

CITY OF PAHOKEE



AGENDA

City Commission Regular Meeting
Tuesday, June 11, 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

CITY STAFF:

Michael E. Jackson, Interim City Manager
Nylene Clarke, Interim City Clerk
Burnadette Norris-Weeks, Esq., City Attorney
Joseph R. Martin, Interim Director of Finance

[TENTATIVE: SUBJECT TO REVISION]

AGENDA

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

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

1. Business of the Month (May 2024) - Pahokee Post Office

- F. CONSENT AGENDA**
- G. OLD BUSINESS** *(discussion of existing activities or previously held events, if any)*
 - 1. Update - City Projects
- H. PUBLIC HEARINGS AND/OR ORDINANCES**
- I. RESOLUTION(S)**
 - A. RESOLUTION 2024 - 15 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, CREATING AN AUDIT SELECTION COMMITTEE, APPOINTING THREE (3) MEMBERS TO THE AUDIT SELECTION COMMITTEE; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.
- J. NEW BUSINESS** *(presentation by city manager of activity or upcoming event, if any)*
- K. REPORT OF THE MAYOR**
- L. REPORT OF THE CITY MANAGER**
- M. REPORT OF THE CITY ATTORNEY**
- N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**
- O. GENERAL PUBLIC COMMENTS** *(items not on the agenda)*
- P. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER** *(community events, feel good announcements, if any)*
- Q. ADJOURN**

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

Should any person seek to appeal any decision made by the City Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made,

which record includes the testimony and evidence upon which the appeal is to be based. Reference: Florida Statutes 286.0105)

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

BUSINESS OF THE MONTH



This certificate is awarded to

PAHOKEE POST OFFICE

331 BACOM POINT ROAD, PAHOKEE, FL 33476

In recognition of outstanding service to the community

Presented this 11th day of June 2024

Keith W. Babb, Jr.

Mayor Keith W. Babb, Jr.

Derrick Boldin

Commissioner Derrick Boldin

Everett D. McPherson, Sr.

Commissioner Everett D. McPherson, Sr.

Clara M. Murvin

Vice Mayor Clara M. Murvin

Sanquetta Cowan-Williams

Commissioner Sanquetta Cowan-Williams

Michael E. Jackson

Michael E. Jackson, Interim City Manager



AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: MICHAEL E. JACKSON, INTERIM CITY MANAGER

FROM: Joseph R. Martin, Interim Finance Director

SUBJECT: Creating an Audit Selection Committee, Appointing Three (3) Members to the Audit Selection Committee.

DATE: June 11, 2024

GENERAL SUMMARY/BACKGROUND:

To authorize the creation of an Audit Selection Committee, Appointing Three (3) Members to the Audit Selection Committee.

BUDGET IMPACT: N/A

LEGAL NOTE: Defer to City Attorney

STAFF RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

Resolution 2024 - 15

RESOLUTION 2024 - 15

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, CREATING AN AUDIT SELECTION COMMITTEE, APPOINTING THREE (3) MEMBERS TO THE AUDIT SELECTION COMMITTEE; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 218.391, Florida Statutes, commonly referred to as the “Auditor Selection Law,” establishes required procedures for the selection of external auditors to perform the financial audits required by Section 218.39, Florida Statutes; and

WHEREAS, Section 218.391, Florida Statutes requires that each municipality shall establish an auditor selection committee (“committee”) and sets forth requirements for such committee’s composition and responsibilities; and

WHEREAS, Section 218.391, Florida Statutes provides that the Auditor Selection Committee for a municipality must consist of at least three (3) members, one of which must be a member of the governing body who must serve as the committee chair; and

WHEREAS, the primary purpose of the auditor selection committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. 218.39; however, the committee may serve other audit oversight purposes as determined by the entity’s governing body; and

WHEREAS, the duties of the audit selection committee shall include: establishing factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements; and

WHEREAS, the committee shall also publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration; and

WHEREAS, the committee shall provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be

evaluated and such other information the committee determines is necessary for the firms to prepare a proposal; and

WHEREAS, the committee shall evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to the applicable statute, it shall not be the sole or predominant factor used to evaluate proposals; and

WHEREAS, the committee shall also rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established by the relevant statute. If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified; and

WHEREAS, the City Commission desires to create an Audit Selection Committee, and appoint three (3) members with the with one person from the City Commission serving as the Chair.

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. Creation of Audit Selection Committee. The City Commission of the City of Pahokee hereby creates and establishes an Audit Selection Committee to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. 218.39, Florida Statutes and to perform all other functions required by this Resolution.

Section 3. Appointment of Members to Audit Selection Committee. The City Commission of the City of Pahokee hereby appoints the following three (3) members to the Audit Selection Committee:

- _____ (Committee Chair)
- _____ (Member)
- _____ (Member)

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

PASSED and **ADOPTED** this 11th day of June 2024.

ATTEST:

Nylene Clarke, CMC, Interim 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)