

# CITY OF PAHOKEE



## AGENDA

**City Commission Special Meeting**  
Tuesday, December 17, 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. INVOCATION AND PLEDGE OF ALLEGIANCE

### B. ROLL CALL

### C. TOPIC

1. RESOLUTION 2024-50 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING A CONTRACT WITH MICHAEL E. JACKSON TO BECOME THE CITY MANAGER OF THE CITY OF PAHOKEE, FLORIDA, ATTACHED AS EXHIBIT “A”.
2. RESOLUTION 2024-58 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE CITY OF PAHOKEE’S ANNUAL MLK PARADE AND AUTHORIZING APPLICATION OF A PARADE PERMIT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.
3. RESOLUTION 2024-59 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE 2025 CITY COMMISSION MEETING SCHEDULE FOLLOWING CONSIDERTION OF OPTIONS 1 AND 2 SET AS FORTH IN EXHIBIT “A” ATTACHED HERETO; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.
4. RESOLUTION 2024-60 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA ACCEPTING THE EXTERNAL AUDITOR’S REPORT ON THE AUDIT OF THE CITY OF PAHOKEE FINANCIAL STATEMENTS AND SINGLE AUDIT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2023, AS SET FORTH IN COMPOSITE EXHIBIT “A” ATTACHED HERETO; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.
5. RESOLUTION 2024-61 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 5 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; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.
6. RESOLUTION 2024-62 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE FLORIDA, APPROVING THE STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT NO. 9 BETWEEN THE CITY OF PAHOKEE, FLORIDA AND THE FLORIDA DEPARTMENT OF TRANSPORTATION, ATTACHED HERETO AS EXHIBIT “A”; AUTHORIZING THE MAYOR OR THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.
7. RESOLUTION 2024-63 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AND EXECUTE AMENDMENT NO. 2 TO GRANT AGREEMENT L2104 BETWEEN THE CITY OF PAHOKEE AND THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, ATTACHED HERETO AS EXHIBIT “A”; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

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8. DISCUSSION AND DIRECTION FOR 2024-2025 LEGISLATIVE PRIORITIES
  9. DISCUSSION AND DIRECTION FOR 2024-2025 LOBBYIST OPTIONS
  10. DISCUSSION AND DIRECTION FOR A WORKSHOP TO DISCUSS SELECTION PROCESS FOR CHARTER OFFICERS

**D. DISCUSSION, COMMENTS, CONCERNS**

**E. ADJOURN**

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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)

**RESOLUTION 2024 - 50**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING A CONTRACT WITH MICHAEL E. JACKSON TO BECOME THE CITY MANAGER OF THE CITY OF PAHOKEE, FLORIDA, ATTACHED AS EXHIBIT “A”.**

**WHEREAS**, the City Commission of the City of Pahokee desires to employ the services of a City Manager pursuant to the terms of the City of Pahokee’s City Charter; City of Pahokee’s Code of Ordinances, applicable County Code provisions and Florida law; and

**WHEREAS**, it is the desire of the City Commission to provide certain benefits and establish certain conditions of employment for a City Manager in accordance with the attached Agreement; and

**WHEREAS**, it is further the desire of the City Commission to secure and retain the services of Michael E. Jackson as City Manager; and

**WHEREAS**, City Manager desires to accept employment as the City Manager in accordance with the terms and conditions of the Agreement attached hereto as Exhibit “A”.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE 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. Appointment as City Manager. The City Commission of the City of Pahokee, Florida hereby appoints Michael E. Jackson as the City Manager pursuant to the terms and conditions set forth in the Agreement attached hereto as Exhibit “A”.

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

**PASSED AND ADOPTED** this 17<sup>th</sup> day of December, 2024.

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

ATTESTED:

\_\_\_\_\_  
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"  
CONTRACT OF CITY MANAGER  
(ATTACHED)

**CITY MANAGER  
EMPLOYMENT AGREEMENT  
BETWEEN**

**MICHAEL E. JACKSON**

**AND**

**THE CITY OF PAHOKEE, FL**

**THIS EMPLOYMENT AGREEMENT** hereinafter called “Agreement”, is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Pahokee (hereinafter “City” or “Employer”), a political subdivision of the State of Florida, 207 Begonia Drive, Pahokee, FL 33476 and Michael E. Jackson (hereinafter “City Manager”).

**WHEREAS**, the Commission desires to employ the services of City Manager pursuant to the terms of the City of Pahokee’s City Charter; City of Pahokee’s Code of Ordinances, applicable County Code provisions and Florida law; and

**WHEREAS**, it is the desire of the Commission to provide certain benefits and establish certain conditions of employment for Michael E. Jackson in accordance with this Agreement; and

**WHEREAS**, it is the desire of the Commission to secure and retain the services of Michael E. Jackson to provide inducement to remain in such employment; and

**WHEREAS**, Michael E. Jackson desires to accept employment as the City Manager in accordance with the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the covenants and mutual promises set forth herein, the parties agree as follows:

**Section 1. Employment Agreement.**

- A. The Commission hereby hires and appoints City Manager, under the terms established herein, to perform the duties and functions specified in the Charter, the City Code, County Code, if applicable, and state law pertaining to the position of City Manager, and to perform such other legally permissible and proper duties and functions as the Commission shall assign from time to time.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Manager to resign at any time from his position as the City Manager, subject only to the provisions set forth in this Agreement and the City of Pahokee Code of Ordinances.
- C. It shall be the duty of the City Manager to employ, direct, assign, reassign, evaluate, and accept the resignations of City Staff under his supervision consistent with the City rules,

policies, ordinances, charter, county, state and federal law. The City Manager will serve as the chief executive officer of the City.

- D. It shall be the duty of the City Manager to organize, reorganize and arrange the City Staff of the City and to develop and establish internal regulations, rules, and procedures which the City Manager deems necessary for the efficient and effective operation of the City consistent with the lawful City directives, policies, ordinances, city charter, county, state and federal law.
- E. The City Manager shall perform the duties of City Manager of the City with reasonable care, diligence, skill and experience.

**Section 2. Term.**

- A. This contract shall commence on on the date of execution by the last party to the agreement subject to the provisions of the Agreement and the City Charter.
- B. This Agreement shall not prevent, limit or otherwise interfere with the right of City Manager to resign at any time from his position with the City, provided he provides the City thirty (30) days' notice in advance. If City Manager resigns, the lump sum for all sick time and vacation time remaining shall be due to the City Manager within thirty (30) days. City may set an earlier departure date at City's option upon receipt of a resignation letter from the City Manager.

**Section 3. Duties and Obligations.**

- A. The City Manager shall have the duties, responsibilities and powers of said office under the City of Pahokee Charter, applicable City and County Code of Ordinances, statutes, laws, constitutional provisions and policies applicable to the position of City Manager. The City Manager shall carry these out in a professional and competent manner.
- B. The City Manager shall remain in the exclusive employ of the City and shall devote all such time, attention, knowledge and skills necessary to faithfully perform his duties and responsibilities, and to exercise his powers under this Agreement. The City Manager may elect to accept limited teaching and consulting opportunities with the understanding that such arrangements neither constitute interference with nor conflict of interest with any responsibilities under this Agreement provided a request is made by the City Manager during a publicly noticed City Commission meeting and is approved by a majority vote of the City Commission.
- C. In the event the City Manager shall serve on any appointed or elected board of any professional organization or serve on any committees related to his professional activities, in the event any monies are paid, or gifts received, by him related to such service, such money or property shall be paid over to or delivered to the City, unless otherwise approved by the City Commission.



⊖ Professional Obligations. During the period of this Agreement, the City Manager shall adhere to the ICMA Code of Ethics, the Code of Ethics of the State of Florida, and the Code of Ethics of the Palm Beach County, Florida and the City of Pahokee. The City Manager shall not seek or accept any personal enrichments or benefits derived from confidential information or misuse of public office.

**Section 4. Termination of this Contract.**

The City may terminate this contract as set forth below and in accordance with the procedures set forth in 3.03 of the City of Pahokee’s City Charter and this section:

A. Without Cause

The City, upon a majority vote of its commission members, may terminate this contract without cause subject to the City’s Charter and Code of Ordinances.

B. With Cause

In the event the City decides to terminate this contract for cause, the City shall not owe City Manager any compensation other than the Regular Compensation due him for all time worked through and including the date of termination and 100% of unused sick time and vacation time if not already used for the year of termination. The City Manager shall provide to the City Commission with an annual accounting of accrued sick and vacation time no later than December 31<sup>st</sup> of each year. The City Commission’s determination of cause shall be final and conclusive. “Cause” is defined as:

- (1) Misfeasance and/or nonfeasance in the performance of his City Manager duties and responsibilities
- (2) A plea agreement, a plea or nolo contendere, or a conviction of a felony or misdemeanor, whether or not adjudication is withheld, involving conduct contrary to contrary to the community’s standards of justice.
- (3) Unsatisfactory performance based on Annual Evaluation criteria where City Manager failed to meet reasonable written performance goals and objectives agreed to by the City Commission in a duly called meeting. City Manager shall be reviewed and evaluated on written performance goals and objective criteria established by the City Commission.

**Section 5. Compensation and Manager Benefits**

A. Base Salary. Employer shall pay to the Manager a Base Salary of One Hundred Twenty Thousand (\$120,000.00) Dollars for the first 12 months, plus other benefits enumerated herein, payable on the regular pay periods of the City. This Agreement may be amended at any time and shall be reduced to writing following City Commission approval. In addition, consideration shall be given on

an annual basis to an increase in compensation.

- B. Performance Review Period. Annually, beginning from the date of hire, subject to a process, form, criteria, and format for the evaluation, which shall be mutually agreed upon by the City Commission and the Manager at a meeting of the City Commission, and every year thereafter, the Commission shall conduct a review of City Manager's performance ("Performance Review") and may evaluate his salary and benefits as may be appropriate.
- C. Benefits. City shall provide for City Manager's health care, dental and eye benefit deductions as provided to other full-time employees of the City. City agrees to pay the 4% contribution of the City Manager's gross base salary as retirement contribution in his retirement fund under the Florida Retirement System (FRS) towards the City Manager's retirement. City Manager agrees to comply with the requirements as set forth in the FRS and contribute to his retirement fund in accordance therewith.
- D. Vacation/Sick Leave. Upon commencing employment, the Manager shall be credited with (thirty) 30 hours of sick leave and forty (40) hours of vacation leave. In addition, beginning the first day of employment, the Manager shall accrue sick leave and vacation time on an annual basis, at a minimum, at the highest rate provided or available to any other department head employees, under the same rules and provisions applicable to other department head employees. City Manager shall qualify for all other categories of leave afforded to all other employees of the City to include Bereavement, Holiday, Jury Duty and Court Appearances while conducting the business of the City.
- E. Memberships. Employer shall pay all professional association membership dues, and expenses relating to Manager's professional programs, not to exceed Three Thousand Dollars (\$3,000.00) per year.
- F. Bonding. The City shall bear the full cost of any fidelity or other bonds that may be required of the City Manager under any city, state and/or federal law.

#### **Section 6. Other Benefits.**

The City Manager shall be entitled to the following:

- A. Technology Allowance. The City shall provide the City Manager with an allowance of Two Hundred Dollars (\$200.00) per month to be used for City purposes only. In the alternative, the City Manager may also elect to be a part of the City's mobile use plan for monthly cellular service.
- B. The City Manager's duties require exclusive use of a vehicle to be mutually agreed upon and provided to the Manager at the Employer's cost. It shall be agreed upon whether the vehicle is purchased, leased or provided by a monthly allowance to

the Manager by the Employer. City Manager shall be reimbursed for reasonable, documented, travel and lodging expenses, incurred while conducting business on behalf of the City outside of Palm Beach County, Miami-Dade and Broward Counties and after approval by the City Commission.

**Section 7. Terms and Conditions of Employment**

The City Manager shall be required to perform the terms of this Agreement and all requirements as specified in Section 3.04 of the City of Pahokee’s Charter. Other terms and conditions of employment may be required so long as not inconsistent or in conflict with the provisions of State law, County Ordinance, City Charter, City Ordinance, County ethics Ordinances or other applicable law.

**Section 8. Notices**

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service by certified mail return receipt, or any other certified delivery service showing confirmation of process delivery and directed to the City Mayor and City Attorney at its main law office addresses. As to the City Manager, notice may be made by hand-delivery at the Officers of the City Hall (if City Manager is working for City) or by certified delivery service showing confirmation of process at the last known address City Manager as maintained within the City Manager’s employment file or other reliable source.

**Section 9. Entire Agreement**

The text of this document shall constitute the entire Agreement between the parties, except as may be amended in writing by the parties hereto. All provisions contained in this Agreement are subject to and conditioned upon compliance with the City Charter, City Code of Ordinances, applicable County laws to include Ethics Ordinances and other applicable requirements, state statutes, state constitutional provisions, regulations, resolutions, and policies. The Charter, the County Codes, state statutes and constitutional provisions shall take precedence over any part or portion of this Agreement and any other provisions of this Agreement to the contrary notwithstanding.

Any terms, conditions and benefits not specifically addressed in this Agreement shall not apply to this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to have been executed on behalf of each as of the date and year first above written.

**CITY MANAGER:**

\_\_\_\_\_  
Michael E. Jackson, City Manager

**THE City:**

City Commission of Pahokee, a political  
subdivision of the State of Florida:

By: \_\_\_\_\_  
Keith Babb, City Mayor

Attest:

\_\_\_\_\_  
City Clerk



AGENDA  
MEMORANDUM

TO: Honorable Mayor & City Commissioners  
VIA: Michael E. Jackson, Interim City Manager  
FROM: Community & Economic Development via the Office of the City Clerk  
SUBJECT: 2025 MLK Parade  
DATE: December 11, 2024

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**GENERAL SUMMARY/BACKGROUND:**

The City of Pahokee will hold its Annual MLK Parade on January 18, 2025. In order to do so, the City Commission must formally approve the parade and authorize an application to be completed with the Florida Department of Transportation.

**BUDGET IMPACT:**

The previous year’s invoice from PBSO was \$2,748.00. The estimated budget impact for the 2025 MLK Parade is \$2,748.00+/-.

**LEGAL NOTE:**

Defer to the City Attorney.

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 2024-58

**ATTACHMENTS:**

Resolution 2024-58

RESOLUTION 2024 - 58

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE CITY OF PAHOKEE'S ANNUAL MLK PARADE AND AUTHORIZING APPLICATION OF A PARADE PERMIT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee ("City") desires to hold its 2025 MLK Parade on January 18, 2025 at 10:00 AM; and

**WHEREAS**, in order for the MLK Parade to be held, a permit from the Florida Department of Transportation ("FDOT") is required to close the roads along the route set forth on attached Exhibit "A;" and

**WHEREAS**, City staff has applied to the Department of Transportation for temporary closure of the parade route from 7:00 AM to 12:00 PM; and

**WHEREAS**, the City Commission of the City of Pahokee ("City Commission") desires to approve all necessary applications for the MLK parade, including authorize the application presented to the Florida Department of Transportation for the MLK Parade; and

**WHEREAS**, in order to secure a permit, the Florida Department of Transportation requires a formal Resolution from the City Commission showing approval of the MLK Parade.

**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 Parade. The City Commission hereby approves the Annual MLK Parade to be held by the City of Pahokee on January 18, 2025.

**Section 3.** Authorization of Permit Application. The City Commission hereby authorizes the application of a permit to be applied for from the Florida Department of Transportation for the City of Pahokee's Annual MLK Parade.

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

**PASSED and ADOPTED** this 17<sup>th</sup> day of December, 2024.

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Nylene Clarke, CMC, City Clerk

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

\_\_\_\_\_  
Burnadette Norris-Weeks, PA.  
City Attorney

Moved by: \_\_\_\_\_

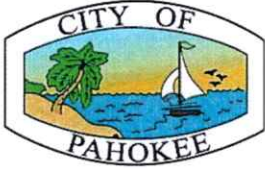
Seconded by: \_\_\_\_\_

**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"  
ANNUAL MLK PARADE APPLICATION  
(ATTACHED)





# City of Pahokee

207 Begonia Drive  
Pahokee, Florida 33476  
Phone: (561) 924-5534  
Fax: (561) 924-8140

## Request for Temporary Road Closing / Special Use Permit (Parade Permit Application checklist)

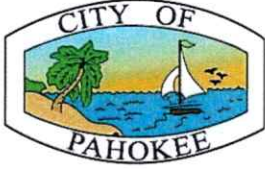
The following are items required by you, the permittee/applicant, for the temporary closing and special use of State Roads, and must be submitted with the application. Incomplete applications will not be reviewed and will be returned to the applicant for completion.

- City of Pahokee's Parade Permit Application with all required **original signatures**.
- Florida Department of Transportation (FDOT) Application/form(s) with all required **original signatures**.
  - Signatures include: Applicant, Authorized Agent from Palm Beach County Sheriff's Office (PBSO), and Authorized City Official (Mayor or City Manager).
  - **Event Permit Application Checklist** and **District 4 Road Closure Event Notice** must be included in packet.
- Map of the route the parade will be traveling (**map must be legible**)
  - Indicate starting point, ending location, and detour route.
  - Please use blue or red ink to indicate the respective routes on the map.
  - **Map must meet FDOT's standards (reference Event Permit Application Checklist).**
- Letter from PBSO, stating they will provide traffic control (include in application packet).
  - An application for hiring off duty officers is included in this packet. You must complete and submit it to PBSO (required, prior to receiving the letter from PBSO).
- Executed and certified copy of a resolution from the City Commission, authorizing the respective parade date and parade route.
- Certificate of Insurance (COI) listing **Florida Department of Transportation** as the certificate holder. **COI must include the respective FDOT permit number.**
  - FDOT's Address: 7900 Forest Hill Boulevard, West Palm Beach, Florida 33413.

It is your responsibility as the permittee/applicant to ensure all requirements of the application are satisfied. Once the application has been reviewed by City Administration, and if the application is found to be complete, the application will be submitted to DBI Services Corp/FDOT for review and authorization.

Should there be any questions or concerns regarding road closure, please contact the following agency:

DBI Services Corp.  
(561) 992-1318  
Fax: (561) 993-9000  
2728 State Road 15  
Belle Glade, FL 33430



# City of Pahokee

207 Begonia Drive  
Pahokee, Florida 33476  
Phone: (561) 924-5534  
Fax: (561) 924-8140

## Parade Permit Application


A thirty (30) day advance notice is requested, in order to effectively monitor and control the flow of traffic, and the safety of the citizens, in the areas of the parade. Off duty police officers with cars are required. You must apply for a permit for the off duty officers (see attached application). **Application and payment must be submitted to Palm Beach County Sheriff's Office (PBSO) prior to an authorization signature on this page.**

Date of Application: 12/12/2024

Location of Proposed Use:

Beginning at Dr MLK Jr Blvd E  
(See attached maps)

Name of Group/Organization:	<u>City of Pahokee</u>
Contact Phone Number:	<u>561-924-5534</u>
Date of Parade:	<u>1/18/2025</u>
Type of Parade:	<u>2025 MLK Parade</u>
Start Time and End Time of Parade:	<u>7:00 AM - 12:00 PM</u>
Approximate Number of Participants:	<u>220 +/-</u>
Number of Vehicles Participating:	<u>30+/-</u>

  
 \_\_\_\_\_  
 Applicant's Signature

Jongelene Adams  
 \_\_\_\_\_  
 Applicant's name (print)

13 Dec 2024  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Lt. Joshua Kushel, PBSO

Dec 13, 2024  
 \_\_\_\_\_  
 Date

Approved       Denied

**Note: A photocopy of this application will serve as the permit card**

# SHERIFF'S OFFICE



## APPLICATION FOR OFF-DUTY PERMIT

All services provided by PBSO deputies within the scope of off-duty permits are regulated by applicable Florida Statutes, PBC Ordinances, PBSO General Orders/Directives, and training. It is understood that this is a non-binding agreement on PBSO as **there is no guarantee that the requested off-duty permit will be staffed.** Every effort will be made to provide staffing for your event. If your off-duty permit is not staffed, we will reimburse the payment or credit the account. You may contact the Off-Duty Permits Office during regular business hours to confirm your event has been staffed. Regular business hours are Monday - Friday, 8:30 a.m. to 5:00 p.m. Off-duty permit requests must be received a minimum of ten (10) business days prior to the event, unless exigent circumstances apply as determined by the Off-Duty Permits Office. **Requests for service with less than 10 business days prior to the event may require the premium rate, as determined by the Off-duty Permits Office supervision.** Return the application via email to [PermitsDL@pbsso.org](mailto:PermitsDL@pbsso.org).

To cancel an off-duty permit during regular business hours, you must send an email to [PermitsDL@pbsso.org](mailto:PermitsDL@pbsso.org). A refund/credit will be issued. For cancellations after business hours or weekends, call (561) 688-3400 and ask to speak to the Off-Duty Permits Supervisor.

Cancellations received within 24 hours of the event will be subject to the 4 hour minimum charge per deputy.

Note: Checks with a P.O. Box are not accepted. Florida Statutes 30.2905 & 30.51 require payment be received prior to the performance of off-duty law enforcement services.

Hourly Rates (4 Hour Minimum per Deputy) Eff. 1/1/2022			Payment Methods Upon Receipt of Invoice
Regular	Premium		<ul style="list-style-type: none"> <li>• Check or Money Order made payable to: Palm Beach County Sheriff's Office PO Box 24681 West Palm Beach, FL 33416-4681</li> <li>• Credit Card</li> </ul>
\$ 68.00	\$ 88.00	Deputy Sheriff	
\$ 75.00	\$ 95.00	Sergeant	
\$ 82.00	\$ 102.00	Lieutenant/Captain	

Premium Rates apply on: New Year's Eve and Day, Super Bowl Sunday, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, and Christmas Eve & Day

### Applicant Information

Business Name: City of Pahokee

Applicant Name: Jongelene Adams

Email: jadams@cityofpahokee.com Phone No: 561-924-5534

Mailing Address: 207 Begonia Drive

Contact Person at Event: Jongelene Adams Phone No: 561-924-5534

Address of Event: Pahokee, FL (See attached maps)

Type of Event: 2025 MLK Parade No. Attending: 220+/- Will Alcohol be Served? No

Detail Date From: 1/18/2025 To: 1/18/2025 Start Time: 7:00 AM End Time (4 Hour Min.): 12:00 PM

No. of Deputies: 5 or more Specific Instructions For Deputies: \_\_\_\_\_  
12 Deputies  
 Traffic control, crowd control, parking, and overall safety.

**\*\*One sergeant is needed for every five deputies. A lieutenant and/or captain may be required for large events. Call for more information.**

Applicant Signature: [Signature]

### Law Enforcement Review and Approval

Approved by: LT. Josh Kushel [Signature]

Date Approved: 12-13-2024

TEMPORARY CLOSING OF STATE ROAD PERMIT

Date: 12/12/2024

Permit No. \_\_\_\_\_

Governmental Entity/Permittee

Approving Local Government City of Pahokee Contact Person Nylene Clarke
Address 207 Begonia Drive, Pahokee, FL 33476
Telephone 561-924-5534 ext. 2006 Email nclarke@cityofpahokee.com

Organization Requesting Special Event

Name of Organization City of Pahokee Contact Person Jongelene Adams
Address 207 Begonia Drive, Pahokee, FL 33476
Telephone 561-924-5534 Email jadams@cityofpahokee.com

Description of Special Event

Event Title 2025 MLK Parade Date of Event 1/18/2025
Start Time 7:00 AM End Time 12:00 PM
Event Route (attach map) See attached map
Detour Route (attach map) See attached map

Law Enforcement Agency Responsible for Traffic Control

Name of Agency Palm Beach County Sheriff's Office (PBSO)

US Coast Guard Approval for Controlling Movable Bridge

Not Applicable [X]
Copy of USCG Approval Letter Attached [ ]
Bridge Location \_\_\_\_\_

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

Signatures of Authorization

Event Coordinator Jongelene Adams Signature [Signature] Date 13 Dec 2024
Law Enforcement Name/Title Lieutenant Joshua Kushel Signature [Signature] Date 13 Dec 2024
Government Official Name/Title Michael E. Jackson, Interim City Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

FDOT Special Conditions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FDOT Authorization

Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## District 4 Road Closure Event Notice

Event Title: 2025 MLK Parade  
Recurring (Y/N): N  
Date of Event: 1/18/2025  
Start Time: 7:00 AM  
End Time: 12:00 PM  
City: Pahokee, FL  
County: Palm Beach County

**Event Route:**

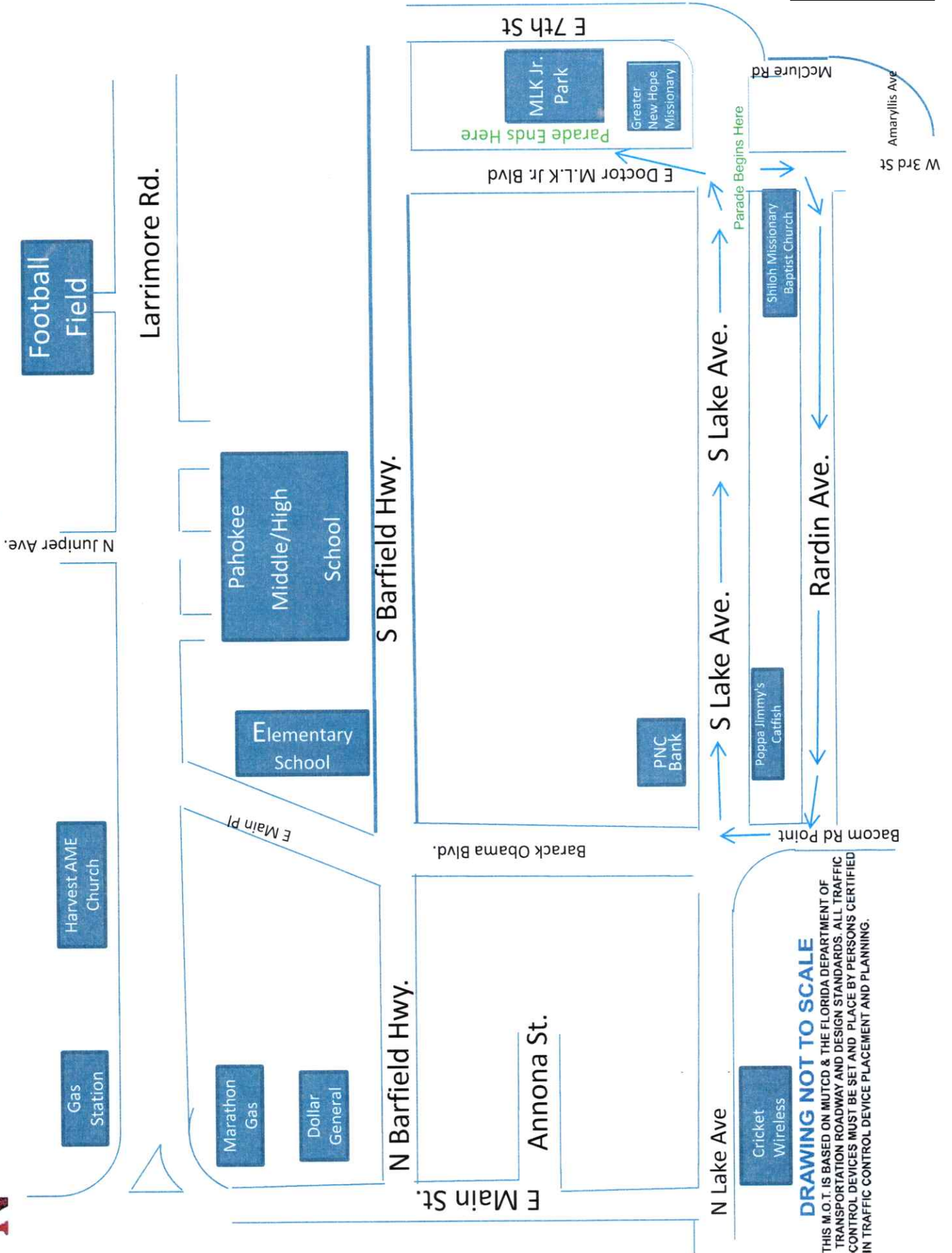
Dr Martin Luther King Jr Blvd E to Rardin Ave; Rardin Ave to Bacom Point Rd; Bacom Point Rd to S Lake Ave; S Lake Ave to Dr Martin Luther King Jr Blvd E, ending at the MLK Jr. Park.

**Detour Route:**

E Main St to N Barfield Hwy; N Barfield Hwy to S Barfield Hwy; S Barfield Hwy East 7<sup>th</sup> St; E 7<sup>th</sup> St to McClure Rd; McClure Rd to Amaryllis Ave; Amaryllis Ave to W 3<sup>rd</sup> St; W 3<sup>rd</sup> St to Begonia Dr; Begonia Dr to Bacom Point Rd **OR** E Main Street to West Main St; West Main St to Bacom Point Rd.



# MLK Parade Route Map

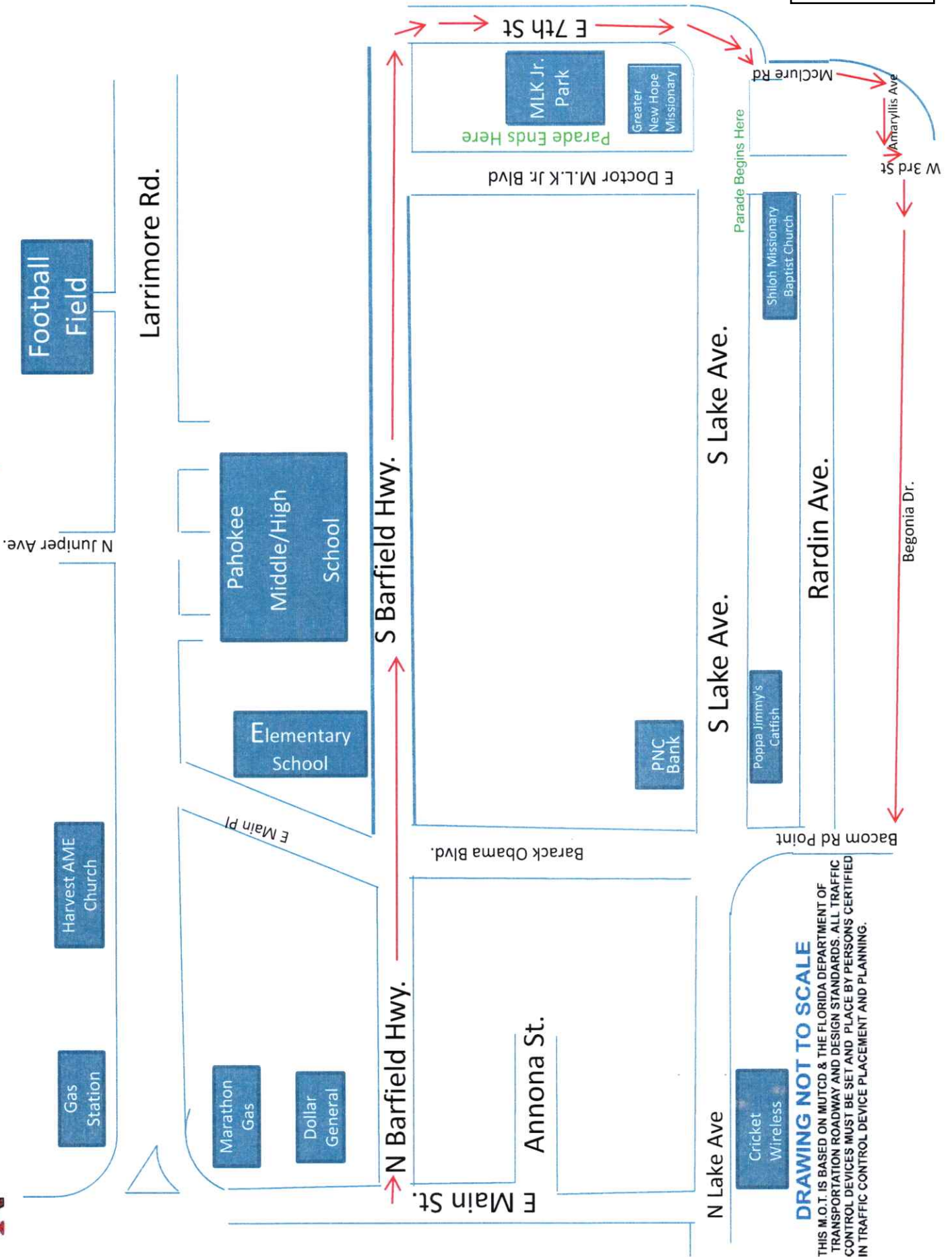


**DRAWING NOT TO SCALE**  
 THIS M.O.T. IS BASED ON MUTCD & THE FLORIDA DEPARTMENT OF TRANSPORTATION ROADWAY AND DESIGN STANDARDS. ALL TRAFFIC CONTROL DEVICES MUST BE SET AND PLACE BY PERSONS CERTIFIED IN TRAFFIC CONTROL DEVICE PLACEMENT AND PLANNING.

Section C, Item 2.



# MLK Parade Detour Route Map



**DRAWING NOT TO SCALE**  
 THIS M.O.T. IS BASED ON MUTCD & THE FLORIDA DEPARTMENT OF TRANSPORTATION ROADWAY AND DESIGN STANDARDS. ALL TRAFFIC CONTROL DEVICES MUST BE SET AND PLACED BY PERSONS CERTIFIED IN TRAFFIC CONTROL DEVICE PLACEMENT AND PLANNING.



# AGENDA

## MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Michael E. Jackson, Interim City Manager

FROM: Office of the City Clerk

SUBJECT: Approving the 2025 City Commission Meeting Schedule

DATE: December 11, 2024

---

**GENERAL SUMMARY/BACKGROUND:**

The City Commission is required to meet at least once a month, pursuant to Section 2.08(a) of the City of Pahokee’s Charter, in which Option No. 1 reflects. However, the City Commission’s current practice is to meet on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of every month, in which Option No. 2 reflects. At this time, there are two (2) known scheduling conflicts (FLC 2025 Legislative Action Days and Veterans Day (a federal holiday)); therefore, March 25, 2025 and November 11, 2025 are not included on the 2025 City Commission Meeting Schedule. Please note that it may be necessary to cancel certain meetings as scheduling conflicts arise.

**BUDGET IMPACT:**

Meeting in accordance with Section 2.08(a) of the City of Pahokee’s Charter, may result in cost savings to the City.

**LEGAL NOTE:**

Defer to the City Attorney.

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 2024-59

**ATTACHMENTS:**

Resolution 2024-59



**RESOLUTION 2024 - 59**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE 2025 CITY COMMISSION MEETING SCHEDULE FOLLOWING CONSIDERTION OF OPTIONS 1 AND 2 SET AS FORTH IN EXHIBIT "A" ATTACHED HERETO; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Section 2.08 (a) of the City of Pahokee’s Charter “the City Commission shall meet regularly at least once a month at such time and places as the commission may prescribe by rule”; and

**WHEREAS**, the City of Pahokee currently holds its Regular City Commission meetings on the second and forth Tuesday of each month starting at 6:00 PM; and

**WHEREAS**, the City Manager has offered Option #1 and Option #2 for City Commission consideration of regular City Commission meetings to be held for year 2025; and

**WHEREAS**, the City Commission of the City of Pahokee (“City Commission”) desires to approve the 2025 City Commission Meeting Schedule with a choice between two options provided by the City Manager; and

**WHEREAS**, the City Commission finds that approving a 2025 City Commission Meeting Schedule with Option \_\_\_\_ 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:**

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

**Section 2.** Approval. The City Commission hereby approves Option No. \_\_\_\_ as the 2025 City Commission Meeting Schedule, as attached hereto.

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

**PASSED and ADOPTED** this 17<sup>th</sup> day December 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"**

**2025 PROPOSED CITY COMMISSION MEETING SCHEDULE OPTIONS**

<b><u>OPTION NO. 1</u></b>
JANUARY 28, 2025
FEBRUARY 25, 2025
APRIL 22, 2025
MAY 27, 2025
JUNE 24, 2025
JULY 22, 2025
AUGUST 26, 2025
SEPTEMBER 23, 2025
OCTOBER 28, 2025
NOVEMBER 25, 2025
DECEMBER 23, 2025

<b><u>OPTION NO. 2</u></b>
JANUARY 14, 2025
JANUARY 28, 2025
FEBRUARY 11, 2025
FEBRUARY 25, 2025
MARCH 11, 2025
APRIL 8, 2025
APRIL 22, 2025
MAY 13, 2025
MAY 27, 2025
JUNE 10, 2025
JUNE 24, 2025
JULY 8, 2025
JULY 22, 2025
AUGUST 12, 2025
AUGUST 26, 2025
SEPTEMBER 9, 2025
SEPTEMBER 23, 2025
OCTOBER 14, 2025
OCTOBER 28, 2025
NOVEMBER 25, 2025
DECEMBER 9, 2025
DECEMBER 23, 2025



# AGENDA

## MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: Michael E. Jackson, Interim City Manager

FROM: Joseph R Martin, Interim Finance Director

**SUBJECT:** Accept and file the External Auditor’s Report and Single Audit for the year ending September 30, 2023.

DATE: December 17, 2024

---

**Summary:**

The City shall be audited annually in accordance with generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants.

**GENERAL SUMMARY/BACKGROUND:**

The audit of the financial statements of City of Pahokee, Florida as of and for the year ended September 30, 2023, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; and Chapter 10.550, *Rules of the Auditor General*

**BUDGET IMPACT:**

None

**LEGAL NOTE:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends the City Commission of the City of Pahokee, Florida, to accept and file the External Auditor’s Report and Single Audit.

**ATTACHMENTS:**

Resolution 2024-60

RESOLUTION 2024-60

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA ACCEPTING THE EXTERNAL AUDITOR’S REPORT ON THE AUDIT OF THE CITY OF PAHOKEE FINANCIAL STATEMENTS AND SINGLE AUDIT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2023, AS SET FORTH IN COMPOSITE EXHIBIT “A” ATTACHED HERETO; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the required audit has been performed by HCT Certified Public Accountants & Consultants, LLC, which has issued its Audit Report on the City’s financial statements for the year ended September 30, 2023; and

WHEREAS, the Report (Single Audit) was conducted on the City’s Compliance with requirements for each of the City’s major programs for the year ending September 30, 2023; and

WHEREAS, the auditor has issued Summary of Opinions as follows:

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Unmodified
Business-Type Activities	Qualified
General Fund	Unmodified
Henderson Endowment Fund	Unmodified
Debt Service Fund	Unmodified
Capital Projects Fund	Unmodified
Special Revenues Fund	Unmodified
Marina and Campground Fund	Qualified
Cemetery Fund	Qualified

WHEREAS, the City Commission of the City of Pahokee, Florida, finds that accepting and filing the External Auditor’s Report and Single Audit, 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.** The City Commission of the City of Pahokee, Florida hereby accepts and files the External Auditor’s Report on the Audit of the City’s financial statements and Single Audit for the fiscal Year Ending September 30, 2023, copies of which shall be on file with the Office of the City Clerk.

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

**PASSED** and **ADOPTED** this 17<sup>th</sup> day of December, 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 Cowan Williams	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

**Composite Exhibit "A"**

External Auditor's Report and Single Audit for the year ending September 30, 2023

**City of Pahokee, Florida**

**Financial Statements**

*For the Fiscal Year ended September 30, 2023*



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INDEPENDENT AUDITOR’S REPORT

To The Honorable Mayor and Members of the City Council  
 City of Pahokee, Florida

**Qualified and Unmodified Opinions**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund information of the City of Pahokee, Florida (the “City”), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the City’s basic financial statements as listed in the table of contents.

**Summary of Opinions**

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Unmodified
Business-Type Activities	Qualified
General Fund	Unmodified
Henderson Endowment Fund	Unmodified
Debt Service Fund	Unmodified
Capital Projects Fund	Unmodified
Special Revenues Fund	Unmodified
Marina and Campground Fund	Qualified
Cemetery Fund	Qualified

**Qualified Opinion**

In our opinion, except for the possible effects of the matters described in the “Basis for Qualified and Unmodified Opinions” section of our report, the financial statements referred to above present fairly, in all material respects, the financial position of the Business-type Activities, Cemetery Fund, and Marina and Campground Fund of the City of Pahokee, Florida, as of September 30, 2023, and the changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Unmodified Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Governmental Activities, and each major governmental funds of the City of Pahokee, Florida, as of September 30, 2023, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Qualified and Unmodified Opinions**

We conducted our audit of the financial statements of the Governmental Activities, the Business-Type Activities, and each major fund information in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Pahokee, Florida, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified and unmodified audit opinions.

We did not audit the financial statements of the Florida Retirement System (included in the General fund), which represents 1 percent, 4 percent, and 1 percent, respectively, of the assets, deferred liabilities, and expenses of the City of Pahokee, Florida's pension plan as of September 30, 2023. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Florida Retirement System is based solely on the report of the other auditors.

### **Matters Giving Rise to the Qualified Opinion on the Cemetery Fund, Marina and Campground Fund, and Business-Type Activities**

The City has not performed a physical count of inventories and has not maintained perpetual inventory records for the Cemetery Fund. The City also has not established adequate internal controls over the completeness of revenues and receivables of the Cemetery Fund. The amount by which these items would affect the assets, net position, revenue, and expenses of the Cemetery Fund and the Business-Type Activities could not be determined. The City has not established adequate internal controls over the completeness of revenues and unearned revenues for the Marina and Campground Fund. The amount by which these items would affect the assets, liabilities, net position, and revenues of the Marina and Campground Fund and the Business-Type Activities could not be determined.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Pahokee, Florida's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance, but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of

not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Pahokee, Florida’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Pahokee, Florida’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis, on pages 5-12, budgetary comparison information, on pages 67-71, the schedule of funding progress – other postemployment benefits, on page 73, and the pension schedules, on pages 74-77, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2024, on our consideration of the City’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant

agreements and other matters. The purpose of those reports is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. Those reports are an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City’s internal controls over financial reporting and compliance.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

*HCT Certified Public Accountants & Consultants, LLC*  
Hollywood, Florida  
December 9, 2024

**City of Pahokee, Florida**  
 Management's Discussion and Analysis  
 September 30, 2023

As the City Manager of the City of Pahokee, I offer readers of our financial statements this narrative overview and analysis of our financial activities for the fiscal year ended September 30, 2023. I encourage readers to consider the information presented here in conjunction with the City's financial statements beginning on page 13.

### **FINANCIAL HIGHLIGHTS**

- The City of Pahokee's sum of assets and deferred outflows of resources less the sum of its liabilities and deferred inflows of resources is \$18,436,288 (net position) as of September 30, 2023. Unrestricted net position, which may be used to meet the government's ongoing obligations to citizens, was \$1,644,264 as of September 30, 2023.
- The governmental net position increased by \$1,889,492 for the fiscal year ended September 30, 2023.
- The business-type net position decreased by \$593,245 for the fiscal year ended September 30, 2023. The decrease was a result of depreciation of City capital assets.
- The business-type activities revenues decreased by \$22,770 during the fiscal year ended September 30, 2023 as a result of fewer revenues earned from services in FY 2023.
- The total net cost of all City programs was \$5,825,048 during the fiscal year ended September 30, 2023. This is an increase of \$1,32,328 from the total net cost of all City programs during the prior fiscal year.
- The City's long-term liabilities totaled \$364,353, a decrease of \$3,456 during the current fiscal year. All long-term liabilities decrease while compensated absences and net pension liability increased from prior fiscal year.

### **USING THIS REPORT**

Management's Discussion and Analysis introduces the City's financial statements. The financial statement's focus is on both the City as a whole (government-wide) and on the major individual funds. Both perspectives (government-wide and major fund) allow the user to address relevant questions, broaden a basis for comparison (year to year or government to government) and enhance the City's accountability. The financial statements are described below.

#### *Government-Wide Financial Statements*

The government-wide financial statements are designed to provide readers with a broad overview of the City of Pahokee's finances in a manner similar to a private-sector business. The Statement of Net Position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

**City of Pahokee, Florida**  
 Management's Discussion and Analysis (continued)  
 September 30, 2023

**USING THIS REPORT (Continued)**

*Government-Wide Financial Statements (Continued)*

The two government-wide statements report the City's net position and how they have changed. Net position, the difference between the City's assets and liabilities, is one way to measure the City's financial health or financial position. Over time, increases or decreases in the City's net position, is one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the City's property tax base and the condition of the City's roads, to assess the City's overall health.

In the Statement of Net Position and the Statement of Activities, we divide the City into two kinds of activities:

- Government activities – Most of the City's basic services are reported here, including the police, fire, public services, parks and recreation, and general administration. Property taxes, franchise fees, state shared revenues, and solid waste collection services finance most of these activities.
- Business-type activities – The City charges a fee to customers to help it cover all or most of the cost of certain services it provides. These activities include cemetery services, and marina and campground services.

*Fund Financial Statements*

Our fund basis financial statements begin on page 13. The fund financial statements provide detailed information about the most significant funds but do not provide information on the City as a whole. Funds are acting devices that the City uses to keep track of specific sources of funding and spending for particular purposes.

- Governmental funds – Most of the City's basic services are included in governmental funds, which focus on (1) how cash and other financial assets can be readily converted to cash flow and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.
- Proprietary funds – Services for which the City charges customers a fee are generally reported in proprietary funds. Proprietary funds, like the government-wide statements, provide both long-term and short-term financial information. In fact, the City's enterprise funds (one type of proprietary fund) are the same as its business-type activities. However, more detailed information is provided on the City's enterprise funds such as additional information provided in the statement of cash flows.



**City of Pahokee, Florida**  
Management's Discussion and Analysis (continued)  
September 30, 2023

**FINANCIAL ANALYSIS OF THE CITY AS A WHOLE**

The City has reported its financial statements in a government-wide format using the required GASB 34 reporting model. A comparative analysis of government-wide data is presented in the following sections.

*Net position*

The City's combined net position as of September 30, 2023, was \$18,436,288. The City's Governmental Activities net position were reported as \$12,901,351, of which \$2,482,387 was unrestricted and available to fund future operations. The City's business-type activities net position as of September 30, 2023 is reported as \$5,534,937. The total net position included an unrestricted net position deficit of \$838,123.

**Summary of Net Position**

	Governmental Activities		Business-Type Activities		Total	
	2023	2022	2023	2022	2023	2022
Current and other assets	\$ 9,094,335	\$ 8,887,786	\$ (346,673)	\$ (284,006)	\$ 8,747,662	\$ 8,603,780
Capital assets	8,894,892	7,230,473	6,216,476	6,740,673	15,111,368	13,971,146
Total assets	17,989,227	16,118,259	5,869,803	6,456,667	23,859,030	22,574,926
Deferred outflows of resources						
Pension related items	78,673	38,470	-	-	78,673	38,470
Total deferred outflows of resources	78,673	38,470	-	-	78,673	38,470
Current and other liabilities	2,204,938	1,329,014	329,001	194,009	2,533,939	1,523,023
Long-term liabilities outstanding	405,700	253,246	3,295	4,947	408,995	258,193
Total liabilities	2,610,638	1,582,260	332,296	198,956	2,942,934	1,781,216
Deferred inflows of resources						
Unearned revenue	2,532,185	3,504,879	2,570	2,570	2,534,755	3,507,449
Pension related items	23,726	57,731	-	-	23,726	57,731
Total deferred inflows of resources	2,555,911	3,562,610	2,570	2,570	2,558,481	3,565,180
Net position:						
Invested in capital assets (net of related debt)	8,894,892	7,076,956	6,216,476	6,740,673	15,111,368	13,817,629
Restricted items	1,524,072	1,397,160	156,584	156,584	1,680,656	1,553,744
Unrestricted	2,482,387	2,537,743	(838,123)	(642,116)	1,644,264	1,895,627
Total net position	\$ 12,901,351	\$ 11,011,859	\$ 5,534,937	\$ 6,255,141	\$ 18,436,288	\$ 17,267,000

**City of Pahokee, Florida**  
Management's Discussion and Analysis (continued)  
September 30, 2023

**FINANCIAL ANALYSIS OF THE CITY AS A WHOLE (Continued)**

*Changes in Net Position*

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some that will only result in cash flows in the future fiscal periods (i.e., uncollected taxes and earned but unused vacation leave).

- The governmental activities reported a total increase in net position of \$1,889,492 for the fiscal year ended September 30, 2023.
- The business-type activities reported a total decrease in net position of \$(720,204) for the fiscal year ended September 30, 2023.

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**City of Pahokee, Florida**  
Management's Discussion and Analysis (continued)  
September 30, 2023

**FINANCIAL ANALYSIS OF THE CITY AS A WHOLE (Continued)**

	Summary of Changes in Net Position					
	Governmental Activities		Business-Type Activities		Total	
	2023	2022	2023	2022	2023	2022
Revenues:						
Program revenues:						
Charge for services	\$ 1,333,135	\$ 1,157,619	\$ 296,223	\$ 333,298	\$ 1,629,358	\$ 1,490,917
Operating grant and contribution	2,534,513	1,925,860	-	-	2,534,513	1,925,860
Capital grant	191,264	149,336	-	-	191,264	149,336
General revenues:						
Ad valorem taxes	668,744	639,148	-	-	668,744	639,148
Local option sales tax	187,821	186,365	-	-	187,821	186,365
Infrastructure surtax	499,141	524,240	-	-	499,141	524,240
Utility taxes	469,396	417,690	-	-	469,396	417,690
Franchise fees	307,805	269,282	-	-	307,805	269,282
Intergovernmental shared revenues	1,329,143	1,266,012	-	-	1,329,143	1,266,012
Unrestricted investment earnings	58,575	2,976	40	-	58,615	2,976
Lease and rental revenues	83,081	94,570	18,801	4,536	101,882	99,106
Miscellaneous revenues	67,766	125,390	150	150	67,916	125,540
Total revenues	<u>7,730,384</u>	<u>6,758,488</u>	<u>315,214</u>	<u>337,984</u>	<u>8,045,598</u>	<u>7,096,472</u>
Program expenses:						
General government	2,450,448	1,484,879	-	-	2,450,448	1,484,879
Public safety	864,634	799,878	-	-	864,634	799,878
Transportation	938,842	974,372	-	-	938,842	974,372
Culture and recreation	945,508	829,211	-	-	945,508	829,211
Physical environment	621,515	490,500	-	-	621,515	490,500
Interest on long term debt	4,101	10,046	-	-	4,101	10,046
Marina	-	-	820,407	813,624	820,407	813,624
Cemetery	-	-	230,855	201,436	230,855	201,436
Total expenses	<u>5,825,048</u>	<u>4,588,886</u>	<u>1,051,262</u>	<u>1,015,060</u>	<u>6,876,310</u>	<u>5,603,946</u>
Increase (decrease) in net assets						
before transfer in (out)	1,905,336	2,169,602	(736,048)	(677,076)	1,169,288	1,492,526
Transfer in/(out)	(15,844)	(83,832)	15,844	83,832	-	-
Increase (decrease) in net position	<u>1,889,492</u>	<u>2,085,770</u>	<u>(720,204)</u>	<u>(593,244)</u>	<u>1,169,288</u>	<u>1,492,526</u>
Net position at beginning of year	<u>11,011,859</u>	<u>8,926,089</u>	<u>6,255,141</u>	<u>6,848,385</u>	<u>17,267,000</u>	<u>15,774,474</u>
Net position at end of year	<u>\$ 12,901,351</u>	<u>\$ 11,011,859</u>	<u>\$ 5,534,937</u>	<u>\$ 6,255,141</u>	<u>\$ 18,436,288</u>	<u>\$ 17,267,000</u>

For the fiscal year ended September 30, 2023, total taxes were \$1,825,102 and comprised 23% of the total revenues of \$7,766,963 for governmental activities during the year. For the fiscal year ended September 30, 2023, operating and capital grants revenues were \$2,725,777 for governmental activities, which represented 32% of total revenues. The majority of the operating and capital grant awards were for road improvements, parks, and recreational grants. Governmental activities intergovernmental shared revenues were \$1,329,143 and represented 17% of total revenues.

**City of Pahokee, Florida**  
 Management's Discussion and Analysis (continued)  
 September 30, 2023

**FINANCIAL ANALYSIS OF THE CITY AS A WHOLE (Continued)**

*Financial Analysis of the Major Governmental Funds*

As of September 30, 2023, the City of Pahokee's governmental funds reported a combined ending fund balance of \$4,357,212. The City reported an increase in the governmental fund balance of \$149,802 for the fiscal year ended September 30, 2023.

*Financial Analysis of the Major Governmental Funds*

The General Fund is the chief operating fund of the City of Pahokee. As of September 30, 2023, the General Fund unassigned fund balance was \$2,215,800; and the total non-spendable fund balance was \$617,340.

As of September 30, 2023, the Henderson Endowment Fund reported a non-spendable fund balance in the amount of \$875,000; no change from prior year.

As of September 30, 2023, the Capital Projects Fund reported a committed fund deficit in the amount of \$(286,153). The Capital Projects Fund was established in FY 2019 to account for the capital projects of the City that are grant funded. Major projects were conducted using discretionary surtax revenues that were previously accounted for in the General Fund. The deficit fund balance represents projects that were supported by the General Fund.

*Financial Analysis of the Major Proprietary Funds*

*Marina and Campground Fund*

As of September 30, 2023, the Marina and Campground Fund reported unrestricted net position deficit of \$506,510 and investment in capital assets of \$6,097,740. The Marina and Campground Fund total net position decreased by \$563,503 during the fiscal year ended September 30, 2023. The decrease was due to construction in progress capital assets being transferred into service and the assets being depreciated.

*Cemetery Fund*

As of September 30, 2023, the Cemetery Fund reported an unrestricted net position deficit of \$6,801, investment in capital assets of \$118,736 and \$156,584 in restricted net position. The Cemetery Fund total net position decreased by \$63,095 during the fiscal year ended September 30, 2023. The decrease was due to a decrease in the sales of burial plots.

*General Fund Budgetary Highlights*

General Fund actual revenues were less than budgeted revenues by \$(805,481) for the fiscal year ended September 30, 2023. General Fund budgeted expenditures were more than actual expenditures by \$145,135 during the fiscal year ended September 30, 2023.

**City of Pahokee, Florida**  
 Management’s Discussion and Analysis (continued)  
 September 30, 2023

**CAPITAL ASSET AND DEBT ADMINISTRATION**

*Capital Assets*

	Governmental Activities		Business-Type Activities		Total	
	2023	2022	2023	2022	2023	2022
Land	\$ 404,742	\$ 404,742	\$ 98,000	\$ 98,000	\$ 502,742	\$ 502,742
Construction in Progress	4,937,660	3,045,124	-	-	4,937,660	3,045,124
Improvements other than buildings	2,742,059	2,926,655	1,598,812	1,852,059	4,340,871	4,778,714
Buildings	732,914	694,682	4,519,664	4,789,719	5,252,578	5,484,401
Equipment	77,517	154,842	-	895	77,517	155,737
Total	<u>\$ 8,894,892</u>	<u>\$ 7,226,045</u>	<u>\$ 6,216,476</u>	<u>\$ 6,740,673</u>	<u>\$ 15,111,368</u>	<u>\$ 13,966,718</u>

As of September 30, 2023, the City had invested \$15,111,368 (net of accumulated depreciation) in a broad range of capital assets including parks and recreation facilities, roads, marina and campground sites, and cemetery land. Additional information can be found in Note 5 of the notes to the financial statements.

*Long-term Liabilities*

As of September 30, 2023, the City had \$410,476 in total long-term liabilities as shown in the following table. Additional information can be found in Note 7 of the notes to the financials.

	Governmental Activities		Business-Type Activities		Total	
	2023	2022	2023	2022	2023	2022
Notes payable	\$ -	\$ 153,517	\$ -	\$ -	\$ -	\$ 153,517
Compensated absences	122,903	74,303	4,776	7,169	127,679	81,472
Net pension liability	143,606	39,752	-	-	143,606	39,752
OPEB obligation	139,191	139,191	-	-	139,191	139,191
Total	<u>\$ 405,700</u>	<u>\$ 406,763</u>	<u>\$ 4,776</u>	<u>\$ 7,169</u>	<u>\$ 410,476</u>	<u>\$ 413,932</u>

**ECONOMIC FACTORS AND NEXT YEAR’S BUDGETS AND RATES**

For the 2023 fiscal year, General Fund revenue projections were conservative and consistent with previous years.

The budget was balanced based on annual revenue intake and external projected revenue for services. Occasionally, the City if required would utilize reserves, however this practice has not occurred in two years thus protecting those funds for unforeseen commitments or emergencies.

The millage rate remained the same 6.5419 mills.

**City of Pahokee, Florida**  
Management's Discussion and Analysis (continued)  
September 30, 2023

**CONTACTING THE CITY'S FINANCIAL MANAGEMENT**

This financial report was designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact the City Manager at the following address:

City of Pahokee, Florida  
City Manager  
207 Begonia Drive  
Pahokee, FL 33476

**CITY OF PAHOKEE, FLORIDA**  
**Statement of Net Position**  
**September 30, 2023**

	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b>Assets:</b>			
Cash and cash equivalents	\$ 3,999,245	\$ 49,200	\$ 4,048,445
Receivable (net)			
Accounts	237,251	5,264	242,515
Taxes	1,834,778	-	1,834,778
Due from other government	320,249	-	320,249
Internal balances	584,124	(584,124)	-
Inventory	-	26,403	26,403
Prepaid items	2,103	-	2,103
Restricted assets:			
Cash and cash equivalents	2,116,585	156,584	2,273,169
Capital assets			
Non-depreciable	5,342,402	98,000	5,440,402
Depreciable, net of depreciation	3,552,490	6,118,476	9,670,966
Total assets	<u>17,989,227</u>	<u>5,869,803</u>	<u>23,859,030</u>
Deferred outflows of resources:			
Pension and OPEB related items	78,673	-	78,673
Total deferred outflows	<u>78,673</u>	<u>-</u>	<u>78,673</u>
<b>Liabilities:</b>			
Accounts payable	2,168,695	301,602	2,470,297
Accrued liabilities	36,243	5,918	42,161
Deposits	-	20,000	20,000
Non-current liabilities			
Due within in one year	-	1,481	1,481
Due in more than one year	122,903	3,295	126,198
Net pension liability	143,606	-	143,606
Net OPEB liability	139,191	-	139,191
Total liabilities	<u>2,610,638</u>	<u>332,296</u>	<u>2,942,934</u>
<b>Deferred inflows of resources</b>			
Unearned revenues	2,532,185	2,570	2,534,755
Pension and OPEB related items	23,726	-	23,726
	<u>2,555,911</u>	<u>2,570</u>	<u>2,558,481</u>
<b>Net Position:</b>			
Invested in capital assets, net of related debt	8,894,892	6,216,476	15,111,368
Restricted for:			
Infrastructure	649,072	-	649,072
Perpetual care	-	126,278	126,278
Pre-need	-	30,306	30,306
Endowment-nonexpendable	875,000	-	875,000
Unrestricted	2,482,387	(838,123)	1,644,264
Total net position	<u>\$ 12,901,351</u>	<u>\$ 5,534,937</u>	<u>\$ 18,436,288</u>

See notes to the financial statements

**CITY OF PAHOKEE, FLORIDA**  
**Statement of Activities**  
**For the year ended September 30, 2023**

	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Government Activities	Business- Type Activities	Total
Governmental activities:							
General government	\$ 2,450,448	\$ 301,225	\$ 893,560	\$ 39,543	\$ (1,216,120)	\$ -	\$ (1,216,120)
Public safety	864,634	115,844	-	-	(748,790)	-	(748,790)
Transportation	938,842	-	1,638,453	-	699,611	-	699,611
Culture and recreation	945,508	73,512	2,500	111,471	(758,025)	-	(758,025)
Physical environment	621,515	842,554	-	40,250	261,289	-	261,289
Interest	4,101	-	-	-	(4,101)	-	(4,101)
Total governmental activities	<u>5,825,048</u>	<u>1,333,135</u>	<u>2,534,513</u>	<u>191,264</u>	<u>(1,766,136)</u>	<u>-</u>	<u>(1,766,136)</u>
Business-type activities:							
Marina and campground	820,407	149,033	-	-	-	(671,374)	(671,374)
Cemetery	230,855	147,190	-	-	-	(83,665)	(83,665)
Total business-type activities	<u>1,051,262</u>	<u>296,223</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(755,039)</u>	<u>(755,039)</u>
Total primary governmental	<u>\$ 6,876,310</u>	<u>\$ 1,629,358</u>	<u>\$ 2,534,513</u>	<u>\$ 191,264</u>	<u>(1,766,136)</u>	<u>(755,039)</u>	<u>(2,521,175)</u>
General revenue:							
Ad Valorem taxes					668,744	-	668,744
Local option gas taxes					187,821	-	187,821
Infrastructure surtax					499,141	-	499,141
Utility taxes					469,396	-	469,396
Franchise fees					307,805	-	307,805
Intergovernmental shared revenues					1,329,143	-	1,329,143
Unrestricted investment earnings					58,575	40	58,615
Miscellaneous revenues					67,766	150	67,916
Rental income					83,081	18,801	101,882
Transfers					(15,844)	15,844	-
Total general revenues and transfers					<u>3,655,628</u>	<u>34,835</u>	<u>3,690,463</u>
Change in net position					1,889,492	(720,204)	1,169,288
Net position - beginning					11,011,859	6,255,141	17,267,000
Net position - ending					<u>\$ 12,901,351</u>	<u>\$ 5,534,937</u>	<u>\$ 18,436,288</u>

See notes to the financial statements



**CITY OF PAHOKEE, FLORIDA**  
**Balance Sheet**  
**Governmental Funds**  
**September 30, 2023**

	<u>General Fund</u>	<u>Henderson Endowment Fund</u>	<u>Special Revenues Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
<b>Assets:</b>						
Cash and cash equivalents	\$ 1,440,811	\$ 891,113	\$ 1,534,001	\$ -	\$ 133,320	\$ 3,999,245
Accounts receivable, net	237,251	-	-	-	-	237,251
Taxes receivable	232,666	-	28,242	-	1,573,870	1,834,778
Due from government	319,780	-	-	-	469	320,249
Prepaid items	2,103	-	-	-	-	2,103
Advances to other funds	615,237	-	-	-	-	615,237
<b>Restricted assets:</b>						
Cash and cash equivalents	388,406	-	1,728,179	-	-	2,116,585
<b>Total assets</b>	<u>\$ 3,236,254</u>	<u>\$ 891,113</u>	<u>\$ 3,290,422</u>	<u>\$ -</u>	<u>\$ 1,707,659</u>	<u>\$ 9,125,448</u>
<b>Liabilities and fund balances:</b>						
<b>Liabilities:</b>						
Accounts payable	\$ 176,042	\$ -	\$ 85,871	\$ -	\$ 1,906,782	\$ 2,168,695
Accrued liabilities	36,243	-	-	-	-	36,243
Due to other funds	-	16,113	15,000	-	-	31,113
<b>Total liabilities</b>	<u>212,285</u>	<u>16,113</u>	<u>100,871</u>	<u>-</u>	<u>1,906,782</u>	<u>2,236,051</u>
<b>Deferred inflows of resources</b>						
Unearned revenue	180,329	-	2,254,326	-	-	2,434,655
Unavailable revenue	10,500	-	-	-	87,030	97,530
<b>Total deferred inflows of resources</b>	<u>190,829</u>	<u>-</u>	<u>2,254,326</u>	<u>-</u>	<u>87,030</u>	<u>2,532,185</u>
<b>Fund balances:</b>						
<b>Non-spendable:</b>						
Prepaid items	2,103	-	-	-	-	2,103
Advances to other funds	615,237	-	-	-	-	615,237
Endowment - nonexpendable	-	875,000	-	-	-	875,000
<b>Committed for</b>						
Capital projects	-	-	935,225	-	(286,153)	649,072
Unassigned	2,215,800	-	-	-	-	2,215,800
<b>Total fund balances</b>	<u>2,833,140</u>	<u>875,000</u>	<u>935,225</u>	<u>-</u>	<u>(286,153)</u>	<u>4,357,212</u>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$ 3,236,254</u>	<u>\$ 891,113</u>	<u>\$ 3,290,422</u>	<u>\$ -</u>	<u>\$ 1,707,659</u>	<u>\$ 9,125,448</u>

**CITY OF PAHOKEE, FLORIDA**  
**Reconciliation of the Balance Sheet of Governmental Funds**  
**to the Statement of Net Position**  
**September 30, 2023**

**Fund Balance – Total Governmental Funds** \$ 4,357,212

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds. However, they are reported in the government-wide statements.

Governmental capital assets	\$ 17,925,866	
Less accumulated depreciation	(9,030,974)	8,894,892

Long-term liabilities, including accrued interest payable are not due and payable in the current period and, therefore, are not reported in the governmental funds.

Compensated absences	(122,903)	
Pension liabilities	(143,606)	
OPEB liabilities	(139,191)	(405,700)

Deferred outflows or resources and deferred inflows of resources related to defined benefit pension plans are applicable to future periods and are not reported in the government funds

Pension related deferred outflows	78,673	
Pension and OPEB related deferred inflows	(23,726)	54,947

**Total Net Position – Governmental Activities** **\$ 12,901,351**

**CITY OF PAHOKEE, FLORIDA**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**For the year ended September 30, 2023**

	General Fund	Henderson Endowment Fund	Special Revenues Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<b>Revenues:</b>						
Taxes	\$ 1,325,961	\$ -	\$ 499,141	\$ -	\$ -	\$ 1,825,102
Licenses and permits	600,491	-	-	-	-	600,491
Intergovernmental	941,714	-	893,560	-	2,105,675	3,940,949
Charges for services	1,038,226	-	-	-	-	1,038,226
Fines and forfeitures	115,844	-	-	-	-	115,844
Investment income	42,731	15,844	-	-	-	58,575
Lease and rental revenues	78,592	-	-	-	-	78,592
Miscellaneous revenues	109,184	-	-	-	-	109,184
Total revenues	<u>4,252,743</u>	<u>15,844</u>	<u>1,392,701</u>	<u>-</u>	<u>2,105,675</u>	<u>7,766,963</u>
<b>Expenditures:</b>						
Current:						
General government	1,653,012	-	324,228	-	405,957	2,383,197
Public safety	861,619	-	-	-	-	861,619
Transportation	779,378	-	-	-	-	779,378
Culture and recreation	778,858	-	2,437	-	-	781,295
Physical environment	621,515	-	-	-	-	621,515
Capital outlay	-	-	332,830	-	1,683,951	2,016,781
Debt services:						
Principal	-	-	-	153,431	-	153,431
Interest	31	-	-	4,070	-	4,101
Total expenditures	<u>4,694,413</u>	<u>-</u>	<u>659,495</u>	<u>157,501</u>	<u>2,089,908</u>	<u>7,601,317</u>
Excess of revenues over (under) before other financing sources (uses):	<u>(441,670)</u>	<u>15,844</u>	<u>733,206</u>	<u>(157,501)</u>	<u>15,767</u>	<u>165,646</u>
Other financing sources (uses)						
Transfers in/(out)	464,560	(15,844)	(622,061)	157,501	-	(15,844)
Sale of assets	-	-	-	-	-	-
Total other financing sources (uses):	<u>464,560</u>	<u>(15,844)</u>	<u>(622,061)</u>	<u>157,501</u>	<u>-</u>	<u>(15,844)</u>
Net change in fund balance	22,890	-	111,145	-	15,767	149,802
Fund balances, beginning of year	<u>2,810,250</u>	<u>875,000</u>	<u>824,080</u>	<u>-</u>	<u>(301,920)</u>	<u>4,207,410</u>
Fund balances, end of year	<u>\$ 2,833,140</u>	<u>\$ 875,000</u>	<u>\$ 935,225</u>	<u>\$ -</u>	<u>\$ (286,153)</u>	<u>\$ 4,357,212</u>

**CITY OF PAHOKEE, FLORIDA**  
**Reconciliation of the Statement of Revenues,**  
**Expenditures and Changes in Fund Balances**  
**to the Statement of Activities**  
**Governmental Funds**  
**For the year ended September 30, 2023**

Net change in fund balance – total governmental funds \$ 149,802

Amounts reported for governmental activities in the statement of activities are

Governmental fund report capital outlay as expenditures. However, in the statement of the activities the cost of those assets is depreciated over their estimated useful lives:

Expenditures for capital assets	\$ 2,016,781	
Less current year depreciation	<u>(352,362)</u>	1,664,419

Principal payments on long-term debt are reported as expenditures in governmental funds, but as reduction of long-term liabilities in the statement of net position.		(153,517)
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Change in compensated absences		48,600
Change in net pension liability		103,854
Pension expense		82,532
Change in deferred outflows related to pension and OPEB		(40,203)
Change in deferred inflows related to pension		<u>34,005</u>

Change in net position of governmental activities		<u>\$1,889,492</u>
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**CITY OF PAHOKEE, FLORIDA**  
**Statement of Net Position**  
**Proprietary Funds**  
**September 30, 2023**

	<b>Major Funds</b>		<b>Total Business-Type Activities Enterprise Funds</b>
	<b>Marina and Campground</b>	<b>Cemetery</b>	
<b>Assets</b>			
Current assets:			
Cash and cash equivalents	\$ 100	\$ 49,100	\$ 49,200
Accounts receivable, net	735	4,529	5,264
Due from other funds	-	16,113	16,113
Inventory	-	26,403	26,403
Restricted assets:			
Cash and cash equivalents	-	156,584	156,584
Total current assets	835	252,729	253,564
Capital assets:			
Property, plant and equipment	17,334,256	590,085	17,924,341
Less accumulated depreciation	(11,236,516)	(471,349)	(11,707,865)
Total non-current assets	6,097,740	118,736	6,216,476
Total assets	\$ 6,098,575	\$ 371,465	\$ 6,470,040

**CITY OF PAHOKEE, FLORIDA**  
**Statement of Net Position (Continued)**  
**Proprietary Funds**  
**September 30, 2023**

	<u>Major Funds</u>		<b>Total Business-Type Activities Enterprise Funds</b>
	<u>Marina and Campground</u>	<u>Cemetery</u>	<u>Funds</u>
<b>Liabilities and net assets</b>			
Liabilities:			
Current liabilities:			
Accounts payable	\$ 293,711	\$ 7,891	\$ 301,602
Accrued liabilities	3,197	2,721	5,918
Deposits	20,000	-	20,000
Compensated absences-current	-	1,481	1,481
	<u>316,908</u>	<u>12,093</u>	<u>329,001</u>
Total current liabilities			
Non-current liabilities:			
Compensated absences	-	3,295	3,295
Advances from other funds	187,867	412,370	600,237
	<u>187,867</u>	<u>415,665</u>	<u>603,532</u>
Total non-current liabilities			
Total liabilities			
	<u>504,775</u>	<u>427,758</u>	<u>932,533</u>
Deferred inflows of resources			
Unearned revenues	2,570	-	2,570
Total deferred inflows of resources	<u>2,570</u>	<u>-</u>	<u>2,570</u>
Net position:			
Invested in capital assets	6,097,740	118,736	6,216,476
Restricted for:			
Perpetual care	-	126,278	126,278
Pre-need	-	30,306	30,306
Unrestricted	(506,510)	(331,613)	(838,123)
Total net position	<u>\$ 5,591,230</u>	<u>\$ (56,293)</u>	<u>\$ 5,534,937</u>

See notes to the financial statements

**CITY OF PAHOKEE, FLORIDA**  
**Statement of Revenues, Expenses and Changes in Fund Net Position**  
**Proprietary Funds**  
**For the year ended September 30, 2023**

	<u>Marina and Campground</u>	<u>Cemetery</u>	<u>Enterprise Funds</u>
Operating revenues:			
Sales	\$ 149,033	\$ 147,190	\$ 296,223
Rental income	14,265	4,536	18,801
Total operating revenues	<u>163,298</u>	<u>151,726</u>	<u>315,024</u>
Operating expenses:			
Cost of sales	-	31,658	31,658
Personal services	26,407	134,569	160,976
Contractual services	-	850	850
Utilities	134,966	15,386	150,352
Supplies	26,723	10,592	37,315
Insurance	23,119	7,937	31,056
Depreciation	533,690	6,307	539,997
Repairs and maintenance	61,587	23,258	84,845
Other	13,915	298	14,213
Total operating expenses	<u>820,407</u>	<u>230,855</u>	<u>1,051,262</u>
Operating (loss)	<u>(657,109)</u>	<u>(79,129)</u>	<u>(736,238)</u>
Non-operating revenues (expenses):			
Interest revenue	-	40	40
Miscellaneous revenues	-	150	150
Total non-operating revenues (expenses)	<u>-</u>	<u>190</u>	<u>190</u>
Income (loss) before transfer	(657,109)	(78,939)	(736,048)
Transfer in	<u>-</u>	<u>15,844</u>	<u>15,844</u>
Change in net position	(657,109)	(63,095)	(720,204)
Net position, beginning of year	<u>6,248,339</u>	<u>6,802</u>	<u>6,255,141</u>
Net position, end of year	<u>\$ 5,591,230</u>	<u>\$ (56,293)</u>	<u>\$ 5,534,937</u>

**CITY OF PAHOKEE, FLORIDA**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**For the year ended September 30, 2023**

	<u>Marina and Campground</u>	<u>Cemetery</u>	<u>Total</u>
<b>Cash flows from operating activities:</b>			
Receipts from customers and users	\$ 302,971	\$ 162,348	\$ 465,319
Payments to suppliers	(260,310)	(123,528)	(383,838)
Payments to employees	(25,953)	(152,026)	(177,979)
Net cash provided by (used in) operating activities	<u>16,708</u>	<u>(113,206)</u>	<u>(96,498)</u>
<b>Cash flows from non-capital financing activities:</b>			
Payments (to) other funds	(908)	-	(908)
Operating transfers in	-	15,844	15,844
Net cash provided by non-capital financing activities	<u>(908)</u>	<u>15,844</u>	<u>14,936</u>
<b>Cash flows from capital and related financing activities:</b>			
Acquisition and construct of capital assets	(15,800)	-	(15,800)
Net cash provided by (used in) capital and related activities	<u>(15,800)</u>	<u>-</u>	<u>(15,800)</u>
<b>Cash flows from investing activities:</b>			
Interest and dividends on investments	-	40	40
Other revenue	-	150	150
Net cash provided by investing activities	<u>-</u>	<u>190</u>	<u>190</u>
Net increase (decrease) in cash and cash equivalents	<u>-</u>	<u>(97,172)</u>	<u>(97,172)</u>
Cash and cash equivalents at beginning of year	100	302,856	302,956
Cash and cash equivalents at end of year	<u>\$ 100</u>	<u>\$ 205,684</u>	<u>\$ 205,784</u>



**CITY OF PAHOKEE, FLORIDA**  
**Statement of Cash Flows (Continued)**  
**Proprietary Funds**  
**For the year ended September 30, 2023**

<b>Cash flows from operating activities:</b>	<b>Marina and Campground</b>	<b>Cemetery</b>	<b>Total</b>
Operating (loss)	\$ (657,109)	\$ (79,129)	\$ (736,238)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:			
Depreciation and amortization	533,690	6,307	539,997
Change in assets and liabilities:			
(Increase) decrease in receivables	(235)	(15,905)	(16,140)
Increase (decrease) in accounts payable	140,329	(5,283)	135,046
Increase (decrease) in accrued liabilities	33	654	687
Increase (decrease) in deposits	-	-	-
Increase (decrease) in compensated absences	-	(2,393)	(2,393)
Total adjustments	<u>673,817</u>	<u>(16,620)</u>	<u>659,590</u>
Net cash provided by (used in) operating activities	<u>\$ 16,708</u>	<u>\$ (95,749)</u>	<u>\$ (76,648)</u>
Cash and cash equivalents:			
Unrestricted	\$ 100	\$ 49,100	\$ 49,200
Restricted	-	156,584	156,584
Total cash and cash equivalents	<u>\$ 100</u>	<u>\$ 205,684</u>	<u>\$ 205,784</u>

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the City of Pahokee, Florida (City) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

*Financial Reporting Entity*

The City of Pahokee is a municipal corporation organized pursuant to Chapter 9872, Laws of Florida, in 1923. The City provides the full range of municipal services contemplated by statute or charter. The services provided include: law enforcement, fire control, roads and streets, culture and recreation, public improvements, planning and zoning, marina and campground, garbage and solid waste, cemetery, and general administrative services.

As required by generally accepted accounting principles, these financial statements include the City (the primary government) and its component units. Component units are legally separate entities for which the City is financially accountable. The City is financially accountable if:

- a) the City appoints a voting majority of the organization's governing board and (1) the City is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the City,

or

- b) the organization is fiscally dependent on the City and (1) there is a potential for the organization to provide specific financial benefits to the City or (2) impose specific financial burdens on the City.

Organizations for which the City is not financially accountable are also included when doing so is necessary in order to prevent the City's financial statements from being misleading.

Management has determined that component units exist which would require inclusion in this report. Further, the City is not aware of any entity that would consider the City to be a component unit.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Government-wide Financial Statements*

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not included among program revenues are reported instead as general revenues.

*Fund Financial Statements*

The underlying accounting system for the City is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts.

Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds used by the City are classified into two categories: governmental funds and enterprise funds. Separate financial statements are provided for governmental funds and enterprise funds. Major individual governmental and enterprise funds are reported as separate columns in the fund financial statements.

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**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Fund Financial Statements (Continued)

Governmental Funds

The City reports the following as major governmental funds.

The *General Fund* is the primary operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

The *Henderson Endowment Fund* is used to account for the permanently restricted principal received from the Estate of Henderson and the related investment income restricted for cemetery operation.

The *Special Revenues Fund* is used to account for the City's proceeds from specific sources not accounted for in the General Fund.

The *Debt Service Fund* is used to account for the City's debt and the principle and interest payments of those debts, as well as proceeds received from new debt issuances.

The *Capital Projects Fund* is used to account for the completion of the City's capital projects.

Enterprise Funds

Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The City reports the following major proprietary funds:

The *Marina and Campground Fund* accounts for leasing activities of the marina and campsite area.

The *Cemetery Fund* accounts for the operation of the Port Mayaca Cemetery.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement Focus, Basis of Accounting, and Financial Statement Presentation*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses recorded when a liability is incurred, regardless of the timing of related cash flows. The City does not accrue property tax revenues since the collection of these taxes coincides with the fiscal year in which levied, and since the City consistently has no material uncollected property taxes at year end. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. A 60-day availability period is used for revenue recognition for governmental fund revenues. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures relating to compensated absences claims and judgments, are recorded only when payment is due.

Fines and permit revenues are not susceptible to accrual because generally they are not measurable until received in cash. Property taxes, franchise taxes, licenses, interest revenue, intergovernmental revenues, and charges for services associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses report on the costs to maintain the proprietary systems, the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the City's water and sewer function and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)*

*Cash and Cash Equivalents*

Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with maturities of three months or less when purchased.

*Investments*

Investments are stated at fair value, except as discussed below. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value is a market-based measurement, not an entity-specific measurement. For some assets and liabilities, observable market transactions or market information might be available; for others, it might not be available. However, the objective of fair value measurement in both cases is the same, that is, to determine the price at which an orderly transaction to sell the asset or to transfer the liability would take place between market participants at the measurement date under current market conditions. Fair value is an exit price at the measurement date from the perspective of a market participant that controls the asset or is obligated for the liability. The City categorizes investments reported at fair value in accordance with the fair value hierarchy established by GASB Statement No. 72, *Fair Value Measurement and Application*.

Investments include amounts held in the Florida PRIME investment pool administered by the State Board of Administration. The City reports its investment in Florida PRIME at amortized cost. Investments in Florida PRIME are exempt from the GASB 72 fair value hierarchy disclosures.

*Accounts Receivable*

Accounts receivable of the governmental funds and enterprise funds consist of billed and unbilled receivables.

*Inventory*

Inventory is valued at cost, which approximates market, using the first in/first out (FIFO) method. The costs of governmental fund type inventory are recorded as expenditures when consumed rather than when purchased.

*Interfund Transactions*

Interfund transactions are reflected as either loans, services provided, reimbursements, or transfers. Loans are reported as receivables and payables as appropriate, are subject to elimination upon consolidation and are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the noncurrent portion of interfund loans).

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)*

*Interfund Transactions (Continued)*

Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as “internal balances”. Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not available financial resources.

Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related costs as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide presentation.

*Capital Assets*

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g. roads, bridges, and sidewalks) are reported in the applicable governmental or business-type activities columns in the governmental-wide financial statements. Capital assets are defined by the government as assets with an initial cost of more than \$5,000. Capital assets are recorded at cost or the fair market value of the assets at the time of contribution. Depreciation has been provided over the useful lives using the straight line method. The estimated useful lives are as follows:

Buildings	20-40 years
Improvements	20-30 years
Equipment	3-10 years

*Compensated Absences*

Compensated absences are absences for which employees will be paid, such as vacation and sick leave. A liability for compensated absences that is attributable to services already rendered and that is not contingent on a specific event that is outside the control of the government and its employees is accrued as employees earn the rights to the benefits. Compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the government and its employees are accounted for in the period in which such services are rendered or such events take place. All vacation, sick leave, and sabbatical leave are accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)*

*Interest Cost*

Interest costs in governmental funds in the fund basis statements are charged to expenditures as incurred. Construction period interest incurred in proprietary funds is capitalized and included in the cost of the assets in accordance with generally accepted accounting principles.

*Unavailable Revenue*

The government reports unavailable revenue on its governmental funds balance sheet. Unavailable revenues in governmental funds arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed and revenue is recognized.

*Unearned Revenue*

The government reports unearned revenue on its government wide statement of net position and proprietary statement of net position. Unearned revenues arise when the government receives resources before it has a legal claim to them, as when grant monies are received prior to incurring qualifying expenditures.

*Deferred Outflows of Resources*

In addition to assets, the statement of financial position might sometimes report a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that is applicable to a future period(s) and will not be recognized as an outflow of resources (expenditure/expense) in the current period. At the current time, the City has only pension related items that qualify for reporting in this category.

*Deferred Inflows of Resources*

In addition to liabilities, the statement of financial position might sometimes report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) in the current period. At the current time, the City has three items that qualify for reporting in this category: (1) Pension related items; (2) Local business tax receipts that are received by the City prior to the period for which the taxes are levied are reported as deferred inflows of resources on both the entity-wide statement of net position and on the governmental funds balance sheet; and (3) Governmental fund revenues that are not received within 60 days of the fiscal year end don't meet the availability criterion for revenue recognition of the modified accrual basis of accounting, and are therefore reported as deferred inflows of resources on the governmental funds balance sheet.



**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)*

*Net Position*

Net position is the residual of all other elements presented in a statement of financial position. It is the difference between (a) assets plus deferred outflows of resources and (b) liabilities and deferred inflows of resources. A deferred outflow of resources is a consumption of net position that is applicable to a future reporting period. A deferred inflow of resources is an acquisition of net position that is applicable to a future reporting period. Net position is displayed in the following three components:

1. *Net investment in capital assets* – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
2. *Restricted net position* – Consists of net position with constraints placed on the use either by: 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or 2) law through constitutional provisions of enabling legislation.
3. *Unrestricted net position* – All other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

*Fund Balances*

In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balance is reported under the following categories:

1. *Nonspendable Fund Balance* – Includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned, then they should be included in the appropriate fund balance classification (restricted, committed, or assigned), rather than the nonspendable fund balance. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)*

*Fund Balances (Continued)*

2. *Restricted Fund Balance* – Includes amounts that are restricted to specific purposes when constraints placed on the use of resources are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. *Committed Fund Balance* – Includes amounts that can be used only for specific purposes pursuant to constraints imposed by an ordinance, the City’s highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action (an ordinance) it employed to previously commit those amounts.
4. *Assigned Fund Balance* – Includes amounts intended to be used by the City for specific purposes, but are neither restricted nor committed. Intent should be expressed by the City Commission or the City Manager to which the City Commission has delegated authority to assign amounts to be used for specific purposes. The authority for making an assignment is not required to be the City’s highest level of decision making authority. Constraints imposed on the use of assigned amounts are more easily removed or modified than those imposed on amounts classified as committed.
5. *Unassigned Fund Balance* – Includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, it may be necessary to report a negative unassigned fund balance if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is the City’s policy to reduce restricted amounts first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is the City’s policy to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Implementation of Governmental Accounting Standards Board Statements*

The City implemented the following Governmental Accounting Standards Board (GASB) Statements during the fiscal year ended September 30, 2023.

In May 2019, the GASB issued Statement No. 91, *Conduit Debt Obligations*. This Statement will provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. The implementation of this statement did not impact the City's financial statements.

*Recently Issued Accounting Pronouncements*

A brief description of new accounting pronouncements that might have a significant impact on the City's financial statements is presented below. Management is currently evaluating the impact of the adoption of these pronouncements on the City's financial statements.

In April 2022, the GASB issued Statement No. 99, Omnibus 2022. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

In June 2022, the GASB issued Statement No. 100, *Accounting Changes and Error Corrections – An Amendment of GASB Statement No. 62*. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. This Statement also addresses corrections of errors in previously issued financial statements. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Recently Issued Accounting Pronouncements (Continued)*

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*. This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter.

**NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

*Budgetary Data*

Formal budgetary integration is employed as a management control device during the year for the General Fund and the Enterprise Funds. All budgets are legally enacted. The annual appropriated budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles. Except for not budgeting for depreciation, the annual appropriated budgets for the Enterprise Funds are adopted on a basis consistent with generally accepted accounting principles. For budgeting purposes, current year encumbrances are not treated as expenditures.

The following procedures are utilized to establish the annual budget:

1. Prior to August 1st, the City Manager submits to the City Commission a proposed operating budget for the fiscal year commencing the following October 1st. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to October 1st, the budget is legally enacted through passage of a resolution.
4. The City Manager is authorized to transfer budgeted amounts within functional areas (general government, public safety, transportation, and culture and recreation); however, any revisions that alter the total expenditures of functional area must be approved by the City Commission through a legally enacted resolution.
5. Appropriations along with encumbrances lapse on September 30th.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (Continued)**

*Budgetary Data (Continued)*

*Property Taxes*

Under Florida law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of the State regulating tax assessment are also designed to assure a consistent property valuation method statewide.

The tax levy of the City is established by the City Commission prior to October 1st of each year and the Palm Beach County Property Appraiser incorporates the City's millage into the total tax levy, which includes Palm Beach County, the Palm Beach County School Board, and special district tax requirements. All property is reassessed according to its fair market value on January 1st of each year, which is also the lien date. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all the appropriate requirements of State statutes. State Statutes permit municipalities to levy property taxes at a rate of up to 10 mills. The tax rate for the Palm Beach County Fire/Rescue Municipal Service Taxing Unit (MSTU) is included in the 10 mills. See Note 15. The millage rate assessed by the City for the year ended September 30, 2023, was 6.5419 (\$6.5419 for each \$1,000 of assessed valuation). The MSTU portion of the City's millage rate was 3.4581 mills.

All taxes are due and payable on November 1st of each year or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1st following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January and 1% in the month of February. The taxes paid in March are without discount. Delinquent taxes on real property bear interest of 18% per year. On or prior to June 1st following the tax year, certificates are sold for all delinquent taxes on real property. After the sale, tax certificates bear interest of 18% per year or any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years. Delinquent taxes on personal property bear interest of 18% per year until the tax is satisfied either by seizure and sale of the property or by the five-year statute of limitations. At September 30, 2023, unpaid delinquent taxes were not material.

*Compliance*

The audit report and the Annual Comprehensive Financial Report filed with the Florida Department of Financial Services for the fiscal year ended September 30, 2023 were not filed timely.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 3 – DEPOSITS AND INVESTMENTS**

*Deposits with Financial Institutions*

In addition to insurance provided by the Federal Depository Insurance Corporation, deposits are held in banking institutions approved by the State Treasurer of the State of Florida to hold public funds. Under Florida Statutes Chapter 280, *Florida Security for Public Deposits Act*, the State Treasurer requires all Florida qualified public depositories to deposit with the Treasurer or other banking institution eligible collateral. In the event of failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses. The City's deposits at year end are considered insured for custodial credit risk purposes. At year end, the reported amounts of the City's were \$6,321,614 for Fiscal year 2023 and \$7,129,631 for fiscal year 2022. The City also had \$550 in petty cash.

*Investments*

Florida Statutes and the City's investment policy authorize the City to invest in the following types of securities:

- The Local Government Surplus Funds Trust Fund.
- Direct obligations of the United States Treasury.
- Interest bearing time deposits (Certificates of Deposit) or savings accounts in Qualified Public Depositories as defined in Florida Statutes.
- Obligations of federal agencies and instrumentalities.
- Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

The investment policy applies to all funds held by the City in excess of those required to meet current expenses, with the exception of pension fund assets and funds whose uses are restricted by debt covenants or legal, regulatory or other constraints. The State Board of Administration (SBA) administers the Florida PRIME investment pool, which is governed by Chapter 19-7 of the Florida Administrative Code and Chapters 218 and 215 of the Florida Statutes. These rules provide guidance and establish the policies and general operating procedures for the administration of the Florida PRIME. The investment in Florida PRIME is reported at amortized cost in accordance with GASB Statement No. 79, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools* (GASB 79). The investment in the Florida PRIME is not insured by FDIC or any other governmental agency.

GASB 79 requires that if a participant has an investment in a qualifying external investment pool that measures for financial reporting purposes all of its investments at amortized cost it should disclose the presence of any limitations or restrictions on withdrawals (such as redemption notice periods, maximum transaction amounts, and the qualifying external investment pool's authority to impose liquidity fees or redemption gates) in notes to the financial statements.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 3 – DEPOSITS AND INVESTMENTS (Continued)**

*Investments (Continued)*

With regard to redemption gates, Chapter 218.409(8)(a), Florida Statutes, states that “The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days.”

With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2023, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant’s daily access to 100 percent of their account value in the Florida PRIME.

With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2023, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant’s daily access to 100 percent of their account value in the Florida PRIME.

The weighted average days to maturity (WAM) of Florida PRIME at September 30, 2023, was 51 days. A portfolio’s WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating rate instruments. WAM measures the sensitivity of Florida PRIME to interest rate changes.

CITY OF PAHOKEE, FLORIDA  
Notes to Financial Statements  
September 30, 2023

**NOTE 3 – DEPOSITS AND INVESTMENTS (Continued)**

*Investments (Continued)*

GASB 72 requires governments to disclose the fair value hierarchy for each type of asset or liability measured at fair value in the notes to the financial statements. The standard also requires governments to disclose a description of the valuation techniques used in the fair value

measurement and any significant changes in valuation techniques. GASB 72 establishes a three-tier fair value hierarchy. The hierarchy is based on valuation inputs used to measure the fair value as follows:

- Level 1: Inputs are directly observable, quoted prices in active markets for identical assets or liabilities.
- Level 2: Inputs are other than quoted prices included within Level 1 that are for the asset or liability, either directly or indirectly. These inputs are derived from or corroborated by observable market data through correlation or by other means.
- Level 3: Inputs are unobservable inputs used only when relevant Level 1 and Level 2 inputs are unavailable.

The level in which an asset is assigned is not indicative of its quality but an indication of the source of valuation inputs.

As of September 30, 2023, the City did not hold any investments that are required to be reported in accordance with GASB 72.

As of September 30, 2023, the City had the following investments:

<u>Investment Measured at Amortized Cost</u>	<u>Maturity</u>	<u>Amount</u>
Florida PRIME	50 days	<u>\$ 349,373</u>



**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 3 – DEPOSITS AND INVESTMENTS (Continued)**

*Investments (Continued)*

A reconciliation of cash and cash equivalents and investments as shown on the statement of net position to deposits and investments as of September 30, 2023 is as follows:

By category:	
Deposits	\$ 5,971,691
Petty cash	550
Investments	349,373
Total deposits and investments	\$ 6,321,614
Presented in the statement of net position:	
Unrestricted cash and cash equivalents	\$ 4,048,445
Restricted cash and cash equivalents	2,273,169
Total cash and cash equivalents	\$ 6,321,614

*Credit Risk*

Credit risk is the risk that an issuer or other counter party to an investment will not fulfill its obligations. The City’s investment policies limit its investments to high quality investments to control credit risk. As of September 30, 2023, the SBA Florida PRIME Pool was rated AAAm by Standard and Poor’s.

*Interest Rate Risk*

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the time to maturity, the greater the interest rate risk. The City’s investment policy attempts to match investment maturities with known cash needs and anticipated cash flow requirements to limit interest rate risk. Investments of current operating funds are limited to maturities of no longer than five years. Investments of bond reserves, construction funds, and other non-operating funds shall have a term appropriate to the need for funds, but no longer than ten years.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 3 – DEPOSITS AND INVESTMENTS (Continued)**

*Concentration of Credit Risk*

Concentration of credit risk is defined as the risk of loss attributed to the magnitude of an investment in a single issuer. To limit concentration of credit risk, the City’s investment policy has established the following maximum limits by instrument:

<u>Investment Instrument</u>	<u>Maximum</u>
Local Government Surplus Funds Trust Fund	75%
Direct Obligations of the U.S. Treasury	75%
Money Market, CD's and Savings Accounts	75%
Other U.S. Government Obligations/Agencies	50%

**NOTE 4 – ACCOUNTS RECEIVABLE**

Accounts receivable at September 30, 2023, are comprised of the following:

	<u>General Fund</u>	<u>Special Revenues Fund</u>	<u>Capital Projects Fund</u>	<u>Marina and Campground Fund</u>	<u>Cemetery Fund</u>
Billed	\$ 65,682	\$ -	\$ -	\$ 735	\$ 4,529
Unbilled	234,700	-	-	-	-
Taxes receivable	232,666	28,242	1,573,870	-	-
Grant receivables	-	-	-	-	-
Due from other governments	319,780	-	469	-	-
Subtotal	<u>852,828</u>	<u>28,242</u>	<u>1,574,339</u>	<u>735</u>	<u>4,529</u>
Less allowance for uncollectable	(63,131)	-	-	-	-
Total	<u>\$ 789,697</u>	<u>\$ 28,242</u>	<u>\$ 1,574,339</u>	<u>\$ 735</u>	<u>\$ 4,529</u>

The Palm Beach County Water Utility Department (PBCWUD) provides billing and collection services for the City’s solid waste collection activities. Amounts collected by the PBCWUD but not yet paid to the City are reported as due from other governments. The amounts are reported net of a one percent administrative fee.

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**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 5 – CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2023, was as follows:

	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Governmental activities:					
Capital assets not being depreciated:					
Land	\$ 404,742	\$ -	\$ -	\$ -	\$ 404,742
Construction in progress	3,045,124	1,892,536	-	-	4,937,660
Total not being depreciated	3,449,866	1,892,536	-	-	5,342,402
Capital assets being depreciated:					
Improvements other than buildings	5,290,230	-	-	-	5,290,230
Buildings	5,144,902	112,001	-	-	5,256,903
Equipment	2,009,031	12,244	-	-	2,021,275
Leased equipment	15,056	-	-	-	15,056
Total being depreciated	12,459,219	124,245	-	-	12,583,464
Total at historical cost	15,909,085	2,016,781	-	-	17,925,866
Less accumulated depreciation for:					
Improvements other than buildings	(2,363,575)	(184,596)	-	-	(2,548,171)
Buildings	(4,450,220)	(73,769)	-	-	(4,523,989)
Equipment	(1,854,189)	(89,569)	-	-	(1,943,758)
Leased equipment	(10,628)	(4,428)	-	-	(15,056)
Total accumulated depreciation	(8,678,612)	(352,362)	-	-	(9,030,974)
Governmental activities capital assets, net	\$ 7,230,473	\$ 1,664,419	\$ -	\$ -	\$ 8,894,892
	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Business-type activities:					
Capital assets not being depreciated:					
Land	\$ 98,000	\$ -	\$ -	\$ -	\$ 98,000
Total not being depreciated	98,000	-	-	-	98,000
Capital assets being depreciated:					
Improvements other than buildings	9,477,003	15,800	-	-	9,492,803
Buildings	8,170,492	-	-	-	8,170,492
Equipment	163,046	-	-	-	163,046
Total being depreciated	17,810,541	15,800	-	-	17,826,341
Total at historical cost	17,908,541	15,800	-	-	17,924,341
Less accumulated depreciation for:					
Improvements other than buildings	(7,624,944)	(269,047)	-	-	(7,893,991)
Buildings	(3,380,773)	(270,055)	-	-	(3,650,828)
Equipment	(162,151)	(895)	-	-	(163,046)
Total accumulated depreciation	(11,167,868)	(539,997)	-	-	(11,707,865)
Business-types activities capital assets, net	\$ 6,740,673	\$ (524,197)	\$ -	\$ -	\$ 6,216,476

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 5 – CAPITAL ASSETS (Continued)**

Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental activities:</b>		
General government	\$	25,670
Public safety		3,015
Transportation		159,464
Culture and recreation		164,213
<b>Total depreciation expense governmental activities</b>	<b>\$</b>	<b>352,362</b>
<b>Business-type activities:</b>		
Marina & Campground	\$	533,690
Cemetery		6,307
<b>Total depreciation expense business-type activities</b>	<b>\$</b>	<b>539,997</b>

**NOTE 6 – INTERFUND TRANSACTIONS**

The composition of interfund balances at September 30, 2023, is as follows:

Due to/from other funds:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
Cemetery Fund	Henderson Endowment Fund	\$ 16,113

The outstanding balances between funds result primarily from the time lag between the dates that interfund goods and services are provided or reimbursable expenditures occur; transactions are recorded in the accounting system; and payments between funds are made.

Advances to/from other funds:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Special Revenues Fund	\$ 15,000
General Fund	Marina and Campground Fund	187,867
General Fund	Cemetery Fund	412,370
		<b>\$ 615,237</b>

The outstanding balances between funds represent interfund loans to cover operating deficits.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 6 – INTERFUND TRANSACTIONS (Continued)**

*Transfers*

Interfund transfers for the year ended September 30, 2023, are as follows:

<u>Transfers Out</u>	<u>Transfer In</u>	<u>Amount</u>
General Fund	Special Revenues Fund	\$ 464,560
Henderson Endowment Fund	Cemetery Fund	15,844
Special Revenues Fund	Debt Service Fund	157,501
		<u>\$ 637,905</u>

**NOTE 7 – LONG-TERM LIABILITIES**

*Governmental Activities*

Long-term liabilities of the governmental activities at September 30, 2023, consisted of the following:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due within one year</u>
<b>Governmental activities:</b>					
Notes payable	\$ 153,517	\$ -	\$ (153,517)	\$ -	\$ -
Compensated absences	74,303	48,600	-	122,903	-
Net pension liability	39,752	103,854	-	143,606	-
OPEB	139,191	-	-	139,191	-
Total governmental	<u>\$ 406,763</u>	<u>\$ 152,454</u>	<u>\$ (153,517)</u>	<u>\$ 405,700</u>	<u>\$ -</u>

*Business-Type Activities*

Long-term liabilities of the business-type activities at September 30, 2023, consisted of the following:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due within one year</u>
<b>Business-type activities:</b>					
Compensated absences	<u>\$ 7,169</u>	<u>\$ -</u>	<u>\$ (2,393)</u>	<u>\$ 4,776</u>	<u>\$ 1,481</u>

The liability for compensated absences, other postemployment benefits, and the net pension liability have been paid out of the fund where the related employees work.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 7 – LONG-TERM LIABILITIES (Continued)**

Bank of Belle Glades Promissory Note, Series 2018

On November 13, 2018, the City issued the City Pahokee Promissory Note, Series 2018 in the principle amount of \$605,780. The note was issued to finance the purchase and installation of an artificial turf surface on the City's Everglades Preparatory Academy football field and to pay costs related thereto (the "Project") and to pay costs of issuance of the Note. Principle and interest (4.40%) payments are due monthly beginning January 1, 2019. The balance is \$0 as of September 30, 2023.

**NOTE 8 – FLORIDA RETIREMENT SYSTEM**

General Information

All full-time employees hired before January 1, 1996 are eligible to participate in the Florida Retirement System (FRS). The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the Florida Retirement System Investment Plan. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost sharing multiple-employer defined benefit pension plan, to assist retired members of any state administered retirement system in paying the costs of health insurance.

Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of the two cost-sharing, multiple-employer defined benefit plans and other nonintegrated programs.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000 or calling toll free at 877-377-1737. The report is also available at the Florida Department of Management Services web site [www.dms.myflorida.com](http://www.dms.myflorida.com).

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

Significant Accounting Policies

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Florida Retirement System Pension Plan (FRSP) and the Florida Retirement System Health Insurance Subsidy Program and additions to/deduction from the FRSP and HIS fiduciary net position have been determined on the same basis as they are reported by FRSP and HIS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

***PENSION PLAN***

Plan Description

The FRS Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (DROP) for eligible employees. The general classes of membership are as follows:

Regular Class  
 Special Risk Class  
 Elected Officials Class  
 Senior Management Service Class

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service.

Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

***PENSION PLAN (Continued)***

**Benefits Provided**

Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years’ earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years’ earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors’ benefits.

The following table shows the percentage value for each year of service credit earned:

Regular Class members initially enrolled before July 1, 2011	
Retirement up to age 62 or up to 30 years of service	1.60%
Retirement at age 63 or with 31 years of service	1.63%
Retirement at age 64 or with 32 years of service	1.65%
Retirement at age 65 or with 33 or more years of service	1.68%
Regular Class members initially enrolled on or after July 1, 2011	
Retirement up to age 65 or up to 33 years of service	1.60%
Retirement at age 66 or with 34 years of service	1.63%
Retirement at age 67 or with 35 years of service	1.65%
Retirement at age 68 or with 36 or more years of service	1.68%
Special Risk Class	
Service from December 1, 1970 through September 30, 1974	2.00%
Service on or after October 1, 1974	3.00%
Elected Officials Class	3.00%
Senior Management Service Class	2.00%

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011 will not have a cost-of-living adjustment after retirement.



**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

***PENSION PLAN (Continued)***

Contributions

Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute three percent of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1st of each year. The employer contribution rates by job class for the fiscal year ended September 30, 2023 were as follows:

Class	10/01/22 through 06/30/23	07/01/23 through 09/30/23
Regular Class	8.26%	8.47%
Senior Management Service Class	24.06%	24.41%
Special Risk Class	24.50%	25.48%
DROP	14.03%	14.60%

The employer contribution rates include a 1.66% HIS Plan subsidy. Except for DROP, the rates also include 0.06% for administrative costs of the Public Employee Optional Retirement Program.

For the fiscal year ended September 30, 2023, the City made contributions of \$10,203 to the Pension Plan and the City’s employees made contributions of \$25,763, for total contributions of \$35,966.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At September 30, 2023, the City reported a liability of \$84,508 for its proportionate share of the Pension Plan’s net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023. The City’s proportionate share of the net pension liability was based on the City’s 2022-2023 fiscal year contributions relative to the 2021-2022 fiscal year contributions of all participating members. At June 30, 2023, the City's proportionate share was 0.000212082 percent, which was a increase of 0.000067452 percent from its proportionate share measured as of June 30, 2022. For the fiscal year ended September 30, 2023, the City recognized pension expense of \$18,518 related to the Plan. In addition, the City reported deferred outflows of resources and deferred inflows of resources related to pensions on the following page from the following sources:

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

***PENSION PLAN (Continued)***

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 7,935	\$ -
Change of assumptions	5,509	-
Net difference between projected and actual earnings of Pension Plan investments	3,529	-
Change in proportion and differences between City Pension Plan contributions and proportionate share of contributions	16,058	6,643
	\$ 33,031	\$ 6,643

The deferred outflows of resources related to the Pension Plan, totaling \$3,215 resulting from City contributions to the Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

Fiscal Year Ending September 30	Amount
2023	\$ 9,415
2024	1,015
2025	1,098
2026	1,768
2027	2,239
Thereafter	4,310
	\$ 19,845

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

***PENSION PLAN (Continued)***

Actuarial Assumptions

The total pension liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions:

Valuation date	July 1, 2023
Measurement date	June 30, 2022
Inflation	2.60 %
Salary increases	3.25%, average, including inflation
Investment rate of return	6.90%, net of pension plan investment expense, including inflation
Mortality	Generational RP-2000 with projection scale BB
Actuarial cost method	Individual Entry Age

The actuarial assumptions used in the July 1, 2023, valuation were based on the results of an actuarial experience study for the period July 1, 2013 through June 30, 2018.

The long-term expected rate of return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Annual Arithmetic Return</u>	<u>Compound Annual Return</u>	<u>Standard Deviation</u>
Cash	1.0%	2.9%	2.9%	1.1%
Fixed Income	19.8%	4.5%	4.4%	3.4%
Global Equity	54.0%	8.7%	7.1%	18.1%
Real Estate (Property)	10.3%	7.6%	6.6%	14.8%
Private Equity	11.1%	11.9%	8.8%	26.3%
Strategic Investments	3.8%	6.3%	6.1%	7.7%
Assumed Inflation - Mean			2.4%	1.4%

(1) As outlined in the Pension Plan's investment policy

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

**PENSION PLAN (Continued)**

Discount Rate

The long-term expected rate of return assumption of 6.90% used in the discount rate calculations consists of two building block components: 1) a real (in excess of inflation) return of 4.5%, consistent with the currently articulated real return target in the current Florida State Board of Administration’s investment policy, developed using capital market assumptions calculated by Aon Hewitt Investment Consulting; 2) a long-term average annual inflation assumption of 2.6% as most recently adopted in October 2018 by the FRS Actuarial Assumption Conference. The discount rate of 6.90% used for the net pension liability calculations differs from the 7.50% investment rate of return chosen by the FRS Actuarial Assumptions Conference used for funding policy.

Sensitivity of the City’s Proportionate Share of the Net Position Liability to Changes in the Discount Rate

The following represents the City’s proportionate share of the net pension liability calculated using the discount rate of 6.70%, as well as what the City’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.70%) or one percentage point higher (7.70%) than the current rate:

Asset Class	1% Decrease (5.70%)	Current Discount Rate (6.70%)	1% Increase (7.70%)
City's proportionate share of the net pension liability	\$ 144,357	\$ 84,508	\$ 34,437

Pension Plan Fiduciary Net Position

Detailed information regarding the Pension Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan

At September 30, 2023, the City reported no payable for outstanding contributions to the Pension Plan.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

***RETIREE HEALTH INSURANCE SUBSIDY PROGRAM***

Plan Description

The HIS Plan is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided

For the fiscal year ended September 30, 2023, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions

The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended September 30, 2023, the HIS contribution was 1.66%. The City contributed 100% of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

The City's contributions to the HIS Plan totaled \$2,448 for the fiscal year ended September 30, 2023.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At September 30, 2023, the City reported a liability of \$59,098 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023. The City's proportionate share of the net pension liability was based on the City's 2022-2023 fiscal year contributions relative to the 2021-2022 fiscal year contributions of all participating members.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

**RETIREE HEALTH INSURANCE SUBSIDY PROGRAM (Continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

At June 30, 2023, the City's proportionate share was 0.00000372122 percent, which was an increase of 0.00000186063 percent from its proportionate share measured as of June 30, 2022.

For the fiscal year ended September 30, 2023, the City recognized a pension expense of \$23,063. In addition, the City reported deferred outflows of resources and deferred in flows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 865	\$ 139
Change in assumptions	1,554	5,121
Net difference between projected and actual earnings on pension plan investments	31	-
Change in proportion and differences between City pension plan contributions and proportionate share of contributions	18,395	7,874
	<u>\$ 20,845</u>	<u>\$ 13,134</u>

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

The deferred outflows of resources related to the HIS Plan, totaling \$1,025 resulting from City contributions to the HIS Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the HIS Plan will be recognized in pension expense as follows:

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

***RETIREE HEALTH INSURANCE SUBSIDY PROGRAM (Continued)***

Fiscal Year Ending September 30	Amount
2023	\$ 878
2024	1,433
2025	1,484
2026	1,415
2027	2,118
Thereafter	4,071
	\$ 11,399

Actuarial Assumptions

The total pension liability in the July 1, 2023, actuarial valuation was determined using the following actuarial assumptions:

Valuation date	July 1, 2023
Measurement date	June 30, 2022
Inflation	2.60 %
Salary increases	3.25%, average, including inflation
Municipal bond rate	3.58%
Investment rate of return	N/A
Mortality	GenerationalRP-2000 with projection scale BB
Actuarial cost method	Individual Entry Age

The actuarial assumptions used in the July 1, 2023, valuation were based on the results of an actuarial experience study for the period July 1, 2013 through June 30, 2018.

Discount Rate

The discount rate used to measure the total pension liability was 3.58%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 8 – FLORIDA RETIREMENT SYSTEM (Continued)**

***RETIREE HEALTH INSURANCE SUBSIDY PROGRAM (Continued)***

Sensitivity of the City’s Proportionate Share of the Net Position Liability to Changes in the Discount Rate

The following represents the City’s proportionate share of the net pension liability calculated using the discount rate of 3.65%, as well as what the City’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (2.65%) or one percentage point higher (4.65%) than the current rate:

<u>Asset Class</u>	<u>1% Decrease (2.65%)</u>	<u>Discount Rate (3.65%)</u>	<u>1% Increase (4.65%)</u>
City's proportionate share of the net pension liability	\$ 67,422	\$ 59,098	\$ 52,198

Pension Plan Fiduciary Net Position

Detailed information regarding the HIS Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan

At September 30, 2023, the City reported no payable for outstanding contributions to the HIS Plan.

The following table provides a summary of significant information related to the Florida Retirement System defined benefit plans for the year ended September 30, 2023:

<u>Description</u>	<u>Pension Plan</u>	<u>HIS Program</u>	<u>Total</u>
Total pension liability	\$ 132,482	\$ 61,635	\$ 194,117
Plan fiduciary net position	47,974	2,537	50,511
Net pension liability	84,508	59,098	143,606
Deferred outflows of resources	33,031	20,845	53,876
Deferred inflows of resources	6,643	13,134	19,777
Pension expense	18,518	23,063	41,581



**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 9 – GENERAL EMPLOYEES’ RETIREMENT PLAN**

The General Employees Retirement Plan (the "Plan") is a single employer defined contribution pension plan established by the City to provide retirement and death benefits to general employees hired on or after January 1, 1996. A defined contribution pension plan has terms that specify how contributions to an individual's account are to be determined rather than the amount of pension benefits the individual is to receive. In a defined contribution plan, the pension benefits a participant will receive depend only on the amount contributed to the participant's account, earnings on investments of these contributions, and forfeitures of other participant's benefits that may be allocated to the participant's account. Under the terms of the Plan agreement, all forfeitures shall be used to reduce the employer's contributions.

Vesting commences at a rate of 20% each year until the employee is fully vested after five years. Credited service begins with the first day of the month coinciding with or the next day following six months of service. Plan provisions and contribution requirements are established and may be amended by the City Commission.

The City is required to contribute 3% of covered compensation. Plan members are not allowed to contribute to the Plan. However, if Plan members contribute 3% of compensation to the Internal Revenue Code Section 457 Deferred Compensation Plan (see Note 10), the City will make a matching contribution of 4.35% to the General Employees’ Retirement Plan. For the year ended September 30, 2023, the City recognized pension expense of \$54,243 for the General Employees’ Retirement Plan, which included forfeitures of \$64,361. At September 30, 2023, the City reported no payable for outstanding contributions to the Plan.

The Plan is administered by the Florida League of Cities, which provides various investment alternatives. Participants direct the allocation of contributions to investment alternatives offered under the Plan. Because the City does not hold or administer funds for the Plan, the Plan does not meet the criteria for inclusion in the City’s financial statements as a fiduciary fund.

**NOTE 10 – DEFERRED COMPENSATION PLAN**

Employees of the City of Pahokee may participate in a deferred compensation plan adopted under the provisions of Internal Revenue Code Section 457 (Deferred Compensation Plans with Respect to Service for State and Local Governments).

The deferred compensation plan is available to all employees of the City. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death, or unforeseeable emergency. Valic, Inc. administers the deferred compensation plan.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 10 – DEFERRED COMPENSATION PLAN (CONTINUED)**

On December 15, 1998, the Deferred Compensation Plan was amended to conform with the changes in the Internal Revenue Code brought about by the Small Business Job Protection Act of 1996 (the “Act”). The Act requires that eligible deferred compensation plans established and maintained by governmental employers be amended to provide that all assets of the plan be held in trust, or under one or more appropriate annuity contracts or custodial accounts, for the exclusive benefit of plan participants and their beneficiaries. As a result of this change, plan assets will no longer be subject to the claims of the City’s general creditors.

Because the City has little administrative involvement and does not perform the investing function for funds in the Pinnacle Associates Plan, the City’s activities do not meet the criteria for inclusion in the fiduciary funds of a government.

**NOTE 11 – DEFICIT NET POSITION OF INDIVIDUAL**

As of September 30, 2023, the Marina and Campground Enterprise Fund reported positive net position but reported a deficit of (\$506,510) in unrestricted net position, and the Cemetery Enterprise Fund reported (\$6,802) in total net position and a deficit of ( \$331,613) in unrestricted net position.

**NOTE 12 – INDUSTRIAL DEVELOPMENT BONDS**

In May 2009, the City issued \$2,480,000 of Series 2009 bonds pursuant to an Indenture of Trust dated as of May 1, 2009 between the City and U.S. Bank National Association of Fort Lauderdale, Florida. The City issued \$2,480,000 of its Healthcare Facility Refunding Revenue Bonds, Series 2009 in two series. The City issued \$2,130,000 of its 6.5%-9.0% Series 2009A bonds and \$350,000 of its 9.0%-11.5% Taxable Series 2009B bonds. The Series 2009A bonds were issued to repay the remaining principal on the Series 1990 bonds and enable the Council to improve the Glades Health Care Center. The proceeds from the sale of the Series 2009B bonds were used to pay certain costs of issuance relating to the issuance of the Series 2009A bonds and the Series 2009B bonds. The bonds are secured by a first mortgage lien on, and security interest in, the real property, personal property and fixtures, and a pledge and assignment of, and security interest in, the gross revenues of the Council. The Gainesville Council on Aging, Inc. is a guarantor on the bonds.

The Series 2009 bonds do not constitute a debt, liability or obligation of the City, and neither the faith and credit nor the taxing power of the City is pledged to the payment of the principal of or the interest on the Series 2009 bonds. The City is not obligated to pay the Series 2009 bonds or the interest thereon except from the revenues and proceeds pledged from the borrower.

As of September 30, 2023, there was \$1,025,000 of the Series 2009A conduit debt outstanding.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 13 – RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the City carries commercial insurance. The City has not significantly reduced insurance coverage from the prior year, and there were no settled claims which exceeded insurance coverage during the past three fiscal years.

Florida Statutes limit the City's maximum loss for most liability claims to \$200,000 per person and \$300,000 per occurrence under the Doctrine of Sovereign Immunity. However, under certain circumstances, a plaintiff can seek to recover damages in excess of statutory limits by introducing a claims bill to the Florida Legislature. The limits addressed in Florida Statutes do not apply to claims filed in Federal courts.

**NOTE 14 – LITIGATION CONTINGENCIES**

The City is involved in various litigations and claims arising in the course of operations. It is the opinion of legal counsel that the likelihood of unfavorable outcome and the amounts of potential losses cannot be reasonably determined at this time. Accordingly, no provision for any liability that may result has been made in the accompanying financial statements.

**NOTE 15 – COMMITMENTS**

*Palm Beach County Fire Rescue Services Interlocal Agreement*

On September 12, 2006, the City entered into a 10-year inter-local agreement with Palm Beach County to provide fire suppression, emergency medical services, special operations, hazardous materials response and mitigation, emergency communications, confined space rescue, dive rescue, fire code inspections, arson investigation, new construction inspection, community education programs, and all other emergency and non-emergency services to the City of Pahokee commencing October 1, 2006. Under the terms of the Agreement, the City transferred all the City's fire rescue apparatus and related equipment, to Palm Beach County Fire Rescue on October 1, 2006.

The costs of the services under the Agreement are to be funded through the Fire/Rescue MSTU pursuant to ordinances adopted by the County and the City providing for the inclusion of the City into the Fire/Rescue MSTU. It is anticipated that the County Fire/Rescue dispatch and related communication services to the City will be funded from countywide ad valorem tax revenues through the Countywide Common Dispatch program offered by the County to any fire-rescue providers that desire these services. If the County's ability to fund the dispatch and related communication services from non-MSTU revenues is eliminated for any reason, then the County may fund these dispatch and related services to the City through the Fire/Rescue MSTU. The tax rate for the MSTU is included in the 10 mills the City is legally allowed to assess. For the fiscal year ended September 30, 2023, the MSTU portion of the City's millage rate was 3.4581 mills.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 15 – COMMITMENTS (CONTINUED)**

*Palm Beach County Fire Rescue Services Interlocal Agreement (Continued)*

Should the City for any reason no longer be included in the Fire/Rescue MSTU during the term of the Agreement, the City shall pay the County an annual, or prorated, contract amount equal to the value of taxable property within the incorporated boundaries of the City multiplied by the Fire/Rescue MSTU millage rate.

As part of the Agreement, the City agreed to lease the building and surrounding property known as the Pahokee Fire Station to the County for its use as a fire station for the sum of one dollar per year for a period of ten years commencing on October 1, 2006.

The City entered into an inter-local agreement with the Palm Beach County Sheriff's Office to provide law enforcement services commencing February 12, 2006, and ending September 30, 2008. The agreement was later amended to extend the contract through September 30, 2009. On July 12, 2020, the City approved the eleventh addendum to the agreement extending the agreement through September 30, 2023. The contractual cost for the year ended September 30, 2023 was \$582,466.

**NOTE 16 – SPECIAL ENDOWMENT**

On October 12, 1999, the Port Mayaca Cemetery received \$875,000 from an estate. The bequest was intended as a permanent endowment for the cemetery. All earnings on the principal amount can be used by the cemetery for the upkeep, maintenance, and beautification of the cemetery. In addition, the cemetery is allowed to borrow up to \$100,000 to purchase equipment or to make improvements to the cemetery. Any amount borrowed must be paid back into the endowment over a period not to exceed seven years.

The City has established a permanent fund to account for the endowment principal, investment earnings, and transfers to the Cemetery Fund for upkeep, maintenance, and beautification of the cemetery. During the fiscal year ended September 30, 2023, the permanent fund transferred \$16,113 to the Cemetery Fund.

**NOTE 17 – OTHER POSTEMPLOYMENT BENEFITS**

In June 2015, GASB released GASB Statement No. 75 which replaces the accounting standards for other post employment benefits (OPEB) for employer accounting. This standard will be applied to post employment medical benefits that are by provided to the City's retirees. Prior to the GASB No. 75, benefits were accounted for under GASB No. 45.

Under GASB No. 45, the net OPEB obligation was a liability of the City. Under GASB No. 75, the entire unfunded actuarial accrued liability is now reported on the financial statements. There is no longer a net OPEB obligation. The annual expense is equal to the increase (decrease) in the funded actuarial accrued liability. To minimize expense volatility, some of the increase (decrease) is deferred.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 17 – OTHER POSTEMPLOYMENT BENEFITS (Continued)**

*Plan Description*

The City provides a single employer defined benefit health care plan to all of its employees. The plan allows its employees and their beneficiaries to continue to obtain health benefits upon retirement. The normal retirement age for City employees is age 62 for employees enrolled in the retirement plan before July 1, 2011 and age 65 for employees enrolled in the retirement plan after July 1, 2011. The benefits of the plan are in accordance with Florida Statutes, which are the legal authority for the plan. The plan has no assets and does not issue a separate financial report.

*Funding Policy*

The City does not directly make a contribution to the plan on behalf of retirees. Retirees and their beneficiaries pay the same group rates as are charged to the City for active employees by its healthcare provider. However, the City’s actuaries in their actuarial valuation, calculate an offset to the cost of these benefits as an Employer Contribution, based upon an implicit rate subsidy. This offset equals the total age-adjusted costs paid by the City or its active employees for coverage of the retirees and their dependents for the year net of the retiree’s own payments for the year.

*Plan membership*

Based on the actuarial valuation results as of September 30, 2023, the number of participants included in the plan is as follows:

Retired participants	-
Active employees	<u>39</u>
Total	<u>39</u>

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 17 – OTHER POSTEMPLOYMENT BENEFITS (Continued)**

*Actuarial Methods and Assumptions*

Projections of benefits are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits in force at the valuation date and the pattern of sharing benefit costs between the City and the plan members to that point. Actuarial calculations reflect a long-term perspective and employ methods and assumptions that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets. Significant methods and assumptions were as follows:

Actuarial valuation date	October 1, 2022
Actuarial cost method	Entry Age Normal (Alternative Measurement Method)
Amortization method	Level Dollar - Open
Amortization period	30-year closed period
Asset valuation method	Not Applicable
Actuarial assumptions:	
Discount rate	2.43%
Healthcare cost trend	10.00% for 2019, 9.44% for 2020, 8.89% for 2021 decreasing to 5.0% in 2028
Mortality	RP-20 14 Combined Annuitant Mortality Table for males and females. The Mortality Table reflects recent rates developed by the Society of Actuaries.

*Change in Net OPEB Liability*

	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances as of 9/30/2022	\$ 139,191	\$ -	\$ 139,191
Service Cost	-	-	-
Interest on Total OPEB Liability	-	-	-
Difference Between Expected and Actual Experience	139,191	-	139,191
Changes of Assumptions and Other Inputs	-	-	-
Benefit Payments	-	-	-
Other Changes	-	-	-
Net Changes	-	-	-
Balances as of 9/30/2023	<u>\$ 139,191</u>	<u>\$ -</u>	<u>\$ 139,191</u>

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 17 – OTHER POSTEMPLOYMENT BENEFITS (Continued)**

*Sensitivity of Net OPEB Liability*

The following table presents the net OPEB liability, using a discount rate and health care cost trend rate that is 1-percentage point lower and 1-percentage point higher:

	1% Decrease	Current Discount Rate	1% Increase
	1.43%	2.43%	3.43%
Discount rate	\$ 173,067	\$ 139,191	\$ 113,480

*Discount Rate*

The City does not have a dedicated Trust to pay retiree healthcare benefits. Per GASB 75, the discount rate should be a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/ Aa or higher (or equivalent quality on another rating scale). A rate of 2.43% is used, which is the S&P Municipal Bond 20 Year High-Grade Rate Index as of September 30, 2023.

*OPEB Expense*

Service Cost	\$	8,875
Interest on Service Cost		3,761
Total		12,636
Interest Cost		-
Difference Between Expected & Actual Experience		224
Changes of Assumptions and Other Inputs		1,408
Total	\$	14,268

*Schedule of Deferred Inflows and Outflows of Resources*

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 3,950
Changes of assumptions	24,799	-
Net difference between projected and actual earnings	-	-
Employer contribution subsequent to measurement date	\$ 24,799	\$ 3,950

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
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**NOTE 17 – OTHER POSTEMPLOYMENT BENEFITS (Continued)**

The deferred outflows and deferred inflows of resources related to OPEB resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended September 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the OPEB plan are as follows:

Fiscal Year Ending September 30	Outflows	Inflows
2023	\$ 1,408	\$ (224)
2024	1,408	(224)
2025	1,408	(224)
2026	1,408	(224)
2027	1,408	(224)
Thereafter	14,946	(2,826)
	\$ 21,986	\$ (3,946)

**NOTE 18 – OPERATING LEASES**

Effective October 1, 2021, the City implemented GASB 87 Leases. There was no change in the beginning net position / fund balance due to the implementation, and no restatement was required.

*Everglades Preparatory Academy*

In March 2007, the City entered into an agreement with Everglades Preparatory Academy, Inc. (Everglades) to lease certain facilities at the Old Pahokee High School to Everglades. The term of the lease was for a 10-year period commencing on May 1, 2007, with an option to renew for an additional 10-year term. In 2017, Everglades exercised its option to renew the lease. Total lease payments received under the lease during the fiscal year ended September 30, 2023 were \$32,374. As of September 30, 2023, the cost of the land and building under the operating lease was \$2,607,755 and accumulated depreciation was \$2,425,376 resulting in a net book value of \$182,379. The building is fully depreciated.



**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
**September 30, 2023**

**NOTE 18 – OPERATING LEASES (Continued)**

*Everglades Preparatory Academy (Continued)*

The General Fund’s amortization lease payments receivable as of September 30, 2023, are as follows:

<u>Fiscal Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 33,349	\$ 2,819	\$ 36,168
2025	34,329	1,944	36,273
2026	35,334	1,044	36,378
2027	21,100	182	21,282
	<u>\$ 124,112</u>	<u>\$ 5,989</u>	<u>\$ 130,101</u>

*Lutheran Services Florida*

In May 2014, the City entered into an agreement with Lutheran Services Florida, Inc. (Lutheran) to lease to Lutheran a building and various other improvements located at 380 East Dr. Martin Luther King Jr. Boulevard to Lutheran. The term of the lease was for a 5-year period commencing May 2014. Lutheran has the right to terminate the lease for any reason upon 120 days prior written notice to the City. Total lease payments received under the lease during the fiscal year ended September 30, 2023 were \$26,758. As of September 30, 2023, the cost of the land and building under the operating lease was \$100,800 and accumulated depreciation was \$83,664, resulting in a net book value of \$17,136. The building is fully depreciated.

The General Fund’s amortization lease payments receivable as of September 30, 2023, are as follows:

<u>Fiscal Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 15,951	\$ 146	\$ 16,097
	<u>\$ 15,951</u>	<u>\$ 146</u>	<u>\$ 16,097</u>

**Metro PCS**

In April 2005 the City into an agreement with MetroPCS California/Florida, Inc. (Metro PCS) to lease land consisting of approximately 180 square feet located at 335 Muck City Road to Metro PCS for use as a personal communications service system. The term of the lease was for a 5-year period commencing on April 29, 2005. The agreement will be automatically renewed for four additional terms of 5 years each unless Metro PCS provides the City notice of intention not to renew not less than 90 days prior to the expiration of any renewal term. Total lease payments received under the lease during the fiscal year ended September 30, 2023 were \$23,642. As of September 30, 2023, the cost of the land under the operating lease was approximately \$81.

**CITY OF PAHOKEE, FLORIDA**  
**Notes to Financial Statements**  
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**NOTE 18 – OPERATING LEASES (Continued)**

**Metro PCS (Continued)**

The General Fund’s amortization lease payments receivable as of September 30, 2023, are as follows:

<u>Fiscal Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 25,062	\$ 794	\$ 25,856
2025	15,204	140	15,344
	<u>\$ 40,266</u>	<u>\$ 934</u>	<u>\$ 41,200</u>

**NOTE 20 – SUBSEQUENT EVENT**

Management has evaluated subsequent events to determine if events or transactions occurring through December 9, 2024, the date the financial statements available to be issued, require potential adjustment to or disclosure in the financial statements.

**CITY OF PAHOKEE, FLORIDA**  
**Required Supplementary Information**  
**Schedule of Revenues, Expenditures, and Changes**  
**in Fund Balance - Budget and Actual**  
**General Fund**  
**For the Fiscal Year Ended September 30, 2023**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>				
Taxes	\$ 2,694,959	\$ 2,694,959	\$ 1,325,961	\$ (1,368,998)
Licenses and permits	108,802	108,802	600,491	491,689
Intergovernmental	349,320	349,320	941,714	592,394
Charges for services	694,520	694,520	1,038,226	343,706
Fines and forfeitures	139,000	139,000	115,844	(23,156)
Investment income	92,745	92,745	42,731	(50,014)
Lease and Rental Revenue	-	-	83,081	83,081
Miscellaneous	948,286	948,286	109,184	(865,205)
Total revenues	<u>5,027,632</u>	<u>5,027,632</u>	<u>4,257,232</u>	<u>(796,503)</u>
<b>Expenditures:</b>				
Current:				
General government	1,862,939	1,862,939	1,653,012	209,927
Public safety	630,000	630,000	861,619	(231,619)
Transportation	1,019,841	1,019,841	779,378	240,463
Culture and recreation	722,932	722,932	778,858	(55,926)
Physical environment	510,000	510,000	621,515	(111,515)
Other sources	98,325	98,325	4,520	93,805
Total expenditures	<u>4,844,037</u>	<u>4,844,037</u>	<u>4,698,902</u>	<u>145,135</u>
Excess of revenues over expenditures	<u>183,595</u>	<u>183,595</u>	<u>(441,670)</u>	<u>(651,368)</u>
Other financing sources (uses):				
Operating transfer out	(183,595)	(183,595)	464,560	648,155
Sale of assets	-	-	-	-
Total other financing sources (uses):	<u>(183,595)</u>	<u>(183,595)</u>	<u>464,560</u>	<u>648,155</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	22,890	<u>\$ (3,213)</u>
Fund balance, beginning of year			2,810,250	
Fund balance, end of year			<u>\$ 2,833,140</u>	

See notes to the budgetary required supplementary information

**CITY OF PAHOKEE, FLORIDA**  
**Required Supplementary Information**  
**Schedule of Revenues, Expenditures, and Changes**  
**in Fund Balance - Budget and Actual**  
**Henderson Endowment Fund**  
**For the Fiscal Year Ended September 30, 2023**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>				
Interest income	\$ 250	\$ 250	\$ 15,844	\$ 15,594
Total revenues	250	250	15,844	15,594
<b>Expenditures:</b>				
Current:				
Total expenditures	-	-	-	-
Excess of revenues over expenditures	250	250	15,844	15,594
Other financing sources (uses):				
Operating transfer out	(250)	(250)	(15,844)	(15,594)
Total other financing sources (uses):	(250)	(250)	(15,844)	(15,594)
Net change in fund balance	\$ -	\$ -	-	\$ -
Fund balance, beginning of year			875,000	
Fund balance, end of year			\$ 875,000	

**CITY OF PAHOKEE, FLORIDA**  
**Required Supplementary Information**  
**Schedule of Revenues, Expenditures, and Changes**  
**in Fund Balance - Budget and Actual**  
**Special Revenues Fund**  
**For the Fiscal Year Ended September 30, 2023**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>				
Taxes	\$ 450,000	\$ 450,000	\$ 499,141	\$ 49,141
Intergovernmental	-	-	893,560	893,560
Total revenues	<u>450,000</u>	<u>450,000</u>	<u>1,392,701</u>	<u>942,701</u>
<b>Expenditures:</b>				
Current:				
General government	-	-	324,228	(324,228)
Culture and recreation	-	-	2,437	(2,437)
Capital Outlay	314,766	314,766	332,830	(18,064)
Total expenditures	<u>314,766</u>	<u>314,766</u>	<u>659,495</u>	<u>(344,729)</u>
Excess of revenues over expenditures	<u>135,234</u>	<u>135,234</u>	<u>733,206</u>	<u>597,972</u>
Other financing sources (uses):				
Operating transfer in	(135,234)	(135,234)	(622,061)	486,827
Total other financing sources (uses):	<u>(135,234)</u>	<u>(135,234)</u>	<u>(622,061)</u>	<u>486,827</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	111,145	<u>\$ 1,084,799</u>
Fund balance, beginning of year			824,080	
Fund balance, end of year			<u>\$ 935,225</u>	

**CITY OF PAHOKEE, FLORIDA**  
**Required Supplementary Information**  
**Schedule of Revenues, Expenditures, and Changes**  
**in Fund Balance - Budget and Actual**  
**Debt Service Fund**  
**For the Fiscal Year Ended September 30, 2022**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>				
Total revenues	-	-	-	-
<b>Expenditures:</b>				
Current:				
Debt service:				
Principal	120,078	120,078	153,431	(33,353)
Interest	15,156	15,156	4,070	11,086
Total expenditures	135,234	135,234	157,501	(22,267)
Excess of revenues over expenditures	(135,234)	(135,234)	(157,501)	(22,267)
Other financing sources (uses):				
Operating transfer in	135,234	135,234	157,501	(22,267)
Total other financing sources (uses):	135,234	135,234	157,501	(22,267)
Net change in fund balance	\$ -	\$ -	-	\$ (44,534)
Fund balance, beginning of year			-	
Fund balance, end of year			\$ -	

**CITY OF PAHOKEE, FLORIDA**  
**Required Supplementary Information**  
**Schedule of Revenues, Expenditures, and Changes**  
**in Fund Balance - Budget and Actual**  
**Capital Projects Fund**  
**For the Fiscal Year Ended September 30, 2023**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>				
Intergovernmental	\$ 1,893,943	\$ 1,893,943	\$ 2,105,675	\$ 211,732
Total revenues	<u>1,893,943</u>	<u>1,893,943</u>	<u>2,105,675</u>	<u>211,732</u>
<b>Expenditures:</b>				
Current:				
Capital Outlay	1,893,943	1,893,943	2,089,908	(195,965)
Total expenditures	<u>1,893,943</u>	<u>1,893,943</u>	<u>2,089,908</u>	<u>(195,965)</u>
Excess of revenues over expenditures	<u>-</u>	<u>-</u>	<u>15,767</u>	<u>15,767</u>
Other financing sources (uses):				
Operating transfer out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses):	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>15,767</u>	<u>\$ 15,767</u>
Fund balance, beginning of year			(301,920)	
Fund balance, end of year			<u>\$ (286,153)</u>	

**CITY OF PAHOKEE, FLORIDA**  
**Notes to the Budgetary Required Supplementary Information**  
**For the Fiscal Year Ended September 30, 2023**

**Note 1 - Basis of Accounting**

A budgetary comparison schedule is presented for the General Fund as required by generally accepted accounting principles. The procedures for establishing budgetary data reflected in the budgetary comparison schedule are described in Note 2 to the financial statements. Budgets are adopted on a basis consistent with generally accepted accounting principles.

**Note 2 - Stewardship, Compliance, and Accountability**

Formal budgetary integration is employed within the accounting system as a management control device. Appropriations are legally controlled at the functional area level and expenditures may not legally exceed budgeted appropriations at that level.



**CITY OF PAHOKEE, FLORIDA  
 Required Supplementary Information  
 Schedule of Funding Progress  
 Other Postemployment Benefits  
 For the Fiscal Year Ended September 30, 2023**

<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets (a)</b>	<b>Actuarial Accrued Liability (AAL)- Entry Age(1) (b)</b>	<b>Unfunded AAL (UAAL) (b-a)</b>	<b>Funded Ratio (a/b)</b>	<b>Covered Payroll (c)</b>	<b>UAAL as a Percentage of Covered Payroll ((b-a)/c)</b>
10/1/2012	\$ -	\$ 89,191	\$ 89,191	\$ -	N/A	N/A
10/1/2015	-	84,708	84,708	-	1,182,214	7.17%
10/1/2017	-	88,987	88,987	-	1,428,366	6.23%
10/1/2018	-	96,173	96,173	-	1,428,366	6.73%
10/1/2020	-	139,191	139,191	-	1,017,696	13.68%

The schedule of funding progress presented above will present multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. The City implemented GASB 45 during the fiscal year ended September 30, 2013, and elected to apply the statement prospectively. Consequently, there are no disclosures for prior years. The City is required to have an actuarial valuation every three years. The next valuation was scheduled for October 1, 2022. In future years, required trend data will be presented.

**CITY OF PAHOKEE, FLORIDA  
 Required Supplementary Information  
 Schedule of Employer Contributions  
 Florida Retirement System  
 Pension Plan**

**Last 10 Fiscal Years\***

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Contractually required contribution	\$ 7,035	\$ 8,522	\$ 5,217	\$ 5,382	\$ 5,868	\$ 5,257	\$ 5,841	\$ 6,103	\$ 6,172	\$ 10,203
Contribution in relation to the contractually required contribution	7,035	8,522	5,217	5,382	5,868	5,257	5,841	6,103	6,172	10,203
City's covered-employee payroll	129,357	132,646	87,507	92,780	110,573	104,500	110,536	63,383	63,383	63,383
Contribution as a percentage of covered-employee payroll	5.44%	6.42%	5.96%	5.80%	5.31%	5.03%	5.28%	9.63%	9.74%	16.10%

\* Amount represented for each fiscal year were determined as of 9/30.

**CITY OF PAHOKEE, FLORIDA  
 Required Supplementary Information  
 Schedule of Proportionate Share of Net Pension Liability  
 Florida Retirement System  
 Pension Plan**

**Last Ten Fiscal Years\***

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
City's proportion of the net pension liability (asset)	0.000321157%	0.000349549%	0.000213941%	0.000206741%	0.000205914%	0.000169532%	0.000175806%	0.000160215%	0.000144630%	0.000212082%
City's proportion share of the net pension liability (asset)	\$ 19,595	\$ 45,149	\$ 54,020	\$ 61,174	\$ 62,022	\$ 58,383	\$ 76,197	\$ 12,102	\$ 53,814	\$ 84,508
City's covered-employee payroll	129,357	132,646	87,507	92,780	110,573	104,500	110,536	63,383	63,383	63,383
City's proportion share of the net pension liability (asset) as a percentage of its covered-employee payroll	15.15%	34.04%	61.73%	65.93%	56.09%	55.87%	68.93%	19.09%	84.90%	133.33%
Plan fiduciary net position as a percentage of the total pension liability	96.09%	92.00%	84.88%	83.89%	83.70%	82.61%	78.85%	96.40%	82.38%	36.21%

\* Amount represented for each fiscal year were determined as of 6/30.

**CITY OF PAHOKEE, FLORIDA  
Required Supplementary Information  
Schedule of Employer Contribution  
Florida Retirement System  
Retiree Health Insurance Subsidy Program**

**Last Ten Fiscal Years\***

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Contractually required contribution	\$ 1,573	\$ 1,781	\$ 1,453	\$ 1,541	\$ 1,571	\$ 1,644	\$ 1,761	\$ 1,325	\$ 1,126	\$ 2,448
Contribution in relation to the contractually required contribution	1,573	1,781	1,453	1,541	1,571	1,644	1,761	1,325	1,126	2,448
City's covered-employee payroll	129,357	132,646	87,507	92,780	110,573	110,573	110,536	63,383	63,383	63,383
Contribution as a percentage of covered-employee payroll	1.2%	1.3%	1.7%	1.7%	1.4%	1.5%	1.6%	2.1%	1.8%	3.9%

\* Amount represented for each fiscal year were determined as Of 9/30.

**CITY OF PAHOKEE, FLORIDA**  
**Required Supplementary Information**  
**Schedule of Proportionate Share of Net Pension Liability**  
**Florida Retirement System**  
**Retiree Health Insurance Subsidy Program**

**Last Ten Fiscal Years\***

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
City's proportion of the net pension liability (asset)	0.038232292%	0.040376046%	0.041674824%	0.042122000%	0.044162719%	0.045544109%	0.000076570%	0.000074857%	0.000074857%	0.000074857%
City's proportion share of the net pension liability (asset)	\$ 40,054	\$ 47,198	\$ 35,422	\$ 31,124	\$ 30,668	\$ 33,121	\$ 37,319	\$ 27,650	\$ 19,707	\$ 59,098
City's covered-employee payroll	129,357	132,646	87,507	92,780	110,573	104,500	110,536	63,383	63,383	63,383
City's proportion share of the net pension liability (asset) as a percentage of its covered-employee payroll	30.96%	35.58%	40.48%	33.55%	27.74%	31.69%	33.76%	43.62%	31.09%	93.24%
Plan fiduciary net position as a percentage of the total pension liability	0.99%	0.50%	0.97%	1.64%	2.15%	2.63%	3.00%	3.56%	4.81%	4.12%

\* Amount represented for each fiscal year were determined as of 6/30.



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To The Honorable Mayor and Members of the City Council  
City of Pahokee, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund information of the City of Pahokee, Florida (the “City”), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the City’s basic financial statements, and have issued our report thereon dated December 9, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. In prior years certain deficiencies in internal control were noted as described in the accompanying schedule of findings and questioned costs as items 2010-01, 2015-01, and 2016-01 that we considered to be material weaknesses.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned cost as items 2014-04, 2016-02 and 2017-01.

**City of Pahokee, Florida's Response to Findings**

The City of Pahokee, Florida's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The City of Pahokee, Florida's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*HCT Certified Public Accountants & Consultants, LLC*

Hollywood, Florida

December 9, 2024

## INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE

To the Honorable Mayor and Members of the City Council  
City of Pahokee, Florida

### **Report on Compliance for Each Major Federal Program** *Opinion on Each Major Federal Program*

We have audited the City of Pahokee, Florida’s (the “City”) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the City’s major federal programs for the year ended September 30, 2023. The City’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2023.

### **Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City’s compliance with the compliance requirements referred to above.

### **Responsibility of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City’s federal programs.



### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with Chapter 10.550, Rules of the Auditor General and which are described in the accompanying schedule of findings and questioned costs as items 2016-02 and 2017-01. Our opinion on each major State project is not modified with respect to these matters.

*Government Auditing Standards* requires the auditor to perform limited procedures on the City's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Report on Internal Control over Compliance**

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be material weaknesses.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

*A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2014-04, 2016-02, and 2017-01 to be material weaknesses.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

*Government Auditing Standards* requires the auditor to perform limited procedures on the City's response to the internal control over compliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*HCT Certified Public Accountants & Consultants, LLC*

Hollywood, Florida

December 9, 2024

**City of Pahokee, Florida**  
**Schedule of Expenditures of Federal Awards**  
**For the Fiscal Year Ended September 30, 2023**

**Schedule of Expenditures of Federal Awards**

Grantor/Pass-Through Grantor/Program Title	CFDA Number	Grant/Contract Number	Federal Expenditures
<b>U.S. Department of Housing and Urban Development (HUD)</b>			
<b>Passed-through Palm Beach County Board of County Commissioners</b>			
Community Development Block Grant	14.218	R2017-1770	\$ 42,651
<b>Total HUD</b>			<u>42,651</u>
<b>U.S. Department of Transportation</b>			
Small County Outreach Program Highway construction	55.009	FM#442030-1-54-01/G-1753	1,371,621
<b>Total Department of Health &amp; Human Services</b>			<u>1,371,621</u>
<b>U.S. Department of Treasury</b>			
Coronavirus State and Local Fiscal Recovery	21.027	R2018-1440	839,876
<b>Total Department of Health &amp; Human Services</b>			<u>839,876</u>
<b>Total Expenditures of Federal Awards</b>			<u>\$ 2,254,148</u>

**NOTE 1 – GENERAL**

The accompanying Schedule of Expenditures of Federal Awards, State Financial Assistance, and Local and Other Awards (the “Schedule”) represents all of the Federal Awards, State Financial Assistance, and Local and Other Awards of the City during the fiscal year ended September 30, 2019. The information in this Schedule is presented in accordance with the requirement of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance). Therefore, the Schedule presents only a selected portion of the operations of the City; it is not intended to, and does not present the financial position, changes in net position, or cash flows of the City.

**NOTE 2 – BASIS OF ACCOUNTING**

The accompanying Schedule is presented using the accrual basis of accounting. Expenditures are recognized when they become a demand on current available financial resources.

**NOTE 3 – INDIRECT COST RATE**

The City has elected not to use the 10% de Minimis indirect cost rate as allowed under the Uniform Guidance.

**NOTE 4 – CONTINGENCY**

The grant revenue amounts received are subject to audit and adjustment. If any expenditure is disallowed by a grantor agency as a result of such an audit, any claim for reimbursement to the grantor agencies would become a liability of the City. In the opinion of management, all grant expenditures are in compliance with the terms of the grant agreement and applicable federal laws and regulations.

**City of Pahokee, Florida  
Schedule of Expenditures of Federal Awards  
For the Fiscal Year Ended September 30, 2023**

**NOTE 5 – LOAN AND LOAN GUARANTEE PROGRAMS**

The City had no loans attached to a federal or state program that are required to be disclosed as described in 2 CFR section 200.502(b).

**The remainder of this place has been left blank intentionally**

City of Pahokee, Florida  
Schedule of Findings and Questioned Costs  
For the Fiscal Year Ended September 30, 2023

I. Summary of Independent Auditor’s Results

Financial Statements

Type of report the auditor issued:

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Unmodified
Business-Type Activities	Qualified
General Fund	Unmodified
Henderson Endowment Fund	Unmodified
Debt Service Fund	Unmodified
Special Revenues Fund	Unmodified
Capital Projects Fund	Unmodified
Marina and Campground Fund	Qualified
Cemetery Fund	Qualified

Internal control over financial reporting:

- Material weakness(es) identified?        X   yes      \_\_\_no
- Significant deficiency(s)                      X   yes      \_\_\_none reported

Noncompliance material to financial statements noted?

  X   yes      \_\_\_no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified?      \_\_\_yes        X   no
- Significant Deficiency(s) identified      \_\_\_yes        X   none reported

Type of auditor’s report issued on compliance for major programs: **Unmodified.**

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?

\_\_\_yes        X   no

Identification of major programs:

<u>CFDA No(s).</u>	<u>Names of Federal Programs or Cluster</u>
55.009	Small County Outreach Program – Highway Construction
21.027	Coronavirus State and Local Fiscal Recovery

City of Pahokee, Florida  
Schedule of Findings and Questioned Costs (Continued)  
For the Fiscal Year Ended September 30, 2023

Dollar threshold used to distinguish  
between Type A and Type B Programs \$ 750,000

Auditee qualified as low-risk auditee?     yes   X  no

**II. Financial Statement Findings**

**Finding 2010 – 01 – Material weakness**

**Condition:** The City did not perform a physical count of inventories and has not maintained perpetual inventory records for the Cemetery Fund. Also, the City has not established adequate controls over the completeness of revenues and receivables for the Cemetery Fund.

**Criteria:** Adequate accounting records and internal controls are required for the preparation of financial statements.

**Effect:** Because of inadequacies in internal controls and accounting records relating to the Cemetery Fund, we were unable to form opinions regarding the amounts of inventories, accounts receivable, service revenue, and cost of goods sold for the fund.

**Recommendation:** We recommend that the City implement the following for the Cemetery Fund:

- 1) Perform an annual physical count of inventories at year end.
- 2) Develop and maintain perpetual inventory records.
- 3) Develop and implement procedures to monitor the completeness of revenues and receivables.

**Current year status:** Partially implemented.

**Views of responsible officials and planned corrective actions:** The City acknowledges the necessity of implementing established policies and processes to monitor and evaluate activities at the Cemetery. The administration has implemented various policy modifications, one of which is transferring all accounting and cash receipt operations from the cemetery to the Finance Department at City Hall. This reform aims to enhance accountability and establish stricter controls over cemetery operations. The City's employment of a full-time coordinator since January 2019 enables more effective monitoring and oversight.

The administration is assessing software options that incorporate precise mapping capabilities together with an inventory module. These software solutions should be capable of generating timely monitoring reports, ensuring compliance, and offering a user-friendly interface.

**City of Pahokee, Florida**  
**Schedule of Findings and Questioned Costs (Continued)**  
**For the Fiscal Year Ended September 30, 2023**

**Finding 2014 – 04 – Noncompliance or other matters that are required to be reported under Government Auditing Standards**

**Condition:** During our testing of credit card activity we noted the following issues:

- Some payments were not made timely resulting in the payment of late fees and finance charges.
- Sales tax was paid on certain purchases.
- Accounting records did not identify the public purpose for certain transactions.

**Criteria:** Adequate internal controls and accounting records are required for the preparation of financial reports.

**Effect:** Inadequate controls for credit card activity expose the City to the risk of fraud, misuse, and financial reporting errors.

**Recommendation:** We recommend that the City review its policies and procedures for credit card purchases and implement steps to provide adequate control over credit card use.

**Current year status:** Partially implemented.

**Views of responsible officials and planned corrective actions:** The City has made changes to their processes and will continue to review the policies and procedures for credit card use and will implement appropriate procedures to provide adequate control and accounting records for these activities.

**Finding 2015 – 01 – Material Weakness**

**Condition:** The City has not established adequate controls over the completeness of revenues and unearned revenues for the Marina and Campground Fund.

**Criteria:** Adequate accounting records and internal controls are required for the preparation of financial statements.

**Effect:** Because of inadequacies in internal controls and accounting records relating to the Marina and Campground Fund, we were unable to form opinions regarding the amounts of service revenue and unearned revenue for the fund.

**Recommendation:** We recommend that the City implement the following for the Marina and Campground Fund:

- 1) Acquire and implement special purpose software to maintain detailed records of revenue and utilization of the facilities for the marina and campground.
- 2) Establish access controls for the campground such as gates, card entry systems, and security cameras.

**City of Pahokee, Florida**  
**Schedule of Findings and Questioned Costs (Continued)**  
**For the Fiscal Year Ended September 30, 2023**

- 3) Develop and implement procedures to monitor and control marina and campground revenues.

**Current year status:** Partially implemented. Controls over the Marina and Campground revenues have improved with updated policies and procedures.

**Views of responsible officials and planned corrective actions:** Management is addressing items 2 and 3 of the recommendation to establish better access controls for the campground.

**Finding 2016 – 01 – Material Weakness**

**Condition:** The City has not adequately trained staff to implement purchasing procedures and management has not adequately monitored the purchasing process.

**Criteria:** The City's purchasing procedures require all purchases to have a purchase order number, excluding minor purchases made from petty cash and those purchases declared exempt. The procedures further require that all purchases exceeding ten thousand dollars shall be approved by the City Commission and shall be awarded after receiving competitive bids. Emergency purchases not exceeding fifteen thousand dollars may be made by the City Manager to meet a pressing need for the protection of the public health, safety, or welfare of the community. The City Commission shall ratify every emergency purchase as soon as it is reasonable possible.

**Effect:** Noncompliance with purchasing procedures.

**Recommendation:** We recommend that City staff involved in the purchasing process receive training regarding the approved purchasing procedures and that management increase monitoring of the purchasing process to maintain adequate controls.

**Current year status:** Partially implemented.

**Views of responsible officials and planned corrective actions:** The City has made improvement in this area. The purchasing manual has been updated and is now enforced. The City Manager and the Finance Director have worked together to ensure that the policy is adhere to and best practices are a standard norm. Training programs are now incorporated for users throughout the city that are authorized to spend the City's funds.

**Finding 2017 – 01 – Noncompliance or other matters that are required to be reported under Government Auditing Standards**

**Condition:** The Marina and Campground Enterprise Fund has experienced operating losses for many years and the Cemetery Enterprise Fund has frequently experienced operating losses. As of September 30, 2017, both funds reported a deficit in unrestricted net position. As of September 30, 2017, advances from the General Fund totaled \$193,486



**City of Pahokee, Florida**  
**Schedule of Findings and Questioned Costs (Continued)**  
**For the Fiscal Year Ended September 30, 2023**

for the Marina and Campground Enterprise Fund and \$338,865 for the Cemetery Enterprise Fund.

**Criteria:** Section 10.554 (1)(f), Rules of the Auditor General defines deteriorating financial condition as a circumstance determined as of the fiscal year end that significantly impairs a county, municipality, or special district’s ability to generate enough revenues to meet its expenditures without causing a condition described in Section 2018.503(1), Florida Statutes to occur.

**Effect:** The City’s enterprise funds might not be able to generate enough revenues to meet their obligations.

**Recommendation:** We recommend that the City review the operations of the enterprise funds to develop options for increasing revenues for these funds.

**Current year status:** Not implemented. Both funds are still operating at a loss.

**Views of responsible officials and planned corrective actions:**

Marina and Campground Fund As a result of the significant investment in capital assets, this fund records a substantial depreciation expense. In the fiscal year that concluded on September 30, 2021, the depreciation expense amounted to approximately \$526,865, while a deficit of \$532,512 was recorded. The ongoing depreciation expense will persistently result in operating losses, making it improbable for this fund to generate a profit in the foreseeable future. The City would view this fund as working satisfactorily if its income is adequate to cover all expenses, except depreciation. The City will persist in examining alternative revenue streams to offset a portion of the fund's expenditures in the future.

Cemetery Fund

Before fiscal year 2009, losses were reduced by the profits generated from the Henderson Endowment. The earnings generated from the initial balance of \$875,000 are exclusively allocated for the purpose of preserving, maintaining, and enhancing the Port Mayaca Cemetery. The City has created a permanent fund to track the initial endowment, investment profits, and transfers to the Cemetery Fund. Investment returns have been significantly diminished in recent years due to the prevailing low interest rate environment. Once interest rates revert to their standard levels, the investment returns will once again offset the operational losses of the Cemetery Fund.

Currently, the city has created a purchasing mechanism to effectively manage and monitor daily spending to control running costs of the cemetery. The City has relocated all accounting operations from the cemetery to City Hall to integrate them into the control framework of the finance department, therefore addressing the identified issue. The financial department will assume responsibility for contract drafting, invoicing, and record-keeping tasks related to cemetery operations, with the aim of enhancing future oversight of cemetery activities. Furthermore, the city is actively pursuing methods to enhance the

**City of Pahokee, Florida**  
**Schedule of Findings and Questioned Costs (Continued)**  
**For the Fiscal Year Ended September 30, 2023**

cemetery's earnings. However, this endeavor is impeded by the existing limitation of having just one funeral facility inside the City of Pahokee.

The City anticipates a favorable increase in net position of around \$38,600 for the Cemetery Fund during the fiscal year ending on September 30, 2021.

**III. State Award Findings and Questioned Costs**

None

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE  
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY RULE  
10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Honorable Mayor and Members of the City Council  
The City of Pahokee, Florida

We have examined the City of Pahokee, Florida's compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the state of Florida during the year ended September 30, 2023. Management is responsible for City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the *American Institute of Certified Public Accountants* and, accordingly, included examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, the City complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2023.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management and the City Council and is not intended to be and should not be used by anyone other than these specified parties.

*HCT Certified Public Accountants & Consultants, LLC*

Hollywood, Florida

December 9, 2024

**MANAGEMENT LETTER IN ACCORDANCE WITH THE RULES OF THE AUDITOR  
GENERAL OF THE STATE OF FLORIDA**

To the Honorable Mayor and Members of the City Council  
City of Pahokee, Florida.

**Report on the Financial Statements**

We have audited the financial statements of the City of Pahokee, Florida (the “City”), as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated December 9, 2024. The auditor’s reports on the financial statements of the Marina and Campground Enterprise Fund, the Cemetery Enterprise Fund, and business-type activities were qualified because of inadequacies in the internal controls and accounting records relating to inventories, cost of goods sold, revenues, and receivables.

**Auditor’s Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditor’s Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Schedule of Findings and Questioned Costs; and Independent Accountant’s Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated December 9, 2024, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

The following findings were included in the audit reports for the prior years and still apply:

- Finding 2010-1 Cemetery Fund
- Finding 2014-4 Credit Cards
- Finding 2015-1 Marina and Campground Fund
- Finding 2016-1 Purchasing
- Finding 2017-1 The Marina and Campground Enterprise Fund

The current year findings are as follow:  
None

### **Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. There are no component units that need to be disclosed.

### **Financial Condition and Management**

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and report the results of our determination as to whether or not the City has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the City did not meet any of the conditions described in Section 218.503(1), Florida Statute.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the City. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same. Our assessment was done as of the fiscal year end.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, findings 2014-03, 2014-04, 2017-1, 2017-02, 2017-03, 2017-04 and 2018-01 addresses recommendations to the City to improve financial management.

### **Special District Component Units**

Sections 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

### **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Mayor and City Council Members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*HCT Certified Public Accountants & Consultants, LLC*  
Hollywood, Florida  
December 9, 2024



# AGENDA

## MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: MICHAEL E. JACKSON, INTERIM CITY MANAGER

FROM: Jongelene Adams

SUBJECT: Community & Economic Development Department

DATE: 16 December 2024

**GENERAL SUMMARY/BACKGROUND:**

The City of Pahokee is the receipt of the Florida Department of Transportation (FDOT) Small County Outreach Program (SCOP) for Barfield Highway Reconstruction Project – Contract G1753 – FM #442030-1-54-01 Supplemental Agreement No. 5.

This supplemental agreement #5 allows the City of Pahokee time to complete the Reconstruction of Barfield Highway from 7<sup>th</sup> Street to East Main Street.

Supplemental Agreement #5 will allow The City of Pahokee to ensure compliance for all completion and closeout items as per the grant requirements of the Florida Department of Transportation, Palm Beach County Water Utility District and 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 December 31, 2024 to June 3, 2025 to align with the revised construction schedule; and to ensure compliance of all FDOT requirements and mandates per the Florida Department of Transportation (FDOT) Small County Outreach Program (SCOP) for Barfield Highway Reconstruction Project – Contract G1753 – FM #442030-1-54-0.

**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. 5 for time extension for project completion.

**ATTACHMENTS:**

Resolution 2024-61

**RESOLUTION 2024 - 61**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 5 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; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee (“City”) and the Florida Department of Transportation (FDOT) desire to enter into Supplemental Amendment #5 to State-Funded Grant Agreement to allow the City time to complete the Reconstruction of Barfield Highway from 7<sup>th</sup> Street to East Main Street; and

**WHEREAS**, the applicable Agreement was initially executed by the parties on April 9, 2019; and

**WHEREAS**, the purpose of Supplemental Amendment No. 5 is to extend the term from December 31, 2024, until June 30, 2025, due to numerous project construction delays, including but not limited to unforeseen road conditions, water and sewer drainage, exploratory work, and funding matters; and

**WHEREAS**, parties desire to enter into the Supplemental Amendment attached herein to Exhibit “A”; and

**WHEREAS**, the City Commission of the City of Pahokee finds that entering Supplemental Amendment No. 5 with FDOT is in the best interests 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 hereby authorizes the City Manager to execute the State-



Funded Grant Supplement Amendment No. 5 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 17<sup>th</sup> day of December 2024.

ATTESTED:

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

\_\_\_\_\_  
Nylene Clarke, CMC, City Clerk

APPROVED AS TO LEGAL  
SUFFICIENCY:

\_\_\_\_\_  
Burnadette Norris-Weeks, PA  
City Attorney

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

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

**EXHIBIT "A"**  
**FDOT BARFIELD HIGHWAY RECONSTRUCTION PROJECT**  
**SUPPLEMENTAL AGREEMENT #5**



# Florida Department of Transportation

**RON DESANTIS**  
GOVERNOR

3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309

**JARED W. PERDUE, P.E.**  
SECRETARY

**DATE:** December 16, 2024

**TO:** City of Pahokee

**FROM:** Florida Department of Transportation  
**District Four Local Programs**

**SUBJECT:** Time Extension #1  
State Funded Grant Agreement  
Financial Project No.: 442030-1-54-01  
Contract No.: G1753  
Project Description: The Construction and Construction Engineering Inspection (CEI) of Barfield Highway From East 7<sup>th</sup> Street To East Main Street

The State Funded Grant Agreement (SFGA) for the subject project will expire on December 31, 2024.

In accordance with Section 3.00 of the SFGA, it is hereby requested by the Recipient that the term for the Agreement of the subject project be extended until **June 30, 2025**, for the following reasons(s):

The City of Pahokee is requesting a time extension due to project construction delays, such as unforeseen road conditions, water & sewer drainage, exploratory work, funding, etc. since the onset of the project. These conditions have resulted in change orders, both in utility & construction work has impacted staffing and project completion timelines. This extension will provide time for completion of the construction, project close-out and submission of the final invoice package. Construction activities should be completed on/ or before June 30, 2025.

Recipient: CITY OF PAHOKEE

By: Michael Jackson Date: 12/16/2024 | 5:38 PM EST

Name: Michael E. Jackson  
Title: interim City Manager

**APPROVED:**

The Department approves a time extension for the subject State Funded Grant Agreement to **June 30, 2025**.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: John P. Krane, P.E.

Title: Director of Transportation Development

Legal Review: \_\_\_\_\_

Name: Francine Steelman

Title: Assistant General Counsel, District 4



**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.  
Pahokee, FL 33476  
Phone: (561) 924-5534  
Fax: (561) 924-8140

[www.cityofpahokee.com](http://www.cityofpahokee.com)

**COMMISSIONERS:**

**Derrick Boldin**

**Everett McPherson**

**Sanquetta Cowan-Williams**

**Burnadette Norris-Weeks**  
**CITY ATTORNEY**

10 December 2024

Jason Nwamah  
Local Program Coordinator  
Florida Department of Transportation  
District 4 Program Management Unit  
3400 W. Commercial Blvd.  
Fort Lauderdale, FL 33309

Re: Time Extension Request - Barfield Highway Reconstruction Project  
Contract #G1753 - FM# 442030-1-54-01

Dear Mr. Nwamah,

City of Pahokee is requesting an extension of the FDOT Barfield Highway Reconstruction Project Contract G1753 FM#442-030-1-54-01. This time extension is being requested due to project construction delays such as unforeseen road conditions, water & sewer drainage, exploratory work, funding, etc. since the onset of the project. These conditions have resulted in change orders, both in utility & construction work has impacted staffing and project completion timelines. The City is requesting an extension of this project which includes final completion time as of October 31, 2024 pending FDOT executed approval.

This extension request will allow the City to complete the following tasks:

- Final Construction Phase:
  - Document contractor's activities, such as completion of the traffic loops & pedestrian signal at Barfield & 1<sup>st</sup> street/Barack Obama
  - Completing the final lift of asphalt
- Closeout Phase
  - Substantial Completion: Receive and review Contractor's required substantial completion submittal and determine if Project is ready for substantial completion inspection
  - Conduct Substantial Completion Inspection: Coordinate, conduct, and document the substantial completion inspection. Prepare and distribute the punch list format to the parties conducting the inspection. Review progress of corrective action on punch list items, periodically updates, and re-issue.

NOTICE

- Prepare and issue Certificate of Substantial Completion with a list of stated qualifications (punch list).
- Final As-Built Record Drawing Review: Review as-built drawings to verify that the Contract Drawings are properly noted to reflect actual construction; notify the Contractor of deficiencies noted; provide follow up to verify if corrections were made and that the as-built drawings are up to date.
- Final Completion: Receive and review the Contractor's required final completion submittal.
- Develop final completion submittal checklist. Verify submittal of all required documents and review for completeness and compliance with Contract provisions. Notify City Project Manager, Contractor, and other affected parties of date of final inspection. Coordinate, attend and conduct the final inspection meeting and physical walk-through of the Project.
- Final Payment: Collect all payment documents required and forward to the City Project Manager for processing along with the Contractor's Final Application and Certificate for Payment; finalize all project costs and determine the final adjusted amounts for construction; obtain the Contractor's signature on any required Contractor's Certification of Affidavits; process and sign Final Application for Payment; prepare transmittal letter indicating recommendation for Final Payment.

If you have any questions or concerns, please feel free to contact me at 561-985.3984 or via email: [jadams@cityofpahokee.com](mailto:jadams@cityofpahokee.com)

Respectfully,



Jongelene Adams

Director, Community & Economic Development

cc: Michael Jackson, Interim City Manager  
Mya Williams-Gray, Local Program Administrator, FDOT Dist. IV  
Joseph Martin, Interim Finance Director  
Rolando Alvarez, CAP Engineering, CEI for Barfield Highway Reconstruction Project

**Nwamah, Jason**

---

**From:** Jongelene Adams <jadams@cityofpahokee.com>  
**Sent:** Thursday, December 12, 2024 11:29 AM  
**To:** Nwamah, Jason  
**Cc:** Williams, Mya  
**Subject:** Barfield Hwy Extension Req Ltr - FM #442030-1-54-01 G1753  
**Attachments:** Ext. Req Ltr Dec 2024.pdf

**Importance:** High

**EXTERNAL SENDER:** Use caution with links and attachments.

Good Morning Jason,

Hope you are doing well. I have attached the City of Pahokee extension request letter for Barfield Highway Reconstruction Project – Contract G1753/FM # 442030-1-54-01.

The City of Pahokee is drawing near closeout, however, we have encountered a few discrepancies which are needed to be corrected before we can complete the project. Per the City's CEI – C.A.P Engineering there are areas that must be corrected and completed such as traffic loops & pedestrian signals and final lift.

Please review that attached extension request letter and contact us at your earliest convenience. The City is scheduling a special meeting on Tuesday, 17<sup>th</sup> December 2024 for our end of the needs.

Thank you in advance for your consideration of this Barfield Highway Reconstruction Project Request.

**Warm Regards,**

*Jongelene Adams*  
*Director, Community & Economic Development*  
*City of Pahokee*  
*207 Begonia Drive*  
*Pahokee, Florida 33476*  
*Email: [Jadams@cityofpahokee.com](mailto:Jadams@cityofpahokee.com)*  
*Office: 561.924.5534 ext. 2005*  
*Cell: 561.985.3984*



# AGENDA

## MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: MICHAEL E. JACKSON, INTERIM CITY MANAGER

FROM: Jongelene Adams

SUBJECT: Community & Economic Development Department

DATE: 13 December 2024

**GENERAL SUMMARY/BACKGROUND:**

The City of Pahokee is the receipt of the Florida Department of Transportation (FDOT) Economic Development Transportation Fund (EDTF) for PHASE IV- Resurfacing of the City of Pahokee Streets – Contract G1605 – FM #443363-2-54-0 Supplemental Agreement No. 8.

This supplemental agreement allows the City of Pahokee time to complete the Resurfacing of PHASE IV Streets. Supplemental Agreement No. 9 is a legislative allocation of \$210,000. The terms of this agreement is from December 31, 2024 to March 31,2025.

This agreement allows the City an extension of time to complete the resurfacing of the Streets:

- West 3<sup>rd</sup> Street from Carissa Drive to South Lake Avenue
- West 5<sup>th</sup> Terrace to Dr. Martin Luther King Jr. Blvd/West 5<sup>th</sup> Street

**BUDGET IMPACT:** \$210,000.00 is reimbursable by FDOT

**LEGAL NOTE:** N/A

**STAFF RECOMMENDATION:**

The Department of Community & Economic Development recommends approval of this FDOT PHASE IV – Supplemental Agreement No. 9

**ATTACHMENTS:**

Resolution 2024-62

**RESOLUTION 2024 - 62**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE FLORIDA, APPROVING THE STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT NO. 9 BETWEEN THE CITY OF PAHOKEE, FLORIDA AND THE FLORIDA DEPARTMENT OF TRANSPORTATION, ATTACHED HERETO AS EXHIBIT "A"; AUTHORIZING THE MAYOR OR THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee, Florida ("City") and the Florida Department of Transportation ("FDOT") desire to supplement the State-Funded Grant Agreement Contract G1605 FM #443363-2-54-01 entered into and executed on February 21, 2019 funding certain roadway resurfacing projects within the City ("Agreement") to extend the completion deadline to March 31, 2025 and to modify the deliverables as set forth in Exhibit "A"; and

**WHEREAS**, the State Funded Grant Supplemental Agreement No. 9 between the City and FDOT, attached hereto as Exhibit "A", sets forth the terms and conditions for the modifications to the Agreement described above; and

**WHEREAS**, all provisions in the Agreement and previous supplements remain in effect, except as expressly modified by the attached state Funded Grant Supplement Agreement No. 9; and

**WHEREAS**, the City Commission of the City of Pahokee, Florida ("City Commission") finds that entering into the State Funded Grant Supplemental Agreement No. 9 between City and FDOT, attached hereto as Exhibit "A", is in the best interest of the City and its residents; and

**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.            Approval and Agreement.    The State-Funded Grant Supplemental Agreement No. 9, attached as Exhibit "A" hereto, is hereby approved.

Section 3.            Authorization of Mayor or City Manager.    The City Commission of the City of Pahokee, Florida hereby authorizes the Mayor or the City Manager to execute the



State-Funded Grant Supplemental Agreement No. 9 between the City and the FDOT attached hereto Exhibit "A".

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

PASSED and ADOPTED this 17<sup>th</sup> day of December 2024.

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:

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

**EXHIBIT "A"**  
**FDOT PHASE IV CONTRACT G1605 FM# 443363-2-54-01**



# Florida Department of Transportation

**RON DESANTIS**  
GOVERNOR

3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309

**JARED W. PERDUE, P.E.**  
SECRETARY

**DATE:** December 16, 2024

**TO:** City of Pahokee

**FROM:** Florida Department of Transportation  
**District Four Local Programs**

**SUBJECT:** Time Extension #9  
State Funded Grant Agreement  
Financial Project No.: 443363-2-54-01  
Contract No.: G-1605  
Project Description: Glades Area Street Resurfacing and Reconstruction Phase 4

The State Funded Grant Agreement (SFGA) for the subject project will expire on December 31, 2024.

In accordance with Section 3.00 of the SFGA, it is hereby requested by the Recipient that the term for the Agreement of the subject project be extended until **June 30, 2025**, for the following reason(s):

The City of Pahokee is requesting a time extension due to City of Pahokee's administrative changes and funding due to the audit delay over the last 12 months. These administrative & financial delays impacted staffing and project completion timelines. This extension will provide time for completion of the construction, project close-out and submission of the final invoice package. Construction activities should be completed on/ or before December 31, 2025.

Recipient: <sup>Signed by</sup> CITY OF PAHOKEE

By: Michael Jackson Date: 12/17/2024 | 10:01 AM EST

Name: Michael E. Jackson  
Title: interim City Manager

**APPROVED:**

The Department approves a time extension for the subject State Funded Grant Agreement to **June 30, 2025**.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: John P. Krane, P.E.

Title: Director of Transportation Development

Legal Review: \_\_\_\_\_

Name: Francine Steelman

Title: Assistant General Counsel, District 4



**Keith W. Babb, Jr.**  
**MAYOR**

**Clara "Tasha" Murvin**  
**VICE-MAYOR**

**Michael Jackson**  
**INTERIM CITY MANAGER**

**Nylene Clarke**  
**CITY CLERK**

*"Building a City and Community of Choice"*

207 Begonia Dr.  
Pahokee, FL 33476  
Phone: (561) 924-5534  
Fax: (561) 924-8140

[www.cityofpahokee.com](http://www.cityofpahokee.com)

**COMMISSIONERS:**

**Derrick Boldin**

**Sanquetta Cowan-Williams**

**Everett McPherson**

**Burnadette Norris-Weeks**  
**CITY ATTORNEY**

17 November 2024

Jason Nwamah  
Florida Department of Environmental Protection  
Program Management Unit  
3400 W. Commercial Blvd.  
Fort Lauderdale, FL 33309

Re: Glades Area Resurfacing PHASE 4 Time Extension (FM# 443363-2-54-01)

Dear Mr. Nwamah,

City of Pahokee is requesting an extension of the Glades Area Resurfacing Project FDOT PHASE IV FM#443363-2-54-01. This time extension is being requested due to City of Pahokee's administrative changes and funding due to the audit delay over the last 12 months. These administrative & financial delays impacted staffing and project completion timelines. The City is requesting an extension of this project which includes final completion time of up to 160 days after FDOT executed approval.

If you have any questions or concerns, please feel free to contact me at 561-985.3984 or via email: [jadams@cityofpahokee.com](mailto:jadams@cityofpahokee.com)

Respectfully,

Jongelene Adams  
Dir. Community & Economic Development

cc: Michael E. Jackson, Interim City Manager

**Nwamah, Jason**

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**From:** Jongelene Adams <jadams@cityofpahokee.com>  
**Sent:** Monday, December 16, 2024 12:38 PM  
**To:** Nwamah, Jason  
**Subject:** FDOT PHASE IV Ext. Request 9 Ltr  
**Attachments:** PHASE IV FDOT EXT REQ 9.pdf  
  
**Importance:** High

**EXTERNAL SENDER:** Use caution with links and attachments.

Good Morning Jason,

Please see the attached request extension request letter for PHASE IV Resurfacing Project. This request is for time extension to complete the resurfacing of PHASE IV Streets. The delay has been due to administrative changes and funding due to audit delays.

Please consider the attached request letter for PHASE IV time extension.

If you have any questions, I can be reached at 561.985.3984 or via email: [jadams@cityofpahokee.com](mailto:jadams@cityofpahokee.com).

**Warm Regards,**

*Jongelene Adams  
Director, Community & Economic Development  
City of Pahokee  
207 Begonia Drive  
Pahokee, Florida 33476  
Email: [Jadams@cityofpahokee.com](mailto:jadams@cityofpahokee.com)  
Office: 561.924.5534 ext. 2005  
Cell: 561.985.3984*



# AGENDA

## MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: MICHAEL E. JACKSON, INTERIM CITY MANAGER

FROM: Jongelene Adams, Director, Community & Economic Development

SUBJECT: Community & Economic Development Department

DATE: 13 December 2024

**GENERAL SUMMARY/BACKGROUND:**

The Florida Department of Environmental Protection (FDEP) has entered into a Grant Agreement with the City of Pahokee to provide funding for Martin Luther King, Jr. Memorial Park Improvement Project.

This FDEP Amendment No. 2 Grant Agreement (L2104) is to extend the terms of the grant agreement for certain new construction development, renovation and repairs of recreational facilities to Martin Luther King Memorial Park improvement. This Grant Agreement with FDEP will provide reimbursable funding of \$250,000.00. This amendment will extend the grant agreement to October 31, 2025.

In accordance with the FDEP Grant Agreement L2104 the City must provide a match for \$20,000.00 to fulfill the new construction development, renovation and repairs of recreational facilities to Martin Luther King Memorial Park improvement.

**BUDGET IMPACT:** Available funding not to exceed \$250,000.00 (“Grant Funds”) to the City of Pahokee. This is a reimbursable cost to the City. A \$20,000.00 match must be provided by the City of Pahokee as stipulated in the Florida Department of Environmental Protection (FDEP) L2104 Grant Agreement. Total budget impact \$270,000.00.

**LEGAL NOTE:** N/A

**STAFF RECOMMENDATION:**

The Department of Community & Economic Development recommends approval of this Florida Department of Environmental Protection (FDEP) L2104 Grant Agreement Amendment No. 2

**ATTACHMENTS:**

Resolution 2024-63  
Exhibit “A” - Florida Department of Environmental Protection (FDEP) L2104 Grant Agreement.

**RESOLUTION 2024 - 63**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AND EXECUTE AMENDMENT NO. 2 TO GRANT AGREEMENT L2104 BETWEEN THE CITY OF PAHOKEE AND THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee, Florida ("City") and the Florida Department of Environmental Protection (FDEP) entered into Grant Agreement #L2104 ("Agreement"), for the purpose of new construction development, renovations, and repairs of recreational facilities at Martin Luther King, Jr. Memorial Park consisting of: construction of trail system, pedestrian bridge and parking lot/trail head along the Estero River; and

**WHEREAS**, through Amendment No. 1 to the Agreement, the grant period was later extended until December 21, 2024 and a new work plan was agreed to by both parties, which was executed on October 18, 2023; and

**WHEREAS**, pursuant to the Agreement terms, FDEP will provide reimbursable grant funds to the City in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00), and the City shall provide a match amount of Twenty Thousand Dollars (\$20,000.00); and

**WHEREAS**, the parties now desire to enter into Amendment No. 2 to the Agreement, which will extend the completion period for park improvements to October 31, 2025, along with other revisions as are set forth in Exhibit "A"; and

**WHEREAS**, the City Commission of the City of Pahokee ("City Commission") finds that authorizing the City Manager to enter into and execute Amendment No. 2 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 hereby made a specific part of this Resolution.

**Section 2. Authorization of City Manager.** The City Commission of the City of Pahokee hereby authorized the City Manager to enter into Amendment No. 2 to Grant

Agreement L2104 between the Florida Department Environmental Protection and the City of Pahokee, 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 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Nylene Clarke, CMC, City Clerk

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

\_\_\_\_\_  
Burnadette Norris-Weeks, P.A.  
City Attorney

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

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



**EXHIBIT "A"**

**AMENDMENT NO. 2 TO GRANT AGREEMENT L2104 BETWEEN THE  
CITY OF PAHOKEE AND THE FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION**