposed plan amendments shall be accompanied by evidence that the following studies have been completed for another permitting agency or are not relevant to the property.

There shall be inventories of:

- 1. Wetlands and aquifer recharge areas.**

Please see the attached wetland map from the US Fish and Wildlife Service. From this map, there appear to be no wetlands on the subject parcel.

- 2. Soils posing severe limitations to development**

The only soil present at this site from the attached NRCS Websoil Survey, there is only one soil type, Immokalee Fine Sand, 0 to 2 percent slopes. The soil present should cause no development limitations.

- 3. Unique habitat.**

This parcel is native and provides no unique habitat.

- 4. Endangered species of wildlife and plants.**

Since everything around this parcel has been partially developed for many years and with all the development around it, including a railroad track to the north, it does not provide the conducive habitat for endangered species.

5. Floodprone areas.

According to the attached FEMA map 12093C0415C, the subject parcels are within Zone X and shown as an area of minimal flooding.

D. Internal Consistency with the City of Okeechobee Comprehensive Plan

1. Discuss how the proposal affects established City of Okeechobee population projections.

This parcel is currently undeveloped. With this anticipated as an industrial development, the current Cities anticipated Growth and Concurrency Projection will not be impacted.

2. List all goals and objectives of the City of Okeechobee Comprehensive Plan that are affected by the proposed amendment. This analysis should include an evaluation of all relevant policies under each goal and objective.

There is no effect to the Comprehensive Plan Amendment's Policies and Objectives from this request. The minimal increase in density will not change the ability of the city or any other utilities to provide available water, sewer, or roads.

3. Describe how the proposal affects the County's Comprehensive Plan as it relates to adjacent unincorporated areas.

This project is an undeveloped parcel but will have very limited impact to the County's Comprehensive plan.

4. List State Policy Plan and Regional Policy Plan goals and policies that are relevant to this plan amendment.

Since the City's Comprehensive Plan has been found to be consistent with all state requirements, this application is also consistent with the State Policy Plan and Regional Policy Plan Goals. Since the major concern as stated in Chapter 163.006(5)(I) is to discourage Urban Sprawl, this application can hardly be classified as Urban Sprawl since it is simply undeveloped land inside the City Limits for development or infill, which is the preferred development pattern.

E. Justification of Proposed Amendment

Justify the proposed amendment based upon sound planning principles. Be sure to support all conclusions made in this justification with adequate data and analysis.

Proposed Conditions

For the proposed Industrial Land Use designation, the maximum development is approximately 50% coverage with 3-stories.

L 1.2.d.

Use	Measure	Rate	Gallons per Day
Single Family (Existing)	8 units @ 2.5 people per unit	114 gppd	2,280 gpd
Industrial (Proposed)	104,544 @ 0.15 gallons per day per SF	0.15 gpd psf	15,682 gpd
Net Impact			13,402 gpd – water/sewer

Water and Wastewater Treatment Plants

Based on the information obtained from Okeechobee Utility Authority, the permitted capacity of the surface water treatment plant is 5.0 mgd with the ground water treatment plant rated at 1.0 mgd. The wastewater treatment plant permitted capacity is currently 3.0 mgd.

The maximum daily flow of the combined water treatment plant finished water production is 3.1 mgd for the period of March 2015 through February 2016. The average daily flow of the wastewater treatment plant is 0.859 mgd of the 3 mgd plant for the same time period.

Police

The nearest City Police station is located at 50 SE 2nd Avenue. No additional Police stations are scheduled. The existing Police station should be able to maintain its level of service standard with the proposed amendment given that the project is immediately adjacent to an existing area already designated for commercial uses. Service availability from the Police Department will be determined by the local government review.

Fire

The nearest fire station is located at 55 SE 3rd Avenue. No additional fire stations are scheduled. The existing fire station should be able to maintain its level of service standard with the proposed amendment given that the project is immediately adjacent to an existing area already designated for commercial uses. Service availability from the Fire Department will be determined by the local government review.

Solid Waste

Waste Management operates the regional solid waste landfill. Waste Management has previously indicated they have a 100 year capacity left in their facility.

Stormwater Management

The project is located in the City of Okeechobee and according to the attached FIRM panel 12093C0415C, this parcel is in Flood Zone X.

There are no wellfields within 1,000 feet of the parcel.

Potential adverse impacts to ground and surface waters will be minimized by implementation of appropriate erosion control measures during construction in accordance with the NPDES Generic Permit for Stormwater Discharge from Large and Small Construction Activities. Erosion control measures that may be implemented include stabilization practices such as temporary seeding, permanent seeding, mulching, geotextiles, or sod stabilization; structural practices such as silt fences, earth dikes, diversions, swales, sediment traps, check dams, or storm drain inlet protection; and sediment basins.

Stormwater runoff quantity and quality are strictly regulated by the City and the SFWMD to ensure that pre-development drainage conditions are maintained. The proposed rate of discharge from the site will be less than or equal to the existing discharge rate from the site. The discharges off-site will be minimized by on-site detention within the stormwater management system. The drainage system will be owned, operated and maintained by the owner, who's past record of compliance has been shown to be a responsible property owner and should be acceptable to the City and the SFWMD. The Stormwater Management System will employ, wherever practical, a variety of Best Management Practices (BMP). The following are a list of potential BMP that could be integrated into the Water Management System during the final design and permitting stage:

- Oil and grease skimmers;
- Environmental swales;
- Minimize "short-circuiting" of pond flow patterns;
- Raised storm inlets in grassed swales;
- Utilize stormwater retention where feasible; and
- Street cleaning and general site maintenance.

Parks and Recreation

No required parks and recreation for Industrial use.

Hurricane Preparedness

This project is located outside any project storm surge areas within the City of Okeechobee. The current Florida Building Code requires impact windows and doors, if the employees desire to remain in the unit.

Miscellaneous Data**Parcel Control Numbers Subject to this Application**

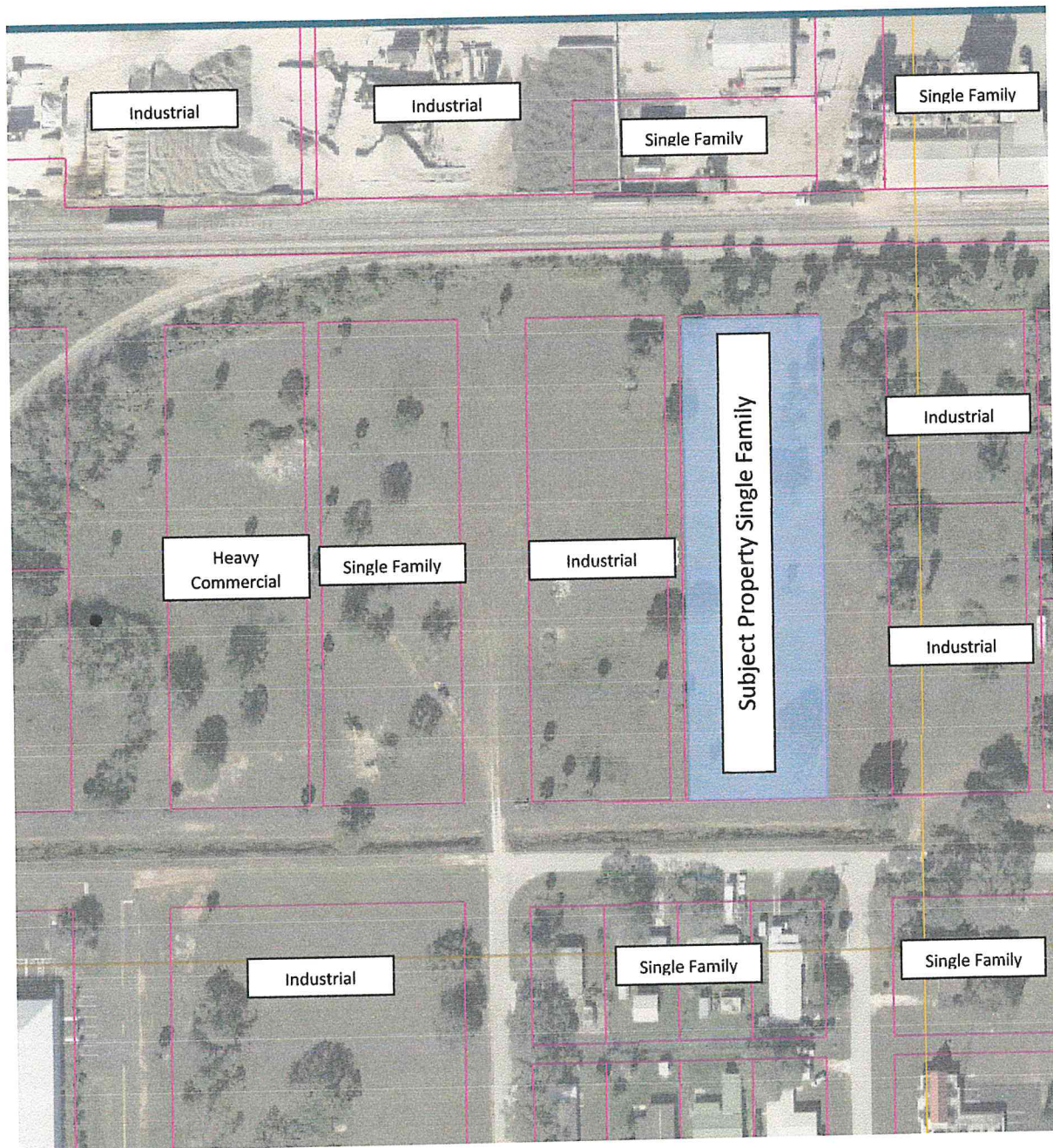
3-15-37-35-0010-00620-0110

Legal Description

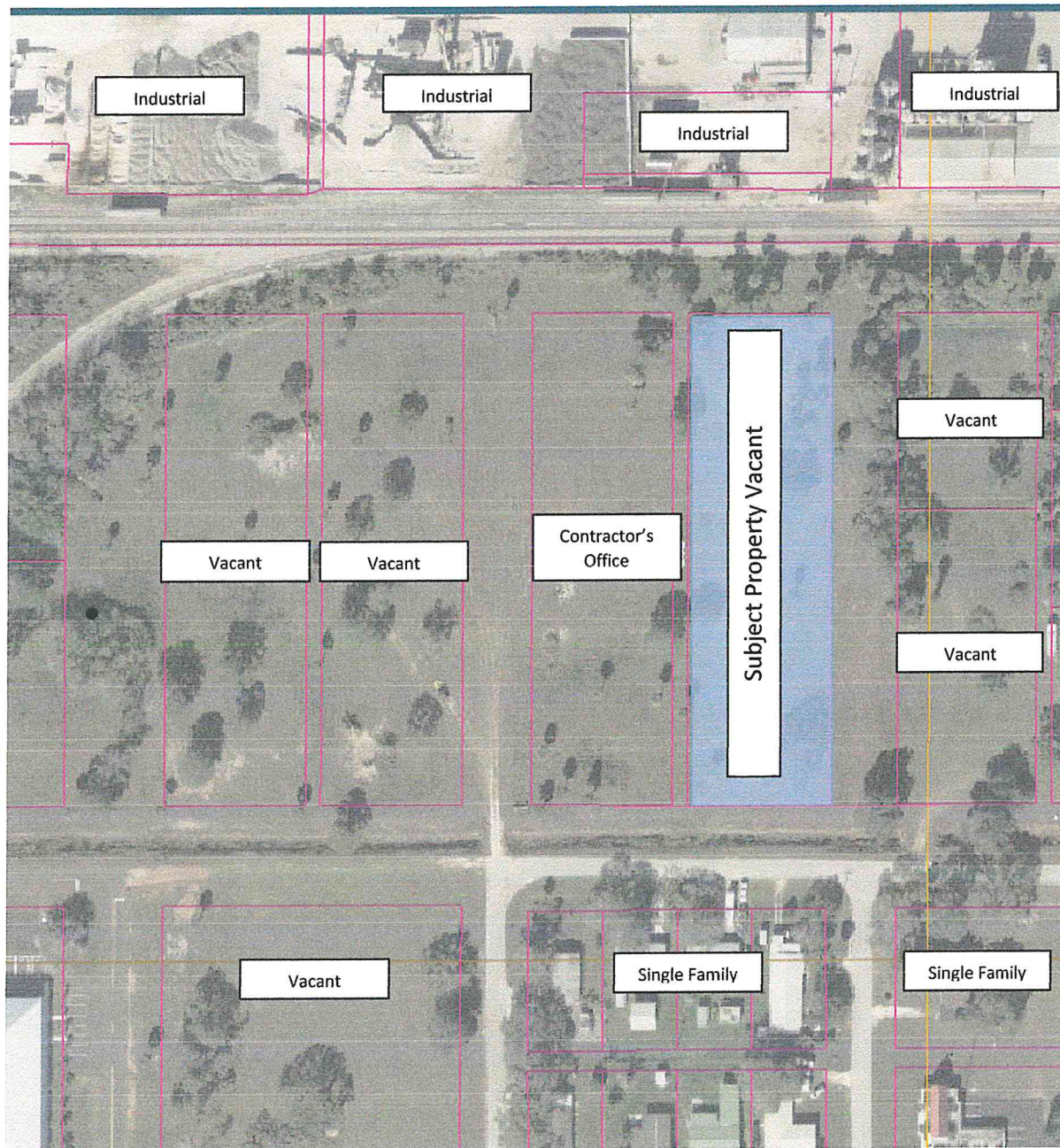
Please refer to the attached legal and sketches that comprise this application for future land use amendment.

#2

Mitchell G. Hancock Industrial Office
City of Okeechobee Future Land Use Amendment Surrounding Property Owners FLU Exhibit

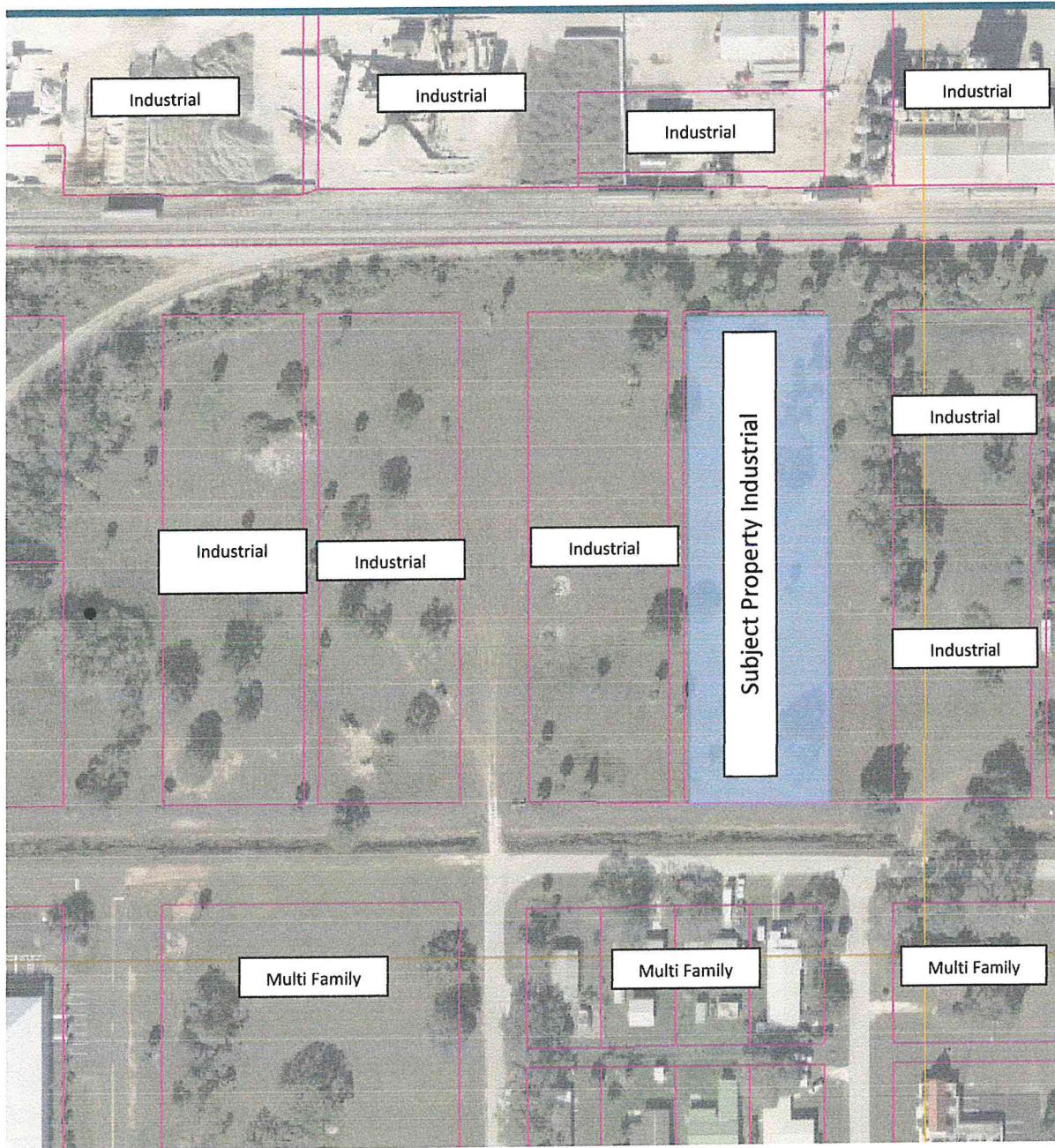


Mitchell G. Hancock Industrial Office
City of Okeechobee Future Land Use Amendment Surrounding Property Owners Land Use Exhibit

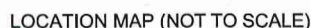


Mitchell G. Hancock Industrial Office
City of Okeechobee Future Land Use Amendment Surrounding Property Owners Zoning Exhibit

#5



0 20 40
SCALE IN FEET
MAP SCALE: 1 INCH = 40 FEET
INTENDED DISPLAY SCALE



LOTS 1 THROUGH 10, INCLUSIVE, BLOCK 62, CITY OF OKEECHOBEE, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 17, PUBLIC RECORDS OF ST. LUCIE COUNTY, FLORIDA. A COPY OF SAID PLAT BEING RECORDED IN PLAT BOOK 1, PAGE 10, PUBLIC RECORDS OF OKEECHOBEE COUNTY, FLORIDA, AND ORIGINAL PLAT BEING RE-RECORDED IN PLAT BOOK 5, PAGE 5, PUBLIC RECORDS OF OKEECHOBEE COUNTY, FLORIDA.

- 1) UNLESS SHOWN OTHERWISE, ALL DIMENSIONS ARE PLAT(P) AND MEASURED(M).
- 2) SITE ADDRESS: NOT ASSIGNED AT TIME OF SURVEY.
- 3) PARCEL ID: 3-15-37-35-0010-00620-0010. ✓
- 4) F.I.R.M. ZONE: "X", MAP NO. 12093C0480C, DATED 07/16/15.
- 5) THIS SURVEY IS NOT INTENDED TO DEPICT JURISDICTIONAL AREAS OR OTHER AREAS OF LOCAL CONCERN.
- 6) SURVEYOR WAS NOT PROVIDED WITH ANY TITLE INFORMATION FOR THIS PARCEL. SURVEYOR ASSUMES NO RESPONSIBILITY OR LIABILITY FOR THE ACCURACY OF EASEMENT DIMENSIONS SHOWN HEREON, THERE MAY BE OTHER EASEMENTS OR RESTRICTIONS THAT EFFECT THIS PARCEL.
- 7) THE SURVEY DEPICTED HERE IS NOT COVERED BY PROFESSIONAL LIABILITY INSURANCE.
- 8) ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
- 9) THE DESCRIPTION SHOWN HEREON WAS PROVIDED BY THE CLIENT OR THE CLIENT'S REPRESENTATIVE.
- 10) BEARING REFERENCE: THE EAST LINE OF BLOCK 62 IS TAKEN TO BEAR SOUTH 00°12'00" EAST.
- 11) DATE OF LAST FIELD SURVEY: 03/24/21.

PREPARED FOR THE EXCLUSIVE USE OF:
MITCHELL HANCOCK

John J. Rice, P.S.M. (LS 4506) LB 8360



#7

Parcel ID Number: 3-15-37-35-0010-00620-0010

Prepared by and return to:
SYLVIA VASQUEZ
Okee-Tantie Title Company, Inc.
105 NW 6th Street
Okeechobee, Florida 34972
FILE NO. 38026

Warranty Deed

This Indenture, Executed this July 7, 2020 A.D. Between

JAMES SWEAT, JR,

whose address is PO BOX 1908, Okeechobee, Florida 34973, hereinafter called the grantor, to

MITCHELL G. HANCOCK INC., A FLORIDA CORPORATION,

whose post office address is: 203 SW 4TH ST, Okeechobee, Florida 34974, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Okeechobee County, Florida, viz:

Legal Description as Exhibit "A"

Parcel ID Number: 3-15-37-35-0010-00620-0010

Said property is not the homestead of the Grantor(s) under the laws and Constitution of the State of Florida in that neither Grantor(s) nor any member of the household of Grantor(s) reside thereon.

Subject to covenants, restrictions, easements of record and taxes for the current year.

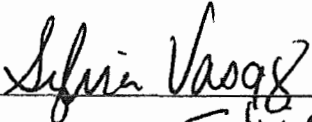
Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

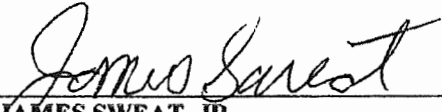
To Have and to Hold, the same in fee simple forever.

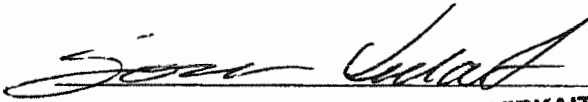
And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2019.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

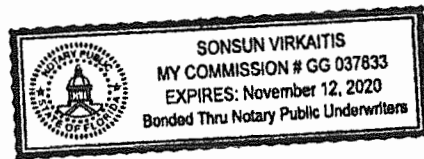

Witness Printed Name SYLVIA VASQUEZ


JAMES SWEAT, JR. (Seal)
Address: PO BOX 1908, Okeechobee, Florida 34973


Witness Printed Name SONSUN VIRKAITIS

State of Florida
County of Okeechobee

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this July 7, 2020, by JAMES SWEAT, JR, who produced a drivers license as identification.





Notary Public
Print Name: SONSUN VIRKAITIS
My Commission Expires _____

Exhibit "A"

LOTS 1 THROUGH 10, INCLUSIVE, BLOCK 62, CITY OF OKEECHOBEE, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 17, PUBLIC RECORDS OF ST. LUCIE COUNTY, FLORIDA. A COPY OF SAID PLAT BEING RECORDED IN PLAT BOOK 1, PAGE 10, PUBLIC RECORDS OF OKEECHOBEE COUNTY, FLORIDA, AND ORIGINAL PLAT BEING RE-RECORDED IN PLAT BOOK 5, PAGE 5, PUBLIC RECORDS OF OKEECHOBEE COUNTY, FLORIDA (da/sbv '06/20)

File Number: 38026

Legal Description with Non Homestead
Closer's Choice

Okeechobee County Property Appraiser

Mickey L. Bandi, CFA

2020 Certified Values

updated: 4/29/2021

Parcel: << 3-15-37-35-0010-00620-0010 (33579) >>

Aerial Viewer Pictometry Google Maps

☒ 2020 ☐ 2019 ☐ 2018 ☐ 2017 ☐ 2015 ☐ Sales

Owner & Property Info

Result: 1 of 1

Owner	MITCHELL G HANCOCK INC 203 SW 4TH ST OKEECHOBEE, FL 34974-4334		
Site	NW 7TH ST, OKEECHOBEE		
Description*	CITY OF OKEECHOBEE (PLAT BOOK 1 PAGE 10 & PLAT BOOK 5 PAGE 5) LOTS 1 TO 10 INC BLOCK 62		
Area	1.596 AC	S/T/R	15-37-35
Use Code**	VACANT INDUSTRIAL (4000)	Tax District	50

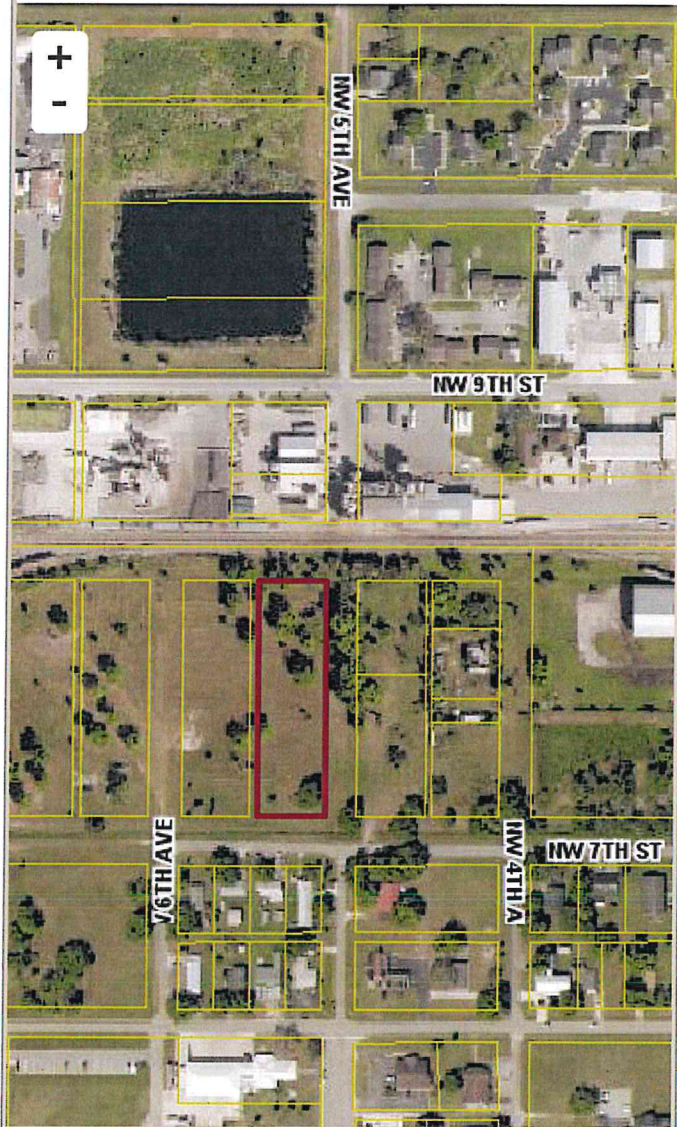
*The Description above is not to be used as the Legal Description for this parcel in any legal transaction.

**The Use Code is a Dept. of Revenue code. Please contact Okeechobee County Planning & Development at 863-763-5548 for zoning info.

Property & Assessment Values

2019 Certified Values		2020 Certified Values	
Mkt Land	\$42,805	Mkt Land	\$56,826
Ag Land	\$0	Ag Land	\$0
Building	\$0	Building	\$0
XFOB	\$0	XFOB	\$0
Just	\$42,805	Just	\$56,826
Class	\$0	Class	\$0
Appraised	\$42,805	Appraised	\$56,826
SOH Cap [?]	\$0	SOH/10% Cap [?]	\$12,376
Assessed	\$42,805	Assessed	\$56,826
Exempt	\$0	Exempt	\$0
Total Taxable	county:\$40,409 city:\$40,409 other:\$40,409 school:\$42,805	Total Taxable	county:\$44,450 city:\$44,450 other:\$44,450 school:\$56,826

Note: Property ownership changes can cause the Assessed value of the property to reset to full Market value, which could result in higher property taxes.



Sales History

Sale Date	Sale Price	Book/Page	Deed	V/I	Qualification (Codes)	RCode
7/7/2020	\$100,000	2020006312	WD	V	Q	01
6/16/2003	\$0	0505/0452	WD	V	U	02 (Multi-Parcel Sale) - show
12/29/1995	\$0	0377/1210	WD	V	U	03
3/1/1974	\$0	0156/0773	WD	V	U	03

Building Characteristics

Bldg Sketch	Description*	Year Blt	Base SF	Actual SF	Bldg Value
NONE					

Extra Features & Out Buildings (Codes)

Code	Description	Year Blt	Value	Units	Dims	Condition (% Good)
NONE						

Land Breakdown

--	--	--	--	--	--	--

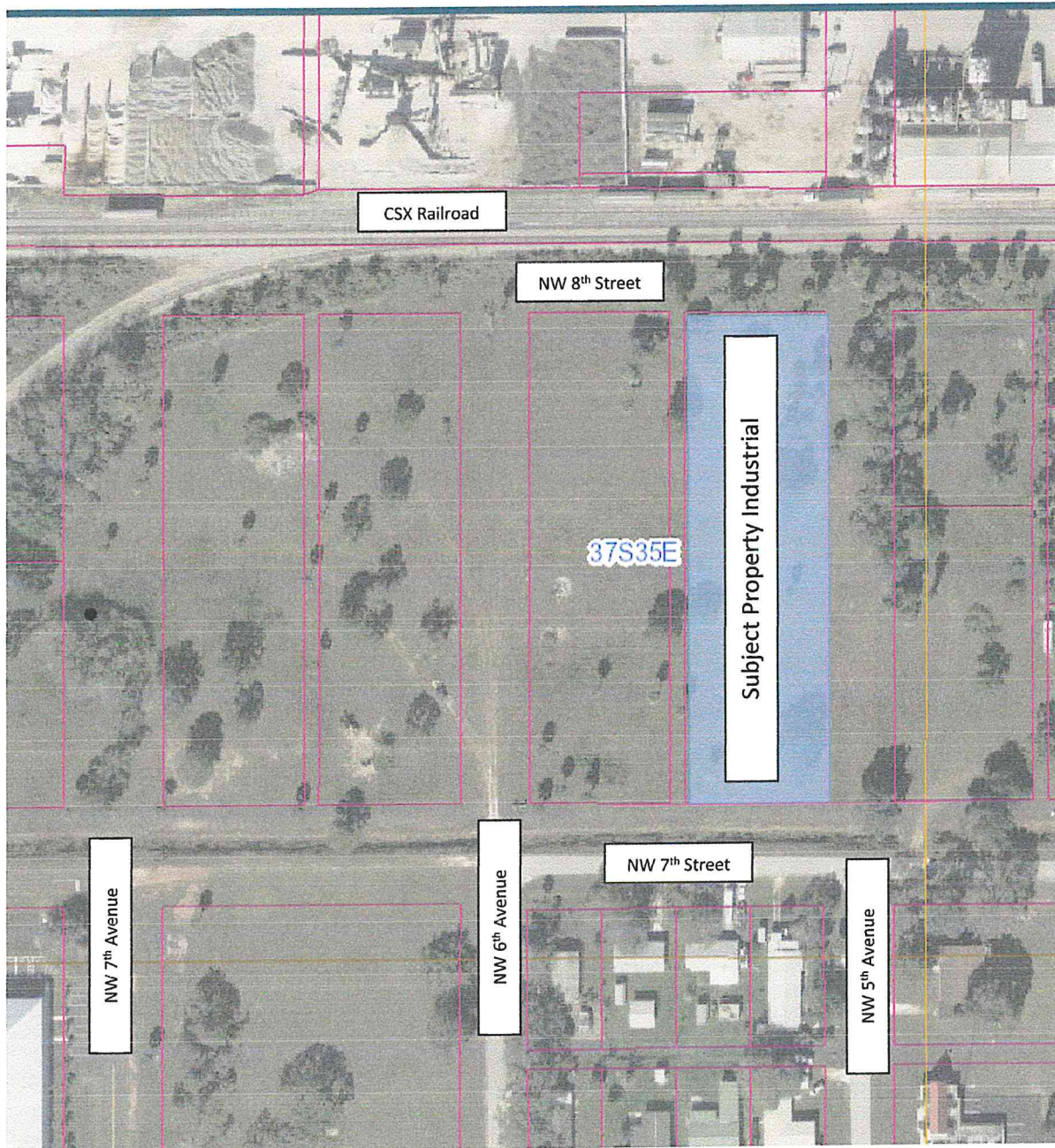
Code	Description	Units	Adjustments	Eff Rate	Land Value
061ID1	RR VICINITY (MKT)	28,400.000 SF (0.651 AC)	1.0000/1.0000 1.0000/ /	\$1 /SF	\$30,388
061ID1	RR VICINITY (MKT)	41,180.000 SF (0.945 AC)	1.0000/1.0000 1.0000/.6000000 /	\$1 /SF	\$26,438

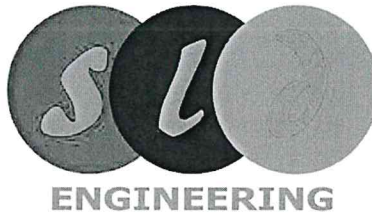
Search Result: 1 of 1

© Okeechobee County Property Appraiser | Mickey L. Bandi, CFA | Okeechobee, Florida | 863-763-4422

by: GrizzlyLogic.com

Mitchell G. Hancock Industrial Office
City of Okeechobee Future Land Use Amendment Surrounding Property Owners Arial Exhibit





May 21, 2021

City of Okeechobee
55 SE 3rd Avenue
Okeechobee, FL 34974

Subject: **Mitchell Hancock Comprehensive Plan Amendment**

Dear Mr. Smith:

Steven L. Dobbs Engineering, LLC, has completed an analysis of the traffic generation statement for the above referenced facility. The project is to reestablish the pre previous use of a church from the current use as a childcare facility.

This analysis was based on a spreadsheet distributed by the Florida Department of Transportation, which is based on the Institute of Transportation Engineers (ITE) Trip Generation Manual (8th Edition). The results indicate the exiting FLU Residential Single Family proposed 8 houses (ITE code 210) generates 77 total daily trips with 8 PM peak hour trips, while the proposed FLU Industrial 104,500 sf (ITE code 210) generates 728 total daily trips with 101 PM peak hour trips. The difference of 93 peak trips is less than the 100 peak trips. This use will not impact the current transportation system negatively.

Should you have any questions or comments, please do not hesitate to call.

Sincerely,

Steven L. Dobbs Engineering

Steven L. Dobbs, P. E.
President

CC: Mitchell Hancock
File

Mitchell G. Hancock Comp Plan Amendment

Proposed Traffic - Light Industrial

Instructions:		Trip Generation Rates from the 8th Edition ITE Trip Generation Report									
Enter Numbers into the "Expected Units" in the Corresponding Yellow Column		NA: Not Available DU: Dwelling Unit Occ.Room: Occupied Room		KSF ² : Units of 1,000 square feet Fuel Position: # of vehicles that could be fueled simultaneously							
Description / ITE Code	Units	Rate Weekday Daily Traffic	PM Peak Period Rate	% PM In	% PM Out	Expected Units (independent variable)	Calculated Daily Trips	PM Peak Trips - Total	PM In	PM Out	Notes
Waterport/Marine Terminal 010	Berths	171.52	NA	NA	NA		0	NA	NA	NA	
Commercial Airport 021	Employees	13.40	0.80	54%	46%		0	0	NA	NA	
Commercial Airport 021	Avg Flights/Day	104.73	5.75	56%	44%		0	0	NA	NA	
Commercial Airport 021	Com. Flights/Day	122.21	6.88	54%	46%		0	0	NA	NA	
General Aviation Airport 022	Employees	14.24	1.03	45%	55%		0	0	NA	NA	
General Aviation Airport 022	Avg. Flights/Day	1.97	NA	NA	NA		0	NA	NA	NA	
General Aviation Airport 022	Based Aircraft	5.00	0.37	45%	55%		0	0	NA	NA	
Truck Terminal 030	Acres	81.90	6.55	43%	57%		0	0	NA	NA	Caution- Only 3 Studies
Park&Ride w/ Bus Service 090	Parking Spaces	4.50	0.62	22%	78%		0	0	NA	NA	
Park&Ride w/ Bus Service 090	Occ. Spaces	9.62	0.81	28%	72%		0	0	NA	NA	
Light Rail Station w/ Park 093	Parking Space	2.51	1.24	58%	42%		0	0	NA	NA	
Light Rail Station w/ Park 093	Occ. Spaces	3.91	1.33	58%	42%		0	0	NA	NA	
General Light Industrial 110	KSF ²	6.97	0.97	12%	88%	104.5	728	101	12	89	
General Light Industrial 110	Employees	3.02	0.42	21%	79%		0	0	NA	NA	
General Heavy Industrial 120	KSF ²	1.50	0.68	NA	NA		0	0	NA	NA	Caution-Only 3 Studies.
General Heavy Industrial 120	Employees	0.82	0.88	NA	NA		0	0	NA	NA	
Industrial Park 130	KSF ²	6.96	0.86	21%	79%		0	0	NA	NA	
Industrial Park 130	Employees	3.34	0.46	20%	80%		0	0	NA	NA	
Manufacturing 140	KSF ²	3.82	0.74	36%	64%		0	0	NA	NA	
Manufacturing 140	Employees	2.13	0.36	44%	56%		0	0	NA	NA	
Warehousing 150	KSF ²	3.56	0.32	25%	75%		0	0	NA	NA	
Warehousing 150	Employees	3.89	0.59	35%	65%		0	0	NA	NA	
Mini Warehouse 151	KSF ²	2.50	0.26	51%	49%		0	0	NA	NA	
Mini Warehouse 151	Storage Units	0.25	0.02	NA	NA		0	0	NA	NA	
Mini Warehouse 151	Employees	61.90	6.04	52%	48%		0	0	NA	NA	
High-Cube Warehouse 152	KSF ²	1.44	0.10	33%	67%		0	0	NA	NA	
High-Cube Warehouse 152	Employees	NA	0.66	35%	65%		0	0	NA	NA	
Utilities 170	KSF ²	NA	0.76	45%	55%		0	0	NA	NA	
Utilities 170	Employees	NA	0.76	90%	10%		0	0	NA	NA	
Single Family Homes 210	DU	9.57	1.01	63%	37%		0	0	NA	NA	
Single Family Homes 210	Vehicles	6.02	0.67	66%	34%		0	0	NA	NA	
Apartment 220	DU	6.65	0.62	65%	35%		0	0	NA	NA	
Apartment 220	Persons	3.31	0.40	NA	NA		0	0	NA	NA	
Apartment 220	Vehicles	5.10	0.60	NA	NA		0	0	NA	NA	
Low Rise Apartment 221	Occ.DU	6.59	0.58	65%	35%		0	0	NA	NA	
High Rise Apartment 222	DU	4.20	0.35	61%	39%		0	0	NA	NA	
Mid-Rise Apartment 223	DU	NA	0.39	58%	42%		0	0	NA	NA	
Rental Townhouse 224	DU	NA	0.72	51%	49%		0	0	NA	NA	Caution- Only 1 Study.
Resd. Condo/Townhouse 230	DU	5.81	0.52	67%	33%		0	0	NA	NA	
Resd. Condo/Townhouse 230	Persons	2.49	0.24	67%	33%		0	0	NA	NA	
Low Rise Resd. Condo 231	DU	NA	0.78	58%	42%		0	0	NA	NA	
High Rise Resd. Condo 232	DU	4.18	0.38	62%	38%		0	0	NA	NA	
Luxury Condo/Townhouse 233	Occ. DU	NA	0.55	63%	37%		0	0	NA	NA	
Mobile Home Park 240	DU	4.99	0.59	62%	38%		0	0	NA	NA	
Mobile Home Park 240	Persons	2.46	0.26	63%	37%		0	0	NA	NA	
Retirement Community 250	DU	NA	0.27	56%	44%		0	0	NA	NA	Caution- Only 1 Study
Elderly Housing-Detached 251	DU	3.71	0.27	61%	39%		0	0	NA	NA	Caution- Only 1 Study.
Congregate Care Facility 253	Occ.DU	2.15	0.17	56%	44%		0	0	NA	NA	Caution- Only 2 Studies
Elderly Housing- Attached 252	Occ.DU	3.48	0.16	60%	40%		0	0	NA	NA	Caution- Only 4 Studies
Recreational Homes 260	DU	3.16	0.26	41%	59%		0	0	NA	NA	
Residential PUD 270	DU	7.50	0.62	65%	35%		0	0	NA	NA	
Hotel 310	Occ. Room	8.92	0.70	49%	51%		0	0	NA	NA	
Hotel 310	Rooms	8.17	0.59	53%	47%		0	0	NA	NA	
Hotel 310	Employees	14.34	0.80	54%	46%		0	0	NA	NA	
All Suites Hotel 311	Occ.Room	6.24	0.55	42%	58%		0	0	NA	NA	Caution- Only 4 Studies
All Suites Hotel 311	Rooms	4.90	0.40	45%	55%		0	0	NA	NA	
Business Hotel 312	Occ. Room	7.27	0.62	60%	40%		0	0	NA	NA	Caution-Only 4 Studies
Business Hotel 312	Employees	72.67	7.60	60%	40%		0	0	NA	NA	
Motel 320	Occ.Room	9.11	0.58	53%	47%		0	0	NA	NA	
Motel 320	Rooms	5.63	0.47	54%	46%		0	0	NA	NA	
Motel 320	Employees	12.81	0.73	54%	46%		0	0	NA	NA	

**Mitchell G. Hancock Comp Plan Amendment
Existing Traffic - Single Family**

Instructions:

Enter Numbers into the "Expected Units"
in the Corresponding Yellow Column

Trip Generation Rates from the 8th Edition ITE Trip Generation Report

NA: Not Available

KSF²: Units of 1,000 square feet

DU: Dwelling Unit

Fuel Position: # of vehicles that could be fueled simultaneously

Occ.Room: Occupied Room

Description / ITE Code	Units	Rate Weekday Daily Traffic	PM Peak Period Rate	% PM In	% PM Out	Expected Units (independent variable)	Calculated Daily Trips	PM Peak Trips - Total	PM In	PM Out	Notes
Waterport/Marine Terminal 010	Berths	171.52	NA	NA	NA		0	NA	NA	NA	
Commercial Airport 021	Employees	13.40	0.80	54%	46%		0	0	NA	NA	
Commercial Airport 021	Avg Flights/Day	104.73	5.75	56%	44%		0	0	NA	NA	
Commercial Airport 021	Com. Flights/Day	122.21	6.88	54%	46%		0	0	NA	NA	
General Aviation Airport 022	Employees	14.24	1.03	45%	55%		0	0	NA	NA	
General Aviation Airport 022	Avg. Flights/Day	1.97	NA	NA	NA		0	NA	NA	NA	
General Aviation Airport 022	Based Aircraft	5.00	0.37	45%	55%		0	0	NA	NA	
Truck Terminal 030	Acres	81.90	6.55	43%	57%		0	0	NA	NA	Caution- Only 3 Studies
Park&Ride w/ Bus Service 090	Parking Spaces	4.50	0.62	22%	78%		0	0	NA	NA	
Park&Ride w/ Bus Service 090	Occ. Spaces	9.62	0.81	28%	72%		0	0	NA	NA	
Light Rail Station w/ Park 093	Parking Space	2.51	1.24	58%	42%		0	0	NA	NA	
Light Rail Station w/ Park 093	Occ. Spaces	3.91	1.33	58%	42%		0	0	NA	NA	
General Light Industrial 110	KSF ²	6.97	0.97	12%	88%		0	0	NA	NA	
General Light Industrial 110	Employees	3.02	0.42	21%	79%		0	0	NA	NA	
General Heavy Industrial 120	KSF ²	1.50	0.68	NA	NA		0	0	NA	NA	Caution-Only 3 Studies.
General Heavy Industrial 120	Employees	0.82	0.88	NA	NA		0	0	NA	NA	
Industrial Park 130	KSF ²	6.96	0.86	21%	79%		0	0	NA	NA	
Industrial Park 130	Employees	3.34	0.46	20%	80%		0	0	NA	NA	
Manufacturing 140	KSF ²	3.82	0.74	36%	64%		0	0	NA	NA	
Manufacturing 140	Employees	2.13	0.36	44%	56%		0	0	NA	NA	
Warehousing 150	KSF ²	3.56	0.32	25%	75%		0	0	NA	NA	
Warehousing 150	Employees	3.89	0.59	35%	65%		0	0	NA	NA	
Mini Warehouse 151	KSF ²	2.50	0.26	51%	49%		0	0	NA	NA	
Mini Warehouse 151	Storage Units	0.25	0.02	NA	NA		0	0	NA	NA	
Mini Warehouse 151	Employees	61.90	6.04	52%	48%		0	0	NA	NA	
High-Cube Warehouse 152	KSF ²	1.44	0.10	33%	67%		0	0	NA	NA	
High-Cube Warehouse 152	Employees	NA	0.66	35%	65%		0	0	NA	NA	
Utilities 170	KSF ²	NA	0.76	45%	55%		0	0	NA	NA	
Utilities 170	Employees	NA	0.76	90%	10%		0	0	NA	NA	
Single Family Homes 210	DU	9.57	1.01	63%	37%	8.0	77	8	5	3	
Single Family Homes 210	Vehicles	6.02	0.67	66%	34%		0	0	NA	NA	
Apartment 220	DU	6.65	0.62	65%	35%		0	0	NA	NA	
Apartment 220	Persons	3.31	0.40	NA	NA		0	0	NA	NA	
Apartment 220	Vehicles	5.10	0.60	NA	NA		0	0	NA	NA	
Low Rise Apartment 221	Occ.DU	6.59	0.58	65%	35%		0	0	NA	NA	
High Rise Apartment 222	DU	4.20	0.35	61%	39%		0	0	NA	NA	
Mid-Rise Apartment 223	DU	NA	0.39	58%	42%		0	0	NA	NA	
Rental Townhouse 224	DU	NA	0.72	51%	49%		0	0	NA	NA	Caution- Only 1 Study.
Resd. Condo/Townhouse 230	DU	5.81	0.52	67%	33%		0	0	NA	NA	
Resd. Condo/Townhouse 230	Persons	2.49	0.24	67%	33%		0	0	NA	NA	
Low Rise Resd. Condo 231	DU	NA	0.78	58%	42%		0	0	NA	NA	
High Rise Resd. Condo 232	DU	4.18	0.38	62%	38%		0	0	NA	NA	
Luxury Condo/Townhouse 233	Occ. DU	NA	0.55	63%	37%		0	0	NA	NA	
Mobile Home Park 240	DU	4.99	0.59	62%	38%		0	0	NA	NA	
Mobile Home Park 240	Persons	2.46	0.26	63%	37%		0	0	NA	NA	
Retirement Community 250	DU	NA	0.27	56%	44%		0	0	NA	NA	Caution- Only 1 Study
Elderly Housing-Detached 251	DU	3.71	0.27	61%	39%		0	0	NA	NA	Caution- Only 1 Study.
Congregate Care Facility 253	Occ.DU	2.15	0.17	56%	44%		0	0	NA	NA	Caution- Only 2 Studies
Elderly Housing- Attached 252	Occ.DU	3.48	0.16	60%	40%		0	0	NA	NA	Caution- Only 4 Studies
Recreational Homes 260	DU	3.16	0.26	41%	59%		0	0	NA	NA	
Residential PUD 270	DU	7.50	0.62	65%	35%		0	0	NA	NA	
Hotel 310	Occ. Room	8.92	0.70	49%	51%		0	0	NA	NA	
Hotel 310	Rooms	8.17	0.59	53%	47%		0	0	NA	NA	
Hotel 310	Employees	14.34	0.80	54%	46%		0	0	NA	NA	
All Suites Hotel 311	Occ.Room	6.24	0.55	42%	58%		0	0	NA	NA	Caution- Only 4 Studies
All Suites Hotel 311	Rooms	4.90	0.40	45%	55%		0	0	NA	NA	
Business Hotel 312	Occ. Room	7.27	0.62	60%	40%		0	0	NA	NA	Caution-Only 4 Studies
Business Hotel 312	Employees	72.67	7.60	60%	40%		0	0	NA	NA	
Motel 320	Occ.Room	9.11	0.58	53%	47%		0	0	NA	NA	
Motel 320	Rooms	5.63	0.47	54%	46%		0	0	NA	NA	
Motel 320	Employees	12.81	0.73	54%	46%		0	0	NA	NA	



OKEECHOBEE LANDFILL, INC.

10800 N.E. 128th Avenue
Okeechobee, FL 34972
(863) 357-0824

May 31, 2019

Steven L. Dobbs, P.E.
President
SLD Engineering

RE: Waste Management, Okeechobee Landfill Capacity

Mr. Dobbs,

The most recent Okeechobee Landfill Volume report calculated a total of 182,855,130 cubic yards of permitted remaining capacity. The calculations are based on an aerial survey of the active portion of the facility dated January 2, 2019 and a historic survey of the undeveloped portion of the facility dated December 27, 2010.

At the present waste intake 1,800,000 cyds/yr., we calculated an overall life of site of over 100 years. At an estimated 4.48 lbs MSW/day/person, (EPA 2015), the estimated impact from the development would be less than 600 cyds per year.

Waste Management, Okeechobee Landfill can easily meet the demand of the proposed development for the next 100 years.

If you have any questions or concerns, feel free to contact us.

Regards,

A handwritten signature in blue ink, appearing to read 'C. Orcutt', with a long, sweeping horizontal line extending to the right.

Charles Orcutt, P.E.
Market Area Engineer
Waste Management, Inc. of Florida
863-824-4010
Corcutt1@wm.com

**OKEECHOBEE UTILITY AUTHORITY**

100 SW 5th Avenue
Okeechobee, Florida 34974-4221

(863) 763-9460
FAX: (863) 467-4335

April 29, 2021

Mr. Steven L. Dobbs P.E.
Steven L. Dobbs Engineering, LLC
1062 Jakes Way
Okeechobee, Florida 34974

Ref: **Wastewater Capacity Request**

Parcel ID No.: 3-15-37-35-0010-00620-0010

Site Address:
Block 62, NW 7th Street
Okeechobee, FL 34972

Dear Mr. Dobbs:

In reference to a request of the availability of wastewater capacity to the subject property, I submit the following information for your use in the permitting for the above referenced project.

The Okeechobee Utility Authority owns and operates one regional wastewater treatment plant with a FDEP permitted capacity of 3.9 MGD. During the twelve month period from November 2019 to October 2020, the annual average daily demand was 0.944 MGD, or about 31% of the current 3.9 MGD treatment capacity. The OUA does not have a wastewater service line near the subject property. Any line extensions or upgrades required due to the demands of the proposed project, will be at the project owner's expense.

Should you have any other questions, comments or concerns with regards to the wastewater system capacity, please contact the OUA at 863.763.9460.

Sincerely,

John F. Hayford, P.E.
Executive Director

**OKEECHOBEE UTILITY AUTHORITY**

100 SW 5th Avenue
Okeechobee, Florida 34974-4221

(863) 763-9460
FAX: (863) 467-4335

April 29, 2021

Mr. Steven L. Dobbs, P.E.
SLD Engineering
1062 Jakes Way
Okeechobee, FL 34974

Ref: **Water Capacity Request**

Parcel ID: 3-15-37-35-0010-00620-0010

Site Address:
Block 62, NW 7th Street
Okeechobee, FL 34972

Dear Mr. Dobbs:

In reference to a request for the availability of water capacity to the subject property, I submit the following information for your use in meeting the potable water demand requirements for the project.

The Okeechobee Utility Authority owns and operates two water treatment plants with a combined treatment capacity of 6 MGD. During the twelve month period from November 2019 to October 2020, the maximum daily flow was 3.3 MGD, or about 55% of capacity. At the present time, the OUA has excess capacity at the treatment plants. The OUA does not have a potable water distribution main in the road right of way at the subject property. Any upgrade requirements to the water main infrastructure due to the demands of the proposed project will be at the property owners' expense.

Should you have any questions, comments or concerns with regards to the water system capacity, please contact the OUA at 863-763-9460.

Sincerely,

John F. Hayford
Executive Director
Okeechobee Utility Authority



U.S. Fish and Wildlife Service

National Wetlands Inventory

Mitchell Hancock New Office



February 10, 2020

Wetlands

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland

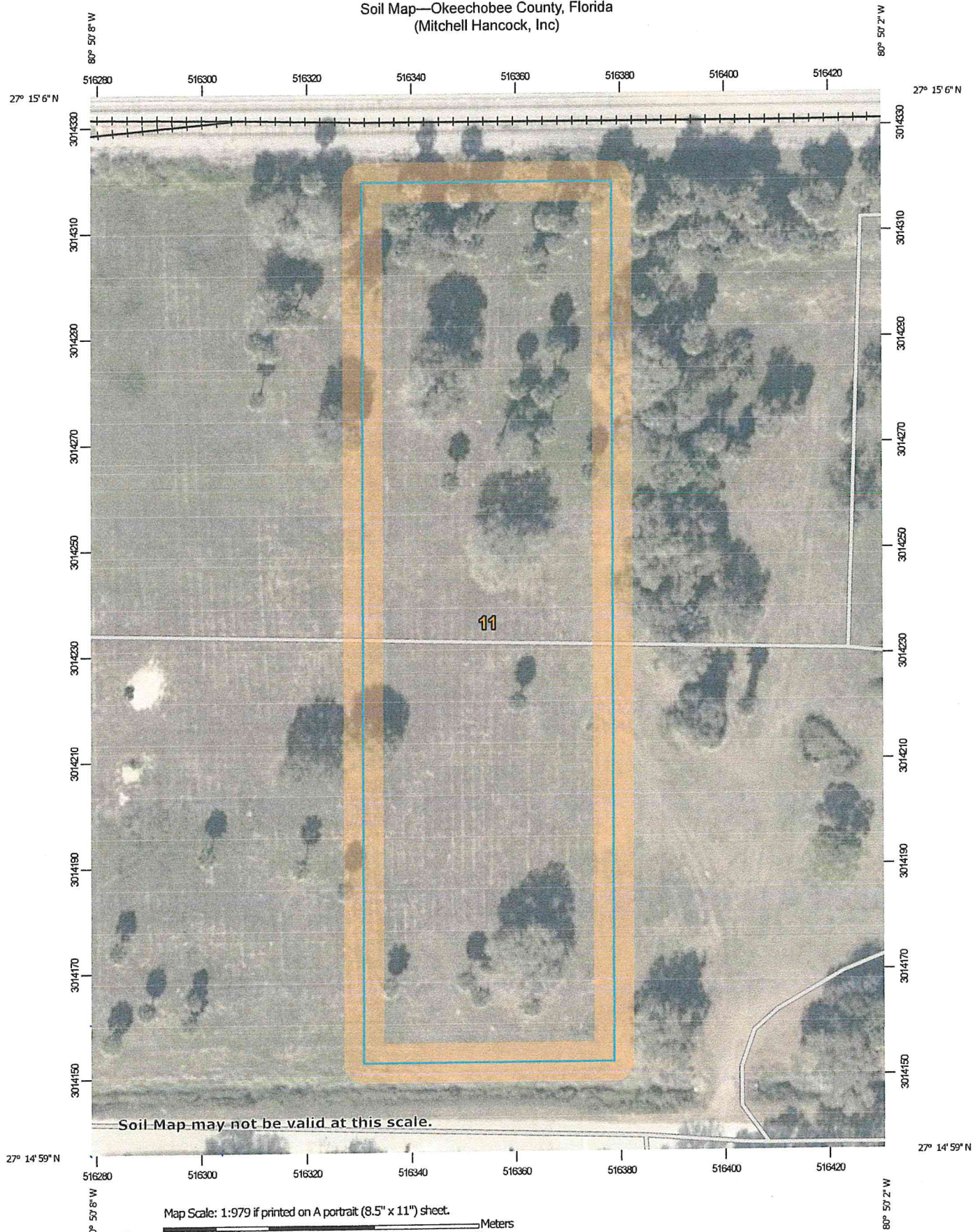
- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond

- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

C2


Soil Map—Okeechobee County, Florida
(Mitchell Hancock, Inc)



Soil Map—Okeechobee County, Florida
(Mitchell Hancock, Inc)

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Okeechobee County, Florida

Survey Area Data: Version 18, Jun 9, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jan 25, 2019—Jan 29, 2019

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
11	Immokalee fine sand, 0 to 2 percent slopes	2.0	100.0%
Totals for Area of Interest		2.0	100.0%

National Flood Hazard Layer FIRMette

80°50'W 27°15'6"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone 1
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee, See Notes, Zone X
		Area with Flood Risk due to Levee Zone D

OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall

OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature

MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

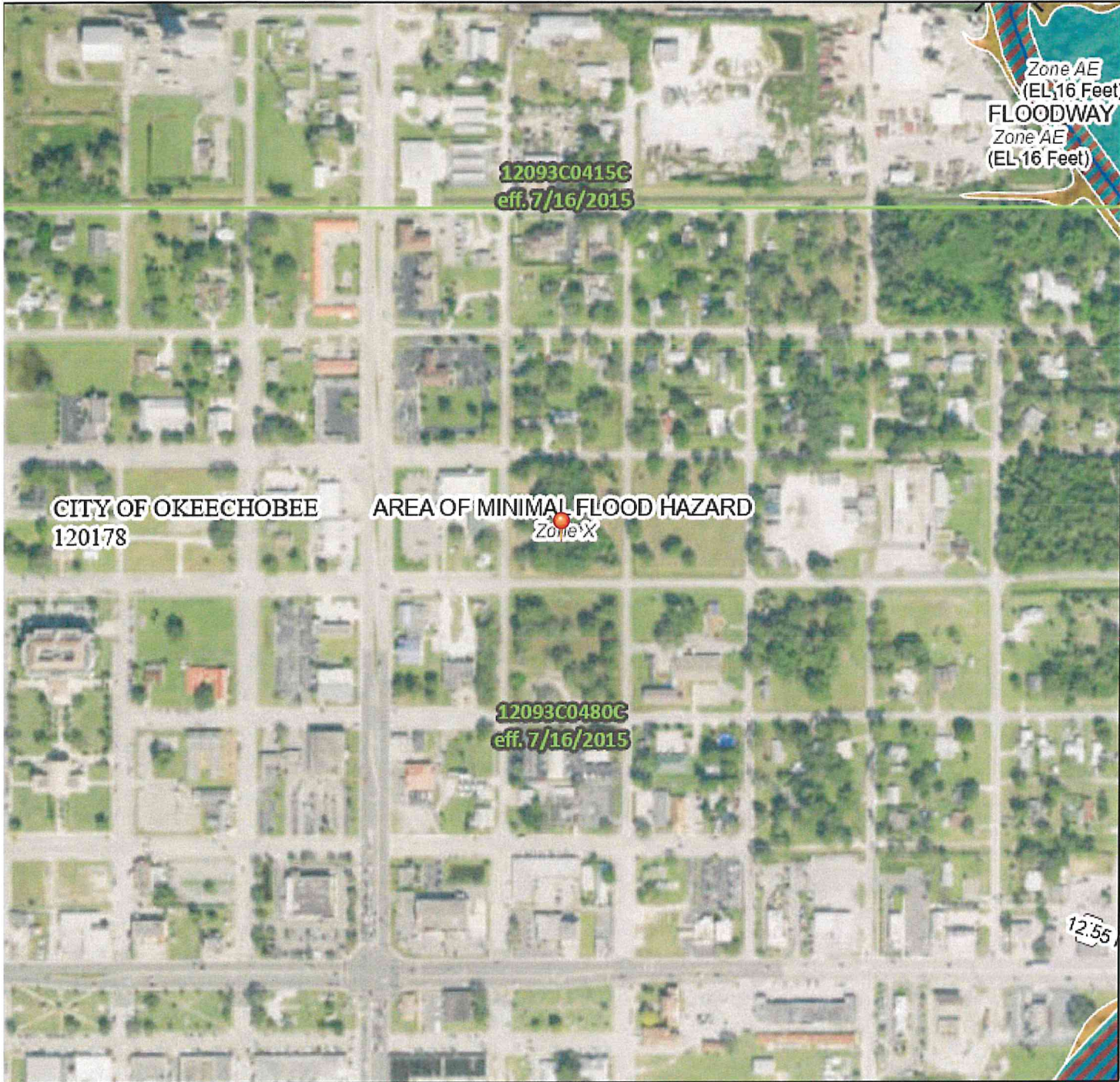


The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 3/15/2021 at 11:34 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



250 500 1,000 1,500 2,000 Feet 1:6,000

80°49'23"W 27°14'34"N

25



Staff Report

Small Scale

Comprehensive Plan Amendment

Prepared for: *The City of Okeechobee*

Applicant: *Mitchell G. Hancock*

Address: *NW 7th Street*

Petition No.: *21-004-SSA*

Request: *Change from Single Family Residential*
 to Industrial

General Information

Applicant/Owner	Mitchell G. Hancock
Applicant Address	203 SW 4th Street Okeechobee, FL 34974
Site Address	NW 7 th St
Parcel Identification	3-15-37-35-0010-01210-0060
Contact Person	Steven L. Dobbs
Contact Phone Number	863.824.7644
Contact Email Address	sdobbs@stevedobbsengineering.com

For the legal description of the project or other information regarding this application, please refer to the application submittal package which is available by request at City Hall and is posted on the City's website prior to the advertised public meeting at <https://www.cityofokeechobee.com/agendas.html>

Request

The matter before the Local Planning Agency and City Council is an application for an amendment to the Future Land Use Map (FLUM) for a 1.6 acre parcel. The parcel is designated Single Family on the Future Land Use Map. The Applicant is requesting to change the Future Land Use designation of this property from Single Family to Industrial.

The Applicant received approval for a map change and site plan to construct a contractor's office on the adjacent parcel to the west. If approved for this current map change, the Applicant has stated, the goal is to fence in both parcels and use this subject property to provide a parking area for employees' personal vehicles while working out of town.

Future Land Use, Zoning and Existing Use

	Existing	Proposed
Future Land Use	Single Family	Industrial
Zoning	Industrial	Industrial
Use of Property	Vacant	Parking for Contractor Office
Acreage	1.6 acres	1.6 acres

Future Land Use, Zoning, and Existing Use on Surrounding Properties

North	Future Land Use	Single Family Residential and Industrial
	Zoning	Industrial
	Existing Use	Industrial
East	Future Land Use	Industrial
	Zoning	Industrial
	Existing Use	Vacant
South	Future Land Use	Single Family Residential
	Zoning	Residential Multiple Family
	Existing Use	Single Family Residences
West	Future Land Use	Single Family Residential
	Zoning	Industrial
	Existing Use	Contractor's office

General Analysis and Staff Comments

A. Qualification for Amendment

Based on the size of the property (1.6 acres), this application qualifies under Chapter 163, F.S. as a Small-Scale Development Activity Plan Amendment (SSA) to the Comprehensive Plan.

B. Development Potential as Single-Family Residential

The property is currently designated as single family residential on the City's Future Land Use Map and Industrial on the City's zoning map. Future land use Policy 2.1(a) allows a maximum standard density in the Single-Family Residential Future Land Use Category of four units per acre or five if the units qualify as affordable housing. With the affordable housing bonus, maximum development potential for 1.6 acres would be eight single-family dwellings. However, in order to develop single family dwelling units at this property, a zoning map amendment would be required, as single family dwelling units are not permitted in the Industrial Zoning District.

C. Development Potential as Industrial

1. Practical Maximum Likely Future Development Potential

Policy 2.1(e) of the City's Future Land Use Element:

Industrial. Permitted uses include large-scale manufacturing or processing activities, business offices and schools, wholesaling and warehousing, public facilities, public utilities, limited retail and service uses, and off-site signs, limited agriculture, and accessory uses customary to permissible uses. Other uses related to and consistent with industrial development such as adult entertainment, salvage yards, fortunetellers, bulk storage of hazardous materials and manufacturing of chemical or leather products may be permissible under certain circumstances.

1. Industrial Development shall not exceed a floor area ratio of 3.00 and the maximum impervious surface for development within this category shall not exceed 85 percent of the site.
2. Zoning districts considered appropriate within this future land use category include only RH and Industrial (IND).

The Applicant has stated that there are no plans to develop this parcel at this time, and that it will be used to park vehicles for his abutting facility. However, if this map change is approved, the property may be developed according to standards of the Comprehensive Plan and the Land Development Code. While the Industrial Future Land Use category allows for a maximum FAR of 3.0, the Industrial zoning district only allows a maximum building coverage of 50% and a maximum building height of 45 feet (without a special use exception). These limitations allow for a potential three story structure, a maximum FAR of 1.5 and a theoretical maximum floor area of approximately 104,544 square feet on 1.6 acres. However, given that a three story industrial structure is not likely, it may be more practical to expect a one or two story structure if this map change is approved. A one story structure occupying 50% of 1.6 acres would be about 34,848 square feet of floor area and a two story structure with the same footprint would have about 69,696 square feet of floor area.

D. Consistency and Compatibility with Comprehensive Plan and Adjacent Uses.

Policy 2.2 of the Future Land Use Element recommends that the City protect the use and value of private property from adverse impacts of incompatible land uses, activities and hazards.

Objective 12 states that the City of Okeechobee shall encourage compatibility with adjacent uses, and curtailment of uses inconsistent with the character and land uses of surrounding areas and shall discourage urban sprawl.

The railroad right-of-way runs along the northern property line of the subject property with existing industrial uses operating on the north side of the railway. The adjacent properties to the east and west of the subject property are vacant and currently designated as single family residential on the Future Land Use Map. However, those same vacant properties are zoned industrial and are also adjacent to the railroad.

To the south of the subject property, across NW 7th Street, are several single family residences. Despite the proximity of these residences, the industrial designation seems more compatible and consistent with the surrounding area.

E. Adequacy of Public Facilities

Traffic Impacts

When the Applicant submitted a traffic statement for the abutting contractor facility, the estimated traffic generation was 33 daily vehicle trips with 5 of those trips occurring during the PM peak hour. However, the traffic statement provided for this application estimates that 77 daily vehicle trips (with 8 occurring during the PM peak hour) would be generated if the maximum allowable density of single family residential units were developed at this site; and that 728 daily vehicle trips (with 101 occurring during the PM peak hour) would be generated by the maximum allowable industrial development at this site. This represents an increase of 651 daily trips with 93 of those occurring during the PM peak hour.

In addition to the estimated total vehicle trips, it is also important to consider that industrial uses are likely to generate more heavy truck traffic than residential uses.

Demand for Potable Water and Sewer Treatment

The applicant has provided an analysis on the potential change in demand for potable water and sewer services if these map changes are approved. That analysis indicates an increase of 13,402 gallons per day. We agree with this analysis.

The Applicant has included in his submission letters from the Okeechobee Utility Authority and indicating that there is adequate excess capacity to accommodate the demand for potable water and wastewater treatment. Though, at this time, the wastewater generated at the Applicant's abutting facility is handled by an on-site septic system.

Demand for Solid Waste Disposal

The applicant has provided a letter from an engineer with Waste Management which generally states that there is adequate capacity in the landfill for the next 100 years.

F. Environmental Impacts

From the US Fish & Wildlife Service Wetland Inventory Map submitted by the Applicant, there appear to be no wetlands on the site.

From the FIRM Map submitted by the Applicant, there appears to be minimal risk of flooding.

Aerial photography indicates that this property has been cleared of most vegetation and is unlikely to contain any significant habitat or endangered species.

The Immokalee fine sand present on the property should not cause any limitation on development.

Recommendation

Based on the foregoing analysis, we find the requested Industrial Future Land Use Designation for the subject property to be consistent with the City's Comprehensive Plan, reasonably compatible with adjacent uses, and consistent with the urbanizing pattern of the area. Therefore, we recommend **Approval** of the Applicant's request to amend the Future Land Use Map of the City's Comprehensive Plan to change the designation of this property from Single Family Residential to Industrial.

Submitted by:



Ben Smith, AICP
Sr. Planner

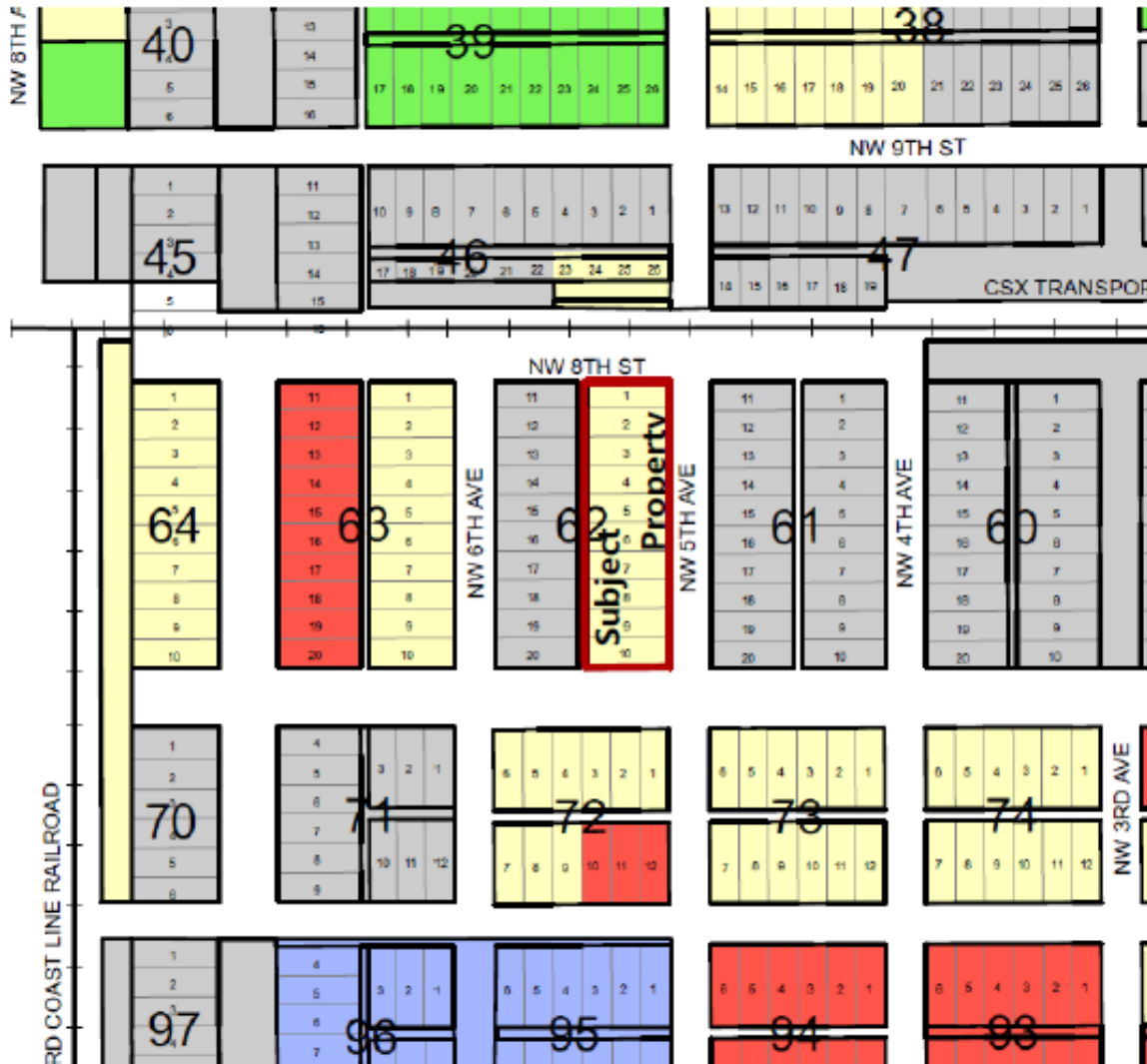
June 7, 2021

Planning Board Public Hearing: July 15, 2021

City Council Public Hearing: (tentative) August 17, 2021

Attachments: Future Land Use, Subject Site & Environs
Zoning, Subject Site & Environs
Existing Land Use Aerial, Subject Site & Environs

FUTURE LAND USE SUBJECT SITE AND ENVIRONS



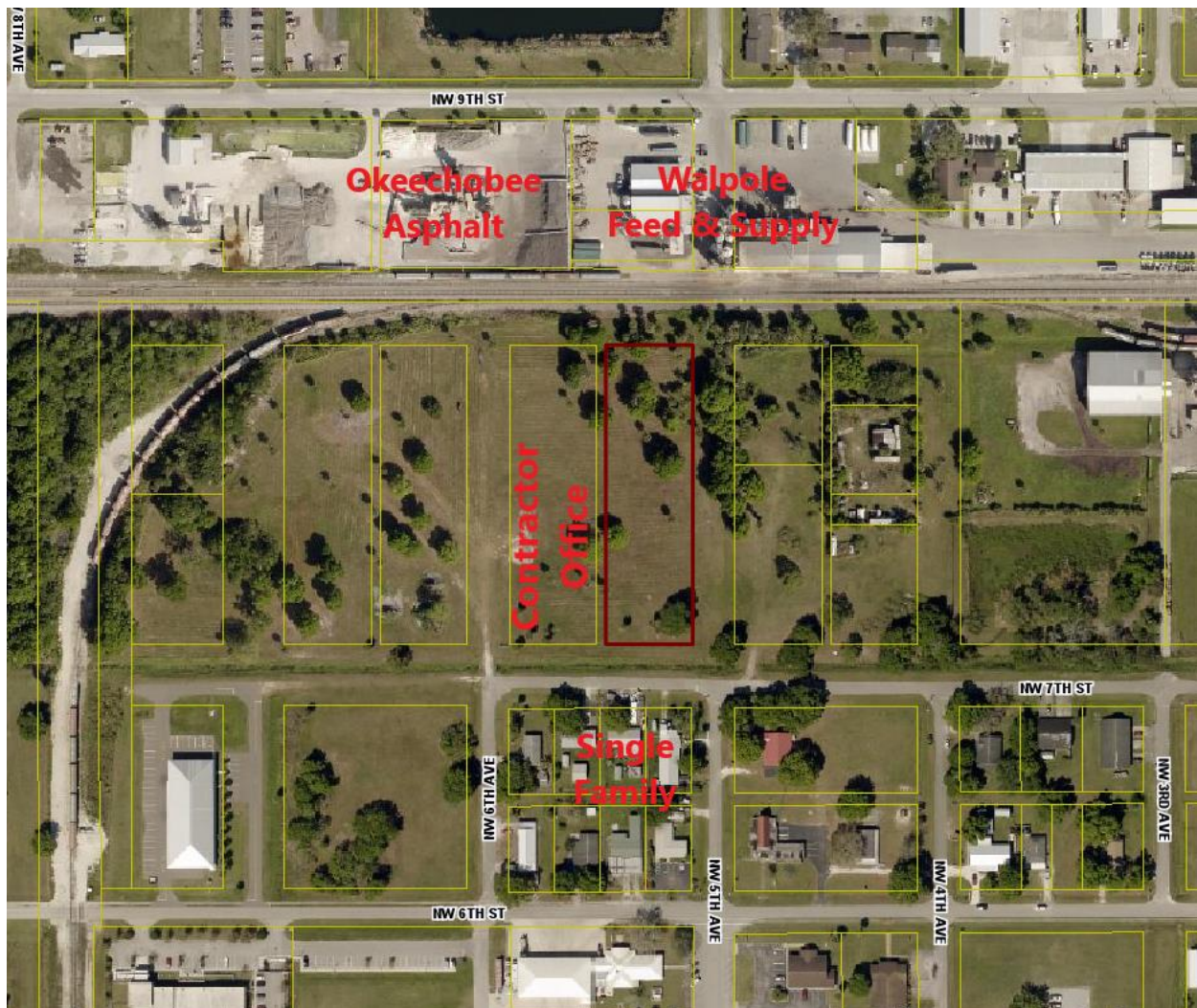
LAND USE CLASSIFICATIONS

- RAILROAD CENTERLINE
- HOPKINS MEANDER LINE
- RAILROAD CENTERLINE
- flu_boundary_lines
- lot_line
- flu_background_parcel
- SINGLE - FAMILY RESIDENTIAL
- MIXED USE RESIDENTIAL
- MULTI - FAMILY RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- PUBLIC FACILITIES

ZONING
SUBJECT SITE AND ENVIRONS



EXISTING LAND USE
AERIAL OF SUBJECT SITE AND ENVIRONS





**CITY OF OKEECHOBEE, FLORIDA
PLANNING BOARD MEETING
JULY 15, 2021
SUMMARY OF BOARD ACTION**

I. CALL TO ORDER

Chairperson Hoover called the regular Planning Board meeting for the City of Okeechobee to order on Thursday, July 15, 2021, at 6:02 P.M. in the City Council Chambers, located at 55 Southeast Third Avenue, Room 200, Okeechobee, Florida, followed by the Pledge of Allegiance.

II. ATTENDANCE

Roll was taken by Board Secretary Patty Burnette. Chairperson Dawn Hoover, Board Members Phil Baughman, Karyne Brass, Rick Chartier, and Mac Jonassaint were present. Alternate Board Members Joe Papasso and Jim Shaw were present. Vice Chairperson Doug McCoy and Board Member Felix Granados were absent without consent. Chairperson Hoover moved Alternate Board Members Papasso and Shaw to voting position.

III. AGENDA

- A. New Business Item A. was added.
- B. Motion by Member Chartier, seconded by Member Baughman to approve the agenda as amended. **Motion Carried Unanimously.**

IV. MINUTES

- A. Motion by Member Brass, seconded by Alternate Board Member Papasso to dispense with the reading and approve the May 20, 2021, Regular Meeting and Workshop minutes. **Motion Carried Unanimously.**

V. CHAIRPERSON HOOVER OPENED THE PUBLIC HEARING AT 6:06 P.M.

- A. Abandonment of Right-of-Way Petition No. 21-001-AC, requests to vacate the 20-foot wide by 299.75-foot long East to West alleyway lying between Lots 1 through 6 and 7 through 12 of Block 110, CITY OF OKEECHOBEE, Plat Book 5, Page 5, Public Records of Okeechobee County.
 - 1. City Planning Consultant Mr. Ben Smith of LaRue Planning and Management Services reviewed the Planning Staff Report recommending approval.
 - 2. Mr. Steven Dobbs was present on behalf of the Property Owner, JKST Holdings, LLC, and commented even though the Rezoning request to change the zoning from Light Commercial to Residential Multiple Family (RMF) was denied by the City Council, (Petition No. 21-002-R), his client still wished to proceed with the abandonment request. He further commented his client was going to petition the City Council to administratively rezone the parcel to Heavy Commercial (CHV).
 - 3. There were no public comments offered.
 - 4. There were no Ex-Parte disclosures offered.
 - 5. Motion by Member Baughman, seconded by Member Jonassaint to recommend to the City Council approval of Abandonment of Right-of-Way Petition No. 21-001-AC as presented in [Exhibit 1, which includes the findings as required for granting a vacation of rights-of-way petitions per Code Section 78-33; Planning Consultant's analysis of the findings and recommendation for approval; and the Technical Review Committee's (TRC) recommendation to approve] with the following conditions: after abandonment the property will reflect the current Future Land Use (FLU) and Zoning Map designations; Florida Power and Light (FPL) is requiring a 10-foot easement be provided for the full 20-foot width of the subject right-of-way on the West side, adjacent to Northeast 2nd Avenue; and Century Link has requested a condition that the Applicant will bear the cost of relocation and repair any facilities that are found and/or damaged in the vacated areas. **Motion Carried.** The recommendation will be forwarded to the City Council for consideration at Public Hearings tentatively scheduled for August 3, 2021, and September 7, 2021.

V. PUBLIC HEARING ITEMS CONTINUED

- B.** Abandonment of Right-of-Way Petition No. 21-002-AC, requests to vacate the 15-foot wide by 299.84-foot long East to West alleyway lying between Lots 1 through 6 and 7 through 12 of Block 121, CITY OF OKEECHOBEE, Plat Books 1 and 5, Pages 10 and 5, Public Records of Okeechobee County.
1. City Planning Consultant Smith reviewed the Planning Staff Report recommending approval.
 2. Mr. Dobbs was present on behalf of the Property Owners, Shaun and Desiree Penrod, and commented even though the Rezoning request to change the zoning from Residential Single Family-One to RMF was denied by the City Council, (Petition No. 21-003-R), his client still wished to proceed with the abandonment request. He further commented his client was going to petition the City Council to administratively rezone the parcel to CHV.
 3. There were no public comments offered.
 4. There were no Ex-Parte disclosures offered.
 5. Motion by Member Chartier, seconded by Member Baughman to recommend to the City Council approval of Abandonment of Right-of-Way Petition No. 21-002-AC as presented in [Exhibit 2, which includes the findings as required for granting a vacation of rights-of-way petitions per Code Section 78-33; Planning Consultant's analysis of the findings and recommendation for approval; and the TRC's recommendation to approve].with the following conditions: after abandonment the property will reflect the current FLU and Zoning Map designations; FPL is requiring a 10-foot easement be provided for the full 15-foot width of the subject right-of-way on the West side, adjacent to Northeast 2nd Avenue; and Century Link has requested a condition that the Applicant will bear the cost of relocation and repair any facilities that are found and/or damaged in the vacated areas. **Motion Carried.** The recommendation will be forwarded to the City Council for consideration at Public Hearings tentatively scheduled for August 3, 2021, and September 7, 2021.
- C.** Comprehensive Plan Small Scale Future Land Use Map Amendment Application No. 21-004-SSA, from Single Family Residential to Industrial on 1.60± acres located in the 500 Block of NW 7th Street.
1. City Planning Consultant Smith reviewed the Planning Staff Report recommending approval.
 2. There were no comments offered by the Property Owner or Agent.
 3. There were no public comments offered.
 4. There were no Ex-Parte disclosures offered.
 5. Motion by Member Jonassaint, seconded by Member Baughman to recommend to the City Council approval of Comprehensive Plan Small Scale Future Land Use Map Amendment Application No. 21-004-SSA as presented in [Exhibit 3, which includes the findings as required for granting applications per Code Section 70-340; and the Planning Consultant's analysis of the findings and recommendation for approval]. **Motion Carried Unanimously.** The recommendation will be forwarded to the City Council for consideration at a Public Hearing tentatively scheduled for August 17, 2021.
- D.** Comprehensive Plan Text Amendment No. 21-001-CPA, which proposes to amend the City's Future Land Use Map (FLUM) and textual amendments to the FLU Element of the City's Comprehensive Plan.
1. City Planning Consultant Smith reviewed the Planning Staff Report recommending approval. He explained on June 29, 2021, House Bill 59 became law. It basically requires every city to adopt a Property Rights section into their Comprehensive Plan before any other Comprehensive Plan Amendments that were not initiated prior to July 1, 2021, can be adopted. Both he and the City Attorney feel this proposed amendment was initiated before then although the Department of Economic Opportunity does not. This Board can either make their recommendation to the City Council on this Amendment tonight or continue it until a date certain to allow time for Staff to bring forth the proposed Property Rights Element for recommendation.

V. PUBLIC HEARING ITEM D CONTINUED

2. The Board inquired as to whether they could just recommend to the City Council for approval of the Property Rights Element as discussed and what could happen if they made a motion to continue Amendment No. 21-001-CPA to another meeting in the future. Planner Smith commented the Property Rights information would need to be advertised before action can take place. Should the Board wish to continue No. 21-001-CPA to a date certain then no additional advertising would be required.
3. There were no public comments offered.
4. There were no Ex-Parte disclosures offered.
5. Motion by Member Baughman, seconded by Alternate Board Member Papasso to continue Comprehensive Plan Text Amendment No. 21-001-CPA, as presented in Exhibit 4 until the September 16, 2021, meeting to allow time for the required amendment for the Property Rights Element to be presented. **Motion Carried Unanimously.**

CHAIRPERSON HOOVER CLOSED THE PUBLIC HEARING AT 6:42 P.M.

VI. NEW BUSINESS

- A. Planner Smith briefly discussed a potential development and some proposed changes to the Land Development Regulations he would be preparing for a workshop regarding the Planned Unit Development (PUD) Zoning Districts. He explained it would be positive for the city to bring forth a new PUD section which would allow some flexibility and bring forth some new projects. The Board offered some suggestions as to mimicking areas where PUD changes have been successful once allowances were opened and mixed uses were added.

VII. Chairperson Hoover adjourned the meeting at 6:56 P.M.

Submitted by:

Patty M. Burnette, Secretary

Please take notice and be advised that when a person decides to appeal any decision made by the Planning Board with respect to any matter considered at this proceeding, 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. General Services' media are for the sole purpose of backup for official records.

ORDINANCE NO. 1236

AN ORDINANCE OF THE CITY OF OKEECHOBEE, FLORIDA; REVISING SECTION 2-172 AND CHAPTER 34 OF THE CODE OF ORDINANCES TO REFLECT CHANGES AS A RESULT OF THE CITY ENTERING INTO AN INTERLOCAL AGREEMENT WITH OKEECHOBEE COUNTY TO PROVIDE FIRE SERVICES WITHIN THE CITY; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Okeechobee, Florida, entered into an interlocal agreement with Okeechobee County on December 1, 2020, and amended on May 18, 2021, whereby beginning on August 2, 2021, the City compensates the County to provide fire protection services within the City ("Interlocal Agreement"); and

WHEREAS, as of August 2, 2021, the City no longer has a fire department, no longer provides fire services within the City, and fire services are provided by Okeechobee County; and

WHEREAS, Subsection 2.B. of the Interlocal Agreement provides that the County shall assume authority and responsibility to enforce the Florida Fire Prevention Code.

NOW THEREFORE, be it ordained by the City Council of the City of Okeechobee, Florida; presented at a duly advertised public meeting; passed by majority vote of the City Council; and properly executed by the Mayor or designee, as Chief Presiding Officer for the City:

SECTION 1: AMENDING CHAPTER 2.

Section 2-172 within Part II of the Code of Ordinances, Chapter 2-Administration, Article III-Departments, Officers and Employees, Division-6 Departments and Officers, for the City of Okeechobee Florida, is hereby amended to the following extent:

Sec. 2-172. - Fire department.

There is hereby created and established a fire department. The head of the department shall be known as the fire officer ~~chief~~ who shall be responsible for fire protection ~~and fire inspections except as otherwise provided in the interlocal agreement with Okeechobee County entered into on December 1, 2020, and amended on May 18, 2021, as required by law. The fire chief shall supervise all employees assigned to the department and shall be responsible for the maintenance of the budlings and equipment needed in the operation of the department.~~ The fire officer ~~chief~~ shall perform such other duties as may be prescribed by the city council.

SECTION 2: CHAPTER 34.

Sections 34-1, 34-32, and 34-33 within Part II of the Code of Ordinances, Chapter 34-Fire Protections and Prevention, Article I-In General and Article II-Fire Prevention, for the City of Okeechobee Florida, is hereby amended to the following extent:

Sec. 34-1. - Fire district.

The city affirms a fire district exists which encompasses the entire incorporated limits of the city. The City entered into an interlocal agreement with Okeechobee County on December 1, 2020, and amended on May 18, 2021, whereby beginning on August 2, 2021, the City compensates the County to provide "Fire Services" within the City fire district ("Interlocal Agreement"). The Interlocal Agreement is hereby incorporated into this ordinance by reference. All regulations, requirements, and matters concerning fire protection and prevention within the City fire district are governed by the Okeechobee County Code of Ordinances pursuant to the Interlocal Agreement and other applicable laws.

~~(a) It is hereby affirmed that one of the primary responsibilities of the government of the city is to provide for the protection of life and property.~~

~~(b) For the purposes stated in subsection (a) of this section, the city affirms a~~

~~fire district exists which encompasses the entire incorporated limits of the city and within this fire district, the city accepts its responsibility for the protection of life and property from fires or other such conflagrations.~~

~~(c) The city's fire department, which has been organized and operating for over seven decades is recognized as the firefighting arm of the city and as the sole lawful department authorized to attack and fight fires and other such conflagrations within the fire district recognized in this section, subject to such written mutual aid agreements as may be authorized by the city council.~~

Sec. 34-32. - Chief designated fire official; duties; police powers.

The fire chief of Okeechobee County ~~the chief~~ is hereby designated as the fire official within the City of Okeechobee pursuant to the Interlocal Agreement between the City and Okeechobee County executed on December 1, 2020. The fire official shall enforce the provisions of this article and all state laws under his jurisdiction, pertaining to the prevention, suppression or extinguishing of fires. The fire official has the powers of a police officer in performing his duties under this article.

Sec. 34-33. - Appeals.

Any person whose application for any permit, under the state fire prevention code or this article, has been refused, or who feels aggravated by any decision or action of the fire official in the enforcement of the fire prevention code or this article may appeal to the magistrate ~~code enforcement board~~ as provided by section 18-33 of this Code.

SECTION 3: CONFLICT. That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4: SEVERABILITY. That if any clause, section, or other part of this Ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby but shall remain in full force and effect.

SECTION 5: EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage.

INTRODUCED for the First Reading and set for Final Public Hearing on this 17th day of August 2021.

ATTEST:

Dowling R. Watford, Jr., Mayor

Lane Gamiotea, CMC, City Clerk

PASSED AND ADOPTED after Second and Final Public Hearing this 7th day of September 2021.

ATTEST:

Dowling R. Watford, Jr., Mayor

Lane Gamiotea, CMC, City Clerk

REVIEWED FOR LEGAL SUFFICIENCY:

John J. Fumero, City Attorney

ORDINANCE NO. 1237

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OKEECHOBEE, FLORIDA; LEVYING THE AD VALOREM PROPERTY TAX MILLAGE RATE FOR MUNICIPAL PURPOSES ON ALL TAXABLE PROPERTY WITHIN THE CITY IN ACCORDANCE WITH THE PROVISIONS OF STATE LAW FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; PROVIDING THAT 7.6018 PER THOUSAND DOLLAR VALUATION SHALL NOT BE LEVIED ON HOMESTEAD PROPERTY; THAT 7.6018 VALUATION SHALL BE USED FOR GENERAL CITY PURPOSES; THAT SAID MILLAGE RATE IS 3.68 PERCENT (3.68%) MORE THAN THE ROLL- BACK RATE OF 7.3317 COMPUTED IN ACCORDANCE WITH FLORIDA STATUTE 200.065(1); PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 200.001(8)(f), Florida Statutes provides that “voted millage” or “voted levies” means ad valorem taxes in excess of maximum millage amounts authorized by law approved for periods not longer than two (2) years by vote of the electors pursuant to Section 9(b), Article VII of the State Constitution or ad valorem taxes levied for purposes provided in Section 12, Article VII of the State Constitution; and

WHEREAS, Section 200.001(2)(a), Florida Statutes provides that “general municipal millage” shall be that non-voted millage rate set by the governing body; and

WHEREAS, Section 200.065, Florida Statutes governs the adoption and levying of millage rates and provides that the City Council of the City of Okeechobee shall comply with the controlling provisions of Florida law in adoption of any millage rates, including municipal debt service millage, voted millage and voted levies; and

WHEREAS, Section 200.065, Florida Statutes provides that the City Council as the governing body of the City of Okeechobee and as its taxing authority must adopt a resolution or ordinance in order to levy any millage in the manner specifically provided by general law or special act; and

WHEREAS, October 1, 2021 is the commencement of the Fiscal Year for the City of Okeechobee, which shall end on September 30, 2022; and

WHEREAS, the City of Okeechobee, Florida, held public hearings as required by Section 200.065, Florida Statutes, on September 7, 2021, and September 27, 2021; and

WHEREAS, the City of Okeechobee, Florida has complied with all other requirements of law.

NOW, THEREFORE, be it ordained by the City Council of the City of Okeechobee, Florida; presented at a duly advertised public meeting; and passed by majority vote of the City Council; and properly executed by the Mayor or designee, as Chief Presiding Officer for the City:

Section 1 The ad valorem property tax operating millage rate for municipal purposes is hereby levied on the taxable property within the corporate boundaries of the City of Okeechobee for Fiscal Year beginning October 1, 2021 and ending September 30, 2022.

The City Council of the City of Okeechobee, Florida, hereby levies a tax of 7.6018 per thousand dollar valuation on all real and tangible personal property within the corporate boundaries of the City of Okeechobee, provided however, that 7.6018 shall not be levied

upon property in the City of Okeechobee claimed and allowed as homestead on the general laws of the State of Florida.

Section 2: The millage rate adopted is 3.68 percent more than the roll-back rate of 7.3317 as computed in accordance with Florida Statutes Section 200.065(1).

Section 3: That this Ordinance was proposed, considered, and adopted under the provisions of Florida Statutes Chapter 166 and Section 200.065, in conformance with applicable law and the State Constitution.

Section 4: The Finance Director shall furnish a certified copy of this Ordinance upon second reading and final adoption to the Okeechobee County Property Appraiser, the Okeechobee County Tax Collector, and the Florida Department of Revenue as required by law.

Section 5: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6: The provisions within this Ordinance shall take effect October 1, 2021.

INTRODUCED for First Reading and Public Hearing on the **7th** day of **September 2021**.

ATTEST:

Dowling R. Watford, Jr., Mayor

Lane Gamiotea, CMC, City Clerk

PASSED AND ADOPTED after Second Reading and Final Public Hearing on the **27th** day of **September 2021**.

ATTEST:

Dowling R. Watford, Jr., Mayor

Lane Gamiotea, CMC, City Clerk

REVIEWED FOR LEGAL SUFFICIENCY:

John J. Fumero, City Attorney

ORDINANCE NO. 1238

AN ORDINANCE ADOPTING AN ANNUAL BUDGET FOR THE CITY OF OKEECHOBEE, FLORIDA; FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; APPROPRIATING FUNDS FOR OPERATING EXPENSES OF THE CITY OF OKEECHOBEE FOR THE GENERAL OPERATION OF THE SEVERAL DEPARTMENTS OF THE CITY AND OTHER FIXED OBLIGATIONS OF THE CITY FOR AND DURING THE FISCAL YEAR; PROVIDING FOR CONFLICT AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Okeechobee adopts a final budget and appropriates funds on an annual basis for the general operation of several departments of the City; and

WHEREAS, the City of Okeechobee held budget workshops on July 27, 2021, August 11, 2021, and August 17, 2021; and

WHEREAS, Section 166.241, Florida Statutes provides specific requirements to which municipalities must comply with regard to budgets and budget amendments; and

WHEREAS, State law requires that municipal budgets are balanced and adopted annually, and the adoption must be by resolution or ordinance including provisions relating to the methods and timing of budget amendments; and

WHEREAS, the 2021 tax assessment role for the City of Okeechobee has been paired, equalized and certified, showing: Total taxable value of real and personal property: \$347,778,134.00; and

WHEREAS, the process of the adoption of the annual budget is governed by Chapter 200, Florida Statutes, requiring calculation of the rolled-back tax rate and percentage increase over the rolled-rate, certain public notices, public hearings, format of required ordinances, and the like.

NOW, THEREFORE, be it ordained by the City Council of the City of Okeechobee, Florida; presented at a duly advertised public meeting; and passed by majority vote of the City Council; and properly executed by the Mayor or designee, as Chief Presiding Officer for the City:

Section 1: The City Council of the City of Okeechobee, Florida, after having held a public hearing on the annual budget, including General Fund, Public Facilities Improvement Fund, Capital Improvement Projects Fund, Other Grants Fund, and Law Enforcement Special Fund, hereby adopts as its annual budget the expenditures, as fully set forth below, for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022.

GENERAL FUND

Revenues:

Fund Balance	\$ 4,342,501.00
Ad Valorem Taxes - 7.6018	\$ 2,537,990.00
Other Fees	\$ 748,800.00
Intergovernmental Revenue	\$ 1,773,400.00
Charges for Current Services	\$ 1,099,300.00
Fines, Forfeitures and Penalties	\$ 21,450.00
Uses of Money and Property	\$ 8,500.00
Other Revenues	\$ 39,240.00
TOTAL REVENUES	\$ 10,571,181.00
Transfer-In from Public Facilities Improvement Fund	\$ 350,000.00
Transfer-In from Capital Improvement Projects Fund	\$ 873,534.00
TOTAL REVENUES AND TRANSFERS	\$ 11,794,715.00

<u>Expenditures:</u>	
Legislative	\$ 182,835.00
Executive	\$ 268,005.00
City Clerk	\$ 300,087.00
Financial Services	\$ 337,930.00
Legal Counsel	\$ 190,400.00
General Services	\$ 558,794.00
Law Enforcement	\$ 3,149,173.00
Fire Protection	\$ 1,070,865.00
Road and Street Facilities	\$ 1,394,125.00
TOTAL EXPENDITURES	\$ 7,452,214.00
GENERAL FUND BALANCE	\$ 4,342,501.00

PUBLIC FACILITIES IMPROVEMENT FUND

<u>Revenues:</u>	
Fund Balance	\$ 923,970.00
Revenues	\$ 2,158,701.00
TOTAL REVENUES	\$ 3,082,671.00
<u>Expenditures:</u>	
TOTAL EXPENDITURES	\$ 1,978,201.00
Transfer-Out to General Fund	\$ 350,000.00
TOTAL EXPENDITURES AND TRANSFERS	\$ 2,328,201.00
PUBLIC FACILITIES IMPROVEMENT FUND BALANCE	\$ 754,470.00

CAPITAL IMPROVEMENT PROJECTS FUND

<u>Revenues:</u>	
Fund Balance	\$ 3,685,061.00
Revenues	\$ 171,000.00
TOTAL REVENUES	\$ 3,856,061.00
<u>Expenditures:</u>	
TOTAL EXPENDITURES	\$ 318,800.00
Transfer-Out to General Fund	\$ 873,534.00
TOTAL EXPENDITURES AND TRANSFERS	\$ 1,192,334.00
CAPITAL IMPROVEMENT PROJECTS FUND BALANCE	\$ 2,663,727.00

OTHER GRANTS FUND

<u>Revenues:</u>	
Fund Balance	\$ 260,000.00
Revenues	\$ 300,000.00
TOTAL REVENUES	\$ 560,000.00
<u>Expenditures:</u>	
TOTAL EXPENDITURES	\$ 430,000.00
OTHER GRANTS FUND BALANCE	\$ 130,000.00

LAW ENFORCEMENT SPECIAL FUND

<u>Revenues:</u>	
Fund Balance	\$ 15,600.00
Revenues	\$ 1,000.00
TOTAL REVENUES	\$ 16,600.00
<u>Expenditures:</u>	
TOTAL EXPENDITURES	\$ 11,500.00
LAW ENFORCEMENT SPECIAL FUND BALANCE	\$ 5,100.00

Section 2: That this Ordinance was proposed, considered and adopted under the provisions of Chapter 166 and 200.065 Florida Statutes.

Section 3: The Finance Director shall furnish a certified copy of this Ordinance upon second reading and final adoption to the Okeechobee County Property Appraiser, the Okeechobee County Tax Collector, and the Florida Department of Revenue as required by law.

Section 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5: The City Administrator, through the Finance Director, is hereby authorized and directed to disburse monies for the purpose of meeting the expenses and expenditures of the City as appropriated.

Section 6: Effective Date. This Ordinance shall be effective October 1, 2021.

INTRODUCED for First Reading and Public Hearing on the **7th** day of **September 2021**.

Dowling R. Watford, Jr., Mayor

ATTEST:

Lane Gamiotea, CMC, City Clerk

PASSED AND ADOPTED after Second Reading and Final Public Hearing on the **27th** day of **September 2021**.

Dowling R. Watford, Jr., Mayor

ATTEST:

Lane Gamiotea, CMC, City Clerk

REVIEWED FOR LEGAL SUFFICIENCY:

John J. Fumero, City Attorney

Law Offices
Christiansen & Dehner, P.A.

Scott R. Christiansen

63 Sarasota Center Blvd. Suite 107
Sarasota, Florida 34240
941-377-2200
Fax 941-377-4848

H. Lee Dehner
(1952-2019)

June 28, 2021

assigned Ord.
#1239
9-7 & 9-27
agenda's

Via E-Mail: Gritter@cityofokeechobee.com

Mr. Gary Ritter
City Administrator
City of Okeechobee
55 S.E. 3rd Avenue
Okeechobee, FL 34974-2032

Re: City of Okeechobee General Employees' Retirement System - Proposed Ordinance

Dear Mr. Ritter:

As you know, I represent the Board of Trustees of your City of Okeechobee General Employees' Retirement System. Enclosed please find a proposed ordinance amending the City of Okeechobee General Employees' Retirement System that has been approved by the Board and recommended for adoption by the City Council. This ordinance makes the following suggested revisions and changes:

1. Section 6, Benefit Amounts and Eligibility, Section 10, Optional Forms of Benefits, and Section 15, Minimum Distribution of Benefits are all being amended to provide for recent changes to the Internal Revenue Code (IRC) changing the required distribution age from 70½ to age 72.
2. Section 25, Reemployment After Retirement, is being amended is being amended to provide that normal or early retirees who are reemployed by the City may continue receipt of their benefits if or when they have reached age 59½. This reduction from age 62 is a change in accordance with recent changes to the IRC.

I have enclosed a copy of a letter from the Board's actuary, Gabriel Roeder Smith & Company, indicating that there is no impact in connection with the adoption of this ordinance. If you or any member of your staff have any questions with regard to this ordinance, please feel free to give me a call. In addition, if you feel it would be appropriate for me to be present at the meeting at which this ordinance is considered by the City Council, please contact my office to advise me of the date that the ordinance would be considered.

Yours very truly,



Scott R. Christiansen

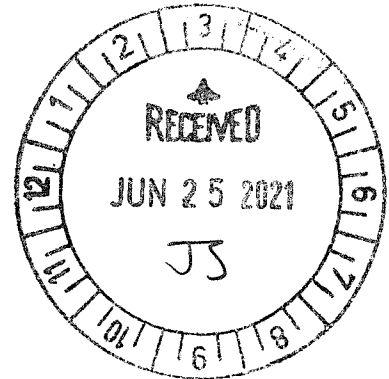
SRC/dm
enclosure

E-copy: Kyle Tintle, with enclosures



March 31, 2021

Ms. Kyle Tintle
Resource Centers, LLC
4360 Northlake Blvd
Suite 206
Palm Beach Gardens, Florida 33410



**Re: City of Okeechobee General Employees' Retirement System
Actuarial Impact Statement**

Dear Kyle:

As requested by Scott R. Christensen, Esq., we have performed an actuarial review of the proposed Ordinance (copy attached).

Based upon our review, the proposed Ordinance:

- Amends the required beginning date in compliance with the Setting Every Community Up for Retirement Enhancement ("SECURE") Act
- Amends reemployment after retirement to comply with the Internal Revenue Code (IRC).
- Provides for codification.
- Repeals all Ordinances or parts of Ordinances in conflict herewith.
- Provides for severability.
- Provides for an effective date.

In our opinion, based upon the actuarial assumptions and methods employed in the October 1, 2020 Actuarial Valuation, the proposed Ordinance is a *no cost* Ordinance under our understanding of State minimum funding requirements.

Please provide a signed copy of the Ordinance upon adoption for our records.

If you should have any question concerning the above, please do not hesitate to contact us.

Sincerest regards,

Michelle Jones

Shelly L. Jones, A.S.A.
Consultant and Actuary

Enclosure

cc: Scott R. Christensen, Esq.

*Assigned Ord.
#1239
9-7 & 9-27
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Mr. McCann replied the Policy states 4 consecutive quarters of not beating the index is when a fund will be discussed to be replaced. If a fund is underperforming he puts them on a watch list and brings it to the attention of the Board, but will only replace a fund at the direction of the Board. Mr. Christiansen stated the Board must declare the expected rate of return; which was 7% in the Valuation.

John Zeigler made a motion, based on the advice of the investment consultant, the Board expects to achieve a 7% return for the next year, the next several years, and the long term thereafter. The motion received a second from Donna Howard, approved by the Trustees 4-0.

5. Attorney Report (Scott Christiansen)

Mr. Christiansen reported the legislative session ended without any bills impacting pension plans. He reminded the Trustees their financial disclosure forms must be submitted by July 1st and there is a steep fine for not having the forms filed. Mr. Christiansen explained to John Zeigler as a new Trustee the form 1 will not be mailed to his home but it can be obtained online. Due to changes in the IRS codes, Mr. Christiansen will need to write an amendment to an ordinance for the Plan increasing the age for a required minimum distribution (RMD) to 72 from 70 1/2. In addition, Mr. Christiansen reported it is time to update the Summary Plan Description (SPD) for the Board to review, if the Trustees agree.

Melissa Henry made a motion to authorized Mr. Christiansen to draft an ordinance reflecting the IRS tax changes to the Plan. The motion received a second from Donna Howard, approved by the Trustees 4-0.

Melissa Henry made a motion to authorized Mr. Christiansen to update the Summary Plan Description. The motion received a second from John Zeigler, approved by the Trustees 4-0.

6. Administrator Report (Scott Baur)

Mr. Baur confirmed the FPPTA conference will be held in person, at Champions Gate in Orlando, on June 27 – 30th but as of today there were no particulars as to content. He asked if any Trustee is interested in attending the conference to make their hotel reservation and submit the confirmation information to The Resource Centers for payment. Once the hotel confirmation has been received the Trustee will be registered for the conference. Ms. Tintle noted she was advised of Michele Clanton's unavailability for this meeting as she was out of town on vacation. She congratulated Melissa Henry on successfully passing the Advanced Exam for Certification in the CPPT Program.

The interim financial statements were presented and received by the Board. The Trustees reviewed the Warrant dated May 3, 2021.

Melissa Henry made a motion to ratify the May 3, 2021 Warrant. The motion received a second from Donna Howard. The motion was unanimously approved by the Trustees of the General Employee's Plan, 4-0.

The New member acknowledgement for Jennifer Rosas-Pelcastre was received by the Board and will be filed. The Board reviewed the benefits for Teresa Garcia's retirement and Nancy Sue Christopher to enter the DROP plan.

Melissa Henry made a motion to approve the benefits as presented. The motion received a second from John Zeigler, approved by the Trustees 4-0.

Assigned
Ord
#1239
9-7 &
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ORDINANCE NO. 1239

AN ORDINANCE OF THE CITY OF OKEECHOBEE FURTHER AMENDING THE CITY OF OKEECHOBEE GENERAL EMPLOYEES' RETIREMENT SYSTEM, RESTATED PURSUANT TO ORDINANCE 1141; AMENDING SECTION 6, BENEFIT AMOUNTS AND ELIGIBILITY; AMENDING SECTION 10, OPTIONAL FORMS OF BENEFITS; AMENDING SECTION 15, MINIMUM DISTRIBUTION OF BENEFITS; AMENDING SECTION 25, REEMPLOYMENT AFTER RETIREMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Okeechobee General employees are presently provided pension and certain other benefits under Ordinances of the City of Okeechobee; and

NOW THEREFORE, be it ordained before the City Council of the City of Okeechobee, Florida; presented at a duly advertised public meeting; and passed by majority vote of the City Council; and properly executed by the Mayor or designee, as Chief Presiding Officer for the City:

SECTION 1: That the City of Okeechobee General Employees' Retirement System, restated pursuant to Ordinance No. 1141, as amended, is hereby further amended by amending Section 6, Benefit Amounts and Eligibility, subsection 5, Required Distribution Date, to read as follows:

5. Required Distribution Date. The Member's benefit under this Section must begin to be distributed to the Member no later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy and one-half (70½) or the calendar year in which the Member terminates employment with the City the Member's required beginning date, as provided under Section 15.

SECTION 2: That the City of Okeechobee General Employees' Retirement System, restated pursuant to Ordinance No. 1141, as amended, is hereby further amended by amending Section 10, Optional Forms of Benefits, subsection 5.E., to read as follows:

- 5.E. The Member's benefit under this Section must begin to be distributed to the Member no later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy and one-half (70½) or the calendar year in which the Member terminates employment with the City the Member's required beginning date, as provided under Section. 15.

SECTION 3: That the City of Okeechobee General Employees' Retirement System, restated pursuant to Ordinance No. 1141, as amended, is hereby further amended by amending Section 15, Minimum Distribution of Benefits, subsection 2.A., and subsection 2.B.(1), to read as follows:

- 2.A. Required Beginning Date. The Member's entire interest will be distributed, or begin to be distributed, to the Member no later than the Member's required beginning date, ~~which shall not be later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy and one-half (70 ½) or the calendar year in which the Member terminated employment with the City.~~ For a Member who attains age seventy and one-half (70 ½) prior to January 1, 2020, the Member's required beginning date is April 1 of the calendar year following the later of (i) the calendar year in which the Member attains age seventy and one-half (70 ½) or (ii) the calendar year in which the Member terminates employment with the City. For a Member who attains age seventy and one-half (70 ½) on or after January 1, 2020, the Member's required

beginning date is April 1 of the calendar year following the later of (i) the calendar year in which the Member attains age seventy-two (72) or (ii) the calendar year in which the Member terminates employment with the City.

- 2.B.(1) If the Member's surviving spouse is the Member's sole designated beneficiary, then distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Member died, or by a date on or before December 31 of the calendar year in which the Member would have attained age 70 ½ (or age 72 for a Member who would have attained age 70 ½ after December 31, 2019), if later, as the surviving spouse elects.

SECTION 4: That the City of Okeechobee General Employees' Retirement System, restated pursuant to Ordinance No. 1141, as amended, is hereby further amended by amending Section 25, Reemployment After Retirement, subsections 2., 3., and 4., to read as follows:

2. After Normal Retirement. Any Retiree who is retired under normal retirement pursuant to this System and who is reemployed as a General Employee after that Retirement and, by virtue of that reemployment, is eligible to participate in this System, shall upon being reemployed continue receipt of benefits if he is at least age ~~sixty-two (62)~~ fifty-nine and one-half (59½), otherwise the System shall discontinue receipt of benefits until he reaches age ~~sixty-two (62)~~ fifty-nine and one-half (59½). Upon reemployment, the Retiree shall be deemed to be fully vested and the additional Credited Service accrued during the subsequent employment period shall be used in computing a second benefit amount attributable to the subsequent employment period, which benefit amount shall be added to the benefit determined upon the initial retirement to determine the total benefit payable upon final Retirement. Calculations of benefits upon Retirement shall be based upon the benefit accrual rate, Average Final Compensation, and Credited Service as of that date (not including any period of DROP participation) and the retirement benefit amount for any subsequent employment period shall be based upon the benefit accrual rate, Average Final Compensation, and Credited Service as of the date of subsequent retirement (based only on the subsequent employment period). The amount of any death or disability benefit received as a result of a subsequent period of employment shall be reduced by the amount of accrued benefit eligible to be paid for a prior period of employment. The optional form of benefit and any joint pensioner selected upon initial retirement shall not be subject to change upon subsequent retirement except as otherwise provided herein, but the Member may select a different optional form and joint pensioner applicable to the subsequent retirement benefit.
3. Any Retiree who is retired under normal retirement pursuant to this System and who is reemployed by the City after that Retirement and, by virtue of that reemployment is ineligible to participate in this System, shall, during the period of such reemployment, continue to receive retirement benefits previously earned if he is at least age ~~sixty-two (62)~~ fifty-nine and one-half (59½), otherwise the System shall discontinue receipt of benefits until he reaches age ~~sixty-two (62)~~ fifty-nine and one-half (59½). Former DROP participants shall begin receipt of benefits under these circumstances.
4. After Early or Disability Retirement. Any Retiree who is retired under early or disability retirement pursuant to this System and who subsequently becomes an employee of the City in any capacity, shall discontinue receipt of benefits from the System until the earlier of termination of employment or such time as the reemployed Retiree reaches age ~~sixty-two (62)~~ fifty-nine and one-half (59½). A Retiree who returns to work under the provisions of this Section shall not be eligible for membership in the System, and, therefore, shall not accumulate additional Credited Service for subsequent periods of employment described in this Section, shall not

be required to make contributions to the System, nor shall he be eligible for any other benefit other than the Retiree's early retirement benefit when he again becomes eligible as provided herein. Retirement pursuant to an early retirement incentive program shall be deemed early retirement for purposes of this Section if the Member was permitted to retire prior to the customary retirement date provided for in the System at the time of retirement.

SECTION 5: Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the City of Okeechobee.

SECTION 6: All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

SECTION 7: If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

SECTION 8: That this Ordinance shall become effective upon adoption.

INTRODUCED on first reading and set for public hearing this 7th day of September 2021.

ATTEST:

Dowling R. Watford, Jr., Mayor

Lane Gamiotea, City Clerk

PASSED on second reading after public hearing this 27th day of September 2021.

ATTEST:

Dowling R. Watford, Jr., Mayor

Lane Gamiotea, CMC, City Clerk

APPROVED FOR LEGAL SUFFICIENCY:

John J. Fumero, City Attorney

RESOLUTION NO. 2021-07

A RESOLUTION OF THE CITY OF OKEECHOBEE, FLORIDA; ON THE RE-EVALUATION OF LAKE OKEECHOBEE OPERATIONS BY THE U.S. ARMY CORPS OF ENGINEERS PURSUANT TO THE NATIONAL ENVIRONMENTAL POLICY ACT ASSESSMENT FOR THE LAKE OKEECHOBEE SYSTEM OPERATING MANUAL; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Lake Okeechobee is the liquid heart of an integrated regional water management system and is essential and interconnected to communities, businesses, public water supply utilities and ecosystems throughout Okeechobee County; and

WHEREAS, Lake Okeechobee is an integral component of the Comprehensive Everglades Restoration Plan (CERP) and is critical to meeting the environmental restoration and water supply needs of South Florida; and

WHEREAS, Lake Okeechobee is essential to protecting the region's water supply infrastructure from saltwater intrusion by providing a source of freshwater to prevent the migration of saltwater into coastal wellfields; and

WHEREAS, Lake Okeechobee's authorized project purposes include flood control, water supply, recreation, navigation, environmental effects to fish and wildlife, and cultural and recreational sources; and

WHEREAS, Section 1106 of the 2018 Water Resources Development Act (WRDA) directs the Secretary of the Army to expedite completion of the Lake Okeechobee regulation schedule to coincide with completion of the Herbert Hoover Dike project, and may include all relevant aspects of the CERP; and

WHEREAS, in January 2019, Okeechobee County received notice from the U.S. Army Corps of Engineers (Corps) that, in accordance with Section 1106 of the 2018 WRDA, the Corps is beginning preparation of a National Environmental Policy Act (NEPA) assessment for the Lake Okeechobee System Operations Manual (LOSOM), which is to re-evaluate and define operations for the Lake Okeechobee regulation schedule that takes into account nearly complete additional infrastructure which will soon be operational components of the water management system; and

WHEREAS, rehabilitation activities on Lake Okeechobee's Herbert Hoover Dike by the Corps began in 2001 and are expected to be complete by 2022; and

WHEREAS, the Lake Okeechobee Regulation Schedule for 2008 (LORS08) was implemented as an interim measure to protect the public from the risk of catastrophic failure of the Herbert Hoover Dike; and

WHEREAS, the City of Okeechobee, along with the Lake Communities, has provided direction as to which measures that the City of Okeechobee supports and opposes in the Lake Okeechobee operations re-evaluation process and the resultant LOSOM.

NOW, THEREFORE, be it resolved before the City Council for the City of Okeechobee, Florida; that the City presented at a duly advertised public meeting; and passed by majority vote of the City Council; and properly executed by the Mayor or designee, as Chief Presiding Officer for the City:

SECTION 1. The City hereby supports the following as it relates to the re-evaluation of Lake Okeechobee operations by the Corps:

1. A science-based evaluation that is transparent and acknowledges and balances all congressionally-authorized purposes of Lake Okeechobee operations; and
2. Performance measures that appropriately and accurately characterize impacts to all communities as it relates to water supply, the environment, flood protection, and the economy; and

3. The incorporation of data and methods to ensure proposed operations improve lake ecology, protect water supplies and are robust and resilient to expected climatic variability; and
4. The implementation of water storage and water quality treatment projects in Lake Okeechobee tributary basins north of the Lake; and
5. Lake Okeechobee operations that reduce flood risk and flood insurance premiums for residents and businesses in the Glades communities located southeast of Lake Okeechobee; and
6. Lake Okeechobee operations that assist in achieving restoration flows and other key ecosystem goals, including performance measure developed by CERP's Restoration Coordination and Verification (RECOVER) program; and
7. The avoidance and/or minimization of Lake Okeechobee discharges to the Lake Worth Lagoon, Loxahatchee River, Indian River Lagoon, St. Lucie Canal, and Caloosahatchee River; and
8. The recognition of the Water Resources Development Act (WRDA) 2000 which included the water savings clause that protects the water supply of existing legal users.

SECTION 2. That the City opposes the following as it relates to the re-evaluation of Lake Okeechobee operations by the Corps:

1. Drastically lowering Lake Okeechobee to levels not supported by sound science (e.g. 10.5 feet) which would induce drought conditions, impact the ability to deliver water to critical ecosystems, and result in significant environmental damage; and
2. Lake Okeechobee operations that result in increased risk of saltwater intrusion into coastal wellfields which would cause irreversible damage to freshwater supplies, affect the health and safety of residents, and result in the need for massive alternative water supply infrastructure investments; and
3. Lake Okeechobee operations that result in restrictions on recreational and commercial fishing, which would impact small businesses such as marinas, fishing guide services and the hospitality industry.

SECTION 3. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

SECTION 4. If any section, subsection, sentence, clause, phrase or portion of this Resolution, or application hereof, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion or provision and such holding shall not affect the validity of the remaining portions or applications here.

SECTION 5. This Resolution shall take effect immediately upon its adoption.

INTRODUCED AND ADOPTED in Regular Session this 7th day of September 2021.

Dowling R. Watford, Jr., Mayor

ATTEST:

Lane Gamiotea, CMC, City Clerk

REVIEWED FOR LEGAL SUFFICIENCY:

John J. Fumero, City Attorney



CITY OF OKEECHOBEE

(863) 763-3372 Ext. 9812 FAX (863) 763-1686
EMAIL: rbrock@cityofokeechobee.com

CITY COUNCIL AGENDA ITEM REQUEST FORM

PLEASE SUBMIT COMPLETED FORM TO:

CITY ADMINISTRATOR
55 SE 3RD AVENUE, ROOM 201
OKEECHOBEE, FLORIDA 34974

ATTN: Robin Brock, Executive Assistant

NAME: Okeechobee Main Street - Bridgette Waldau, Arts & Culture Alliance
ADDRESS: 111 NE 2nd Street - Okeechobee, FL 34972

TELEPHONE: 863-357-6246 Email: info@okeechobeemainstreet.org

MEETING: REGULAR ☒ SPECIAL ☐ WORKSHOP ☐ DATE: Sept. 7, 2021

Please state the item you wish to have placed on the agenda: Hometown Veterans Banner Program.

Please state what department(s) you have worked with: City in general and parks.

Please state desired action by the City Council: Permission to place personalized hometown veteran's banners in the downtown area during the month of November to celebrate our local veterans.

Please summarize pertinent information concerning your request and attach applicable documents: Please see page 2 & 3

If a presentation is to be made, please limit the time to ten minutes unless otherwise approved by the Mayor.

SIGNED BY: Bridgette Waldau DATE: August 26, 2021

Okeechobee Main Street

CITY COUNCIL AGENDA ITEM REQUEST FORM – Page 2 of 3

Okeechobee Main Street is planning a banner program to celebrate our local veteran hometown heroes. We would like to place personalized banners in the downtown area on the existing light poles from November 1 until the end of November or until the City places their Christmas banners.

We will be working on a campaign effort to get the funding and sponsors. Each banner will have a photo of a local veteran being honored, along with their service information. We will be encouraging photos of veterans in uniform. We are basing this campaign on ones that other Main Streets have been successfully doing for many years.

We feel this would be a great way to add to the Veteran's Day celebrations and show our local veterans our support. We are attaching an example of banners done in other towns.

Please note that Okeechobee Main Street will be designing the banners and have them printed locally. Veterans and/or their family will be given the banner after they are removed.

Okeechobee Main Street wants to make this an annual ongoing program that we know the community will love and will also bring people into the downtown area.

Okeechobee Main Street

CITY COUNCIL AGENDA ITEM REQUEST FORM – Page 3 of 3

Examples only – OKMS will design banners that will be consistent in style and color.



**CITY OF OKEECHOBEE
RANKING TABULATION FOR 2021
REQUEST FOR QUALIFICATIONS RFQ NO. ADM 01-32-07-21
PROFESSIONAL ENGINEERING SERVICES**

COMPANY NAME	OVERALL RANKING 1 - 4
Kimley Horn	1
Culpepper & Terpening, Inc.	2
Craig A. Smith & Associates	3
South Florida Engineering & Consulting LLC	4

Ranking Committee:

Monica Clark
Jeff Newell

Gary Ritter
Patty Burnette

David Allen
Robin Brock

**CITY OF OKEECHOBEE
RANKING TABULATION FOR 2021
REQUEST FOR QUALIFICATIONS RFQ NO. ADM 01-32-07-21
PROFESSIONAL ENGINEERING SERVICES**

RANKING CRITERIA	Maximum Points	Craig A. Smith & Associates	Culpepper & Terpening, Inc.	Kimley Horn	South Florida Engineering & Consulting LLC
Qualifications	25	25	25	24	21
Past Performance	25	21	22	23	20
Task Approach	25	22	24	25	20
Staff Availability	5	4	4	5	3
Familiarity	20	17	19	18	18
TOTAL	100	89	94	95	82

Ranking Committee:

Monica Clark
Jeff Newell

Gary Ritter
Patty Burnette

David Allen
Robin Brock



City of Okeechobee

Date: for September 7, 2021 meeting

To: Mayor and City Council

FR: Gary Ritter, City Administrator
India Riedel, Finance Department

RE: Temporary Part-time needs

Suggested Motion: Motion to authorize the City Administrator to approve temporary part-time positions when appropriate; i.e. full-time personnel absent for an extended period of time; workload requiring additional resources.

Background: When key personnel is absent for an extended period of time, departments (especially smaller departments) may need temporary part-time personnel to assist with daily duties and responsibilities. The City Administrator shall determine if temporary personnel is needed to assist in continuing vital services to our community, as all services provided by the City must continue.



MEMORANDUM

TO: Mayor Watford & City Council

DATE: August 30, 2021

FROM: City Clerk/Personnel
Administrator Gamiotea *JG*

SUBJECT: 9/7/21 Agenda Item, Hagan Promotion-
fill Chief of Police position

The April 20, 2021, minutes reflect the following action/information: Motion carried unanimously to appoint Police Major Donald Hagan to Assistant Police Chief [and to not advertise the Police Chief position]. Chief Peterson highly recommended Mr. Hagan be promoted to Police Chief on September 1, 2021, as he has been groomed for the last five years to fill the role. The salary is to be addressed at a future meeting.

Kindly consider filling the Chief of Police position as recommended by Retired Chief Peterson. A salary has been negotiated between Administrator Ritter and Assistant Chief Hagan to be the same amount as retiring Chief Peterson's salary. Unless noted otherwise, the promotion will be retroactive to September 1, 2021.

- Once this action is completed, the Oath of Office for Chief of Police will be administered and the pinning of the Chief of Police Badge.

Items to note since Department Heads are processed differently:

- Evaluation period is for three months, regardless of being a new hire or promotion, all other positions are a minimum of six-months.
- The \$1,000.00 per annual salary is not withheld as it is with all other positions (new hire or promotion).
- A performance evaluation is not required to end the probation period.

Please don't hesitate to call me with any questions or if you need any additional information prior to the meeting. Thank you.