

CITY OF PAHOKEE



AGENDA

City Commission Regular Meeting
Tuesday, August 13, 2024, 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
Sanquetta Cowan-Williams, Commissioner
Everett D. McPherson, Sr., Commissioner

CHARTER OFFICERS:

Michael E. Jackson, Interim City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, Esq., 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)

- 1. Family Literacy Impact Program (FLIP) at West Tech - Dr. Charlene Ford

- F. CONSENT AGENDA**

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

- 1. Update - City Projects

- H. PUBLIC HEARINGS AND/OR ORDINANCES**

- 1. ORDINANCE 2024-06 (SECOND READING) - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, PROVIDING FOR A SMALL SCALE LAND USE MAP AMENDMENT, WHICH WILL AMEND THE FUTURE LAND USE MAP OF THE CITY'S COMPREHENSIVE PLAN IN RESPONSE TO A REQUEST BY CAMARO FARMS INC, TO CHANGE THE DESIGNATION OF A PROPERTY GENERALLY LOCATED AT BACOM POINT ROAD (PCN 48-36-42-24-01-000-0770), CONTAINING APPROXIMATELY 2.28 ACRES, FROM "RESIDENTIAL-LOW" TO "COMMERCIAL" AND LEGALLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO; PROVIDING FOR CITY MANAGER AUTHORITY; AND PROVIDING FOR CONFLICTS AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.
- 2. ORDINANCE 2024-07 (SECOND READING) - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, PROVIDING FOR A REZONING AS REQUESTED BY CAMARO FARMS INC, TO CHANGE THE EXISTING ZONING DESIGNATION FROM SINGLE FAMILY RESIDENTIAL VERY LOW DENSITY (SF1), TO NEIGHBORHOOD COMMERCIAL (NC), FOR PROPERTY GENERALLY LOCATED AT BACOM POINT ROAD (PCN 48-36-42-24-01-000-0770), CONTAINING APPROXIMATELY 2.28 ACRES, AND LEGALLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO; PROVIDING FOR THE ZONING MAP OF THE CITY OF PAHOKEE TO BE AMENDED ACCORDINGLY; PROVIDING FOR CONFLICTS AND REPEALER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

- I. RESOLUTION(S)**

- 1. RESOLUTION 2024-28 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING RESOLUTION 2024-18 TO APPOINT A FIFTH MEMBER TO THE PARKS AND RECREATION ADVISORY BOARD,

AND TO APPOINT AN ADVISORY BOARD LIAISON; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

2. RESOLUTION 2024-29 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING BUDGET AMENDMENT NO. 1 IN THE AMOUNT OF \$2,532,928.00 FOR FISCAL YEAR 2023–2024, SET FORTH IN COMPOSITE EXHIBIT “A” ATTACHED HERETO; 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 for playground equipment at MLK Jr. Park and Citizen Villas Park
2. Discussion and direction for bleachers at the gymnasium
3. Discussion and direction for terminating sublease agreement with Muck Tavern
4. Discussion and direction to cancel the September 10, 2024 City Commission Meeting and reschedule for September 11, 2024

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)



Keith W. Babb, Jr.
MAYOR

Clara "Tasha" Murvin
VICE-MAYOR

Michael E. Jackson
INTERIM CITY MANAGER

Nylene Clarke
CITY CLERK

"Building a City and Community of Choice"

207 Begonia Dr.
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www.cityofpahokee.com

COMMISSIONERS:

Derrick Boldin

Sanquetta Cowan-Williams

Everett McPherson

Burnadette Norris-Weeks
CITY ATTORNEY

MEMORANDUM

- To:** Honorable Mayor and City Commission
- Thru:** Michael E Jackson, Interim City Manager
- From:** Thomas J. Lanahan, Treasure Coast Regional Planning Council
- CC:** Nylene Clarke, City Clerk
- Date:** August 13, 2024
- Re:** 2nd Reading, Future Land Use Map Amendment (Small Scale)
Application for property located at Bacom Point Rd (PCN 48-36-42-24-01-000-0770)

FUTURE LAND USE MAP AMENDMENT:

The property owner Camaro Farms, Inc. has requested to change the Future Land Use designation of their 2.28 acre property, located on the west side of Bacom Point Road just north of 14th Street, from Residential Low to Commercial. In conjunction with a related request to change the zoning of the property to Neighborhood Commercial, various commercial uses would be allowed on site including the proposed offices for Camaro Farms.

STAFF REVIEW AND RECOMMENDATION:

Staff reviewed the request and found that it meets the criteria of Section 14-28(e) within the City of Pahokee's Land Development Code concerning changes to the Future Land Use Map of the City's Comprehensive Plan. The proposal meets concurrency in that all services are currently available to the site or will be required to be available prior to issuance of a Certificate of Occupancy for any use on the site. In addition, having met the criteria to amend the Future Land Use Map, the proposal is consistent with the Comprehensive Plan. It is also compatible with the surrounding area since the property is between two churches (which are quasi-commercial uses), and is in a suitable location for a small commercial node. Therefore, staff recommends approval of the Future Land Use Map amendment from Residential Low to Commercial.

ZAP BOARD RECOMMENDATION:

On July 1, 2024, the Zoning and Adjustment Board, serving as the Local Planning Agency for the City, held an advertised public hearing, reviewed the application, and voted unanimously to recommend that the City Commission approve the requested Future Land Use Map designation change from Residential Low to Commercial.

ORDINANCE NO. 2024 - 06

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, PROVIDING FOR A SMALL SCALE LAND USE MAP AMENDMENT, WHICH WILL AMEND THE FUTURE LAND USE MAP OF THE CITY'S COMPREHENSIVE PLAN IN RESPONSE TO A REQUEST BY CAMARO FARMS INC, TO CHANGE THE DESIGNATION OF A PROPERTY GENERALLY LOCATED AT BACOM POINT ROAD (PCN 48-36-42-24-01-000-0770), CONTAINING APPROXIMATELY 2.28 ACRES, FROM "RESIDENTIAL-LOW" TO "COMMERCIAL" AND LEGALLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO; PROVIDING FOR CITY MANAGER AUTHORITY; AND PROVIDING FOR CONFLICTS AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 14-28, "Land Development Code," of the City Code of Ordinances of the City of Pahokee, Florida (the City Code), the applicant, Camaro Farms Inc., for the property generally located at Bacom Point Road, and legally described in Exhibit "A" hereto (the "Property"), has made an application for a "Small-Scale Amendment" to the City of Pahokee Future Land Use Plan Map, amending the map to designate the Property from "Residential-Low" to "Commercial"; and

WHEREAS, the Florida Legislature adopted the Local Government Comprehensive Planning and Land Development Regulation Act, as set forth in Florida Statutes Sections 163.3161 through 163.3215; and

WHEREAS, the proposed small scale amendment to the Comprehensive plan meets the criteria for a small-scale amendment as set forth in Section 14-28 of the City Code and Section 163.3187, Florida Statutes; and

WHEREAS, the small scale amendment to the Comprehensive Plan involves a use of Fifty (50) acres or less and the small scale amendment does not change any goals, policies or objectives of the Pahokee Comprehensive Plan; and

WHEREAS, the City of Pahokee Zoning, Adjustment and Planning Board, held a duly noticed public hearing on July 1, 2024, and recommended approval of the Small -Scale Future Land Use Map Amendment request described above; and

WHEREAS the City Commission of the City of Pahokee, Florida conducted duly noticed public hearings as required by law; and

WHEREAS, the land use designation requested by the applicant will allow for the future development of the subject property for commercial use, promote economic development, and improve the City’s tax base; and

WHEREAS, the proposed Small Scale Future Land Use Map Amendment is consistent with the City of Pahokee’s Comprehensive Plan; and

WHEREAS, the City Commission of the City of Pahokee, Florida has determined that the proposed Small Scale Future Land Use Map Amendment is in the best interests of the City and its residents.

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

Section 1. Small-Scale Future Land Use Map Amendment of Subject Property.

That the Future Land Use Map is amended as described below:

THE FUTURE LAND USE PLAN MAP OF THE CITY OF PAHOKEE’S COMPREHENSIVE PLAN IS HEREBY AMENDED TO CHANGE THE DESIGNATION OF THE PROPERTY GENERALLY LOCATED AT BACOM POINT ROAD, CONTAINING APPROXIMATELY 2.28 ACRES AND LEGALLY DESCRIBED IN EXHIBIT “A” TO THIS ORDINANCE FROM “RESIDENTIAL-LOW” TO “COMMERCIAL”.

Section 2. Authority of City Manager. The City Manager is hereby authorized to do all things necessary to effectuate the subject Small-Scale Future Land Use Map Amendment as required by Florida law. The City shall transmit an executed copy of this ordinance to the State Land Planning Agency in accordance to the Guidelines contained on the Florida Commerce Department’s website.

Section 3. Conflict

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 5. Effective Date. This ordinance shall take effect on the date of the final order is issued by the Florida Commerce Department finding the amendment in compliance with the City of Pahokee’s Comprehensive Plan, or thirty-one (31) days after adoption, whichever is later, as provided for in Florida Statutes, Section 163.3187(5)(c).

PASSED on first reading this 23rd day of July 2024.

PASSED AND ADOPTED on second reading this 13th day of August 2024.

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 Boldin	_____ (Yes)	_____ (No)
Commissioner Cowan-Williams	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

Exhibit "A"

SUBJECT PROPERTY LEGAL DESCRIPTION
Lots 24 and 24A, TRUSTEES INTERNAL FUND OF THE STATE OF FLORIDA, PLAT OF FRAC. SEC. 23 AND STATE
LANDS OF FRAC SEC. 24, TOWNSHIP 425, RANGE 36 EAST

Subject Property Location Map
Bacom Point Rd./PCN 48-36-42-24-01-000-0770





Keith W. Babb, Jr.
MAYOR

Clara "Tasha" Murvin
VICE-MAYOR

Michael E. Jackson
INTERIM CITY MANAGER

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COMMISSIONERS:

Derrick Boldin

Sanquetta Cowan-Williams

Everett McPherson

Burnadette Norris-Weeks
CITY ATTORNEY

MEMORANDUM

- To:** Honorable Mayor and City Commission
- Thru:** Michael E Jackson, Interim City Manager
- From:** Thomas J. Lanahan, Treasure Coast Regional Planning Council
- CC:** Nylene Clarke, City Clerk
- Date:** August 13, 2024
- Re:** 2nd Reading, Zoning Change
Application for property located at Bacom Point Rd (PCN 48-36-42-24-01-000-0770)

ZONING CHANGE (REZONING):

The property owner Camaro Farms, Inc. has requested to change the Zoning designation of their 2.28 acre property, located on the west side of Bacom Point Road just north of 14th Street, from Single Family Residential, Very Low Density to Neighborhood Commercial. In conjunction with a related request to change the Future Land Use designation of the property to Commercial, various commercial uses would be allowed on site including the proposed offices for Camaro Farms.

STAFF REVIEW AND RECOMMENDATION:

Staff reviewed the request and found that it meets the criteria of Section 14-27(d) within the City of Pahokee's Land Development Code concerning changes to the Official Zoning Map. The proposal meets concurrency in that all services are currently available to the site or will be required to be available prior to issuance of a Certificate of Occupancy for any use on the site. In addition, the proposal is compatible with the proposed Commercial Future Land Use designation of the property. While the properties to the north and south of the subject site also have a zoning designation of Single Family Residential, Very Low Density their current use as churches is not an allowable use in that district and they would be more appropriately zoned Residential Medium. This supports consideration of the subject site as an appropriate location for a small higher density residential or commercial node. The Neighborhood Commercial district is the most restrictive of the City's commercial zoning districts and is suitable for small, neighborhood serving commercial uses or the limited off-site impacts expected from the proposed offices for Camaro Farms. Compatibility will be enhanced through the setbacks and perimeter landscape buffer requirements of the Land Development Code. Therefore, staff recommends approval of the Zoning Change from Single Family Residential, Very Low Density to Neighborhood Commercial.

ZAP BOARD RECOMMENDATION:

On July 1, 2024, the Zoning and Adjustment Board, held an advertised public hearing, reviewed the application, and voted unanimously to recommend that the City Commission approve the requested Zoning Change from Single Family Residential, Very Low Density to Neighborhood Commercial.

ORDINANCE NO. 2024 - 07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, PROVIDING FOR A REZONING AS REQUESTED BY CAMARO FARMS INC, TO CHANGE THE EXISTING ZONING DESIGNATION FROM SINGLE FAMILY RESIDENTIAL VERY LOW DENSITY (SF1), TO NEIGHBORHOOD COMMERCIAL (NC), FOR PROPERTY GENERALLY LOCATED AT BACOM POINT ROAD (PCN 48-36-42-24-01-000-0770), CONTAINING APPROXIMATELY 2.28 ACRES, AND LEGALLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO; PROVIDING FOR THE ZONING MAP OF THE CITY OF PAHOKEE TO BE AMENDED ACCORDINGLY; PROVIDING FOR CONFLICTS AND REPEALER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission, as the governing body for the City of Pahokee, Florida, pursuant to the authority in Chapter 163 and Chapter 166, of the Florida Statutes, and the City’s Land Development Regulations is authorized and empowered to consider petitions related to zoning and land development orders; and

WHEREAS, pursuant to Section 14-27, “Land Development Code,” of the City Code of Ordinances of the City of Pahokee, Florida (the City Code), the applicant, Camaro Farms Inc., for the property generally located at Bacom Point Road, and legally described in Exhibit “A” hereto (the “Property”), has made an application for a Rezoning of the property from the existing zoning of “Single Family Residential, Very Low Density (SF1)” to “Neighborhood Commercial” (NC); and

WHEREAS, the Florida Legislature adopted the Local Government Comprehensive Planning and Land Development Regulation Act, as set forth in Florida Statutes Sections 163.3161 through 163.3215; and

WHEREAS, the Planning and Zoning Department (City Staff) has reviewed the application, and has determined that it is sufficient and consistent with the City’s Comprehensive Plan and Land Development Regulations, and has recommended approval; and

WHEREAS, the City of Pahokee Zoning, Adjustment and Planning Board, held a duly noticed public hearing on July 1, 2024, and recommended approval of the rezoning request described above; and

WHEREAS, the City Commission of the City of Pahokee, Florida conducted duly noticed public hearings as required by law; and

WHEREAS, the proposed rezoning as requested by the applicant will allow the future development of the subject property with the permitted use of office space, to support their business, promote economic development, and improve the City’s tax base; and

WHEREAS, the City Commission of the City of Pahokee, Florida has determined that the proposed rezoning is in the best interests of the City and its residents.

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

Section 1. Incorporation. The above recitals are herein incorporated by reference.

Section 2. Rezoning. The real property described herein shall be rezoned from the existing zoning designation of Single Family Residential, Very Low Density (SF 1) to the zoning designation of Neighborhood Commercial (NC). On the effective date of the ordinance, the City is authorized to amend the Official Zoning Map to reflect this change. The legal description is attached hereto as Exhibit “A”.

Section 3. Conflict

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or

applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 5. Effective Date. This ordinance shall take effect upon second reading.

PASSED on first reading this 23rd day of July, 2024.

PASSED AND ADOPTED on second reading on 13th day of August, 2024.

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 Boldin	_____ (Yes)	_____ (No)
Commissioner Cowan-Williams	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

Exhibit "A"

SUBJECT PROPERTY LEGAL DESCRIPTION
Lots 24 and 24A, TRUSTEES INTERNAL FUND OF THE STATE OF FLORIDA, PLAT OF FRAC. SEC. 23 AND
STATE LANDS OF FRAC SEC. 24, TOWNSHIP 425, RANGE 36 EAST

Subject Property Location Map
Bacom Point Rd./PCN 48-36-42-24-01-000-0770





AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Michael E. Jackson, Interim City Manager

FROM: Office of the City Clerk

SUBJECT: Appointment to the Parks and Recreation Advisory Board

DATE: August 2, 2024

GENERAL SUMMARY/BACKGROUND:

The City Commission desires to appoint the fifth member and the advisory board liaison to the Parks and Recreation Advisory Board. This item is being presented, by request of the City Commission, to amend Resolution 2024-18 and to fill respective vacancies.

BUDGET IMPACT:

N/A

LEGAL NOTE:

Defer to the City Attorney.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2024-28

ATTACHMENTS:

Resolution 2024-28

RESOLUTION 2024 - 28

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING RESOLUTION 2024-18 TO APPOINT A FIFTH MEMBER TO THE PARKS AND RECREATION ADVISORY BOARD, AND TO APPOINT AN ADVISORY BOARD LIAISON; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article V, Section 2-162 of the City of Pahokee’s Code of Ordinances, requires that the Parks and Recreation Advisory Board “consist to of five (5) members who are citizens of the city and who are appointed for two-year terms by the city commission”; and

WHEREAS, pursuant to Section 2-162 of the City of Pahokee’s Code of Ordinances, one member of the city commission, who shall not be a voting member, shall be appointed as the liaison to report back to the City Commission any recommendations of the advisory board; and

WHEREAS, the Code of Ordinances further provides that such board shall assist in the planning for city recreational and playground sites, activities, plans, capital improvements, guidelines, programs, and any other matters at the request of the city commission or city manager; and

WHEREAS, the duties of the advisory board shall be to “assist in the planning for city recreational and playground sites, activities, plans, capital improvements, guidelines, programs, and any other matters at the request of the city commission or city manager”; and

WHEREAS, on July 9, 2024, the Commission appointed four (4) members (Jacob Finkel, Tanzaneria Allen, Alphonso Smith, Jr., and Jomaine Milton) to the Parks and Recreation Advisory Board; and

WHEREAS, the City Commission of the City of Pahokee (“City Commission”) desires to appoint the fifth member to the Parks and Recreation Advisory Board and further appoint one (1) commission member liaison as described herein.

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

Section 1. Adoption of Representations. The foregoing “Whereas” clauses are hereby true and correct and incorporated by reference.

Section 2. Appointment of Fifth Member. The City Commission hereby appoints the following fifth member to the Parks and Recreation Advisory Board:

_____ (Appointed by Commissioner McPherson)

Section 3. Appointment of Advisory Board Liaison. The City Commission hereby appoints the following member of the City Commission to serve as Parks and Recreation Advisory Board Liaison:

_____ (Advisory Board Liaison)

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

PASSED and **ADOPTED** this 13th day August 2024.

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 Boldin	_____ (Yes)	_____ (No)
Commissioner Cowan-Williams	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)



AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: Michael E. Jackson, INTERIM CITY MANAGER

FROM: Joseph R Martin

SUBJECT: Budget Amendment #1 FY 2023- 2024

DATE: August 13, 2024

Summary:

Review of the Adopted budget with amendment-1 for Fiscal Year 2023 2024.

GENERAL SUMMARY/BACKGROUND:

It is common practice to routinely review actual and anticipated expenditures associated with an adopted budget and make periodic adjustments, including a more significant Year End adjustment. Based on anticipated costs/savings associated with current budget commitments, staff is proposing a series of budget changes.

Context & Staff Analysis:

A budget amendment to the General Fund (1), Capital Project Fund (330), and ARPA Fund (110) fiscal year 2024 budget is requested to appropriate additional revenue estimated from Budget Transfers, Intergovernmental Revenue, attached hereto as Exhibit A.

It is now necessary to amend the Fiscal Year 2023-2024 Budget to reflect the total budget increase of \$2,532,928.00. Staff Recommendation: Staff recommends approval of the budget amendment for Fiscal Year 2024, as proposed.

BUDGET IMPACT:

Positive revenue from Transfer from ARPA to General Fund for PBC-SO allocation -short fall, Intergovernmental Revenue, but budget-neutral otherwise.

LEGAL NOTE:

STAFF RECOMMENDATION:

Approve Resolution 2024-29

ATTACHMENTS:

Resolution 2024-29

Budget Amendment #1 Exhibit A

RESOLUTION 2024 - 29

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING BUDGET AMENDMENT NO. 1 IN THE AMOUNT OF \$2,532,928.00 FOR FISCAL YEAR 2023-2024, SET FORTH IN COMPOSITE EXHIBIT "A" ATTACHED HERETO; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Fiscal Year 2023-2024 budget was adopted by the City Commission of the City of Pahokee, Florida (the "City") on September 26, 2023; and

WHEREAS, Budget Amendment No. 1 set forth in Exhibit "A", will increase the current budget for Fiscal Year 2023-2024 from \$9,036,654.00 to \$11,569,582.00 a difference of \$2,532,928.00; and

WHEREAS, the General Fund will increase both revenues and expenditures by \$559,780.00 to account for unexpected revenues and expenditures for day-to-day operations; and

WHEREAS, the Capital Project Fund will increase both revenues and expenditures by \$780,000.00 to account for unexpected revenues and expenditures for Capital Projects; and

WHEREAS, the ARPA Fund will increase both revenues and expenditures by \$1,193,148.00 to account for not yet budgeted revenues and expenditures for the ARPA Fund; and

WHEREAS, it is now necessary to amend the Fiscal Year 2023-2024 Budget to reflect the total budget increase of \$2,532,928.00.

WHEREAS, the City Commission of the City of Pahokee, Florida, finds that approving Budget Amendment No. 1, attached hereto as Exhibit "A", is in the best interest of the City and its residents.

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. Budget Amendment No. 1. The City Commission of the City of Pahokee,

Florida hereby approves Budget Amendment No. 1 for the Fiscal Year 2023-2024, attached hereto as Exhibit "A", providing for a total budget increase of \$ 2,532,928.00.

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

PASSED and **ADOPTED** this 13th day of August, 2024.

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:

Vice Mayor Murvin	_____ (Yes)	_____ (No)
Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Commissioner Cowan-Williams	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

Composite Exhibit "A"

Budget Amendments Summary FY 2023-2024

Budget Summary Fiscal Year Ending September 30, 2024

CITY OF PAHOKEE
Budget Amendment 1 Summary FY 2023-2024

FUND	Comm.MGT. Date	Budget Amendment No.	Description	Approved	Total Net Increase(Decrease) Amount
<u>General Fund</u>					
	8/13/2024	2024-001	Increase on unexpected Revenues /Expenditures	559,780	
			NET Increase General Fund	<u>559,780</u>	<u>559,780</u>
<u>Capital Project Fund</u>					
	8/13/2024	2024-001	Increase on unexpected Revenues /Expenditures	780,000	
			NET Increase Special Revenue Fund	<u>780,000</u>	<u>780,000</u>
<u>ARPA FUND</u>					
	8/13/2024	2024-001	Increase on unexpected Revenues /Expenditures	1,193,148	
			NET Decrease ARPA Fund	<u>1,193,148</u>	<u>1,193,148</u>
			Total	<u>2,532,928</u>	<u>2,532,928</u>

CITY OF PAHOKEE
Budget Amendment
2024-001 by Fund

Use this form for Items not anticipated in the budget

Line Item		Current	Adjusted		Remaining	
Number	Description	Budget	Increase	Decrease	Budget	Balance
Revenues						
General Fund						
1.381000	Intergovernmental Transfer	542,500	542,500		1,085,000	1,085,000
1.381000	Intergovernmental Transfer	-	62,234		62,234	62,234
1.389408	Budgetary Fund Balance	655,528	-	44,954	610,574	610,574
	Total Revenue	1,198,028	604,734	44,954	1,757,808	1,757,808
Expenses						
General Fund						
1.511000.210	FICA Taxes	2,157	1,840		3,997	3,997
1.511000.367	Other Charges	4,000	20,000		24,000	24,000
1.511000.482	Tri-Cities Barbecue	5,000	7,000		12,000	12,000
1.512010.110	Executive Salaries	120,000	14,500		134,500	134,500
1.512010.210	FICA Taxes	9,506	1,200		10,706	10,706
1.512010.367	Other Charges	4,000	2,000		6,000	6,000
1.512020.110	Executive Salaries	73,800	12,000		85,800	85,800
1.512020.414	Cellular Phone Service	500	1,000		1,500	1,500
1.513010.230	Life and Health Insurance	36,362	4,000		40,362	40,362
1.513020.110	Executive Salaries	38,438	11,000		49,438	49,438
1.513020.230	Life and Health Insurance	6,000	4,000		10,000	10,000
1.513020.576	Main- Payroll Program	16,000	3,000		19,000	19,000
1.524000.120	Regular Salaries & Wage	151,049	16,000		167,049	167,049
1.524000.461	Repair/Maintenance	500	2,000		2,500	2,500
1.541000.240	Worker's Compensation	17,305	9,000		26,305	26,305
1.541000.320	Accounting & Auditing	5,874	5,000		10,874	10,874
1.541000.340	Contractual Services	530,004	300,000		830,004	830,004
1.541000.367	Other Charges	3,000	12,000		15,000	15,000
1.541000.450	General Liability Insurance	8,686	5,600		14,286	14,286
1.541000.451	Auto Liability Insurance	4,184	1,440		5,624	5,624
1.541000.520	Operating Supplies	4,000	2,000		6,000	6,000
1.555000.367	Other Charges	2,500	6,000		8,500	8,500
1.572000.110	Executive Salaries	59,450	4,000		63,450	63,450
1.572000.130	Part Time COLA & performance increase	62,003	20,000		82,003	82,003
1.572000.150	Special Pay	3,100	3,000		6,100	6,100
1.572000.240	Worker's Compensation	8,653	5,500		14,153	14,153
1.572000.367	Other Charges	11,000	5,500		16,500	16,500
1.572000.450	General Liability Insurance	13,476	9,000		22,476	22,476
1.572000.451	Auto Liability Insurance	6,276	2,500		8,776	8,776
1.572000.520	Operating Supplies	10,000	4,000		14,000	14,000
1.572000.537	Program Supplies	20,000	4,000		24,000	24,000
1.572020.150	Special Pay	2,500	2,000		4,500	4,500
1.572020.240	Worker's Compensation	8,957	5,600		14,557	14,557
1.572150.432	Water, Sewer & Solid Waste	16,000	5,000		21,000	21,000
1.572150.436	Solid Waste Assessment	3,357	4,000		7,357	7,357
1.572150.450	General Liability Insurance	2,678	2,000		4,678	4,678
1.590000.367	Other Charges	25,000	9,500		34,500	34,500
1.590000.432	Water, Sewer & Solid Waste	5,500	4,000		9,500	9,500
1.590000.450	General Liability Insurance	19,463	8,000		27,463	27,463
1.590000.451	Auto Liability Insurance	2,696	1,000		3,696	3,696
1.590000.453	Cyber Liability	229	3,600		3,829	3,829
1.590000.461	Repair/Maintenance	20,000	14,000		34,000	34,000
1.590000.510	General Operating Supplies	8,500	3,000		11,500	11,500
Total	Total Expenses	1,351,703	559,780	-	1,911,483	1,911,483

City of Pahokee

Budget Amendment - CITY OF PAHOKEE

At Commission Meeting of : August 13, 2024

CITY OF PAHOKEE
Budget Amendment
2024-001 by Fund

Use this form for items not anticipated in the budget

Line Item		Current Budget	Adjusted		Remaining Balance
Number	Description		Increase	Decrease	
Revenues					
Capital Project Fund					
330.334255	FL DOT Roads Grant	1,200,000	600,000		1,800,000
330.334302	Storm Drains - Grant Rev	-	180,000		180,000
	Total		780,000		1,980,000
Expenses					
Capital Project Fund					
330.541000.600	BARFIELD HWY PBCWUD	1,200,000	600,000		1,800,000
330.541000.635	East Lake Drainage	-	180,000		180,000
	Total Expenses		780,000	-	1,980,000

City of Pahokee

Budget Amendment - CITY OF PAHOKEE

At Commission Meeting of : August 13, 2024

CITY OF PAHOKEE
Budget Amendment
2024-001 by Fund

Use this form for items not anticipated in the budget

Line Item		Current Budget	Adjusted		Remaining Balance
Number	Description		Increase	Decrease	
Revenues					
ARPA Fund					
110-335850	ARPA Intergovernmental	1,115,000	1,193,148	-	2,308,148
Total			1,193,148		
Total Revenue				2,308,148	2,308,148
Expenses					
ARPA Fund					
<u>110.590000.600.</u>	Capital Outlay'	425,000	453,481	-	878,481
<u>110.590000.913.</u>	Interfund Transfer	542,500	542,500	-	1,085,000
<u>110.590000.811.</u>	Minor Home Repairs	-	229,838	-	229,838
<u>110.590000.812.</u>	First Time Homebuyers	85,000	-	85,000	-
<u>110.590000.814</u>	Behavioral Mental Health & Job	-	20,000	-	20,000
<u>110.590000.310.</u>	Professional Fees	-	20		20
<u>110.590000.813.</u>	Residential Utilities and Rental Assistance	62,500	-	36,965	25,535
<u>110.590000.816</u>	Recreational Activities & Development	-	7,040	-	7,040
<u>110.590000.915.</u>	Interfund Transfer	-	62,234	-	62,234
Total Expenses		1,115,000	1,315,113	121,965	2,308,148
			1,193,148		

City of Pahokee

Budget Amendment - CITY OF PAHOKEE

At Commission Meeting of : August 13, 2024