



**CITY OF OKEECHOBEE  
CITY COUNCIL  
SEPTEMBER 27, 2021  
LIST OF EXHIBITS**

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Draft Minutes – September 7, 2021

Warrant Register – August 2021

Exhibit 1	Renewal of Property and Casualty Insurance coverages with Public Management Risk
Exhibit 2	Ordinance No. 1234, reclassification from SFR to C
Exhibit 3	Ordinance No. 1239, amending the General Employees' Pension Plan
Exhibit 4	Ordinance No. 1235, Comprehensive Plan Text Amendment
Exhibit 5	Ordinance No. 1237, Budget Millage Rate
Exhibit 6	Ordinance No. 1238, Annual Budget for FY 2021-2022
Exhibit 7	Purchase of Arm Tractor for Public Works
Exhibit 8	Contract with RMPK Funding for a FRDAP Grant for Flagler Parks
Exhibit 9	Contract with RMPK Funding for a FRDAP Grant for Centennial Park
Exhibit 10	Amendment to Chapter Two of Personnel Policies and Procedures



**CITY OF OKEECHOBEE, FLORIDA**  
**SEPTEMBER 7, 2021, REGULAR CITY COUNCIL MEETING**  
**AND FIRST BUDGET HEARING**  
**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, September 7, 2021, at 6:00 P.M. in the City Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida. The invocation was offered by Pastor Don Hanna of the First United Methodist Church, followed by the Pledge of Allegiance led by Council Member Chandler.

**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- A.** Mayor Watford asked whether there were any agenda items to be added, deferred, or withdrawn. New Business Item G was amended to Item H; Item G, Exhibit 14 was added.
- B.** Motion by Council Member Keefe, seconded by Council Member Chandler to approve the agenda as amended. **Motion Carried Unanimously.**
- C.** There were no agenda item forms or comment cards submitted for public participation.

**IV. PRESENTATION AND PROCLAMATIONS**

- A.** Mayor Watford proclaimed the month of September 2021 as Suicide Prevention Awareness Month and read the document into the record as follows: "Whereas, September is National Suicide Prevention Awareness Month, which directs the community's attention to this public health epidemic destroying lives, whole families, and sometimes entire communities; and Whereas, suicide rates on the Treasure Coast and in Okeechobee were increasing in the first half of 2021 according to our Medical Examiner's Office; and Whereas, there were nearly two and a half times as many suicides (47,511) in the United States as there were homicides (19,141); and Whereas, for every completed suicide in 2019, there were 29.05 attempts at suicide; and Whereas, the second leading cause of death for ages 10 to 34 and the fourth leading cause for ages 35 to 54, suicide is a major contributor to premature mortality; and Whereas, in 2019, the age-adjusted rate per 100,000 population of Suicide Deaths (All) in Okeechobee County was 21.9 compared to Florida at 14.5; and Whereas, suicide is the only type of death that is 100 percent preventable; and by offering the public education, data, support, and services we as a community have taken a step toward preventing another suicide by our residents; and Whereas, we are honored to be part of the healing process, raising awareness for and support of those affected by suicide by offering supporting services addressing mental health illnesses and drug and alcohol addiction. 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 'Suicide Prevention Awareness Month'."

**V. CONSENT AGENDA**

Motion by Council Member Jarriel, seconded by Council Member Clark to approve Consent Agenda Items **A** [July 20, 2021, July 27, 2021, August 3, 2021, August 11, 2021, and August 17, 2021 meeting minutes]; **B** [July 2021 Warrant Register in the amounts of, General Fund: \$625,007.88; Public Facilities Improvement Fund: \$11,943.88; and Capital Improvement Projects Fund \$72,659.79];

**V. CONSENT AGENDA CONTINUED**

CONTINUED: **C** [re-appoint Cody Daigneault to the Police Officers' Pension Board of Trustees, and Herb Smith to the Firefighters' Pension Board of Trustees, terms being October 1, 2021 to September 30, 2025 as provided in Exhibit 1]; **D** [one-year renewal through July 31, 2022, Memorandum of Understanding for the administration of traffic control preemption with Okeechobee County as provided in Exhibit 2]; **E** [MTS Software Solutions quote for Fiscal Year (FY) 2020-21 budgeted item Phase 3 of the backlogged document scanning project for Records Retention-Commercial Building Plans and Permits not to exceed \$20,000.00 as provided in Exhibit 3]. **Motion Carried Unanimously.**

**VI. MAYOR WATFORD OPENED THE PUBLIC HEARING FOR ORDINANCE ADOPTION AT 6:06 P.M.**

- A.** Motion by Council Member Jarriel, seconded by Council Member Clark to read proposed Ordinance No. 1230 by title only, regarding Comprehensive Plan Small Scale Future Land Use (FLU) Map Amendment Application No. 21-004-SSA [as provided in Exhibit 4]. **Motion Carried Unanimously.**

Mayor Watford read proposed Ordinance No. 1230 by title only as follows: "AN ORDINANCE OF THE CITY OF OKEECHOBEE, FLORIDA; AMENDING THE CITY OF OKEECHOBEE COMPREHENSIVE PLAN ORDINANCE NO. 635 AS AMENDED, BY REVISING THE FLU MAP ON A CERTAIN TRACT OF LAND MORE PARTICULARLY DESCRIBED HEREIN FROM SINGLE FAMILY RESIDENTIAL (SFR) TO INDUSTRIAL (IND) (APPLICATION NO. 21-004-SSA); PROVIDING FOR INCLUSION OF ORDINANCE AND REVISED FLU MAP IN THE COMPREHENSIVE PLAN; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE."

Motion by Council Member Jarriel, seconded by Council Member Keefe to adopt proposed Ordinance No. 1230. City Planning Consultant Mr. Ben Smith of LaRue Planning and Management Services presented the Planning Staff findings together with the Planning Board's review on July 15, 2021, and found the requested IND FLU 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. Mayor Watford opened the floor for public comment. Mr. Steve Dobbs, 209 Northeast 2<sup>nd</sup> Street, Okeechobee, was present on behalf of the applicant and available for questions. **Motion Carried Unanimously.**

- B.** Motion by Council Member Chandler, seconded by Council Member Clark to read proposed Ordinance No. 1236 by title only, amending Code Section 2-172 and Chapter 34 related to Fire Services Interlocal Agreement with Okeechobee County [as provided in Exhibit 5]. **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 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 adopt proposed Ordinance No. 1236. A motion and second by Council Members Keefe and Chandler was made to amend the second 'Whereas' clause of proposed Ordinance No. 1236 as follows: 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 through an Interlocal Agreement. **Motion to Amend Carried Unanimously. Vote on Motion as Amended Carried Unanimously.**

**MAYOR WATFORD CLOSED THE PUBLIC HEARING FOR ORDINANCE ADOPTION AT 6:16 P.M.**

**VII. MAYOR WATFORD OPENED THE FIRST BUDGET PUBLIC HEARING AT 6:16 P.M.**

- A.** Mayor Watford announced that the purpose of this public hearing was to consider the first reading of ordinances for the proposed millage rate levy and proposed budget for FY 2021-2022.
- B.** Mayor Watford announced that the proposed millage rate levy represents 3.68 percent more than the roll-back rate computed pursuant to Florida Statutes 200.065(1).
- C.** Motion by Council Member Clark, seconded by Council Member Jarriel to read proposed Ordinance No. 1237 by title only, levying a millage rate of 7.6018 on all real and tangible personal property for proposed FY October 1, 2021, through September 30, 2022 [as provided in Exhibit 6]. **Motion Carried Unanimously.**

City Attorney Fumero read proposed Ordinance No. 1237 by title only as follows: "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 FY 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 STATUTES 200.065(1); PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE."

Motion by Council Member Clark, seconded by Council Member Keefe to approve the first reading of proposed Ordinance No. 1237 and set the Final Public Hearing for 6:00 P.M., September 27, 2021.

Mayor Watford opened the floor for public comments. Mr. Frank Irby noted for clarification the millage rate is not increasing; the roll-back rate would provide the same amount of ad valorem revenue as last year. The increase in property assessment value at the same millage rate is why there is an increase in the roll-back rate percentage. **Motion Carried Unanimously.**

- D.** Motion by Council Member Jarriel, seconded by Council Member Keefe to read proposed Ordinance No. 1238 by title only, setting the annual budget for proposed FY October 1, 2021, through September 30, 2022 [as provided in Exhibit 7]. **Motion Carried Unanimously.**

City Attorney Fumero read proposed Ordinance No. 1238 by title only as follows: "AN ORDINANCE ADOPTING AN ANNUAL BUDGET FOR THE CITY OF OKEECHOBEE, FLORIDA; FOR THE FY 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."

Motion by Council Member Chandler, seconded by Council Member Clark to approve the first reading of proposed Ordinance No. 1238 and set the Final Public Hearing date for 6:00 P.M., September 27, 2021.

<b>GENERAL FUND</b>	
Revenues	\$10,571,181.00
Transfer-In from Public Facilities Improvement Fund	\$ 350,000.00
Transfer-In from Capital Improvement Projects Fund	<u>\$ 873,534.00</u>
<b>TOTAL REVENUES AND TRANSFERS-IN</b>	<u>\$11,794,715.00</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 7,452,214.00</u>
<b>GENERAL FUND BALANCE</b>	\$ 4,342,501.00

**VII. FIRST BUDGET PUBLIC HEARING CONTINUED**

<b>D. CONTINUED: PUBLIC FACILITIES IMPROVEMENT FUND</b>	
TOTAL REVENUES	\$ 3,082,671.00
Expenditures	\$ 1,978,201.00
Transfer-Out to General Fund	\$ 350,000.00
TOTAL EXPENDITURES AND TRANSFERS-OUT	\$ 2,328,201.00
PUBLIC FACILITIES IMPROVEMENT FUND BALANCE	\$ 754,470.00
<b>CAPITAL IMPROVEMENT PROJECTS FUND</b>	
TOTAL REVENUES	\$ 3,856,061.00
Expenditures	\$ 318,800.00
Transfer-Out to General Fund	\$ 873,534.00
TOTAL EXPENDITURES AND TRANSFERS-OUT	\$ 1,192,334.00
CAPITAL IMPROVEMENT PROJECTS FUND BALANCE	\$ 2,663,727.00
<b>OTHER GRANTS FUND</b>	
TOTAL REVENUES	\$ 560,000.00
TOTAL EXPENDITURES	\$ 430,000.00
OTHER GRANTS FUND BALANCE	\$ 130,000.00
<b>LAW ENFORCEMENT SPECIAL FUND</b>	
TOTAL REVENUES	\$ 16,600.00
TOTAL EXPENDITURES	\$ 11,500.00
LAW ENFORCEMENT SPECIAL FUND BALANCE	\$ 5,100.00

Mayor Watford opened the floor for public comments; there were none. **Motion Carried Unanimously.**

**MAYOR WATFORD CLOSED THE FIRST BUDGET PUBLIC HEARING AT 6:23 P.M.**

**VIII. NEW BUSINESS**

- A.** Motion by Council Member Clark, seconded by Council Member Jarriel to read proposed Ordinance No. 1239 by title only, amending the General Employees' Pension Plan [as provided in Exhibit 8]. **Motion Carried. Unanimously.**

City Attorney Fumero read proposed Ordinance No. 1239 by title only as follows: "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."

Motion by Council Member Clark, seconded by Council Member Jarriel to approve the first reading of proposed Ordinance No. 1239 and set September 2, 2021, as the Final Public Hearing date. **Motion Carried Unanimously.**

- B.** Motion by Council Member Keefe, seconded by Council Member Jarriel to adopt proposed Resolution No. 2021-07 regarding the Lake Okeechobee System Operating Manual [as provided in Exhibit 9].

City Attorney Fumero read proposed Resolution No. 2021-07 by title only as follows: "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."

It was noted for the record that the word "agriculture" would be added to the first 'Whereas' clause between the words businesses and public. **Motion Carried Unanimously.**

## VIII. NEW BUSINESS CONTINUED

- C. Motion by Council Member Jarriel, seconded by Council Member Clark to approve Okeechobee Main Street's request to place personalized hometown Veterans' banners in the downtown area during the month of November to celebrate our local Veterans [as provided in Exhibit 10]. **Motion Carried Unanimously.**
- D. Motion by Council Member Keefe, seconded by Council Member Jarriel to accept the four selected firms for the Request For Qualification No. ADM 01-32-07-21 as pre-qualified to utilize when needed [as provided in Exhibit 11]. **Motion Carried Unanimously.**
- E. Motion by Council Member Clark, seconded by Council Member Jarriel 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 [as provided in Exhibit 12]. **Motion Carried Unanimously.**
- F. Motion by Council Member Jarriel, seconded by Council Member Clark to appoint Gary Ritter as the City Administrator effective September 21, 2021, completing the three-month probationary period. **Motion Carried Unanimously.**
- G. ITEM ADDED TO AGENDA: Motion by Council Member Jarriel, seconded by Council Member Keefe to approve the recommendation from the Flagler Park Design Review Advisory Committee for the Cattlemen's Square Park [as presented in Exhibit 14]. **Motion Carried Unanimously.**

An offer was presented by Mr. Frank Irby, as Chair and on behalf of the Frank Altobello Trust, to contribute a monetary donation of up to \$100,000.00 to match future funds expended by the City for this project. **The consensus of the Council was to accept the monetary donation.**

- H. Motion by Council Member Clark, seconded by Council Member Chandler to promote Assistant Police Chief Donald Hagan to Chief of Police effective September 1, 2021 [as provided in Exhibit 13]. **Motion Carried Unanimously.**

City Clerk Lane Gamiotea administered the Oath of Office as follows: "I, Donald C. Hagan, do solemnly swear that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the state; and that I will well and faithfully perform the duties of the Office of the Chief of Police for the City of Okeechobee, Florida on which I am about to enter, So help me God." And thereafter shall devote personal attention to the duties of the office, and continue in office until a successor is appointed by the Mayor and City Council of the City of Okeechobee, Florida. He was pinned with his Chief Badge by his wife and children.

## IX. CITY ATTORNEY UPDATE

Attorney Fumero introduced the firm's new Attorney, Gloria Velasquez, who has extensive knowledge with planning and development.

## X. CITY ADMINISTRATOR UPDATE

Administrator Ritter provided a brief update on the progress being made with the sale of lots within the City Commerce Center.

## XI. COUNCIL COMMENTS

**Council Member Chandler** expressed his appreciation for Staff and the FPDRAC for working diligently to finalize a plan for Cattlemen's Square. **Council Member Jarriel** recognized the incoming leadership and spoke briefly on the possibility of lowering the millage rate for next FY. **Council Members Keefe and Clark** echoed all comments. **Mayor Watford** informed everyone of the upcoming lunch being held for all first responders on Saturday, September 11, 2021 from 12:00 to 4:00 P.M. at the VFW Post 10539; all are invited.

**XII. ADJOURN:** Mayor Watford adjourned the meeting at 7:39 P.M.

Submitted By:

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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.

DRAFT



Okeechobee, FL

# Check Report

By Check Number

Date Range: 08/01/2021 - 08/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: CapVeh Fund-Capital Vehicle Fund Truist Checking</b>						
CalvinGiordano	Calvin, Giordano & Associates	08/20/2021	Regular	0.00	49,975.00	1869
89	ICS Computers Inc.	08/20/2021	Regular	0.00	458.00	1870
2239	Tyler Technologies	08/20/2021	Regular	0.00	5,111.40	1871
CalvinGiordano	Calvin, Giordano & Associates	08/31/2021	Regular	0.00	6,242.50	1872
2239	Tyler Technologies	08/31/2021	Regular	0.00	8,310.75	1873
1934	Verizon Wireless	08/31/2021	Regular	0.00	950.83	1874

**Bank Code CapVeh Fund Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	11	6	0.00	71,048.48
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>11</b>	<b>6</b>	<b>0.00</b>	<b>71,048.48</b>



## Check Report

Date Range: 08/01/2021 - 08/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: GenFund-General Fund Checking-Truist Checking</b>						
255	City Of Okeechobee Payroll Account	08/11/2021	EFT	0.00	223,825.95	1
1644	PRM - Health Insurance	08/12/2021	EFT	0.00	60,692.69	2
1770	PRM - Life, LTD & STD	08/12/2021	EFT	0.00	4,253.33	3
	**Void**	08/12/2021	EFT	0.00	0.00	4
1645	PRM - Vision & Dental	08/12/2021	EFT	0.00	2,431.78	5
2032	The Standard	08/17/2021	EFT	0.00	54,554.33	6
255	City Of Okeechobee Payroll Account	08/25/2021	EFT	0.00	105,819.19	7
1973	Advance Auto Parts	08/06/2021	Regular	0.00	818.59	43530
13	American Family Life Assurance Co.	08/06/2021	Regular	0.00	501.34	43531
1778	Apex Office Products, Inc	08/06/2021	Regular	0.00	73.56	43532
971	Bank of America - 0752 fka 9846 FD	08/06/2021	Regular	0.00	116.50	43533
1521	Bank of America - 7178 fka 6737 PD#2	08/06/2021	Regular	0.00	99.99	43534
1953	C&C Industrial Enterprise. LLC	08/06/2021	Regular	0.00	1,251.03	43535
1605	CenturyLink	08/06/2021	Regular	0.00	17.38	43536
41	City Electric Supply Co.	08/06/2021	Regular	0.00	79.73	43537
621	City Of Okeechobee - Petty Cash	08/06/2021	Regular	0.00	73.75	43538
1691	CMC	08/06/2021	Regular	0.00	255.00	43539
476	Dawn Hoover	08/06/2021	Regular	0.00	50.00	43540
1073	EMC National Life Company	08/06/2021	Regular	0.00	162.91	43541
1809	Federal Eastern International, Inc.	08/06/2021	Regular	0.00	297.63	43542
1650	Fitness Factory	08/06/2021	Regular	0.00	260.00	43543
323	Florida Assoc. of City Clerks	08/06/2021	Regular	0.00	225.00	43544
2201	GateHouse West Palm Beach	08/06/2021	Regular	0.00	275.00	43545
2174	James Shaw	08/06/2021	Regular	0.00	35.00	43546
2220	Joseph Papasso	08/06/2021	Regular	0.00	35.00	43547
1532	Karyne Brass	08/06/2021	Regular	0.00	35.00	43548
1071	LegalShield	08/06/2021	Regular	0.00	30.90	43549
1176	Lester McGee	08/06/2021	Regular	0.00	200.00	43550
117	Liberty National Life Ins. Co.	08/06/2021	Regular	0.00	238.41	43551
1895	Mac L Jonassaint	08/06/2021	Regular	0.00	35.00	43552
2212	Nason Yeager Gerson Harris & Fumero P.A.	08/06/2021	Regular	0.00	2,608.24	43553
222	Okeechobee News c/o Independent Newspape	08/06/2021	Regular	0.00	1,340.60	43554
2043	O'Reilly Auto Parts	08/06/2021	Regular	0.00	31.53	43555
1564	Philip Baughman	08/06/2021	Regular	0.00	35.00	43556
1703	Prof. Firefighters & Paramedics of Okee	08/06/2021	Regular	0.00	263.91	43557
Reno's	Reno's Motorcycle Service	08/06/2021	Regular	0.00	567.06	43558
2165	Richard Chartier	08/06/2021	Regular	0.00	35.00	43559
1155	Safety Products Inc.	08/06/2021	Regular	0.00	84.93	43560
2110	Security 101	08/06/2021	Regular	0.00	180.00	43561
2230	Smith Equipment Repair	08/06/2021	Regular	0.00	961.00	43562
1474	St. Lucie Battery & Tire	08/06/2021	Regular	0.00	434.39	43563
635	STAMM Manufacturing	08/06/2021	Regular	0.00	350.00	43564
350	Superior Water Works, Inc.	08/06/2021	Regular	0.00	65.00	43565
1908	Supplyline	08/06/2021	Regular	0.00	335.40	43566
1550	Taylor Rental - Okeechobee	08/06/2021	Regular	0.00	665.56	43567
2140	Thomas Ardito	08/06/2021	Regular	0.00	200.00	43568
1460	Tire Zone of Okeechobee, Inc.	08/06/2021	Regular	0.00	290.66	43569
1516	Total Roadside Services, Inc.	08/06/2021	Regular	0.00	2,973.05	43570
1861	TransUnion Risk & Alternative Data	08/06/2021	Regular	0.00	75.00	43571
1841	Tylander's Office Solutions	08/06/2021	Regular	0.00	528.78	43572
2258	Tyler Business Forms	08/06/2021	Regular	0.00	450.50	43573
1939	United Way	08/06/2021	Regular	0.00	35.00	43574
197	W & W Lumber Company of Okeechobee	08/06/2021	Regular	0.00	191.56	43575
538	Waste Management Inc. of Florida	08/06/2021	Regular	0.00	32,047.68	43576
1980	WEX Bank	08/06/2021	Regular	0.00	5,733.93	43577
1001	Bank of America - 2303 fka 9233 PW	08/11/2021	Regular	0.00	643.08	43578
1188	Bank of America - 2709 fka 0257 Admin	08/11/2021	Regular	0.00	1,326.88	43579
1685	Comcast	08/12/2021	Regular	0.00	52.50	43580
1823	Florida Public Utilities	08/12/2021	Regular	0.00	124.50	43581
528	Florida Unemployment Comp. Fund	08/12/2021	Regular	0.00	1,593.06	43582

Check Report

Date Range: 08/01/2021 - 08/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1574	Salem Trust Company	08/12/2021	Regular	0.00	16,443.88	43583
596	State of Florida Disbursement Unit	08/12/2021	Regular	0.00	420.38	43584
2106	The Firefly Group	08/12/2021	Regular	0.00	416.66	43585
810	Vantage Transfer Agents - 457	08/12/2021	Regular	0.00	40,395.00	43586
1934	Verizon Wireless	08/12/2021	Regular	0.00	493.60	43587
1973	Advance Auto Parts	08/20/2021	Regular	0.00	109.18	43588
Anthonymsmith	Anthony Smith	08/20/2021	Regular	0.00	55.00	43589
1778	Apex Office Products, Inc	08/20/2021	Regular	0.00	126.73	43590
1710	Apex Pest Control, Inc.	08/20/2021	Regular	0.00	60.00	43591
1940	Apple Machine and Supply Co.	08/20/2021	Regular	0.00	970.05	43592
1988	Ardex	08/20/2021	Regular	0.00	146.42	43593
1697	CAS Governmental Services, LLC	08/20/2021	Regular	0.00	500.00	43594
ChristinaCurl	Christina Curl	08/20/2021	Regular	0.00	55.00	43595
1236	CIT Technology Finance Service, Inc.	08/20/2021	Regular	0.00	227.58	43596
827	Everglades Farm Equip. Co., Inc.	08/20/2021	Regular	0.00	389.99	43597
1809	Federal Eastern International, Inc.	08/20/2021	Regular	0.00	356.58	43598
910	Gary's Lock & Safe	08/20/2021	Regular	0.00	220.00	43599
1887	Gilbert Outdoors	08/20/2021	Regular	0.00	77.04	43600
1824	Harris Corporation	08/20/2021	Regular	0.00	810.00	43601
1892	Highland Pest Control	08/20/2021	Regular	0.00	35.00	43602
1491	Home Depot Credit Services	08/20/2021	Regular	0.00	205.33	43603
89	ICS Computers Inc.	08/20/2021	Regular	0.00	2,080.00	43604
90	IMS	08/20/2021	Regular	0.00	478.77	43605
91	International Institute of Muni. Clerks	08/20/2021	Regular	0.00	290.00	43606
594	KYOCERA Document Solutions Southeast	08/20/2021	Regular	0.00	297.78	43607
431	LaRue Planning & Mngmnt Services, Inc.	08/20/2021	Regular	0.00	3,500.00	43608
2253	MacVicar Consulting, Inc.	08/20/2021	Regular	0.00	250.00	43609
2037	Mossel-Hodges Construction Inc.	08/20/2021	Regular	0.00	1,980.00	43610
2212	Nason Yeager Gerson Harris & Fumero P.A.	08/20/2021	Regular	0.00	715.00	43611
2057	Okeechobee Army Surplus	08/20/2021	Regular	0.00	379.70	43612
2043	O'Reilly Auto Parts	08/20/2021	Regular	0.00	153.53	43613
1154	Pat's Floral Design	08/20/2021	Regular	0.00	80.25	43614
131	Performance NAPA	08/20/2021	Regular	0.00	236.70	43615
Pye-Barker	Pye Barker Fire & Safety	08/20/2021	Regular	0.00	138.00	43616
2102	Rabon's Country Feed	08/20/2021	Regular	0.00	77.98	43617
554	Scott's Quality Cleaning	08/20/2021	Regular	0.00	1,811.28	43618
1482	Sirchie Finger Print Laboratories	08/20/2021	Regular	0.00	465.80	43619
350	Superior Water Works, Inc.	08/20/2021	Regular	0.00	15.00	43620
1908	Supplyline	08/20/2021	Regular	0.00	74.00	43621
1550	Taylor Rental - Okeechobee	08/20/2021	Regular	0.00	238.73	43622
1813	Thompson Reuters	08/20/2021	Regular	0.00	89.48	43623
1906	Thread Works Embroidery, LLC	08/20/2021	Regular	0.00	90.00	43624
1460	Tire Zone of Okeechobee, Inc.	08/20/2021	Regular	0.00	68.79	43625
1516	Total Roadside Services, Inc.	08/20/2021	Regular	0.00	169.25	43626
1861	TransUnion Risk & Alternative Data	08/20/2021	Regular	0.00	75.00	43627
2080	Treasure Coast Medical Associates	08/20/2021	Regular	0.00	3,008.15	43628
	**Void**	08/20/2021	Regular	0.00	0.00	43629
1814	US Bank Equipment Finance	08/20/2021	Regular	0.00	234.79	43630
1934	Verizon Wireless	08/20/2021	Regular	0.00	72.14	43631
197	W & W Lumber Company of Okeechobee	08/20/2021	Regular	0.00	29.15	43632
596	State of Florida Disbursement Unit	08/26/2021	Regular	0.00	420.38	43633
1973	Advance Auto Parts	08/31/2021	Regular	0.00	104.41	43634
13	American Family Life Assurance Co.	08/31/2021	Regular	0.00	501.34	43635
1956	Apple Industrial Supply Co	08/31/2021	Regular	0.00	49.99	43636
2021	Century Link	08/31/2021	Regular	0.00	1,826.54	43637
1610	CenturyLink	08/31/2021	Regular	0.00	2,188.96	43638
1723	City of Okeechobee - CH Coffee Fund - Ca	08/31/2021	Regular	0.00	58.00	43639
883	City of Okeechobee - PD Coffee Fund - Ca	08/31/2021	Regular	0.00	624.00	43640
1685	Comcast	08/31/2021	Regular	0.00	169.69	43641
1739	Communications International, Inc.	08/31/2021	Regular	0.00	120.41	43642
1073	EMC National Life Company	08/31/2021	Regular	0.00	162.91	43643

Check Report

Date Range: 08/01/2021 - 08/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
226	Florida Power & Light Company	08/31/2021	Regular	0.00	359.55	43644
226	Florida Power & Light Company	08/31/2021	Regular	0.00	2,796.97	43645
1887	Gilbert Outdoors	08/31/2021	Regular	0.00	284.06	43646
1824	Harris Corporation	08/31/2021	Regular	0.00	738.00	43647
1866	JC Newell Const. Inspect. Services, Inc.	08/31/2021	Regular	0.00	5,200.00	43648
2198	Labor Finders	08/31/2021	Regular	0.00	165.78	43649
431	LaRue Planning & Mngmnt Services, Inc.	08/31/2021	Regular	0.00	2,441.25	43650
1071	LegalShield	08/31/2021	Regular	0.00	14.95	43651
117	Liberty National Life Ins. Co.	08/31/2021	Regular	0.00	225.53	43652
2212	Nason Yeager Gerson Harris & Fumero P.A.	08/31/2021	Regular	0.00	2,412.44	43653
224	Okeechobee Utility Authority	08/31/2021	Regular	0.00	1,369.57	43654
131	Performance NAPA	08/31/2021	Regular	0.00	3.99	43655
1155	Safety Products Inc.	08/31/2021	Regular	0.00	62.11	43656
2183	Select Shred	08/31/2021	Regular	0.00	60.00	43657
1482	Sirchie Finger Print Laboratories	08/31/2021	Regular	0.00	405.45	43658
1482	Sirchie Finger Print Laboratories	08/31/2021	Regular	0.00	-405.45	43658
1688	Sprint	08/31/2021	Regular	0.00	199.10	43659
350	Superior Water Works, Inc.	08/31/2021	Regular	0.00	65.00	43660
1908	Supplyline	08/31/2021	Regular	0.00	117.00	43661
1550	Taylor Rental - Okeechobee	08/31/2021	Regular	0.00	9.38	43662
1906	Thread Works Embroidery, LLC	08/31/2021	Regular	0.00	165.00	43663
1516	Total Roadside Services, Inc.	08/31/2021	Regular	0.00	2,585.82	43664
1939	United Way	08/31/2021	Regular	0.00	30.00	43665
810	Vantage Transfer Agents - 457	08/31/2021	Regular	0.00	2,210.00	43666
197	W & W Lumber Company of Okeechobee	08/31/2021	Regular	0.00	23.98	43667
743	Walmart/Capital One	08/31/2021	Regular	0.00	87.73	43668

Bank Code GenFund Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	225	138	0.00	167,262.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-405.45
Bank Drafts	0	0	0.00	0.00
EFT's	8	7	0.00	451,577.27
	<b>233</b>	<b>147</b>	<b>0.00</b>	<b>618,434.32</b>

Check Report

Date Range: 08/01/2021 - 08/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: PubFac Fund-Public Facility Fund-Truist Checking</b>						
55	Diamond R Fertilizer Co., Inc.	08/06/2021	Regular	0.00	116.00	3372
816	Econo Signs, LLC	08/06/2021	Regular	0.00	343.20	3373
1908	Supplyline	08/06/2021	Regular	0.00	5.98	3374
1001	Bank of America - 2303 fka 9233 PW	08/11/2021	Regular	0.00	919.64	3375
2163	CW Roberts Contracting, Inc.	08/20/2021	Regular	0.00	147,096.50	3376
Excavation	Excavation Point, Inc.	08/20/2021	Regular	0.00	43,337.61	3377
226	Florida Power & Light Company	08/20/2021	Regular	0.00	5,021.01	3378
1981	JMC Landscaping Services, Inc.	08/20/2021	Regular	0.00	3,849.58	3379
197	W & W Lumber Company of Okeechobee	08/20/2021	Regular	0.00	53.54	3380
2163	CW Roberts Contracting, Inc.	08/31/2021	Regular	0.00	3,446.30	3381
1155	Safety Products Inc.	08/31/2021	Regular	0.00	79.15	3382
2257	Temple, Inc.	08/31/2021	Regular	0.00	865.00	3383
2094	USA Services of Florida, Inc.	08/31/2021	Regular	0.00	2,266.00	3384

**Bank Code PubFac Fund Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	14	13	0.00	207,399.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>14</b>	<b>13</b>	<b>0.00</b>	<b>207,399.51</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	250	157	0.00	445,710.49
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-405.45
Bank Drafts	0	0	0.00	0.00
EFT's	8	7	0.00	451,577.27
	<b>258</b>	<b>166</b>	<b>0.00</b>	<b>896,882.31</b>

### Fund Summary

Fund	Name	Period	Amount
001	GENERAL FUND	8/2021	618,434.32
301	PUBLIC FACILITY FUND	8/2021	207,399.51
304	CAPITAL PROJECTS FUND	8/2021	71,048.48
			<b>896,882.31</b>



PROPOSAL PRICING & BINDING AUTHORITY

CITY OF OKEECHOBEE  
2021 – 2022 RENEWAL PROPOSAL  
PROPERTY & CASUALTY INSURANCE  
PRESENTED: AUGUST 25, 2020

AFTER CAREFUL CONSIDERATION OF THE REFERENCED PROPOSAL, WE ACCEPT YOUR INSURANCE PROGRAM AS INDICATED WITH AN "X" BELOW:

PROPERTY & CASUALTY COVERAGES	PREMIUM BREAKDOWN			BIND	
	2020-2021	2021 – 2022	% CHANGE	YES	NO
PRM PROPERTY & CRIME	\$76,820	\$78,217			
PRM BOILER & MACHINERY	\$0	\$0			
PRM GL/LEL/AL/E&O/EXCESS LIABILITY	\$105,389	\$95,380			
PRM WORKERS' COMPENSATION	\$152,253	\$125,812			
PREFERRED MEMBER PARTICIPATION CREDIT	-\$1,672	-\$1,497			
<b>GRAND TOTAL</b>	<b>\$332,790</b>	<b>\$297,912</b>	<b>-10.5%</b>		
<b>OPTIONAL/ANCILLARY COVERAGES</b>					
CYBER LIABILITY	INCLUDED	INCLUDED			
POLLUTION LIABILITY	N/A	N/A			
AVIATION LIABILITY	N/A	N/A			

**PAYMENT PLAN:** PRM ALLOWS THEIR MEMBERS TO PAY THEIR TOTAL COSTS IN FOUR (4) QUARTERLY INSTALLMENTS. THE FIRST INSTALLMENT IS DUE AT INCEPTION AND IS EQUAL TO 25% OF ALL COSTS. THE REMAINING COSTS WILL BE PAID OVER THE NEXT THREE (3) QUARTERS.

THIS WARRANTS THAT YOU HAVE NO KNOWLEDGE OF ANY CLAIM, OR INCIDENT THAT MAY RESULT IN A CLAIM, THAT HAS NOT BEEN REPORTED TO THE INSURANCE CARRIER.

IT IS UNDERSTOOD AND AGREED THAT REFERENCED PROPOSAL PROVIDES ONLY A SUMMARY OF THE INSURANCE PROGRAM OPTIONS OFFERED. THE ACTUAL POLICIES WILL CONTAIN THE COMPLETE TERMS, CONDITIONS, DEDUCTIBLES, EXCLUSIONS, ETCETERA. PLEASE REVIEW POLICY LANGUAGE FOR A FULL UNDERSTANDING OF PURCHASED PROGRAM.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Member Name

**SIGNED BINDING AUTHORITY TO BE RETURNED BY 09/15/2021**

THIS DOCUMENT IN ITS ENTIRETY IS CONFIDENTIAL & PROPRIETARY IN NATURE - NOT FOR PUBLIC RECORD.

## **ORDINANCE NO. 1234**

**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 COMMERCIAL (APPLICATION NO. 21-005-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. 21-005-SSA), submitted by Jeff Sumner, Authorized Representative of the property owner, Suraiya Husain Trustee of the Suraiya Husain Revocable Trust Agreement, 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 August 19, 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 0.405 acres is hereby re-designated for purposes of the Future Land Use Map of the City of Okeechobee Comprehensive Plan:

Application No. 21-005-SSA, from Single Family Residential to Commercial.  
The Legal Description of Subject Property is as follows:

**LOTS 19 AND 20, OF BLOCK 2, CITY OF OKEECHOBEE, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 5, PAGE 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 27<sup>th</sup> day of September 2021, pursuant to Florida Statutes 163.3187(2).

\_\_\_\_\_  
Dowling R. Watford, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Lane Gamiotea, CMC, City Clerk

**REVIEWED FOR LEGAL SUFFICIENCY:**

\_\_\_\_\_  
John J. Fumero, City Attorney





**CITY OF OKEECHOBEE, FLORIDA  
PLANNING BOARD MEETING  
AUGUST 19, 2021  
SUMMARY OF BOARD ACTION**

**I. CALL TO ORDER**

Chairperson Hoover called the regular meeting of the Planning Board for the City of Okeechobee to order on Thursday, August 19, 2021, at 6:01 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, Vice Chairperson Doug McCoy, Board Members Karyne Brass and Mac Jonassaint were present. Board Members Phil Baughman, Rick Chartier and Felix Granados as well as Alternate Board Members Joe Papasso and Jim Shaw were absent with consent.

**III. AGENDA**

- A. There were no items added, deferred, or withdrawn from the agenda.
- B. Motion by Board Member Brass, seconded by Vice Chairperson McCoy to approve the agenda as presented. **Motion Carried Unanimously.**
- C. There were no comment cards submitted for public participation.

**IV. MINUTES**

- A. Motion by Board Member Brass, seconded by Vice Chairperson McCoy to dispense with the reading and approve the July 15, 2021, Regular Meeting minutes. **Motion Carried Unanimously.**

**V. CHAIRPERSON HOOVER OPENED THE PUBLIC HEARING AT 6:03 P.M.**

- A. Comprehensive Plan Small Scale Future Land Use Map (FLUM) Amendment Application No. 21-005-SSA, from Single Family Residential to Commercial on 0.405± acres located on Northeast 13<sup>th</sup> Street, Lots 19 and 20 of Block 2, 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. Jeff Sumner was present on behalf of the Property Owner, Suraiya Husain Trustee of the Suraiya Husain Revocable Trust Agreement, and Mr. Derrill McAteer was present on behalf of the potential buyer of the property. The board had no questions.
  - 3. There were no public comments offered.
  - 4. There were no Ex-Parte disclosures offered.
  - 5. Motion by Board Member Jonassaint, seconded by Board Member Brass to recommend to the City Council approval of Comprehensive Plan Small Scale FLUM Amendment Application No. 21-005-SSA as presented in [Exhibit 1, 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 September 27, 2021.
- B. Comprehensive Plan Amendment No. 21-002-CPA, which proposes to adopt a Property Rights Element into the City's Comprehensive Plan as required by House Bill 59.
  - 1. City Planning Consultant Smith reviewed the Planning Staff Report recommending approval.
  - 2. There was no board discussion.
  - 3. There were no public comments offered.
  - 4. There were no Ex-Parte disclosures offered.

**V. PUBLIC HEARING ITEM B CONTINUED**

- 5. Motion by Board Member Brass, seconded by Vice Chairperson McCoy to recommend the City Council find proposed Comprehensive Plan Amendment No. 21-002-CPA consistent with the City's Comprehensive Plan and transmit the Amendment to the Florida Department of Economic Opportunity for review and approval as presented in [Exhibit 2, which includes 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 September 27, 2021.

**CHAIRPERSON HOOVER CLOSED THE PUBLIC HEARING AT 6:16 P.M.**

- VI. Chairperson Hoover adjourned the meeting at 6:16 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.

DRAFT



# **Staff Report**

## **Small Scale**

### **Comprehensive Plan Amendment**

*Prepared for:*            *The City of Okeechobee*

*Applicant:*                *Suraiya Husain Rev Trust Agreement*

*Address:*                 *1300 N Parrott Avenue*

*Petition No.:*            *21-005-SSA*

*Request:*                 *Change from Single Family Residential*  
*to Commercial*



**General Information**

Applicant/Owner	Suraiya Husain Rev Trust Agreement
Applicant Address	4079 Lake Bosse View Drive Orlando, FL 32810
Site Address	1300 N Parrott Avenue
Parcel Identification	3-15-37-35-0010-00020-0190
Contact Person	Jeffrey M Sumner, PE
Contact Phone Number	863.763.9474
Contact Email Address	jeff@sumnerengineering.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 <a href="https://www.cityofokeechobee.com/agendas.html">https://www.cityofokeechobee.com/agendas.html</a>	

**Future Land Use, Zoning and Existing Use**

	Existing	Proposed
Future Land Use	Single Family Residential	Commercial
Zoning	Heavy Commercial	Heavy Commercial
Use of Property	Vacant	No stated development plans at this time.
Acreage	0.405	0.405

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

<b>North</b>	Future Land Use	Commercial
	Zoning	Light Commercial
	Existing Use	Vacant
<b>East</b>	Future Land Use	Commercial
	Zoning	Light Commercial
	Existing Use	Vacant
<b>South</b>	Future Land Use	Single Family Residential
	Zoning	Holding
	Existing Use	Vacant
<b>West</b>	Future Land Use	Commercial
	Zoning	Heavy Commercial
	Existing Use	Medical Office

## 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 0.405 acre parcel. The parcel is currently designated Single Family Residential on the Future Land Use Map and the Applicant is requesting a change to Commercial.

The subject property is vacant, though the adjacent parcels to the west are also owned by the applicant and developed with a medical office and parking lot.

## General Analysis and Staff Comments

### A. Qualification for Amendment

Based on the size of the property (0.405 acres), this application qualifies under Chapter 163, F.S. as a Small-Scale Development Activity Plan Amendment (SSA) to the Comprehensive Plan.

### B. Current Development Potential as Single-Family Residential

The property is currently designated as single family residential on the City's Future Land Use Map and Heavy Commercial 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 0.405 acres would be two single-family dwellings. However, because the parcel is only 117.5 feet wide, which is not wide enough to create two lots that meet the minimum lot width, only one single family dwelling unit could be developed. Additionally, in order to develop a single family dwelling unit at this property, a zoning map amendment would be required, as single family dwelling units are not permitted in the Heavy Commercial Zoning District.

### C. Future Development Potential as Commercial

The Applicant has stated that there are no plans to develop this parcel at this time, and that the main purpose of this request is to make the future land use designation consistent with the zoning. 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 Commercial Future Land Use category allows for a maximum FAR of 3.0, the City's most intense commercial zoning district (CHV) 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 maximum floor area of approximately 26,460 square feet on this 0.405 acre parcel.

However, given the parking requirements for most commercial uses and the maximum impervious surface ratio allowed in the Heavy Commercial of 85%, it would be difficult to provide sufficient parking for 26,460 square feet of commercial use on this parcel. Additionally, given the character of Okeechobee, it would be unusual to exceed two stories. A two-story structure with 50% building coverage on 0.405 acres would have a floor area of approximately 17,640 square feet.

**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 subject parcel is approximately 250 feet from the US-441 right-of-way and while much of the surrounding property is vacant, there is an adjacent medical office and other healthcare facilities in close proximity. There are no single family homes in the immediate area.

Between the Comprehensive Plan (Future Land Use Map) the Land Development Code (Zoning Map), the Comprehensive Plan is the ruling document; and it is the typical zoning practice to make the zoning conform to the future land use map. However, there are many inconsistencies between the City's future land use map and zoning map. In some cases, the future land use designation of a particular property is a better fit for the existing land use and the pattern of land use in the area. In other cases, the zoning designation is a better fit. On this particular parcel the zoning designation of Heavy Commercial is a better fit for the pattern of land use than the future land use designation of single family residential.

**E. Adequacy of Public Facilities**

Traffic Impacts

Based on the change in the maximum development potential of this parcel if this request is approved, the applicant submitted a traffic analysis which indicates that the Institute of Transportation Engineers estimates a single family dwelling unit to generate 9.44 vehicle trips per day and 26,300 square feet of medical office to generate 922 vehicle trips per day. The potential increase of 913 daily trips is significant, though unlikely, as a 26,300 square foot facility is not a likely development at this location. Additionally, the applicant correctly points out that the proximity to US-441 would ease the burden on the local road network.

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 potential of 3,632 gallons of potable water demand and 3,589 gallons of sewer demand per day. We agree with this analysis.

The Applicant submitted letters from the Okeechobee Utility Authority and indicating that there is adequate excess capacity in the facilities to accommodate the demand for potable water and wastewater treatment. Though, at this time, there is no potable water distribution main or wastewater service line near the subject property; and all facility improvements required for connection must be at the owner's expense.

Demand for Solid Waste Disposal

Waste Management has previously confirmed a considerable level of excess capacity available to serve the solid waste disposal needs of other developments in the City. It's reasonable that the volume of solid waste generated by the proposed improvements can also be accommodated within the capacity of the County's Solid Waste Facility.

**F. Environmental Impacts**

The US Fish & Wildlife Service Wetland Inventory Map does not depict any wetlands on this parcel.

No critical habitat is identified on this parcel by the USFWS mapping.

**Recommendation**

Based on the foregoing analysis, we find the requested Commercial 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 Commercial.

Submitted by:



Ben Smith, AICP

Sr. Planner

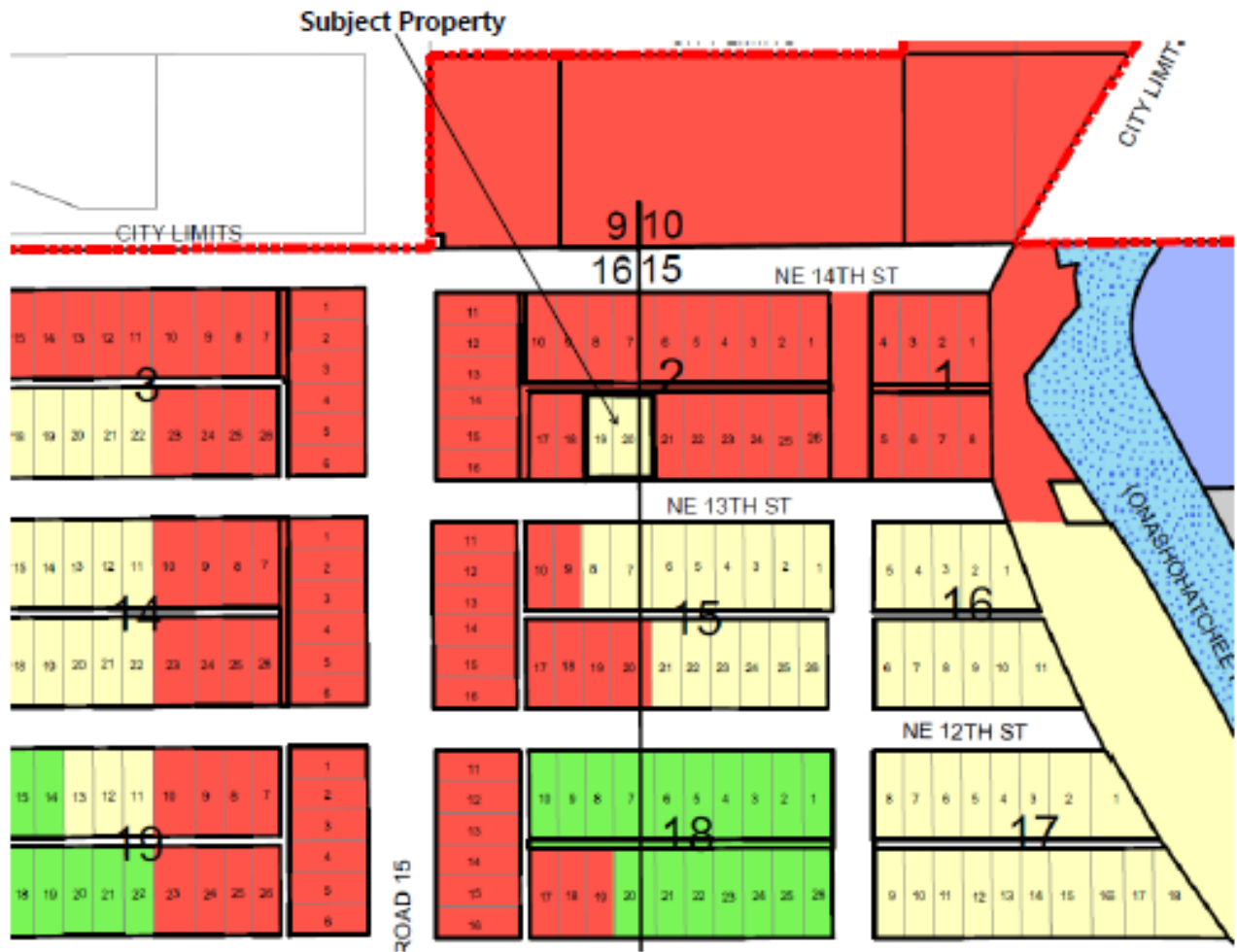
August 7, 2021

Planning Board Public Hearing: August 19, 2021

City Council Public Hearing: (tentative) September 27, 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



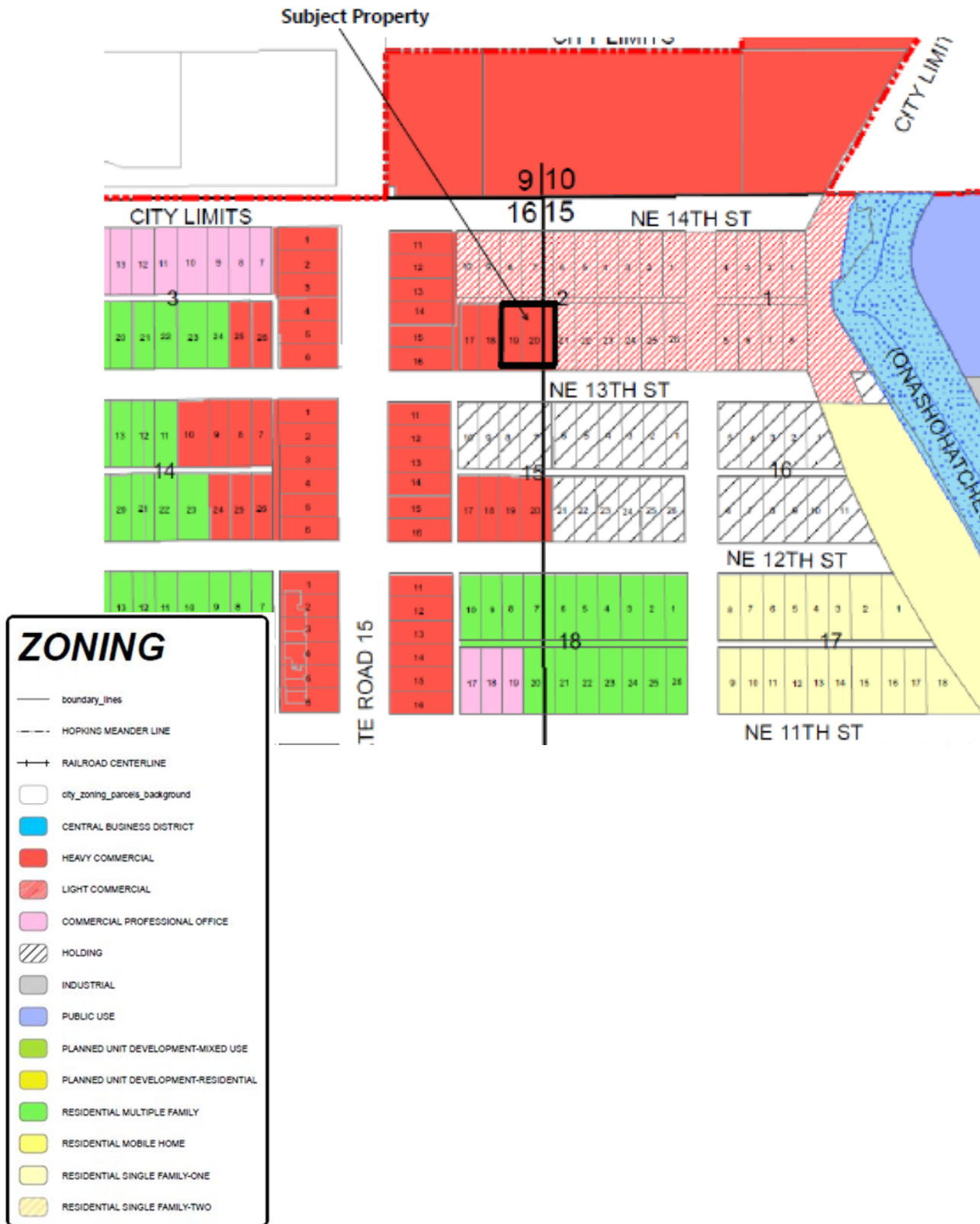
**LAND USE CLASSIFICATIONS**

- +--- RAILROAD CENTERLINE
- HOPKINS MEANDER LINE
- +--- RAILROAD CENTERLINE
- flu\_boundary\_lines
- lot\_line

- flu\_background\_parcels
- 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 General Services Department 55 S.E. 3 <sup>rd</sup> Avenue, Room 101 Okeechobee, Florida 39974-2903 Phone: (863) 763-3372, ext. 9820 Fax: (863) 763-1686	Date: <u>11-22-21</u>	Petition No. <u>21-005-SSA</u>
	Fee Paid: <u>850.00</u>	Jurisdiction: <u>YB+CC</u>
	1 <sup>st</sup> Hearing: <u>8-19-21</u>	2 <sup>nd</sup> Hearing: <u>9-27-21</u>
	Publication Dates:	
	Notices Mailed: <u>N/A</u>	

## APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT

**TO BE COMPLETED BY CITY STAFF:**

Verified FLUM Designation: SF

Verified Zoning Designation: CHV

- 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: 29.

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.

6/21/21  
Date

  
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. 9820

**I. APPLICANT/AGENT/OWNER INFORMATION**

SURAIYA HUSAIN REV TRUST AGREEMENT

**Applicant**  
4079 LAKE BOSSE VIEW DR

---

Address  
ORLANDO FL 32810

---

City State Zip  
407-719-9376

---

Telephone Number Fax Number E-Mail

JEFFREY M SUMNER, PE

**Agent\***

---

410 NW 2ND STREET

---

Address

---

OKEECHOBEE FL 34972

---

City State Zip

---

863-763-9474 jeff@sumnerengineering.com

---

Telephone Number Fax Number E-Mail

SAME AS APPLICANT

**Owner(s) of Record**

---

Address

---

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.

**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):

Small-scale amendment to Future Land Use Map to Commercial for Lots 19 - 20,  
Block 2, City of Okeechobee  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. PROPERTY SIZE AND LOCATION OF AFFECTED PROPERTY (for amendments affecting development potential of property)**

A. PROPERTY LOCATION:

1. Site Address: 1300 N. Parrott Avenue  
Okeechobee, FL 34972
2. Property ID #(s): 3-15-37-35-0010-00020-0190  
\_\_\_\_\_

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: 1.111 Acres (48,395.2 sq. ft.)
2. Total Area included in Request: 0.402 Acres (17,511.1 sq. ft.)  
*.405*
- a. In each Future Land Use (FLU) Category: \_\_\_\_\_
- (1) Single-Family Residential: 0.402 Acres (17,511.1 sq. ft.)
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) .405
- b. Total Uplands: 0.402 Acres (17,511.1 sq. ft.)
- c. Total Wetlands: 0.0 Acres (0.0 sq. ft.)

- 3. Current Zoning: Heavy Commercial ✓
- 4. Current FLU Category: Single-Family Residential ✓
- 5. Existing Land Use: Vacant
- 6. Requested FLU Category: Commercial

**D. MAXIMUM DEVELOPMENT POTENTIAL OF THE SUBJECT PROPERTY**

Development Type	Existing FLU Category	Proposed FLU Category
Residential		
Density (DU/Acre)	4	
Number of Units	1	
Commercial (sq. ft.)		26,267 sq. ft. <sup>1</sup>
Industrial (sq. ft.)		

<sup>1</sup> Based upon the maximum allowable Floor Area Ratio of 1.50, per the direction provided by City Planning staff.

**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 SEE ATTACHED AMENDMENT SUPPORT DOCUMENTATION LETTER AND MAP SERIES**

**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. **Three (3) CERTIFIED BOUNDARY** surveys of the property (one no larger than 11x17; scale not less than one inch to 20 feet; North point) containing: date of survey, ✓ surveyor's name, address and phone number; legal description of property pertaining to the application; computation of total acreage to nearest tenth of an acre; location ✓ sketch of subject property, and surrounding area within one-half mile radius. <sup>1</sup>

**For questions relating to this application packet, call the General Services Dept. at (863) 763-3372, Ext. 9820**

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 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.
    - (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, **Jeffrey M. Sumner**, 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.

  
Signature of Owner or Authorized Agent


6/21/21  
Date

**Jeffrey M Sumner**  
Typed or Printed Name

STATE OF FLORIDA

COUNTY OF Okeechobee

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this day of 21, June, 2021, by Jeff Sumner, who  
(Name of Person)  
is personally known to me or produced \_\_\_\_\_ as identification.

  
Notary Public Signature





July 27, 2021

City of Okeechobee Planning & Zoning Department  
Attn: Patty Burnette, General Services Coordinator  
55 SE 3<sup>rd</sup> Avenue  
Okeechobee, FL 34974

**RE: Request for Small Scale Amendment  
Lots 19 - 20, Block 2, City of Okeechobee**

Ms. Burnette:

This letter report is intended to supplement the above-referenced application, specifically **Part IV – Amendment Support Documentation**. The subject property is part of an existing developed parcel (Lots 15 – 20, Block 2) owned by the applicant. Lots 15 - 18 currently have a FLU designation of Commercial and is currently developed with a medical office building and parking lot, while the lots subject to this application (Lots 19 - 20) have a FLU Designation of Single-Family Residential, and are currently vacant. Further, current zoning for all six lots is Heavy Commercial. Support documentation for the application is described below and/or attached hereto. I have attempted to use lettering/numbering consistent with that in the application form.

**A. GENERAL INFORMATION AND MAPS**

1. Wording of Proposed text changes. **N/A – No text changes are proposed.**
2. A map showing the boundaries of the subject property, surrounding street network, and Future Land Use designations of surrounding properties. **Map A-2 – Future Land Use Designations is attached.**
3. A map showing existing land uses (not designations) of the subject property and surrounding properties. **Map A-3 – Existing Land Use (Actual) is 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. **The subject property is within the urban developed area of the City Okeechobee. The existing use (commercial) and zoning (Heavy Commercial) are consistent with the requested land use change. Further, the requested change is consistent with the development pattern in the area, surrounded by either developed commercial uses or vacant tracts likely to be developed as commercial uses.**
5. Map showing existing zoning of the subject property and surrounding properties. **Map A-5 – Existing Zoning Designations is 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. **A certified boundary survey of the subject parcel (Lots 19 - 20, Block 2) has been submitted to the City under separate cover. A small-scale copy of the survey is included for distribution as Exhibit A-6.**

7. A copy of the deed(s) for the property subject to the requested change. **Exhibit A-7 – Deed is attached.**
8. An aerial map showing the subject property and surrounding properties. **Map A-8 – Aerial is 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 – The owner is the applicant.**

**B. PUBLIC FACILITIES IMPACTS**

1. Traffic Analysis – Utilizing the ITE Trip Generation Manual (10<sup>th</sup> Edition) to estimate traffic volumes associated with the proposed Land Use Designation (relative to the existing Land Use Designation), and utilizing the maximum development units for each as shown in Part III.B of the application, the estimated increase in expected traffic volumes is as follows:

Description / ITE Code	Units	Expected Units	Calculated Daily Trips	PM Peak Trips	AM Peak Trips
Single Family Homes (210)	DU	1	9.44	0.99	0.74
Medical Office (720)	1000 sf	26.3	922	91	97
<b>Increase</b>			<b>913</b>	<b>90</b>	<b>96</b>

An estimated increase of 90 PM peak trips and 96 AM peak trips should be considered insignificant given the proximity to a State Highway (US 441), and is not expected to burden existing LOS of the surrounding road network.

2. Potable Water and Sanitary Sewer / Open Space
  - a. Utilizing the LOS values in the City’s Comprehensive Plan of 114 gallons per person per day (gppd) for water and 130 gppd for wastewater and 2.7 persons per DU, the potential water and sewer flows for the existing FLU category are:

$$1 \text{ DU} \times 2.7 \text{ people/DU} \times 114 \text{ gppd} = 308 \text{ gallons per day (water)}$$

$$1 \text{ DU} \times 2.7 \text{ people/DU} \times 130 \text{ gppd} = 351 \text{ gallons per day (wastewater)}$$

The Comprehensive Plan does not provide water or wastewater generation rates for commercial uses (understandably, as rates could vary greatly between various commercial uses). To estimate water and wastewater flows associated with the proposed FLU category, the City’s Small-Scale Comprehensive Plan application utilizes a rate of 0.15 gallons per day for non-residential uses:

$$26,267 \text{ sq. ft.} \times 0.15 \text{ gpd} / 100 \text{ sq. ft.} = 3,940 \text{ (water and wastewater)}$$

**Increased water demand = 3,632 gallons per day**  
**Increased sewer demand = 3,589 gallons per day**

- b. Recreation / Open Space – **Not applicable to non-residential uses.**
3. Correspondence with the appropriate agencies substantiating the adequacy of existing facilities to support the proposed change are included as Appendix B-3. At this point, we have requested capacity confirmation letters from Okeechobee Utility Authority (water

and wastewater) and Okeechobee Landfill, Inc. (solid waste). As this is a non-residential use, capacity confirmation from the School Board is not applicable. We have conservatively requested capacity confirmation based on the maximum potential additional square footage as described in the preceding sections.

#### C. ENVIRONMENTAL IMPACTS

1. Wetlands and aquifer recharge areas. **N/A – the subject parent tract is already developed for the proposed use, and is within a developed urban area of the City. As confirmed by review of the National Wetland Inventory mapping system (<https://www.fws.gov/wetlands/Data/Mapper.html>), there are no on-site wetlands or recharge areas.**
2. Soils posing severe limitation to development. **N/A – the subject parent tract is already developed for the proposed use. Additional development on the subject tract can be accomplished with normal site preparation and soil treatment. A soils map is attached as *Exhibit C-2*.**
3. Unique habitat. **N/A – there is no unique habitat on this cleared lot.**
4. Endangered species of wildlife and plants. **N/A – there are no known endangered species present.**
5. Floodprone areas. **N/A – the subject property is within the developed City of Okeechobee, and has a flood zone designation of X (Area of Minimal Flood Risk / 0.2 Percent Chance Annual Flood Hazard.**  
<https://msc.fema.gov/portal/search?AddressQuery=1300%20NE%2013th%20Street%2C%20Okeechobee%2C%20Florida#searchresultsanchor>

#### D. INTERNAL CONSISTENCY WITH THE CITY OF OKEECHOBEE COMPREHENSIVE PLAN

1. Effect on the established City of Okeechobee population projections. **The proposed FLUM amendment changing the existing FLUM designation from Single-Family Residential to Commercial will have no affect on the established City of Okeechobee population projections. There will be no increase in residential population.**
2. Goals and Objectives of the City's Comprehensive Plan that are affected by the proposed amendment. **See attached *Policy Analysis*.**
3. Effects on the County's Comprehensive Plan as it relates to adjacent unincorporated areas. **The proposed FLUM amendment is 0.402 acres in size and will have no effect on the County's Comprehensive Plan as it relates to adjacent unincorporated areas.**
4. State Policy Plan and Regional Policy Plan goals and policies relevant to this plan amendment. **The proposed FLUM amendment is 0.402 acres in size and is not relevant to the State Policy Plan and Regional Policy Plan goals and policies.**

#### E. JUSTIFICATION OF PROPOSED AMENDMENT

There is an existing commercial/office development abutting the property to the west; vacant commercial zoned property to the east; vacant commercial property to the north; and vacant residential property to the south. There is no existing residential use on NE 13<sup>th</sup> Street east of N Parrott Avenue.

As stated above, the existing FLUM designation for the subject property is Single-Family Residential. Abutting property FLUM designation on the west, north and east sides of the

**property is Commercial. The south side of the property is NE 13<sup>th</sup> Street. The FLUM designation on the south side of NE13th Street across from the subject property is Single-Family Residential. The proposed request for a Future Land Use Map Amendment is from Single-Family Residential to Commercial. The existing FLUM designation for the subject property, Single-Family Residential, is inconsistent with the abutting FLUM designation, Commercial, on three sides of the subject property. In addition, amending the FLUM designation to Commercial will render the subject property consistent with the underlying zoning designation, Heavy Commercial.**

**At present, the property cannot be developed for commercial uses without this FLUM amendment.**

We have attempted to prepare a complete application for the proposed Small Scale Amendment. However, if you have any questions or require any additional information at this time, please do not hesitate to contact me at your convenience. Thank you in advance for your assistance in this matter.

Sincerely,

**Sumner Engineering & Consulting, Inc.**

Jeffrey M. Sumner, PE  
President

cc: Jason Donald (via email)  
Allen Murphy (via email)  
Derrill McAteer (via email)

**Attachment to IV.D.2.**  
**Relevant Comprehensive Plan Goals and Policies Analysis**

***Future Land Use Element***

***Objective 2: The City of Okeechobee shall continue to ensure that all new development is consistent with the Future Land Use Element.***

The existing FLUM designation for the subject property is Single-Family Residential. Abutting property FLUM designation on the west, north and east sides of the property is Commercial. The south side of the property is NE 13<sup>th</sup> Street. The FLUM designation on the south side of NE13th Street across from the subject property is Single-Family Residential. The proposed request for a Future Land Use Map Amendment is from Single-Family Residential to Commercial. The existing FLUM designation for the subject property, Single-Family Residential, is inconsistent with the abutting FLUM designation, Commercial, on three sides of the subject property. In addition, amending the FLUM designation to Commercial will render the subject property consistent with the underlying zoning designation, Heavy Commercial. At present, the property cannot be developed for commercial uses without this FLUM amendment.

***Policy 2.1.d)***

***Commercial. Permitted uses include the full range of offices, retail, personal and business services, automotive, wholesale, warehousing, related commercial activities, and accessory uses customary to permissible uses. Other uses related to and consistent with commercial development such as houses of worship, public facilities, public utilities, communications facilities, hospitals, group homes, adult family care homes, assisted living facilities, and limited residential use associated with a commercial building, may be permissible under certain circumstances.***

- 1. Commercial 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 Commercial Professional Office (CPO), Light Commercial (CLT), Heavy Commercial (CHV), and Central Business District (CBD).***

The proposed FLUM amendment to Commercial will not exceed a floor area ratio of 3.00. In fact, based on height and parcel size limitations, the FAR will not exceed 1.5.

***Policy 2.5: The City shall amend its Future Land Use Map, as necessary, to address inconsistent land use areas.***

***Policy 3.3: The City of Okeechobee shall continue to coordinate with Okeechobee County in amending the City-County zoning maps to ensure that, all property in the City is zoned in accordance with the Future Land Use Element.***

As stated above, amending the FLUM designation to Commercial will render the subject property consistent with the underlying zoning designation, Heavy Commercial.

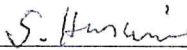

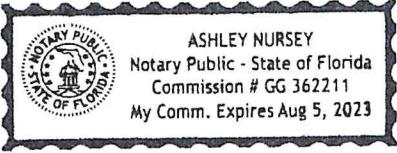
***Policy 12.1: Criteria, standards, and related provisions established in the Land Development Code for reducing the impacts from any land uses that are not in conformance or are inconsistent with this Comprehensive Plan shall as a minimum:***

- a) Regulate the subdivision and platting of land.***
- b) Regulate the use, intensity and location of land development in a manner that is compatible with adjacent land uses and provides delineation in the Conservation Element.***
- c) Protect Conservation Use lands designated on the Future Land Use Map and those delineated in the Conservation Element.***
- d) Regulate areas subject to seasonal and periodic flooding by requiring adequate drainage and stormwater.***
- e) Ensure safe and convenient on-site traffic flow and vehicle parking needs through the Site Plan review process and off-street parking regulations.***
- f) Ensure that public facility, utility and service authorization has been procured prior to issuing any development order and that construction of said facilities, utilities, and services is concurrent with development.***
- g) Provide that development orders and permits shall not be issued which result in a reduction of the level of services for affected public (community) facilities.***

***The purpose of such regulations shall be to eliminate or reduce use inconsistent with the character of the surrounding area. Such criteria, standards, and related provisions shall not cause undue hardship, economic or otherwise, to the owners of such nonconforming uses.***

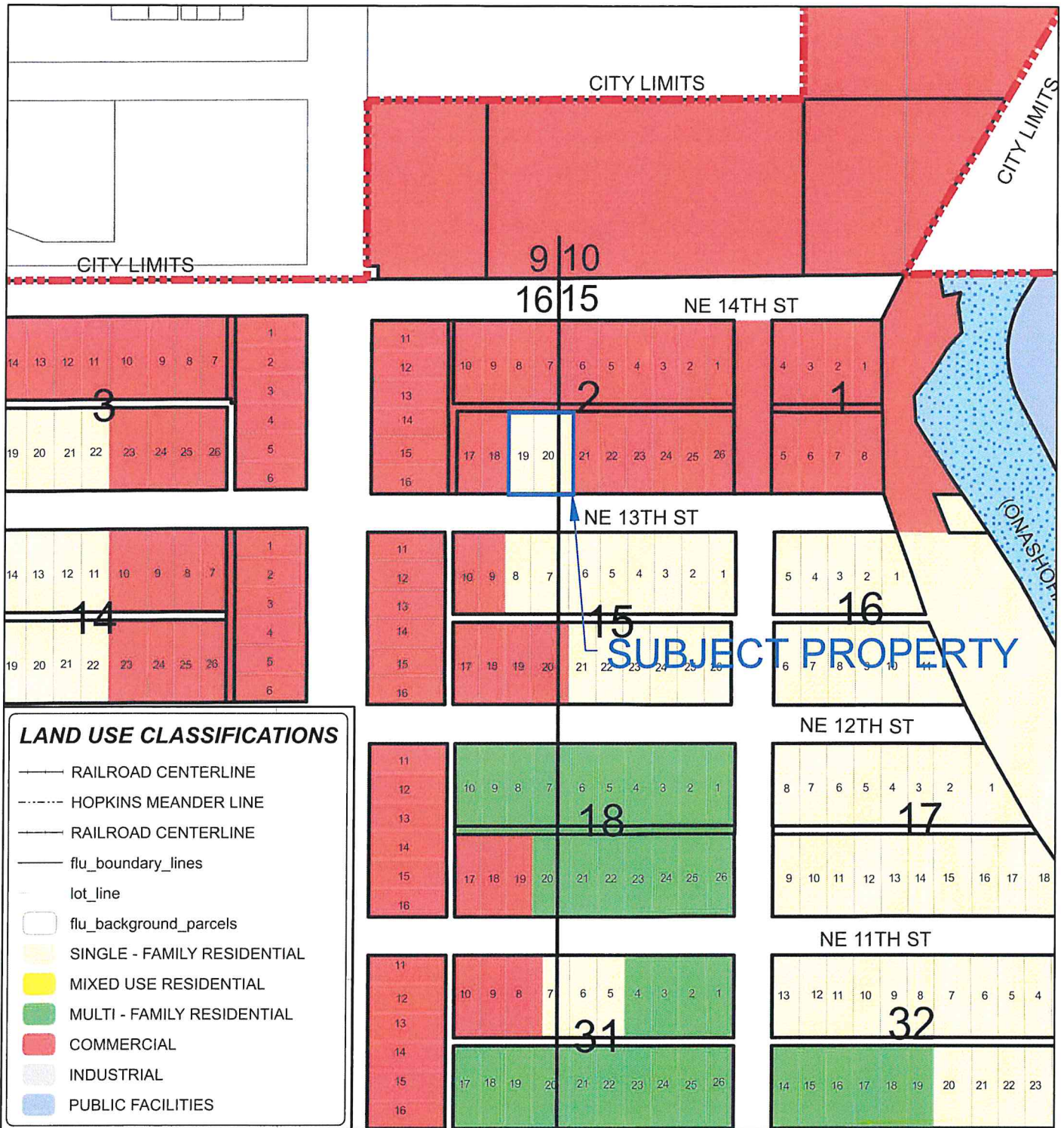
There is an existing commercial/office development abutting the property to the west; vacant commercial zoned property to the east; vacant commercial property to the north; and vacant residential property to the south. There is no existing residential use on NE 13<sup>th</sup> Street east of N Parrott Avenue.

CITY OF OKEECHOBEE  
 55 SE 3<sup>RD</sup> AVENUE  
 OKEECHOBEE, FL 34974  
 TELE: 863-763-3372 FAX: 863-763-1686  
**LAND USE POWER OF ATTORNEY**

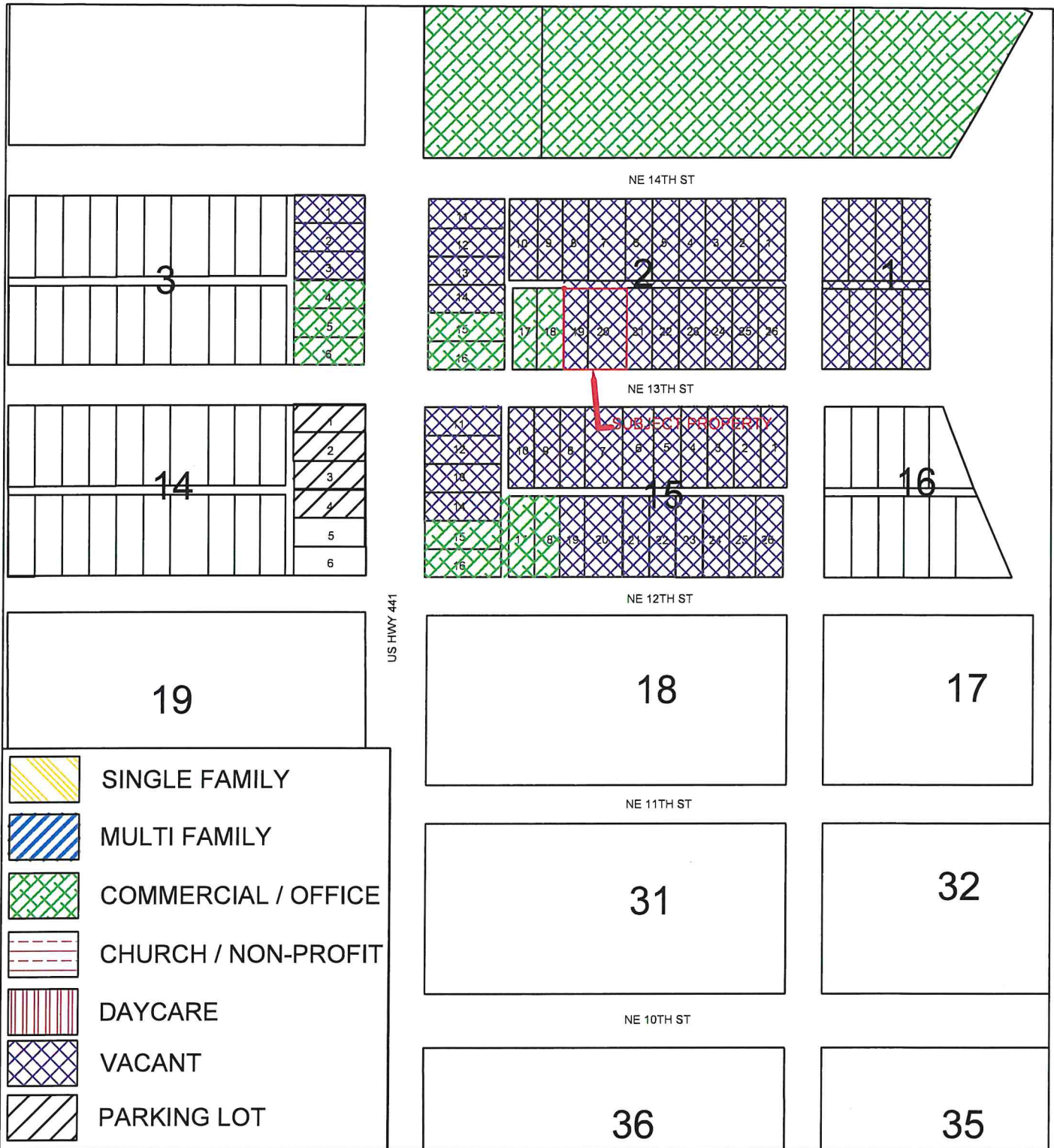
<b>Name of Property Owners:</b>		
SURAIYA HUSAIN REV TRUST AGREEMENT		
<b>Mailing Address:</b>		
4079 LAKE BOSSE VIEW DR, ORLANDO FL 32810		
<b>Home Telephone:</b>	<b>Work:</b>	<b>Cell:</b> 407-719-9376
<b>Property Address:</b> NE 13TH ST, OKEECHOBEE FL 34974		
<b>Parcel ID Number:</b> 31537350010000200190		
<b>Name of Applicant:</b> Jeffrey M. Sumner, PE Sumner Engineering & Consulting, Inc. 410 NW 2nd Street, Okeechobee, FL 34972 863.763.9474		
<b>Home Telephone:</b>	<b>Work:</b>	<b>Cell:</b> 407-719-9376
<p>The undersigned, being the record title owner(s) of the real property described above, do hereby grant unto the applicant stated above the full right and power of attorney to make application to the City of Okeechobee to change the land use of said property. This land use change may include rezoning of the property, the granting of special exception or variances, and appeals of decisions of the Planning Department. It is understood that conditions, limitations and restrictions may be place upon the use or operation of the property. Misstatements upon application or in any hearing may result in the termination of any special exception or variance and a proceeding to rezone the property to the original classification. This power of attorney may be terminated only by a written and notarized statement of such termination effective upon receipt by the Planning Department.</p>		
<p>IN WITNESS WHEREOF THE UNDERSIGNED HAVE SET THEIR HAND AND SEALS THIS  <u>10<sup>th</sup></u> DAY OF <u>June</u> 20<u>21</u>.</p>		
 _____ OWNER	 _____ WITNESS	
_____ OWNER	_____ WITNESS	
STATE OF FLORIDA		
COUNTY OF _____		
<p>The foregoing instrument was acknowledged before me by means of <input checked="" type="checkbox"/> physical presence or  <input type="checkbox"/> online notarization, this <u>10</u> day of <u>June</u>, 20<u>21</u>, by _____,        (Name of Person)        who is personally known to me or produced <u>10 FL State</u> as identification.</p>		
	<u>Ashley Nursey</u> NOTARY PUBLIC SIGNATURE <u>Expire Aug 5, 2023</u>	



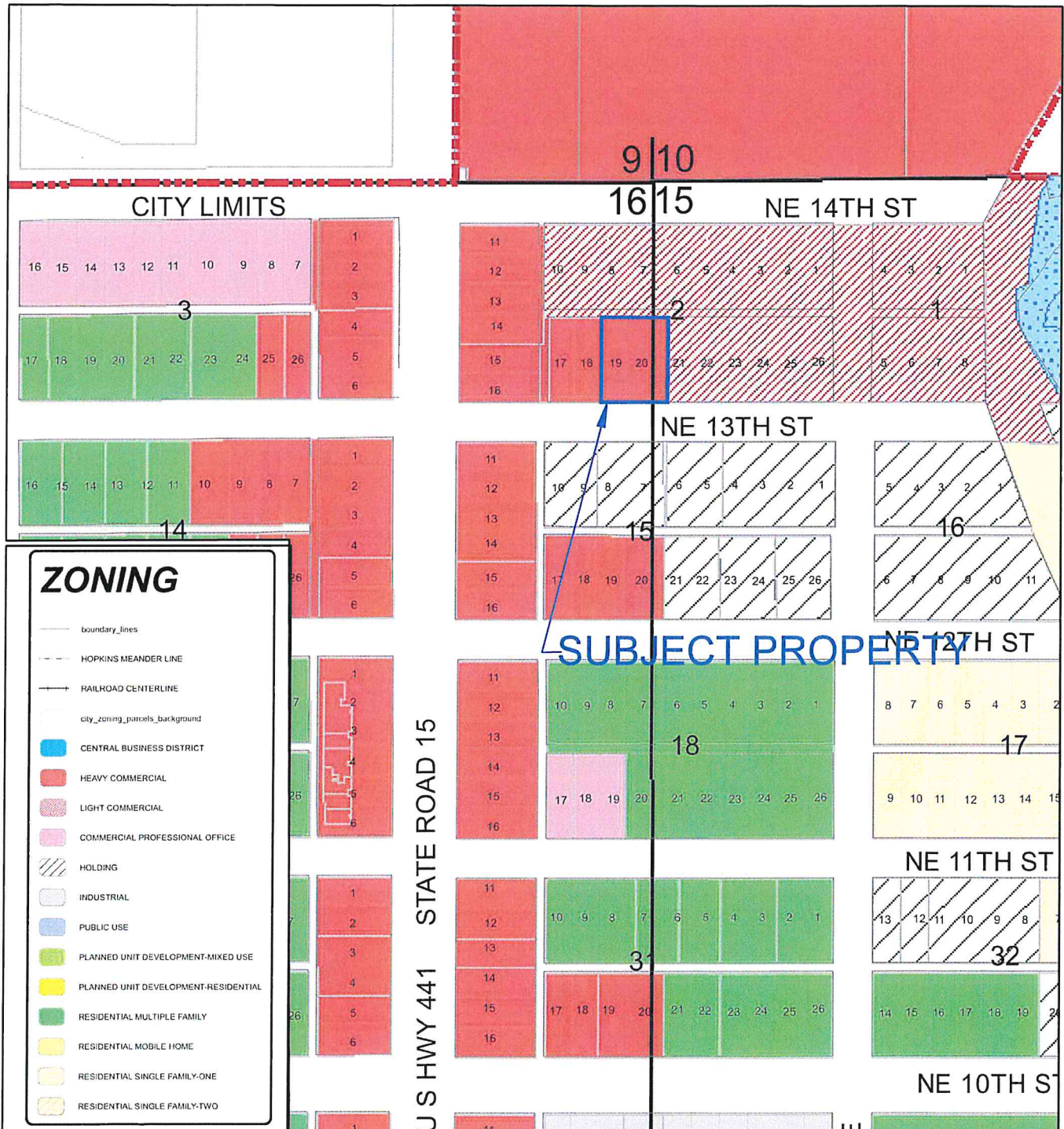
# MAP A-2 FUTURE LAND USE DESIGNATIONS



# MAP A-3 EXISTING LAND USE (ACTUAL)

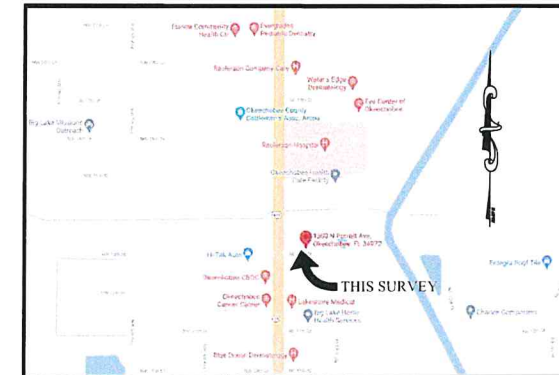


# MAP A-5 EXISTING ZONING DESIGNATIONS



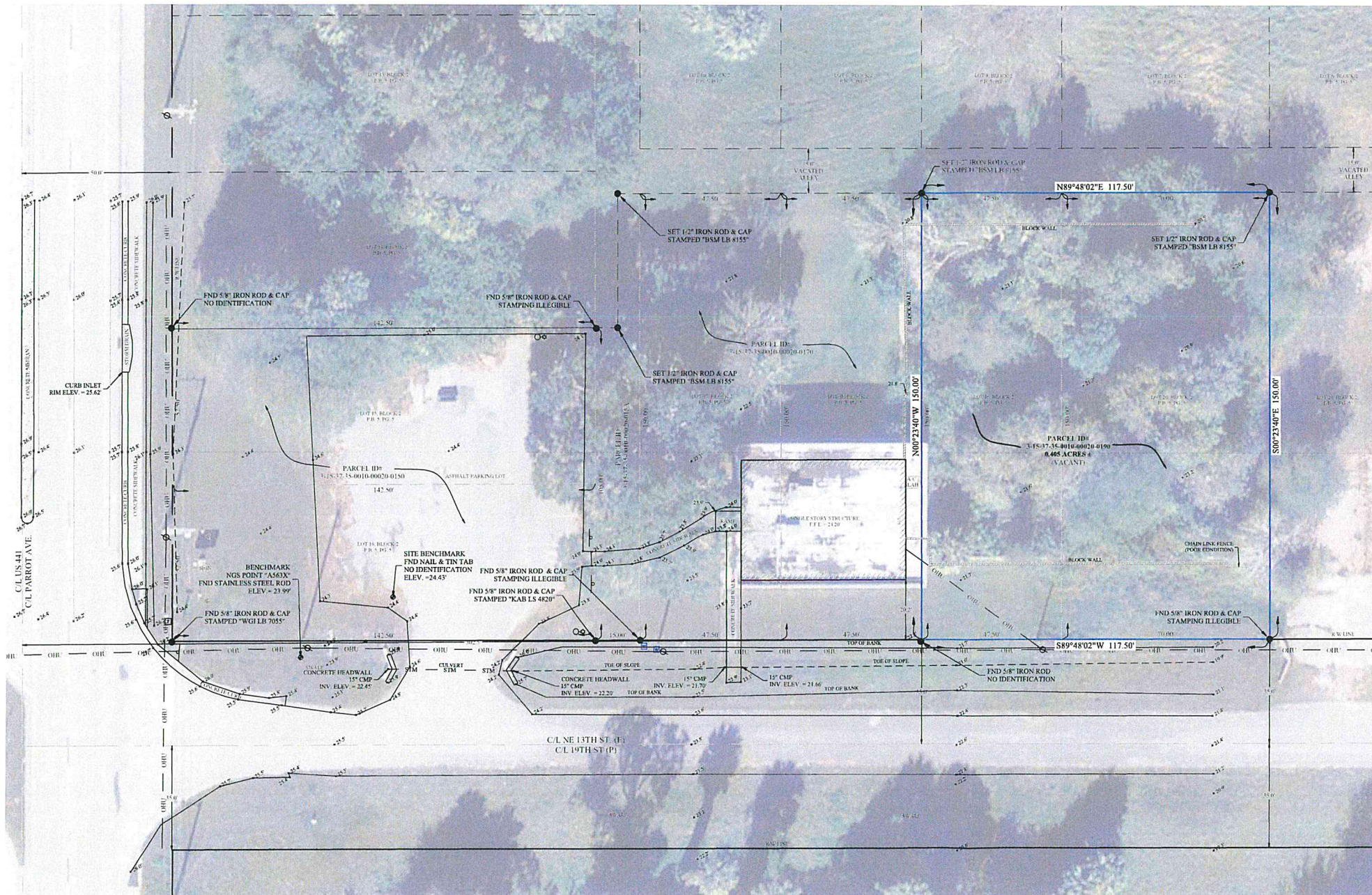
# BOUNDARY & TOPOGRAPHIC SURVEY

LOCATED IN SECTION 15  
TOWNSHIP 37 SOUTH  
RANGE 35 EAST



LOCATION MAP:  
(NOT TO SCALE)

**BSM & ASSOCIATES**  
LAND SURVEYING SERVICES  
80 SE 31st Lane, Okeechobee, FL 34974  
ricky.barnes@bsmsurvey.com  
863-484-8324  
LB 8155



### LEGAL DESCRIPTION:

LOTS 19 AND 20 OF BLOCK 2, CITY OF OKEECHOBEE, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 5, PAGE 5, PUBLIC RECORDS OF OKEECHOBEE COUNTY FLORIDA.

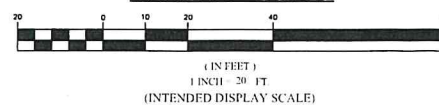
### SURVEYOR'S NOTES:

- THE SURVEY DATE IS JUNE 18, 2021.
- THIS IS A **BOUNDARY & TOPOGRAPHIC SURVEY**, AS DEFINED IN CHAPTER 5J-17.050(11) OF THE FLORIDA ADMINISTRATIVE CODE.
- THIS SURVEY MAP AND REPORT OR THE COPIES THEREOF ARE NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
- 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.
- BEARINGS SHOWN HEREON ARE BASED ON GRID NORTH, AND ARE REFERENCED TO THE FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT. THE BEARING BASE FOR THIS SURVEY IS THE SOUTH LINE OF BLOCK 2, CITY OF OKEECHOBEE, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 5, PAGE 5, PUBLIC RECORDS OF OKEECHOBEE COUNTY FLORIDA, SAID LINE BEARS S 89°48'02" W AND ALL OTHER BEARINGS ARE RELATIVE THERETO.
- ELEVATIONS SHOWN HEREON ARE REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88), AS ESTABLISHED BY NATIONAL GEODETIC SURVEY (NGS) CONTROL POINT "A 563 X" HAVING A PUBLISHED ELEVATION OF 23.99 (NAVD88). ELEVATION DEPICTED ON THIS SURVEY WERE OBTAINED USING REAL TIME KINEMATIC (RTK) GPS METHODS WITH AN EXPECTED ACCURACY OF +/- 0.1'.
- THIS SURVEY DOES NOT HAVE THE BENEFIT OF A CURRENT TITLE COMMITMENT, OPINION, OR ABSTRACT. DURING THE COURSE OF THE SURVEY SOME SEARCHES OF THE PUBLIC RECORDS WERE MADE, BUT THESE SEARCHES WERE NOT EXHAUSTIVE AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR A PROPER TITLE COMMITMENT, OPINION, OR ABSTRACT OBTAINED FROM A TITLE AGENCY OR OTHER TITLE PROFESSIONAL.
- THIS SURVEY DELINEATES THE LOCATIONS OF THE LEGAL DESCRIPTIONS ON THE GROUND, BUT DOES NOT DETERMINE OWNERSHIP OR PROPERTY RIGHTS.
- UNDERGROUND IMPROVEMENTS, IF ANY, WERE NOT LOCATED EXCEPT AS SHOWN.
- ADJOINING PROPERTY INFORMATION WAS OBTAINED FROM OKEECHOBEE COUNTY PROPERTY APPRAISER OFFICE AND/OR SHOWN PER PLAT.
- AERIAL IMAGERY SHOWN HEREON WAS OBTAINED FROM THE LAND BOUNDARY INFORMATION SYSTEM (LABINS) DATED 2018 AND IS SHOWN FOR INFORMATIONAL PURPOSES ONLY.
- SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE X PER FEMA MAP NUMBER 12093C, PANEL NUMBER 0415C, WITH AN EFFECTIVE DATE OF 07/16/15.

### LEGEND:

- C/L CENTERLINE
- R/W RIGHT-OF-WAY
- O/H U OVERHEAD UTILITY
- ELEV. ELEVATION
- FND FOUND
- INV. INVERT
- CMP CORRUGATED METAL PIPE
- F.F.E. FINISH FLOOR ELEVATION
- (F) FIELD
- (P) PLAT
- P.B. PLAT BOOK
- PAGE PAGE
- PG. IDENTIFICATION
- ID UTILITY POLE
- ⊙ LIGHT POLE
- ⊙ FLOOD LIGHT
- ⊙ EXISTING ELEVATION
- ⊙ WATER METER

### GRAPHIC SCALE



### CERTIFICATION:

I HEREBY CERTIFY THAT THE ATTACHED SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT IT MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE.

FOR THE BENEFIT OF THE FOLLOWING PARTIES ONLY:

- CUSHMAN & WAKEFIELD
- SUNNER ENGINEERING & CONSULTING, INC.

**Richard Barnes**  
Professional Surveyor and Mapper  
State of Florida License No. 7074

Digitally signed by Richard Barnes  
Date: 2021.07.13  
13:47:42 -04'00'

CAD	1	BSM	1	DATE	06/18/21	DATE	06/18/21	DATE	06/18/21
REF	1	BSM	1	DATE	06/18/21	DATE	06/18/21	DATE	06/18/21
FIELD	1	BSM	1	DATE	06/18/21	DATE	06/18/21	DATE	06/18/21
OFF	1	BSM	1	DATE	06/18/21	DATE	06/18/21	DATE	06/18/21
CAD	1	BSM	1	DATE	06/18/21	DATE	06/18/21	DATE	06/18/21

**BOUNDARY & TOPOGRAPHIC SURVEY**  
 NW 13TH STREET  
 OKEECHOBEE, FLORIDA 34972

Return to: (enclose self-addressed stamped envelope)

Name: Chester B. Griffin, Esq.  
Address: P. O. Box 1270  
Ft. Pierce, FL 34954

This Instrument Prepared by:

Name: Chester B. Griffin, Esq. of Neill  
Griffin Jeffries & Lloyd, Chartered  
Address: 311 So. Second Street  
Ft. Pierce, FL 34954

Property Appraiser Parcel Identification

Folio Number(s):

Grantee(s) S.S. # (s)

WARRANTY DEED  
INDIVID. TO INDIVID.

RAMCO FORM 01

BOOK 378 PAGE 176  
FILED FOR RECORD  
OKEECHOBEE CO. FL.

96 MAY 14 PM 12:08

SHARON ROBERTSON  
CLERK OF CIRCUIT COURT

282908

Documentary stamps paid in the amount of

70  
Sharon Robertson, Clerk of Circuit Court  
Date: 5/14/96

6.00 P.  
-70 Doc.

SPACE ABOVE THIS LINE FOR PROCESSING DATA

SPACE ABOVE THIS LINE FOR RECORDING DATA

This Warranty Deed, Made the 8th day of May, 1996, by MUZAFFAR HUSAIN and SURAIYA HUSAIN, his wife

hereinafter called the Grantor, to SURAIYA HUSAIN, as Trustee of the Suraiya Husain Revocable Trust Agreement dated May 8, 1996 whose post office address is 150 N.E. 13th Street, Okeechobee, FL 34947

hereinafter called the Grantee

(Wherever used herein the terms "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, wherever the context so admits or requires.)

Witnesseth, That the Grantor, for and in consideration of the sum of \$ 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, State of Florida, viz:

Lots 6-10, inclusive, Lots 19 and 20, and Lots 23-26, inclusive, Block 2, Lots 11-14, inclusive, Block 15; Lots 1-11, inclusive, Block 16, all in City of Okeechobee, according to the plat thereof recorded in Plat Book 5, page 5, public records of Okeechobee County, Florida. SUBJECT to restrictions, reservations and easements, if any, of record.

Grantor confers on the Trustee the power and authority to protect, conserve, sell or lease, encumber or otherwise to manage and dispose of the real property described hereinabove, including but not limited to all powers listed in Florida Statutes 689.071.

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, and hereby 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, 1995.

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

Signed, sealed and delivered in the presence of:

Witness Signature (as to first Grantor)  
Chester B. Griffin

Printed Name  
Mary van der Lugt  
Witness Signature (as to first Grantor)  
Printed Name

Witness Signature (as to Co-Grantor, if any)  
Printed Name

Witness Signature (as to Co-Grantor, if any)  
Printed Name

Grantor Signature  
Muzaffar Husain  
Printed Name  
150 N. E. 13th Street, Okeechobee, FL 34974  
Post Office Address

Co-Grantor Signature, if any  
Suraiya Husain  
Printed Name  
150 N.E. 13th St., Okeechobee, FL 34974  
Post Office Address

STATE OF FLORIDA )  
COUNTY OF ST. LUCIE )  
Muzaffar Husain and Suraiya Husain, his wife,

I hereby Certify that on this day, before me, an officer duly authorized to administer oaths and take acknowledgments, personally appeared

known to me to be the person(s) described in and who executed the foregoing instrument, who acknowledged before me that they executed the same, and an oath was not taken. (Check one: )  Said person(s) is/are personally known to me.  Said person(s) provided the following type of identification:

NOTARY RUBBER STAMP SEAL

Witness my hand and official seal in the County and State last aforesaid this 8th day of May, A.D. 1996



MARY VAN DER LUGT  
MY COMMISSION # CC355562 EXPIRES  
April 7, 1998  
BONDED THRU TROY FAIR INSURANCE, INC.

Notary Signature  
Mary van der Lugt  
Printed Name

08  
30  
94

# MAP A-8 AERIAL



Sumner Engineering & Consulting, Inc.  
*Agriculture, Civil, Land & Water Resources*

410 NW 2ND STREET  
Okeechobee, FL 34972  
863.763.9474



**WASTE MANAGEMENT**

10800 N.E. 128th Avenue  
Okeechobee, FL 34973  
(863) 357-0111  
(863) 357-0772 Fax

Writer's Direct Telephone: 954/984-2021  
Writer's Direct Facsimile: 954/984-2057  
rkaplan@wm.com

July 20, 2021

Jeff Sumner, P.E.  
Sunmer Engineering & Consulting, Inc.  
393 SW 67<sup>th</sup> Drive  
Okeechobee, FL 34974

Re: Lots 19-20, Block 2, City of Okeechobee  
Confirmation of Adequate Services

Dear Mr. Sumner:

This letter is written pursuant to your request for written verification of certain information relating to the proposed development project.

You indicated this project is expected to no actual additional solid waste per year. Waste Management Inc. of Florida has the capability to continue serving the project area, including collection of the solid waste it may generate annually.

Should you have any questions regarding this matter, please contact me.

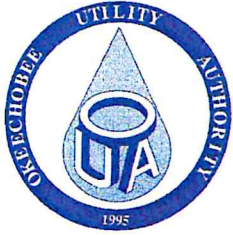
Sincerely,

Okeechobee Landfill, Inc.

A handwritten signature in blue ink, appearing to read 'C Orcutt', written over the printed name of Charles Orcutt.

Charles Orcutt, P.E.  
Market Area Engineer,  
Waste Management, Inc. of Florida

***From everyday collection to environmental protection, Think Green.® Think Waste Management.***



**OKEECHOBEE UTILITY AUTHORITY**

100 SW 5th Avenue  
Okeechobee, Florida 34974-4221

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

June 23, 2021

Mr. Jeffery M. Sumner, P.E.  
SEC, Inc.  
410 NW 2<sup>nd</sup> Street  
Okeechobee, FL 34972

Ref: **Water Capacity Request**

Parcel ID: 3-15-37-35-0010-00020-0190

Site Address: NE 13<sup>th</sup> Street  
Okeechobee, FL 34972  
Lots 19 & 20, Block 2

Dear Mr. Sumner:

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.

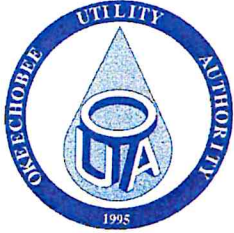
The Okeechobee Utility Authority owns and operates two water treatment plants with a combined treatment capacity of 6 MGD. During the twelve month period from March 2020 to February 2021, the maximum daily flow was 3.3 MGD, or about 55% of capacity. At the present time, the OUA has excess capacity at the treatment plants. The OUA does 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





## OKEECHOBEE UTILITY AUTHORITY

100 SW 5th Avenue  
Okeechobee, Florida 34974-4221

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

June 23, 2021

Mr. Jeffery M. Sumner P.E.  
SEC, Inc.  
410 NW 2<sup>nd</sup> Street  
Okeechobee, Florida 34972

Ref: **Wastewater Capacity Request**

Parcel ID No.: 3-15-37-35-0010-00020-0190

Site Address: NE 13<sup>th</sup> Street  
Okeechobee, FL 34972  
Lots 19 & 20, Block 2

Dear Mr. Sumner:

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

# EXHIBIT C-2 - SOIL MAP



**Sumner Engineering & Consulting, Inc.**  
*Agriculture, Civil, Land & Water Resources*

410 NW 2ND STREET  
 Okeechobee, FL 34972

863.763.9474

# Okeechobee County Property Appraiser

Mickey L. Bandi, CFA

**2020 Certified Values**

updated: 6/24/2021

Parcel: << 3-15-37-35-0010-00020-0190 (33193) >>

Aerial Viewer Pictometry Google Maps

## Owner & Property Info

Result: 1 of 1

Owner	HUSAIN SURAIYA REV TR AGREE 4079 LAKE BOSSE VIEW DR ORLANDO, FL 32810-1904		
Site	NE 13TH ST, OKEECHOBEE		
Description*	CITY OF OKEECHOBEE LOTS 19 & 20 BLOCK 2		
Area	0.402 AC	S/T/R	15-37-35
Use Code**	PROFESS SVC/BLD (1900)	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	\$19,890	Mkt Land	\$21,060
Ag Land	\$0	Ag Land	\$0
Building	\$0	Building	\$0
XFOB	\$2,425	XFOB	\$3,010
Just	\$22,315	Just	\$24,070
Class	\$0	Class	\$0
Appraised	\$22,315	Appraised	\$24,070
SOH Cap [?]	\$0	SOH/10% Cap [?]	\$7,844
Assessed	\$22,315	Assessed	\$24,070
Exempt	\$0	Exempt	\$0
Total Taxable	county:\$14,751	Total Taxable	county:\$16,226
	city:\$14,751		city:\$16,226
	other:\$14,751		other:\$16,226
	school:\$22,315		school:\$24,070

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
5/8/1996	\$0	0378/0176	WD	V	U	03
3/1/1989	\$0	0276/1655	WD	V	U	03
1/1/1986	\$0	0275/1168	WD	V	U	03
2/1/1977	\$0	0196/0185	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)
WAL4 C	5'CBS 2SID	1997	\$3,010	215.00	0 x 0	PD (50%)

## Land Breakdown

Code	Description	Units	Adjustments	Eff Rate	Land Value
------	-------------	-------	-------------	----------	------------

## 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 7<sup>th</sup> day of **September 2021**.

\_\_\_\_\_  
Dowling R. Watford, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Lane Gamiotea, City Clerk

**PASSED** on second reading after public hearing this 27<sup>th</sup> day of **September 2021**.

\_\_\_\_\_  
Dowling R. Watford, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Lane Gamiotea, CMC, City Clerk

**APPROVED 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](mailto: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 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

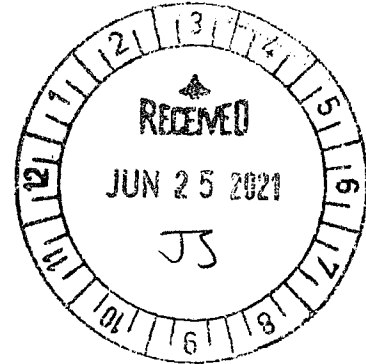
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enclosure

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,

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

Enclosure

cc: Scott R. Christensen, Esq.

Assigned Ord.  
#1239  
9-17 & 9-27  
Agendas



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 1<sup>st</sup> 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 – 30<sup>th</sup> 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 &  
9-27  
Agendas

## ORDINANCE NO. 1235

**AN ORDINANCE OF THE CITY OF OKEECHOBEE, FLORIDA; AMENDING THE CITY'S COMPREHENSIVE PLAN; ADDING A PROPERTY RIGHTS ELEMENT INCLUDING A GOAL, OBJECTIVE AND POLICIES, INCLUDING STATEMENTS OF PROPERTY RIGHTS AS PROVIDED IN FLORIDA STATUTES 163.3177(6), AS REQUIRED BY RECENTLY ADOPTED FLORIDA HOUSE BILL 59; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Of Okeechobee recognizes the need to plan for orderly growth and development; and the State Legislature passed the Community Planning Act requiring all local governments to prepare and adopt a Comprehensive Plan; and

**WHEREAS**, Chapter 163, Florida Statutes authorizes amendments to Adopted Comprehensive Plans under the Expedited Review Process; and

**WHEREAS**, the City recognizes the adoption of House Bill 59 requiring adoption of a Property Rights Element into the City's Comprehensive Plan; and

**WHEREAS**, the Planning Board, acting as the Local Planning Agency of the City of Okeechobee, Florida, recently reviewed and discussed proposed Comprehensive Plan Amendment No. 21-002-CPA at a duly advertised public hearing on August 19, 2021, and determined such request to be consistent with the City's Comprehensive Plan and recommends the City Council transmit the proposed amendment to the State Land Planning Agency for review and approval, and subsequent adoption by ordinance by the City Council; and

**WHEREAS**, the City Council has agreed with the recommendation of the Planning Board and finds that Comprehensive Plan Amendment No. 21-002-CPA complies with the requirements of Florida Statutes 163, Part II, and that the proposed Application is consistent with the City's Comprehensive Plan.

**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 Comprehensive Plan Amendment," pursuant to Florida Statutes 163.3184, regarding Application No. 21-002-CPA and shall be effective within the corporate boundaries of the City of Okeechobee, Florida.

### **SECTION 2: AUTHORITY.**

This City of Okeechobee Comprehensive Plan Amendment is adopted pursuant to the provisions of Chapter 163.3184, Florida Statutes.

### **SECTION 3: REVISIONS TO THE COMPREHENSIVE PLAN.**

The City Council for the City of Okeechobee, Florida amends herein the Comprehensive Plan by adding a Property Rights Element to read as follows:

#### **Property Rights Element**

##### **Goals, Objectives and Policies**

**Goal:** The City shall recognize and respect all judicially acknowledged or constitutionally protected private property rights.

**Objective 1:** Private property rights shall be considered in the City's decision making.

**Policy 1.1:** Property owners shall have the right to physically possess and control their interests in the property, including easements, leases, or mineral rights.

**Policy 1.2:** Property owners shall have the right to use, maintain, develop, and improve their property for personal use or for the use of any other person, subject to state law and local ordinances.

- Policy 1.3: Property owners shall have the right to privacy and to exclude others from the property to protect their possessions and property.
- Policy 1.4: Property owners shall have the right to dispose of their property through sale or gift.

**SECTION 3: INCLUSION OF ORDINANCE AND REVISED 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 Comprehensive Plan 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 4: CONFLICT.**

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

**SECTION 5: 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 6: EFFECTIVE DATE.**

The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the State Land Planning Agency notifies the local government that the plan amendment package is complete. 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. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the State Land Planning Agency.

**INTRODUCED** for first reading of the Ordinance for transmittal to the State Land Planning Agency at a public hearing this 27<sup>th</sup> day of September 2021, pursuant to Florida Statutes 163.3184.

\_\_\_\_\_  
Dowling R. Watford, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Lane Gamiotea, CMC, City Clerk

**PASSED AND ADOPTED** after Second and Final Public Hearing this \_\_\_\_ day of \_\_\_\_\_ 2021, pursuant to Florida Statutes 163.3184.

\_\_\_\_\_  
Dowling R. Watford, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Lane Gamiotea, CMC, City Clerk

**REVIEWED FOR LEGAL SUFFICIENCY:**

\_\_\_\_\_  
John J. Fumero, City Attorney



**CITY OF OKEECHOBEE, FLORIDA**  
**PLANNING BOARD MEETING**  
**AUGUST 19, 2021**  
**SUMMARY OF BOARD ACTION**

**I. CALL TO ORDER**

Chairperson Hoover called the regular meeting of the Planning Board for the City of Okeechobee to order on Thursday, August 19, 2021, at 6:01 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, Vice Chairperson Doug McCoy, Board Members Karyne Brass and Mac Jonassaint were present. Board Members Phil Baughman, Rick Chartier and Felix Granados as well as Alternate Board Members Joe Papasso and Jim Shaw were absent with consent.

**III. AGENDA**

- A. There were no items added, deferred, or withdrawn from the agenda.
- B. Motion by Board Member Brass, seconded by Vice Chairperson McCoy to approve the agenda as presented. **Motion Carried Unanimously.**
- C. There were no comment cards submitted for public participation.

**IV. MINUTES**

- A. Motion by Board Member Brass, seconded by Vice Chairperson McCoy to dispense with the reading and approve the July 15, 2021, Regular Meeting minutes. **Motion Carried Unanimously.**

**V. CHAIRPERSON HOOVER OPENED THE PUBLIC HEARING AT 6:03 P.M.**

- A. Comprehensive Plan Small Scale Future Land Use Map (FLUM) Amendment Application No. 21-005-SSA, from Single Family Residential to Commercial on 0.405± acres located on Northeast 13<sup>th</sup> Street, Lots 19 and 20 of Block 2, 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. Jeff Sumner was present on behalf of the Property Owner, Suraiya Husain Trustee of the Suraiya Husain Revocable Trust Agreement, and Mr. Derrill McAteer was present on behalf of the potential buyer of the property. The board had no questions.
  - 3. There were no public comments offered.
  - 4. There were no Ex-Parte disclosures offered.
  - 5. Motion by Board Member Jonassaint, seconded by Board Member Brass to recommend to the City Council approval of Comprehensive Plan Small Scale FLUM Amendment Application No. 21-005-SSA as presented in [Exhibit 1, 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 September 27, 2021.
- B. Comprehensive Plan Amendment No. 21-002-CPA, which proposes to adopt a Property Rights Element into the City's Comprehensive Plan as required by House Bill 59.
  - 1. City Planning Consultant Smith reviewed the Planning Staff Report recommending approval.
  - 2. There was no board discussion.
  - 3. There were no public comments offered.
  - 4. There were no Ex-Parte disclosures offered.

**V. PUBLIC HEARING ITEM B CONTINUED**

- 5.** Motion by Board Member Brass, seconded by Vice Chairperson McCoy to recommend the City Council find proposed Comprehensive Plan Amendment No. 21-002-CPA consistent with the City's Comprehensive Plan and transmit the Amendment to the Florida Department of Economic Opportunity for review and approval as presented in [Exhibit 2, which includes 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 September 27, 2021.

**CHAIRPERSON HOOVER CLOSED THE PUBLIC HEARING AT 6:16 P.M.**

- VI.** Chairperson Hoover adjourned the meeting at 6:16 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.

DRAFT

## Staff Report

**To:** Okeechobee Planning Board  
**From:** Ben Smith, AICP  
**Meeting Date:** August 19, 2021  
**Subject:** Property Rights Element Comprehensive Plan Amendment

---

On June 29<sup>th</sup>, 2021, the Governor signed House Bill 59 into law. One of the requirements of HB 59 is that every local government in the state of Florida must adopt a Property Rights Element into their Comprehensive Plan. The legislation provides a recommended “statement of rights” for inclusion in the Element. Though local governments are not required to adopt the exact language of the recommended statement of rights, the language that is adopted may not be in conflict with the provided statements.

Another requirement of HB 59 is that local governments must adopt the Property Rights Element prior to adoption of any other comprehensive plan amendments that have been initiated after July 1, 2021. As discussed at the July 15, 2021 Planning Board meeting, it is staff’s contention that the City’s proposed commercial corridor plan amendment was initiated prior to July 1, 2021 and should be allowed to be submitted to the Florida Department of Economic Opportunity (DEO) (state land planning agency) prior to the adoption of the Property Rights Element.

City staff corresponded with DEO staff and provided documentation to verify that advertised public workshops for the proposed commercial corridor plan amendment were held in April and May and that the City paid for public hearing advertisement of that amendment in June prior to the adoption of the legislation. Nevertheless, DEO staff has stated that they are not considering the amendment to be initiated prior to July 1<sup>st</sup> because a public hearing was not held in June.

At the July public hearing for the proposed commercial corridor amendment, the Planning Board voted to continue the hearing of that amendment to the September meeting and directed staff to bring the Property Rights Element for a public hearing as soon as possible so that it could be adopted prior to, or concurrently with the adoption of the Commercial Corridor Amendment. Attached is a proposed Ordinance for adoption of the Property Rights Element. The language that is included in the proposed policies is the recommended statement of rights included in the legislation. The proposed Goal includes an excerpt of existing language from Florida Statute Section 163.3161(10), which is also referenced in HB 59, along with Florida Statute Section 187.101(3). The full text of those statute sections is provided below. The full, adopted text of HB 59 is also attached.

If the Planning Board, acting as City’s Local Planning Agency, agrees that the text changes in this proposed amendment are desirable and consistent with the City’s Comprehensive Plan, we request that they recommend that the City Council transmit this amendment to DEO. The Board may also consider adopting alternative language for the Property Rights Element, as long as it does not conflict with the statement of rights provided in the statute.

If the City Council also agrees that this proposed amendment is desirable and consistent with the City’s Comprehensive Plan, then they may vote to transmit to DEO. Once the state and various agencies (FDOT, FDEP, SFWMD, etc.) have had 30 days to review the amendment, if there are

no objections, then the City Council may adopt the amendment at a final public hearing.

Florida Statute Section 163.3161(10)

It is the intent of the Legislature that all governmental entities in this state recognize and respect judicially acknowledged or constitutionally protected private property rights. It is the intent of the Legislature that all rules, ordinances, regulations, comprehensive plans and amendments thereto, and programs adopted under the authority of this act must be developed, promulgated, implemented, and applied with sensitivity for private property rights and not be unduly restrictive, and property owners must be free from actions by others which would harm their property or which would constitute an inordinate burden on property rights as those terms are defined in s. 70.001(3)(e) and (f). Full and just compensation or other appropriate relief must be provided to any property owner for a governmental action that is determined to be an invalid exercise of the police power which constitutes a taking, as provided by law. Any such relief must ultimately be determined in a judicial action.

Florida Statute Section 187.101(3)

The goals and policies contained in the State Comprehensive Plan shall be reasonably applied where they are economically and environmentally feasible, not contrary to the public interest, and consistent with the protection of private property rights. The plan shall be construed and applied as a whole, and no specific goal or policy in the plan shall be construed or applied in isolation from the other goals and policies in the plan.

ENROLLED

CS/CS/CS/HB 59, Engrossed 1

2021 Legislature

1  
2 An act relating to growth management; amending s.  
3 163.3167, F.S.; specifying requirements for certain  
4 comprehensive plans effective, rather than adopted,  
5 after a specified date and for associated land  
6 development regulations; amending s. 163.3177, F.S.;  
7 requiring local governments to include a property  
8 rights element in their comprehensive plans; providing  
9 a statement of rights which a local government may  
10 use; requiring a local government to adopt a property  
11 rights element by the earlier of its adoption of its  
12 next proposed plan amendment initiated after a certain  
13 date or the next scheduled evaluation and appraisal of  
14 its comprehensive plan; prohibiting a local  
15 government's property rights element from conflicting  
16 with the statement of rights contained in the act;  
17 amending s. 163.3237, F.S.; providing that the consent  
18 of certain property owners is not required for  
19 development agreement changes under certain  
20 circumstances; providing an exception; amending s.  
21 337.25, F.S.; requiring the Department of  
22 Transportation to afford a right of first refusal to  
23 certain individuals under specified circumstances;  
24 providing requirements and procedures for the right of  
25 first refusal; amending s. 380.06, F.S.; authorizing



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2021 Legislature

26 |       certain developments of regional impact agreements to  
 27 |       be amended under certain circumstances; providing  
 28 |       retroactive applicability; providing a declaration of  
 29 |       important state interest; providing an effective date.

30 |

31 | Be It Enacted by the Legislature of the State of Florida:

32 |

33 |       Section 1. Subsection (3) of section 163.3167, Florida  
 34 | Statutes, is amended to read:

35 |       163.3167 Scope of act.—

36 |       (3) A municipality established after the effective date of  
 37 | this act shall, within 1 year after incorporation, establish a  
 38 | local planning agency, pursuant to s. 163.3174, and prepare and  
 39 | adopt a comprehensive plan of the type and in the manner set out  
 40 | in this act within 3 years after the date of such incorporation.

41 | A county comprehensive plan is controlling until the  
 42 | municipality adopts a comprehensive plan in accordance with this  
 43 | act. A comprehensive plan for a newly incorporated municipality  
 44 | which becomes effective ~~adopted~~ after January 1, 2016 ~~2019~~, and  
 45 | all land development regulations adopted to implement the  
 46 | comprehensive plan must incorporate each development order  
 47 | existing before the comprehensive plan's effective date, may not  
 48 | impair the completion of a development in accordance with such  
 49 | existing development order, and must vest the density and  
 50 | intensity approved by such development order existing on the

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2021 Legislature

51 effective date of the comprehensive plan without limitation or  
 52 modification.

53 Section 2. Paragraph (i) is added to subsection (6) of  
 54 section 163.3177, Florida Statutes, to read:

55 163.3177 Required and optional elements of comprehensive  
 56 plan; studies and surveys.—

57 (6) In addition to the requirements of subsections (1)-  
 58 (5), the comprehensive plan shall include the following  
 59 elements:

60 (i)1. In accordance with the legislative intent expressed  
 61 in ss. 163.3161(10) and 187.101(3) that governmental entities  
 62 respect judicially acknowledged and constitutionally protected  
 63 private property rights, each local government shall include in  
 64 its comprehensive plan a property rights element to ensure that  
 65 private property rights are considered in local decisionmaking.  
 66 A local government may adopt its own property rights element or  
 67 use the following statement of rights:

68  
 69 The following rights shall be considered in local  
 70 decisionmaking:

71  
 72 1. The right of a property owner to physically  
 73 possess and control his or her interests in the  
 74 property, including easements, leases, or mineral  
 75 rights.

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CS/CS/CS/HB 59, Engrossed 1

2021 Legislature

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2. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.

3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.

4. The right of a property owner to dispose of his or her property through sale or gift.

2. Each local government must adopt a property rights element in its comprehensive plan by the earlier of the date of its adoption of its next proposed plan amendment that is initiated after July 1, 2021, or the date of the next scheduled evaluation and appraisal of its comprehensive plan pursuant to s. 163.3191. If a local government adopts its own property rights element, the element may not conflict with the statement of rights provided in subparagraph 1.

Section 3. Section 163.3237, Florida Statutes, is amended to read:

163.3237 Amendment or cancellation of a development agreement.—A development agreement may be amended or canceled by

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CS/CS/CS/HB 59, Engrossed 1

2021 Legislature

101 mutual consent of the parties to the agreement or by their  
 102 successors in interest. A party or its designated successor in  
 103 interest to a development agreement and a local government may  
 104 amend or cancel a development agreement without securing the  
 105 consent of other parcel owners whose property was originally  
 106 subject to the development agreement, unless the amendment or  
 107 cancellation directly modifies the allowable uses or  
 108 entitlements of such owners' property.

109 Section 4. Subsection (4) of section 337.25, Florida  
 110 Statutes, is amended to read:

111 337.25 Acquisition, lease, and disposal of real and  
 112 personal property.—

113 (4) The department may convey, in the name of the state,  
 114 any land, building, or other property, real or personal, which  
 115 was acquired under subsection (1) and which the department has  
 116 determined is not needed for the construction, operation, and  
 117 maintenance of a transportation facility. When such a  
 118 determination has been made, property may be disposed of through  
 119 negotiations, sealed competitive bids, auctions, or any other  
 120 means the department deems to be in its best interest, with due  
 121 advertisement for property valued by the department at greater  
 122 than \$10,000. A sale may not occur at a price less than the  
 123 department's current estimate of value, except as provided in  
 124 paragraphs (a)-(d). The department may afford a right of first  
 125 refusal to the local government or other political subdivision

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CS/CS/CS/HB 59, Engrossed 1

2021 Legislature

126 | in the jurisdiction in which the parcel is situated, except in a  
127 | conveyance transacted under paragraph (a), paragraph (c), or  
128 | paragraph (e). Notwithstanding any provision of this section to  
129 | the contrary, before any conveyance under this subsection may be  
130 | made, except a conveyance under paragraph (a) or paragraph (c),  
131 | the department shall first afford a right of first refusal to  
132 | the previous property owner for the department's current  
133 | estimate of value of the property. The right of first refusal  
134 | must be made in writing and sent to the previous owner via  
135 | certified mail or hand delivery, effective upon receipt. The  
136 | right of first refusal must provide the previous owner with a  
137 | minimum of 30 days to exercise the right in writing and must be  
138 | sent to the originator of the offer by certified mail or hand  
139 | delivery, effective upon dispatch. If the previous owner  
140 | exercises his or her right of first refusal, the previous owner  
141 | has a minimum of 90 days to close on the property. The right of  
142 | first refusal set forth in this subsection may not be required  
143 | for the disposal of property acquired more than 10 years before  
144 | the date of disposition by the department.

145 | (a) If the property has been donated to the state for  
146 | transportation purposes and a transportation facility has not  
147 | been constructed for at least 5 years, plans have not been  
148 | prepared for the construction of such facility, and the property  
149 | is not located in a transportation corridor, the governmental  
150 | entity may authorize reconveyance of the donated property for no

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2021 Legislature

151 consideration to the original donor or the donor's heirs,  
152 successors, assigns, or representatives.

153 (b) If the property is to be used for a public purpose,  
154 the property may be conveyed without consideration to a  
155 governmental entity.

156 (c) If the property was originally acquired specifically  
157 to provide replacement housing for persons displaced by  
158 transportation projects, the department may negotiate for the  
159 sale of such property as replacement housing. As compensation,  
160 the state shall receive at least its investment in such property  
161 or the department's current estimate of value, whichever is  
162 lower. It is expressly intended that this benefit be extended  
163 only to persons actually displaced by the project. Dispositions  
164 to any other person must be for at least the department's  
165 current estimate of value.

166 (d) If the department determines that the property  
167 requires significant costs to be incurred or that continued  
168 ownership of the property exposes the department to significant  
169 liability risks, the department may use the projected  
170 maintenance costs over the next 10 years to offset the  
171 property's value in establishing a value for disposal of the  
172 property, even if that value is zero.

173 (e) If, at the discretion of the department, a sale to a  
174 person other than an abutting property owner would be  
175 inequitable, the property may be sold to the abutting owner for

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CS/CS/CS/HB 59, Engrossed 1

2021 Legislature

176 the department's current estimate of value.

177 Section 5. Paragraph (d) of subsection (4) of section  
178 380.06, Florida Statutes, is amended to read:

179 380.06 Developments of regional impact.—

180 (4) LOCAL GOVERNMENT DEVELOPMENT ORDER.—

181 (d) Any agreement entered into by the state land planning  
182 agency, the developer, and the local government with respect to  
183 an approved development of regional impact previously classified  
184 as essentially built out, or any other official determination  
185 that an approved development of regional impact is essentially  
186 built out, remains valid unless it expired on or before April 6,  
187 2018, and may be amended pursuant to the processes adopted by  
188 the local government for amending development orders. Any such  
189 agreement or amendment may authorize the developer to exchange  
190 approved land uses, subject to demonstrating that the exchange  
191 will not increase impacts to public facilities. This paragraph  
192 applies to all such agreements and amendments effective on or  
193 after April 6, 2018.

194 Section 6. The Legislature finds and declares that this  
195 act fulfills an important state interest.

196 Section 7. This act shall take effect July 1, 2021.

## 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 **7<sup>th</sup>** 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 **27<sup>th</sup>** day of **September 2021**.

\_\_\_\_\_  
Dowling R. Watford, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
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
<b>TOTAL REVENUES</b>	<b>\$ 10,571,181.00</b>
Transfer-In from Public Facilities Improvement Fund	\$ 350,000.00
Transfer-In from Capital Improvement Projects Fund	\$ 873,534.00
<b>TOTAL REVENUES AND TRANSFERS</b>	<b>\$ 11,794,715.00</b>

<b><u>Expenditures:</u></b>	
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
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,452,214.00</b>
<b>GENERAL FUND BALANCE</b>	<b>\$ 4,342,501.00</b>

**PUBLIC FACILITIES IMPROVEMENT FUND**

<b><u>Revenues:</u></b>	
Fund Balance	\$ 923,970.00
Revenues	\$ 2,158,701.00
<b>TOTAL REVENUES</b>	<b>\$ 3,082,671.00</b>

<b><u>Expenditures:</u></b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,978,201.00</b>
Transfer-Out to General Fund	\$ 350,000.00
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>\$ 2,328,201.00</b>
<b>PUBLIC FACILITIES IMPROVEMENT FUND BALANCE</b>	<b>\$ 754,470.00</b>

**CAPITAL IMPROVEMENT PROJECTS FUND**

<b><u>Revenues:</u></b>	
Fund Balance	\$ 3,685,061.00
Revenues	\$ 171,000.00
<b>TOTAL REVENUES</b>	<b>\$ 3,856,061.00</b>

<b><u>Expenditures:</u></b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 318,800.00</b>
Transfer-Out to General Fund	\$ 873,534.00
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>\$ 1,192,334.00</b>
<b>CAPITAL IMPROVEMENT PROJECTS FUND BALANCE</b>	<b>\$ 2,663,727.00</b>

**OTHER GRANTS FUND**

<b><u>Revenues:</u></b>	
Fund Balance	\$ 260,000.00
Revenues	\$ 300,000.00
<b>TOTAL REVENUES</b>	<b>\$ 560,000.00</b>

<b><u>Expenditures:</u></b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 430,000.00</b>
<b>OTHER GRANTS FUND BALANCE</b>	<b>\$ 130,000.00</b>

**LAW ENFORCEMENT SPECIAL FUND**

<b><u>Revenues:</u></b>	
Fund Balance	\$ 15,600.00
Revenues	\$ 1,000.00
<b>TOTAL REVENUES</b>	<b>\$ 16,600.00</b>

<b><u>Expenditures:</u></b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,500.00</b>
<b>LAW ENFORCEMENT SPECIAL FUND BALANCE</b>	<b>\$ 5,100.00</b>

**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 **7<sup>th</sup>** 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 **27<sup>th</sup>** day of **September 2021**.

\_\_\_\_\_  
Dowling R. Watford, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Lane Gamiotea, CMC, City Clerk

**REVIEWED FOR LEGAL SUFFICIENCY:**

\_\_\_\_\_  
John J. Fumero, City Attorney

## Memo

To: Gary Ritter, City Administrator  
From: David Allen, Public Works Director  
Date: 9/8/2021  
Re: Arm-tractor replacement purchase order request

---

Public Works is requesting the approval for the purchase of a new Energreen ILF Aspen telescopic tool carrier with 29'9" arm and 47" flail head mower from Energreen America for \$205,000.04. The new mower will replace our existing arm tractor which was purchased in 2011. The existing arm tractor is out of service due to problems with the mower head.

Over the past few weeks, I have done extensive research including talking with manufacturers and end users at several municipalities and counties throughout Florida. Two options were evaluated to determine the best option for the replacement of our arm-tractor. The first option was to purchase a unit similar to our arm tractor consisting of an agricultural type tractor with an arm mower attachment.



**Traditional Ag tractor with Arm Mower Attachment**

The Ag tractor/mower combination has the advantage of generally being lower priced however there are distinct disadvantages to this option:

- The Ag tractor/mower combination are typically a single use piece of equipment that can only be used for mowing.
- Because of the weight and length of the mower arm attachment, Ag tractor/mower arm combinations are susceptible to failure in both the frame connection of the mower to the tractor as well as the rear axle of the tractor. Our existing arm tractor experienced both of these failures. The cost of the repairs was more than \$20,000 and resulted in months of down time.
- Because of the configuration of the arm, visibility of the cutting head is limited which can lead to damage of the cutting head as well as other objects in the path of the mower.

Several tractor/mower combinations are available through the Florida Sheriff's Association annual bid. The price range for a replacement with a comparable specification to our existing unit was from \$150,000 to \$219,000. The low-price option based on a Case IH Maxxum tractor was my first option, however I was informed by the dealer representative that due to current manufacturing conditions, the lead time for the purchase of a unit from Case would be more than one year. The next lowest priced unit was a John Deere/Alamo combination. Given the significant issues we have had with our existing Alamo mowers as well as the negative feedback I receive from other Alamo users, purchasing another Alamo mower is not acceptable. The price of the other two mowers was comparable with the tool carrier option which has several advantages over the Ag tractor/mower arm combination.

The second option that was evaluated is known as a tool carrier.



### **Tool Carrier with Arm Mower Attachment**

Three different tool carriers were evaluated with the Energreen option being recommended having the mid-price point. I spoke with several of the municipalities that had experience with the low cost option from Mowermax. Several of the people I talked to said they had significant mechanical issues including one that reported the unit catching fire during the demo by the manufacturer. Pinellas County is using the Energreen equipment and highly recommends it and Martin County is strongly considering purchasing Energreen equipment to replace their arm tractor fleet. Additionally, Everglades Farm Equipment has just become the Florida distributor for Energreen equipment for future parts and service.

Tool Carriers offer several advantages over the Ag tractor/mower combination:

- Unlike an Ag tractor, the tool carrier is designed for operations using a boom with attachment configuration.
- Because the mower is on a rotating head, mowing can be accomplished in both directions increasing productivity.
- Greater visibility of the mower head decreasing potential damage to the mower head and surrounding objects.
- Tool carriers are designed as a multi-function machine and can be used for multiple operations depending on the implement attached to the arm. In the future, the addition of some of these implements would significantly increase the amount of use we would be able to get from our investment.



**Grapple attachment for debris clean-up. \$5,847.79**



**River Bucket for Vegetation Removal \$8,917.89**



**Trunk Pincers for large tree debris removal \$7,671.61**

Additional available implements:

- Ditching bucket
- Ditch Cleaner
- Power Blower
- Power Shears for mowing large vegetation such as shrubs
- Iron brush for cleaning roadway edges
- Guardrail mower
- Stump Grinder
- Forestry head for mulching trees and shrubs up to 8"
- Saw bar for tree trimming

The disposal plan for the existing John Deere tractor/mower is to remove the arm mower attachment and use the tractor as a replacement for a 20-year-old New Holland tractor that is used to pull a 15' wide "batwing" mower. The 20-year-old tractor will be sold as surplus on govdeals.



# ENERGREEN<sup>®</sup> America

Professional Machines

FLORIDA SHERIFFS CONTRACT QUOTE: FSA20-EQU18.0

## QUOTE

TO: city of okeechobee

7-Sep-21

DESCRIPTION	UNIT PRICE	TOTAL
ASPEN FAST 9 29ft 9"		
COMPLETE SURROUND LED LIGHT KIT (EXCLUDING ROOF)		
CLEANFIX AUTOCLEAN RADIATOR FAN		
BKT500/45R22.5 TIRES		
47" Flail Head		
HYDRAULIC 360 DEGREE HEAD ROTATOR		
SHIP TO: EVERGLADES EQUIPMENT GROUP  Homestead, FL 239-332-5045		\$205,000.04

ENERGREEN AMERICA INC  
1242 NOWELL DRIVE, SUITE B. AUGUSTA GA 30901  
OFFICE: 470-989-2600  
MIKE PERENY: 813-545-6185



**ILF ASPEN** 143HP



**ENERGREEN**<sup>®</sup> *America*  
Professional Machines 

SELF-PROPELLED  
HYDROSTATIC  
MACHINES



**ILF** SELF-PROPELLED

**SELF-PROPELLED**  
HYDROSTATIC MACHINES



# BRUSHCUTTER

## Professional Brushcutter

ILF **Aspen** is a suitable professional brushcutter to operate all year round in the care of road or forest green. It has a sturdy telescopic arm at the front from 19 ft or 23 ft meters, suitable both for overcoming obstacles in the work roadside cleaning, both for extension use, even vertically, to reach distant spaces. It also offers great operator comfort, with excellent visibility of work through a large window.

ILF **Aspen** is a machine extremely reliable and safe in any operating context and it turns out to be the best solution for municipalities, administrations and public bodies.

## ILF **ASPEN**



# STRENGTHS

## ILF ASPEN



## STRENGTHS



### Safety and Comfort

- FOPS-ROPS homologated cabin
- High visibility panoramic windscreen
- Excellent working ergonomics
- SCD Stability Control Device



### Quality

- Special steel reinforced frame
- Certified European components
- Deutz 143 HP EPA Tier 4f powerful engine
- Heavy Duty hydrostatic transmissions



### Multifunctional

- Sturdy 23 ft telescopic arm
- Many tools available
- Green maintenance
- Aerial pruning and forestry work



### Productivity

- Multifunctional telescopic arm
- Excellent manoeuvrability on all surfaces
- Easy and smart to use
- 360° visibility





# BRUSHCUTTER

## Naturally Green

## ILF ASPEN

Energreen is a specialist in machinery and accessories for vegetation management. Its remarkable experience has been transferred to this machine. ILF Aspen is unbeatable for works in vegetation maintenance along roads and other activities related to the public vegetation, with specific and reliable accessories.

ILF Aspen is the perfect solution, affordable and reliable for all road maintenance needs and requests.



# 360° VISIBILITY



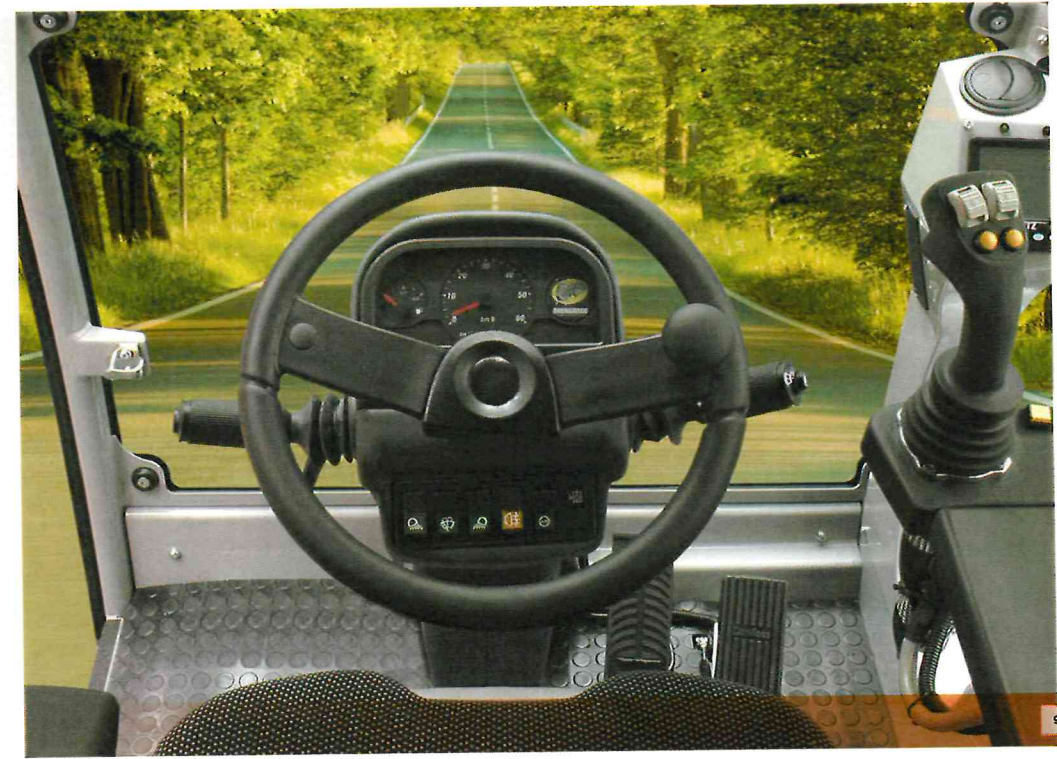
**GREAT VISIBILITY OF THE WHEEL**



## Complete Visibility of the Working Environment

The first surprising feature inside the cabin is the visibility, that guaranties maximum site lines for a full view on the working area.

The adjustable steering wheel, the comfortable seat, the ergonomics and intuitive devices establish a strong feeling between the operator and the machine with its fluidity in all drives in order to make operation easier every day.





# MANOEUVRABILITY



## Agility and Accuracy in the Movements

The polyvalent soul of this machine is highlighted also from the 4-wheel drive traction system, all steering, hydraulically configurable from the cab control in 3 different operating modes:

- 2 front steering wheels, for the maximum agility on road movement.
- 4 steering wheels, a system that halves the turning range of the machine, ideal for working in narrow areas.
- 4 parallel steering wheels (crab), useful for moving special tools or for moving away from an obstacle.

2 STEERING WHEELS



4 STEERING WHEELS CONCENTRIC



4 STEERING WHEELS PARALLEL





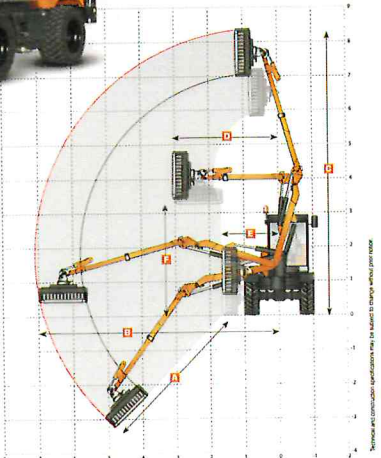
**FAST  
6  
FAST  
7**

# TELESCOPIC ARM



Telescopic arm has been designed to work with an extension up to 23 ft wide and 26 ft in height. Its particular geometry enhances the characteristics for road maintenance where you want a combination of mowing roadside and finishing work far from the roadside. The sturdy telescopic extension allows greater work agility and maximum performance even in difficult situations.

MOD.	A	B	C	D	E	F
FAST 6	11'5"	19'6"	23'9"	10'1"	5'2"	10'5"
FAST 7	17'5"	24'2"	28'8"	9'6"	5'5"	11'6"



## EQUIPMENT

THE SUITABLE TOOL FOR EVERY WORK

 <b>CONVEYOR HEAD</b>	 <b>FORESTRY HEAD</b>	 <b>SAW BAR</b>
 <b>CUTTER BAR</b>	 <b>POWER SHEARS</b>	 <b>STUMP GRINDER</b>
 <b>EXTRA TRUNK</b>	 <b>ORANGE PEEL GRAPPLE</b>	 <b>TRUNK PINCERS</b>
 <b>FORC-ONE</b>	 <b>DITCH CLEANER</b>	 <b>IRON BRUSH</b>



**NEW SPEED**  
47" and 59"  
**CUTTING HEAD**

Special steel frame - Frontal hydraulic opening (Optional)  
Adjustable roller - Five types of rotors  
Engine 35 cc (350 bar) - Cutting diameter 3 1/2" max.





**ROTATOR UNIT**  
ROTATOR UNIT FOR 180° EQUIPMENT ROTATION

EQUIPMENT

# TECHNICAL DATA

TECHNICAL DATA AND DIMENSIONS



**SIMPLE AND INTUITIVE JOYSTICK**

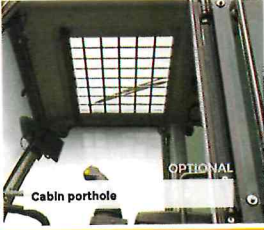
Simple and intuitive joystick equipped with a proportional distributor. It allows you to move up to 3 arm functions at the same time with an excellent gradual movement, and also allows the arm to be suspended in any position.



Large storage area for tools



Integrated steps



Cabin porthole **OPTIONAL**



Mudguards set **OPTIONAL**



Cleanfix® Reversible self cleaning **OPTIONAL**



Reverse gear camera **OPTIONAL**



Automatic greasing system for arm **OPTIONAL**



Tires **STANDARD**  
BKT 500/45 R 22,5



Tires **OPTION**  
ALLIANCE 600/50 22,5 331 8 F offset - 25

## ACCESSORIES & OPTIONAL

### CABIN

Cabin homologation	ROPS - FOPS (1 <sup>st</sup> Level)
Steering wheel	Adjustable
Joystick	Electronic
Air conditioning	Electronic
Rear glasses	Darkened anti UV
Adjustable seat	Air suspension
Power socket	12 V
Battery switch	Automatic

### ENGINE

Brand	Deutz TCD 3.6
Type	4 Cylinders Diesel
Power	143 hp (105 kW)
Injection	Common Rail - 4 valves for cylinders
Exhaust emissions	EPA Tier 4f
Alternator	120 A
Fuel tank capacity	42 gal
Fan	CLEANFIX (optional)
Pre-heating air engine intake	
Air intercooler radiator	
Reinforced cooler radiator	
Computer for visualization engine data	

### HYDRAULIC SYSTEM

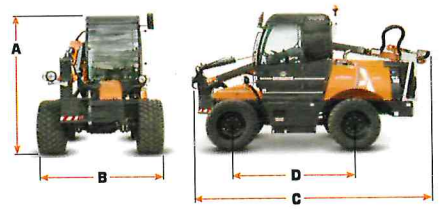
Pumps and motors in open circuits	
Arm movement	Gear
Brakes system	Gear
Steering system	Gear
Pumps and motors in closed circuits	
Cutting head pump	Piston
Translation pump	Piston
Hydraulic distributor	sections
Hydraulic oil	ISOVG H46
Oil pressure	210 - 230 bar

### TRANSMISSION AND BRAKES

Transmission	Hydrostatic
Traction	4x4 (permanent)
Steering radius	7 ft
Tires	Standard: 500/45 R 22,5 0 - 24 mph (continuous)
Speed variation	2 gears
Manual gearbox	Electronic control
Wheel alignment	Fixed
Front axle	Oscillating
Rear axle	2 steering axles
Steering axles	Front 100%
Axle block	Rear 100%
Parking brake	Negative
Service brakes	6 discs

### SIZE AND WEIGHT

A Height	116 in
B Width	89 in
C Length	222 in
D Wheelbase	96 in
Weight	20,000 lbs





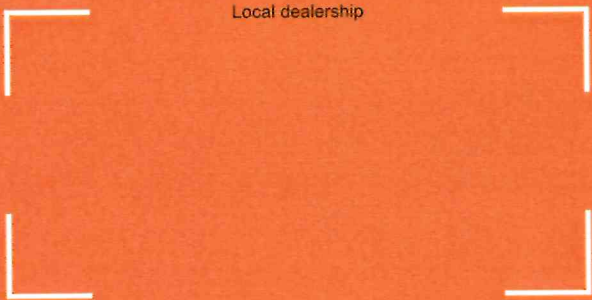


**ILF ASPEN**

     **ENERGREENAMERICA.COM**



# SELF-PROPELLED HYDROSTATIC MACHINES



Local dealership



ENERGREEN America · 1242 Nowell Dr · Augusta · GA 30901 · USA  
Phone CA 510 593 3144 · Phone CA 706 945 2800  
info@energgreenamerica.com · www.energgreenamerica.com

PROFESSIONAL MACHINES AND EQUIPMENT

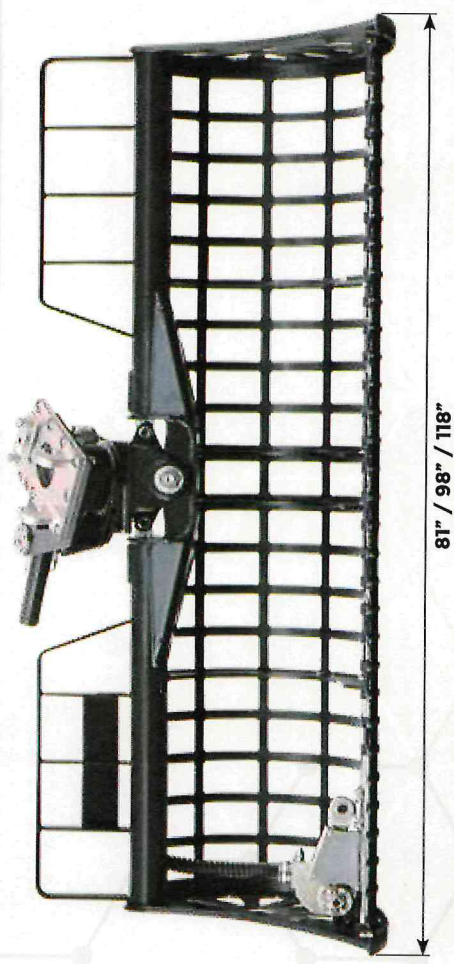
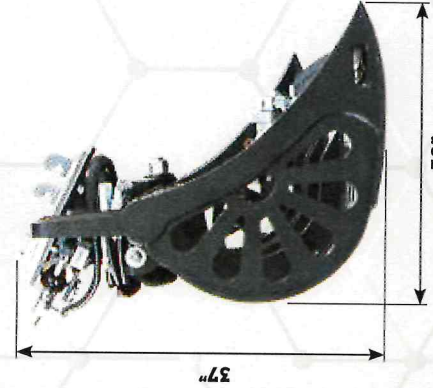


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Professional Machines

# RIVER BUCKET



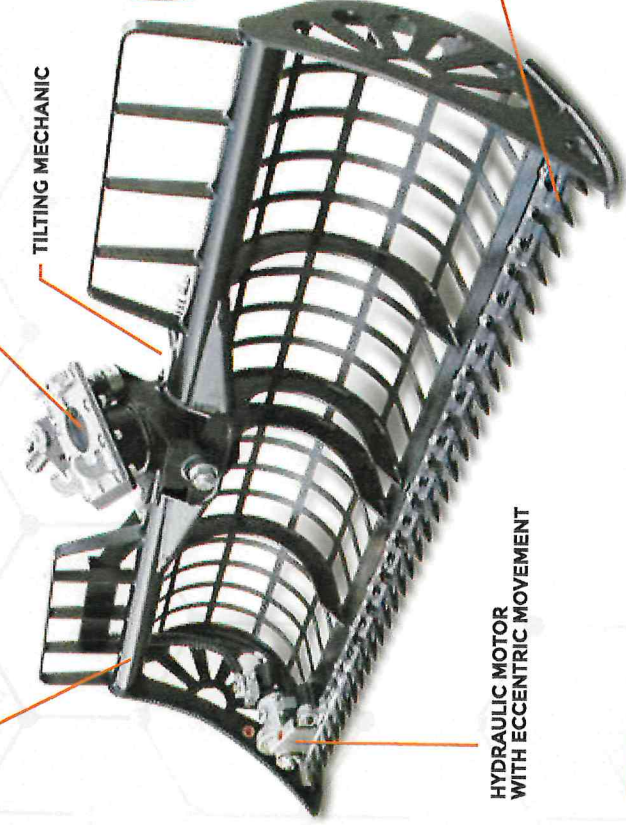
TECHNICAL DATA SHEET WEEDING/MOWING BUCKET

# RIVER BUCKET

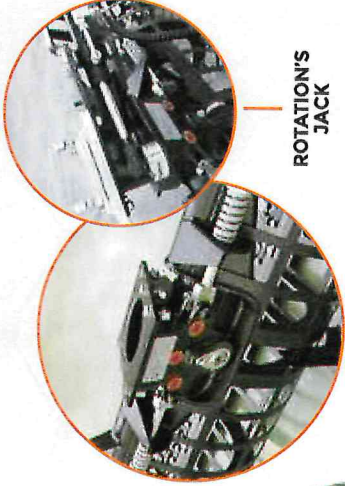
ENTIRELY BUILT WITH STEEL HARDOX®

MECHANICAL QUICK COUPLINGS

TILTING MECHANIC



HYDRAULIC MOTOR WITH ECCENTRIC MOVEMENT



ROTATION'S JACK

CUTTING BLADES IN TUNGSTEN CARBIDE



**RIVER BUCKET** is a sturdy professional mowing bucket, useful in reclamation work, for cleaning the banks of canals, rivers, water slides, dams, etc. It can be completely submerged under water to cut and remove any type of vegetation present, in order to avoid the obstruction of the regular flow of water. It is equipped with quick couplings for quick hooking to the boom, a mechanical tilting system for self-leveling, a hydraulic jack that regulates its inclination and strong tungsten carbide cutting blades moved by an orbital motor with eccentric movement. River Bucket is entirely made of high-resistance Hardox® steel and available in three different working widths: 79" - 98" - 118".



## TECHNICAL DATA

Working width	<b>RIVER BUCKET 79"</b>	<b>RIVER BUCKET 98"</b>	<b>RIVER BUCKET 118"</b>
Relief valve	78"	96"	120"
Material	Std	Std	Std
Type of hydraulic motor	Hardox® 450	Hardox® 450	Hardox® 450
Pressure working	Orbital	Orbital	Orbital
Flow rate	200 bar / 4351 psi	200 bar / 4351 psi	200 bar / 4351 psi
Weight	14 gal/min	14 gal/min	14 gal/min
	595 lb	705 lb	815 lb



**ENERGREEN®**  
Professional Machines

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Phone CA 510 593 3144  
Phone GA 706 945 2800  
info@energreenamerica.com

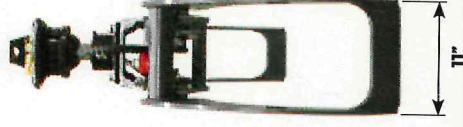
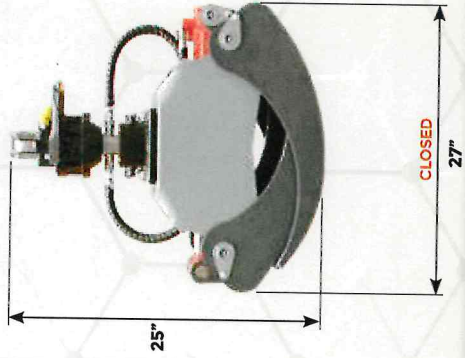


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Professional Machines

# TRUNK PINGERS



TECHNICAL DATA SHEET TRUNK PINGERS

# TRUNK PINCERS



HYDRAULIC ROTATOR  
(OPTIONAL)

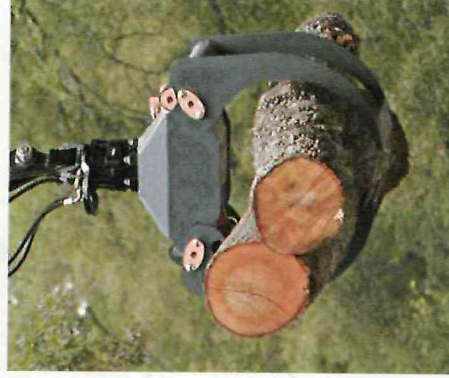


HYDRAULIC JACK



ENTIRELY BUILT  
IN STEEL

**TRUNK PINCERS** is an agroforestry gripper for handling tree trunks. It offers an optimal grip of the load, through the particular geometry, designed to give a closing force superior to the standard. It is made of high strength and flexible materials to allow a quick and safe grip of the material to be moved. It has pins with internal lubrication.



## TECHNICAL DATA

Ø trunk min-max	3" / 19"
Pressure	210 bar / 3045 psi
M <sup>2</sup>	2 ft <sup>2</sup>
Force	15 kN
Load capacity	1873 lb*
Weight	154 lb

\* Maximum weight that can be lifted from the 3P telescopic arm.



**ENERGREEN<sup>®</sup> America**  
Professional Machines

1242 Nowell Dr · Augusta · CA 30901 · USA  
Phone CA 510 593 3144  
Phone GA 706 945 2800  
info@energreenamerica.com



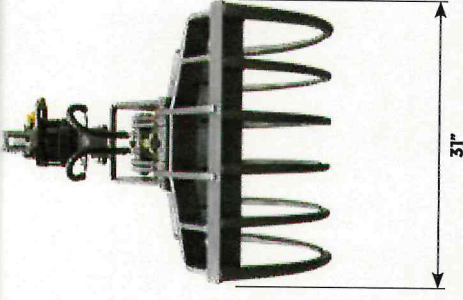
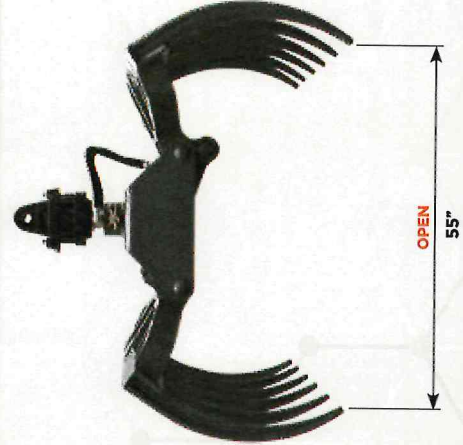
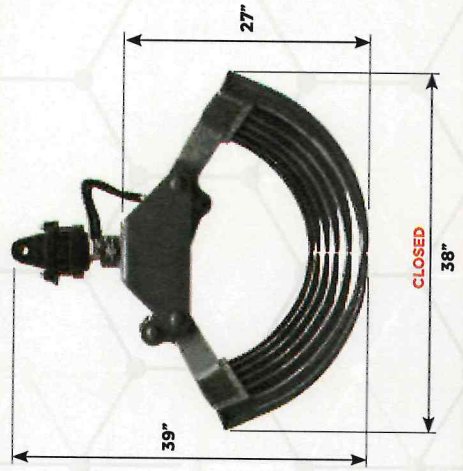
WWW.ENERGREENAMERICA.COM



**ENERGREEN**<sup>®</sup>  
Professional Machines



**FORG-ONE**



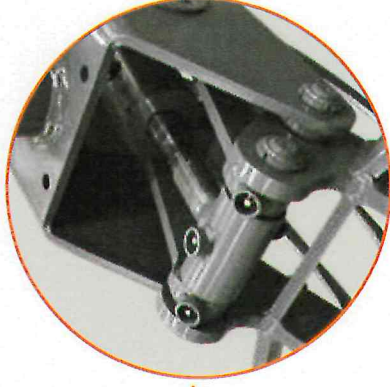
TECHNICAL DATA SHEET AGRICULTURAL AND FOREST GRABS

# FORC-ONE

360°



HYDRAULIC ROTATOR  
(OPTIONAL)



HYDRAULIC JACK

ENTIRELY  
BUILT IN STEEL

**FORC-ONE** is a clamp with horizontal cylinder for agricultural use and maintenance of green areas is suitable for the handling of manure, pruning, wooden branches and little logs. It has been designed with high yielding level pressed teeth which allow a fast and solid grip of the material.

#### TECHNICAL DATA

Working width	31"
No. teeth	12
Pressure	250 bar / 3625 psi
Load capacity	1433 lb
Weight	363 lb



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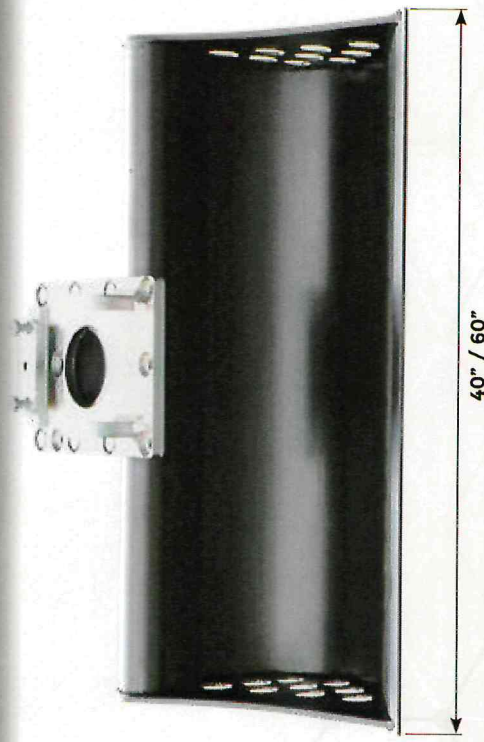
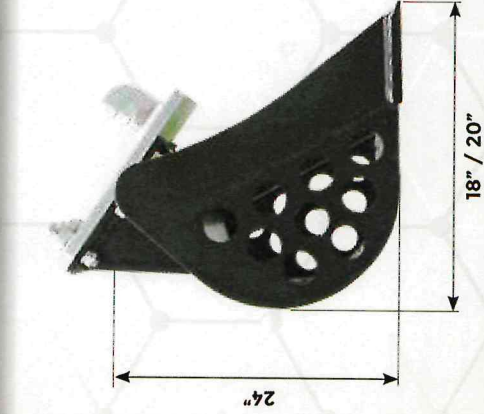


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**ENERGREEN<sup>®</sup>** *America*  
Professional Machines

# DITCHBUCKET



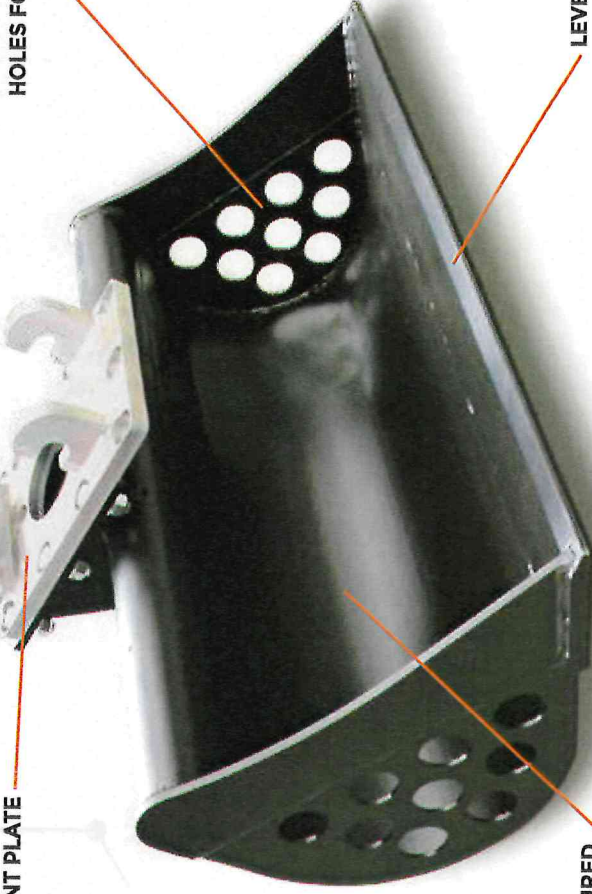
TECHNICAL DATA SHEET DITCH CLEARING BUCKET 40" / 60"



# DITCH BUCKET

QUICK ATTACHMENT PLATE

HOLES FOR WATER SPILL



FULLY MANUFACTURED  
IN HARDOX® 400 STEEL

LEVELING BLADE

**DITCH BUCKET** designed for professional use in green maintenance. Created primarily for all maintenance works in embankments and roadsides and cleaning of canals, rivers, water drains and environmental remediation works, where the shredded material collection is necessary in order to prevent clogging of the regular flow of water. The Ditch Bucket is available in two working widths of 40" or 60". The bucket has been designed to be fitted with a special fastening plate fastened to the Energreen self-propelled ILF range telescopic booms.



## TECHNICAL DATA

Working width	<b>DITCH BUCKET 40"</b>	<b>DITCH BUCKET 60"</b>
Height	40"	60"
Working depth	24"	24"
Working pressure	18"	20"
Load capacity	220 bar / 3190 psi	220 bar / 3190 psi
Weight	3,5 ft <sup>3</sup> 176 lb	7 ft <sup>3</sup> 286 lb



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Phone CA 510 593 3144  
Phone GA 706 945 2800  
info@energreenamerica.com



[WWW.ENERGREENAMERICA.COM](http://WWW.ENERGREENAMERICA.COM)

COST PROPOSAL FOR PROFESSIONAL SERVICES



**Date:** September 13, 2021

**To:** City of Okeechobee  
55 SE 3rd Avenue  
Okeechobee, FL 34974

**Attention:** Gary Ritter  
City Administrator

**Project:** 2022 Florida Recreation Development Assistance Grant (FRDAP)

**File No.:** 2021-320

**Description of Services:** Grant preparation and submission services for one (1) 2022 Florida Recreation Development Assistance Grant (FRDAP) for Parks off Park Street.

**Compensation:** Compensation shall be in the lump sum of Three Thousand Dollars and No Cents (\$3,000)

Upon your acceptance, a signed copy of this form will serve as your written authorization to proceed with the description of services as noted above.

Thank you very much for this opportunity to be of service to the City of Okeechobee

**RMPK Fun**

A handwritten signature in black ink, appearing to be "RR" with a long horizontal stroke extending to the right.

By: \_\_\_\_\_  
Ryan A. Ruskay  
President

Date: September 13, 2021  
\_\_\_\_\_

**APPROVED BY** City of Okeechobee

By: \_\_\_\_\_  
Gary Ritter  
City Administrator

Date: \_\_\_\_\_

## SCOPE OF SERVICES

### Grant Preparation

- Research and obtain necessary documents for the grant application
- Complete any/all pre-application requirements and registrations.
- Prepare and submit grant application and required forms for evaluation
- Handle all follow up requests from Grantor relating to the application
- Attend or coordinate any meetings necessary for the grant application
- Prepare materials and make presentation as needed
- Act as a liaison between the City and the Grant Agency
- Provide City with updated timelines and information concerning the funding process



## FUNDING OPPORTUNITY

### 2022 Florida Recreational Development Assistance Program (FRDAP) Regular Application Cycle

The Florida Department of Environmental Protection provides funds through the Florida Recreational Development Assistance Program's competitive grants for the acquisition or development of outdoor recreational facilities. Any municipality may apply for up to two FRDAP grants during each funding cycle, but may only have three FRDAP grants active at one time.

#### Eligible Activities include but are not limited to:

Basketball Courts, Field Lighting, Boating Facilities, Beach Access, Playgrounds, Soccer Fields, Tennis Courts, Baseball/Softball Facilities, Sports lighting, Trails, Picnic Facilities, Fishing/Nature Piers, Outdoor Amphitheatres, Dog Parks, Cultural Facilities, Support Facilities and any other outdoor recreation or open space elements.

**Application Deadline: October 15, 2021**

**Maximum Grant Amount:** \$50,000- \$200,000 (2 applications are permitted for each cycle)

**Eligible Costs:** **Project costs from July 1, 2021 and on are reimbursable.**

**Grant preparation fees are eligible to be reimbursed as a part of the grant.**

**Match: Grants up to \$50,000 have no matching fund requirement.**

Grants more than \$50,000 and up to \$150,000 have a 25% matching funds requirement.

Grants over \$150,000 have a 100% matching funds requirement.

1  
2  
3 **RESOLUTION NO. R-2017-032**

4 **A RESOLUTION OF THE CITY COMMISSION OF THE CITY**  
5 **OF OAKLAND PARK, FLORIDA, DETERMINING THAT RMPK**  
6 **FUNDING, INC. IS THE MOST RESPONSIVE AND MOST**  
7 **RESPONSIBLE BIDDER FOR GRANT MANAGEMENT**  
8 **SERVICES; PROVIDING THAT THE PROPER CITY OFFICIALS**  
9 **ARE AUTHORIZED TO EXECUTE A CONTRACT FOR THE**  
10 **SERVICES IN WHICH IS ATTACHED AS EXHIBIT "A";**  
11 **PROVIDING FOR CONFLICTS; PROVIDING FOR**  
12 **SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

13 WHEREAS, the City has sought competitive bids for grant management  
14 services;

15  
16 WHEREAS, a selection committee comprised of staff members evaluated the  
17 bids and has made a recommendation to the City Commission;

18  
19 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION**  
20 **OF THE CITY OF OAKLAND PARK, FLORIDA, THAT:**

21  
22 Section 1. The foregoing "WHEREAS" clause is true and correct and hereby  
23 ratified and confirmed by the City Commission. All exhibits attached hereto are hereby  
24 incorporated herein.

25  
26 Section 2. The City Commission of the City of Oakland Park, Florida hereby  
27 accepts the recommendation as submitted by the City's selection committee and  
28 determines that RMPK FUNDING, INC. is the most responsible and most responsive  
29 bidder for grant management services;

30  
31 Section 3. The City Commission of the City of Oakland Park, Florida hereby  
32 approves and authorizes the appropriate City official to execute a contract with RMPK  
33 FUNDING, INC. for grant management services; a copy of the contract is attached  
34 hereto as Exhibit "A".

35  
36  
37 Section 4. All Resolutions or parts of Resolutions in conflict herewith, be  
38 and the same are repealed to the extent of such conflict.

39  
40 Section 5. If any clause, section or other part of this Resolution shall be  
41 held by any court of competent jurisdiction to be unconstitutional or invalid, such  
42 unconstitutional or invalid part shall be considered as eliminated and in no way  
43 effecting the validity of the other provisions of this Resolution.





**CITY OF OAKLAND PARK  
3650 NE 12<sup>th</sup> Avenue  
Oakland Park, FL 33334**

**AGREEMENT for GRANT MANAGEMENT SERVICES**

This AGREEMENT, made this 5 day of April, 2017, by and between the City of Oakland Park, acting herein through its City Manager, hereinafter called "OWNER", and RMPK Funding, hereinafter called "CONTRACTOR".

WITNESSETH, that the parties hereto do mutually agree as follows:

ARTICLE I

That for, and in consideration of, the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the work described as follows:

The Contractor will provide services as identified in CONTRACTOR' s proposal submission for RFP #030917 (copy attached)

All terms, conditions and provisions of RFP #030917 are incorporated herein by reference and made specific part hereof.

ARTICLE II

In accordance with the Proposal, the Contractor shall furnish at his own expense all labor, vehicles, materials, tools and equipment needed to perform the services required.

Annual management fees and per-application fees shall be made in accordance with the terms of the Proposal. For grant applications not contemplated in the proposed pricing, a cost will be negotiated prior the issuance of a work authorization.

The Contractor shall also disclose to the Owner should the Contractor be engaged to provide grant writing, application support services, or any other paid services to another jurisdiction or entity in pursuit of the same grant funding as the Owner.

ARTICLE III

The initial term of this Agreement shall be for a period of two (2) consecutive years. If mutually agreed upon, the contract may be renewed for two additional two (2) year terms for a total maximum contract period of six (6) years.

R-2017-03a

#### ARTICLE IV

If it is determined that it is in the best interest of either party of the Agreement to terminate this Agreement prior to the expiration date, for cause, a thirty (30) calendar day written notice shall be given by the party wishing to terminate this Agreement.

#### ARTICLE V

Contractor agrees to indemnify and save CITY, its public officials, agents, servants and employees harmless from and against any and all claims arising out of or in any way connected with the willful misconduct or negligence of the contractor, or its employees, to protect the CITY and its interests from such actions of the contractor or sub-contractors. Contractor further agrees to reimburse CITY for any and all court costs and other expenses, including reasonable attorney's fees incurred by CITY in defending any action, at both the trial and appellate levels, including paralegal expenses associated therewith, brought against CITY for injury or damage claimed to have been suffered as a result of or in any way connected with contractor's willful misconduct or negligence or that of its employees.

#### ARTICLE VI

Nondiscrimination Equal Employment Opportunity and Americans With Disabilities Act:

Contractor shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement. Contractor shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by this Agreement, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, CONTRACTOR shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship) and accessibility.

Contractor's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation, gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully used as a basis for service delivery.

Contractor shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 162) in performing any services pursuant to this Agreement.



ARTICLE VII

Public Records

The City of Oakland Park is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
2. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
4. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT**

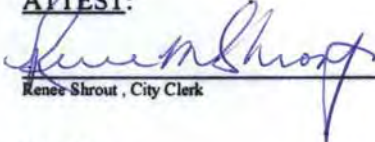
**Renee M Shrout, CMC  
City Clerk  
City of Oakland Park  
3650 NE 12 Avenue  
Oakland Park Fl. 33334  
954-630-4298  
renees@oaklandparkfl.gov**

The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the City shall enforce the Default in accordance with the provisions set forth in ARTICLE IV.

**AGREEMENT:**

IN WITNESS WHEREOF, the parties to these presents have executed this contract in three (3) counterparts, each of which shall be deemed an original, in the Year and Day first mentioned above.

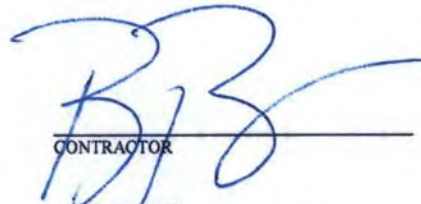
**ATTEST:**

  
\_\_\_\_\_  
Renee Shrout, City Clerk

  
\_\_\_\_\_  
David Hebert, City Manager

(SEAL)

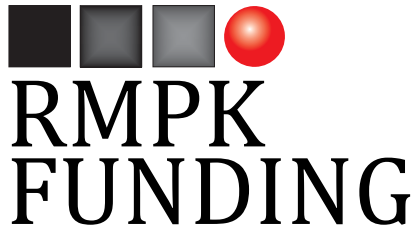
  
\_\_\_\_\_  
WITNESS (as to CONTRACTOR)  
  
\_\_\_\_\_  
WITNESS (as to CONTRACTOR)

  
\_\_\_\_\_  
CONTRACTOR

**ADDRESS:**  
601 Heritage Dr. #402

\_\_\_\_\_  
Jupiter, FL 33458  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE:** 561-745-2401  
\_\_\_\_\_



Public Funding • Governmental Advocacy • Economic Development

**RFP# 030917**

**Professional Services  
for  
GRANT MANAGEMENT CONSULTANT  
for the  
City of Oakland Park, Florida**



601 Heritage Blvd. #402  
Jupiter, Florida 33458  
Ph: (561) 745-2401  
Fax: (561) 746-3380  
rruskay@rmpkfunding.com

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**TITLE PAGE**

**PROPOSAL: RFP# 030917  
Grant Management Consultant  
City of Oakland Park**

**PROPOSER: RMPK FUNDING  
Ryan Ruskay, President  
601 Heritage Dr. #404  
Jupiter, FL 33458  
(561) 745-2401  
[www.rmpkfunding.com](http://www.rmpkfunding.com)**

**Date: March 9, 2017**



March 9, 2017

City of Oakland Park  
Financial Services/Purchasing Division  
3650 NE 12th Avenue  
Oakland Park, FL 33334

**Re: RFP# 030917, Grant Management Consultant**

Dear City of Oakland Park:

Enclosed please find our proposal for grant consulting services for the City of Oakland Park. We are pleased to have the opportunity to submit this proposal for your review.

In the past 14 years, we have successfully obtained 145 million dollars in grant funding, most of which has allowed our clients to develop a wide range of capital projects. RMPK Funding is highly qualified to handle the grant needs of the City of Oakland Park for several reasons:

- (1) ***Firm Experience*** - RMPK Funding understands the intricacies of researching, planning and obtaining funding from all types of public funding sources. We know the key people in local, state, and federal funding programs and, throughout the years, have established excellent working relationships with them. We have had proven success in bringing millions of dollars to local communities, as well as performing grant administration to bring projects to a successful completion.
- (2) ***Key Personnel Qualifications*** - All members of our grant staff will comprise the core team available to the City of Oakland Park. RMPK Funding is in the unique position of having a full-time grants staff that possesses unparalleled diversity and experience. Our core team members have worked directly with local, state, and federal officials on every level during the last fourteen years to obtain over 145 million dollars in grant funding for local communities throughout the State of Florida. The project manager for the City of Oakland Park will be Ryan A. Ruskay. In addition to Mr. Ruskay, Joseph Dawson will also be responsible for grant proposal and management services.
- (3) ***Prime Location*** - RMPK Funding is firmly well-established throughout the State of Florida. One of the main goals of our firm is to establish good working relationships within the communities that we serve. We believe that our close proximity and involvement within the community will create a beneficial working relationship. Our office, located in Jupiter, will be responsible for serving the City of Oakland Park.



City of Oakland Park  
RFP # 030917 Grants Management Consultant  
March 9, 2017  
Page 2

- (4) **Priority of Scheduling** - We best meet the needs of our clients by making it a priority to accomplish our work within your schedule, not ours. Our goal is to provide you with our services in order for your staff to serve the community as they were originally intended. Additionally, we are cautious with the number of communities we serve simultaneously, such to devote a better quality of service to each.
- (5) **Local Knowledge** - Understanding the needs of your community and staff is the most important aspect of our services. We have already completed preliminary research into the funding opportunities that are available for the City of Oakland Park and are prepared to begin serving the City upon request.
- (6) **Value** - Bringing funds to local communities, takes time and knowledge. We feel that the comprehensive grant services we offer in relation to our costs present the greatest value to your community. Please remember that our services not only bring tremendous grant opportunities, but also allow your staff to devote more of their valuable time to serving the residents of the City of Oakland Park.

Thank you for considering our proposal. Please feel free to contact me at 561-745-2401 or by email at [rruskay@rmpkfunding.com](mailto:rruskay@rmpkfunding.com).

Sincerely,



Ryan A. Ruskay, President  
RMPK Funding

## **Firm Profile**

RMPK FUNDING is a professional service firm located in Jupiter, Florida. Incorporated in the State of Florida June 5, 2002, RMPK FUNDING specializes in obtaining alternative funding for municipalities across Florida. We currently represent 24 municipalities throughout the State of Florida. Over the last fourteen years, RMPK Funding staff of three grant professionals has worked with local communities to obtain \$145 million in funding. These funding programs have helped our clients complete road and infrastructure projects, trails, cultural facilities and all types of recreational facilities. In addition, we have been successful in working with FEMA and other State and Federal Agencies in securing hurricane and disaster related funding.

Our staff specializes in funding opportunities and has a wide range of experience in local, state and federal programs. In addition to obtaining grant funding, our staff provides a number of our clients with grant administration and strategic planning.

Our corporate philosophy, to maintain a professional and attentive relationship with our clients, results in our ability to assess the needs of your community and to help address them by obtaining the necessary funding and project completion. We are committed to providing excellence and quality in all of the services we provide.



## Our Clients

**RMPK Funding has provided grant application preparation for the following municipalities:**

City of Margate	City of Oakland Park
City of Sanford	Village of Virginia Gardens
City of Oviedo	Town of Hypoluxo
City of Clermont	Village of Royal Palm Beach
City of Coconut Creek	Town of Juno Beach
City of Cooper City	Village of Tequesta
City of Kissimmee	City of Riviera Beach
City of Longwood	Village of Palm Springs
City of Fellsmere	Village of Wellington
Barefoot Bay Recreation Dist.	City of Homestead
City of Seminole	City of Winter Springs
Town of Jupiter	Town of Bay Harbor Islands
City of Parkland	Village of Key Biscayne
Village of North Palm Beach	Indian Trail Improvement District

**RMPK Funding has provided grant management services for the following municipalities:**

City of Longwood	City of Clermont
City of Oakland Park	Village of North Palm Beach
City of Parkland	City of Sanford
Village of Key Biscayne	Village of Tequesta
Barefoot Bay Recreation Dist.	City of Seminole
Village of Wellington	Indian Trail Improvement District
Village of Virginia Gardens	City of Kissimmee

## Municipal Client References

Name of Project: **West Lake Wetlands Stormwater Park**

Project Description:

Obtained Regional, State and Federal grants in the amount of \$2,217,668 for the development of a new stormwater facility and waterfront park. The site includes several BMP's and recreational and cultural facilities.

Contact Name: James Kinzler, Assistant City Manager

Phone: 352-241-7339

Email: [JKinzler@clermontfl.org](mailto:JKinzler@clermontfl.org)

Name of Project: **Anchorage Park and Marina**

Project Description:

Obtained over \$2,600,000 in grant funding for redevelopment of the Anchorage Park site. Funding was awarded for trails, fishing facilities, boat facilities and various active outdoor elements such as playgrounds.

Contact Name: Chuck Huff, Development Director

Phone: 561-841-3380

Email: [chuff@village-npb.org](mailto:chuff@village-npb.org)

Name of Project: **Indian Trail Improvement District**

Obtained Regional, State and Federal grants in the amount of \$1,750,000 for the development of a new stormwater/drainage facilities, sidewalks, parks, cultural facilities and trails.

Contact Name: James Shallman, District Manager

Phone: (561) 793-0874

Email: [Jshallman@indiantrail.com](mailto:Jshallman@indiantrail.com)

Name of Project: **Parkland Energy Efficient Lighting Retrofits**

Project Description:

Obtained State and Federal grants in the amount of \$770,000 for the installation of new, energy efficient lighting at several city parks.

Contact Name: Todd DeAnglis

Phone: (954) 757-4126

Name of Project: **Losner Park/Seminole Theater**

Obtained State and Regional Funding for the renovation of Losner Park and the adjacent Seminole Theater. \$1,050,000 was obtained for the renovation to the Theatre and \$600,000 has been obtained to date for the upcoming improvement to the park.

Contact Name: Dennis Maytan, Parks and Recreation Director

Phone: (305) 224-4570

Email: [dmaytan@cityofhomestead.com](mailto:dmaytan@cityofhomestead.com)

## **Ryan A. Ruskay** **President**

Mr. Ruskay has more than 16 years of extensive experience in the evaluation and management of various state and federal funding programs, obtaining \$185 million dollars in the past nine years. He has worked with a wide range of local governments to find and obtain the funding necessary to make their capital projects a success. His projects consistently place in the top percentages of funding programs on the local, state and federal level. Mr. Ruskay’s experience includes obtaining funding for land acquisition, transportation projects, cultural facilities and public safety projects. In addition to assisting local communities throughout the state in obtaining funding for capital projects, Mr. Ruskay and the staff at RMPK Funding have developed Capital Improvement and Strategic Funding Plans for many of their clients.

Beginning his career with the State of Florida, Mr. Ruskay managed such programs as the Florida Recreational Development Assistance Program and the Florida Boating Improvement Program. Besides acting as Project Manager for hundreds of projects across the entire state, he has been actively involved in the evaluation and selection of State and Federal grant applications. This experience, combined with his relationships with many key funding coordinators on the local, state, and federal level, will ensure that the clients of the RMPK Funding have the best opportunity to receive funding.

### **MUNICIPAL PROJECTS FUNDED**

Emergency Facilities Park  
Land Acquisition Park  
Facilities Recreation Grants  
Social Services Stormwater  
Improvements Sanitary Sewer  
Systems Street & Drainage  
Projects State Revolving Fund  
Loans Cultural Facilities  
Historic Preservation  
Hurricane Mitigation Urban  
Reforestation Community  
Development Block Grants

### **Activities related to the management of local, state and federal funding programs:**

- Florida Recreational Development Assistance Program, Project Manager
- Land and Water Conservation Fund, Program Manager
- Recreational Trails Program, Project Manager
- Florida Boating Improvement Program, Program Manager
- Department of Environmental Protection’s Legislative Line Item Program, Project Manger
- Corzo, Castalla, Carballo, Thompson, Salman, P.A., Coral Gables, Florida, Funding Director

# **Ryan A. Ruskay**

## **President**

### **Activities related to the evaluation of local, state and federal funding programs:**

- 1998 - 1999 National Recreation Trails Program Council Member - Evaluated NRTPC applications and prioritized projects for funding. Funding originated from the federal government and was administered by the State.
- 1999 - 2001 FRDAP Evaluation Team Member - Participated in the evaluation of FRDAP applications. The Team determined scores for each project which resulted in a priority list that was presented to the Florida Legislature.
- Development of Capital Improvement Plans for the City of Oviedo, Town of Hypoluxo and the City of Key Colony Beach
- Development of Strategic Funding Plans for the Town of Bay Harbor Islands, Town of Jupiter, New Smyrna Beach CRA, City of Cocoa Beach CRA and City of Doral, City of Lenexa, Buckhead Greenspace Action Plan

### **Featured Speaker - Lectures on planning and obtaining funds for capital projects:**

- Florida Finance Officers Association
- Florida Recreation and Parks
- Association Florida League of Cities
- Florida Association of Special Districts
- Florida Engineering Society

### **EDUCATION**

Bachelor of Science, Political Science  
Florida State University

## **Joseph W. Dawson Grant Manager**

Mr. Dawson works closely with our clients to prepare funding proposals and assist with post-award management services. He has experience in obtaining a wide variety of funds in all areas of governmental projects including cultural facility development, land acquisition, stormwater and infrastructure development. He also prepares “Funding Opportunities,” a publication created for our clients outlining grant news and upcoming funding sources.

Mr. Dawson has extensive experience in capital projects with over 20 years of construction management experience. This experience lends to his ability to assist our clients in developing successful proposals and better enables them to present a clear, concise and effective message to state and local officials.

Experience in the preparation of funding proposals includes the following programs:

Florida Communities Trust	Florida Recreation Development Assistance Program
Recreational Trails Program	Transportation Enhancement Program
Hazard Mitigation Grants	Cultural Facilities Grant Program
Land and Water Conservation Grant	Florida Boating Improvement Program
Urban and Community Forestry	Public Lands Grant Program
Florida Inland Navigation District	Coastal Partnership Initiative
Boating Infrastructure Grant	Coastal Partnership Initiative
Waterway Assistance Program	SFWMD Funding Program
Emergency Management Grants	Historic Preservation and Planning Grants
Assistance to Firefighters Grants	Farmer’s Market Promotion Program

Experience in the management of the following programs includes the preparation of state and federal forms for status reports, reimbursement requests and project completion certifications:

- Section 319 Non-Point Pollution Program
- Florida Recreation Development Assistance Program
- Recreational Trails Program
- Cultural Facility Grant Program
- Land and Water Conservation Fund
- Cultural Facilities Program
- Coastal Management Grants
- Division of Forestry Programs
- Florida Communities Trust

## **IMPLEMENTATION OF THE SCOPE OF SERVICES, OUR METHODOLOGY**

As we have learned from our lengthy experience in assisting local governments, the relationship established between our staff and that of the community is the most important factor in determining funding success. It is through the cooperation of community personnel that we are best able to identify the needs of your community and help address them by obtaining the necessary funding and project completion.

After we have established a positive working relationship with your staff, we will, with their assistance, visit project sites and review program objectives. It is at this point we can begin to select projects and programs that would be suited to receive funding.

Once this initial learning process is out of the way, it's time to roll up our sleeves and really get to work. Immediately, we will begin to research potential funding sources and pair these sources with your projects based on need and our evaluation of the potential for the project to receive funding. Our method of "grant stacking" will allow each of your projects to draw funding from several sources therefore maximizing your budget dollar.

Once funding is received, our work with your staff will continue. While obtaining a grant is usually thought of as the most complicated part of this process, the management of grant funds and project construction can prove to be quite complicated and time consuming. Our job is not complete until we bring your project to a successful end.

### **Getting to Know You:**

- Meet with appropriate community staff, including community leaders and financial planners.
- Use our experience to address your needs and target those projects with greatest opportunity to receive funding.
- Accumulate all the necessary documentation to assist us in obtaining grant funds.

### **Coming Up with a Plan:**

- Work with the community and develop a Strategic Grants Plan that gives a tentative schedule of what funding sources we will be pursuing
- We work for the community; and that means that your schedule, ideas, and needs are what we will concentrate on.

### **Doing What We Do Best:**

- Research, obtain, and manage grant funds for you.
- Use proven project management techniques to bring project to successful completion.

## STRATEGIC PLANNING

RMPK Funding is the State's leader in the development of strategic funding plans for local governments. These plans have provided direction and funding opportunities for infrastructure facilities, parks, trail networks, emergency management and cultural facilities which have resulted in millions of dollars in alternative funding.

RMPK Funding will work closely with City staff to determine the needs of your community. After this thorough needs assessment, careful selections of funding opportunities on the federal, state and local levels will link specific elements to appropriate sources and stretch matching funds.

The following are examples of RMPK's experience in developing strategic plans:

- **New Smyrna Beach Strategic Funding Plan**
- **City of Panama City CRA Waterfront Plan**
- **City of Cocoa Beach CRA Strategic Funding Plan**
- **Buckhead Greenspace Action Plan**
- **Pasco County Parks and Open Space Master Plan**
- **City of Kissimmee Lakefront Park Master Plan**
- **City of Doral Parks Master Plan sd**
- **City of Ft. Lauderdale Parks & Recreation Master Plan**
- **City of Lenaxa, KS Parks and Open Space Plan**

### Scope of Services

1. Assess current grant funding status including:
  - prior awards
  - active grant projects
  - pending funding requests
2. Determine potential funding sources for which the City would be eligible. A listing of sources will include grant program information such as management agency, amount, past funding levels and types of projects funded.
3. Analyze priorities and determine project categories for future funding.
4. Link funding opportunities to specific project and/or project categories.
5. Develop funding schedule based upon priorities identified during planning process
6. . The strategic funding plan can range from 2 to 5 years. A typical strategic funding plan will include the following components:
  - Assessment of current funding status
  - Resources of potential funding opportunities
  - Designate funding opportunities to be used with specific projects
  - Funding schedule to provide direction in pursuing alternative funding sources

## Project Example: Strategic Funding Plan for the Panama City CRA

With a priority list of projects from the residents and staff, RMPK FUNDING developed an extensive Strategic Funding Plan for the CRA's priority projects. Below is an example of a page from the Strategic Funding Plan.

### Sunset Point Promenade/Parkway

#### Development

Funding Program	Grant Amount	Match Requirement	Types of Eligible Elements	Anticipated Deadline
Recreational Trails Program (RTP)	\$200,000	20%-50%	Trails, Landscaping, Signage, Design	March
Land & Water Conservation Fund (LWCF)	\$200,000	100%	Trails, Pavilions, Boating Facilities, Bulkheads, Restrooms, Landscaping, Parking, Design	February
Florida Recreational Development Assistance Program (FRDAP)	\$200,000	0%-100%	Trails, Pavilions, Boating Facilities, Bulkheads, Restrooms, Landscaping, Parking, Design	September
Transportation Enhancement Program (TEP)	\$750,000	0%	Trail Construction	April
Urban and Community Forestry	\$10,000	50%	Landscaping: Tree planting	April
American Dermatology Academy	\$8,000	0%	Shade Structures	April
Boating Infrastructure Program	\$1,500,000	25%	Boating Facilities: Slips, bulkheads, support facilities.	September
Florida Boating Improvement Program	\$200,000	5%	Boating Facilities: Docks, Piers, support facilities	April
State Clean Energy Grants	\$500,000	0%	Lighting	October
Urban Water Small Matching Grant	\$60,000	5%	Signage, Innovative Water Quality Projects	January
Environmental Education Grant	\$5,000	25%	Interpretive Signage	May
Coastal Partnership Initiative	\$30,000	100%	Piers, Docks, Coastal Access, Signage, Shelters, Pathways	February
Energy Efficiency Conservation Block Grant	\$1,200,000	0%	Lighting	October

- Awards or current projects may affect the ability of the City to obtain listed grants.
- Grant amounts are based on maximum award possible. The cost of elements will ultimately determine the maximum amount to be obtained.
- Other funding opportunities may be available; however, those listed are stable grant programs that normally occur every year. This list does not include line item appropriations from any local, state or federal government.
- "Rolling" signifies that grant applications are accepted throughout the year.



## GRANT PREPARATION

Securing more than \$145,000,000 in funding in the past 14 years, RMPK Funding Staff has extensive experience with a wide range of federal, state and local funding programs. RMPK Funding founder and president, Ryan Ruskay started his career managing state and federal grant programs for the State of Florida which included not only the evaluation of grant applications, but also developing the rules and regulations for several programs. This in-depth knowledge give our clients an advantage as their project complete for grant funds.

### Scope of Services

1. Research and obtain necessary documents for the grant application
2. Prepare and establish on-line accounts for grant agencies
3. Prepare and submit grant application for evaluation
4. Handle all follow up requests from State relating to the application
5. Attend or coordinate any meetings necessary for the grant application
6. Prepare materials and make presentation as needed
7. Act as a liaison between the City and the State
8. Provide City staff with updated timelines and information concerning the funding process

## **GRANT ADMINISTRATION**

Attentive grant administration is the key for the successful completion and reimbursement of grant projects. RMPK Funding takes care of the details of grant management so that you staff is free to handle the many other needs of your community.

### **Scope of Services**

1. Review of Contracts (develop revisions, if necessary)
2. Prepare Federal Documents (if necessary)
3. Prepare and Submit Commencement Documents
4. Prepare and Submit Quarterly Status Reports
5. Prepare and Submit Reimbursement Requests
6. Prepare and Submit Close-Out Documentation
7. Act as Liaison Between Grant Agencies and the City
8. Handle All Other Required Items (ie., Amendments)
9. Provide monthly Grant Management Status reports
10. Meet with City staff at least once quarterly to provide updates and as needed for specific issues

## Examples of Funded Projects

RMPK FUNDING has obtained funding from a wide range of grant programs during the last two years. This sampling only represents only a small portion of the funding RMPK FUNDING obtained, with each listing providing two examples of funded projects. In addition, our grant projects consistently rank at the top of many of the State and Federal funding lists. Below are some of recent top-ranked projects:

**#1 ranked application for 2016 LWCF Grant Program - Village of Virginia Gardens (Ludlam Greenway)**

**#1 ranked application for the 2016 FRDAP Grant Program- City of Coconut Creek (Windmill Park)**

**#1 ranked application for the 2015 RTP Grant Program – City of Kissimmee (Shingle Creek)**

### **Transportation Alternative Program**

Village of Wellington	Aero Club Drive	\$817,837
Village of Virginia Gardens	38th St. Sidewalks	\$1,000,000

### **Coastal Management Program**

City of Oakland Park	Royal Palm Nature Area	\$30,000
Barefoot Bay Recreation Dist.	Beach Park	\$30,000

### **Florida Communities Trust**

Village of Key Biscayne	Hampton Lane	\$844,000
City of Oakland Park	Downtown Play Park	\$400,000

### **SunTrail Grant Program**

City of Kissimmee	Shingle Creek Regional Trail	\$2,200,000
City of Homestead	Biscayne Everglades Greenway	\$206,000

### **Cultural Facilities**

City of Homestead (2 grants)	Seminole Theatre	\$1,000,000
City of Oakland Park	Downtown Cultural Corridor	\$500,000

### **South Florida Water Management District Grant**

Indian Trail Improvement District	Moss Restoration	\$150,000
City of Oakland Park	Bid Pack #8	\$100,000

### **Land and Water Conservation Fund**

City of Coconut Creek	Lakeside Park	\$200,000
City of Parkland	Terramar Park	\$200,000

### **Florida Recreation Development Assistance Program**

City of Oviedo	Oviedo Sports Complex	\$200,000
City of Oakland Park	Veterans Park	\$200,000

### **Recreational Trails Grant Program**

City of Longwood	Reiter Park	\$100,000
City of Oakland Park	Royal Palm Natural Area	\$200,000

## Examples of Funded Projects

The staff at RMPK Funding has successfully obtained more than \$145,000,000 in funding for its clients in the last 14 years. Matching our clients' projects with appropriate funding opportunities, RMPK has played a vital role guiding its clients in acquiring and developing parks and cultural and historic facilities, improving roadways and other infrastructure projects, mitigating and recovering from hurricanes and planning for future development and preservation.

The following pages present a sampling of awarded projects to demonstrate how planning and experience allow our communities to take advantage of a wide range of funding opportunities.

### **“Grant Stacking” - Maximizing Funding Opportunities**

Utilizing multiple funding sources has become the most effective way of maximizing the amount of funding a community can obtain. “Grant Stacking” allows a project to draw funding from several sources. The idea of “Grant Stacking” refers to grouping grants of varying levels (federal, state and local) to support one project. Careful selection of grants can result in one grant providing the matching funds requirement for another grant and the reciprocal as well. This process can address acquisition and development in phases to best meet a project's intent and time schedule.

The following project examples demonstrate how this process can be successfully completed.



**Project Examples**  
**City of Clermont**  
**West Lake Wetlands**

**Land Acquisition**

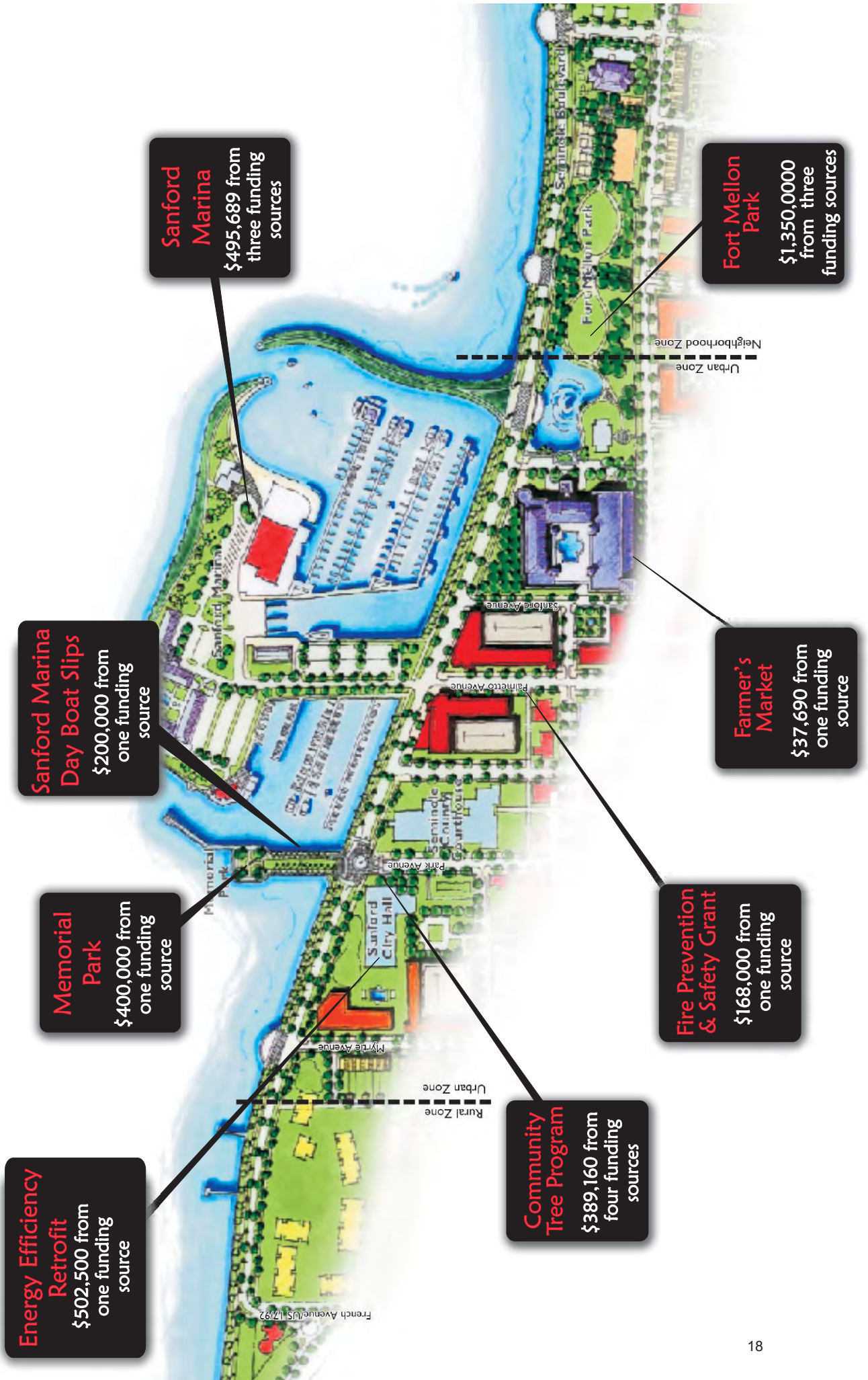
2017	Florida Communities Trust	\$165,000
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**Development**

2016	SJWMD Cooperative Funding	\$940,608
2016	Land and Water Conservation Fund	\$200,000
2016	Section 319 Non-Point Solution Grant	\$412,060
2017	Florida Cultural Facilities Grant	\$500,000

<b>Total Grant Funding</b>	<b>\$2,217,668</b>
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# Sanford Riverwalk





**ANCHORAGE PARK**

PHASE I

2005	Urban and Community Forestry Grant	\$45,450
2006	Land and Water Conservation Fund	\$200,000
2006	Florida Recreation Development Assistance Program, Phase 1	\$200,000
2006	Florida Recreation Development Assistance Program, Phase 2	\$200,000
2007	Recreational Trails Program	\$200,000
2007	Legislative Line Item	\$400,000
2007	Transportation Enhancement Grant	\$500,000
2007	Florida Inland Navigation District Grant	<u>\$200,000</u>
	<b>TOTAL</b>	<b>\$1,945,450</b>

- Total Phase 1 Project Cost: \$2,560,600
- Total Match Requirement \$815,150
- **Grant Funding will provide more than 75% of the project costs for Phase 1.**

PHASE II (Began in 2013 and will continue through 2016)

2013	Recreational Trails Program	\$77,500
2013	Land and Water Conservation Fund	\$200,000
2015	Waterway Assistance Program (FIND)	\$200,000
2015	Land and Water Conservation Fund	\$200,000
	<b>TOTAL</b>	<b>\$677,500</b>



Awarded Grants

2011	Energy Conservation and Efficiency Grant	\$180,000
2014	Land and Water Conservation Fund	\$200,000
2014	Recreational Trails Program	\$200,000

Pending Applications

2016 Florida Recreation Development Assistance Program	<u>\$500,000</u>
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<b>TOTAL</b>	<b>\$1,080,000</b>
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**Road Improvements Project Example**

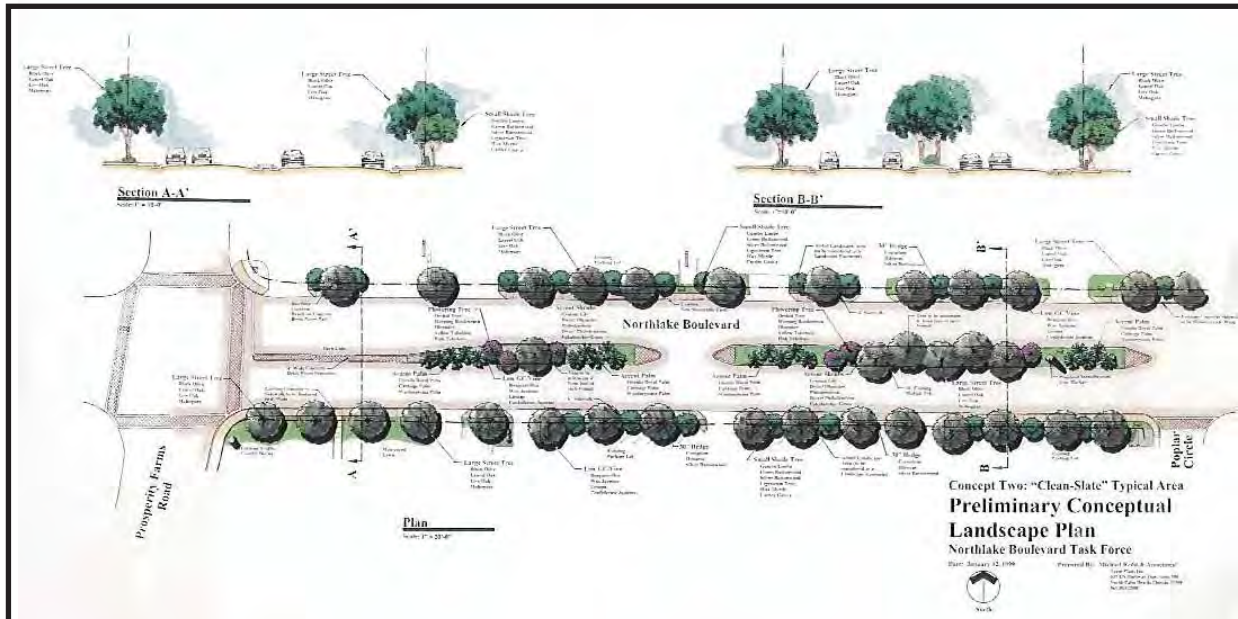
Northlake Boulevard

*Northlake Task Force: Palm Beach County*

*City of Palm Beach Gardens*

*Village of North Palm Beach*

*Town of Lake Clark*



Phase I	Transportation Enhancement Program	\$500,000
Phase II	Transportation Enhancement Program	\$500,000
Phase III	Transportation Enhancement Program	<u>\$222,000</u>
	<b>TOTAL:</b>	<b>\$1,222,000</b>



**City of Sanford      Goldsboro Trail and Trailhead**

2009 FDEP Stormwaters Improvement Grant	\$4,500,800
2010 Recreational Trail Program	\$200,000
2014 Recreation Trail Program	\$75,000
2012 Land and Water Conservation	\$200,000
2016 FRDAP Grant	\$50,000
<b>Total</b>	<b>\$5,075,800</b>

Examples of funded grant applications prepared by RMPK during the last two years:

**1. West Lake Wetlands - City of Clermont**

\$503,628 awarded from FDEP (Section 319) for bio-swale construction connecting to the new downtown stormwater park

**2. Shingle Creek Trail - City of Kissimmee**

\$2,200,000 awarded by FDOT (SunTrail) for construction of segment of the Shingle Creek Regional Trail

Any grant application not funded during the first submission will be submitted again for funding from the next funding cycle of the same program at no additional cost. The project must remain comparable in scope to the original submission.

### Grants Application Cost List

• Department of Justice Grant Programs	\$3500
• Florida Land and Water Conservation Fund (LWCF)	\$4000
• Florida Recreation Development Assistance Program (FRDAP)	\$4000
• Energy and Efficiency Grants (DOE)	\$3500
• Florida Department of Transportation (FDOT)	\$3000
• Florida Boating Improvement Program (FBIP)	\$2500
• Non-Point Pollution/ TMDL Grants (FDEP)	\$3500
• Assistance to Firefighters Grant (FEMA)	\$2500
• Transportation Alternative Grants (TAP)	\$4000
• Florida Communities Trust – Florida Forever Program (FCT)	\$6000
• Recreational Trails Program (RTP)	\$4000
• Florida Coastal Management Program (DEP)	\$2000
• Water District Grant Programs	\$3000
• Historical Renovations Grants (DOS)	\$4000
• Florida Cultural Facilities Grant (DCA)	\$5000
• Hazard Mitigation Grant Programs	\$3500
• Urban and Community Forestry Grant Program (DOF)	\$2000
• Public Library Grant Program	\$4500
• Broward County Cultural Grants	\$2000
• USDA Farmers Market/Local Product	\$2500

\*This list does not represent all funding opportunities that might be available to the City.

## Grant Management Costs

RMPK FUNDING proposes that all grant management services be provided through an annual fee to be paid on a quarterly basis. Grant Management Services will include all elements of the proposed Grant Management Scope of Services described in Tab 2. A copy of the comprehensive scope of services is also included as part of Tab 3. The proposed cost shown below is for grant management services for all grants that have been obtained by RMPK FUNDING for the City unless otherwise agreed to beforehand. These costs can be adjusted to include additional grants the City has obtained outside of our services upon request.

RMPK FUNDING proposes an annual fee for Grant Management Services of:

**\$16,000 (to be paid \$4000 per quarter)**

## GRANT ADMINISTRATION

The proposed annual cost for Grant Management Services provided consists of the following actions related to grant management.

### Scope of Services

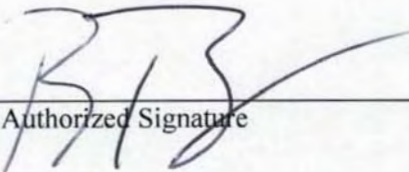
1. Review of Contracts (develop revisions, if necessary)
2. Prepare Federal Documents (if necessary)
3. Prepare and Submit Commencement Documents
4. Prepare and Submit Quarterly Status Reports
5. Prepare and Submit Reimbursement Requests
6. Prepare and Submit Close-Out Documentation
7. Act as Liaison Between Grant Agencies and the City
8. Handle All Other Required Items (ie., Amendments)
9. Assist City Finance Department in any grant related record keeping and/or audit needs.
10. Provide monthly Grant Management Status report
11. Meet with City at least once quarterly to provide update and as needed for specific grant management issues.

SECTION V  
PROPOSAL FORMS

**RFP # 030917**

The undersigned hereby declares that after examining the Proposal Documents, does hereby submit a response to the proposal and warrants that:

- a. She/he is an officer of the organization.
- b. She/he is authorized to offer a proposal in full compliance with all requirements and conditions, as set forth in the RFP.
- c. She/he has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed, and the requirements and conditions under which the work is to be performed.

  
\_\_\_\_\_  
Authorized Signature

*Ryan Ruskay, President*  
\_\_\_\_\_  
Printed Name & Title

RMPK FUNDING  
\_\_\_\_\_  
Company Name

601 Heritage Dr. #402  
\_\_\_\_\_  
Company Address

Jupiter, FL 33458  
\_\_\_\_\_  
City, State, Zip Code

03/06/17  
\_\_\_\_\_  
Date

561-745-2401  
\_\_\_\_\_  
Phone Number

RRUSKAY@RMPKFUNDING.COM  
\_\_\_\_\_  
Email Address

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON THE PUBLIC ENTITY CRIMES (To be signed in the presence Of a notary public or other officer authorized to administer oaths.)

STATE OF Florida COUNTY Palm Beach

Before me, the undersigned authority, personally appeared, who, being by me first duly sworn, made the following statement:

Name of Proposer RMPK FUNDING  
Business address 601 Heritage Dr. #402 Jupiter, FL 33458

I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any such agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

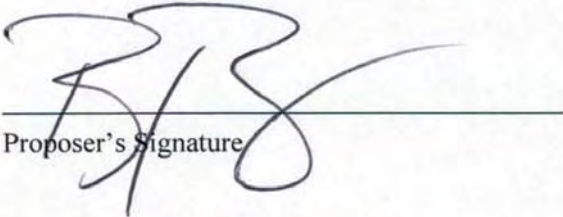
I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

**Please check the appropriate paragraph below:**

- Neither the Proposer, Contractor, nor any officer, director, executive, partner, shareholder, employee member or agent who is active in the management of the Proposer or Contractor nor any affiliate of the Proposer or Contractor has been convicted of a public entity crime subsequent to July 1, 1989.
- There has been a conviction of a public entity crime by the Proposer or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Proposer or contractor who is active in the management of the Proposer or Contractor or an affiliate of the Proposer or Contractor. A determination has been made pursuant to Section 287.133(3) by order



of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is \_\_\_\_\_ . A copy of the order of the Division of Administrative Hearings is attached to this statement

  
Proposer's Signature

*\*personally known to me*  
Sworn to and subscribed before me on this 7<sup>th</sup> day of March, 2017

(affix seal)

  
Notary Public Signature



Regina Benegas  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# FF172225  
Expires 10/28/2018

NON-COLLUSION AFFIDAVIT

By submission of this affidavit, the Proposer certifies that this proposal is made independently and free from collusion. Proposer shall disclose below, to the best of its knowledge, any City of Oakland Park officer or employee, or any spouse, son, daughter, stepson, stepdaughter, or parent of any such officer or employee, who is an officer or director of, or has a material interest in, the Proposer's business who is in a position to influence this procurement. Any City of Oakland Park officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he or she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if he or she otherwise stands to personally gain if the contract is awarded to this vendor.

NAME

RELATIONSHIPS

\_\_\_\_\_  
\_\_\_\_\_

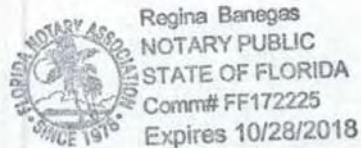
NONE:   X  

BB  
Signature of Proposer \* personally known to me

Sworn to and subscribed before me on this 7<sup>th</sup> day of March, 2017

(affix seal)

Regina Banegas  
Notary Public Signature



## DOMESTIC PARTNERSHIP CERTIFICATION FORM

THIS FORM **MUST** BE COMPLETED AND SUBMITTED AT TIME OF SUBMITTAL  
FOR PROPOSER TO BE DEEMED RESPONSIVE

The Proposer, by virtue of the signature below, certifies that it is aware of the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances, "Requirement for city contractors to provide equal benefits to domestic partners", and certifies the following:

**Please check only one below**

- 1. The Proposer currently complies with the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances and provides benefits to domestic partners of its employees and the partners' dependents on the same basis as it provides benefits to employees' spouses and the spouses' dependents
- 2. The Proposer will comply with the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances at time of contract award and provide benefits to domestic partners of its employees and the partners' dependents on the same basis as it provides benefits to employees' spouses and the spouses' dependents
- 3. The Proposer will not comply with the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances at time of award
- 4. The Proposer does not need to comply with the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances at time of award because the following exemption applies:

**Please check only one below**

- The Proposer's price bid for the initial contract term is \$100,000 or less.
- The Proposer employs less than twenty-five (25) employees
- The Proposer does not provide benefits to employees' spouses or spouse's dependents
- The Proposer is a religious organization, association, society, or non-profit charitable or educational institution
- The Proposer is a government entity
- The Proposer cannot comply with the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation \_\_\_\_\_,  
(Attach explanation of its applicability).

**DOMESTIC PARTNERSHIP CERTIFICATION FORM (continued)**

I, Ryan Ruskay, President of City of Oakland Park  
(Name) (Title) (Proposer)

Hereby attest that I have the authority to sign this notarized certification and certify that the above-referenced information is true, complete and correct.

*RR* Signature Ryan Ruskay Print Name

STATE OF Florida

COUNTY OF Palm Beach

SWORN TO AND SUBSCRIBED BEFORE ME this 7<sup>th</sup> day of March, 2017

by \_\_\_\_\_, to me personally known \_\_\_\_\_ or produced

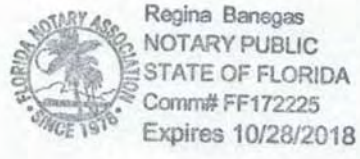
Identification \_\_\_\_\_ type of identification produced: \_\_\_\_\_

*Regina Banegas*  
of Notary Public

My commission expires: 10/28/18 Signature

*Regina Banegas*  
Print name of Notary Public

(SEAL)



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**RESOLUTION NO. R-2021-008**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OAKLAND PARK, FLORIDA, APPROVING THE RENEWAL OF THE AGREEMENT FOR GRANT MANAGEMENT SERVICES BETWEEN THE CITY AND RMPK FUNDING FOR AN ADDITIONAL TWO (2) YEAR TERM IN ACCORDANCE WITH ARTICLE III OF THE ORIGINAL AGREEMENT DATED APRIL 5<sup>TH</sup>, 2017; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission deems it to be in the best interests of the City to approve the renewal of the Agreement for Grant Management Services between the City and RMPK Funding for an additional two (2) year term.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OAKLAND PARK, FLORIDA THAT:**

**SECTION 1.** The foregoing "WHEREAS" clause is true and correct and hereby ratified and confirmed by the City Commission. All exhibits attached hereto are hereby incorporated herein.

**SECTION 2.** In accepting the recommendation of City staff, the City Commission of the City of Oakland Park, Florida, hereby approves the renewal of the Agreement for Grant Management Services between the City and RMPK Funding for an additional two (2) year term commencing on April 5, 2021 and ending on April 4, 2023 in accordance with Article III of the original Agreement dated April 5<sup>th</sup>, 2017.

**SECTION 3.** All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflicts.

**SECTION 4.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.

**SECTION 5.** This Resolution shall become effective immediately upon its passage and adoption.

1           **ADOPTED** by the City Commission of the City of Oakland Park, Florida this 20<sup>th</sup>  
2 day of January 2021.

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6  
7   CITY OF OAKLAND PARK, FLORIDA

8  
9  
10     
11   MAYOR JANE BOLIN

12  
13   M. CARN   YES  
14   A. GORDON    YES  
15   M. ROSENWALD    YES  
16   M. SPARKS   YES  
17   J. BOLIN    YES

18  
19       ATTEST:

20     
21   RENEE M. SHROUT, CMC  
22   CITY CLERK  
23  
24



**RENEWAL OF AGREEMENT FOR GRANT MANAGEMENT SERVICES**

**WHEREAS, the City of Oakland Park**, a Florida municipal corporation (the "City") and RMPK Funding entered into an Agreement on April 5, 2017, R-2017-032.

**NOW THEREFORE**, in consideration of the mutual covenants, the City and RMPK Funding do agree to enter into this final two (2) year term extension to original agreement to provide grant writing and management services, including:

- Funding Needs Analysis/Strategic Outreach
- Grant Funding Research
- Grant Proposal Development and Review
- Grant Management Services
- Monthly and Annual Reporting

The Contractor agrees to payment for services as identified in CONTRACTOR's response to RFP # 030917

The term of this Renewal Agreement shall be for a period of two (2) consecutive years, from April 5, 2021 to April 4, 2023.

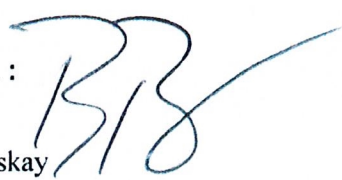
All terms, conditions, and provisions of the Request for Proposal # 030917 are incorporated herein by reference and made specific part hereof.

**CITY  
CITY OF OAKLAND PARK**

By:   
Title: City Manager

Date .....2/4/2021

**CONTRACTOR :**

By: Ryan A. Ruskay   
Title: President

Date 2/3/2021

CERTIFICATION PURSUANT TO FLORIDA STATUTE § 287.135

I, Ryan A. Ruskay, on behalf of RMPK FUNDING, Inc.,  
Print Name and Title Company Name

certify that RMPK FUNDING, Inc. does not:  
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Contractor of the City's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.


As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

RMPK FUNDING, Inc.

COMPANY NAME

Ryan A. Ruskay

PRINT NAME

  
SIGNATURE



**E-VERIFY FORM**

Definitions:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.


“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Oakland Park; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: RMPK FUNDING, Inc.

Authorized Signature:  \_\_\_\_\_

Print Name: Ryan A. Ruskay

Title: President

Date: 2/3/2021

COST PROPOSAL FOR PROFESSIONAL SERVICES



**Date:** September 13, 2021

**To:** City of Okeechobee  
55 SE 3rd Avenue  
Okeechobee, FL 34974

**Attention:** Gary Ritter  
City Administrator

**Project:** 2022 Florida Recreation Development Assistance Grant (FRDAP)

**File No.:** 2021-321

**Description of Services:** Grant preparation and submission services for one (1) 2022 Florida Recreation Development Assistance Grant (FRDAP) for Centennial Park.

**Compensation:** Compensation shall be in the lump sum of Three Thousand Dollars and No Cents (\$3,000)

Upon your acceptance, a signed copy of this form will serve as your written authorization to proceed with the description of services as noted above.

Thank you very much for this opportunity to be of service to the City of Okeechobee

**RMPK Funding**

A handwritten signature in black ink, appearing to be "RR" with a flourish, written over a horizontal line.

By: \_\_\_\_\_  
Ryan A. Ruskay  
President

Date: September 13, 2021  
\_\_\_\_\_

**APPROVED BY** City of Okeechobee

By: \_\_\_\_\_  
Gary Ritter  
City Administrator

Date: \_\_\_\_\_

## SCOPE OF SERVICES

### Grant Preparation

- Research and obtain necessary documents for the grant application
- Complete any/all pre-application requirements and registrations.
- Prepare and submit grant application and required forms for evaluation
- Handle all follow up requests from Grantor relating to the application
- Attend or coordinate any meetings necessary for the grant application
- Prepare materials and make presentation as needed
- Act as a liaison between the City and the Grant Agency
- Provide City with updated timelines and information concerning the funding process



## FUNDING OPPORTUNITY

### **2022 Florida Recreational Development Assistance Program (FRDAP) Regular Application Cycle**

The Florida Department of Environmental Protection provides funds through the Florida Recreational Development Assistance Program's competitive grants for the acquisition or development of outdoor recreational facilities. Any municipality may apply for up to two FRDAP grants during each funding cycle, but may only have three FRDAP grants active at one time.

#### **Eligible Activities include but are not limited to:**

Basketball Courts, Field Lighting, Boating Facilities, Beach Access, Playgrounds, Soccer Fields, Tennis Courts, Baseball/Softball Facilities, Sports lighting, Trails, Picnic Facilities, Fishing/Nature Piers, Outdoor Amphitheatres, Dog Parks, Cultural Facilities, Support Facilities and any other outdoor recreation or open space elements.

**Application Deadline: October 15, 2021**

**Maximum Grant Amount:** \$50,000- \$200,000 (2 applications are permitted for each cycle)

**Eligible Costs:** **Project costs from July 1, 2021 and on are reimbursable.**

**Grant preparation fees are eligible to be reimbursed as a part of the grant.**

**Match: Grants up to \$50,000 have no matching fund requirement.**

Grants more than \$50,000 and up to \$150,000 have a 25% matching funds requirement.

Grants over \$150,000 have a 100% matching funds requirement.

1  
2  
3 **RESOLUTION NO. R-2017-032**

4 **A RESOLUTION OF THE CITY COMMISSION OF THE CITY**  
5 **OF OAKLAND PARK, FLORIDA, DETERMINING THAT RMPK**  
6 **FUNDING, INC. IS THE MOST RESPONSIVE AND MOST**  
7 **RESPONSIBLE BIDDER FOR GRANT MANAGEMENT**  
8 **SERVICES; PROVIDING THAT THE PROPER CITY OFFICIALS**  
9 **ARE AUTHORIZED TO EXECUTE A CONTRACT FOR THE**  
10 **SERVICES IN WHICH IS ATTACHED AS EXHIBIT "A";**  
11 **PROVIDING FOR CONFLICTS; PROVIDING FOR**  
12 **SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

13 WHEREAS, the City has sought competitive bids for grant management  
14 services;

15  
16 WHEREAS, a selection committee comprised of staff members evaluated the  
17 bids and has made a recommendation to the City Commission;

18  
19 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION**  
20 **OF THE CITY OF OAKLAND PARK, FLORIDA, THAT:**

21  
22 Section 1. The foregoing "WHEREAS" clause is true and correct and hereby  
23 ratified and confirmed by the City Commission. All exhibits attached hereto are hereby  
24 incorporated herein.

25  
26 Section 2. The City Commission of the City of Oakland Park, Florida hereby  
27 accepts the recommendation as submitted by the City's selection committee and  
28 determines that RMPK FUNDING, INC. is the most responsible and most responsive  
29 bidder for grant management services;

30  
31 Section 3. The City Commission of the City of Oakland Park, Florida hereby  
32 approves and authorizes the appropriate City official to execute a contract with RMPK  
33 FUNDING, INC. for grant management services; a copy of the contract is attached  
34 hereto as Exhibit "A".

35  
36  
37 Section 4. All Resolutions or parts of Resolutions in conflict herewith, be  
38 and the same are repealed to the extent of such conflict.

39  
40 Section 5. If any clause, section or other part of this Resolution shall be  
41 held by any court of competent jurisdiction to be unconstitutional or invalid, such  
42 unconstitutional or invalid part shall be considered as eliminated and in no way  
43 effecting the validity of the other provisions of this Resolution.

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Section 6. This Resolution shall become effective immediately upon its passage and adoption.

**ADOPTED** by the City Commission of the City of Oakland Park, Florida this 5th day of April 2017.

CITY OF OAKLAND PARK, FLORIDA



MAYOR JOHN ADORNATO III

T. LONERGAN	<u>YES</u>
S. GUEVREKIAN	<u>YES</u>
M. SPARKS	<u>YES</u>
M. CARN	<u>YES</u>
J. ADORNATO	<u>ABSENT</u>

ATTEST:



RENEE M. SHROUT, CMC  
CITY CLERK



**CITY OF OAKLAND PARK  
3650 NE 12<sup>th</sup> Avenue  
Oakland Park, FL 33334**

**AGREEMENT for GRANT MANAGEMENT SERVICES**

This AGREEMENT, made this 5 day of April, 2017, by and between the City of Oakland Park, acting herein through its City Manager, hereinafter called "OWNER", and RMPK Funding, hereinafter called "CONTRACTOR".

WITNESSETH, that the parties hereto do mutually agree as follows:

ARTICLE I

That for, and in consideration of, the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the work described as follows:

The Contractor will provide services as identified in CONTRACTOR' s proposal submission for RFP #030917 (copy attached)

All terms, conditions and provisions of RFP #030917 are incorporated herein by reference and made specific part hereof.

ARTICLE II

In accordance with the Proposal, the Contractor shall furnish at his own expense all labor, vehicles, materials, tools and equipment needed to perform the services required.

Annual management fees and per-application fees shall be made in accordance with the terms of the Proposal. For grant applications not contemplated in the proposed pricing, a cost will be negotiated prior the issuance of a work authorization.

The Contractor shall also disclose to the Owner should the Contractor be engaged to provide grant writing, application support services, or any other paid services to another jurisdiction or entity in pursuit of the same grant funding as the Owner.

ARTICLE III

The initial term of this Agreement shall be for a period of two (2) consecutive years. If mutually agreed upon, the contract may be renewed for two additional two (2) year terms for a total maximum contract period of six (6) years.

R-2017-03a

#### ARTICLE IV

If it is determined that it is in the best interest of either party of the Agreement to terminate this Agreement prior to the expiration date, for cause, a thirty (30) calendar day written notice shall be given by the party wishing to terminate this Agreement.

#### ARTICLE V

Contractor agrees to indemnify and save CITY, its public officials, agents, servants and employees harmless from and against any and all claims arising out of or in any way connected with the willful misconduct or negligence of the contractor, or its employees, to protect the CITY and its interests from such actions of the contractor or sub-contractors. Contractor further agrees to reimburse CITY for any and all court costs and other expenses, including reasonable attorney's fees incurred by CITY in defending any action, at both the trial and appellate levels, including paralegal expenses associated therewith, brought against CITY for injury or damage claimed to have been suffered as a result of or in any way connected with contractor's willful misconduct or negligence or that of its employees.

#### ARTICLE VI

Nondiscrimination Equal Employment Opportunity and Americans With Disabilities Act:

Contractor shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement. Contractor shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by this Agreement, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, CONTRACTOR shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship) and accessibility.

Contractor's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation, gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully used as a basis for service delivery.

Contractor shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 162) in performing any services pursuant to this Agreement.



ARTICLE VII

Public Records

The City of Oakland Park is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
2. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
4. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT**

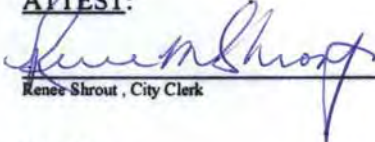
**Renee M Shrout, CMC  
City Clerk  
City of Oakland Park  
3650 NE 12 Avenue  
Oakland Park Fl. 33334  
954-630-4298  
renees@oaklandparkfl.gov**

The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the City shall enforce the Default in accordance with the provisions set forth in ARTICLE IV.

**AGREEMENT:**

IN WITNESS WHEREOF, the parties to these presents have executed this contract in three (3) counterparts, each of which shall be deemed an original, in the Year and Day first mentioned above.

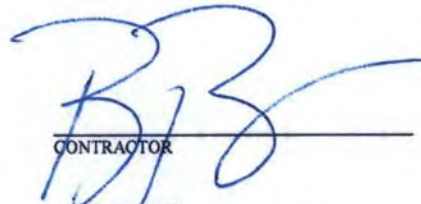
**ATTEST:**

  
\_\_\_\_\_  
Renee Shrout, City Clerk

  
\_\_\_\_\_  
David Hebert, City Manager

(SEAL)

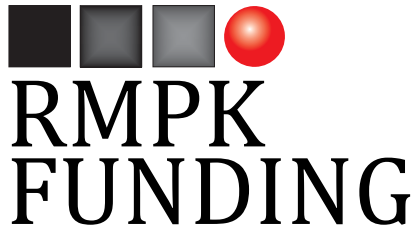
  
\_\_\_\_\_  
WITNESS (as to CONTRACTOR)  
  
\_\_\_\_\_  
WITNESS (as to CONTRACTOR)

  
\_\_\_\_\_  
CONTRACTOR

**ADDRESS:**  
601 Heritage Dr. #402

\_\_\_\_\_  
Jupiter, FL 33458  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE:** 561-745-2401  
\_\_\_\_\_



Public Funding • Governmental Advocacy • Economic Development

**RFP# 030917**

Professional Services  
for  
**GRANT MANAGEMENT CONSULTANT**  
for the  
City of Oakland Park, Florida



601 Heritage Blvd. #402  
Jupiter, Florida 33458  
Ph: (561) 745-2401  
Fax: (561) 746-3380  
rruskay@rmpkfunding.com

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**TITLE PAGE**

**PROPOSAL: RFP# 030917  
Grant Management Consultant  
City of Oakland Park**

**PROPOSER: RMPK FUNDING  
Ryan Ruskay, President  
601 Heritage Dr. #404  
Jupiter, FL 33458  
(561) 745-2401  
[www.rmpkfunding.com](http://www.rmpkfunding.com)**

**Date: March 9, 2017**



March 9, 2017

City of Oakland Park  
Financial Services/Purchasing Division  
3650 NE 12th Avenue  
Oakland Park, FL 33334

**Re: RFP# 030917, Grant Management Consultant**

Dear City of Oakland Park:

Enclosed please find our proposal for grant consulting services for the City of Oakland Park. We are pleased to have the opportunity to submit this proposal for your review.

In the past 14 years, we have successfully obtained 145 million dollars in grant funding, most of which has allowed our clients to develop a wide range of capital projects. RMPK Funding is highly qualified to handle the grant needs of the City of Oakland Park for several reasons:

- (1) ***Firm Experience*** - RMPK Funding understands the intricacies of researching, planning and obtaining funding from all types of public funding sources. We know the key people in local, state, and federal funding programs and, throughout the years, have established excellent working relationships with them. We have had proven success in bringing millions of dollars to local communities, as well as performing grant administration to bring projects to a successful completion.
- (2) ***Key Personnel Qualifications*** - All members of our grant staff will comprise the core team available to the City of Oakland Park. RMPK Funding is in the unique position of having a full-time grants staff that possesses unparalleled diversity and experience. Our core team members have worked directly with local, state, and federal officials on every level during the last fourteen years to obtain over 145 million dollars in grant funding for local communities throughout the State of Florida. The project manager for the City of Oakland Park will be Ryan A. Ruskay. In addition to Mr. Ruskay, Joseph Dawson will also be responsible for grant proposal and management services.
- (3) ***Prime Location*** - RMPK Funding is firmly well-established throughout the State of Florida. One of the main goals of our firm is to establish good working relationships within the communities that we serve. We believe that our close proximity and involvement within the community will create a beneficial working relationship. Our office, located in Jupiter, will be responsible for serving the City of Oakland Park.



City of Oakland Park  
RFP # 030917 Grants Management Consultant  
March 9, 2017  
Page 2

- (4) **Priority of Scheduling** - We best meet the needs of our clients by making it a priority to accomplish our work within your schedule, not ours. Our goal is to provide you with our services in order for your staff to serve the community as they were originally intended. Additionally, we are cautious with the number of communities we serve simultaneously, such to devote a better quality of service to each.
- (5) **Local Knowledge** - Understanding the needs of your community and staff is the most important aspect of our services. We have already completed preliminary research into the funding opportunities that are available for the City of Oakland Park and are prepared to begin serving the City upon request.
- (6) **Value** - Bringing funds to local communities, takes time and knowledge. We feel that the comprehensive grant services we offer in relation to our costs present the greatest value to your community. Please remember that our services not only bring tremendous grant opportunities, but also allow your staff to devote more of their valuable time to serving the residents of the City of Oakland Park.

Thank you for considering our proposal. Please feel free to contact me at 561-745-2401 or by email at [rruskay@rmpkfunding.com](mailto:rruskay@rmpkfunding.com).

Sincerely,



Ryan A. Ruskay, President  
RMPK Funding

## **Firm Profile**

RMPK FUNDING is a professional service firm located in Jupiter, Florida. Incorporated in the State of Florida June 5, 2002, RMPK FUNDING specializes in obtaining alternative funding for municipalities across Florida. We currently represent 24 municipalities throughout the State of Florida. Over the last fourteen years, RMPK Funding staff of three grant professionals has worked with local communities to obtain \$145 million in funding. These funding programs have helped our clients complete road and infrastructure projects, trails, cultural facilities and all types of recreational facilities. In addition, we have been successful in working with FEMA and other State and Federal Agencies in securing hurricane and disaster related funding.

Our staff specializes in funding opportunities and has a wide range of experience in local, state and federal programs. In addition to obtaining grant funding, our staff provides a number of our clients with grant administration and strategic planning.

Our corporate philosophy, to maintain a professional and attentive relationship with our clients, results in our ability to assess the needs of your community and to help address them by obtaining the necessary funding and project completion. We are committed to providing excellence and quality in all of the services we provide.



## Our Clients

**RMPK Funding has provided grant application preparation for the following municipalities:**

City of Margate	City of Oakland Park
City of Sanford	Village of Virginia Gardens
City of Oviedo	Town of Hypoluxo
City of Clermont	Village of Royal Palm Beach
City of Coconut Creek	Town of Juno Beach
City of Cooper City	Village of Tequesta
City of Kissimmee	City of Riviera Beach
City of Longwood	Village of Palm Springs
City of Fellsmere	Village of Wellington
Barefoot Bay Recreation Dist.	City of Homestead
City of Seminole	City of Winter Springs
Town of Jupiter	Town of Bay Harbor Islands
City of Parkland	Village of Key Biscayne
Village of North Palm Beach	Indian Trail Improvement District

**RMPK Funding has provided grant management services for the following municipalities:**

City of Longwood	City of Clermont
City of Oakland Park	Village of North Palm Beach
City of Parkland	City of Sanford
Village of Key Biscayne	Village of Tequesta
Barefoot Bay Recreation Dist.	City of Seminole
Village of Wellington	Indian Trail Improvement District
Village of Virginia Gardens	City of Kissimmee

## Municipal Client References

Name of Project: **West Lake Wetlands Stormwater Park**

Project Description:

Obtained Regional, State and Federal grants in the amount of \$2,217,668 for the development of a new stormwater facility and waterfront park. The site includes several BMP's and recreational and cultural facilities.

Contact Name: James Kinzler, Assistant City Manager

Phone: 352-241-7339

Email: [JKinzler@clermontfl.org](mailto:JKinzler@clermontfl.org)

Name of Project: **Anchorage Park and Marina**

Project Description:

Obtained over \$2,600,000 in grant funding for redevelopment of the Anchorage Park site. Funding was awarded for trails, fishing facilities, boat facilities and various active outdoor elements such as playgrounds.

Contact Name: Chuck Huff, Development Director

Phone: 561-841-3380

Email: [chuff@village-npb.org](mailto:chuff@village-npb.org)

Name of Project: **Indian Trail Improvement District**

Obtained Regional, State and Federal grants in the amount of \$1,750,000 for the development of a new stormwater/drainage facilities, sidewalks, parks, cultural facilities and trails.

Contact Name: James Shallman, District Manager

Phone: (561) 793-0874

Email: [Jshallman@indiantrail.com](mailto:Jshallman@indiantrail.com)

Name of Project: **Parkland Energy Efficient Lighting Retrofits**

Project Description:

Obtained State and Federal grants in the amount of \$770,000 for the installation of new, energy efficient lighting at several city parks.

Contact Name: Todd DeAnglis

Phone: (954) 757-4126

Name of Project: **Losner Park/Seminole Theater**

Obtained State and Regional Funding for the renovation of Losner Park and the adjacent Seminole Theater. \$1,050,000 was obtained for the renovation to the Theatre and \$600,000 has been obtained to date for the upcoming improvement to the park.

Contact Name: Dennis Maytan, Parks and Recreation Director

Phone: (305) 224-4570

Email: [dmaytan@cityofhomestead.com](mailto:dmaytan@cityofhomestead.com)

## **Ryan A. Ruskay**

### **President**

Mr. Ruskay has more than 16 years of extensive experience in the evaluation and management of various state and federal funding programs, obtaining \$185 million dollars in the past nine years. He has worked with a wide range of local governments to find and obtain the funding necessary to make their capital projects a success. His projects consistently place in the top percentages of funding programs on the local, state and federal level. Mr. Ruskay's experience includes obtaining funding for land acquisition, transportation projects, cultural facilities and public safety projects. In addition to assisting local communities throughout the state in obtaining funding for capital projects, Mr. Ruskay and the staff at RMPK Funding have developed Capital Improvement and Strategic Funding Plans for many of their clients.

Beginning his career with the State of Florida, Mr. Ruskay managed such programs as the Florida Recreational Development Assistance Program and the Florida Boating Improvement Program. Besides acting as Project Manager for hundreds of projects across the entire state, he has been actively involved in the evaluation and selection of State and Federal grant applications. This experience, combined with his relationships with many key funding coordinators on the local, state, and federal level, will ensure that the clients of the RMPK Funding have the best opportunity to receive funding.

### **MUNICIPAL PROJECTS FUNDED**

Emergency Facilities Park  
Land Acquisition Park  
Facilities Recreation Grants  
Social Services Stormwater  
Improvements Sanitary Sewer  
Systems Street & Drainage  
Projects State Revolving Fund  
Loans Cultural Facilities  
Historic Preservation  
Hurricane Mitigation Urban  
Reforestation Community  
Development Block Grants

### **Activities related to the management of local, state and federal funding programs:**

- Florida Recreational Development Assistance Program, Project Manager
- Land and Water Conservation Fund, Program Manager
- Recreational Trails Program, Project Manager
- Florida Boating Improvement Program, Program Manager
- Department of Environmental Protection's Legislative Line Item Program, Project Manger
- Corzo, Castalla, Carballo, Thompson, Salman, P.A., Coral Gables, Florida, Funding Director

# **Ryan A. Ruskay**

## **President**

### **Activities related to the evaluation of local, state and federal funding programs:**

- 1998 - 1999 National Recreation Trails Program Council Member - Evaluated NRTPC applications and prioritized projects for funding. Funding originated from the federal government and was administered by the State.
- 1999 - 2001 FRDAP Evaluation Team Member - Participated in the evaluation of FRDAP applications. The Team determined scores for each project which resulted in a priority list that was presented to the Florida Legislature.
- Development of Capital Improvement Plans for the City of Oviedo, Town of Hypoluxo and the City of Key Colony Beach
- Development of Strategic Funding Plans for the Town of Bay Harbor Islands, Town of Jupiter, New Smyrna Beach CRA, City of Cocoa Beach CRA and City of Doral, City of Lenexa, Buckhead Greenspace Action Plan

### **Featured Speaker - Lectures on planning and obtaining funds for capital projects:**

- Florida Finance Officers Association
- Florida Recreation and Parks
- Association Florida League of Cities
- Florida Association of Special Districts
- Florida Engineering Society

### **EDUCATION**

Bachelor of Science, Political Science  
Florida State University

## **Joseph W. Dawson Grant Manager**

Mr. Dawson works closely with our clients to prepare funding proposals and assist with post-award management services. He has experience in obtaining a wide variety of funds in all areas of governmental projects including cultural facility development, land acquisition, stormwater and infrastructure development. He also prepares “Funding Opportunities,” a publication created for our clients outlining grant news and upcoming funding sources.

Mr. Dawson has extensive experience in capital projects with over 20 years of construction management experience. This experience lends to his ability to assist our clients in developing successful proposals and better enables them to present a clear, concise and effective message to state and local officials.

Experience in the preparation of funding proposals includes the following programs:

Florida Communities Trust	Florida Recreation Development Assistance Program
Recreational Trails Program	Transportation Enhancement Program
Hazard Mitigation Grants	Cultural Facilities Grant Program
Land and Water Conservation Grant	Florida Boating Improvement Program
Urban and Community Forestry	Public Lands Grant Program
Florida Inland Navigation District	Coastal Partnership Initiative
Boating Infrastructure Grant	Coastal Partnership Initiative
Waterway Assistance Program	SFWMD Funding Program
Emergency Management Grants	Historic Preservation and Planning Grants
Assistance to Firefighters Grants	Farmer’s Market Promotion Program

Experience in the management of the following programs includes the preparation of state and federal forms for status reports, reimbursement requests and project completion certifications:

- Section 319 Non-Point Pollution Program
- Florida Recreation Development Assistance Program
- Recreational Trails Program
- Cultural Facility Grant Program
- Land and Water Conservation Fund
- Cultural Facilities Program
- Coastal Management Grants
- Division of Forestry Programs
- Florida Communities Trust

## **IMPLEMENTATION OF THE SCOPE OF SERVICES, OUR METHODOLOGY**

As we have learned from our lengthy experience in assisting local governments, the relationship established between our staff and that of the community is the most important factor in determining funding success. It is through the cooperation of community personnel that we are best able to identify the needs of your community and help address them by obtaining the necessary funding and project completion.

After we have established a positive working relationship with your staff, we will, with their assistance, visit project sites and review program objectives. It is at this point we can begin to select projects and programs that would be suited to receive funding.

Once this initial learning process is out of the way, it's time to roll up our sleeves and really get to work. Immediately, we will begin to research potential funding sources and pair these sources with your projects based on need and our evaluation of the potential for the project to receive funding. Our method of "grant stacking" will allow each of your projects to draw funding from several sources therefore maximizing your budget dollar.

Once funding is received, our work with your staff will continue. While obtaining a grant is usually thought of as the most complicated part of this process, the management of grant funds and project construction can prove to be quite complicated and time consuming. Our job is not complete until we bring your project to a successful end.

### **Getting to Know You:**

- Meet with appropriate community staff, including community leaders and financial planners.
- Use our experience to address your needs and target those projects with greatest opportunity to receive funding.
- Accumulate all the necessary documentation to assist us in obtaining grant funds.

### **Coming Up with a Plan:**

- Work with the community and develop a Strategic Grants Plan that gives a tentative schedule of what funding sources we will be pursuing
- We work for the community; and that means that your schedule, ideas, and needs are what we will concentrate on.

### **Doing What We Do Best:**

- Research, obtain, and manage grant funds for you.
- Use proven project management techniques to bring project to successful completion.

## STRATEGIC PLANNING

RMPK Funding is the State's leader in the development of strategic funding plans for local governments. These plans have provided direction and funding opportunities for infrastructure facilities, parks, trail networks, emergency management and cultural facilities which have resulted in millions of dollars in alternative funding.

RMPK Funding will work closely with City staff to determine the needs of your community. After this thorough needs assessment, careful selections of funding opportunities on the federal, state and local levels will link specific elements to appropriate sources and stretch matching funds.

The following are examples of RMPK's experience in developing strategic plans:

- **New Smyrna Beach Strategic Funding Plan**
- **City of Panama City CRA Waterfront Plan**
- **City of Cocoa Beach CRA Strategic Funding Plan**
- **Buckhead Greenspace Action Plan**
- **Pasco County Parks and Open Space Master Plan**
- **City of Kissimmee Lakefront Park Master Plan**
- **City of Doral Parks Master Plan sd**
- **City of Ft. Lauderdale Parks & Recreation Master Plan**
- **City of Lenaxa, KS Parks and Open Space Plan**

### Scope of Services

1. Assess current grant funding status including:
  - prior awards
  - active grant projects
  - pending funding requests
2. Determine potential funding sources for which the City would be eligible. A listing of sources will include grant program information such as management agency, amount, past funding levels and types of projects funded.
3. Analyze priorities and determine project categories for future funding.
4. Link funding opportunities to specific project and/or project categories.
5. Develop funding schedule based upon priorities identified during planning process
6. . The strategic funding plan can range from 2 to 5 years. A typical strategic funding plan will include the following components:
  - Assessment of current funding status
  - Resources of potential funding opportunities
  - Designate funding opportunities to be used with specific projects
  - Funding schedule to provide direction in pursuing alternative funding sources

## Project Example: Strategic Funding Plan for the Panama City CRA

With a priority list of projects from the residents and staff, RMPK FUNDING developed an extensive Strategic Funding Plan for the CRA's priority projects. Below is an example of a page from the Strategic Funding Plan.

### Sunset Point Promenade/Parkway

#### Development

Funding Program	Grant Amount	Match Requirement	Types of Eligible Elements	Anticipated Deadline
Recreational Trails Program (RTP)	\$200,000	20%-50%	Trails, Landscaping, Signage, Design	March
Land & Water Conservation Fund (LWCF)	\$200,000	100%	Trails, Pavilions, Boating Facilities, Bulkheads, Restrooms, Landscaping, Parking, Design	February
Florida Recreational Development Assistance Program (FRDAP)	\$200,000	0%-100%	Trails, Pavilions, Boating Facilities, Bulkheads, Restrooms, Landscaping, Parking, Design	September
Transportation Enhancement Program (TEP)	\$750,000	0%	Trail Construction	April
Urban and Community Forestry	\$10,000	50%	Landscaping: Tree planting	April
American Dermatology Academy	\$8,000	0%	Shade Structures	April
Boating Infrastructure Program	\$1,500,000	25%	Boating Facilities: Slips, bulkheads, support facilities.	September
Florida Boating Improvement Program	\$200,000	5%	Boating Facilities: Docks, Piers, support facilities	April
State Clean Energy Grants	\$500,000	0%	Lighting	October
Urban Water Small Matching Grant	\$60,000	5%	Signage, Innovative Water Quality Projects	January
Environmental Education Grant	\$5,000	25%	Interpretive Signage	May
Coastal Partnership Initiative	\$30,000	100%	Piers, Docks, Coastal Access, Signage, Shelters, Pathways	February
Energy Efficiency Conservation Block Grant	\$1,200,000	0%	Lighting	October

- Awards or current projects may affect the ability of the City to obtain listed grants.
- Grant amounts are based on maximum award possible. The cost of elements will ultimately determine the maximum amount to be obtained.
- Other funding opportunities may be available; however, those listed are stable grant programs that normally occur every year. This list does not include line item appropriations from any local, state or federal government.
- "Rolling" signifies that grant applications are accepted throughout the year.



## GRANT PREPARATION

Securing more than \$145,000,000 in funding in the past 14 years, RMPK Funding Staff has extensive experience with a wide range of federal, state and local funding programs. RMPK Funding founder and president, Ryan Ruskay started his career managing state and federal grant programs for the State of Florida which included not only the evaluation of grant applications, but also developing the rules and regulations for several programs. This in-depth knowledge give our clients an advantage as their project complete for grant funds.

### Scope of Services

1. Research and obtain necessary documents for the grant application
2. Prepare and establish on-line accounts for grant agencies
3. Prepare and submit grant application for evaluation
4. Handle all follow up requests from State relating to the application
5. Attend or coordinate any meetings necessary for the grant application
6. Prepare materials and make presentation as needed
7. Act as a liaison between the City and the State
8. Provide City staff with updated timelines and information concerning the funding process

## **GRANT ADMINISTRATION**

Attentive grant administration is the key for the successful completion and reimbursement of grant projects. RMPK Funding takes care of the details of grant management so that you staff is free to handle the many other needs of your community.

### **Scope of Services**

1. Review of Contracts (develop revisions, if necessary)
2. Prepare Federal Documents (if necessary)
3. Prepare and Submit Commencement Documents
4. Prepare and Submit Quarterly Status Reports
5. Prepare and Submit Reimbursement Requests
6. Prepare and Submit Close-Out Documentation
7. Act as Liaison Between Grant Agencies and the City
8. Handle All Other Required Items (ie., Amendments)
9. Provide monthly Grant Management Status reports
10. Meet with City staff at least once quarterly to provide updates and as needed for specific issues

## Examples of Funded Projects

RMPK FUNDING has obtained funding from a wide range of grant programs during the last two years. This sampling only represents only a small portion of the funding RMPK FUNDING obtained, with each listing providing two examples of funded projects. In addition, our grant projects consistently rank at the top of many of the State and Federal funding lists. Below are some of recent top-ranked projects:

- #1 ranked application for 2016 LWCF Grant Program - Village of Virginia Gardens (Ludlam Greenway)**
- #1 ranked application for the 2016 FRDAP Grant Program- City of Coconut Creek (Windmill Park)**
- #1 ranked application for the 2015 RTP Grant Program – City of Kissimmee (Shingle Creek)**

### **Transportation Alternative Program**

Village of Wellington	Aero Club Drive	\$817,837
Village of Virginia Gardens	38th St. Sidewalks	\$1,000,000

### **Coastal Management Program**

City of Oakland Park	Royal Palm Nature Area	\$30,000
Barefoot Bay Recreation Dist.	Beach Park	\$30,000

### **Florida Communities Trust**

Village of Key Biscayne	Hampton Lane	\$844,000
City of Oakland Park	Downtown Play Park	\$400,000

### **SunTrail Grant Program**

City of Kissimmee	Shingle Creek Regional Trail	\$2,200,000
City of Homestead	Biscayne Everglades Greenway	\$206,000

### **Cultural Facilities**

City of Homestead (2 grants)	Seminole Theatre	\$1,000,000
City of Oakland Park	Downtown Cultural Corridor	\$500,000

### **South Florida Water Management District Grant**

Indian Trail Improvement District	Moss Restoration	\$150,000
City of Oakland Park	Bid Pack #8	\$100,000

### **Land and Water Conservation Fund**

City of Coconut Creek	Lakeside Park	\$200,000
City of Parkland	Terramar Park	\$200,000

### **Florida Recreation Development Assistance Program**

City of Oviedo	Oviedo Sports Complex	\$200,000
City of Oakland Park	Veterans Park	\$200,000

### **Recreational Trails Grant Program**

City of Longwood	Reiter Park	\$100,000
City of Oakland Park	Royal Palm Natural Area	\$200,000

## Examples of Funded Projects

The staff at RMPK Funding has successfully obtained more than \$145,000,000 in funding for its clients in the last 14 years. Matching our clients' projects with appropriate funding opportunities, RMPK has played a vital role guiding its clients in acquiring and developing parks and cultural and historic facilities, improving roadways and other infrastructure projects, mitigating and recovering from hurricanes and planning for future development and preservation.

The following pages present a sampling of awarded projects to demonstrate how planning and experience allow our communities to take advantage of a wide range of funding opportunities.

### **“Grant Stacking” - Maximizing Funding Opportunities**

Utilizing multiple funding sources has become the most effective way of maximizing the amount of funding a community can obtain. “Grant Stacking” allows a project to draw funding from several sources. The idea of “Grant Stacking” refers to grouping grants of varying levels (federal, state and local) to support one project. Careful selection of grants can result in one grant providing the matching funds requirement for another grant and the reciprocal as well. This process can address acquisition and development in phases to best meet a project's intent and time schedule.

The following project examples demonstrate how this process can be successfully completed.



**Project Examples**  
**City of Clermont**  
**West Lake Wetlands**

**Land Acquisition**

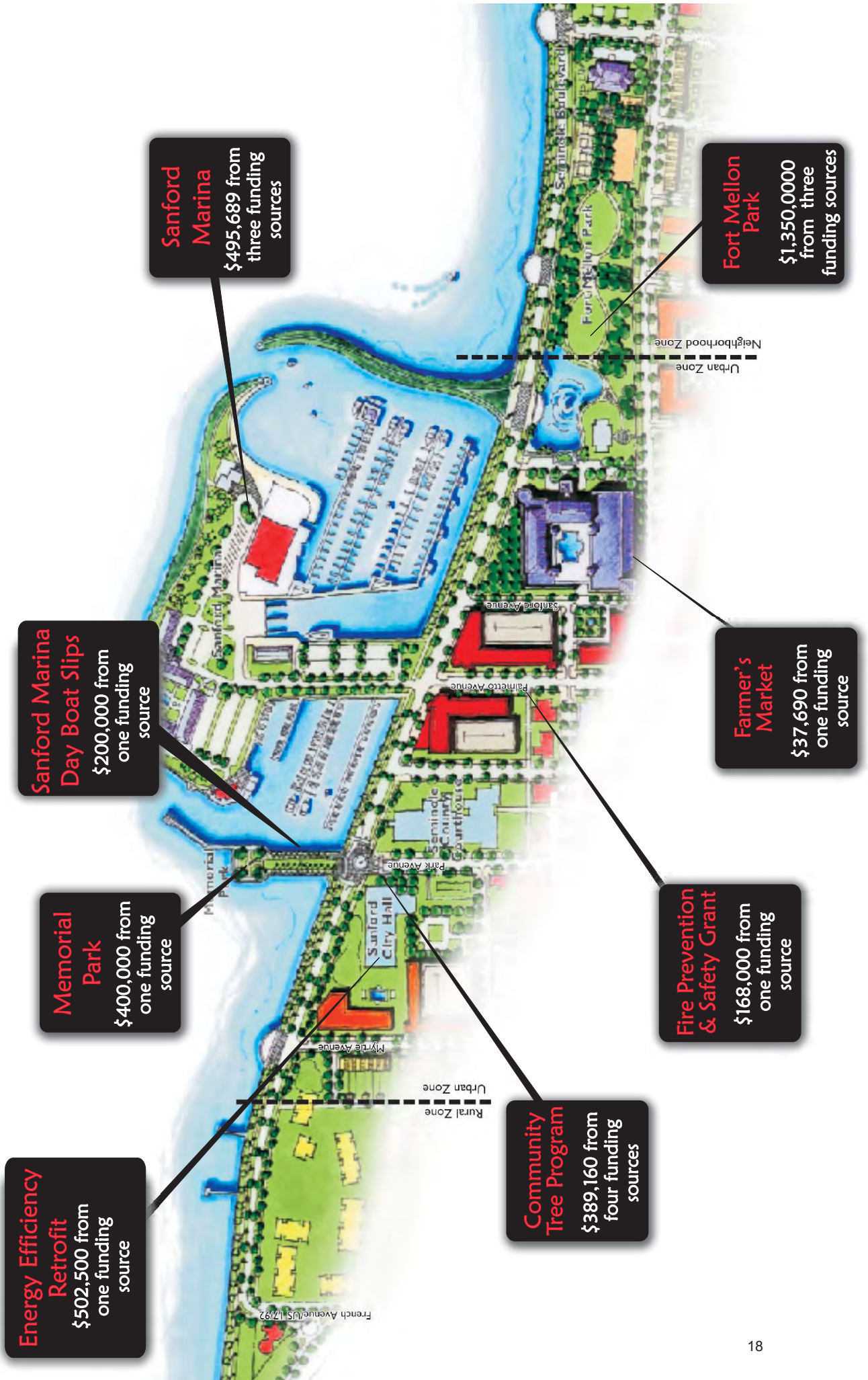
2017	Florida Communities Trust	\$165,000
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**Development**

2016	SJWMD Cooperative Funding	\$940,608
2016	Land and Water Conservation Fund	\$200,000
2016	Section 319 Non-Point Solution Grant	\$412,060
2017	Florida Cultural Facilities Grant	\$500,000

<b>Total Grant Funding</b>	<b>\$2,217,668</b>
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# Sanford Riverwalk





PHASE I

2005	Urban and Community Forestry Grant	\$45,450
2006	Land and Water Conservation Fund	\$200,000
2006	Florida Recreation Development Assistance Program, Phase 1	\$200,000
2006	Florida Recreation Development Assistance Program, Phase 2	\$200,000
2007	Recreational Trails Program	\$200,000
2007	Legislative Line Item	\$400,000
2007	Transportation Enhancement Grant	\$500,000
2007	Florida Inland Navigation District Grant	<u>\$200,000</u>
	<b>TOTAL</b>	<b>\$1,945,450</b>

- Total Phase 1 Project Cost: \$2,560,600
- Total Match Requirement \$815,150
- **Grant Funding will provide more than 75% of the project costs for Phase 1.**
- 

PHASE II (Began in 2013 and will continue through 2016)

2013	Recreational Trails Program	\$77,500
2013	Land and Water Conservation Fund	\$200,000
2015	Waterway Assistance Program (FIND)	\$200,000
2015	Land and Water Conservation Fund	\$200,000
	<b>TOTAL</b>	<b>\$677,500</b>



Awarded Grants

2011	Energy Conservation and Efficiency Grant	\$180,000
2014	Land and Water Conservation Fund	\$200,000
2014	Recreational Trails Program	\$200,000

Pending Applications

2016 Florida Recreation Development Assistance Program	<u>\$500,000</u>
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<b>TOTAL</b>	<b>\$1,080,000</b>
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## Road Improvements Project Example

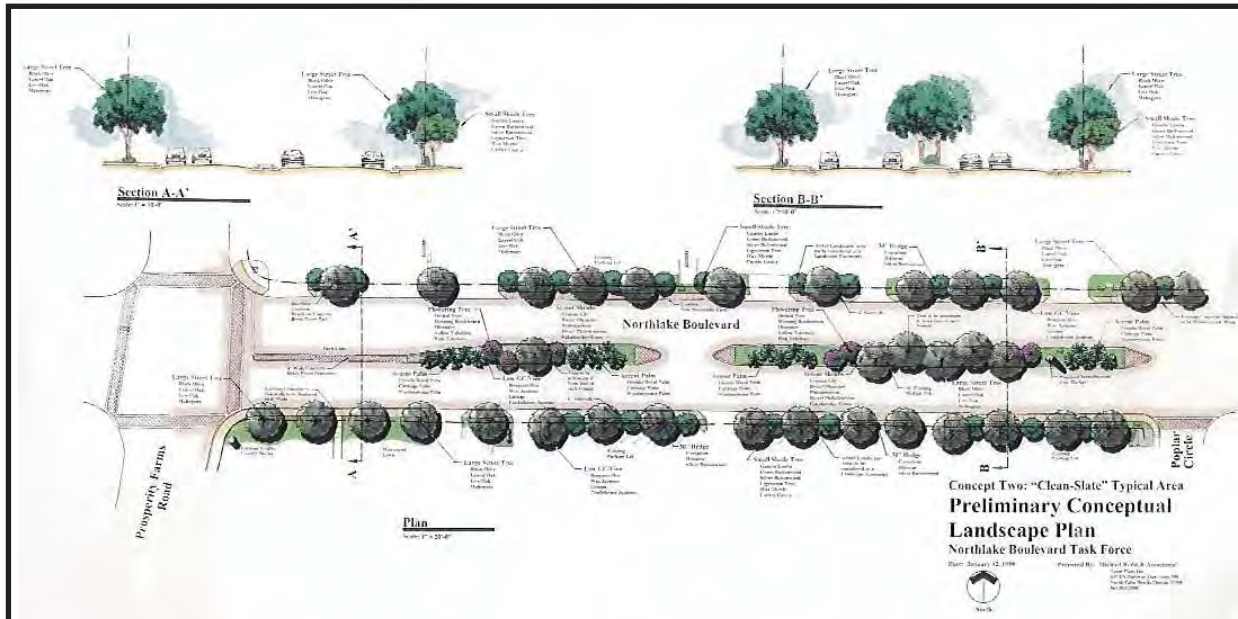
Northlake Boulevard

*Northlake Task Force: Palm Beach County*

*City of Palm Beach Gardens*

*Village of North Palm Beach*

*Town of Lake Clark*



Phase I	Transportation Enhancement Program	\$500,000
Phase II	Transportation Enhancement Program	\$500,000
Phase III	Transportation Enhancement Program	<u>\$222,000</u>
	<b>TOTAL:</b>	<b>\$1,222,000</b>



**City of Sanford      Goldsboro Trail and Trailhead**

2009 FDEP Stormwaters Improvement Grant	\$4,500,800
2010 Recreational Trail Program	\$200,000
2014 Recreation Trail Program	\$75,000
2012 Land and Water Conservation	\$200,000
2016 FRDAP Grant	\$50,000
<b>Total</b>	<b>\$5,075,800</b>

Examples of funded grant applications prepared by RMPK during the last two years:

**1. West Lake Wetlands - City of Clermont**

\$503,628 awarded from FDEP (Section 319) for bio-swale construction connecting to the new downtown stormwater park

**2. Shingle Creek Trail - City of Kissimmee**

\$2,200,000 awarded by FDOT (SunTrail) for construction of segment of the Shingle Creek Regional Trail

Any grant application not funded during the first submission will be submitted again for funding from the next funding cycle of the same program at no additional cost. The project must remain comparable in scope to the original submission.

### Grants Application Cost List

• Department of Justice Grant Programs	\$3500
• Florida Land and Water Conservation Fund (LWCF)	\$4000
• Florida Recreation Development Assistance Program (FRDAP)	\$4000
• Energy and Efficiency Grants (DOE)	\$3500
• Florida Department of Transportation (FDOT)	\$3000
• Florida Boating Improvement Program (FBIP)	\$2500
• Non-Point Pollution/ TMDL Grants (FDEP)	\$3500
• Assistance to Firefighters Grant (FEMA)	\$2500
• Transportation Alternative Grants (TAP)	\$4000
• Florida Communities Trust – Florida Forever Program (FCT)	\$6000
• Recreational Trails Program (RTP)	\$4000
• Florida Coastal Management Program (DEP)	\$2000
• Water District Grant Programs	\$3000
• Historical Renovations Grants (DOS)	\$4000
• Florida Cultural Facilities Grant (DCA)	\$5000
• Hazard Mitigation Grant Programs	\$3500
• Urban and Community Forestry Grant Program (DOF)	\$2000
• Public Library Grant Program	\$4500
• Broward County Cultural Grants	\$2000
• USDA Farmers Market/Local Product	\$2500

\*This list does not represent all funding opportunities that might be available to the City.

## Grant Management Costs

RMPK FUNDING proposes that all grant management services be provided through an annual fee to be paid on a quarterly basis. Grant Management Services will include all elements of the proposed Grant Management Scope of Services described in Tab 2. A copy of the comprehensive scope of services is also included as part of Tab 3. The proposed cost shown below is for grant management services for all grants that have been obtained by RMPK FUNDING for the City unless otherwise agreed to beforehand. These costs can be adjusted to include additional grants the City has obtained outside of our services upon request.

RMPK FUNDING proposes an annual fee for Grant Management Services of:

**\$16,000 (to be paid \$4000 per quarter)**

## GRANT ADMINISTRATION

The proposed annual cost for Grant Management Services provided consists of the following actions related to grant management.

### Scope of Services

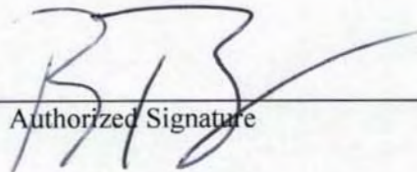
1. Review of Contracts (develop revisions, if necessary)
2. Prepare Federal Documents (if necessary)
3. Prepare and Submit Commencement Documents
4. Prepare and Submit Quarterly Status Reports
5. Prepare and Submit Reimbursement Requests
6. Prepare and Submit Close-Out Documentation
7. Act as Liaison Between Grant Agencies and the City
8. Handle All Other Required Items (ie., Amendments)
9. Assist City Finance Department in any grant related record keeping and/or audit needs.
10. Provide monthly Grant Management Status report
11. Meet with City at least once quarterly to provide update and as needed for specific grant management issues.

SECTION V  
PROPOSAL FORMS

**RFP # 030917**

The undersigned hereby declares that after examining the Proposal Documents, does hereby submit a response to the proposal and warrants that:

- a. She/he is an officer of the organization.
- b. She/he is authorized to offer a proposal in full compliance with all requirements and conditions, as set forth in the RFP.
- c. She/he has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed, and the requirements and conditions under which the work is to be performed.

  
Authorized Signature

*Ryan Ruskey, President*  
Printed Name & Title

RMPK FUNDING  
Company Name

601 Heritage Dr. #402  
Company Address

Jupiter, FL 33458  
City, State, Zip Code

03/06/17  
Date

561-745-2401  
Phone Number

RRUSKAY@RMPKFUNDING.COM  
Email Address

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON THE PUBLIC ENTITY CRIMES (To be signed in the presence Of a notary public or other officer authorized to administer oaths.)

STATE OF Florida COUNTY Palm Beach

Before me, the undersigned authority, personally appeared, who, being by me first duly sworn, made the following statement:

Name of Proposer RMPK FUNDING  
Business address 601 Heritage Dr. #402 Jupiter, FL 33458

I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any such agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

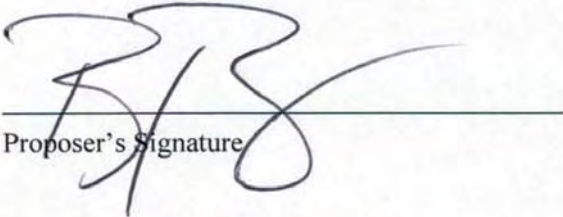
I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

**Please check the appropriate paragraph below:**

- Neither the Proposer, Contractor, nor any officer, director, executive, partner, shareholder, employee member or agent who is active in the management of the Proposer or Contractor nor any affiliate of the Proposer or Contractor has been convicted of a public entity crime subsequent to July 1, 1989.
- There has been a conviction of a public entity crime by the Proposer or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Proposer or contractor who is active in the management of the Proposer or Contractor or an affiliate of the Proposer or Contractor. A determination has been made pursuant to Section 287.133(3) by order



of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is \_\_\_\_\_ . A copy of the order of the Division of Administrative Hearings is attached to this statement

  
Proposer's Signature

*\*personally known to me*  
Sworn to and subscribed before me on this 7<sup>th</sup> day of March, 2017

(affix seal)

  
Notary Public Signature



Regina Benegas  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# FF172225  
Expires 10/28/2018

NON-COLLUSION AFFIDAVIT

By submission of this affidavit, the Proposer certifies that this proposal is made independently and free from collusion. Proposer shall disclose below, to the best of its knowledge, any City of Oakland Park officer or employee, or any spouse, son, daughter, stepson, stepdaughter, or parent of any such officer or employee, who is an officer or director of, or has a material interest in, the Proposer's business who is in a position to influence this procurement. Any City of Oakland Park officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he or she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if he or she otherwise stands to personally gain if the contract is awarded to this vendor.

NAME

RELATIONSHIPS

\_\_\_\_\_  
\_\_\_\_\_

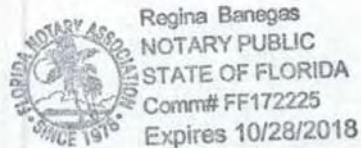
NONE:   X  

BB  
Signature of Proposer \* personally known to me

Sworn to and subscribed before me on this 7<sup>th</sup> day of March, 2017

(affix seal)

Regina Banegas  
Notary Public Signature



**DOMESTIC PARTNERSHIP CERTIFICATION FORM**

THIS FORM **MUST** BE COMPLETED AND SUBMITTED AT TIME OF SUBMITTAL  
FOR PROPOSER TO BE DEEMED RESPONSIVE

The Proposer, by virtue of the signature below, certifies that it is aware of the requirements of Section 2-197.1 of the City of Oakland Park’s Code of Ordinances, “Requirement for city contractors to provide equal benefits to domestic partners”, and certifies the following:

**Please check only one below**

- 1. The Proposer currently complies with the requirements of Section 2-197.1 of the City of Oakland Park’s Code of Ordinances and provides benefits to domestic partners of its employees and the partners’ dependents on the same basis as it provides benefits to employees’ spouses and the spouses’ dependents
- 2. The Proposer will comply with the requirements of Section 2-197.1 of the City of Oakland Park’s Code of Ordinances at time of contract award and provide benefits to domestic partners of its employees and the partners’ dependents on the same basis as it provides benefits to employees’ spouses and the spouses’ dependents
- 3. The Proposer will not comply with the requirements of Section 2-197.1 of the City of Oakland Park’s Code of Ordinances at time of award
- 4. The Proposer does not need to comply with the requirements of Section 2-197.1 of the City of Oakland Park’s Code of Ordinances at time of award because the following exemption applies:

**Please check only one below**

- The Proposer’s price bid for the initial contract term is \$100,000 or less.
- The Proposer employs less than twenty-five (25) employees
- The Proposer does not provide benefits to employees’ spouses or spouse’s dependents
- The Proposer is a religious organization, association, society, or non-profit charitable or educational institution
- The Proposer is a government entity
- The Proposer cannot comply with the requirements of Section 2-197.1 of the City of Oakland Park’s Code of Ordinances because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation \_\_\_\_\_,  
(Attach explanation of its applicability).

**DOMESTIC PARTNERSHIP CERTIFICATION FORM (continued)**

I, Ryan Ruskay, President of City of Oakland Park  
(Name) (Title) (Proposer)

Hereby attest that I have the authority to sign this notarized certification and certify that the above-referenced information is true, complete and correct.

RR Signature Ryan Ruskay Print Name

STATE OF Florida

COUNTY OF Palm Beach

SWORN TO AND SUBSCRIBED BEFORE ME this 7<sup>th</sup> day of March, 2017

by \_\_\_\_\_, to me personally known \_\_\_\_\_ or produced

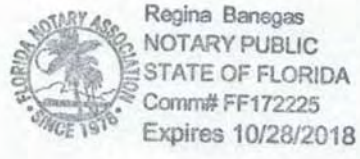
Identification \_\_\_\_\_ type of identification produced: \_\_\_\_\_

Regina Banegas  
of Notary Public

My commission expires: 10/28/18 Signature

Regina Banegas  
Print name of Notary Public

(SEAL)



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**RESOLUTION NO. R-2021-008**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OAKLAND PARK, FLORIDA, APPROVING THE RENEWAL OF THE AGREEMENT FOR GRANT MANAGEMENT SERVICES BETWEEN THE CITY AND RMPK FUNDING FOR AN ADDITIONAL TWO (2) YEAR TERM IN ACCORDANCE WITH ARTICLE III OF THE ORIGINAL AGREEMENT DATED APRIL 5<sup>TH</sup>, 2017; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission deems it to be in the best interests of the City to approve the renewal of the Agreement for Grant Management Services between the City and RMPK Funding for an additional two (2) year term.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OAKLAND PARK, FLORIDA THAT:**

**SECTION 1.** The foregoing "WHEREAS" clause is true and correct and hereby ratified and confirmed by the City Commission. All exhibits attached hereto are hereby incorporated herein.

**SECTION 2.** In accepting the recommendation of City staff, the City Commission of the City of Oakland Park, Florida, hereby approves the renewal of the Agreement for Grant Management Services between the City and RMPK Funding for an additional two (2) year term commencing on April 5, 2021 and ending on April 4, 2023 in accordance with Article III of the original Agreement dated April 5<sup>th</sup>, 2017.

**SECTION 3.** All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflicts.

**SECTION 4.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.

**SECTION 5.** This Resolution shall become effective immediately upon its passage and adoption.

1           **ADOPTED** by the City Commission of the City of Oakland Park, Florida this 20<sup>th</sup>  
2 day of January 2021.

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CITY OF OAKLAND PARK, FLORIDA

  
MAYOR JANE BOLIN

M. CARN	<u>YES</u>
A. GORDON	<u>YES</u>
M. ROSENWALD	<u>YES</u>
M. SPARKS	<u>YES</u>
J. BOLIN	<u>YES</u>

ATTEST:

  
RENEE M. SHROUT, CMC  
CITY CLERK



**RENEWAL OF AGREEMENT FOR GRANT MANAGEMENT SERVICES**

**WHEREAS, the City of Oakland Park**, a Florida municipal corporation (the "City") and RMPK Funding entered into an Agreement on April 5, 2017, R-2017-032.

**NOW THEREFORE**, in consideration of the mutual covenants, the City and RMPK Funding do agree to enter into this final two (2) year term extension to original agreement to provide grant writing and management services, including:

- Funding Needs Analysis/Strategic Outreach
- Grant Funding Research
- Grant Proposal Development and Review
- Grant Management Services
- Monthly and Annual Reporting

The Contractor agrees to payment for services as identified in CONTRACTOR's response to RFP # 030917

The term of this Renewal Agreement shall be for a period of two (2) consecutive years, from April 5, 2021 to April 4, 2023.


All terms, conditions, and provisions of the Request for Proposal # 030917 are incorporated herein by reference and made specific part hereof.

**CITY  
CITY OF OAKLAND PARK**

By:   
Title: City Manager

Date .....2/4/2021

**CONTRACTOR :**

By: Ryan A. Ruskay   
Title: President

Date 2/3/2021

CERTIFICATION PURSUANT TO FLORIDA STATUTE § 287.135

I, Ryan A. Ruskay, on behalf of RMPK FUNDING, Inc.,  
Print Name and Title Company Name

certify that RMPK FUNDING, Inc. does not:  
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Contractor of the City's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

RMPK FUNDING, Inc.

COMPANY NAME

Ryan A. Ruskay

PRINT NAME

  
SIGNATURE



**E-VERIFY FORM**

Definitions:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.


“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Oakland Park; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: RMPK FUNDING, Inc.

Authorized Signature:  \_\_\_\_\_

Print Name: Ryan A. Ruskay

Title: President

Date: 2/3/2021



# City of Okeechobee

Date: September 17, 2021

To: Mayor and City Council

FR: Gary Ritter, City Administrator

India Riedel, Finance Department

RE: City Council Agenda Item September 27, 2021

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**Suggested Motion: Motion to amend Chapter Two Employment - Qualifications, Item 3 of the City of Okeechobee Personnel Policies and Procedures.**

3. Except for Department Heads, and Police Department Employees, appointees must be residents of Okeechobee County, or any areas bordering Okeechobee County, by the end of the six (6) month probation period, and appointees must be citizens or resident aliens of the State of Florida and the United States of America.

Upon employment by the City, a Department Head will enter a three (3) month probationary period. After the probationary period ends satisfactorily, a Department Head will be allowed up to six (6) months to become a resident of Okeechobee County, Buckhead Ridge area of Glades County, or any areas lying outside the Okeechobee County line, but have Okeechobee addresses, and appointees must be citizens or resident aliens of the State of Florida and the United States of America.

**Background:** This amendment would broaden the applicant base for all departments for vacant positions being advertised currently and in the future.