



**CITY OF OKEECHOBEE
CITIZENS CHARTER REVIEW ADVISORY COMMITTEE
JULY 8, 2021
OFFICIAL MINUTES**

I. CALL TO ORDER

Vice Chairperson Whirls called the regular meeting of the Citizens Charter Review Advisory Committee (CCRAC) for the City of Okeechobee to order on Thursday, July 8, 2021, at 6:01 P.M. in the City Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida. The invocation was given by Member Chandler, followed by the Pledge of Allegiance.

II. ATTENDANCE

The following CCRAC Members were present: Suzanne Bowen, Jamie Gamiotea, Sandy Perry, Myranda Whirls and Hoot Worley. Ex-Officio Member Gary Ritter, City Attorney John Fumero (via Zoom), Executive Assistant Robin Brock and General Services Coordinator Patty Burnette were present as well. Members Wes Abney, Jeremy LaRue and Cary Pigman were absent.

III. AGENDA AND PUBLIC COMMENTS

A. Motion by Member Worley, seconded by Member Perry to adopt the agenda as presented. **Motion Carried Unanimously.**

B. There were no comment cards submitted for public participation for any issues not on the agenda.

IV. MINUTES

A. Motion by Member Worley, seconded by Member Perry to dispense with the reading and approve the May 13, 2021, Regular Meeting minutes. **Motion Carried Unanimously.**

V. NEW BUSINESS

A. Vice Chairperson Whirls opened the floor for nominations for Chairperson. Member Worley nominated Myranda Whirls. The nomination was seconded by Member Perry together with a motion to close nominations. **Motion Carried Unanimously.** Discussion then turned to nominations for a Vice Chairperson. Interim Administrator Ritter commented per Attorney Fumero, a Vice Chairperson was not necessary. Motion by Member Worley, seconded by Member Bowen to dispense with the Vice Chairperson position. **Motion Carried Unanimously.**

B. Members continued from the April 8, 2021, meeting, a discussion regarding whether the employees of the City Clerk's Office would fall under the City Clerk or the City Administrator. At the March 25, 2021, meeting it was the consensus of the Committee to have the position of the City Clerk remain as an elected position. City Clerk Lane Gamiotea presented information to the Committee regarding the position of City Clerk. She is working on creating a true job description which would explain all the different components, including personnel administrator and records custodian. She mentioned all the clerks before her have always hired their staff and supervised them. Even though she is elected by the citizens, she is still an employee of the city.

V. NEW BUSINESS ITEMS CONTINUED

She further explained to run an office and have your staff technically not have to answer to you would create problems. Motion by Member Worley, seconded by Member Gamiotea to add and the City Clerk Office staff to C-3.2 (1) of the proposed City Charter. **Motion Carried Unanimously.**

- C. Members discussed in its entirety the Model City Charter which reflected all their suggestions to date. Before going through each Article, Member Gamiotea inquired about the charter officers which have not been discussed. Attorney Fumero commented the following officers are mentioned in the Charter, City Administrator, City Attorney, Police Chief and City Clerk. He further explained the persons holding those positions can be eliminated but not the actual positions. Administrator Ritter pointed out there is no definition for the Chief of Police position. Motion by Member Worley, seconded by Member Perry to add a new section under Article 3 for the Chief of Police position. **Motion Carried Unanimously.** Next each article was reviewed, and any changes will be noted with the motion.

The following motions, and seconds were made to accept the draft copy of the Model City Charter for each section contained in it. Each **Motion was Carried Unanimously.** Citizens' Bill of Rights, motion by Member Bowen, seconded by Member Perry. Article 1, Boundary of the City, City Clerk Gamiotea will verify that the Nursing Home property that was annexed into the City Limits is included. Motion by Member Bowen, seconded by Member Worley. Article 2, motion by Member Worley, seconded by Member Perry to amend the third paragraph, Meetings, shall hold at least ten (10) regular monthly meetings. Article 3, motion by Member Worley, seconded by Member Perry to add City Clerk Office staff to C-3.2 (1) and add new section for the position of Police Chief. Article 4, motion by Member Worley, seconded by Member Bowen. Article 5, motion by Member Perry, seconded by Member Worley. Article 6, motion by Member Worley, seconded by Member Perry. Article 7, motion by Member Gamiotea, seconded by Member Perry. Article 8 and the Charter Revision Certification, motion by Member Gamiotea, seconded by Member Perry.

- D. Members discussed when and how to present the proposed charter to the City Council. Motion by Member Worley, seconded by Member Perry to have a joint workshop with the City Council. **Motion Carried Unanimously.** Members will submit their list of any typographical errors to Executive Assistant Brock.

VI. ADJOURN MEETING

Chairperson Whirls adjourned the meeting at 7:52 P.M.

Submitted by:

Patty M. Burnette

Approved on: _____

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