



ADMINISTRATION



Advanced major capital and infrastructure initiatives.



Strengthened cybersecurity and technology planning.



Coordinated City operations and engaged with community and regional partners.



POLICE DEPARTMENT



Responded to 687 complaints, 79 citations, 230 warnings and 31 crashes.



Participated in community events including the Labor Day Parade and 5K Run.



96 overtime hours saved through staffing and training.



FINANCE



Processed 224 payables, 56 payments and 3 payrolls.



Processed 325 Business Tax Renewals and 19 new applications.



Completed the adopted budget book for FY 2026/27



PUBLIC WORKS



Completed chamber repairs, pothole repairs and installed new drain grates.



Tree trimming, mowing, street sweeping and ditch maintenance.



Repaired the traffic signal near Walmart.



HUMAN RESOURCES



Completed Open Enrollment process .



Processed FMLA requests, recruitment and verifications of employment.



Participated in a leadership cohort and professional development webinars.



GENERAL SERVICES



282 residential and 73 commercial permit applications.



Worked on landscaping RFP and professional services RFQ.



Continued work on code revisions and professional applications and checklists.



CITY CLERK'S OFFICE



Received 62 public records requests; fulfilled 58.



Created 31 public notices and 19 Facebook posts.



Prepared for and attended City Council meetings and completed minutes.

City Administration



Building a Strong Tomorrow

- ✓ Facilitated two public hearings and adoption of the FY 2026/27 budget.
- ✓ Hosted a staff workshop to help shape the City's strategic plan.
- ✓ Met with Council members individually to discuss priorities and provide updates.
- ✓ Developed a five-year capital improvement plan with staff.
- ✓ Reviewed and approved the RFQ for Engineering Services.



Stronger together

- ✓ Attended and participated in Rotary meetings. Engaged with the Economic Development Corporation and supported their strategic plan.
- ✓ Completed FDEM training on disaster assistance and grants management.
- ✓ Attended regional meetings including the TCCLG Board, Lake County Coalition, Healthy Start Board, and the Okeechobee County EDC.
- ✓ Supported community events such as the Labor Day Parade, Historical Courthouse Anniversary celebration, and the Luviano Roofing 20th Anniversary.



Investing in our community

- ✓ Opened and began evaluation of the Landscaping RFP.
- ✓ Advanced updates to City facilities including City Hall and the Public Safety Building.
- ✓ Met with a local developer to address property code violations and identify solutions.
- ✓ Worked on potential acquisition of the American Legion property.
- ✓ Coordinated with the County on impact fees and EMS assessments.



Modern Tools for better service

- ✓ Met with CivicPlus to advance implementation of new software solutions.
- ✓ Worked with the IT Director on cybersecurity policies.
- ✓ Met with Comcast on improving connectivity at City facilities.
- ✓ Reviewed finance policy updates to strengthen internal processes.



RECORDS MANAGEMENT

- ✓ Received 51 new public records requests, fulfilled 52 requests
- ✓ Shredded 5.5 cubic feet of records and removed from Laser Fiche system.
- ✓ Provided 9/8/2026 Code Enforcement minutes for execution and filed in official Minute Book.
- ✓ Conducted training and updated procedures for Police Records and processed 7 boxes of records.



City Clerk



ORDINANCES & RESOLUTIONS

- ✓ Submitted Ordinance #1334, #26-001-R for first reading as well as final public hearing in October.
- ✓ Submitted Resolution #2026-09 for FDOT Highway Maintenance Agreement
- ✓ Distributed adopted Ordinances #1331 (FY 2026/27 millage rate) and #1332 (FY 2026/27 budget).



COMMUNICATIONS & PUBLIC NOTICES

- ✓ Created 7 advertisements for the Okeechobee News.
- ✓ Created 18 public notices.
- ✓ Posted all notices to City bulletin boards and website.
- ✓ Created and posted 20 Facebook posts.



COUNCIL MEETINGS & MINUTES

- ✓ Completed and submitted 2 sets of minutes (including printing, execution and filing in official Minute Book).
- ✓ Monitoring progress on past Council meeting to-do items.
- ✓ Edited and submitted roadway track dedication for Park St Commerce Center



CITIZEN BOARDS

- ✓ General Employees Retirement Plan Board of Trustees vacancy filled. Processed appointment and provided updates.



PERSONAL SUPPORT

- ✓ Verified August accrued leave benefit reports.
- ✓ Two staff began Leadership Training on 9/9/2026.



224

Payables
Processed



56

Payments
Received



3

Payrolls
Processed



325

Business Tax
Receipt
Renewals
Processed



19

New Business
Tax Receipt
Applications



Financial Operations

- ✓ Completed journal entries for August 2026.
- ✓ Completed self-insurance worksheet for the Florida Department of Financial Services.
- ✓ Certified DR408A for the Florida Department of Revenue.
- ✓ Reconciled 10 bank accounts for August 2026 to ensure proper fiscal management.
- ✓ Completed auditor walkthrough.



Reporting & Compliance

- ✓ Worked with auditors to complete the report for the Florida Auditor General.
- ✓ Completed report for the Florida Office of Economic & Demographic Research.
- ✓ Completed GASB 75 OPEB report.
- ✓ Worked with Human Resources to complete the GASB 75 OPEB census data report.



Policies & Planning

- ✓ Drafted two key policies:
 - Budget Transfer Policy
 - Procurement Policy
- ✓ Revised and finalized the Adopted Budget Book for Fiscal Year 2026–2027.



General Services



Supporting Responsible Growth in Okeechobee



282

Residential
Permit Applications



73

Commercial
Applications



Investing in Our Community

- ✓ Met on Request for Proposal (RFP) and Contract - Landscaping.
- ✓ Work on Request for Qualifications (RFQ) - Professional Services Agreement.



Planning for a Stronger Okeechobee

- ✓ Met with property owner regarding Zoning Code violations and steps for resolution.
- ✓ Continued work on drafts for Code revisions:
 - Traffic Impact Statement
 - Administrative Plat Review
 - Administrative Deviations
 - Dissolution of Technical Review Committee as a voting board.
- ✓ Drafted new zoning applications and checklists related to updated zoning requirements per proposed Code changes and Florida Statutes.



Working Together for Results

- ✓ Discussions with Engineer over previous Technical Review Committee approvals related to proposed addition within the county jail property.
- ✓ Worked with County and Safebuilt for building permit inspections during absence of City Building Official.



Helping Our Team Plan for Tomorrow

- ✓ Supported four retirees with understanding changes to their benefits, redirecting pension benefits to new accounts and/or making claims.
- ✓ Reviewed all voluntary deductions for September to ensure consistency with rate changes effective October 1.



Finding the Right People to Serve Our Community

- ✓ Received 5 applications for Certified Police Officer and responded to 5 additional inquiries. Followed up with candidates not interviewed. Position reposted due to limited qualified candidates.
- ✓ Began recruitment for Full-Time Crime Scene Technician/Evidence Clerk. Received 3 internal applications and 8 external applications to date, with 28 inquiries. Application process open until October 9.



Ensuring Accountability

- ✓ Completed Fiscal Year End Compensation Audit.
- ✓ Initiated various Fiscal Year End reports required for audit purposes.
- ✓ Provided documents to auditors during the pre-audit walkthrough.



Human Resources



Keeping Our Operations Running Smoothly

- ✓ Processed two verifications of employment.
- ✓ Processed one resignation.
- ✓ Processed one request for intermittent FMLA and received an additional FMLA request.
- ✓ Distributed updated Drug Free Workplace and Alcohol Policy to all staff and obtained required acknowledgements.
- ✓ Coordinated with Finance on holiday payroll schedule and communicated changes to staff.
- ✓ Updated the application checklist to clarify required documents.



Building a Strong Foundation

- ✓ Reviewed, researched and drafted policies related to employee pay.
- ✓ Created an outline of the revised employee handbook.
- ✓ Distributed Personnel Action Forms for all employees to the salary increase effective October 1, 2026.



Investing in Our Team

- ✓ Participated in the first leadership cohort.
- ✓ Attended a Risk Management webinar through the PRM Risk Management Academy.
- ✓ Participated in a Benefits Resources webinar.



Community Connection

- ✓ Chief was a guest on WOKC True Country Radio.
- ✓ Participated in the Labor Day Parade.
- ✓ Helped with Toys for Tot's Gala at The Venue.
- ✓ Supported the 5K Run at Oakview Church for the Children's Cardiomyopathy Foundation.
- ✓ Attended the 1° Annual Fiesta Patrias Celebration at Sacred Heart Catholic Church.
- ✓ Supported a local ribbon cutting.

City Police



Traffic Enforcement

Officers focused on State Road 70 for speed enforcement.

SEPTEMBER ACTIVITY



687

Complaints



79

Citations



230

Warnings



31

Crashes



Staffing and Operations

- ✓ Had 2 officers out in August.
- ✓ Overtime: 96 hours saved by utilizing the Lieutenant, Corporal and part-time officers.
- ✓ Overtime spent: 200 hours (sick, vacation, smart cop training and Labor Day Parade).
- ✓ Officer Cortez returned to work September 21°.





Streets, Drainage & Infrastructure

- ✓ Completed chamber repair work.
- ✓ Repaired potholes in the alley on Park Street.
- ✓ Installed new drain grates.
- ✓ Re-dug the swale and replaced drainage pipe at OCA.
- ✓ Replaced a culvert near NW 9th and NW 7th.
- ✓ Installed pipe at the new dump yard.
- ✓ Cleaned and blew out culverts throughout the City using the Vac Truck.
- ✓ Installed culverts along SW 7th Avenue.



City Facilities & Special Projects

- ✓ Installed blinds at City Hall.
- ✓ Removed light fixtures at City Hall.
- ✓ Completed cleanup at Primitive Baptist Church and the Log Cabin for the Historic Society event.
- ✓ Installed a camera at the Public Safety Building.
- ✓ Repaired the traffic signal near Walmart.



Grounds & Right-of-Way Maintenance

- ✓ Completed tree trimming for Waste Management.
- ✓ Performed routine mowing throughout the City.
- ✓ Mowed ditches using the Arm Tractor.
- ✓ Edged sidewalks throughout City-maintained areas.
- ✓ Completed street sweeping operations.

