

CITY OF PAHOKEE



AGENDA

City Commission Regular Meeting
Tuesday, October 28, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Mayor Keith W. Babb, Jr.
Vice Mayor Sanquetta Cowan-Williams
Commissioner Isabelle J. McDonald
Commissioner Everett D. McPherson, Sr.
Commissioner James H. Scott

CHARTER OFFICERS:

Tammy Bussey, Interim City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, P.A., City Attorney

[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. PRESENTATIONS / PROCLAMATIONS / PUBLIC SERVICE ANNOUNCEMENTS / PUBLIC COMMENTS** (*agenda items only*)

(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)

- F. CONSENT AGENDA**
- G. OLD BUSINESS** (*discussion of existing activities or previously held events, if any*)
- H. PUBLIC HEARINGS AND/OR ORDINANCES**
- I. RESOLUTION(S)**

1. RESOLUTION 2025-64 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, NOMINATING MAYOR KEITH BABB JR AS TRUSTEE OF THE EMPLOYEE FMPTF PENSION PLAN SET FORTH IN EXHIBIT “A” HERETO; AUTHORIZING THE MAYOR TO BE THE ONLY NOMINEE THAT IS AN ELECTED OFFICAL AND MEMBER OF THE PLAN TO REPRESENT FOR THE CITY OF PAHOKEE EMPLOYEE PENSION PLAN; PROVIDING FOR AN EFFECTIVE DATE.

2. RESOLUTION 2025-65 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, TO CONSIDER A FUNDING REQUEST FROM LETCO COMMUNITY DEVELOPMENT INC, A FLORIDA NOT FOR PROFIT CORPORATION, FOR YOUTH INITIATIVE ACTIVITIES, INCLUDING A 3-ON-3 BASKETBALL EVENT AND AN NBA GAME TRIP FOR LOCAL STUDENTS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

3. RESOLUTION 2025-66 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING A PURCHASING CARD POLICY; 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 regarding Audit Findings
 - 2. Consideration for the monthly expenditures being provided to the Commission
 - 3. Discussion regarding a letter to County Commissioner Sara Baxter
 - 4. Discussion and direction to suspend the advertisement of the City Manager position and bring back the qualifications for Commission review
 - 5. Discussion regarding files or information related to the hotel project

- 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. GENERAL PUBLIC COMMENTS (*items not on the agenda*)

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

Q. 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 the Office of the City Clerk at 561-924-5534. If hearing impaired, contact Florida Relay at 800-955-8771 (TDD) or 800-955-8770 (Voice), for assistance. (Reference: Florida Statutes 286.26)



AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Tammy Bussey, City Manager

FROM: Raquel Prince, Human Resources

SUBJECT: FMPTF Nomination for Trustee

DATE: October 21, 2025

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee needs a Trustee for the employee pension plan. Only one nominee per municipality may be selected to represent the city employees' pension plan. Mayor Keith Babb Jr is the only elected official that currently meets the requirements for nomination. The Florida Municipal Pension Trust Fund (FMPTF) manages pension, and retirement plans for local government entities and has a membership consisting of local government entities. In addition The Florida League of Cities serves as its Administrator for the pension plan. The purpose of this request is to nominate Mayor Keith Babb Jr., as the Trustee for the employee pension plan. The City Manager would like to request authorization to nominate Mayor Keith Babb Jr. as trustee of the employee pension plan FMPTF.

BUDGET IMPACT:

No

LEGAL NOTE:

We yield to the City Attorney for legal form

STAFF RECOMMENDATION:

Staff recommend that we nominate Mayor Keith Babb Jr as Trustee of the employee pension plan Florida Municipal Pension Trust Fund (FMPTF).

ATTACHMENTS:

Resolution 2025-64

RESOLUTION 2025-64

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, NOMINATING MAYOR KEITH BABB JR AS TRUSTEE OF THE EMPLOYEE FMPTF PENSION PLAN SET FORTH IN EXHIBIT "A" HERETO; AUTHORIZING THE MAYOR TO BE THE ONLY NOMINEE THAT IS AN ELECTED OFFICAL AND MEMBER OF THE PLAN TO REPRESENT FOR THE CITY OF PAHOKEE EMPLOYEE PENSION PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee, Florida (the "City") desires to nominate Mayor Keith Babb Jr as Trustee for the employee pension plan FMPTF.

WHEREAS, the Mayor is the only elected official that is currently an active member in the plan that can represent as Trustee for the employee pension plan.

WHEREAS, FMPTF currently does not have any representation from our municipality to represent the City of Pahokee employees.

WHEREAS, as the Trustee the Mayor will receive orientation for his role and will meet once each quarter to assist with managing the pension plan and act in the best interest of the employee.

WHEREAS, the City Commission desires to approve the nomination as shown in Exhibit "A" hereto;

WHEREAS, the City Commission of the City of Pahokee ("City Commission") finds that nominating Mayor Keith Babb Jr as Trust of FMPTF the employee pension plan is in the best interests of the city employees.

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 approves the acceptance of nominating Keith Babb Jr as trustee for the employee pension plan FMPTF as set forth in the attached Exhibit "A" hereto. 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 28th day of October, 2025.

Keith W. Babb, Jr., Mayor

ATTEST:

Nylene Clarke, CMC, City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Scott	_____ (Yes)	_____ (No)
Commissioner McDonald	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Vice-Mayor Cowan-Williams	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

EXHIBIT "A"

FMPTF TRUSTEE NOMINATION FORM

(attached)

Date: September 24, 2025

To: Participating Municipalities of the Florida Municipal Pension Trust Fund

From: The Florida League of Cities, as Administrator

RE: Nomination of Trustee(s)

The Florida Municipal Pension Trust Fund (FMPTF) manages pension and retirement plans for local government entities and has a membership consisting of local government entities. The FMPTF Board of Trustees oversees the FMPTF's operations, and the Florida League of Cities serves as its Administrator. The purpose of this letter is to solicit nominations for election to the FMPTF Board of Trustees.

To qualify as a Trustee, a nominee at the time of appointment and throughout their tenure must be an elected municipal official from a municipality participating in the Trust. Trustee vacancies are filled by the Trust's current Board of Trustees, by majority vote, from the nominees offered by participating municipalities. A nominee may be appointed to fill either a current unexpired term or a full three-year term. Trustees are limited to serving two consecutive three-year terms. (Service in an unexpired term is not counted.)

New Trustees will receive an orientation from the Administrator. The Trust typically meets four times a year, once each quarter; however, special meetings may be scheduled as needed. Trustees are reimbursed for travel, meal and accommodation expenses incurred in attending Trust meetings and also receive a meeting fee.

No Trustee may be selected or continue to serve as a Trustee after becoming an owner, officer, employee or agent of a business entity having a contractual relationship or otherwise doing business with the Trust. A Trustee must relinquish their office or may be removed when they no longer serve as an elected official of the member from which they were selected or when the municipality from which they were selected ceases to participate as a member of the Trust.

FMPTF periodically solicits trustee nominations from participating municipalities. When FMPTF solicits nominees from participating municipalities, only one nominee per municipality should be submitted. Completed nominations may include evidence of formal action by the nominee's governing body, or a completed Trustee Nomination Form signed by another member of the governing body or signed by executive administration personnel such as City Manager, City Clerk, etc. In addition, please include a resume or a biographical sketch reflecting the nominee's background and qualifications to serve

Should you wish to submit a nomination to the Board of Trustees, please complete the enclosed nomination form and return it, along with a resume or biographical sketch, to Laura Underhill, Senior Financial Analyst, no later than **November 20, 2025**. Thank you.

FLORIDA MUNICIPAL PENSION TRUST FUND TRUSTEE NOMINATION FORM

Please indicate the name, title and municipality of your nominee below, along with your name, title and municipality. Nominations should be emailed to lunderhill@flcities.com.

NOTE: NOMINATIONS MUST BE RECEIVED NO LATER THAN NOVEMBER 20, 2025.

Nominee Name: Keith W Babb Jr.
(Nominee must be an elected official of the municipality participating in the Trust)

Nominee's Title: Mayor

Municipality: City of Pahokee

Cell Phone Number: 561-685-0081

Email Address: kbabb@cityofpahokee.com

Has the nominee (above) been informed of this nomination? ☐ Yes ☐ No

Has the nominee's municipal governing body (Council, Commission, etc.) endorsed or otherwise approved the nominee as a prospective Trustee? ☐ Yes ☐ No

Nominated by: Raquel Prince

Title: Human Resources Director

Municipality: City of Pahokee

Date: October 20, 2025

**PLEASE EMAIL THIS NOMINATION FORM AND A RESUME OR BIOGRAPHICAL SKETCH
BY NOVEMBER 20, 2025 TO:**

Laura Underhill
Senior Financial Analyst
lunderhill@flcities.com





AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Tammy Bussey, Interim City Manager

FROM: Office of the City Manager

SUBJECT: Funding Request from LETCO Community Development Inc

DATE: October 22, 2025

GENERAL SUMMARY/BACKGROUND:

During the October 14, 2025 City Commission Meeting, Mr. Corey Wilkerson, representing LETCO Community Development Inc, presented an information packet and requested financial support for a youth initiative and associated events.

LETCO Community Development Inc's request, provided in their official letter, includes the following:

1. Basketball Events
 - Friday, December 19, 2025, at 7:00 p.m.: Skills Competition
 - Saturday, December 20, 2025, from 10:00 a.m. – 2:00 p.m.: 3-on-3 Event
2. Miami Heat NBA Game Trip
 - Tuesday, December 23, 2025: 15 student-athletes from Glades Central High School and Pahokee High School (boys and girls varsity basketball teams) will attend the Miami Heat vs. Toronto Raptors game.
 - Students will be selected based on attendance and behavior.

The estimated cost for the Miami Heat game portion of the initiative is \$65 per student for 15 students from Pahokee, totaling approximately \$975.

Following discussion, the City Commission unanimously voted to bring the matter back as a future agenda item for formal consideration and direction.

BUDGET IMPACT:

The financial impact is unknown currently and contingent upon the decision of the City Commission. If approved, funding will come from the "Contributions & Sponsorships" line item in the respective City Commission budget.

LEGAL NOTE:

Defer to City Attorney.

STAFF RECOMMENDATION:

Staff seek Commission direction.

ATTACHMENTS:

Resolution 2025-65

RESOLUTION 2025-65

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, TO CONSIDER A FUNDING REQUEST FROM LETCO COMMUNITY DEVELOPMENT INC, A FLORIDA NOT FOR PROFIT CORPORATION, FOR YOUTH INITIATIVE ACTIVITIES, INCLUDING A 3-ON-3 BASKETBALL EVENT AND AN NBA GAME TRIP FOR LOCAL STUDENTS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, during the October 14, 2025 Regular City Commission meeting Mr. Corey Wilkerson, representing LETCO Community Development, Inc., a Florida Not For Profit Corporation, presented an information packet and request letter (Exhibit "A") regarding youth initiatives, including a 3-on-3 basketball event and a Miami Heat NBA game trip; and

WHEREAS, the basketball events will take place on: Friday, December 19, 2025, at 7:00 p.m.: Skills Competition and Saturday, December 20, 2025, from 10:00 a.m. - 2:00 p.m. 3-on-3 Event; and

WHEREAS, the Miami Heat NBA game trip is scheduled for Tuesday, December 23, 2025, for 15 student-athletes from Glades Central High School and Pahokee High School, selected based on attendance and behavior; and

WHEREAS, the City Commission recognizes the importance of supporting youth-focused programs that promote leadership, education, recreation, and community enrichment; and

WHEREAS, it was the consensus of the City Commission to place the funding request as a future agenda for consideration of financial support; and

WHEREAS, if approved, any financial contribution will be funded from the "Contributions & Sponsorships" line item in the respective City Commission budget.

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. The City Commission of the City of Pahokee hereby authorizes a contribution of \$_____ to LETCO Community Development Inc. The Interim City Manager is hereby authorized 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 28th day of October 2025.

ATTEST

Keith W. Babb, Jr., Mayor

Nylene Clarke, 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 Cowan-Williams	_____ (Yes)	_____ (No)
Commissioner McDonald	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Commissioner Scott	_____ (Yes)	_____ (No)

EXHIBIT "A"

FUNDING REQUEST FROM LETCO COMMUNITY DEVELOPMENT INC

LETCO Community Development, Inc.

Building Community BLOCK by BLOCK

EST. March 2023

Establishing **LEADERSHIP**

EMPOWERING you to be the best you

TEACHING block by block

Building **COLLABORATIVE** relationship

Exploring **OPPORTUNITIES** for you

LETCO Past and Ongoing Projects/Initiatives:

Past Projects 2023 – 2024:

LETCO was created – March 2023

Not for Profit Board Development Training Workshop – June 2023

LETCO 3 on 3 Basketball Classic – September 2023 -Ongoing

LETCO created the Mary Ross Wilkerson Scholarship Program given to High School Juniors every September at (GCHS, PHS, Everglades Prep, and Crossroad Academy) -September 2023 – Ongoing ^^ **TO DATE WE HAVE GIVEN \$10,250.....**

LETCO created In-Home Library's at (Everglades Prep/Crossroads Academy) – December 2023 – Ongoing (40 Students and Counting)

LETCO assist Dot and Ruby Food Distribution – January 2024 – June 2025

LETCO purchased (4) Windows AC for Elderly Individuals in South Bay & Pahokee – April 2024

LETCO purchased (2) Adult Bicycles for Disabled Individuals – July 2024

LETCO purchased (15) Turkeys/Ham for Thanksgiving for 5 Families in Belle Glade, 5 Families in South Bay, and 5 in Families Pahokee – November 2023, 2024 - Ongoing

LETCO purchased (12) New Bicycles and Helmets for Students with Good Attendance and Behavior at Pioneer Park Elementary School – December 2024

On-going Initiatives:

Not for Profit Board Development Training Workshop – March 2025

LETCO & Health/Wellness created The Glades Area Elementary School Teachers' Appreciation Luncheon – May 2025 - Ongoing

3 on 3 Westgate – May 2025 – Ongoing

LETCO & Dr. Chris Thompson Backpacks/School Supplies Giveaway – August 2025 – Ongoing

Mary Ross Wilkerson Mini-Scholarships (8) given to all 4 High School (2 per School GCCHS, PHS, Everglades Prep, Crossroad Academy) – September 2025 – Ongoing

Continue....

LETCO Turkey/Ham Giveaway – November 2023 - In-Process

LETCO & Dr. Chris Thompson Holiday Bicycle/Helmet Giveaway at Gladeview Elementary School – December 2025 – In-Process

3 on 3 Basketball Classic Weekend – December 2025 – In-Process

DISABILITY Support Group (Ages 35-62) – December 2025 – In-Process



14 October 2025

To: City Manager *T. Bussey*
From: LETCO Community Development, Inc.
RE: LETCO 3 on 3 Basketball Activities

Corey D. Wilkerson, Founder

Marcus Thomas

Mary Ross Wilkerson

Carla Blackmon

Tabatha Wilkerson

James Wilkersson, Jr.

Sabrina Wilkerson

D"Shai L. Wilkerson

LETCO Community Development, Inc.
EIN: 92-3680927
PO Box 2977
Belle Glade, Florida 33430
LETCOcommunitydev@outlook.com
(561) 293-9794

This letter serves as an Official Request from LETCO Community Development, Inc.

First, allow to say "Thank You", for your continued in assisting LETCO achieve it goals as we continue to foster relationships in the Glades Communities.

I'm asking You to support our 4th (3 on 3) Basketball Event. While, this will be vastly different, we're excited about the direction this Event has gone.

The events will be held on Friday, December 19th @ 7pm with Skills Competition. On Saturday, December 20th @ 10am - 2pm, the 3 on 3 Event. Finally, Tuesday, December 23rd, we will take (15) Basketball Players from (Glades Central & Pahokee High) to the Miami Heat v. Toronto Raptors NBA Game. The (15) Students will be chosen from both Boys and Girls Varsity Basketball Teams, based on Attendance and Behavior.

We're a Nonprofit Tax-Exempt Organization 501©3, LETCO Community Development, Inc. PO Box 2977 Belle Glade, Florida 33430.

I can be reached at (561) 755-1570 should You have any additional questions and/or more information is requested.

Thank you in advance for your consideration.

Humbly Requested,


Corey D. Wilkerson



AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: TAMMY BUSSEY, INTERIM CITY MANAGER

FROM: JOSEPH R. MARTIN, FINANCE DIRECTOR

SUBJECT: Updated Purchasing Card Policy (Credit Card) as recommended by OIG

DATE: October 28, 2025

GENERAL SUMMARY/BACKGROUND:

This policy applies to all City departments, including all employees who are authorized and issued a City credit card. This policy does not replace or circumvent procurement policies and procedures. This Policy and Procedures is applicable to Commissioners, City Manager, and City Employees to whom a P-Card is issued for Travels and occasionally for the purchase of goods and services as recommended by the OIG

BUDGET IMPACT:

N/A

LEGAL NOTE:

Defer to City Attorney

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2025-66

ATTACHMENTS:

P-Card Policy

RESOLUTION 2025-66

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING A PURCHASING CARD POLICY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee is desirous of implementing a Purchasing Card Policy in order establish procedures for the administration of City credit cards and regulate use; and

WHEREAS, the City of Pahokee's Purchasing Card ("P-Card") Policy is designed to improve efficiency in streamlining traditional methods of payment; and

WHEREAS, this Policy is intended for occasionally purchases, for City business use only; and

WHEREAS, the City Commission of the City of Pahokee ("City Commission") intends for this policy to apply to all persons issued a P-Card, including City Commissioners; and

WHEREAS, the City Commission finds that it is in the best interests of the City to approve the P-Card Policy attached hereto as Exhibit "A".

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. The City Commission of the City of Pahokee hereby authorizes and approves the City of Pahokee's Purchasing Card ("P-Card") Policy attached hereto as Exhibit "A".

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

PASSED and ADOPTED this 28th day of October 2025.

Keith W. Babb, Jr., Mayor

ATTEST

Nylene Clarke, CMC, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

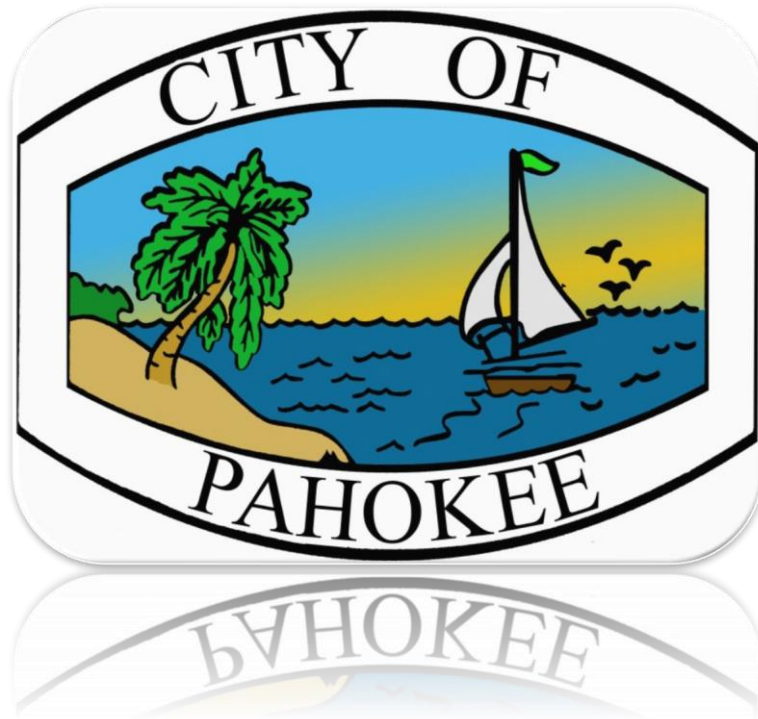
Seconded by: _____

VOTE:

Mayor Babb	_____ (Yes)	_____ (No)
Vice Mayor Cowan-Williams	_____ (Yes)	_____ (No)
Commissioner McDonald	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Commissioner Scott	_____ (Yes)	_____ (No)

EXHIBIT "A"

City of Pahokee's Purchasing Card ("P-Card") Policy



Purchasing Card Policy
Effective Date:
10/28/25

City of Pahokee
207 Begonia Drive
T:561-924-5534

PURPOSE

The purpose of this Policy is to establish procedures for the administration of City credit cards and to regulate their use. The City of Pahokee Purchasing Card ("P-Card") Policy is designed to improve efficiency in streamlining traditional methods of payment. This Program allows the cardholders to occasionally purchase for City business use, and to accomplish the following:

- Provide an efficient method of purchasing and paying for goods and services.
- Reduce the use of purchase orders and expedite purchases.
- To ensure that appropriate internal controls are in place so that P-Cards used are only for authorized purchases.
- To ensure that the City bears no legal liability for the inappropriate use of P-Cards by City employees.
- To provide for disciplinary action if the Credit Card is misused.
- Facilitate prompt payment.
- Enhance productivity, reduce paperwork and the overall cost associated with purchases.

SCOPE

This policy applies to all City departments, including all employees authorized and issued a City credit card. This policy does not replace or circumvent procurement policies and procedures. This Policy and Procedures is applicable to Commissioners, City Manager, and City Employees and all persons issued a P-Card for Travel and occasionally for the purchase of goods and services as recommended by the OIG.

POLICY

It is the policy of the City that the Finance Department (Finance) shall be responsible for managing City credit cards. Finance shall oversee the accounts and maintain the list of authorized cardholders. The City will make effort to limit the number of cards issued. A Department Head may submit a written request to become (or identify) an authorized cardholder to Finance that demonstrates clear need for the card. No card may be issued without approval from the Finance Officer.

A cardholder must review and sign the Cardholder Agreement. (See EXHIBIT A)

Signed copies of the Agreement is kept with the Human Resources Department, for inclusion in the cardholder's personnel file. The Finance Officer sets the credit card limit.

City Credit Card Use

City issued credit cards should only be used in the following situations:

- Emergencies that present a public safety hazard or threat.
- A purchase order cannot be issued or cannot be paid through routine accounts payable/procurement process
- As authorized by the Finance Officer all purchases shall comply with applicable City policies and procurement procedures. Credit cards should not be used to circumvent routine procurement procedures and should only be used for official City business. Under no circumstances shall a City credit card be used for personal use or gain. Individuals or groups who conduct any personal business with a city credit card

will be subject to corrective action up to and including termination and/or criminal prosecution. Cash advances are strictly prohibited.

Documentation and Payment

At the time of a transaction, the cardholder shall obtain and retain an original of the transaction receipt. Lack of proper documentation or authorization may result in loss of credit card privileges and/or personal liability. Securing missing receipts shall be the responsibility of the cardholder.

Lost, Stolen, or Compromised Cards

It is the responsibility of the cardholder to make notifications in the event of a lost, stolen, or compromised card. A cardholder should immediately notify the Finance Director or designee. A cardholder should notify the local Police Department after Finance if they believe occurrence of criminal activity.

Authorized Employee Termination

Upon termination of employment for any reason, an authorized cardholder must relinquish the credit card to the Finance Director, or designee at the time of separation and ensure the account reconciliation.

The Human Resources Department should notify the Finance Office of a termination as soon as possible. The City Manager and/or designee will instruct the credit card issuer to deactivate the card. Any cardholder who uses a City credit card fraudulently after termination shall be subject to legal action.

Audit

The Finance Office may conduct audits of card activity and related document management at any time. If necessary, the Finance Officer may suspend or terminate a cardholder's account.

The following outlines the roles and responsibilities for use of the P-Card..

I. CARDHOLDER

- a. Attend P-Card training prior to receipt of card and when required by the Finance Department
- b. Sign Credit Card in and Out Sheet-**Exhibit B** (copy of tax-exempt certificate provided)
EXHIBIT C
- c. Safeguard P-Card.
- d. Cardholders shall not allow their P-card to be used by anyone else (unless authorized by the City Manager)
- e. Use P-Card for City business only.
- f. Exercise due care and diligence to obtain the best price possible for good or services.
- g. Provide merchants with appropriate delivery information.
- h. Provide merchants with City's tax-exempt certificate and ensure sale tax is not charged.
 - It is the cardholder's responsibility to ensure all extra charges such as freight, handling, and set up fees before a P-Card purchase transaction. Said charges are part of the transaction and must be considered free of any tax before making the purchase.
- i. Ensure accuracy of transaction charged to the P-Card, e.g., dollar amount, merchant name, etc. All supporting documentation must accompany credit card after use.

- j. Code all transactions within City-defined time limits.
- k. Attach receipts to transactions in P-Card system; ensure receipts are legible.
- l. Contact merchants to replace lost or damaged ~~cards~~
- m. Manage returns and exchanges and ensure that appropriate credit is obtained for returned merchandise.
- n. Report disputed charges by the Cardholder to Administration timely for proper accounting.
- o. Serves as the process for the City Commissioners and the City Manager's credit card purchases.
- p. The Finance Department shall verify all credit card expenditures against the monthly credit card statement details and generating reports for the City Commissioner's and City Manager's credit card usage for the month as needed.

II. Policy Controls

Develop customized department internal controls to support operations and uphold compliance with Procurement Code and Policies.

- Cardholder may request P-Card by completing the P-Card Request Form.
 - EXHIBIT D.**
 - Establish pre-authorized limits for use of P-Card in consultation with Program Administration up to .
 - Review cardholder's usage.
 - Review charges in the P-Card system for validation of all transactions.
 - Ensure that all transactions are coded properly in the Accounting System; coding is complete and all pertinent information is present in the system (budget account information; attach receipts and back-up; business purpose explanation).
 - Verify and revise (if necessary) general ledger account numbers for each transaction.
 - Verify sufficient funding exists; notify Department Director or designee if funds are insufficient and request appropriate action to comply with budget requirements.
 - Review transactions timely, or as frequently as necessary with the cardholder.
 - Assist cardholder as needed in managing any returns or exchanges ensuring that proper credit is received for returned merchandise.
 - Assist cardholder as needed in resolving disputed transactions; forward the Dispute Report to Program Administration.
 - Report any misuse or abuse of P-Card to Program Administration.
- Upon notice of and/or separation, retrieve P-Card and request suspension or termination of account and return card to Program Administration.

III. PROGRAM ADMINISTRATION

- Assist the City Manager in setting P-Card Procedures.
- Participate in resolving billing disputes, as necessary.
- Evaluate P-Card feedback from merchants and cardholders.
- Audit cardholder compliance with P-Card Policy and Procedures and the Procurement Code and other Procurement Policies.
- Provide training on the use of P-Card for new cardholders and distribute P-Card Policy and Procedures to new cardholder.

- Provide refresher courses to users after an assessment of violation in their use of their P-Card.
- Periodically, conduct inventory of P-Cards.
- Pursue supplier discount opportunities.

IV. **TRANSACTION CODING/REVIEW AND APPROVAL**

Cardholders must take the necessary steps to complete the process by providing all documentation to the Finance department for coding transactions within 5 calendar days of posting date. The cardholder must complete the following steps to facilitate timely coding of transactions:

- Assign the appropriate City budget code to all transactions.
- Reviewed Credit statements timely including supporting documentation pertinent to the transaction.
- Detail explanation of City business purpose for the transaction.
- Audit all transactions before posting to General Ledger,
- Maintain files in accordance with record retention period.
- Advise Administration of non-conformance with P-Card Policy and other Policies as applicable.

The Administration or Designee approving the assignment of a P-Card will set limits for each cardholder, such as: (1) Maximum for a single transaction purchase of a particular dollar amount. (2) Maximum limit for a 30-day billing cycle.

The P-Card will have the employee's name, the City's name, and the expiration date embossed on the back of the card.

The cardholder is required to attend training given by Program Administration.

- Cardholders will receive a copy of the P-Card Policy and Procedures, an oral review of the program policy and procedures, and the individual cardholder's responsibilities and consequences for any misuse.
- Credit card is kept within the Finance Department in safe box and must be returned to Finance for safekeeping.
- The cardholder is required to sign the Credit Card Sign In and out sheet for each request.

V. **LOST OR STOLEN P-CARD**

- If a P-Card is lost or stolen, the cardholder must immediately notify, in writing, the Card Provider, Department Director, and Program Administration.
- If the report is made during regular business hours (Monday-Friday, 8am to 5pm), the Program Administration will notify the card provider of the lost/stolen card.
- If the card is lost after hours, the cardholder must immediately notify the card provider, PNC Bank Card, by calling **(888) 762-2265**. On the next business day, the cardholder must also notify the Department Director, and the Program Administration in writing.
- The cardholder will be responsible for reporting all information necessary to reduce the liability

to the City for a lost or stolen P-Card

- Any actions contrary to the above may result in removal of the cardholder from the program and/or disciplinary actions.

VI. TERMINATION OF CARDHOLDER

- When an employee ends his/her employment, the Department Director or the Human Resources Director (in the absence of the other) may collect the P-Card and send it to the Finance Director or Program Administration, sealed in an envelope addressed directly to the Administration.

VII. CARDHOLDER USE ONLY

- Improper or unauthorized use of the P-Card may result in termination of cardholder rights, reimbursement to the City for purchases, termination of employment and/or legal action.

VIII. CITY PURCHASES ONLY

- The P-Card is to be used for City authorized transactions only. Any personal use of the P-Card is prohibited.
- Abuse of the P-Card Policy and Procedures may result in disciplinary action as noted above.

IX. LIMITATIONS ON USE OF P-CARD

A purchase may consist of multiple items from the same vendor; however, the invoice total must not exceed the authorized amount as stated in the procurement policy. This excludes City approved travel- related expenses, such as lodging, transportation, and registration. Other limitations should follow the procurement policy.

A merchant's willingness to honor a P-Card transaction exceeding the individual's limit does not authorize the cardholder to make such purchases.

The City Manager will set a 30-day spending limit for each cardholder in accordance with the budgeted amount.

X. PROHIBITED USES OF THE P-CARD

The following types of items and/or transactions may not be purchased with a P-Card, regardless of the dollar amount:

- Purchases not made in the City's best interest.
- Cash advances.
- Vehicle repairs unless a city vehicle and has prior written approval from the City Manager.
- Alcohol or alcoholic beverages and tobacco products, unless for an official City function with pre-approval by City Management.
- Personal purchases
- Purchases which are in violation of law or regulations.
- Purchase of Capital Equipment.

- Consultant's fees.
- IT purchases.

AT NO TIME IS THE P-CARD TO BE USED TO CIRCUMVENT THE CITY POLICIES AND PROCEDURES. SUCH MISUSE MAY RESULT IN THE REMOVAL OF THE CARDHOLDER FROM THE PROGRAM AND/OR DISCIPLINARY ACTIONS.

XI. DISCIPLINARY ACTION FOR MISUSE OF P-CARD

Disciplinary action may include but is not limited to:

- First Notice of Non-Compliance - e-mail sent to the cardholder with carbon copy to the department head with indication of timeframe for corrective action.
- Second Notice of Non-Compliance - memo sent to department head and a copy provided to the cardholder with indication of timeframe for corrective action.
- Third Notice of Non-Compliance - cardholder rights terminated. Notice of cardholder rights termination sent to cardholder, department head and City Manager's Office.

The City Manager and designee in conjunction with Human Resource Director may at any time impose appropriate disciplinary action for the misuse of the P-Card, including the suspension or termination of use as deemed necessary.

Improper or unauthorized use of the P-Card may result in termination of cardholders' rights and, reimbursement to the City for purchases.

The City has the right to take other disciplinary action against the user, up to and including termination of employment, based on the severity of the offense.

XII. TRAVEL/MEAL

- The P-Card shall not be used for per- diem meals while traveling. Per diem will be paid in the form of a City-generated check based on the approved Request for Travel and Final Cost.
- Cardholders using the P-Card for pre-approved travel must have the Request for Travel and Final Travel form completed and approved.
- When using the P-Card as a form of payment for meals/food and beverage for pre-approved City function, cardholder must turn in the itemized receipt detailing what was purchased, along with a copy of the credit card slip.

XIII. MISSING RECEIPTS

The cardholder must contact the merchant to request a duplicate. If the cardholder is unable to obtain a copy from the merchant, the user must put in writing reason for the missing receipt, including explanation of the item purchased within the written communication that must be attached to the monthly P-Card statement.

XIV. RETURNING MERCHANDISE

The cardholder is responsible for managing prompt returns and exchanges. Contact the merchant and obtain instructions on how to return the merchandise. Coordinate and provide the Finance Department proper supporting documents of the returned merchandise to ensure that the account is credited for the return and facilitate the accuracy of the monthly reconciliation. Credits must be coded with the same general ledger account that was used to pay for the original purchase.

XV. DISPUTE PROCEDURES

A dispute occurs when a cardholder questions a transaction that has been charged to the cardholder's account. A Cardholder must contact vendor to provide notification of the disputed transaction.

- If item purchased with a P-Card is defective or not what was ordered, the cardholder must return the item to the merchant for replacement or credit promptly.
- If the vendor is unable to remedy the complaint, the cardholder must contact the P- Card Administration to file a dispute.
- Disputes must be filed within 30 days of transaction date and indicated in the P- Card system as a disputed transaction.

DECLARED EMERGENCY

- The City reserves the right to adjust P-Card limits as needed.
- Purchases will be in accordance with the applicable Codes, Regulations and the Procurement Policy and Procedures.

XVI. RESPONSIBILITIES

The City Manager and Designee is responsible for the maintenance and enforcement of the P-Card Policy and Procedures. Any Employee who participates in the P-Card program is required to conform to this Policy and Procedures. Any transaction not properly documented shall be deemed disallowed and be subject to rules that apply to disallowed charges.

EXHIBIT A**CARDHOLDER ACKNOWLEDGEMENT AND RESPONSIBILITY AGREEMENT****EFFECTIVE DATE :** **October 28, 2025.**

. I acknowledge that. I have received the credit •card: assigned and the above Credit Card Policy in agree to"
abide to the procedures within.

Commissioner/Employee

• Date issued/signed

Last 4 digits Of credit card