

CITY OF PAHOKEE



AGENDA

City Commission Regular Meeting
Tuesday, July 25, 2023, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Keith W. Babb, Jr., Mayor
Clara Murvin, Vice Mayor
Derrick Boldin, Commissioner
Juan Gonzalez, Commissioner
Sara Perez, Commissioner

CITY STAFF:

Rodney D. Lucas, City Manager
Jongelene Adams, Deputy City Manager
Tijauna Warner, City Clerk
Burnadette Norris-Weeks, Esq., City Attorney
Joseph R. Martin, Interim Director of Finance

[TENTATIVE: SUBJECT TO REVISION]

AGENDA

- A. CALL TO ORDER**
- B. INVOCATION AND PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. ADDITIONS OF EMERGENCY BASIS FROM CITY MANAGER, DELETIONS AND APPROVAL OF AGENDA ITEMS**
- E. PUBLIC COMMENTS / PUBLIC SERVICE ANNOUNCEMENTS / PRESENTATIONS / PROCLAMATIONS**

(This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing the Commission, state your name and address for the record)

- 1. KidsFit Jamathon Day Proclamation
- 2. Business of the Month - Healthier Glades (Ms. Annie Ifill)

- F. CONSENT AGENDA**

- 1. June 27, 2023 City Commission Meeting Minutes
- 2. RESOLUTION 2023 - 34 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE CITY CLERK APPOINTMENT OF NYLENE CLARKE AS THE DEPUTY CLERK.
- 3. RESOLUTION 2023 - 36 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE POLLING LOCATION AGREEMENT FORM BETWEEN PALM BEACH COUNTY SUPERVISOR OF ELECTIONS AND THE CITY OF PAHOKEE.
- 4. RESOLUTION 2023 - 37 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN REBEL RECOVERY FLORIDA INC AND THE CITY OF PAHOKEE FOR MOBILE HEALTH SUPPORT SERVICES; PROVIDING FOR AN EFFECTIVE DATE.

- G. OLD BUSINESS** *(discussion of existing activities or previously held events, if any)*

- H. PUBLIC HEARINGS AND/OR ORDINANCES**

- A. ORDINANCE 2023 - 6 (first reading) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, SETTING THE CITY OF PAHOKEE'S MUNICIPAL ELECTION FOR MARCH 19, 2024 TO BE HELD CONCURRENTLY WITH THE STATE OF FLORIDA'S PRESIDENTIAL PREFERENCE PRIMARY ELECTION; SETTING QUALIFYING DATES; PROVIDING FOR REPRESENTATIONS AND PROVIDING AN EFFECTIVE DATE.

- I. RESOLUTION(S)**

- A. RESOLUTION 2023 - 35 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, SETTING THE PROPOSED MILLAGE RATE FOR FISCAL YEAR 2023-2024 PURSUANT TO SECTION 200.065, FLORIDA STATUTES, TOGETHER WITH A ROLLED-BACK RATE; ESTABLISHING THE DATE, TIME AND PLACE OF PUBLIC HEARINGS TO

CONSIDER THE PROPOSED MILLAGE RATE AND THE TENTATIVE BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING FOR DIRECTIONS TO THE CITY CLERK; PROVIDING FOR AN EFFECTIVE DATE.

- B. RESOLUTION 2023 - 38 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING A CITY OF PAHOKEE FACILITY EVENT SPACE RENTAL APPLICATION AND RATES FOR FOR MARINA AND CITY FACILITY RENTALS, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE.
- C. RESOLUTION 2023 - 39 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ADOPTING A PER DIEM TRAVEL EXPENSE POLICY PURSUANT TO THE U.S. GENERAL SERVICES ADMINISTRATION (GSA) RATES FOR TRANSPORTATION AND MEALS FOR CITY OFFICIALS AND EMPLOYEES; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION; PROVIDING FOR AN EFFECTIVE DATE.
- D. RESOLUTION 40 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING CHANGE ORDER NO. 23 TO THE CONTRACT WITH ROSSO SITE DEVELOPMENT, INC. PERTAINING TO A TIME EXTENTION FOR THE BARFIELD HIGHWAY RECONSTRUCTION PROJECT, AS SET FORTH IN EXHIBIT"A"; PROVIDING FOR AN EFFECTIVE DATE.
- E. RESOLUTION 2023 - 41 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT AGREEMENT BETWEEN A QUALIFIED APPLICANT AND THE CITY OF PAHOKEE FOR THE ARPA NOT-FOR-PROFIT SUBRECIPIENT GRANT PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.
- F. RESOLUTION 2023 - 42 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS BETWEEN QUALIFIED APPLICANTS AND THE CITY OF PAHOKEE FOR THE CITY'S MINOR HOME REPAIR PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.
- G. RESOLUTION 2023 - 43 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS BETWEEN QUALIFIED APPLICANTS AND THE CITY OF PAHOKEE FOR THE CITY'S SMALL BUSINESS DEVELOPMENT PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.
- H. RESOLUTION 2023 - 44 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS BETWEEN QUALIFIED APPLICANTS AND THE CITY OF PAHOKEE FOR THE COVID-19 RESIDENTIAL UTILITIES AND RENTAL ASSISTANCE PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.
- I. RESOLUTION 2023 - 45 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING TOM KRIPS CONSTRUCTION, INC. FOR EMERGENCY REPAIR SERVICES PERTAINING TO MARINA DOCKS D, E AND F PURSUANT TO A CERTAIN CONSENT ORDER AND TEMPORARY USE AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, THE BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST

FUND OF THE STATE OF FLORIDA AND THE CITY OF PAHOKEE, FLORIDA; ACCEPTING THE REPAIR QUOTE ATTACHED HERETO AS EXHIBIT “A”; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY ACTION TO ENTER INTO AN AGREEMENT IN A CONTRACT FORM ACCEPTABLE TO THE CITY ATTORNEY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

- J. NEW BUSINESS** (*presentation by city manager of activity or upcoming event, if any*)
 - 1. Discussion and direction on the City Manager's Evaluation and Contract
 - K. REPORT OF THE MAYOR**
 - L. REPORT OF THE CITY MANAGER**
 - M. REPORT OF THE CITY ATTORNEY**
 - N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**
 - O. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER** (*community events, feel good announcements, if any*)
 - P. ADJOURN**
-

Any citizen of the audience wishing to appear before the City Commission to speak with reference to any agenda or non-agenda item must complete the “Request for Appearance and Comment” form and present completed form to the City Clerk prior to commencement of the meeting.

Should any person seek to appeal any decision made by the City Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Reference: Florida Statutes 286.0105)

In accordance with the provisions of the Americans with Disabilities Act (ADA), this document can be made available in an alternate format upon request. Special accommodations can be provided upon request with three (3) days advance notice of any meeting, by contacting City Clerk Tijauna Warner at Pahokee City Hall, 207 Begonia Dr. Pahokee, FL 33476 Phone: (561) 924-5534. If hearing impaired, telephone the Florida Relay Service Number, 800-955-8771 (TDD) or 800-955-8770 (Voice), for assistance. (Reference: Florida Statutes 286.26).

Proclamation

Declaring July 19, 2023 as the
12th Annual KidsFit Jamathon®

WHEREAS, the City of Pahokee takes special notice and acknowledges the exceptional service Digital VibeZ has provided for more than 12 years to our citizens of highest potential, our children; and

WHEREAS, in 2010, Digital VibeZ was founded to reach out to underserved youth in Palm Beach County by mentoring them through dance fitness, technology, and the arts; and

WHEREAS, Digital VibeZ partners with more than 200 local afterschool sites, community based organizations, and summer camp programs serving thousands of children each year; and

WHEREAS, Digital VibeZ serves all children within and even beyond Palm Beach County; and

WHEREAS, Digital VibeZ has hosted events such as Let's Move PBC and programs such as Wellness Workshops, Fitness Jamz, and Digital Expressions where children can create songs and videos to express themselves; and

WHEREAS, KidsFit Jamathon® is the largest kids dance fitness concert in the nation; and

WHEREAS, Digital VibeZ has grown a following nationally and has a viral dance video on TikTok with over 42 Million views bringing national and international attention to Palm Beach County; and

WHEREAS, Digital VibeZ will host its largest event yet this year with dance fitness, healthy activities and snacks, and dance performances by local students where the winning sites of the competitions will take home a cash prize;

NOW, THEREFORE, I, Keith W. Babb, Jr., Mayor of the City of Pahokee, and on behalf of the City Commission, do hereby proclaim Wednesday, July 19, 2023, as the:

12th Annual KidsFit Jamathon®

to be held at the South Florida Fairgrounds in the City of West Palm Beach, and urges all citizens to join me in congratulating and celebrating Digital VibeZ on their 12th KidsFit Jamathon® celebration.

PROCLAIMED this 11th day of June, 2023



Keith W. Babb, Jr.

Mayor Keith W. Babb, Jr.

Clara Murvin

Vice Mayor Clara Murvin

Juan Gonzalez

Commissioner Juan Gonzalez

Derrick Boldin

Commissioner Derrick Boldin

Sara Perez

Commissioner Sara Perez

BUSINESS OF THE MONTH



This certificate is awarded to

HEALTHIER GLADES

491 EAST MAIN STREET, PAHOKEE, FL 33476

In recognition of outstanding service to the community

Presented this 25th day of July 2023

Keith W. Babb, Jr.

Mayor Keith W. Babb, Jr.

Derrick Boldin

Commissioner Derrick Boldin

Sara Perez

Commissioner Sara Perez



Clara M. Murvin

Vice Mayor Clara M. Murvin

Juan Gonzalez

Commissioner Juan Gonzalez

Rodney D. Lucas

Rodney D. Lucas, City Manager

CITY OF PAHOKEE



MINUTES

City Commission Regular Meeting
Tuesday, June 27, 2023, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Keith W. Babb, Jr., Mayor
Clara Murvin, Vice Mayor
Derrick Boldin, Commissioner
Juan Gonzalez, Commissioner
Sara Perez, Commissioner

CITY STAFF:

Rodney D. Lucas, City Manager
Jongelene Adams, Deputy City Manager
Tijauna Warner, City Clerk
Burnadette Norris-Weeks, Esq., City Attorney
Joseph R. Martin, Interim Director of Finance

MINUTES

A. CALL TO ORDER

The meeting was called to order by Mayor Babb at 6:02 PM.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Ms. Ida Pringle led the Invocation, followed by the Pledge of Allegiance.

C. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.
Vice Mayor Clara Murvin
Commissioner Derrick Boldin
Commissioner Juan Gonzalez
Commissioner Sara Perez
Rodney D. Lucas, City Manager
Burnadette Norris-Weeks, City Attorney
Tijauna Warner, City Clerk

D. ADDITIONS OF EMERGENCY BASIS FROM CITY MANAGER, DELETIONS AND APPROVAL OF AGENDA ITEMS

Motion made by Vice Mayor Murvin to approve the agenda, Seconded by Commissioner Gonzalez. Mayor Babb called for questions. Motion passed unanimously.
Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

E. PUBLIC COMMENTS / PUBLIC SERVICE ANNOUNCEMENTS / PRESENTATIONS / PROCLAMATIONS

(This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing the Commission, state your name and address for the record)

Ms. Annie Ifill (*Healthier Glades*) gave a brief overview of mental health events.

Ms. Jinga Oglesby-Brihm (*Empower Healthcare*) gave a brief overview of their mental health program.

Ms. Ida Pringle (*resident*) inquired about the status of the splash pad, Larrimore Road, McClure Road, and a loan.

Ms. Loletha Kimes (*resident*) expressed concern with the business grant offered by the City.

Mr. Robert Love (*non-resident*) expressed concern what saying that was said at the pervious and inquired where is the first phase that was completed at Martin Luther King Park.

Ms. Shelia Williams (*resident*) expressed concern with a tree that's on an empty lot next to her house.

Mr. Shaquille Bussey (*Loletha Kimes*) expressed concern with the vacant property auction process.

Ms. Cynthia Hall (*Robert Love*) inquired if a grant was awarded to the tire man and expressed concerns with the City Manager being honest.

Ms. Tammy Bussey (*business owner*) inquired about the status of Barfield Highway, schedule for trash pick-up, and expressed concern with the condition of roads and property.

Ms. Adams gave a brief update on Barfield Highway, Larrimore Road, and Martin Luther King Park.

Ms. Thelma Freeman (*non-resident*) inquired about being fired, rental assistance, and ARPA Funding.

1. May Business of the Month - Empress Beauty

Commissioner Perez presented Ms. Tiana Mitchell (Empress Beauty Owner) with May Business of the Month.

Motion made by Vice Mayor Murvin to approve Empress Beauty as May Business of the Month, Seconded by Commissioner Gonzalez. Mayor Babb called for questions. Motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

2. Proclamation - Honoring Former Police Officer Donna Marie Salvatore

Ms. Norris-Weeks read Donna Marie Salvatore Proclamation into the record.

Motion made by Commissioner Boldin to approve Donna Marie Salvatore Proclamation, Seconded by Commissioner Gonzalez. Mayor Babb called for questions. Motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

3. Central Palm Beach County Chamber of Commerce - Mary Lou Bedford

Mary Lou Bedford gave a brief overview of the Central Palm Beach County Chamber of Commerce.

4. Black Chamber of Commerce of Palm Beach County

Frank Hayden (Membership Chair) gave a brief overview of the Black Chamber of Commerce of Palm Beach County.

5. Merrill “Lucky” Noel

Not present.

F. CONSENT AGENDA

1. June 13, 2023 City Commission Workshop Minutes

2. June 13, 2023 City Commission Meeting Minutes

Motion made by Commissioner Boldin to approve Consent Agenda Items, Seconded by Commissioner Gonzalez. Mayor Babb called for questions. Motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

G. OLD BUSINESS (*discussion of existing activities or previously held events, if any*)

None.

H. PUBLIC HEARINGS AND/OR ORDINANCES

None.

I. RESOLUTION(S)

- A. RESOLUTION 2023 - 30 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE MOU TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN CAREERSOURCE PALM BEACH COUNTY, INC. AND THE CITY OF PAHOKEE, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE.

Mrs. Norris-Weeks read Resolution 2023-30 into the record.

Mr. Lucas gave a brief explanation of Resolution 2023-30.

Motion made by Commissioner Perez to approve Resolution 2023-30, Seconded by Commissioner Gonzalez. Mayor Babb called for questions. Motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

- B. RESOLUTION 2023 - 31 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO GRANT AGREEMENT NO. LPA0252 BETWEEN THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION AND THE CITY OF PAHOKEE FOR EAST LAKE VILLAGE STORMWATER IMPROVEMENTS, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Mrs. Norris-Weeks read Resolution 2023-31 into the record.

Mr. Lucas gave a brief explanation of Resolution 2023-31.

Motion made by Commissioner Boldin to approve Resolution 2023-31, Seconded by Commissioner Gonzalez. Mayor Babb called for questions. A discussion ensued. Motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez

Voting Nay: Commissioner Perez

- C. RESOLUTION 2023 - 32 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING A GRANT AWARD FROM THE EARLY LEARNING COALITION OF PALM BEACH COUNTY REGARDING THE AMERICAN RESCUE PLAN ACT ROUND 2 FINAL INSTALLMENT FOR THE PARKS AND RECREATION AFTERSCHOOL PROGRAM; PROVIDING FOR THE ADOPTION OF REPRESENTATION, PROVIDING FOR AND EFFECTIVE DATE.

Mrs. Norris-Weeks read Resolution 2023-32 into the record.

Mr. Lucas gave a brief explanation of Resolution 2023-32.

Motion made by Commissioner Boldin to approve Resolution 2023-32, Seconded by Vice Mayor Murvin. Mayor Babb called for questions. A discussion ensued. Motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

- D. RESOLUTION 2023 - 33 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE FLORIDA, APPROVING AN AMENDMENT TO THE STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT NO. 7 BETWEEN THE CITY OF PAHOKEE, FLORIDA AND THE FLORIDA DEPARTMENT OF TRANSPORTATION; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Mrs. Norris-Weeks read Resolution 2023-33 into the record.

Mr. Lucas gave a brief explanation of Resolution 2023-33.

Motion made by Commissioner Boldin to approve Resolution 2023-33, Seconded by Vice Mayor Murvin. Mayor Babb called for questions. A discussion ensued. Motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

J. NEW BUSINESS (*presentation by city manager of activity or upcoming event, if any*)

None.

K. REPORT OF THE MAYOR

Mayor Babb suggested appointing Benny Everett III to the Pahokee Housing Authority Board.

Motion made by Vice Mayor Murvin to approve appointing Benny Everett III to the Pahokee Housing Authority Board, Seconded by Commissioner Perez. Mayor Babb called for questions. A discussion ensued. Motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

L. REPORT OF THE CITY MANAGER

Mr. Lucas gave updates on the following: splash pad, algae bloom, fleet and take-home vehicle policy, public works schedule during hurricane season, annexation, Phase IV Reconstruction, McClure Reconstruction Project, and grant assistance from Treasurer Coast Regional Planning Council. Also, he warned citizen to be careful before signing with any contractors coming through their neighborhoods soliciting for repairs and replacements through state programs. If you are replacing roofs, electrical services, HVAC, windows, solar panels, or plumbing; all requires the contractor to come to City Hall and pull a building permit. Mr. Lucas announced the closure of City Hall for the 4th of July and upcoming events/meetings.

M. REPORT OF THE CITY ATTORNEY

No Report.

N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY

Vice Mayor Murvin requested adding Emergency Basis Process for Floating Docks as a future agenda item.

Motion made by Vice Mayor Murvin to approve adding Emergency Basis Process for Floating Docks as a future agenda item, Seconded by Commissioner Boldin. A discussion ensued.

Motion passed 3-2.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin

Voting Nay: Commissioner Gonzalez, Commissioner Perez

Commissioner Perez requested adding the City Manager's and City Attorney's Contract as a future agenda items.

Motion made by Commissioner Perez to approve adding the City Manager's and City Attorney's Contract as a future agenda item, Seconded by Commissioner Gonzalez. Mayor Babb called for questions. A discussion ensued. Motion failed 2-3.

Voting Yea: Commissioner Gonzalez, Commissioner Perez

Voting Nay: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin

Commissioner Perez requested adding the City Manager's Evaluation and Contract as a future agenda item.

Motion made by Commissioner Perez to approve adding the City Manager's Evaluation and Contract as a future agenda item, Seconded by Commissioner Gonzalez. A discussion ensued. Motion passed 3-2.

Voting Yea: Mayor Babb, Commissioner Gonzalez, Commissioner Perez

Voting Nay: Vice Mayor Murvin, Commissioner Boldin

O. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER (*community events, feel good announcements, if any*)

Vice Mayor Murvin advised no comment.

Commissioner Perez advised there's someone illegally dumping tires around the town because he doesn't want to pay the fee for a container. She informed the commission that she has an issue with the splash pad.

Commissioner Boldin thanks everyone for coming out.

Commissioner Gonzalez advised no comment.

P. ADJOURN

Motion made by Commissioner Gonzalez to adjourn the meeting, Seconded by Vice Mayor Murvin. Mayor Babb called for questions. Motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez, Commissioner Perez

There being no further business to discuss, Mayor Babb adjourned the meeting at 8:57 PM.

Keith W. Babb, Jr., Mayor

ATTEST: Tijauna L. Warner, CMC, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS
VIA: RODNEY LUCAS, CITY MANAGER
FROM: Tijauna Warner
SUBJECT: Appointment of Deputy Clerk
DATE: May 12, 2023

GENERAL SUMMARY/BACKGROUND:

Pursuant to § 3.6 of the City of Pahokee’s Charter, the City Clerk is appointed by a majority vote of the City Commission. Also, pursuant to Article III, § 3.6 (2), “the City Clerk shall appoint such deputy clerks as may from time to time be necessary to carry out the duties of the office. Ms. Warner desires to appoint Nylene Clarke as Deputy Clerk to perform certain duties and responsibilities of the Clerk’s Office and is requesting the City Commissions approval.

BUDGET IMPACT: None.

LEGAL NOTE: N/A

STAFF RECOMMENDED MOTION:

Approval of Resolution 2023 – 34 appointing Nylene Clarke as Deputy Clerk.

ATTACHMENTS:

Resolution 2023 – 34

RESOLUTION 2023 - 34

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE CITY CLERK’S APPOINTMENT OF NYLENE CLARKE AS DEPUTY CLERK.

WHEREAS, pursuant to § 3.6 of the City of Pahokee’s Charter, the City Clerk is appointed by a majority vote of the City Commission; and

WHEREAS, pursuant to Article III, § 3.6 (2), “the City Clerk shall appoint such deputy clerks as may from time to time be necessary to carry out the duties of the office”; and

WHEREAS, the City Clerk desires to appoint Nylene Clarke as Deputy Clerk to perform certain duties and responsibilities of the Clerk’s Office and further desires that the City Commission confirms said appointment through resolution.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, THAT:

Section 1. Confirmation as Deputy Clerk. The City Commission of the City of Pahokee, Florida hereby confirms the appointment of Nylene Clarke as Deputy Clerk.

Section 2. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 25th day of July, 2023.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)



AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, INTERIM CITY MANAGER

FROM: Tijauna Warner, City Clerk

SUBJECT: Resolution 2023 - 36

DATE: 07/19/2023

GENERAL SUMMARY/BACKGROUND: Resolution 2023 – 36 is an annual agreement by and between Palm Beach County Supervisor of Elections and the City of Pahokee to provide Election Day polling location services for the Primary and General Elections Days scheduled for the countywide 2024 Election Cycle. As well as, make a good faith effort to accommodate any additional Special Election Days that may be required due to unforeseen circumstances.

BUDGET IMPACT: N/A

LEGAL NOTE: N/A

STAFF RECOMMENDATION: Approval of Resolution 2023 -36.

ATTACHMENTS: Resolution 2023 – 36 & Contract For Election Day Polling Location.

RESOLUTION 2023- 36

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE POLLING LOCATION AGREEMENT FORM BETWEEN PALM BEACH COUNTY SUPERVISOR OF ELECTIONS AND THE CITY OF PAHOKEE.

WHEREAS, This Agreement is entered into between Palm Beach County Supervisor of Elections and the City of Pahokee; and

WHEREAS, FACILITY'S responsibility under this Contract is to provide Election Day polling location services for the following Primary and General Election Days scheduled for the countywide 2024 Election Cycle, as well as make a good faith effort to accommodate any additional Special Election Days that may be required due to unforeseen circumstances.; and

WHEREAS, City of Pahokee will provide a Polling Location for holding Elections on Tuesday, March 19, 2024, Tuesday, August 20, 2024 and Tuesday, November 4, 2024; and

WHEREAS, City of Pahokee will provide access to the Polling Location no later than 5:30a.m. on Election Day.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Authorization of City Administrator. The City Commission of the City of Pahokee, Florida hereby authorizes the Mayor to enter into a Contract for Election Day Polling Location between the City of Pahokee and Palm Beach County Supervisor of Elections, attached hereto as Exhibit “A.” The City Clerk is further authorized to take all necessary and expedient action to effectuate the intent of this Resolution.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and **ADOPTED** this 25th day of July, 2023.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, CMC, City Clerk

Rodney Lucas, City Manager

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Vice Mayor Murvin	_____ (Yes)	_____ (No)
Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

Exhibit "A"

CONTRACT FOR ELECTION DAY POLLING LOCATION

(ATTACHED)



Wendy Sartory Link
Palm Beach County Supervisor of Elections

Facebook Twitter Instagram LinkedIn YouTube @VotePalmBeach VotePalmBeach.gov

240 South Military Trail, West Palm Beach, FL 33415 561.656.6200 561.656.6287

CONTRACT FOR ELECTION DAY

This Contract is made as of the _____ day of _____, 20____, by and between the Palm Beach County Supervisor of Elections, a Political Subdivision of the State of Florida, by and through the Palm Beach County Board of County Commissioners, hereinafter referred to as SUPERVISOR, and **PAHOKEE RECREATION CENTER**, 360 E MAIN ST PAHOKEE, FL 33476 ("FACILITY/COUNTY") to do business in the State of Florida.

Precinct(s): 5501

***Precinct number (s) subject to change**

In consideration of the mutual promises contained herein, SUPERVISOR and FACILITY/COUNTY agree as follows:

ARTICLE 1 - SERVICES

FACILITY/COUNTY’S responsibility under this Contract is to provide Election Day polling location services for the following Presidential Preference Primary Election, Primary Election and General Election Days scheduled for the countywide 2024 Election Cycle, as well as make a good faith effort to accommodate any additional Special Election Days that may be required due to unforeseen circumstances.

- A. Presidential Preference Primary (PPP) Election Day Tuesday, March 19th, 2024 from 7:00 A.M. to 7:00 P.M.**
- B. Primary Election Day Tuesday, August 20th, 2024, from 7:00 A.M. to 7:00 P.M.**
- C. General Election Day Tuesday, November 5th, 2024, from 7:00 A.M. to 7:00 P.M.**

SUPERVISOR'S representatives/liaisons during the performance of this contract shall be:

Ghitza Serrano-Velez, (561)656-6211/ (772)631-5969 or Ghitza@votepalmbeach.gov

Rachel West, (561)656-6237/ (561)490-5218 or Rachel@votepalmbeach.gov.

FACILITY/COUNTY’S representative/liaison during the performance of this contract shall be:

Name/Title: _____

Phone Number: _____

Mailing Address (if different): _____



Wendy Sartory Link

Palm Beach County Supervisor of Elections

     @VotePalmBeach VotePalmBeach.gov

 240 South Military Trail, West Palm Beach, FL 33415  561.656.6200  561.656.6287

Contact person at Polling Place on Election Day:

Name/Title: _____

Email Address: _____

Work Phone Number: _____

Cell Phone Number (for emergency purposes): _____

Alternate contact:

Name/Title: _____

Email Address: _____

Work Phone Number: _____

Cell Phone Number (for emergency purposes): _____

Emergency contact:

Name/ Title: _____

Email Address: _____

Work Phone Number: _____

Home Phone Number (for emergency purposes): _____



Wendy Sartory Link
Palm Beach County Supervisor of Elections

Facebook Twitter Instagram LinkedIn YouTube @VotePalmBeach VotePalmBeach.gov

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ARTICLE 2 – SCHEDULE

FACILITY/COUNTY shall agree to allow voters, poll workers, poll watchers, other designated campaign representatives, and representatives of the SUPERVISOR to enter and exit premises **without delay or screening of any kind** during Election Day, until completion of voting. This shall include but is not limited to:

- A. None of the above shall be required to present identification upon entry, including at any gate.
- B. None of the above shall be required to undergo health screening upon entry.

FACILITY/COUNTY shall agree to accept delivery of equipment and supplies at a time and date to be determined by FACILITY/COUNTY and SUPERVISOR prior to Election Day. FACILITY/COUNTY and SUPERVISOR will also determine a date and time for SUPERVISOR to remove equipment and supplies.

Please provide the days and hours of operation at the location when access to the premises will be available for delivery and pickup of voting equipment. An election official will contact you to make arrangements:

Location hours of operation in **March**: _____

Location hours of operation in **August**: _____

Location hours of operation in **November**: _____

FACILITY/COUNTY shall agree to provide a secure location to store Elections Equipment upon delivery to Polling Location and until removal.

Please indicate where election equipment will be stored and how it will be secured:

Current assessed polling room: GYM

FACILITY/COUNTY shall agree to use the currently assessed polling room for all scheduled elections. If the polling room will **NOT** be available for an election, notice must be given to the SUPERVISOR for approval. Any new polling rooms not currently assessed will require an in-person site visit to confirm ADA accessibility.



Wendy Sartory Link

Palm Beach County Supervisor of Elections

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FACILITY/COUNTY shall agree to allow SUPERVISOR or SUPERVISOR’s designee(s) to inspect and set up the designated Polling Room on the **Monday prior to Election Day** (Monday March 18th, 2024, for the PPP, Monday August 19th, 2024 for the Primary, and Monday November 4th, 2024 for the General Election).

FACILITY/COUNTY shall agree (initial one):

_____ To open the Polling Location and Polling Room/bathrooms no later than **5:30 A.M** on Election Day.

_____ To provide SUPERVISOR or its assignee (Clerk) with a key to the Polling Room.

Please indicate contact information and instructions for delivery of key:

FACILITY/COUNTY shall agree to provide:

- Chairs for election workers (number of chairs provided _____).
- Tables for election workers (number of tables provided _____).
- Use of restroom facilities.
- Air conditioning.

ARTICLE 3 – REMEDIES

This contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

ARTICLE 4 - EXCUSABLE DELAYS

FACILITY/COUNTY shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of FACILITY/COUNTY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies which have been classified by



Wendy Sartory Link
 Palm Beach County Supervisor of Elections






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Emergency Order by the Governor of Florida or the President of the United States as a State of Emergency, allowing for the specific breach of this contract (i.e. an order specifically disallowing use of this or this kind of facility by the public), and abnormally severe and unusual weather conditions which render the Early Voting/Election Day site unusable.

Upon FACILITY/COUNTY'S request, SUPERVISOR shall consider the facts and extent of any failure to perform the work and, if FACILITY/COUNTY'S failure to perform was without its fault or negligence, the Contract Schedule or any other affected provision of this Contract shall be revised accordingly, subject to SUPERVISOR'S rights to change or terminate this Contract at any time.

ARTICLE 5 - ENTIRETY OF CONTRACTUAL AGREEMENT

SUPERVISOR and FACILITY/COUNTY agree that this contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties.

ARTICLE 6 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the FACILITY: (i) provides a service; and (ii) acts on behalf of the SUPERVISOR as provided under Section 119.011(2) F.S., the FACILITY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. All agreements between FACILITY/COUNTY and SUPERVISOR are subject to the requirements provided under Section 119.0701, F.S.

ARTICLE 7 - STATEMENT OF INDEMNITY

SUPERVISOR shall be responsible for damages, as found legally liable for and to the extent permitted by law, arising out of injury or damage to persons or property caused by or resulting from the negligence of the SUPERVISOR or any of its officers or employees. Nothing in this provision shall constitute as a waiver of sovereign immunity.

IN WITNESS WHEREOF, we, the undersigned, do hereby state that we have the authority to bind and obligate as promised herein, SUPERVISOR and FACILITY/COUNTY for purposes of executing this Contract on the dates set forth below.

Wendy Sartory Link, Palm Beach County Supervisor of Elections (Signature) Date

FACILITY Representative (Signature) Date



AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, INTERIM CITY MANAGER

FROM: Tijauna Warner, City Clerk

SUBJECT: Resolution 2023 - 37

DATE: 07/19/2023

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee (“City”) desires to enter into a Memorandum of Understanding (“MOU”) with Rebel Recovery Florida Inc for the provision of: Mobile health and peer recovery support including hygiene and personal care supply distribution, risk reduction information, education, infectious disease testing and navigation to care and other services of the FLASH Program.

BUDGET IMPACT: N/A

LEGAL NOTE: N/A

STAFF RECOMMENDATION:

Approval of Resolution 2023 -37.

ATTACHMENTS:

Resolution 2023 – 37
Rebel Recovery MOU

RESOLUTION NO. 2023 - 37**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN REBEL RECOVERY FLORIDA INC AND THE CITY OF PAHOKEE FOR MOBILE HEALTH SUPPORT SERVICES; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Pahokee (“City”) desires to enter into a Memorandum of Understanding (“MOU”) with Rebel Recovery Florida Inc for the provision of: Mobile health and peer recovery support services including hygiene and personal care supply distribution, risk reduction information, education, infectious disease testing and navigation to care and other services of the FLASH Program; and

WHEREAS, Rebel Recovery Florida Inc is a low barrier recovery organization that has been serving Palm Beach County since 2016 and provides recovery support services, education and advocacy to people impacted by drug use and those living with or at risk of infectious diseases. All services are free; and

WHEREAS, the mobile syringe and health service program, FLASH, offers harm reduction and a range of community-based prevention programs and services to people who use drugs. Services further include infectious disease testing and healthcare navigation, peer support, and sterile injection supplies to help prevent the spread of infectious diseases; and

WHEREAS, Rebel Recovery Florida Inc agrees to operate on the second Wednesday of each month within the City of Pahokee; and

WHEREAS, Rebel Recovery Florida Inc agrees to respect sites where the mobile unit stops and agrees not to cause damage to any site location where a stop is made; and

WHEREAS, Rebel Recovery Florida Inc agrees to diligently provide recovery care support, including navigation to available supportive community-based resources and providers; and

WHEREAS, the City Commission of the City of Pahokee finds that authorizing the City Manager to execute a Memorandum of Understanding

between Rebel Recovery Florida Inc and the City of Pahokee is in the best interests of the residents of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Authorization of Mayor and City Manager. The City Commission of the City of Pahokee hereby authorizes the City Manager to execute the Memorandum of Understanding (MOU) between Rebel Recovery Florida Inc and the City of Pahokee, attached hereto as Exhibit “A,” for the provision of various health support services. The City Manager is further authorized to take all necessary and expedient action to carry out the aims of this Resolution.

Section 3. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED and ADOPTED this 25th day of July 2023.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

MEMORANDUM OF UNDERSTANDING

This two-party Memorandum of Understanding (MOU) is made and entered into this ____ day of July 2023 by and between the City of Pahokee ("City") whose address is 207 Begonia Drive, Pahokee, Florida 33493 and Rebel Recovery Florida Inc., a Florida Not For Profit Corporation whose address is 400 N Congress Ave, Suite 130, West Palm Beach, FL 33401. This MOU shall remain in effect pursuant to the terms below:

Recitals

WHEREAS, the City of Pahokee ("City") desires to enter into a Memorandum of Understanding ("MOU") with Rebel Recovery Florida Inc for the provision of: Mobile health and peer recovery support including hygiene and personal care supply distribution, risk reduction information, education, infectious disease testing and navigation to care and other services of the FLASH Program; and

WHEREAS, Rebel Recovery Florida Inc is a low barrier recovery organization that has been serving Palm Beach County since 2016 and provides recovery support services, education and advocacy to people impacted by drug use and those living with or at risk of infectious diseases. All services are free; and

WHEREAS, the mobile syringe and health service program, FLASH, offers harm reduction and a range of community based prevention programs and services to people who use drugs. These services further include infectious disease testing and healthcare navigation, peer support, and sterile injection supplies to help prevent the spread of infectious diseases; and

WHEREAS, Rebel Recovery Florida Inc agrees to operate on the second Wednesday of each month within the City of Pahokee; and

WHEREAS, Rebel Recovery Florida Inc agrees to respect sites where the mobile unit stops and agrees not to cause damage to any site location where a stop is made; and

WHEREAS, Rebel Recovery Florida Inc agrees to diligently provide recovery care support, including navigation to available supportive community-based resources and providers; and

WHEREAS, the City Commission of the City of Pahokee finds that authorizing the City Manager to execute a Memorandum of Understanding between Rebel Recovery Florida Inc and the City of Pahokee is in the best interests of the residents of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Article I: Term

This MOU will be effective for services rendered following the execution of this MOU by both parties. Either party may terminate this MOU at any time.

Article II: Scope of Services

Rebel Recovery Florida Inc:

1. To ensure that residents of the City have access to recovery support services, education and advocacy to people impacted by drug use and those living with or at risk of infectious diseases.
2. To ensure that all services are free of charge.
3. To ensure that the mobile syringe and health service program, FLASH, offers harm reduction and a range of community based prevention programs and services to people who use drugs.
4. To ensure that infectious disease testing and healthcare navigation, peer support, and sterile injection supplies aid in the prevention of spreading infectious diseases.
5. To ensure operation within the City of Pahokee on the second Wednesday of each month.
6. To ensure that Rebel Recovery Florida Inc respects sites where the mobile unit stops and agrees not to cause damage to any site location where a stop is made.

City of Pahokee:

1. Ensure that Rebel Recovery Florida Inc is permitted to operate within the City of Pahokee pursuant to the terms set forth in the MOU.
2. Assist Rebel Recovery in finding parking spaces, if necessary.

Article III: Insurance

- 1, Rebel Recovery Florida Inc shall not commence work under this MOU until it has obtained all insurance required under this paragraph and such insurance has been approved by the CITY.
2. Certificates of insurance, reflecting evidence of the required insurance, shall be filed with the City prior to the commencement of the work. These Certificates shall contain a provision that coverage afforded under these policies will not be canceled until at least thirty days (30) prior written notice has been given to the CITY. Policies shall be issued by companies authorized to do business under the laws of the State of Florida.
3. Financial Ratings must be no less than "A" in the latest edition of "Best's Key Rating Guide", published by A.M. Best Guide.
4. Insurance shall be in force until all work required to be performed under the terms of the MOU is satisfactorily completed as evidenced by the formal acceptance by the CITY. In

the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this MOU, then in that event, Rebel Recovery Florida Inc shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the MOU and extension there under is in effect. Rebel Recovery Florida Inc shall not continue to work pursuant to this MOU unless all required insurance remains in full force and effect.

5. Comprehensive General Liability insurance to cover bodily injury liability and property damage liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrences.

Exposures to be covered are:

- Premises and Operation
- Products/Completed Operations
- Broad Form Property Damages
- Broad Form Contractual Coverage applicable to this specific Agreement, including any hold harmless and/or indemnification agreement.
- Personal Injury Coverage with Employee and Contractual Exclusions removed, with minim limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

Business Automobile Liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, and must include:

- Owned vehicles
- Hired and Non-Owned Vehicles
- Employers' Non-Ownership.

6. Rebel Recovery Florida Inc shall hold the CITY, its agents, and employees, harmless on account of claims for damages to persons, property or premises arising out of the operations to complete this MOU and name the CITY as an additional insured under their policy.

7. The CITY reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

The parties hereby execute this MOU by their duly authorized officials:

Rodney Lucas, City Manager

City of Pahokee

Date

Nancy McConnell, CEO
400 N Congress Ave
Suite 130, West Palm Beach, FL 33401

Rebel Recovery Florida Inc

Date

-

ORDINANCE NO. 2023 - 06

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, SETTING THE CITY OF PAHOKEE'S MUNICIPAL ELECTION FOR MARCH 19, 2024 TO BE HELD CONCURRENTLY WITH THE STATE OF FLORIDA'S PRESIDENTIAL PREFERENCE PRIMARY ELECTION; SETTING QUALIFYING DATES; PROVIDING FOR REPRESENTATIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee, Florida, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Section 101.75, Florida Statutes, authorizes municipalities, by ordinance, to move the date of any municipal election to a date concurrent with any statewide or countywide election; and

WHEREAS, Article IV of the City Charter entitled "Elections", Section 4.04(a) entitled "Conduct of Elections" provides, in part, that: "The regular election of all commissioners shall be held on the second Tuesday in March"; and

WHEREAS, notwithstanding the City Charter, Section 101.75, Florida Statutes allows a municipality, by ordinance, to move the date of a municipal election to run concurrently with any statewide or countywide election, so long as the dates for qualifying are specified within the ordinance; and

WHEREAS, the Palm Beach County Supervisor of Elections has requested that municipalities pass an ordinance to move the date of their municipal elections to the date of the statewide presidential primary date of March 19, 2024; and

WHEREAS, the City desires to set the qualifying dates for its municipal election from noon November 21, 2023 through noon November 28, 2023; and

WHEREAS, the City Commission has determined that the enactment of this ordinance is for a proper municipal purpose.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations.

The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Ordinance.

Section 2. Setting Municipal Election for March 19, 2024.

The City Commission of the City of Pahokee hereby sets the City’s Municipal Election for March 19, 2024, to run currently with the State of Florida’s Presidential Preference Primary Election.

Section 3. Setting Qualifying Dates.

The City of Pahokee hereby sets the qualifying dates for the City election for noon November 21, 2024 through noon November 28, 2023.

Section 4. Effective Date: This Ordinance shall take effect immediately upon final passage.

PASSED FIRST READING this 25th day of July 2023.

PASSED SECOND READING this 8th day of August 2023.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)



AGENDA
MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS
VIA: RODNEY LUCAS, INTERIM CITY MANAGER
FROM: Joseph Martin, Interim Finance Director
SUBJECT: Resolution 2023-35
DATE: July 11, 2023

GENERAL SUMMARY/BACKGROUND: Per Florida Statute Section 200.065 the City of Pahokee must adopt a resolution setting the date, time, and place for the public hearings to consider the proposed millage rate and budget for the Fiscal Year 2023-24.

BUDGET IMPACT: Current FY – N/A, Next FY – Imperative

LEGAL NOTE: N/A

STAFF RECOMMENDATION: Adopt Resolution 2023-35

ATTACHMENTS:
Resolution 2023 - 35
DR420

RESOLUTION 2023 - 35

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, SETTING THE PROPOSED MILLAGE RATE FOR FISCAL YEAR 2023-2024 PURSUANT TO SECTION 200.065, FLORIDA STATUTES, TOGETHER WITH A ROLLED-BACK RATE; ESTABLISHING THE DATE, TIME AND PLACE OF PUBLIC HEARINGS TO CONSIDER THE PROPOSED MILLAGE RATE AND THE TENTATIVE BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING FOR DIRECTIONS TO THE CITY CLERK; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 200, Florida Statutes, provides for a uniform procedure for the adoption of ad valorem tax and millage rates associated therewith; and

WHEREAS, Section 200.065, Florida Statutes, provides for the adoption of a proposed millage rate, together with the establishment of a rolled-back rate computed pursuant to Section 200.065(1), Florida Statutes; and

WHEREAS, on June 27, 2023, the Property Appraiser of Palm Beach County, Florida served upon the City a Certification of Taxable Value, certifying to the City the 2023 taxable value within the City’s jurisdiction; and

WHEREAS, Section 200.065, Florida Statutes, provides that a taxing authority shall, within 35 days of certification of value by the Property Appraiser, advise the Property Appraiser of its proposed millage rate, its current year rolled-back rate and the date, time and place for public hearings to consider the proposed millage rate and the tentative budget for the preparation of the Notice of Proposed Property Taxes (TRIM Notice); and

WHEREAS, the City Manager of the City of Pahokee, Florida has recommended a proposed millage rate for Fiscal Year 2023-2024.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing “Whereas” paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Proposed Millage Rate. The Mayor and City Commission hereby adopt and establish the proposed millage rate for **FY 2023-2024** at **6.5419**, which is **\$6.5419** per \$1,000.00 of assessed property value within the City of Pahokee, Florida.

Section 3. Computation of Rolled-back Rate. The rolled-back rate is **5.8307** as computed utilizing the June 27, 2023 Certificate of Taxable Value.

Section 4. Current Year Proposed Millage Rate as a Percent Increase over Rolled Back Rate. The proposed millage rate is an increase of 12.20 percent over the rolled-back rate.

Section 5. Public Hearing. The date, time and place of the public hearings to consider the proposed millage rate and tentative budget are as follows:

First Hearing

<u>Date</u>	<u>Time</u>	<u>Location</u>
September 12, 2023	6:00 p.m.	Commission Chambers/City of Pahokee 360 E Main St Pahokee, FL 33476

Second Hearing

<u>Date</u>	<u>Time</u>	<u>Location</u>
September 26, 2023	6:00 p.m.	Commission Chambers/City of Pahokee 360 E Main St Pahokee, FL 33476

Section 6. Directions to the City Clerk. The City Clerk is directed to send the original Certification of taxable Value and a certified copy of this resolution to the Palm Beach County Property Appraiser and Tax Collector on or before July 28, 2023.

Section 7. Effective Date. This resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 25th day of July, 2023.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)



CERTIFICATION OF TAXABLE VALUE

Reset Form

Section I, Item A.

Rule 12D-16.002
 Florida Administrative Code
 Effective 11/12

Year : 2023	County : PALM BEACH
Principal Authority : Pahokee	Taxing Authority : Pahokee

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	96,772,855	(1)
2.	Current year taxable value of personal property for operating purposes	\$	15,673,020	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	5,428,361	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	117,874,236	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	62,855	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	117,811,381	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	105,003,951	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)
Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.		
SIGN HERE	Signature of Property Appraiser:	Date :		
	Electronically Certified by Property Appraiser	6/27/2023 9:31 AM		

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	6.5419	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	686,925	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	686,925	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	117,811,381	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		5.8307 per \$1000	(16)
17.	Current year proposed operating millage rate		6.5419 per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	771,121	(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs		STOP HERE - SIGN AND SUBMIT
--	---	------------------------------------

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	686,925	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		5.8307 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	687,289	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	771,121	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		6.5419 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		12.20 %	(27)

First public budget hearing	Date :	Time :	Place :
------------------------------------	--------	--------	---------

S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Title :		Contact Name and Contact Title :		
	Rodney Lucas, City Manager		Jongelene Adams, Deputy City Manager		
	Mailing Address :		Physical Address :		
207 Begonia Drive		207 Begonia Drive			
City, State, Zip :		Phone Number :		Fax Number :	
PAHOKEE, FLORIDA 33476		5619245534		5619248140	



AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, CITY MANAGER

FROM: Peggy Boule-Washington

SUBJECT: CITY OF PAHOKEE FACILITY EVENT SPACE RENTAL APPLICATION AND RATES

DATE: July 20, 2023

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee owns and operates various facilities/ properties throughout the City – City of Pahokee Sports Complex (360 East Main Street), Martin Luther King (MLK) Park (100 E 5th Street), Commissioners’ Park (525 Bacom Point Road), in addition to the City being the Lessee/Operator of the Marina, Campground, Restaurant and adjoining property under a Lease Agreement with the State of Florida, who owns the property (190 N Lake Avenue).

Historically, CITY OF PAHOKEE ("COP") rents the above facilities/ properties for the usage of park amenities (rooms, pavilions, concession stands, gym) and Marina Sites (conference rooms, and/or any other buildings or structures or land for social and/or business events) upon the consent and approval of City of Pahokee.

The City has adjusted rental rates to provide adequate rental space to the community and its partners on a continuous basis.

BUDGET IMPACT: Increase facility revenues.

The fees paid will aid in continual efforts that address facility updates/ upgrades, addressing maintenance issues, availability of space for the community and its partners, in addition to generating revenue for the City.

LEGAL NOTE: N/A

STAFF RECOMMENDATION:

The Department of Community & Economic Development recommends approval of this CITY OF PAHOKEE FACILITY EVENT SPACE RENTAL APPLICATION AND RATES.

ATTACHMENTS: CITY OF PAHOKEE FACILITY EVENT SPACE RENTAL APPLICATION AND RATES

Resolution 2023 - 38

RESOLUTION 2023-38

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING A CITY OF PAHOKEE FACILITY EVENT SPACE RENTAL APPLICATION AND RATES FOR FOR MARINA AND CITY FACILITY RENTALS, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee ("City") owns and operates various facilities/properties throughout the City to include: City of Pahokee Sports Complex (360 East Main Street); Martin Luther King (MLK) Park (100 E 5th Street) and Commissioners' Park (525 Bacom Point Road), in addition to the City being the Lessee/Operator of the Marina, Campground, Restaurant and adjoining property under a Lease Agreement with the State of Florida owning the property (190 N Lake Avenue); and

WHEREAS, historically, the City rents the above facilities/ properties for usage of park amenities (rooms, pavilions, concession stands, gym) and Marina Sites (conference rooms, and/or any other buildings or structures or land for social and/or business events upon the consent and approval of City; and

WHEREAS, the City desires to approve a Facility Event Space Rental Application and Rates to allow residents and community partners, both public and private, the opportunity to rent at the City's facilities and its Marina for special events both smallscale to largescale; and

WHEREAS, The City of Pahokee Facility Event Space Rental Application and Rates will generate much needed revenue for the City that may be used to address various areas of improvement at City rental facilities, along with the Marina and Campground; and

WHEREAS, the City Commission of the City of Pahokee deems the approval of the City of Pahokee's Facility Event Space Rental Application and Rates to be in the best interest of the residents of the City.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Authorization of Mayor and City Administrator. The City Commission of the City of Pahokee, Florida hereby authorizes the approval of the City of Pahokee’s Facility Event Space Rental Application and Rates, attached hereto as Exhibit “A” The City Manager is further authorized to take all necessary and expedient action to effectuate the intent of this resolution.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 25th day of July, 2023.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

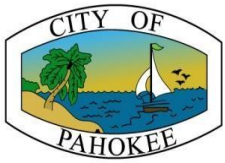
VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

Exhibit "A"

City of Pahokee Facility Event Space Rental Application and Rates

(ATTACHED)



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476
(561)924-5534

Customer name: _____	Section I, Item B.
Date received: _____	
Date reviewed: _____	

As of 07/11/23, Full payment of the deposit is required to reserve ALL facilities. Reservation is made on a first come, first serve basis. All Permit Terms and Conditions apply. Only completed applications will be accepted with (rental fee, special events insurance, and security).

RENTAL FEES:					
	Events	Resident Fee	Non-resident Fee	Deposit	Application fee Nonrefundable
	Cafeteria w/out Ticket sales	\$350.00	\$400.00	\$250.00	\$25.00
	Senior Room (MOU/ILA – Only)	Special Arrangements			\$25.00
	Commissioners Park*	\$300.00	\$350.00	\$150.00	\$25.00
	Commissioner Park Concession Stand	\$200.00	\$250.00	\$150.00	\$25.00***
	MLK Park*	\$275.00	\$325.00	\$150.00	\$25.00
	MLK Park Concession stand	\$150.00	\$200.00	\$150.00	\$25.00***
	Marina Park North End Pavilion	\$100.00	\$125.00	\$150.00	\$25.00
	Marina Conference Room	\$350.00	\$400.00	\$250.00	\$25.00
	Eddie Rhodes Gym*	\$700.00	\$800.00	\$250.00	\$125.00

***Plus 10% of door with ticket sales for the following location (Commissioner Park, MLK Park and Eddie Rhodes Gym)**

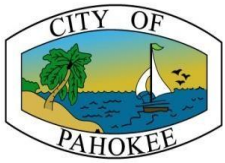
Security Deposit: \$250.00 (No alcohol permitted) **
 There will be an additional charge of \$25.00 for each half hour beyond the first (4) hours. These amounts and times include any set-up & clean-up time required for the event.

****DEPOSIT WILL BE REFUNDED PENDING POST INSPECTION IS SATISFACTORY****
*****Application fee is applied for each individual event*****

CITY SPONSERED EVENTS: NO FEE OR DEPOSIT REQUIRED. MUST BE APPROVED BY CITY COMMISSION AND/OR CITY MANAGER RENTAL PERMIT/AGREEMENT APPLIES.

INSPECTIONS, KEYS, SECURITY AND DEPOSIT REFUNDS

Pre-event and Post-Event inspections will be scheduled by the event coordinator. All terms/conditions of the permit/agreement apply. The Event Coordinator will schedule a time with the event holder to perform a pre-event inspection, **NO KEYS** will be given to the Event Holder. The post-event will be performed on the morning following the event. You must make sure that all personal equipment and supplies are removed immediately after your event and that the facility and surrounding area is properly cleaned. If you have any questions regarding The rental of this facility please call (561) 924-2976, Monday-Friday 9:00am-7:00pm.



*Pahokee Facility
Rental Application*

207 Begonia Street
Pahokee, FL 33476
(561)924-5534

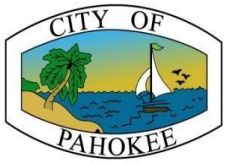
Section I, Item B.

Customer name: _____

Date received: _____

Date reviewed: _____

APPLICATIONS FOR THE HIRING OF SHERIFF OFFICERS CAN BE OBTAINED AT PALM BEACH COUNTY SHERIFF'S OFFICE. YOU *MUST APPLY* AT LEAST (2) WEEKS IN ADVANCE. FEES WILL BE BASED ON EVENT INFORMATION. ONLY MONEY ORDERS WILL BE ACCEPTED FOR PAYMENT.



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476
(561)924-5534

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RENTAL PERMIT/AGREEMENT

Event Holder: _____

Phone #: _____ Cell Phone: _____

Address/City/State/Zip: _____

Event Date: _____ Event Type: _____

Adult or Teen Party: _____ Admission Fee? Yes or No (circle one)

Number of participants/ guests: _____ (all indoor event maximum capacity is reduced by 50% for covid -19 policies)

Event Time beginning and end: _____

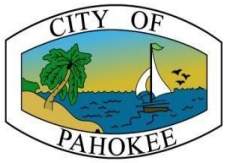
Circle One: DJ / Live Band / None

If DJ / Live Band, time to perform: _____ to _____

What Security will be provided? _____

You are hereby being granted use of the Pahokee Community Center (Cafeteria) in consideration of and subject to the following Terms and Conditions/ Rules and Regulations:

1. The Palm Beach County Sheriff Department has the authority to call off an event and clear out the facility if any of the terms or conditions of the permit is violated or for other probable cause.
2. The completed application and all payments must be paid and submitted at least (10) business days prior to the scheduled event.
3. All events must be over by 11:00 Pm.
4. **SECURITY IS REQUIRED FOR ALL EVENTS (only City Manager may waives fees)**
5. Event must be over by the designated time and the facility must be cleaned and vacated no later than, one complete hour after the event. **ON SUNDAYS ALL EVENTS MUST BE OVER BY 9:00PM**
6. No KEYS are allowed to Event Holders; A City staff will open and close the facility for all events.
7. The facility and surrounding areas are to be left in a clean and sanitary condition with all debris and garbage placed in the dumpster located outside. Cleaning items can be found in the supply closet and must be put back after use. All utilities and appliances must be turned off and the entrance doors securely locked. Should it be determined in the post-event inspection that the building was left in an unsanitary or unsatisfactory condition, the deposit will be retained and applied to cover the expense of the rectifying the issue/problem.



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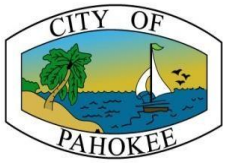
8. No staples, tape (of any kind), or hot glue are allowed on any wall in the facility. Any marks or stains found on the walls will be considered as damages and charged to the Event Holder. Decorations may be hung from the ceiling only if **NO** damage will be caused by the decorations or the decorating process. The Event Holder will be responsible for any damages to the ceiling tiles.
9. The Event Holder is responsible for **ALL** damages to the premises and all liability resulting from the event. Damages to the facility will be repaired immediately by City and the cost of such repair will be taken from the Deposit. Should repair costs exceed the deposit amount, an invoice will be sent to the Event Holder and must be paid within ten (10) days from its date. If not paid, the Event Holder will be suspended from use of the facility until such invoice has been paid in full.
10. Event Holder must provide the City with Special Event Insurance in the amount \$ 1,000,000 and the City must be named as an additional insured party.
11. The sale of alcoholic beverages is **NOT** permitted by anyone at any time.
12. Alcoholic beverages or Drugs are **NOT** permitted inside or outside the facility or Parks
13. **NO GLASS BOTTLES OR CONTAINERS ARE PERMITTED.**
14. Absolutely **NO SMOKING** is allowed in the building or on the premise.
15. All vehicles must be properly parked in the designated parking areas.
16. The use of artificial smoke devices are **NOT** permitted in the facility or on the premise at any time.
17. The security alarm and/or fire alarms and fire extinguishers must **NOT** tampered with or covered up at any time.
18. The Event Holder will be responsible for any Guests, who violate any of the terms and conditions of this permit/agreement. Any Guest who violates this agreement will be required to leave by the Event Holder. If the Guest(s) will not leave voluntarily, after being asked to do so, please contact the PBSO Dept. for assistance.
19. **All A/C units and refrigerators may NOT be adjusted during the event and must be turned OFF** at the end of the event. The Event Holder is responsible for any damages caused to the A/C units or the A/C control panels due to negligence on their behalf or that of their guests.
20. Pre-event and post-event inspections must be performed by the Event Holder and the Rental Coordinator.

Pre-Event Inspection Date: _____

Time: _____

Post-Event Inspection Date: _____

Time: _____



Pahokee Facility Rental Application

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Pahokee, FL 33476
(561)924-5534

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Please initial on the line to the left of each paragraph:

_____ I acknowledge that if the usage of the facility being rented is not for the purpose as indicated, I shall be responsible for damages incurred by the City, including attorney's fees and costs, should it be necessary for the City to take action in Court, and my privileges for additional rentals at any City of Pahokee Facilities shall be revoked indefinitely by the City Manager.

_____ I acknowledge that at the discretion of the City Manager, failure to leave the City's facility in its original state or observe approved rental times will result in the forfeiture of the full amount of the security deposit.

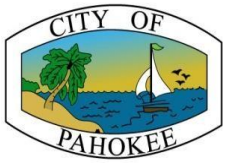
_____ I certify that there are no misrepresentations, omissions, oversights or falsifications in this Pahokee Facility Rental Application, and that the entries made by me are true, complete, and correct.

_____ I acknowledge that the City of Pahokee may cancel the Lessee's reservation for the use of this facility due to an emergency and refund Fee, without any liability to the City.

_____ I further agree and consent in advance that Lessee's reservation for the use of this facility may be cancelled by the City of Pahokee without cause or hearing, if any of the information provided by me contains any misrepresentations, oversight(s) or falsification, or if any material information has been omitted.

_____ Under penalties of perjury, I declare that I have read this Application for Use and that the facts stated in it are true.

_____ I acknowledge that I have read and received a copy of the City of Pahokee Facility Terms and Conditions/ Rules and Regulations and that if any of these regulations are found to be in non-compliance, it will result in the loss of my security deposit.



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476
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INDEMNIFICATION AGREEMENT

No permit/agreement will be issued to any applicant who has previously violated these terms and has not recertified matters with the city.

The City of Pahokee will not be held responsible for any lost or stolen items or damages made to the Event Holder's personal property, or the property of their guests, during the rental of this facility.

Upon acceptance of this permit/agreement the undersigned agrees to indemnify the City of Pahokee for any and all liability, loss or damages arising due to negligence on part of the Event Holder or any of the guests.

Additional Term and Conditions:

I hereby accept and agree to the terms and conditions of this permit/agreement for use of the Pahokee Community Center (Cafeteria) and acknowledge that it is my responsibility to ensure that the building is only utilized for the specific purpose and event described in this permit application.

Accepted By: _____
(EVENT HOLDER)

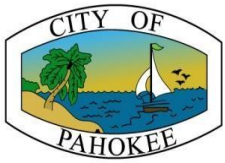
Date: _____

Approved By: _____
(RENTAL COORDINATOR)

Date: _____

Approved By: _____
(CITY MANAGER)

Date: _____



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476
(561)924-5534

Customer name: _____	<i>Section I, Item B.</i>
Date received: _____	
Date reviewed: _____	

RENTAL DEPOSITS

Deposit Amount: \$350.00 \$250.00 150.00 Other: _____

Received By: _____

Check # _____

Date: _____

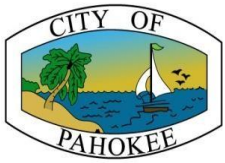
Money Order # _____

RENTAL PAYMENTS

Cafeteria Rental - Resident Fee	\$350.00
Cafeteria Rental - Non-Resident Fee	\$400.00
Senior Room Rental - Resident Fee Park fees	\$200.00
Senior Room Rental - Non-Resident Fee	\$250.00

Trans #: _____ <input type="checkbox"/> Cash _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order # _____

Notes: _____ _____ _____



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Pahokee, FL 33476
(561)924-5534

Customer name: _____	Section I, Item B.
Date received: _____	
Date reviewed: _____	

SECURITY

- Security is provided by PBSO
- Security is provided by _____

Confirmation that Rental Coordinator has notified PBSO of all events:

By: _____ Date: _____ Time: _____

SPECIAL EVENT LIABILITY INSURANCE (REQUIRED)

The Parks and Recreation Director has received and confirmed that Special Event Liability Insurance is on place and meets City requirements (copy of policy attached).

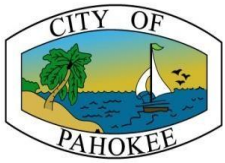
By: _____ Date: _____ Time: _____
Director's Approval

City Manager's Approval

POSSIBLE/ AVAILABLE LIABILITY INSURANCE COMPANIES

Insurance Company	Contact Information
K&K Insurance Group, Inc.	(800)328-2317
Florida Casualty Insurance Agency	(561)965-2200
Brown & Brown of Florida, Inc	(386)252-9601

**The City of Pahokee must be listed as an additional insured. **
(Address: 207 Begonia Drive, Pahokee, FL 33476)



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476
(561)924-5534

Customer name: _____
Date received: _____
Date reviewed: _____

Section I, Item B.

Event Holder: _____

Event Date: _____

Inspected By: _____

Inspection Date: _____

Inventory Item List:

____ Chairs
____ Folding Tables
____ Table Carts
____ Chair Carts
____ Refrigerator
____ Stove

Cleaning Supply List:

____ Brooms
____ Mops
____ Garbage Cans
____ Garbage Bags
____ Toilet Paper
____ Paper Towels

Cleaners _____

Facility Conditions:

A/C Unit-1 _____

Floors _____

A/C Unit-2 _____

Kitchen _____

A/C Unit-3 _____

Parking Lot _____

Ladies Restroom _____

Men's Restroom _____

NOTES:

(FOR DETAILS ON INSPECTIONS SEE INSPECTORS REPORT)

THE INSPECTOR AND THE EVENT HOLDER HAVE INSPECTED THE FACILITY. BY SIGNING THIS REPORT, THE EVENT HOLDER ACCEPTS USE OF THE BUILDING AND AGREES THAT THE CONDITION OF THE FACILITY IS ACCEPTABLE.

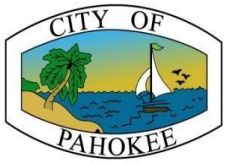
A COPY OF THIS REPORT WILL BE PROVIDED TO THE DIRECTOR OF FINANCE WITH THE CHECK REQUEST IN ORDER TO REIMBURSE RENTER'S DEPOSIT.

INSPECTOR'S SIGNATURE: _____

Date: _____

EVENT HOLDER'S SIGNATURE: _____

Date: _____



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476
(561)924-5534

Customer name: _____
Date received: _____
Date reviewed: _____

Section I, Item B.

Post-Event Inspection and Inventory Request

Event Holder: _____ Event Date: _____

Inspected By: _____ Inspection Date: _____

Inventory Item List:

_____ Chairs
_____ Folding Tables
_____ Table Carts
_____ Chair Carts
_____ Refrigerator
_____ Stove

Cleaning Supply List:

_____ Brooms
_____ Mops
_____ Garbage Cans
_____ Garbage Bags
_____ Toilet Paper
_____ Paper Towels

Cleaners _____

Facility Conditions:

A/C Unit-1	_____	Floors	_____
A/C Unit-2	_____	Kitchen	_____
A/C Unit-3	_____	Parking Lot	_____
Ladies Restroom	_____	Men's Restroom	_____

(FOR DETAILS ON INSPECTIONS SEE INSPECTORS REPORT)

After reviewing the post-event inspection report, the Rental Coordinator, per authorization granted by the City of Pahokee, will:

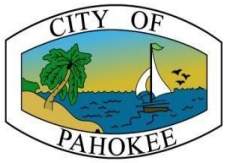
_____ Authorize a refund of the deposit in full

_____ Hold the deposit (see inspector's post-event report)

Amount Refunded: _____ () Check No. _____ () Money Order _____

Refunded by: _____ Date: _____

Refunded to: _____ Date: _____



Pahokee Facility Rental Application

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Pahokee, FL 33476
(561)924-5534

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Date received: _____
Date reviewed: _____

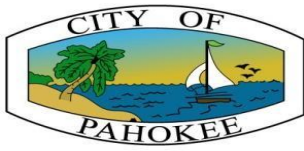
Section I, Item B.

DETAILED INSPECTION REPORT

Date: _____

Inspector: _____

RE:



Pahokee Community Center

360 E. Main Street
Pahokee, FL 33476
(561)924-5534

Customer name: _____	
Date received: _____	Section I, Item B.
Date review: _____	

Security Contact List

PBSO

Hourly Rates (minimum of 3 hours):			Payment mailed to:
<u>Regular</u>	<u>Premium</u>		Checks / Money Orders made payable to : Palm Beach County Sheriff's Office P.O. Box 24681 West Palm Beach, FL. 33416-4681 (561) 688-3506 or (561) 688-3521
\$42.00	\$57.00	Deputy Sheriff	
\$49.00	\$64.00	Supervisor	

Premium Dates include: New Year's Eve & Day, Super Bowl Sunday, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, and Christmas Eve & Day.

Signature

Date

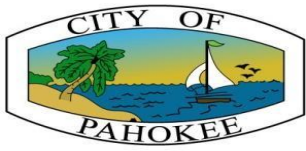
Hikari Protection Agency

<u>Hourly Rates</u>		<u>Payment</u>
<u>Premium</u>		Checks / Money Orders made payable to : City of Pahokee 207 Begonia Drive Pahokee, FL 33476
\$20.00	Unarmed Officer	
\$25.00	Armed Officer	

Hikari Protection Agency (561) 261-6053

Signature

Date



Pahokee Community Center

360 E. Main Street
 Pahokee, FL 33476
 (561)924-5534

Customer name: _____
 Date received: _____
 Date review: _____

Section I, Item B.

STAFF REVIEW

DEPARTMENT	SIGNATURE	DATE	APPROVED
DISAPPROVED			
Police - PBSO			
PBC Fire Rescue			
Public Works			
Code Enforcement			
Building & Zoning			
Parks & Recreation			
City Manager			

****The Event Holder must go to Belle Glade PBC Fire Rescue station for signature and approval. ****



AGENDA
MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS
VIA: RODNEY LUCAS, CITY MANAGER
FROM: Tijauna Warner, City Clerk
SUBJECT: Update of City Travel Policy – Meals Section
DATE: May 26, 2023

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee has not updated the Travel policy meals section regarding Per Diem costs since its adoption in 2013. In that time costs for meals when travel have increased significantly and the result has been that elected officials and employees are paying increasing amounts out of pocket to pay for meal costs when traveling for City business.

BUDGET IMPACT: There will be an overall impact but the total cost for FY 2023 is unknown at this time. There are limited amounts of travel remaining in the fiscal year and it will be necessary to budget for an increase in this amount for future years.

LEGAL NOTE: By utilizing a rate standardized by the US General Services Administration takes the guessing out of the equation and provides a standard annual review policy to adjust higher or lower as necessary and as the economy makes those adjustments similar to the annual IRS mileage reimbursement rates for travel using personal vehicles.

STAFF RECOMMENDATION: Amend the City of Pahokee Travel Policy Section title Meals to read: The City will reimburse employees for approved overnight travel up to the per diem rates set by the U.S General Services Administration and Adjusted Annually for the current FY for the State of Florida using the Standard Rate (as applies to all locations without a specified rate).

ATTACHMENTS: Resolution 2023 - 39
City of Pahokee Travel Policy

RESOLUTION NO. 2023-39

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ADOPTING A PER DIEM TRAVEL EXPENSE POLICY PURSUANT TO THE U.S. GENERAL SERVICES ADMINISTRATION (GSA) RATES FOR TRANSPORTATION AND MEALS FOR CITY OFFICIALS AND EMPLOYEES; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee (“City”) desires to establish a policy accepting Federal per diem rates that are set by the General Services Administration (GSA) for City employees and elected officials; and

WHEREAS, per-diems are fixed amounts to be used for lodging, meals, and incidental expenses when traveling on official business. Federal per diem rates are set by the General Services Administration (GSA) and are used by all government employees, as well as many private-sector employees who travel for their companies; and

WHEREAS, the GSA per-diem amounts are issued for meals and lodging depending on the location where a person is traveling; and

WHEREAS, there are almost 400 destinations across the United States for which a special per-diem rate has been specified by the GSA; and

WHEREAS, for example, General Rates for average lodging for 2022 was \$96.00 using GSA rates and \$59.00 per day for daily meals; and

WHEREAS, the City desires to adopt a comprehensive Travel, Transportation and Meal Policy for City officials and employees, which provides specific guidance to officials and employees, as well as the City Manager and Department Directors, regarding the policies and procedures to be used when seeking payment or reimbursement by the City

for travel, transportation and meals incurred during official City business or duties; and

WHEREAS, the adoption of the Travel, Transportation and Meal Policy, in substantially the travel form ("Policy"), is authorized under the Municipal Home Rule Powers Act (Section 166.021, Florida Statutes) and Section 2(b), Article VIII, of the State Constitution, and is consistent with the policy and practice of many municipalities who adopt such policies; and

WHEREAS, the City Commission finds that it is in the City's best interests and its officials and employees to adopt the attached Policy, substantially in the travel form.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. The foregoing whereas clauses are true and correct and are incorporated herein by this reference.

Section 2. Approval and Adoption of Policy. The Policy, in substantially the form attached hereto as Exhibit "A."

Section 3. Authorization and Implementation. The City Manager and/or designee are authorized to take any and all action necessary to implement the purposes of this Resolution and the Policy.

Section 4. Repeal of Conflicting Resolutions and Policies. Any resolutions and policies or parts thereof in conflict herewith, are hereby repealed.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 25th day of July, 2023.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, CMC City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

City of Pahokee

Travel, Transportation, and Meal Policy

1-1. POLICY.

It is the policy of the City of Pahokee to pay for all reasonable and necessary expenses associated with travel, transportation, and meals resulting from an employee's, elected official's, or other City Manager authorized person's attendance at any meeting, seminar, conference, or convention which has been properly approved as having a demonstrated public purpose, benefit to the City or in the course of official City business. Excepted from this policy are expenses deemed necessary by the Police Chief for undercover police work. The City Manager may make reasonable exceptions to this Policy when it is deemed in the City's best interests to do so.

1-2. SCOPE.

This operating procedure applies to all employees of the City of Pahokee (City) as well as all elected and appointed officials or other City Manager authorized person.

1-3. PROCEDURE.

I Types of Authorized Travel

- a. Class A Travel - Continuous travel of twenty-four (24) hours or more away from City Hall. The travel day for Class A travel shall be a calendar day (midnight to midnight). Class A travel shall include any assignments on official business outside of the routine regular office hours of the employee or official and away from the regular place of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved as provided within this Policy.
- b. Class B Travel - Continuous travel of less than twenty-four (24) hours which involves overnight absences from City Hall. The travel day for Class B travel shall begin at the same time as the travel period and shall include any assignments on official business outside of the routine regular office hours of the employee or official. Class B travel shall include any assignments on official business outside of the regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are

approved as provided within this policy.

- c. Class C Travel - Travel for short or day trips where the traveler is not away from the City Hall overnight. Class C travel may receive allowance for meals as provided in this policy.

2. Travel Authorization

- a. Travel will be authorized for official City of Pahokee business purposes only.
- b. All travel subject to reimbursement must be approved **in advance** by the the City Manager or designee.
- c. Authorization for Class A and B travel for Department Directors must be approved by the City Manager or designee in advance.
- d. Class A and Class B travel overnight within the State of Florida will not normally be authorized for locations less than sixty (80) miles (based on the State of Florida Official Highway Mileage map, Google Maps, or similar system) from City Hall.

3. Reimbursement of Travel Expenses

- a. Reimbursement of travel expenses will be made in accordance with all City of Pahokee policies, Florida Statutes, and the Internal Revenue Code of the United States of America. Travel expenses of travelers will be limited to those expenses necessarily incurred by them in the performance of the authorized public purpose or official City business. Reimbursement of travel expenses must be requested on the "City of Pahokee Request for Travel and Final Cost of Travel Form".

4. Seminars and Conferences

- a. Seminars, conferences, and other events must be authorized by the City Manager, where appropriate). Seminars and conferences to be attended must budgeted and must be directly related to the training and development of the employee, public official or for the City's benefit.
- b. The Mayor and City Commissioners shall be reimbursed for their attendance at the following conferences or events which shall be pre-approved:
 - 1. National League of Cities Conference
 - 2. Florida League of Cities Conference

3. Annual Palm Beach County Days
4. Palm Beach County League of Cities Meetings (Mayor and City Commission Designee)
5. Tallahassee, State of Florida's capital, for lobbying on behalf of the City

All other conferences or seminars require approval of the City Commission. Further, all conferences or seminars where more than three (3) members desire to attend require Commission approval.

- c. Expenditures for seminar and conference registration fees may be made by a City of Pahokee purchasing card or may be requested through the Finance Department in advance and after proper authorization. Payment of required expenses must be made payable directly to the vendor. Per Diem amounts will be paid directly to the employee.
- d. The City of Pahokee recognizes that there are times when seminar and conference fees cannot be paid in advance. When fees are paid at registration by the employee, expenditures can be reimbursed with proper approval. An explanation of why fees could not be or were not paid in advance must accompany the request for reimbursement.

5. Lodging

- a. Expenditures for accommodations/lodging may be made by a City purchasing card, requested, after proper authorization, through the Finance Department in advance, or reimbursed based on actual cost after the travel period. Use of a City purchasing card is the preferred method.
- b. Accommodations/lodging will be paid at lowest rate possible and must be substantiated by paid bills. The actual receipt or bill must be attached to the final Travel Form. Employees may choose to upgrade their lodging from basic occupancy, but must pay for upgrades themselves.
- c. When seminars or conferences provide a variety of lodging that can be used, employees should first choose the lodging at or closest to the event. This Policy recognizes the qualitative value of staying close to the source of the event and its participants. If lodging isn't available at the same location as the event, lodging will be booked at the most economical hotel nearest the event. Any deviation will require prior approval by the City Manager. Employees may choose to upgrade their lodging to more expensive accommodation, but must pay for upgrades themselves.
- d. The City is generally exempt from taxes and the employee should request a

copy of the City's tax-exempt certificate from the Finance Department before departure. Taxes which are charged to the employee because they do not present a copy of the City's tax-exempt certificate will not be reimbursed. Exception: When an employee travels outside the State of Florida, taxes charged may be reimbursable. To be exempt from taxes, the payment must be by a City-issued purchasing card or check, accompanied by the City's tax exemption certificate.

6. Meals

- a. Meals and tips for other than local travel are limited to a per diem payment equivalent to the prevailing per diem established by the Internal Revenue Code Continental U.S. (CONUS) rate, (website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>), or as amended, for meals and incidental expenses, (which may be reduced proportionately for partial days or meals otherwise provided during the travel.) The per diem amount is inclusive of all meals, drinks, tips, and any other miscellaneous daily expenses that will be incurred by the traveler. Employees are not required to submit meal receipts when being reimbursed on a per diem basis.
- b. Per diem will be reduced by one-third each if the employee begins travel status after 8:00 a.m. and/or ends travel before 7:00 p.m. Additionally, all meals otherwise provided for, excluding "continental" breakfasts, will reduce per diem payments by one-third. The City recognizes that "continental" breakfasts are generally snacks items occasionally provided during events.
- c. No allowance will be made for meals when travel is confined to the City of Pahokee, or immediate vicinity (a 80-mile radius from City Hall) except when specifically authorized by the City Manager upon finding that the meal facilitates City business. Meals reimbursed under this Policy must be accompanied by the itemized receipt (which identifies each item purchased and the record of payment, whether by cash or credit card) and a Meal Reimbursement Form.
- d. This Policy prohibits reimbursement for meals that are included or provided at a convention, conference, or seminar registration, where the fees have been paid by the City of Pahokee or any other

organization. An allowance may be made due to dietary issues.

- e. This Policy prohibits reimbursement for any meal that is included or provided in the fees or expenses for transportation paid by the City of Pahokee or any other organization, (e.g., airline meals, meals on trains, etc.).
- f. This Policy prohibits use of a City purchasing card to purchase meals where travel money, that may include per diem advances, has been made.

7. Transportation

- a. All travel must be by the most economical route. When determining transportation, employees or officials will not be unduly inconvenienced to reduce costs. Employees must choose the basic coach fare, but may pay for upgrades themselves.
- b. When planning travel, the City Manager should designate the most economical method of travel as noted above. The following considerations should be given for all trips or travel:
 - 1. The nature of the official business.
 - 2. The most efficient and economical means of travel (considering time of the traveler, cost of the transportation, and per diem or subsistence required).
 - 3. The number of persons making the trip and the amount of equipment or material to be transported.
- c. Commercial vehicle or air carrier for travel must be approved in advance and payment made payable to the vendor or reimbursed after the travel period. Use of a City purchasing card is the preferred method.
- d. When traveling by vehicle, publicly-owned vehicles should be used in lieu of the use of a privately-owned vehicle whenever possible. When travel is authorized for a privately-owned vehicle, the employee will be entitled to a mileage allowance which will be made at the amounts and limits set by the Internal Revenue Code of the United States of America. The mileage rate is set by the IRS each January 1st. All

expenses (including repairs, maintenance, etc.) pertaining to the usage of a privately-owned vehicle, other than tolls and parking, are included in the mileage reimbursement rate. Employees who are provided a car allowance or similar stipend will not be reimbursed for travel within 80 miles of City Hall. Travel exceeding this distance will be eligible for mileage rate reimbursement.

e. Vehicles may be rented for remote or emergency travel, subject to the following:

1. The location of the meeting, seminar, conference, or convention is different than that of the lodging accommodations; or
2. The rental of the automobile is less expensive than other forms of transportation to or from the lodging or meeting.
3. Mileage will be reimbursable from the City Hall to the point of destination unless the point of origin is closer. Mileage will be determined using any commonly available mapping tool, but the Finance Department retains the authority to determine the appropriate distance for reimbursement purposes.
4. Whenever possible, carpooling should be utilized to minimize the cost of travel. When more than one City of Pahokee employee is traveling to a conference, meeting, or any official business, transportation should be shared and the City's cost minimized.

8. Parking and Tolls

Payments will be allowed for parking and tolls provided that the costs are documented and reasonable. Parking at departing airports will be reimbursed only to the extent of the cost of taxi/rideshare fare from the Pahokee City Hall to the Airport and back to Pahokee City Hall. Transfers from the airport to the destination hotel may be advanced if properly documented.

9. Insurance

No insurance will be allowed as a reimbursable travel or transportation expense. Employees or officers who choose to use their personal vehicle must carry adequate insurance coverages. The City will also maintain hired and non-owned automobile coverages for employees driving vehicles while performing City-related activities. Persons driving any car while conducting City business should carry with them the City's insurance card.

10. Other Expenses

- a. Incidental travel expenses may be reimbursed, with proper receipts and documentation. These include, but are not limited to:
 - 1. Taxi/Rideshare fare
 - 2. Official City of Pahokee business communication, e.g. telephone or fax expenses
 - 3. Convention/conference fees for attending events that are not included in the basic registration fee that directly enhance the public purpose and official City of Pahokee business of the attendee (e.g. additional educational classes/sessions, conference meals.). It will be the responsibility of the attendee to substantiate that the charges were proper and necessary.
 - 4. The City will reimburse airline fees for one (1) checked bag only for City business travel occurring for a week or less. For City business travel occurring for more than seven (7) days, the City will reimburse fees for two (2) checked bags. The City will reimburse the cost of bags needed to transport official City business materials, (e.g., exhibitor materials). Reimbursement for the bag(s) is limited to the airline's standard checked baggage fee and the City will not pay additional fees for oversize or overweight bags, except if assessed on any of the actual City owned materials (e.g., exhibitor materials).

- b. Expenses that are not reimbursable include, but are not limited to:
 - 5. Tips, Bellhop assistance (tips are included in the per diem payment amounts).
 - 6. Movie rentals in hotel/motel rooms
 - 7. Parking tickets or traffic fines
 - 8. Communication/telephone charges that are not official City of Pahokee business
 - 9. Alcohol

11. Compensable Travel Time.

- a. Travel time will be considered as compensable hours worked for non-exempt employees as outlined in the City's personnel policies.



AGENDA
MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS
VIA: RODNEY LUCAS, CITY MANAGER
FROM: Jongelene Adams
SUBJECT: Community & Economic Development Department
DATE: 6 July 2023

GENERAL SUMMARY/BACKGROUND:

Barfield Highway Change Order #23 – This change order is for Barfield Highway Reconstruction. The change order is for time extension to Rosso Site Development contract agreement with the City of Pahokee.

This time extension allows Rosso Site Development to complete the Reconstruction of Barfield Highway from 7th Street to East Main Street.

Reason for this time extension to Rosso Site Development: The City of Pahokee has experienced delays in construction activities due to unforeseen road conditions, water and sewer drainage, weather, and exploratory work since the onset of the Project. These conditions have resulted in change orders for both the utility and construction work, which have impacted staffing and the Project completion timelines.

This Supplemental Agreement is also meant to extend the contract days by 234 days to align with the revised construction schedule; and to avoid expiration of the Agreement prior to the project’s completion.

BUDGET IMPACT: N/A

LEGAL NOTE: N/A

STAFF RECOMMENDATION:

The Department of Community & Economic Development recommends approval of this FDOT Barfield Highway Reconstruction Project for Construction & Construction Engineering Services (CEI) – Supplemental Agreement No. 3

ATTACHMENTS:

- Resolution 2023 - 40
- Attachment – FDOT Supplemental Agreement #3
 - CEI Entitlement Analysis

RESOLUTION 2023 - 40

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING CHANGE ORDER NO. 23 TO THE CONTRACT WITH ROSSO SITE DEVELOPMENT, INC. PERTAINING TO A TIME EXTENTION FOR THE BARFIELD HIGHWAY RECONSTRUCTION PROJECT, AS SET FORTH IN EXHIBIT"A"; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution 2019-14 adopted by the City Commission of the City of Pahokee ("City") on March 26, 2019, the City and the Florida Department of Transportation (FDOT) entered into a grant funding Agreement for Construction and Construction Inspection (CEI) Engineering Services pertaining to S. Barfield Road from East Main Street to East 7th Street; and

WHEREAS, pursuant to Resolution 2021-02, the City approved the grant award funding for the reconstruction of Barfield Highway in the amount of \$3,891,096.63 to Rosso Site Development, Inc. and authorized the Mayor to execute the necessary agreement; and

WHEREAS, this change order #23 is for contract extension which will align with the overall contract FDOT #G1753 FM #442030-1-54-0 between the City of Pahokee and the Florida Department of Transportation approved supplemental agreement #3 (Resolution 2023-26) extended the contract term to June 30, 2024; and

WHEREAS, the City Commission desires to grant Rosso Site Development, Inc. an extension of the time to perform work pursuant to the contract for an additional 234 days to the current contract time as concurrent with the FDOT supplemental agreement #3; and

WHEREAS, the City Commission of the City of Pahokee finds that revising the schedule to extend the contract with the City of Pahokee and Rosso Site Development for the completion of Barfield Highway Reconstruction Project is necessary for the advancement of the contractual agreement with the Florida Department of Transportation contract G-1753 FM#442030-1-54-01 and proper recordkeeping for the City of Pahokee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS IT FOLLOWS:

Section 1. Adoption of Representations. The foregoing “Whereas” clauses are hereby ratified and confirm as being true, and the same are hereby made a specific part of this resolution.

Section 2. Authorization and Approval. The City Commission of the City of Pahokee hereby authorizes and approves Change Order #23 pertaining to Rosso Site Development extension of the time to perform work under the contract for an additional 234 days, as attached hereto as Exhibit “A”.

Section 3. Authorizing City Manager. The City Manager is hereby authorized to take all necessary and expedient action to effectuate the intent of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 25th day of July 2023.

ATTEST

Keith W. Babb, Jr., Mayor

Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved By: _____

Seconded By: _____

Vote:

Commissioner Boldin	_____	(Yes)	_____	(No)
Commissioner Gonzalez	_____	(Yes)	_____	(No)
Commission Perez	_____	(Yes)	_____	(No)
Vice Mayor Murvin	_____	(Yes)	_____	(No)
Mayor Babb	_____	(Yes)	_____	(No)

ATTACHMENT 1
FLORIDA DEPARTMENT OF TRANSPORTATION
CHANGE ORDER #23



Florida Department of Transportation

RON DESANTIS
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

JARED W. PERDUE, P.E.
SECRETARY

June 7, 2023

Mr. Rodney Lucas
City Manager
City of Pahokee
207 Begonia Drive
Pahokee, Florida 33476

Contract No.: G-1753, Amendment No. 3
RE: Small County Outreach Program Agreement
FM #: 442030-1-54-01
Description: Construction and Construction Engineering Inspection (CEI) Services of S. Barfield Highway from East Main Street to East 7th Street

Dear Mr. Lucas:

Enclosed please find a copy of a fully executed Small County Outreach Program Agreement Amendment for the Project referenced above. Also included is a copy of **Resolution No. 2023-26** in which the SCOP amendment referenced above was approved. Said documents are to be retained for your records.

If you have any questions, please do not hesitate to contact me. I can be reached at (954) 777-2285.

Sincerely,

Leos Kennedy

Leos A. Kennedy, Jr.
Program Management Unit
District Four

lk/s
enc: SCOP
copy: District Financial Services
Leos A. Kennedy, Jr., Project Manager
File

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**STATE-FUNDED GRANT
SUPPLEMENTAL AGREEMENT**

SUPPLEMENTAL NO.

3

CONTRACT NO.

G-1753

FPN

442030-1-54-01

Recipient: CITY OF PAHOKEE

This Supplemental Agreement ("Supplemental"), dated June 5th, 2023 arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on April 9, 2019 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

The parties agree that the Agreement is to be amended and supplemented as follows:

Supplemental Agreement No. 2, extended the term of the Agreement until June 30, 2023. The purpose of this Supplemental No. 3 is to amend the Agreement, as amended, and extend the term until June 30, 2024. Accordingly, paragraph 3 of the Agreement is deleted and replaced as follows:

The term of this Agreement shall commence upon full execution by both Parties ("Effective Date") and continue through June 30, 2024, unless terminated at an earlier date as provided in this Agreement. If the Project is not completed within the time period allotted, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the AGENCY and granted in writing by DEPARTMENT prior to the expiration of the Agreement. Expiration of this Agreement will be considered termination of the Project. Only Project costs incurred on or after the Commencement Date of this Agreement and on or prior to the termination date of the Agreement are eligible.

Reason for this Supplemental and supporting engineering and/or cost analysis:

The City of Pahokee has experienced delays in construction activities due to unforeseen road conditions, water and sewer drainage, weather, and exploratory work since the onset of the Project. These conditions have resulted in change orders for both the utility and construction work, which have impacted staffing and the Project completion timelines. This Supplemental Agreement is also meant to extend the Term of the State Funded Grant Agreement from June 30, 2023 to June 30, 2024 to align with the revised construction schedule; and to avoid expiration of the Agreement prior to the Project's completion.

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
STATE-FUNDED GRANT
SUPPLEMENTAL AMENDMENT

525-010 60
PROGRAM MANAGEMENT
09/17

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date(s) below.

FDOT
State of Florida, Department of Transportation

City of Pahokee

DocuSigned by:
By: Steven Braun
80FB79A6F1EF4EE...

By: [Signature]

Print Name: STEVEN C. BRAUN, P.E.

Print Name: RODNEY LUCAS

Title: Director of Transportation Development

Title: CITY MANAGER

Date: 06/05/2023 | 12:48 PM EDT

Date: May 9, 2023

Legal Review:

As approved by the Board on:

DocuSigned by:
Francine Steelman
43DE68B9D38F464...

May 9, 2023

See attached Encumbrance Form for date of funding approval by Comptroller

Attest: [Signature]

Legal Review:

[Signature]
City Attorney

RESOLUTION 2023-26

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 3 TO THE STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR G1753- FM# 442030-1-54-01 BARFIELD HIGHWAY RECONSTRUCTION PROJECT.

WHEREAS, the City of Pahokee and the Florida Department of Transportation (FDOT) desire to enter into supplemental amendment #3 to State-Funded Grant Agreement executed by the parties on April 9, 2019; and

WHEREAS, the parties desire to enter into agreement attached hereto as Exhibit "A"; and

WHEREAS, all provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by the supplemental grant agreement.


NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.


Section 2. Authorization of City Manager. The City Commission of the City of Pahokee hereby authorizes the City Manager to execute the amendment and take all necessary and expedient action to effectuate the intent of this Resolution.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

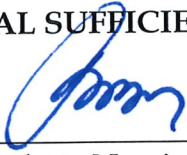
PASSED and ADOPTED this 9th day of May 2023.


Keith W. Babb, Jr., Mayor

ATTEST:


Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**



Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: Comm. Boldin

Seconded by: Vice Mayor Murvin

VOTE:

Mayor Babb	<input checked="" type="checkbox"/>	(Yes)	<input type="checkbox"/>	(No)
Vice Mayor Murvin	<input checked="" type="checkbox"/>	(Yes)	<input type="checkbox"/>	(No)
Commissioner Boldin	<input checked="" type="checkbox"/>	(Yes)	<input type="checkbox"/>	(No)
Commissioner Gonzalez	<input checked="" type="checkbox"/>	(Yes)	<input type="checkbox"/>	(No)
Commissioner Perez	<input checked="" type="checkbox"/>	(Yes)	<input type="checkbox"/>	(No)

EXHIBIT "A"
FDOT BARFIELD HIGHWAY RECONSTRUCTION PROJECT
SUPPLEMENTAL AGREEMENT #3

Entitlement Analysis

Financial Project ID: 442030-1-54-01
Contract No.: G-1753
County: Palm Beach
Description: Pahokee, Barfield Highway Reconstruction

Re: Time extension for delays related to sanitary sewer and drainage revisions, Ros-36

Description & Analysis:

This Change Order is written to add contact time for delays related to Change Orders #19, #20 and #21.

Issue: Time Extension for Drainage and Sanitary Sewer Changes

CO #19, #20 and #21 were previously executed to incorporate various plan changes to the contract. These three prior Change Orders only included the time required to perform the work. It was unknown then how much time would be needed to finalize the agreements and for the underground pipe crew to remobilize. As a follow through to a meeting held with the City, FDOT, Palm Beach County the CEI and Rosso in February 2023, the Contractor proceeded with revising the schedule. The schedule shows a new completion date of 3/1/24. It will require the City to add 234 calendar days to the current contract time to meet the new end date.

234 days are granted with this Change Order.

The Contractor is 100% entitled to the time extension as a negotiated settlement.



Robert Audette, P.E.
Sr. Project Engineer

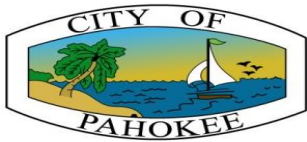
Barfield Hwy Reconstruction

FIN 442030-1-54-01; Pahokee Resolution 2021-02, G-1753

Contract Time



bgn date	7/21/2021
orig. time	440
CO #1	21
CO #2	157
CO #3	0
CO #4	0
CO #5	2
CO #6	44
CO #7	2
CO #8	4
CO #9	0
CO #10	0
CO #11	1
CO #12	2
CO #13	1
CO #14	1
CO #15	1
CO #16	5
CO #17	0
CO #18	5
CO #19	7
CO #20	26
CO #21	2
CO #22	0
Ros-36	234
Total CO's	515
Current contract days	955
Revised last contract day	3/1/2024



CHANGE ORDER #23

Project: Barfield Highway Reconstruction
Date of Issuance: 5/15/2023
Owner: City of Pahokee
Project Engineer: Momentum CEI
Consultant/Contractor: Rosso Site Development

Project No: FM# 442030-1-31-01
Effective Date: 7/12/2023

Purpose of Change Order:

Rosso Site Development Contract Time Extension - Due to the extension of time needed to complete the contracted agreement between the City of Pahokee and Rosso Site Development, Inc. for Barfield Highway Reconstruction Project - per FDOT Contract #G1753 FM #442030-1-54-0.

This requested change order #23 - contract extension will align with the overall contract FDOT #G1753 FM #442030-1-54-0 between the City of Pahokee and the Florida Department of Transportation approved supplemental agreement #3 (attached Reso 2023-26) extended the contract term to June 30, 2024.

This change order request aligns with Rosso's approved construction schedule as a result of delays in construction activities due to unforeseen road conditions, water and sewer drainage, weather and exploratory work since the onset of the project. This construction schedule allows for a substantial completion date of March 1, 2024. These schedule totals an additional 234 calendar days to the existing Rosso Site Development contract.

234 calendar days has been granted to this change order per the concurrence of FDOT.

The contractor is entitled to 100% of the time extension at the negotiated settlement.

Attachment:

If a claim is made that the above change(s) have affected Contract Price or Contract Times any claim for a Change Order based thereon will involve one or more of the following methods of determining the effect of the change(s).

Method of determining the change is:
Change Price:

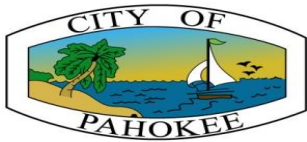
- Unit Price
Lump Sum
Other

Method of determining the change is:
Change Times:

- Contractor's records
Engineer's records
Other

Increase/Decrease) in Contract Price:

Increase/Decrease in Contract Times:
Substantial Completion: 234 days
Ready for final payment: _____ days



If the change involves an increase, the amount is not to be executed without further authorization

If the change involves an increase, the times are not to be exceeded without further authorization.

RECOMMENDED:

AUTHORIZED:

ENGINEER

City of Pahokee
OWNER

BY: -----
(Authorized Signature)

BY: -----
(Authorized Signature)



AGENDA

Section I, Item E.

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, CITY MANAGER

FROM: Peggy Boule-Washington

SUBJECT: American Rescue Plan Act Fund Allocation – Non-For-Profit Subrecipient Grant Program

DATE: July 18, 2023

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee has instituted an ARPA Not-For-Profit Subrecipient Grant Program. The intent of the Program is to provide and encourage rehabilitation and the preservation of local small businesses by offering financial assistance and support for façade rehabilitation and improvements along with supporting challenges faced with financial assistance for administrative cost to small businesses in the Pahokee.

The City of Pahokee has received an allocation of \$3,162,890. The funds were received in two transactions of \$1,581,445. Program fiscal year, FY2022-23, allocating: \$245,455.00 to fund the following program initiatives:

- ✓ Job Workforce Program (\$15,152.00)
- ✓ Education Program (\$15,148.00)
- ✓ Training Program (\$15,155.00)
- ✓ Business Development Program (\$200,000.00)

The City of Pahokee has developed an ARPA Not-For-Profit Subrecipient Grant Program in the amount of \$15,155 is created to provide training programs to support small businesses within the City. The program will assist with keeping the doors of our local businesses open, provide workforce training, job creation, support sustainability, protect local jobs, support community recovery, increase the resiliency of local businesses in our community. Through the program, the City will provide eligible businesses with a grant of up to \$15,155 to address the aforementioned needs. Grant funding will be based on addressing loss revenue caused by the pandemic. Not-For-Profit businesses must meet all the eligibility/criteria requirements to qualify for grant funding.

Priority will be given to businesses that have not received any government relief support funding. This includes but is not limited to: The Paycheck Protection Program (PPP), SBA's COVID EIDL Program, and Palm Beach County's Restart Business Grant Program.

In a combined effort to spend the City's allocated funds responsibly, the City's elected officials established an advisory committee, meetings, workshops and townhalls to share thoughts and suggestions as to what City ARPA funds should be allocated to.

BUDGET IMPACT: No negative budget impact.

LEGAL NOTE: N/A

STAFF RECOMMENDED MOTION:

Approve resolution.

ATTACHMENTS:

Resolution 2023 – 41

Exhibit A

RESOLUTION NO. 2023 - 41

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT AGREEMENT BETWEEN A QUALIFIED APPLICANT AND THE CITY OF PAHOKEE FOR THE ARPA NOT-FOR-PROFIT SUBRECIPIENT GRANT PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, an ARPA Agreement was entered into between the State of Florida, Division of Emergency Management (the "Division") and City of Pahokee ("City") on September 7, 2021; and

WHEREAS, The State of Florida, through the Division, will made a disbursement to each non-entitlement unit of local government within the state. The total Fiscal Recovery Fund allocation to the City under the ARPA Agreement is Three Million, One Hundred Sixty-Two Thousand, Eight Hundred Ninety Dollars (\$3,162,890.00), received in two (2) tranches; and

WHEREAS, the City of Pahokee has established an ARPA Not-For-Profit Subrecipient Grant Program consisting of a Job Workforce Program (\$15,152.00); an Education Program (\$15,148.00); and a Training Program (\$15,155.00) for a combined total amount of Forty Five Thousand Four Hundred Fifty Five Dollars \$45,455.00; and

WHEREAS, pursuant to program requirements, a qualifying business shall not be awarded a grant that exceeds Fifteen Thousand, One hundred and Fifty-five Dollars (\$15,155.00); and

WHEREAS, the City desires award the grant set forth in Exhibit "A" pursuant to the terms and conditions of the ARPA Not-For-Profit Subrecipient Grant Program; and

WHEREAS, approval of the Non-For-Profit Subrecipient Grant Program and said recipient is in the best interest of the City of Pahokee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Authorization of City Manager. The City Commission of the City of Pahokee Florida hereby authorizes the use of American Rescue Plan Act Funds of 2021 for the establishment of a Non-For-Profit Subrecipient Grant Program in the amount of Forty Five Thousand Four Hundred Fifty five Dollars (\$45,455.00), and further authorizes grant recipient Boldin Community Impact for a total grant amount of Ten Thousand (\$10,000.00), attached hereto as Exhibits "A".

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and **ADOPTED** this 25th day of July 2023.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Mayor Babb	_____ (Yes)	_____ (No)
Vice Mayor Murvin	_____ (Yes)	_____ (No)
Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)

EXHIBIT A
NOT-FOR-PROFIT SUBRECIPIENT GRANT PROGRAM
SPREADSHEET

ARPA Not-For-Profit Subrecipient Grant - Exhibit A

Company Name	Owner Name	Location
Boldin Community Impact	Christine Boldin	239 Begonia Dr

Project Name	Funds Requested	Funds Approved	Total
Soaring to Success Mentoring and Tutoring	60000	10000	10000
	60000	10000	10000



MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS
VIA: RODNEY LUCAS, CITY MANAGER
FROM: Peggy Boule-Washington
SUBJECT: American Rescue Plan Act Fund Allocation-Minor Home Repair
DATE: July 18, 2023

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee has instituted a Minor Home Repair Program. Minor Home Repair Program to provide grants benefiting residents in need of assistance in order to complete approved home repairs for owner-occupied, single-family homes within the City.

The City of Pahokee has received an allocation of \$3,162,890. The funds were received in two transactions of \$1,581,445. We will start with the first year, FY2022-23, allocating \$342,500 to cover up to \$5,000 per qualifying household.

In this first batched, the City is seeking approval to award 7 qualifying residents for approved minor home repairs to their residences (Exhibit A attached – Resident Spreadsheet).

In a combined effort to spend the City’s allocated funds responsibly, the City’s elected officials established an advisory committee, meetings, workshops and townhalls to share thoughts and suggestions as to what City ARPA funds should be allocated to.

Thus, recommended utilize spending of funds in several categories: I. Revenue Replacement. II. Reimbursement for Covid Related Revenue Shortfall. III. Housing: Minor Home Repair, Utilities (water)/Rental Assistance and IV. Small Businesses.

BUDGET IMPACT: ARPA funds were received in the amount of \$3,162,890. \$342,500 will be allocated towards Minor Home Repair Program up to \$5,000 per qualifying household, totaling \$35,000. Requesting approval for 7 qualifying residents.

LEGAL NOTE: N/A

STAFF RECOMMENDED MOTION:

Approve resolution.

ATTACHMENTS:

Resolution 2023 – 42

RESOLUTION NO. 2023 - 42

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS BETWEEN QUALIFIED APPLICANTS AND THE CITY OF PAHOKEE FOR THE CITY'S MINOR HOME REPAIR PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee ("City") has instituted a Minor Home Repair Program as a part of the American Rescue Plan Act initiative; and

WHEREAS, seven (7) qualified applicants ("Grantees") have qualified and will be invited to execute Grant Agreements. The applicants are listed in attached Exhibit "A"; and

WHEREAS, the City has budgeted funds to provide grants benefiting Pahokee residents who desire assistance to complete health, safety, and welfare related home repairs to owner-occupied, single-family homes in the City totaling Three Hundred Forty-Two Thousand, Five Hundred Dollars (\$342,500); and

WHEREAS, the Grantees, in conjunction with a licensed home repair contractor and or registered handyman, will perform the services required under the City of Pahokee's Minor Home Repair Program.

WHEREAS, the City of Pahokee desires to approve Thirty-Five Thousand Dollars (\$35,000) for Seven (7) qualified applicants for the Minor Home Repair Program from American Rescue Plan Act funds.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Approval of Grant Applications. The City Commission of the City of Pahokee hereby grants approval of seven (7) grant applications for the Minor Home Repair Program from American Rescue Plan Act funds. The recipients of the grant shall be: Charlie Bruce, Sharon Flowers, Luis Garcia, Gloria Jackson, Lucille Williams, Ida Jackson and Jacqueline Bell, each for an amount of \$5,000.00, and for a total amount of Thirty-Five Thousand Dollars (\$35,000.00) as set forth in Exhibit "A" hereto.

Section 3. Authorization of City Manager. The City Commission of the City of Pahokee hereby authorizes the City Manager to execute the Grant Agreements.

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and **ADOPTED** this 25th day of July 2023.

ATTEST:

By: _____
Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

EXHIBIT “A”

MINOR HOME REPAIR PAYMENT APPROVAL DOCUMENT



ARPA Home Repair Program - Exhibit D

Last Name	First Name	Resident Address	Funds Requested	Advance (60%)	Scope of Work	Balance
Bruce	Charlie	8860 Seville St	5000	3000	window, door, bathroom repair/replace	2000
Flowers	Sharon	309 W 5th Terr	5000	3000	windows	2000
Garcia	Luis	228 Begonia Dr	5000	3000	roof repair	2000
Jackson	Gloria	493 W Jordan Blvd	5000	3000	window & door	2000
Williams	Lucille	440 East 5th St	5000	3000	doors & reroof	2000
Jackson	Ida	880 Rickey Jackson	5000	3000	electrical, flooring, window, & replace wood	2000
Bell	Jacqueline	313 W 5th St	5000	3000	windows	2000
			35000	21000		14000



MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS
VIA: RODNEY LUCAS, CITY MANAGER
FROM: Peggy Boule-Washington
SUBJECT: American Rescue Plan Act Fund Allocation – Small Bus Dev
DATE: July 18, 2023

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee has instituted an ARPA Small Business Development Program. The intent of the Program is to provide and encourage rehabilitation and the preservation of local small businesses by offering financial assistance and support for façade rehabilitation and improvements along with supporting challenges faced with financial assistance for administrative cost to small businesses in the Pahokee.

The City of Pahokee has received an allocation of \$3,162,890. The funds were received in two transactions of \$1,581,445. FY2022-23, with a program allocation of \$200,000 to cover up to \$5,000 per qualifying business owner.

In this first batch, the City is seeking approval to award 4 qualifying residents for approved rehab buses and preservation services of local small businesses (Exhibit A attached – Small Business Spreadsheet).

In a combined effort to spend the City’s allocated funds responsibly, the City’s elected officials established an advisory committee, meetings, workshops and townhalls to share thoughts and suggestions as to what City ARPA funds should be allocated to.

Thus, recommended utilize spending of funds in several categories: I. Revenue Replacement. II. Reimbursement for Covid Related Revenue Shortfall. III. Housing: Minor Home Repair, Utilities (water)/Rental Assistance and IV. Small Businesses.

BUDGET IMPACT: ARPA funds were received in the amount of \$3,162,890. Business Development Program (\$200,000.00) up to \$5,000 per qualify. Requesting approval for 4 qualified businesses totaling 17,288.99.

LEGAL NOTE: N/A

STAFF RECOMMENDED MOTION:
Approve resolution.

ATTACHMENTS:
Resolution 2023 – 43

RESOLUTION NO. 2023 - 43

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS BETWEEN QUALIFIED APPLICANTS AND THE CITY OF PAHOKEE FOR THE CITY'S SMALL BUSINESS DEVELOPMENT PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee ("City") has instituted a Small Business Development Program as a part of the American Rescue Plan Act initiative; and

WHEREAS, four (4) qualified applicants ("Grantees") have qualified and will be invited to execute Grant Agreements. The applicants are listed in attached Exhibit "A"; and

WHEREAS, the City has budgeted funds to provide grants benefiting Pahokee residents who desire business assistance for qualified activities up to a total amount of Two Hundred Thousand Dollars (\$200,000); and

WHEREAS, application for individual grants are limited to Five Thousand Dollars (\$5,000.00); and

WHEREAS, the City Commission desires to authorize four (4) grants to businesses for a total amount of Seventeen Thousand, Two Hundred and Eighty-eight Dollars and 99/100 cents (\$17,288.99); and

WHEREAS, approval of the Small Business Development Program in the best interest of the City of Pahokee.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Approval of Small Business Development Program. The City Commission of the City of Pahokee hereby grants approval and acceptance of the Small Business Development Program and for the following businesses: Pahokee O's Shaved (\$2,825.99); M&L Properties, LLC (\$5,000); Bright Ideas, Inc. (\$5,000) and Ro's Little Learners (\$4,463.00) for a total amount of Seventeen Thousand, Two Hundred and Eighty-eight

Dollars and 99/100 cents (\$17,288.99) from the American Rescue Plan Act Funds of 2021, and as set forth in Exhibit "A".

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and **ADOPTED** this 25th day of July 2023.

ATTEST:

By: _____
Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

EXHIBIT “A”

SMALL BUSINESS DEVELOPMENT PAYMENT APPROVAL DOCUMENT

ARPA Small Business Development - Exhibit A

Company Name	Owner Name	Location	Service Type	Funds Requested	Funds Approved	Total
Pahokee O's Shaved Ice	Octavio Muniz	Mobile (Pahokee)	Generator, License Renewal	4965.59	2825.99	2825.99
M&L Properties, LLC	Micheal Joseph	3030 Seville St	Generator, License Renewal	5085.59	5000	5000
Bright Ideas, Inc.	Linda M. Joseph	331 E Main St	Signage, Admin Cost	5000	5000	5000
Ro's Little Learners	Loletha Sobers	290 Parkview Ct	Commercial Equipment	4463	4463	4463
				19514.18	17288.99	17288.99



MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS
VIA: RODNEY LUCAS, CITY MANAGER
FROM: Peggy Boule-Washington
SUBJECT: American Rescue Plan Act Fund Allocation – Rental/ Water Assistance
DATE: July 14, 2023

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee has instituted a Residential Utilities and Rental Assistance Program to provide grants benefiting residents in need of rental and or water assistance within the City.

The City of Pahokee has received an allocation of \$3,162,890. The funds were received in two transactions of \$1,581,445. FY2022-23, with a program allocation of \$225,000 to cover up to \$1,500 per qualifying household/ renter.

In this first batch, the City is seeking approval to award 12 qualifying residents for approved minor home repairs to their residences (Exhibit A attached – Resident Spreadsheet).

In a combined effort to spend the City’s allocated funds responsibly, the City’s elected officials established an advisory committee, meetings, workshops and townhalls to share thoughts and suggestions as to what City ARPA funds should be allocated to.

Thus, recommended utilize spending of funds in several categories: I. Revenue Replacement. II. Reimbursement for Covid Related Revenue Shortfall. III. Housing: Minor Home Repair, Utilities (water)/Rental Assistance and IV. Small Businesses.

BUDGET IMPACT: ARPA funds were received in the amount of \$3,162,890. Revised allocation remains \$225,000 and will be allocated towards Residential Utilities and Rental Assistance Program up to \$1,500 per qualifying household/ renter. Requesting approval for 12 qualifying residents totaling \$11,573.18.

LEGAL NOTE: N/A

STAFF RECOMMENDED MOTION:
Approve resolution.

ATTACHMENTS:
Resolution 2023 – 44

RESOLUTION NO. 2023 - 44

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS BETWEEN QUALIFIED APPLICANTS AND THE CITY OF PAHOKEE FOR THE COVID-19 RESIDENTIAL UTILITIES AND RENTAL ASSISTANCE PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee (“City”) has instituted a COVID-19 Emergency Rental Assistance Program (“Program”) as a part of the American Rescue Plan Act city initiative; and

WHEREAS, twelve (12) applicants (“Grantees”) have qualified for the program and will be invited to execute Grant Agreements. The applicants are set forth in attached Exhibit “A”; and

WHEREAS, the City has budgeted funds to provide grants benefiting Pahokee residents who desiring utility and rental assistance, as a part of the City’s COVID-19 Emergency Rental Assistance Program (Exhibit B), in an amount not to exceed Two-Hundred Twenty-Five Thousand Dollars (\$225,000); and

WHEREAS, the Grantees are required to provide the necessary documents for program participation; and

WHEREAS, the City of Pahokee seeks to approve Eleven Thousand Five Hundred Seventy Three Dollars and 18/100 (\$11,573.18) for Two (12) qualified applicants for the Program.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing “Whereas” clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Approval of Applications. The City Commission of the City of Pahokee hereby grants approval and acceptance of twelve (12) applications for grant agreements for residential utilities for the City’s COVID-19 Emergency Rental Assistance Program, as set forth in Composite Exhibit “A” attached hereto

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and **ADOPTED** this 25th day of July 2023.

ATTEST:

By: _____
Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

EXHIBIT “A”

RENTAL/ WATER ASSISTANCE

EXHIBIT “B”
COVID-19 Emergency Rental Assistance Program

ARPA Rental and Utilities (Water) Assistance - Exhibit A

Last Name	First Name	Resident Address	Landlord Verified	Funds Requested	Funds Approved	Total
Butler Fulton	Lorraine	763 E Main Street	Yes	2200	1000	1000
Curtis	Willie	800 McClure Rd	Yes	1072.58	1072.58	1072.58
Thomas	Stephondria	1565 Rev Jesse Biggs Blvd	Yes	1546.25	1196.25	1196.25
Gonzalez	Jesus	800 McClure Rd Lot W	Yes	855	855	855
Carter	Jakeria	609 W 7th St	Yes	2170	1000	1000
Robinson	Thelma	310 Carissa Dr	Yes	2677	1127	1127
Johnson	Chereina	260 S Barfield Hwy Apt 3D	Yes	1600	1000	1000
Alexander	Tennille	128 Anonna Ave	Yes	168.19	168.19	168.19
Buurroughs	Angela	404 Golden Place	Yes	1160.35	1160.35	1160.35
Golden	Jacquetta	423 N Coconut Rd Apt3	Yes	775	775	775
Johnson	Eboni	1566 Singletary Ave	Yes	2785	1085	1085
Cook	Yolanda	149 Anonna Ave	Yes	1633.81	1133.81	1133.81
				18643.18	11573.18	11573.18



AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, CITY MANAGER

FROM: Staff

SUBJECT: Emergency Procurement for Marina Floating Docks D, E and F Repairs

DATE: July 25, 2023

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee is in need of an emergency procurement to meet the date certain of January 31, 2024 to perform repairs to Docks D, E and F of the consent order entered into with the Florida Department of Environmental Protection. The city will be using the funds that have been set aside from the ARPA funding. After vetting out the two quoting vendors staff recommends Tom Krips Construction Inc as the best suitable vendor capable of performing the repairs. The City Manager would like to request authorization to move forward with the above-mentioned vendor.

BUDGET IMPACT: Yes

LEGAL NOTE: We yield to Legal

STAFF RECOMMENDATION:

Staff recommends that we move forward on entering into contract with the above-mentioned vendor.

ATTACHMENTS:

Resolution 2023 – 45
Exhibit “A”

RESOLUTION 2023 - 45

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING TOM KRIPS CONSTRUCTION, INC. FOR EMERGENCY REPAIR SERVICES PERTAINING TO MARINA DOCKS D, E AND F PURSUANT TO A CERTAIN CONSENT ORDER AND TEMPORARY USE AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, THE BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND OF THE STATE OF FLORIDA AND THE CITY OF PAHOKEE, FLORIDA; ACCEPTING THE REPAIR QUOTE ATTACHED HERETO AS EXHIBIT "A"; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY ACTION TO ENTER INTO AN AGREEMENT IN A CONTRACT FORM ACCEPTABLE TO THE CITY ATTORNEY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee ("City") is the owner of a docketing facility located on sovereign submerged lands within the landward extent of Lake Okeechobee, adjacent to City's riparian upland real property; and

WHEREAS, the City has entered into a sovereign submerged lands lease with the Board of Trustees of the Internal Improvements Trust Fund of the State of Florida; and

WHEREAS, certain inspections performed by the State of Florida Department of Environmental Protection (Department) have revealed that the subject leased premises have not been properly maintained in good condition, specifically docks D, E and F; and

WHEREAS, the City has entered into a Consent Order and Temporary Use Agreement to resolve the violations and continue to use the sovereign lands and water column adjacent to the City's riparian upland real property beyond the current lease which expired on May 13, 2023; and

WHEREAS, the City is in need of a contractor to perform emergency repair work associated with the marina docks D, E, and F and has solicited quotes for dock work to be performed without delay in order for the City to meet deadlines that could be consequential to the continued use of the leased marina and to the health and safety standards; and

WHEREAS, pursuant to Section 2-272(6)(b) of the City of Pahokee's Code of Ordinances, the City may make emergency purchases "to meet a pressing need for the protection of the public health, safety, or welfare, other than for regular or recurring requirements upon signature of the city clerk, and approval of a

majority of the city commission in session”; and

WHEREAS, the city will be using the funds that have been set aside from American Rescue Plan Act of 2021 (ARPA) funding. Upon recommendation of the City Manager and due diligence measures taken, the City Commission desires to select the quote from Tom Krips Construction Inc., which has been found to be the most responsive and responsible quote and company for completion of the needed emergency services; and

WHEREAS, the City Commission finds that authorizing the City Manager to take necessary action to enter into a contract for repair of marina docks D, E, and F in a contract form acceptable to the City Attorney is in the best interests of the City of Pahokee; and

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing “Whereas” clauses are hereby approved and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Authorization of City Manager. The City Commission of the City of Pahokee hereby authorizes and approves Tom Krips Construction, Inc. for emergency repair services pertaining to marina docks D, E, and F pursuant to a certain Consent Order and Temporary Use Agreement between the State of Florida Department of Environmental Protection, the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida and the City of Pahokee, Florida. The City Manager is further authorized to take the necessary action to enter into a contract with Tom Krips Construction, Inc. in a contract form acceptable to the City Attorney.

Section 3. Accepting the Repair Quote
The City Commission hereby accepts the repair quote attached hereto as Exhibit “A” from Tom Krips Construction Inc. for the emergency services to be performed.

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 25 day of July, 2023.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

EXHIBIT "A"

Vendor Quote for Repair

(attached)

Tom Krips Construction Inc.

Ft. Lauderdale, Fl
Number of Employees 49
Years in Business 36
Marine experience 36

Timeline for project: Can start work within 3 weeks and complete job by end of November, 2023

Dock D

Remove and replace damaged deck boards, damaged stringers, damaged fascia boards transition plats, remove and replaced damaged walers, Remove and replace damaged rubber bumpers repair attached ladders Pressure clean. Not to include electrical-----\$206,271.00

Dock E

Remove and replace damaged deck boards, damaged stringers, damaged fascia boards transition plats, remove and replaced damaged walers, Remove and replace damaged rubber bumpers repair attached ladders Pressure clean. Not to include electrical-----\$165,012.00

Dock E

Remove and replace damaged deck boards, damaged stringers, damaged fascia boards transition plats, remove and replaced damaged walers, Remove and replace damaged rubber bumpers repair attached ladders Pressure clean. Not to include electrical-----\$204,850.00

Grand Total-----\$576,133.00

*Note: Bid doesn't include repairs for water pumpouts, electrical, performance bond, annual sales past 3 years and references checked.

H. Kelly Marine

Ft. Lauderdale
Number of Employees 8
Years in Business 4
Marine Experience 35

Timeline for project: Can start work within 30 days and complete job in 90 days (End of November, 2023)

Dock D

Remove and replace damaged deck boards, damaged stringers, damaged fascia boards transition plats, remove and replaced damaged walers, Remove and replace damaged rubber bumpers repair attached ladders Pressure clean. Not to include electrical-----\$248,000.00

Dock E

Remove and replace damaged deck boards, damaged stringers, damaged fascia boards transition plats, remove and replaced damaged walers, Remove and replace damaged rubber bumpers repair attached ladders Pressure clean. Not to include electrical-----\$182,000.00

Dock E

Remove and replace damaged deck boards, damaged stringers, damaged fascia boards transition plats, remove and replaced damaged walers, Remove and replace damaged rubber bumpers repair attached ladders Pressure clean. Not to include electrical-----\$198,000.00

Grand Total-----\$628,000.00

*Note: Bid doesn't include repairs for water pumpouts, electrical, performance bond, annual sales past 3 years and references checked.