

# CITY OF PAHOKEE



## AGENDA

**City Commission Regular Meeting**  
Tuesday, February 28, 2023, at 6:00 PM

Pahokee Commission Chambers  
360 East Main Street  
Pahokee, Florida 33476

### **CITY COMMISSION:**

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

### **CITY STAFF:**

Rodney D. Lucas, City Manager  
Jongelene Adams, Deputy City Manager  
Tijauna Warner, City Clerk  
Burnadette Norris-Weeks, Esq., City Attorney  
Vacant, Finance/Human Resources Director

[TENTATIVE: SUBJECT TO REVISION]

## AGENDA

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

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

- 1. Jeff Winter - Consultant for Grant Writer
- 2. Rebel Recovery
- 3. Financial Report - Joseph Martin, Interim Finance Director
- 4. Black History Month & Community Spotlight - Peggy Boule-Washington, Director of Community & Economic Development
- 5. Forward Together Proclamation - Presented by Rodney Lucas, City Manager for Congresswoman Sheila Cherfilus-McCormick 20th Congressional District of Florida

- F. CONSENT AGENDA**

- 1. February 14, 2023 Regular Meeting Minutes

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

- 1. Update - City Projects

- H. PUBLIC HEARINGS AND/OR ORDINANCES**

- A. **ORDINANCE 2023 - 01 (Second Reading) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA SUBMITTING TO REFERENDUM AN AMENDMENT TO THE CITY CHARTER; AMENDING SECTION 3.01, ENTITLED “DESIGNATION” TO ADD THE CITY ATTORNEY AS AN ADDITIONAL CHARTER OFFICER; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.**

- B. **ORDINANCE 2023 - 02 (Second Reading) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA SUBMITTING TO REFERENDUM AN AMENDMENT TO THE CITY CHARTER; AMENDING SECTION 4.02, ENTITLED, “QUALIFYING” TO ESTABLISH A REQUIREMENT THAT ALL CANDIDATES FOR MAYOR AND CITY COMMISSIONER SHALL RESIDE WITHIN THE CITY LIMITS OF THE CITY OF PAHOKEE FOR AT LEAST ONE YEAR PRIOR TO QUALIFYING; ESTABLISHING REQUIREMENTS FOR THE PRESENTATION OF CERTAIN OFFICIAL DOCUMENTS AS PROOF OF RESIDENCY; ESTABLISHING REQUIREMENTS FOR REASONABLE**

**TRAINING STANDARDS PRIOR TO THE QUALIFYING; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.**

**C. ORDINANCE 2023 - 03 (Second Reading) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA SUBMITTING TO REFERENDUM AN AMENDMENT TO THE CITY CHARTER; AMENDING SECTION 5.02, ENTITLED, “OATH OF OFFICERS; TAKING OFFICE” TO ESTABLISH A REQUIREMENT THAT NEWLY ELECTED OFFICIALS BE SWORN INTO OFFICE AT THE BEGINNING OF THE NEXT PROPERLY NOTICED CITY COMMISSION MEETING; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.**

**D. ORDINANCE 2023 - 04 (Second Reading) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, REPEALING AND REPLACING ARTICLE II, SECTION 2-26 ENTITLED “CITY COMMISSION MEETINGS GENERALLY” AND 2-29 ENTITLED “ORDER OF BUSINESS”; RENUMBERING AND REORDERING AS NECESSARY; PROVIDING FOR AN EFFECTIVE DATE.**

**I. RESOLUTION(S)**

**A. RESOLUTION 2023 - 08 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING THE SIGNATORIES FOR VARIOUS BANK ACCOUNTS OF THE CITY OF PAHOKEE AT PNC BANK, N.A; RECOGNIZING, JOSEPH MARTIN, INTERIM FINANCE DIRECTOR, AS AN ADDITIONAL SIGNATORY, AUTHORIZING CITY OFFICIALS TO EXECUTE ALL NECESSARY DOCUMENTS TO COMPORT WITH THIS RESOLUTION AND WITH PNC BANKING REQUIREMENTS; PROVIDING AN EFFECTIVE DATE.**

**B. RESOLUTION 2023 - 09 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE FLORIDA, ACCEPTING CHANGE ORDER #1 RELATED TO AN AGREEMENT BETWEEN MOMENTUM CEI, INC AND THE CITY OF PAHOKEE FOR CONSTRUCTION AND ENGINEERING INSPECTION SERVICES IN CONJUNCTION WITH STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION CONTRACT G-1753, FM# 442030-01-54-1, FOR THE BARFIELD HIGHWAY RECONSTRUCTION PROJECT; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS, PROVIDING FOR AN EFFECTIVE DATE.**

**C. RESOLUTION 2023 - 10 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO SECURE A FIREWORKS VENDOR FOR THE CITY OF PAHOKEE’S JULY 4<sup>th</sup> INDEPENDENCE DAY CELEBRATION ON AN EMERGENCY BASIS AND FOR AN AMOUNT NOT TO EXCEED \$30,500.00; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**D. RESOLUTION NO. 2023 - 11 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE USE OF AMERICAN RESCUE PLAN ACT FUNDS OF 2021 TO ESTABLISH A COVID-19 WATER ASSISTANCE PROGRAM AND A**

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**RENTAL ASSISTANCE PROGRAM FOR A TOTAL ALLOCATION AMOUNT OF \$225,000.00 FOR THE FISCAL YEAR 2022-2023; PROVIDING AN EFFECTIVE DATE.**

**E. RESOLUTION NO. 2023 - 12 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE USE OF AMERICAN RESCUE PLAN ACT FUNDS OF 2021 TO ESTABLISH A MENTAL HEALTH WELLNESS AND ASSISTANCE PROGRAM FOR A TOTAL ALLOCATION AMOUNT OF \$30,000.00 FOR THE FISCAL YEAR 2022-2023; PROVIDING AN EFFECTIVE DATE.**

**J. NEW BUSINESS** (*conversation about an activity or event upcoming, if any*)

1. Discussion and direction to contract for free grant writing services
2. Discussion and direction for MOU for mobile drug intervention services

**K. REPORT OF THE MAYOR**

**L. REPORT OF THE CITY MANAGER**

**M. REPORT OF THE CITY ATTORNEY**

**N. COMMISSIONER COMMENTS**

**O. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**

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

**Q. 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 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).

# CITY OF PAHOKEE



## MINUTES

**City Commission Regular Meeting**  
Tuesday, February 14, 2023, at 6:00 PM

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360 East Main Street  
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### **CITY COMMISSION:**

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

### **CITY STAFF:**

Rodney D. Lucas, City Manager  
Jongelene Adams, Deputy City Manager  
Tijauna Warner, City Clerk  
Burnadette Norris-Weeks, Esq., City Attorney  
Vacant, Finance/Human Resources Director

[TENTATIVE: SUBJECT TO REVISION]

## MINUTES

### A. CALL TO ORDER

The meeting was called to order by Mayor Babb at 6:12 PM.

### B. INVOCATION AND PLEDGE OF ALLEGIANCE

Everett McPherson led the Invocation, followed by the Pledge of Allegiance.

### C. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Clara Murvin

Commissioner Derrick Boldin

Commissioner Juan Gonzalez

Commissioner Sara Perez

Rodney D. Lucas, City Manager

Burnadette Norris-Weeks, City Attorney

Nylene Clarke, Executive Assistant (Acting City Clerk)

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

Motion made by Vice Mayor Murvin to approve the agenda. Duly seconded by Commissioner Boldin and passed unanimously.

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

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

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

Dorothy Williamson expressed concern regarding the length of time it has been taking to fix Barfield Highway. Discussion ensued.

Annie Ifill, with Healthier Glades, mentioned the Let's Move Campaign, the partnership with the City of Pahokee's Parks and Recreation Department to promote said campaign for the month of March, and provided information regarding a mini grant with Empower Healthcare.

Loletha Kimes Sobers thanked the City for addressing the issue with the cane fields in East Lake Village, requested for the matter to resume being addressed, and commented regarding code enforcement matters.

Everett McPherson commented in regard to the financial reports, annexation, and residential complaints.

Barbara Brown expressed concern in regard to the park in Glades Citizens Villas, Vice Mayor Murvin's seat, and ARPA funding.

Ida M Pringle expressed concern about ARPA funding and Barfield Highway.

Robert Love commented in regard to ARPA funding, Barfield Highway, and the formerly proposed transitional home.

**F. CONSENT AGENDA**

1. January 24, 2023 Regular Meeting Minutes

Motion made by Vice Mayor Murvin to approve the Consent Agenda. Duly seconded by Commissioner Boldin and passed unanimously.

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

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

1. Update - City Projects

Jongelene Adams, Deputy City Manager, provided an update on City projects, along with Marcos Montes De Oca (MDO Engineering, Inc.), Javin Walker ("2" S.B.W. & Associates, Inc.), Robert Audette (Momentum CEI, Inc), and James Washington (Rosso Site Development, Inc.). Mr. Tom Dorita discussed state appropriation. Discussion ensued.

Mayor Babb allowed Shantoria McKay and her family to speak. Ms. McKay requested help with conducting a walk, as well as a search, for her missing son. Discussion ensued.

**H. PUBLIC HEARINGS AND/OR ORDINANCES**

1. ORDINANCE 2023 - 01 (First Reading) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA SUBMITTING TO REFERENDUM AN AMENDMENT TO THE CITY CHARTER; AMENDING SECTION 3.01, ENTITLED "DESIGNATION" TO ADD THE CITY ATTORNEY AS AN ADDITIONAL CHARTER OFFICER; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

The ordinance was read into the record by Attorney Norris-Weeks and explained by Mr. Lucas. Discussion ensued.

Motion made by Commissioner Boldin to approve Ordinance 2023-01 (First Reading). Duly seconded by Vice Mayor Murvin and passed 3-2.

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

Voting Nay: Commissioner Gonzalez, Commissioner Perez

2. ORDINANCE 2023 - 02 (First Reading) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA SUBMITTING TO REFERENDUM AN AMENDMENT TO THE CITY CHARTER; AMENDING SECTION 4.02, ENTITLED, "QUALIFYING" TO ESTABLISH A REQUIREMENT THAT ALL CANDIDATES FOR MAYOR AND CITY COMMISSIONER SHALL RESIDE WITHIN THE CITY LIMITS OF THE CITY OF PAHOKEE FOR AT LEAST ONE YEAR PRIOR TO QUALIFYING; ESTABLISHING REQUIREMENTS FOR THE PRESENTATION OF CERTAIN OFFICIAL DOCUMENTS AS PROOF OF RESIDENCY; ESTABLISHING REQUIREMENTS FOR REASONABLE TRAINING STANDARDS PRIOR TO THE QUALIFYING; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

The ordinance was read into the record by Attorney Norris-Weeks and explained by Mr. Lucas. Discussion ensued.

Motion made by Commissioner Boldin to approve Ordinance 2023-02 (First Reading). Duly seconded by Vice Mayor Murvin and passed 3-2.

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

3. ORDINANCE 2023 - 03 (First Reading) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA SUBMITTING TO REFERENDUM AN AMENDMENT TO THE CITY CHARTER; AMENDING SECTION 5.02, ENTITLED, "OATH OF OFFICERS; TAKING OFFICE" TO ESTABLISH A REQUIREMENT THAT NEWLY ELECTED OFFICIALS BE SWORN INTO OFFICE AT THE BEGINNING OF THE NEXT PROPERLY NOTICED CITY COMMISSION MEETING; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

The ordinance was read into the record by Attorney Norris-Weeks and explained by Mr. Lucas. Discussion ensued.

Motion made by Commissioner Boldin to approve Ordinance 2023-03 (First Reading). Duly seconded by Vice Mayor Murvin and passed 4-1.

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

4. ORDINANCE 2023 - 04 (First Reading) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, REPEALING AND REPLACING ARTICLE II, SECTION 2-26 ENTITLED "CITY COMMISSION MEETINGS GENERALLY" AND 2-29 ENTITLED "ORDER OF BUSINESS"; RENUMBERING AND REORDERING AS NECESSARY; PROVIDING FOR AN EFFECTIVE DATE.

The ordinance was read into the record and explained by Attorney Norris-Weeks. Discussion ensued.

Motion made by Commissioner Boldin to amend Ordinance 2023-04 section 1(b)(4) and 1(b)(5) to increase the override vote to four (4) Commissioners. Duly seconded by Commissioner Gonzalez and passed unanimously.

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

Motion made by Commissioner Perez to amend For the Good of the Order, to include Commissioner Comments. Duly seconded by Commissioner Boldin and passed unanimously.

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

Motion made by Mayor Babb to approve Ordinance 2023-04 with amendments. Duly seconded by Commissioner Gonzalez and passed 4-1.

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

Voting Nay: Commissioner Perez

#### **I. RESOLUTION(S)**

1. RESOLUTION 2023 - 03 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE EXPENDITURE OF ARPA FUNDING IN ACCORDANCE WITH THE APPROVED BUDGET, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE.

The resolution was read into the record by Attorney Norris-Weeks and explained by Mr. Lucas. Discussion ensued.



Motion made by Vice Mayor Murvin to approve 2023-03. Duly seconded by Commissioner Boldin and passed unanimously.

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

2. RESOLUTION 2023 - 04 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING A MINOR HOME REPAIR PROGRAM IN CONNECTION WITH AMERICAN RESCUE ACT FUNDS UP TO AN AMOUNT OF TWO HUNDRED THOUSAND DOLLARS (\$200,000); PROVIDING FOR AN EFFECTIVE DATE.

The resolution was read into the record by Attorney Norris-Weeks and explained by Mr. Lucas. Discussion ensued.

Motion made by Commissioner Boldin to approve 2023-04. Duly seconded by Commissioner Gonzalez and passed unanimously.

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

3. RESOLUTION 2023 - 05 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING AN EMERGENCY AGREEMENT WITH RESOURCE GROUP OF NORTH AMERICA, INC. FOR LEGISLATIVE LOBBYING SERVICES; PROVIDING FOR AN EFFECTIVE DATE.

The resolution was read into the record and explained by Attorney Norris-Weeks.

Motion made by Vice Mayor Murvin to approve Resolution 2023-05, amend the emergency basis to Session, and include language for Special Session. Duly seconded by Mayor Babb and passed unanimously.

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

4. RESOLUTION 2023 - 06 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ADOPTING THE CITY OF PAHOKEE'S 2023 STATE LEGISLATIVE PRIORITY LIST, ATTACHED HERETO AS EXHIBIT "A"; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY ACTION TO CARRY OUT THE AIMS OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

The resolution was read into the record by Attorney Norris-Weeks and explained by Mr. Lucas.

Motion made by Commissioner Boldin to approve Resolution 2023-06. Duly seconded by Commissioner Gonzalez and passed 4-1.

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

Voting Nay: Commissioner Perez

5. RESOLUTION 2023 - 07 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING A SPECIAL COUNSEL AGREEMENT WITH TG LAW PLLC FOR SPECIAL COUNSEL SERVICES IN CONNECTION ARPA LEGAL CONSULTING SERVICES AND WORK INVOLVING A CENTRAL BUSINESS DISTRICT OVERLAY FOR THE CITY OF PAHOKEE; PROVIDING FOR AN EFFECTIVE DATE.

The resolution was read into the record and explained by Attorney Norris-Weeks. Gemma Torcivia commented. Discussion ensued.

Motion made by Vice Mayor Murvin to approve Resolution 2023 - 07. Duly seconded by Commissioner Boldin and passed 3-2.

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

Voting Nay: Commissioner Gonzalez, Commissioner Perez

**J. NEW BUSINESS** (*conversation about an activity or event upcoming, if any*)

None.

**K. REPORT OF THE MAYOR**

None.

**L. REPORT OF THE CITY MANAGER**

None.

**M. REPORT OF THE CITY ATTORNEY**

None.

**N. COMMISSIONER COMMENTS**

None.

**O. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**

None.

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

None.

**Q. ADJOURN**

Motion made by Vice Mayor Murvin to adjourn the meeting. Duly seconded by Commissioner Boldin and passed unanimously.

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

There being no further business to discuss, Mayor Babb adjourned the meeting at 10:10 PM.

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Keith W. Babb, Jr., Mayor

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ATTEST: Tijauna Warner, City Clerk

**ORDINANCE NO. 2023 - 01**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA SUBMITTING TO REFERENDUM AN AMENDMENT TO THE CITY CHARTER; AMENDING SECTION 3.01, ENTITLED "DESIGNATION" TO ADD THE CITY ATTORNEY AS AN ADDITIONAL CHARTER OFFICER; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Charter of the City of Pahokee requires the establishment of a Charter Review Board once every five years; and

**WHEREAS**, the City Commission of the City of Pahokee ("City Commission") appointed five (5) members to the Charter Review Board pursuant to Article V, Section 3.01 of the City of Pahokee's Charter; and

**WHEREAS**, the Charter Review Board has fulfilled its responsibilities by making certain recommendations to the City Commission on certain alterations, revisions, and amendments to the City Charter; and

**WHEREAS**, pursuant to Article VIII, Section 2 of the Florida Constitution and Chapter 166 of Florida Statutes, the City of Pahokee ("City") has been granted a broad exercise of home rule powers granted by the constitution which includes the power and authority to enact regulations for valid governmental purposes that are not prohibited by general or special law; and

**WHEREAS**, the City Commission desires to amend Section 3.01 of the City of Pahokee's Charter entitled, "Designation" to add the City Attorney as an additional Charter Officer; and

**WHEREAS**, the City Commission is also desirous of codifying an amendment to the City Charter consistent with the recommendation of the Charter Review Board and as otherwise set forth in this Ordinance; and

**WHEREAS**, the City Commission has publicly reviewed, considered and directed that this Ordinance be prepared and that the appropriate Charter Referendum question be included herein and submitted to the qualified electors of the City of Pahokee, Florida, at the next General Election.

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

**Section 1. Adoption of Representations.**

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

**Section 2. Submission of Proposed Charter Language.**

Attached hereto and incorporated herein as Exhibit “A”, is a proposed amended section of the charter of the City of Pahokee. The amended charter is done in strike through/underscore format. All language shown as being struck through is language of the existing City of Pahokee charter which will be deleted from the current charter if the amendment is approved. All language shown as underscored in the proposed charter is language which will be added to the charter if the amendment is approved.

**Section 3. Approval of the Ballot Statement.**

The following statement is hereby approved as the explanatory statement to be placed upon the ballot as required by Section 101.161, Florida Statutes:

Shall Section 3.01 of the City of Pahokee’s Charter be amended to add the City Attorney as an additional Charter Officer?

**Section 4. Ballot Title.**

The following is hereby approved as the ballot title as required by Section 101.161, Florida Statutes:

Amending Charter Section 3.01 adding the City Attorney as an additional charter officer.

**Section 5. Ballot Summary.**

Shall Section 3.01 of the City of Pahokee’s Charter be amended to add the City Attorney as an additional Charter Officer?

YES, for Approval \_\_\_\_\_

NO, for Rejection \_\_\_\_\_

**Section 6. Submission to Qualified Electors.**

The proposed amendment to the Charter of the City of Pahokee (hereafter City Charter) set forth herein shall be submitted to the vote of the qualified electors of the City for approval at a referendum to be held at the City of Pahokee’s next General Election.

**Section 7. Coordination.**

The City Administrator and City Clerk are hereby authorized to coordinate with the office of the Supervisor of Elections in order to do those things necessary to have this proposal placed on the ballot for the City of Pahokee election scheduled for the next General Election following passage of this Ordinance.

**Section 8. Proposed Amendments.**

The proposed amendments to the City Charter which have been recommended to the City Commission by the Charter Review Board is set forth in Exhibit “A,” attached

hereto and by this reference made a part hereof. (Proposed new text is shown in underline and proposed deleted text shown in strike through.)

**Section 9.** Conflict & Repealer.

All ordinances, parts of ordinances or code provisions in conflict herewith ordinance are hereby repealed.

**Section 10.** Severability.

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

**Section 11.** Inclusion in Code.

It is the intention of the City Commission of the City of Pahokee that the provisions of this Ordinance shall at some time in the future become and be made a part of the Code of Ordinances of the City of Pahokee and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

**Section 12.** Effective Date.

This Ordinance shall take effect immediately upon final passage and adoption and as required by Florida law and applicable provisions of the City's Charter and Code of Ordinances. Typographical errors which do not affect the intent may be

authorized by the City Attorney or designee, without need of public hearing by filing a corrected copy of the same with the City Clerk.

**PASSED FIRST READING** this 14<sup>th</sup> day of February, 2023.

**PASSED SECOND READING** this 28<sup>th</sup> day February, 2023.

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

ATTEST:

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

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

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

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

**VOTE:**

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

EXHIBIT "A"

Designation.

The city manager, ~~and~~ city clerk and city attorney are designated as Charter officers.



**ORDINANCE NO. 2023 - 02**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA SUBMITTING TO REFERENDUM AN AMENDMENT TO THE CITY CHARTER; AMENDING SECTION 4.02, ENTITLED, "QUALIFYING" TO ESTABLISH A REQUIREMENT THAT ALL CANDIDATES FOR MAYOR AND CITY COMMISSIONER SHALL RESIDE WITHIN THE CITY LIMITS OF THE CITY OF PAHOKEE FOR AT LEAST ONE YEAR PRIOR TO QUALIFYING; ESTABLISHING REQUIREMENTS FOR THE PRESENTATION OF CERTAIN OFFICIAL DOCUMENTS AS PROOF OF RESIDENCY; ESTABLISHING REQUIREMENTS FOR REASONABLE TRAINING STANDARDS PRIOR TO THE QUALIFYING; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Charter of the City of Pahokee requires the establishment of a Charter Review Board once every five years; and

**WHEREAS**, the City Commission of the City of Pahokee ("City Commission") appointed five (5) members to the Charter Review Board pursuant to Article V, Section 5.01 of the City of Pahokee's Charter; and

**WHEREAS**, the Charter Review Board has fulfilled its responsibilities by making certain recommendations to the City Commission on certain alterations, revisions, and amendments to the City Charter; and

**WHEREAS**, pursuant to Article VIII, Section 2 of the Florida Constitution and Chapter 166 of Florida Statutes, the City of Pahokee ("City") has been granted a broad exercise of home rule powers granted by the constitution which includes the power and authority to enact regulations for valid governmental purposes that are not prohibited by general or special law; and

**WHEREAS**, the City Commission desires to amend Section 4.02 of the City of Pahokee's Charter entitled, "Qualifying" to establish a requirement that all candidates for Mayor and City Commissioner shall reside within the City limits of the City of Pahokee for at least one year prior to qualifying; and

**WHEREAS**, the City Commission also desires to amend Section 4.02 of the City of Pahokee’s Charter to establish minimum requirements for presentation of certain official documents as proof of residency prior to qualifying for elected office within the City of Pahokee to include a Florida Driver’s License or a Florida Identification Card (ID Card); any utility bill showing the address of residency and a voter’s registration card showing Plaintiff’s address. The same addresses shall be shown on all official documents in order to verify proof of residency; and

**WHEREAS**, the City Commission further desires to amend Section 4.02 of the City of Pahokee’s Charter to establish reasonable training standards prior to qualifying pursuant to guidelines established by City Ordinance; and

**WHEREAS**, the City Commission is also desirous of codifying an amendment to the City Charter consistent with the recommendation of the Charter Review Board and as otherwise set forth in this Ordinance; and

**WHEREAS**, the City Commission has publicly reviewed, considered and directed that this Ordinance be prepared and that the appropriate Charter Referendum questions be included herein and submitted to the qualified electors of the City of Pahokee, Florida, at the next General Election.

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

**Section 1.**    Adoption of Representations.

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

**Section 2.**    Submission of Proposed Charter Language.

Attached hereto and incorporated herein as Exhibit “A”, is a proposed amended section of the charter of the City of Pahokee. The amended charter is done in strike through/underscore format. All language shown as being struck through is language of the existing City of Pahokee charter which will be deleted from the current charter if the

amendment is approved. All language shown as underscored in the proposed charter is language which will be added to the charter if the amendment is approved.

**Section 3.**    Approval of the Ballot Statement.

The following statement is hereby approved as the explanatory statement to be placed upon the ballot as required by Section 101.161, Florida Statutes:

Shall Section 4.02 of the City of Pahokee’s Charter be amended to require that all candidates for Mayor and City Commissioner reside within the City limits of the City of Pahokee for at least one (1) year prior to qualifying; shall the City require the presentation of certain official documents as proof of residency and shall the City establish reasonable training standards prior to qualifying?

**Section 4.**    Ballot Title.

The following is hereby approved as the ballot title as required by Section 101.161, Florida Statutes:

Amending Charter Section 4.02 requiring one year residency, proof, and reasonable training standards before qualifying.

**Section 5.**    Ballot Summary.

Shall Section 4.02 of the City of Pahokee’s Charter be amended to require that all candidates for Mayor and City Commissioner reside within the City limits of the City of Pahokee for at least one (1) year prior to qualifying; require the presentation of certain official documents as proof of residency and establish reasonable training standards prior to qualifying?

YES, for Approval \_\_\_\_\_

NO, for Rejection \_\_\_\_\_

**Section 6. Submission to Qualified Electors.**

The proposed amendment to the Charter of the City of Pahokee (hereafter City Charter) set forth herein shall be submitted to the vote of the qualified electors of the City for approval at a referendum to be held at the City of Pahokee’s next General Election.

**Section 7. Coordination.**

The City Administrator and City Clerk are hereby authorized to coordinate with the office of the Supervisor of Elections in order to do those things necessary to have this proposal placed on the ballot for the City of Pahokee election scheduled for the next General Election following passage of this Ordinance.

**Section 8. Proposed Amendments.**

The proposed amendments to the City Charter which have been recommended to the City Commission by the Charter Review Board is set forth in Exhibit “A,” attached hereto and by this reference made a part hereof. (Proposed new text is shown in underline and proposed deleted text shown in strike through.)

**Section 9. Conflict & Repealer.**

All ordinances, parts of ordinances or code provisions in conflict herewith ordinance are hereby repealed.

**Section 10. Severability.**

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

**Section 11. Inclusion in Code.**

It is the intention of the City Commission of the City of Pahokee that the provisions of this Ordinance shall at some time in the future become and be made a part of the Code of Ordinances of the City of Pahokee and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

**Section 12. Effective Date.**

This Ordinance shall take effect immediately upon final passage and adoption and as required by Florida law and applicable provisions of the City's Charter and Code of Ordinances. Typographical errors which do not affect the intent may be authorized by the City Attorney or designee, without need of public hearing by filing a corrected copy of the same with the City Clerk.

**PASSED FIRST READING** this 14<sup>th</sup> day of February, 2023.

**PASSED SECOND READING** this 28<sup>th</sup> day February, 2023.

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

ATTEST:

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

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

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

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

**VOTE:**

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

**EXHIBIT "A"**

**Section 4.02. - Qualifying.**

Candidates for the city commission shall qualify by filing a written notice of candidacy with the city clerk at such time and in such manner as may be prescribed by ordinance.

To be eligible to hold the office of Mayor and City Commissioner of the City of Pahokee, or to qualify for nomination or election as such, the candidate shall have resided in the city limits of the City of Pahokee for a minimum of one (1) year immediately preceding the date of qualifying and shall continuously reside in the City of Pahokee; shall present certain official documents as proof of residency to include, at a minimum, a Florida Driver's License or a Florida Identification Card (ID Card); any utility bill showing the address of residency and a voter's registration card. The same addresses shall be shown on all three (3) official documents and serve as verification of proof of residency. Candidates for nomination or election shall comply with reasonable training standards prior to qualification as established by City Ordinance.

**ORDINANCE NO. 2023 - 03**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA SUBMITTING TO REFERENDUM AN AMENDMENT TO THE CITY CHARTER; AMENDING SECTION 5.02, ENTITLED, "OATH OF OFFICERS; TAKING OFFICE" TO ESTABLISH A REQUIREMENT THAT NEWLY ELECTED OFFICIALS BE SWORN INTO OFFICE AT THE BEGINNING OF THE NEXT PROPERLY NOTICED CITY COMMISSION MEETING; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Charter of the City of Pahokee requires the establishment of a Charter Review Board once every five years; and

**WHEREAS**, the City Commission of the City of Pahokee ("City Commission") appointed five (5) members to the Charter Review Board pursuant to Article V, Section 5.01 of the City of Pahokee's Charter; and

**WHEREAS**, the Charter Review Board has fulfilled its responsibilities by making certain recommendations to the City Commission on certain alterations, revisions, and amendments to the City Charter; and

**WHEREAS**, pursuant to Article VIII, Section 2 of the Florida Constitution and Chapter 166 of Florida Statutes, the City of Pahokee ("City") has been granted a broad exercise of home rule powers granted by the constitution which includes the power and authority to enact regulations for valid governmental purposes that are not prohibited by general or special law; and

**WHEREAS**, the City Commission desires to amend Section 5.02 of the City of Pahokee's Charter entitled, "Oath of Officers; Taking Office" to require that newly elected officials of the City Commission be sworn into office at the beginning of the next properly noticed city commission meeting following the official certification of election results; and

**WHEREAS**, the City Commission is also desirous of codifying an amendment to the City Charter consistent with the recommendation of the Charter Review Board and as otherwise set forth in this Ordinance; and



**WHEREAS**, the City Commission has publicly reviewed, considered and directed that this Ordinance be prepared and that the appropriate Charter Referendum question be included herein and submitted to the qualified electors of the City of Pahokee, Florida, at the next General Election.

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

**Section 1. Adoption of Representations.**

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

**Section 2. Submission of Proposed Charter Language.**

Attached hereto and incorporated herein as Exhibit “A”, is a proposed amended section of the charter of the City of Pahokee. The amended charter is done in strike through/underscore format. All language shown as being struck through is language of the existing City of Pahokee charter which will be deleted from the current charter if the amendment is approved. All language shown as underscored in the proposed charter is language which will be added to the charter if the amendment is approved.

**Section 3. Approval of the Ballot Statement.**

The following statement is hereby approved as the explanatory statement to be placed upon the ballot as required by Section 101.161, Florida Statutes:

Shall Section 5.02 of the City of Pahokee’s Charter be amended to require newly elected officials to be sworn into office at the beginning of the next properly noticed city commission meeting following official certification of election results?

**Section 4.**    Ballot Title.

The following is hereby approved as the ballot title as required by Section 101.161, Florida Statutes:

Amending Charter Section 5.02 requiring swearing-in at the beginning of a commission meeting following certification.

**Section 5.**    Ballot Summary.

Shall Section 5.02 of the City of Pahokee’s Charter be amended to require newly elected officials of the City Commission to be sworn into office at the beginning of the next properly noticed city commission meeting following official certification of election results?

YES, for Approval \_\_\_\_\_

NO, for Rejection \_\_\_\_\_

**Section 6.**    Submission to Qualified Electors.

The proposed amendment to the Charter of the City of Pahokee (hereafter City Charter) set forth herein shall be submitted to the vote of the qualified electors of the City for approval at a referendum to be held at the City of Pahokee’s next General Election.

**Section 7.**    Coordination.

The City Administrator and City Clerk are hereby authorized to coordinate with the office of the Supervisor of Elections in order to do those things necessary to have this proposal placed on the ballot for the City of Pahokee election scheduled for the next General Election following passage of this Ordinance.

**Section 8.** Proposed Amendments.

The proposed amendments to the City Charter which have been recommended to the City Commission by the Charter Review Board is set forth in Exhibit "A," attached hereto and by this reference made a part hereof. (Proposed new text is shown in underline and proposed deleted text shown in strike through.)

**Section 9.** Conflict & Repealer.

All ordinances, parts of ordinances or code provisions in conflict herewith ordinance are hereby repealed.

**Section 10.** Severability.

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

**Section 11.** Inclusion in Code.

It is the intention of the City Commission of the City of Pahokee that the provisions of this Ordinance shall at some time in the future become and be made a part of the Code of Ordinances of the City of Pahokee and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

**Section 12. Effective Date.**

This Ordinance shall take effect immediately upon final passage and adoption and as required by Florida law and applicable provisions of the City’s Charter and Code of Ordinances. Typographical errors which do not affect the intent may be authorized by the City Attorney or designee, without need of public hearing by filing a corrected copy of the same with the City Clerk.

**PASSED FIRST READING** this 14<sup>th</sup> day of February, 2023.

**PASSED SECOND READING** this 28<sup>th</sup> day February, 2023.

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

ATTEST:

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

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

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

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

**VOTE:**

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

**EXHIBIT "A"**

Section 5.02. - Oath of officers; taking office.

After election or appointment and before taking office each commissioner or Charter officer of the city shall take the oath of office as prescribed by ordinance. Newly elected officials shall be sworn in and take office ~~the day following the election~~ at the beginning of a properly noticed city commission meeting following official certification of election results ~~, provided that the election results have been certified to the City by the Palm Beach County Supervisor of Elections.~~

**ORDINANCE NO. 2023 - 04**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, REPEALING AND REPLACING ARTICLE II, SECTION 2-26 ENTITLED "CITY COMMISSION MEETINGS GENERALLY" AND 2-29 ENTITLED "ORDER OF BUSINESS"; RENUMBERING AND REORDERING AS NECESSARY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Pahokee ("City Commission") desires to revise its Rules of Procedure by revising Article II, Section 2-26, of the City of Pahokee's Code of Ordinances.

**WHEREAS**, the City Commission desires to revise its Rules of Procedure by revising Article II, Section 2-29, of the City of Pahokee's Code of Ordinances.

**WHEREAS**, the City Commission finds that it would operate more efficiently if revised Rules of Procedure were adopted and followed.

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

**Section 1.** Amending Section 2-26 of the City of Pahokee Code of Ordinances entitled "City Commission Meetings Generally", which shall be replaced and shall read as follows

City commission meetings generally.

(a) *Ground rules for decorum regarding members of the city commission.* The following shall constitute the guidelines for decorum to be adhered to by members of the city commission in their respective roles as elected public officers of the city:

- (1) Members of the city commission shall:
  - A. Each conducts themselves with dignity;
  - B. Agree to disagree with each other; and
  - C. Show respect for the points of view of other members of the city commission.

- (2) Members of the city commission shall not:
  - A. Falsely accuse another member of the city commission of wrongdoing;
  - B. Criticize each other in a rancorous or unprofessional manner;
  - C. Make personal attacks on another member of the city commission; or
  - D. Individually act without the support of the city commission.

(b) *Procedures, Scope and Taking Action for Noncompliance.*

(1) The City of Pahokee city commission is permitted by Florida law to determine its own rules of procedure. Unless otherwise set forth herein, all municipal meetings shall be conducted in accordance with the procedural requirements as established by Robert’s Rules of Order, said rules of order being incorporated into this section by reference.

(2) The City Commission, the City Manager, the City Clerk, and the public shall be governed by the terms, conditions, and provisions of this section as the basis and framework for procedures of the City Commission.

(3) Members of the city commission and other public officers attending or participating in any regular or special meeting of the city commission shall abide by the standards of conduct and values set forth by to Code of Ethics for Public Officers to be established by the Commission.

(4) Members of the City Commission are expected to ensure proper decorum during all meetings of the City. If, after a warning from the Mayor, a City Commissioner is found to be disruptive in such a manner whereby business cannot be conducted as determined by the Mayor, the Mayor shall instruct law enforcement or other authorized personnel to remove a disruptive City Commissioner from the commission chambers for that meeting. A decision made by the Mayor may be overridden by a vote of any four (4) members of the City Commission.

(5) If a member of the public, City staff or Charter Officer of the City is found to be disruptive in such a manner whereby business cannot be conducted as determined by the Mayor, the Mayor shall instruct law enforcement or other authorized personnel to remove said person from the commission chambers for that meeting. A decision made by the Mayor may be overridden by a vote of any four (4) members of the City Commission.

(c) *Agenda.* Unless otherwise set forth herein, City Commissioners shall agree by majority vote on items to be placed on a Commission agenda. Decisions regarding the placement of an agenda item shall be made by the Commission no later than the meeting immediately preceding the placement of the item to be discussed and voted upon. A portion of each regular commission agenda shall be set aside for discussion of future agenda items.



The City Manager and the City Attorney may agenda an item for discussion and vote, without Commission consideration, if the item involves the regular business and administration for smooth operations of the City.

(d) *Duties and responsibilities of mayor.*

(1) The mayor or presiding officer at any regular or special meeting of the city commission shall only introduce agenda items by the agenda item number and the brief title as listed on the agenda with no further explanation or comment. Thereafter, the mayor or presiding officer may call on the City Manager, and the City Manager or his or her designee shall furnish a brief explanation of the item under consideration. The item shall then be opened for public hearing, if applicable, or discussion by the city commission as required for the particular item under the time limits imposed by this section.

(2) Any comments or questions by the attending public shall be directed to the mayor or presiding officer. Members of the city commission shall direct all comments and questions on the subject matter being discussed to the mayor or presiding officer only and shall not engage in cross conversations with other members of the public or direct any questions to other members of the city commission or to the public. The mayor or presiding officer shall not unreasonably withhold or delay recognition of any member of the city commission desiring to speak. The mayor or presiding officer shall recognize other members of the city commission in rotation and not call on any member a second and subsequent time until such time as all members of the city commission shall have had the opportunity to speak.

(3) If the mayor or presiding officer desires to participate in a discussion, he or she shall do so only when the speaking member of the city commission has relinquished the floor. The mayor or presiding officer shall not interrupt a speaking member of the city commission for the purpose of comment other than to move the discussion forward.

(4) The mayor or presiding officer shall not use his or her power as chair to dominate debate or discussion, nor shall the mayor or presiding officer unreasonably cut short or prolong any debate, discussion, or taking of a vote.

(5) Motions to change the order of business shall require a majority vote of the city commission.

(7) The mayor or presiding officer, in consultation with the city attorney, shall make rulings on parliamentary procedure. At least three (3) votes of members of the city commission is required to overrule the mayor or presiding officer on rulings of parliamentary procedure.

(8) The mayor or presiding officer may, during city commission proceedings, request that the city commission move on to the next item on the meeting agenda by voting or otherwise.

(e) *Time of meetings.* All regularly scheduled meetings of the city commission shall begin not later than 6:30 p.m., and shall end no later than 10:00 p.m. Any items remaining on the agenda shall be placed under Old Business for the next commission agenda. In setting matters over to the next meeting or a special meeting, the city clerk is directed to take into consideration all notice provisions relative to municipal ordinances and, specifically, Florida Statutes, Section 166.041.

(f) *City commission discussion.*

(1) Discussion by a member of the city commission shall not be limited, unless a motion to limit debate is made and adopted. Each member of the city commission shall be afforded the opportunity to offer rebuttal to each item discussed. A motion to limit debate shall take precedence over all motions, except a motion to adjourn, a point of order, or a motion to table.

(2) Each member of the city commission and the public who desires to speak shall address the mayor or presiding officer, and upon recognition by the mayor or presiding officer, shall confine himself or herself to the issues under debate, avoiding all personalities and indecorous language.

(3) Members of the city commission shall not interrupt anyone who has the floor, unless it is to call the meeting to order, or as otherwise provided in this section. If a member of the city commission desires to direct questions to another member of the city commission or the public, the questions shall be directed to the mayor or presiding officer who in turn will recognize the individual who wishes to answer the specific question.

(4) While the city commission is in session, members of the city commission and the public present at the meeting shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the city commission. There shall be no audience outburst and disruptive conversation from members of the public.

(g) *Citizen's Rights*

(1) *Right to be Heard:* Members of the public shall be given a reasonable opportunity to be heard on agenda items except as provided for below. Public input shall be limited to three (3) minutes. This right does not apply to:

i. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Commission to act.

- ii. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- iii. A meeting that is exempt from Section 286.011, Florida Statutes; or
- iv. A meeting during which the Commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

(h) *Manner of Addressing the Commission - Time Limit:* Each person addressing the Commission shall sign in with the City Clerk no later than five minutes from the start of the meeting. Persons shall step up to the microphone, shall give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Commission, shall limit his/her address to three (3) minutes. All remarks shall be addressed to the Commission as a body, and not to any member thereof. No person, other than members of the Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Commission. When requested by any member of the Commission the City Manager, City Attorney, as well as staff members, may enter into any discussion. No questions shall be asked the Commissioners, except through the presiding officer. The City Manager and the City Attorney may ask the Chair for permission to speak at any time. Questions regarding day-to-day operations should be directed to the City Manager for an answer at a later time.

i) *Personal and Slanderous Remarks:* Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Commission may be requested to leave the meeting and may be forthwith, by the presiding officer, barred from further audience before the Commission at the meeting from which ejected.

(j) *Freedom of Expression.* Nothing herein shall be construed to limit any member of the public from expressing their opinions outside of a public meeting.

(k) *Application to city boards.* All references in this section to "city commission" shall also mean the various city boards provided for in this code or created by the city commission.

(l) *Special meetings.* Special meetings of the governing body shall be called solely for specific and stated purposes only. It is the intention of the city commission that no items shall be added to a special meeting agenda other than those items for which the meeting was called.

(m) *Quorum and dismissal from City boards/committees.* The majority of the voting members present at any Board/Committee meeting shall constitute a quorum to conduct business. Board/ Committee members shall be removed from a board/committee for missing three (3) consecutive committee meetings or four (4) total meetings during any fiscal year, unless due to illness or excused by a vote of the City Commission.

Board/Committee members shall serve at the pleasure of the commission and may be suspended and removed for other just cause. Any committee/board member who

becomes a candidate for public elective office, or becomes an employee of city, shall automatically forfeit committee membership status.

**Section 2.** Amending Section 2-29 of the City of Pahokee’s Code of Ordinances entitled “Order of Business”, shall be replaced and shall read as follows:

Order of Business.

The following order of business shall be observed:

- a. Call to Order
- b. Invocation and Pledge of Allegiance;
- c. Roll call;
- d. Additions of emergency basis from City Manager, deletions and approval of agenda items;
- e. Public Comments/Public Service Announcements/Presentations/Proclamations
- f. Consent agenda;
- g. Old Business (discussion of existing activities or previously held events, if any)
- h. Public Hearings and/or Ordinances
- i. Resolution (s)
- j. New Business (~~conversation about an~~ 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. Commissioners Comments~~
- n. Future Agenda Items of Commissioners, if any.
- o. Commissioner Comments and For the Good of the Order (community events, feel good announcements), if any
- p. Adjourn.

At all special meetings, the regular order shall be dispensed with after the roll call with the exception of public comment which shall be three (3) minutes per person.

**Section 3.** City commissioners' votes recorded on ordinances and resolutions.

Each city commissioner's vote shall be recorded on all ordinances and resolutions presented to the city commission.

**Section 4.** Votes required to pass resolutions.

A minimum of three (3) votes in favor of a resolution is required to effect passage of the resolution.

**Section 5. Requests for readily available information; reporting citizen complaints.**

When requesting readily available information or documents not requiring research or analysis, or relaying citizen complaints regarding code enforcement violations, members of the city commission may deal directly with department director under the direction and supervision of the City Manager for questions only. For all other inquiries, requests for action or assistance, or reports, including but not limited to complaints regarding, by, or about employees of the city, members of the city commission shall deal solely with the City Manager. All follow-up to inquiries by members of the city commission shall be made to the City Manager. No orders may be given to any City employee by any City Commissioner.

Nothing in this section shall be construed to permit any member of the city commission to suggest, direct, or instruct any city staff member to perform any duties or functions, not previously directed by the City Manager or to resolve citizen complaints in a specific manner.

**Section 6. Clerk designated custodian, duties.**

The City Clerk shall be the custodian of the public records of the city for all purposes consistent with Florida law. Any public record coming into the possession of any officer, official, employee, agent or servant of the city. All public records received by the city clerk shall have placed thereon an appropriate designation as to the time and date of receipt. Duplicates of any instruments or records of which the city clerk has the original, need not be filed with the city clerk.

**Section 7. Inspection by citizens.**

The public records of the city shall be open for inspection of any interested person or party during the customary business hours of the city clerk's office, subject however to the proper rules and regulations for the efficient conduct of the clerk's business and Florida law.

**Section 8. Removing or withholding from custodian.**

No person shall remove, conceal, withhold, retain or keep any public record from the lawful custody of the city clerk.

**Section 9. Public hearings.**

It is the intent of this provision to provide citizens of the City of Pahokee with the earliest opportunity to comment on proposed ordinances. Public hearings shall be held at the second reading of the ordinance, except as otherwise provided by law.

**Section 10.** Indemnification of municipal offices for losses and expenses incurred in defense of litigation instituted against official for actions in discharging municipal duties.

(a) *Definitions.*

- (1) "Official" shall mean the mayor, every city commissioner, officer, agent, or employee of the city, whether elected, appointed or employed, with or without compensation.
- (2) "Indemnification" shall include the payment of all expenses and losses, including reasonable counsel fees, paid, incurred or imposed upon an official as a result of any litigation or proceeding.
- (3) "Expense" shall include any monies paid by an official and incurred in the defense or settlement of any litigation or proceeding, including but not limited to, legal fees, costs of litigation, and the amount of any settlement, judgment or verdict.

(b) *Indemnification.*

(1) Whenever in the performance of, or in connection with the performance of, official duties in behalf of the city, an official has been involved or shall hereafter be involved in a dispute, proceeding or litigation, either in a representative or individual capacity, with or without the city as a co-party in the matter, the city shall promptly indemnify said official. The city shall promptly preserve, protect, defend, aid and assist said official, and exonerate, indemnify and hold harmless said official from and against any and all expenses, liabilities, claims, demands, proceedings, damages, losses, charges, advances, disbursements, payments, expenses, costs, including reasonable counsel fees following approval of commission, awards, settlements, judgments, decrees and mandates, paid, incurred by, or imposed upon said official in all disputes, proceedings, trials ad appeals, by reason of said official being or having been a city official, even though he is no longer an official at the time the expenses are incurred or the claims are made against him. The protection herein guaranteed shall exist during and after the term of office or employment, for liabilities incurred during the term of office or employment if in the persons official capacity.

**(2) Each official protected hereby shall promptly cooperate** in his or her own defense, and shall:

- A. File a written notice with the City Manager requesting indemnification, which notice shall include all summons, writs and other documents pertaining to the claim made against said official;
- B. Attend hearings, trials, and depositions and furnish such evidence as shall be needed;
- C. Grant the city full rights of subrogation and the right to recover under any claims, offsets, or counterclaims of the protected official arising out of or in

connection with the controversy involved in this section; provided, that if the protected official shall recover any sum, then the city shall deduct all disbursements, costs, and expenses of litigation including attorneys' fees, and any award against the city, and the remainder shall belong to the protected official;

D. Execute and deliver to the city all assignments, papers, and documents needed to carry out the purposes of this section.

(3) If at any time it shall appear that the controversy has no connection with official duties, the city commission may require an investigation and report by the City Manager and/or City Attorney. The city may, for good cause, refuse to proceed with the indemnification or defense by use of the following procedure:

A. The official shall be given a written notice, at least twenty (20) days before a hearing, and a written complaint showing that the controversy has no connection with official duties. The notice shall state the particulars of the complaint with enough detail so that the person may prepare his defense;

B. At the hearing, which shall be before the city commission, the city and the official shall produce witnesses who shall give sworn testimony;

C. At the conclusion of the hearing, the commission shall make its findings of fact and conclusions on the evidence. If the commission shall find that the controversy has no connection with official duties, and involves only a private or personal matter, then the commission may refuse to proceed with the indemnification and defense.

(4) After final determination the city may, for good cause, refuse to pay any judgment or decree entered against any official by following this procedure after a final judgment or decree, including any appellate proceedings:

A. The official shall be given a written notice, at least twenty (20) days before a hearing, and a written complaint showing that he did not act in good faith and was guilty of a flagrant, willful, and intentional violation of a city ordinance or a law of Florida. The notice shall state the particulars of the complaint with enough detail so that the person may prepare his defense;

B. At the hearing, which shall be before the city commission, the city and the official shall produce witnesses who shall give sworn testimony;

C. At the conclusion of the hearing the commission shall make its findings of fact and conclusions on the evidence. If the commission shall conclude that the official did not act in good faith and was guilty of a flagrant, willful and intentional violation of a city ordinance or a law of Florida, then the commission may refuse to pay all or a part of said judgment or decree;

D. If the official shall willfully fail or refuse to cooperate in his defense, then the commission may, to the extent that the city was damaged thereby, reduce the protection and indemnification provided under this section.

(5) At all hearings hereunder the sole question shall be the obligation of the city to indemnify the official, and the merits of the claim made against the official shall not be an issue, so that the defense of the claim shall not be prejudiced.

**Section 11. Settlement of claims; administrative procedure for expeditious processing of claims against and in favor of City.**

(a) In those instances where municipal property has been damaged or municipal employees have been injured due to the actions of third parties, and municipal funds have been or will be expended for property repairs or medical costs, recovery shall be sought as follows:

(1) The City Manager shall evaluate all such claims and shall attempt to secure full reimbursement.

(2) To the extent that a specific fund is budgeted, whenever the municipal claim can be satisfied in full and the city completely indemnified, the City Manager shall be authorized to release the third party from liability upon payment in full. If the amount of the claim is more than five thousand dollars (\$5,000.00), the form of the release shall be reviewed and approved by the city attorney and approved by the City Commission before being executed and provided to the person/party being released.

(3) Whenever partial settlement of a municipal claim has been offered, the City Manager shall coordinate with the applicable insurance carrier and City Attorney and evaluate the settlement offer as follows:

A. If the total amount of the municipal claim involved is five thousand dollars (\$5,000.00) or less, the City Manager shall be authorized to settle the claim.

B. If the total amount of the municipal claim involved is more than five thousand dollars (\$5,000.00), the City Manager shall cause the proposed settlement to be placed upon the agenda of the next regularly scheduled meeting of the city commission. Upon recommendation by the City Manager, the city commission shall then determine whether or not to accept the proposed settlement offer.

(4) The City Attorney shall be available to advise the city commission and the City Manager at all stages of the above proceedings.

(5) In those instances where settlement of municipal claims cannot be effected within a reasonable time, the City Attorney, with an approving vote of the city commission, shall file the appropriate lawsuit to effect collection of the claim.

(6) The City Commission shall be notified by the City Manager at the next regular City Commission meeting of the amount of any claim settled by the City Manager.



**Section 12. Severability.**

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

**Section 13. Effective Date.**

This Ordinance shall take effect immediately upon final passage.

**PASSED FIRST READING** this 14<sup>th</sup> day of February 2023.

**PASSED SECOND READING** this 28th day of February 2023.

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

ATTEST:

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

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

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

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

**VOTE:**

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



AGENDA  
MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS  
VIA: RODNEY D. LUCAS, CITY MANAGER  
FROM: Rodney D. Lucas, City Manager  
SUBJECT: Approving PNC Bank, N.A. Signatories  
DATE: February 23, 2023

---

**GENERAL SUMMARY/BACKGROUND:**

The authorized signatories on the City’s bank accounts need to be updated to include the Mayor, City Manager, City Clerk, and Interim Finance Director, as primary signatories.

**BUDGET IMPACT:** N/A

**LEGAL NOTE:** N/A

**STAFF RECOMMENDATION:**

Staff recommends approval.

**ATTACHMENTS:**

Resolution 2023 - 08

**RESOLUTION 2023 - 08**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING THE SIGNATORIES FOR VARIOUS BANK ACCOUNTS OF THE CITY OF PAHOKEE AT PNC BANK, N.A.; RECOGNIZING, JOSEPH MARTIN, INTERIM FINANCE DIRECTOR, AS AN ADDITIONAL SIGNATORY, AUTHORIZING CITY OFFICIALS TO EXECUTE ALL NECESSARY DOCUMENTS TO COMPORT WITH THIS RESOLUTION AND WITH PNC BANKING REQUIREMENTS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee (“City”) recognizes PNC Bank, N.A. as its financial institution; and

**WHEREAS**, Joseph Martin, the City’s Interim Finance Director, needs to be added as an additional authorized signatory for all City accounts at PNC Bank, N.A.; and

**WHEREAS**, the current signatories for the City’s banking account are Rodney Lucas, City Manager, Tijauna Warner, City Clerk and Keith Babb, City Mayor; and

**WHEREAS**, the City Commission of the City of Pahokee (“City Commission”) desires to approve additional signatory, Joseph Martin, to the City’s banking accounts and further authorizes the execution of all necessary documents to comport with this resolution and with PNC Bank, N.A. banking requirements.

**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 and Approval. The City Commission of the City of Pahokee, Florida hereby authorizes and approves additional signatory, Joseph Martin, Interim Finance Director, to the City’s banking accounts at PNC Bank, N.A. with all other signatories remaining same. The City further authorizes the execution of all necessary documents to comport with this resolution and with PNC Bank, N.A. banking requirements.

**SECTION 3.**        Effective Date. This Resolution shall become effective immediately upon passage and adoption.

PASSED and ADOPTED this 28th day of February, 2023.

**ATTEST:**

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

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

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

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

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

**VOTE:**

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



# AGENDA

## MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, CITY MANAGER

FROM: Jongelene Adams

SUBJECT: Community & Economic Development Department

DATE: 21 February 2023

**GENERAL SUMMARY/BACKGROUND:**

Barfield Reconstruction Highway CEI Change Order #1 – This change order is for Barfield Highway Reconstruction Project for Construction Engineering Inspection (CEI) Services. The change order is to extend the amount of CEI services compensation to Momentum CEI, Inc. for the additional cost of oversight & inspection for CEI (consultant services) as it relates to the FDOT Barfield Highway Reconstruction Project.

This requested Change Order for additional compensation is due to the increased project occurrences such as construction and utility change orders that have required supplementary manpower/staffing from Momentum CEI.

Momentum original award bid contract amount - \$217,010.55 the increase of CEI manpower and staff will increase the contract amount to \$466,932.00 which, as per the FDOT agreement between the City of Pahokee and FDOT (contract G1753 FM No. 442030-01-54-1) funding for CEI was originally included in the agreement for Construction and Construction Engineering Inspection (CEI) services.

Momentum CEI, Inc. is entitled to 100% of the additional \$249,921.45 to increase the total CEI contract to \$466,932.00 for the work performed for CEI services for Barfield Highway.

FDOT has concurred with this funding of CEI services CO #1.

**BUDGET IMPACT:** \$249,921.45 will be granted for this change order. Florida Department of Transportation has granted concurrence of the additional cost.

**LEGAL NOTE:** N/A

**STAFF RECOMMENDATION:**

The Department of Community & Economic Development recommends approval of this change order #1.

**ATTACHMENTS:**

Resolution 2023 - 09  
Change Order #1

**RESOLUTION 2023 - 09**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE FLORIDA, ACCEPTING CHANGE ORDER #1 RELATED TO AN AGREEMENT BETWEEN MOMENTUM CEI, INC AND THE CITY OF PAHOKEE FOR CONSTRUCTION AND ENGINEERING INSPECTION SERVICES IN CONJUNCTION WITH STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION CONTRACT G-1753, FM# 442030-01-54-1, FOR THE BARFIELD HIGHWAY RECONSTRUCTION PROJECT; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS, PROVIDING FOR AN EFFECTIVE DATE.**

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

**WHEREAS**, pursuant to Resolution 2021-08, the City approved Momentum CEI, Inc. to perform all aspects of Construction Engineering Inspection Services related to the state funded grant agreement between the Florida Department of Transportation (FDOT), and the City of Pahokee Contract G-1753, FM #442030-01-54-1, for Barfield Highway in the amount of \$466,932.00; and

**WHEREAS**, a change order is necessary in order for Momentum CEI, Inc. to complete the Barfield Highway Reconstruction work at an additional amount of \$249,921.45, which will be paid by the Florida Department of Transportation through grant funding approved by City of Pahokee Resolution 2019-14; and

**WHEREAS**, payment of \$249,921.45 and acceptance and approval of Change Order #1, attached hereto as Exhibit “A”, is in the best interest of the City of Pahokee.

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

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

Section 2. Authorization and Approval. The City Commission of the City of Pahokee hereby accept Change Order #1, attached hereto as Exhibit A", related to an agreement between Momentum CEI, Inc. and the City of Pahokee for Construction and Engineering Inspection services in conjunction with State of Florida Department of Transportation Contract G-1753, FM #442030-01-54-1 for the Barfield Highway reconstruction project.

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

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

PASSED and ADOPTED this 28<sup>th</sup> day of February 2023.

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

ATTEST

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

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

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

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



Vote:

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

**EXHIBIT "A"**  
**CEI CHANGE ORDER #1**



CHANGE ORDER #

Project: Barfield Highway Reconstruction

Project No: FM# 442030-1-54-01

Date of Issuance: 02/21/2023

Effective Date: 2/29/2023

Owner: City of Pahokee

Project Engineer: AE Engineering, Inc.

Consultant/Contractor: Momentum CEI

**Purpose of Change Order:**

Barfield Highway CEI Change Order #1– This change order is for Construction Engineering and Inspection Services for Barfield Highway Reconstruction Project. The change order is to compensate Momentum CEI, Inc.(consultant) for the additional CEI services as it relates to the oversight of construction. This oversight includes manpower/staffing and project supervision/engineering as per the FDOT Barfield Highway Project – G1753 – FM #442030-1-54-01.

As per the FDOT agreement, CEI for the project, is included in the grant agreement. Momentum CEI bid award amount (Resolution 2021-08 CEI agreement) was for \$217,010.55. This CEI C/O #1 is for an additional amount of \$249,921.45 which increases the contract amount to the approved CEI cost from FDOT is for \$466,932.00.

Momentum CEI, Inc is entitled to 100% of the \$249,921.45 to provide an additional CEI services kper FDOT concurrence.

**Attachment:**

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

Method of determining the change is:

Change Price:

- Unit Price
- Lump Sum
- Other \_\_\_\_\_

Increase/Decrease) in Contract Price:

\$249,921.45- cost covered by FDOT

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

RECOMMENDED:

FDOT Concurrence Email  
ENGINEER

BY: \_\_\_\_\_  
(Authorized Signature)

Method of determining the change is:

Change Times:

- Contractor's records
- Engineer's records
- Other \_\_\_\_\_

Increase/Decrease in Contract Times:

Substantial Completion: \_\_\_\_\_ days

Ready for final payment: \_\_\_\_\_ days

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

AUTHORIZED:

City of Pahokee  
OWNER

BY: \_\_\_\_\_  
(Authorized Signature)



AGENDA  
MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS  
VIA: RODNEY LUCAS, CITY MANAGER  
FROM: Jongelene Adams  
SUBJECT: Community & Economic Development Department  
DATE: 21 February 2023

**GENERAL SUMMARY/BACKGROUND:**

This request is for additional funding of \$5,500.00 for the upcoming City of Pahokee 4<sup>th</sup> of July Fireworks. City staff originally budgeted \$25,000 for 4<sup>th</sup> of July Celebration. However, after researching the cost of fireworks and planning for the 2023 Fourth on the Marina celebration, staff has discover that due to the increase of supply and demand cost that have affected the entire nation, the allocated amount of \$25,000 will not cover the cost of the fireworks.

Staff is requesting an approval of not to exceed \$30,500.00 for cost of fireworks. Staff has contacted several companies and have discovered many of the pyrotechnic (fireworks) companies are sold out for the 2023 4<sup>th</sup> of July celebrations. We have identified 2 companies that may be able to serve the City for the 2023 4<sup>th</sup> of July Fireworks Celebration. The anticipated costs are about \$30,000 for a 20-22 minute fireworks show.

**BUDGET IMPACT:** Not to exceed \$30,500.00. The additional \$5,500 will come from the general fund as well as identifying corporate sponsorship to offset the cost,

**LEGAL NOTE:** N/A

**STAFF RECOMMENDATION:**

The Department of Community & Economic Development recommends approval of this budget request.

**ATTACHMENTS:**

Resolution 2023 - 10

**RESOLUTION 2023 - 10**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO SECURE A FIREWORKS VENDOR FOR THE CITY OF PAHOKEE’S JULY 4<sup>th</sup> INDEPENDENCE DAY CELEBRATION ON AN EMERGENCY BASIS AND FOR AN AMOUNT NOT TO EXCEED \$30,500.00; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee (“City”) is scheduled to host a community-wide July 4<sup>th</sup> Independence Day celebration with fireworks and other activities; and

**WHEREAS**, the City Commission of the City of Pahokee desires to authorize the City Manager to expend funds in a total amount not to exceed \$30,500.00 for the community-wide event for the City on an emergency basis; and

**WHEREAS**, the City Commission of the City of Pahokee deems the expenditure of these funds as in the best interest of the City of Pahokee.

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

**Section 1.** Adoption of Representations. The foregoing “Whereas” clauses are hereby 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 secure a fireworks vendor for the City of Pahokee’s July 4<sup>th</sup> Independence Day Celebration, on an emergency basis, and for an amount not to exceed Thirty Thousand Five Hundred Dollars (\$30,500.00) in a contract form acceptable to the City Attorney.

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

**PASSED and ADOPTED this 28th day of February, 2023.**

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

**ATTEST:**

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

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

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

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

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

**VOTE:**

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



AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS  
VIA: RODNEY LUCAS, CITY MANAGER  
FROM: Peggy Boule-Washington  
SUBJECT: American Rescue Plan Act Fund Allocation  
DATE: February 23, 2023

---

**GENERAL SUMMARY/BACKGROUND:**

The City of Pahokee has instituted a Residential Water and Rental Assistance Program. The intent of the Program is to residents in need of assistance with paying past due water and past due rent within the City.

The City of Pahokee has received an allocation of \$3,162,890. The funds were received in two transactions of \$1,581,445. We will start with the first year, FY2022-23, allocating \$225,000 to cover up \$1,500 per qualifying household.

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

**BUDGET IMPACT:** ARPA funds were received in the amount of \$3,162,890. \$225,000 will be allocated towards Residential Water and Rental Assistance up to \$1,500 per qualifying household.

**LEGAL NOTE:** N/A

**STAFF RECOMMENDED MOTION:**

Approve resolution.

**ATTACHMENTS:**

Resolution 2023 - 11

**RESOLUTION NO. 2023 - 11**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE USE OF AMERICAN RESCUE PLAN ACT FUNDS OF 2021 TO ESTABLISH A COVID-19 WATER ASSISTANCE PROGRAM AND A RENTAL ASSISTANCE PROGRAM FOR A TOTAL ALLOCATION AMOUNT OF \$225,000.00 FOR THE FISCAL YEAR 2022-2023; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, an ARPA Agreement was entered into between the State of Florida, Division of Emergency Management (the “Division”) and City of Pahokee (the “Non-Entitlement Unit” or “Recipient”) on September 7, 2021; and

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

**WHEREAS**, the City of Pahokee desires to establish a COVID-19 Water Assistance Grant Program and a Rental Assistance Program for a combined total amount not to exceed Two Hundred Twenty-Five Thousand Dollars (\$225,000.00) utilizing ARPA funds; and

**WHEREAS**, for the program pertaining to the COVID-19 Water Assistance Grant Program, the amount that may be awarded to any single family household shall not exceed \$500.00, as set forth by the program terms attached hereto as Exhibit “A”; and

**WHEREAS**, for the program pertaining to Rental Assistance, the total amount that may be awarded to any single family household shall not exceed \$1,5000.00, as set forth by the program terms attached hereto as Exhibit “B”; and

**WHEREAS**, approval of the COVID-19 Water Assistance Grant Program and the Rental Assistance Program are in the best interest of the City of Pahokee.

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

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



**Section 2.** Authorization of City Manager. The City Commission of the City of Pahokee Florida hereby authorizes the use of American Rescue Plan Act Funds of 2021 for the establishment of a COVID-19 Water Assistance Grant Program and a Rental Assistance Program, as attached hereto as Exhibits “A” and “B”. The City Commission further authorizes the City Manager to expend funds up to a total allocation amount of Two Hundred Twenty-Five Thousand Dollars (\$225,000.00) for the fiscal year 2022-2023.

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

**PASSED and ADOPTED** this 28<sup>th</sup> day of February 2023.

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

**ATTEST:**

\_\_\_\_\_  
Tijuana Warner, CMC, City Clerk

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

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

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

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

**VOTE:**

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

EXHIBIT A  
**City of Pahokee**  
**COVID-19 Water Assistance Grant Program Guidelines**

The City of Pahokee Water Assistance Grant Program (the "Program") is designed to provide City of Pahokee households emergency utility assistance for up to two consecutive months for up to \$500 (maximum award), on a first come first serve basis. The Program shall be made available to single family households within City boundaries, including City residents served by Palm Beach County Water Utilities. Amounts delinquent prior to March 1, 2020 are not eligible for assistance.

To qualify for the program, residents must live within the City of Pahokee and have lost income as a result of the COVID-19 pandemic. This Program will be subject to funding availability and verification of application documents and information.

The City will not issue payments directly to applicants, but rather payments will be sent directly to the utility provider.

**Qualified Costs**

(Tenants and Homeowners)

Water customers from March 1, 2020 to present.

*Costs that are NOT eligible: delinquent water/sewer payments prior to March 1, 2020.*

**Eligibility Requirements**

- Must be a US citizen permanent resident or granted legal status.
- Must reside in the City of Pahokee for at least one (1) year.
- Must have household income of 80% AMI or less in order to qualify for the funding and a household income of up to 140% AMI to qualify for City contributed general funds. Applicants must be within the following income range, adjusted for family size.
- Must not have liquid assets or other sources of capital from where utilities can be paid.
- Applicant must not have received utilities assistance from other federal, state and/or local program for the unit in which the applicant resides for the same month(s) requested in application (Duplication of Benefit).
- Must not have a conflict of interest with a member of City staff or Commissioners, or, if such a conflict arises, will follow procedures for a Waiver of Conflict of Interest (see certification).

**Application Procedures**

Application must be completed in its entirety. Applications are processed on a first ready, first served basis. Incomplete applications will be rejected until completed. Payments will be made directly to the utility provider.

All required documentation must be provided. Application will not be processed without required documentation. Incomplete applications may lose their place in line or be disqualified.

**Required Documentation (Copies Only)**

1. Proof of legal residency for all adults living at the residence: Ex. Copy of passport, alien resident card or government issued picture ID along with documentation that proves legal status in the US.
2. Copy of most recent water utility bill.
3. Proof of income for 2020/2021 and the last 60-days from all sources for all household members. Ex. Copy of paystubs, unemployment letter, Social Security Award letter, etc.
4. Proof of hardship due to COVID-19. Ex. Job termination letter, unemployment verification letter or other proof of job loss or reduced hours on or after March 1, 2020.

**Program Monitoring**

For the next three (3) month period after the award of the grant, applicant is required to report any changes to living conditions, employment, and assistance for the file.

The City of Pahokee reserves the right to deny any submitted application if it is determined such application does not meet the spirit, intent and/or legal requirements for the program offered. Failure to comply with the preceding requirements or otherwise breaches of any grant requirements will result in the grantee being responsible to repay the grant amount awarded back to the City of Pahokee.

EXHIBIT B

**City of Pahokee  
COVID-19 Rental Assistance Program**

In response to the American Rescue Plan Act (ARPA) the City of Pahokee will provide much needed rental assistance, covering rent payments for up to two months (including in arrears) to alleviate the housing burden for low income households that have experienced an economic hardship as a result of the COVID-19 pandemic. Assistance will be capped at \$225,000 and could include first, last and security deposit and relocation assistance. Amounts in arrears prior to March 1, 2020 are not eligible for assistance.

The goal of the Rental Assistance Program is to alleviate financial pressure for low-to-moderate income households as a result of the COVID-19 pandemic, as well as to provide greater economic security to tenants and rental property owners.

Funds will be used for eviction prevention due to a hardship caused by COVID-19 for rent payments not to exceed 2 months, from March 1, 2020 to current. Assistance can include rent in arrears and charges, and rent payments to prevent eviction. It can also be used for housing re-entry assistance, such as security deposits.

Once the City receives the complete application package, the file will be reviewed for eligibility. Client eligibility will be determined based on the following requirements:

1. Renters living in the City of Pahokee
2. At least one person in the household must have a financial hardship from COVID-19 (i.e. reduced work hours, laid off, childcare closed, etc.)
3. At least one person in the household must have a risk of homelessness or housing instability (i.e. received past due notice or eviction notice)
4. The assistance requested if for an eligible use
5. The total household income is at or below 140% of the area median income

All payments made on behalf of the applicant will be paid directly to the landlord or other eligible third party.

Under no circumstance will the payment be made directly to the household.

All applicants will be served on a first eligible, first serve basis with ARPA funds, while funds last.



CITY OF PAHOKEE  
207 Begonia Drive  
Pahokee, Florida 33476  
(561)924-5534

Residential Emergency Assistance Program

RENTAL  WATER

**Applicant Information and Residence History**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

How long have you resided at this address? \_\_\_\_\_ Rental Amount: \$ \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

Landlord's Phone No.: \_\_\_\_\_

Are you currently employed? YES  NO  If yes, where? \_\_\_\_\_

What is the total household income? \$ \_\_\_\_\_ Check one:  Annual  Hourly  Weekly

Past due rental amount \$ \_\_\_\_\_

Past due water amount \$ \_\_\_\_\_

**Verification**

This is to confirm that rent/water for \_\_\_\_\_ the property at \_\_\_\_\_ with the monthly rental

Amount of \$ \_\_\_\_\_ with a monthly payment of \_\_\_\_\_ now has past due for the months of \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

**Approval**

Total Amount Paid by City: \$ \_\_\_\_\_

Finance Director Signature: \_\_\_\_\_

City Manager Signature: \_\_\_\_\_

**Required Documentation:** Proof of Legal Residency, Water Utility Bill, Income for 2022/2023, and Hardship due to Covid 19



## AGENDA

Section I, Item E.

### MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, CITY MANAGER

FROM: Peggy Boule-Washington

SUBJECT: American Rescue Plan Act Fund Allocation

DATE: 28 February 2023

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#### **GENERAL SUMMARY/BACKGROUND:**

Amid COVID-19 pandemic, the City of Pahokee has instituted a Mental Health Wellness and Assistance Program. The intent of the Program is to provide residents in need of mental assistance the opportunity to attain supportive services and local mental health organizations with the opportunity to provide mental health support services and education to residents in need.

The City of Pahokee has received an allocation of \$3,162,890. The funds were received in two transactions of \$1,581,445. We will start with the first year, FY2022-23, allocating \$30,000 to qualifying residents and businesses within the City of Pahokee.

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

**BUDGET IMPACT:** ARPA funds were received in the amount of \$3,162,890. \$30,000 will be allocated towards the City's Mental Health Wellness Program per qualifying resident and or business.

**LEGAL NOTE:** N/A

#### **STAFF RECOMMENDED MOTION:**

Approve resolution.

#### **ATTACHMENTS:**

Resolution 2023 - 12

**RESOLUTION NO. 2023 - 12**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE USE OF AMERICAN RESCUE PLAN ACT FUNDS OF 2021 TO ESTABLISH A MENTAL HEALTH WELLNESS AND ASSISTANCE PROGRAM FOR A TOTAL ALLOCATION AMOUNT OF \$30,000.00 FOR THE FISCAL YEAR 2022-2023; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, an ARPA Agreement was entered into between the State of Florida, Division of Emergency Management (the "Division") and City of Pahokee (the "Non-Entitlement Unit" or "Recipient") on September 7, 2021; and

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

**WHEREAS**, the City of Pahokee desires to establish a Mental Health Wellness and Assistance Program for a total amount not to exceed Thirty Thousand Dollars (\$30,000.00) utilizing ARPA funds for the 2022-2023 Fiscal Year; and

**WHEREAS**, the City Commission desires to accept the City Manager's recommendation for a Mental Health Wellness and Assistance Program, as set forth by the program terms attached hereto as Exhibit "A" as in the best interest of the City of Pahokee.

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

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

**Section 2.** Authorization of City Manager. The City Commission of the City of Pahokee Florida hereby authorizes the use of American Rescue Plan Act Funds of 2021 for the establishment of a Mental Health Wellness and Assistance Program, as set forth in Exhibit "A". The City Commission further authorizes the City Manager to expend funds up to a total allocation amount of Thirty Thousand Dollars for the fiscal year 2022-2023.

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

**PASSED and ADOPTED** this 28<sup>th</sup> day of February 2023.

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

**ATTEST:**

\_\_\_\_\_  
Tijuana Warner, CMC, City Clerk

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

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

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

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

**VOTE:**

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





EXHIBIT A

**MENTAL HEALTH WELLNESS AND ASSISTANCE PROGRAM REQUIREMENTS**

Amid COVID-19 pandemic, the City of Pahokee has instituted a Mental Health Wellness and Assistance Program. The intent of the Program is to provide residents in need of mental health assistance the opportunity to attain supportive services and local mental health organizations with the opportunity to provide mental health support services and education to residents in need. Funding shall be available to Pahokee residents only and on a limited, first-come, first-serve basis. The maximum program award per applicant shall not exceed \$300.

**Program Eligibility**

- 1) Individuals for which assistance is being requested must reside in the City of Pahokee city limits.
- 2) Residents applying for assistance must demonstrate loss during COVID-19 (March 1, 2020 to present).
- 3) Have difficulty in activities related to daily living.
- 4) Have a limited or non-existent support system.
- 5) Applicant’s gross household income may not exceed the below listed Palm Beach County maximum “low income” levels:
  - Household Size of 1 - Maximum Eligible Income Level = \$40,600
  - Household Size of 2 - Maximum Eligible Income Level = \$46,400
  - Household Size of 3 - Maximum Eligible Income Level = \$52,200
  - Household Size of 4 - Maximum Eligible Income Level = \$58,000
  - Household Size of 5 - Maximum Eligible Income Level = \$62,650
  - Household Size of 6 - Maximum Eligible Income Level = \$67,300
  - Household Size of 7 - Maximum Eligible Income Level = \$71,950
  - Household Size of 8 - Maximum Eligible Income Level = \$76,600

Source: Palm Beach County and Florida Housing Finance Corporation

- 5) Assistance is available for the following:
  - Mental Health Wellness Services;
  - Mental Health Services;
  - Mental Health Service Providers;
  - Mental Health Education;

- Mental Health Resource Assistance
- 6) Financial assistance is not available for non-residents.
  - 7) The City reserves the right to disqualify candidates in the discretion of the City Manager.

**Application Submittal Requirements**

- 1) Residents applying for financial assistance shall submit a completed application to the City of Pahokee, 207 Begonia Drive, Pahokee, Florida 33476 (561) 924-5534.
- 2) In order to verify City of Pahokee residency, applicants must provide proof of residency in the form of a Palm Beach County Homestead Exemption, a State of Florida driver’s license, a Florida identification card or other acceptable forms of proof of Pahokee residency.
- 3) In order to verify household income, applicants must submit a copy of their most recent federal income tax return, or three (3) most recent pay stubs, or social security payment, or disability statement, or verification statement for City review.

**After Completing Mental Health Wellness and Assistance Services:**

- 1) After submitting a written application to the City of Pahokee, City personnel will review and determine approval. Upon approval, the City will notify the resident of his/her acceptance. The resident must then provide an invoice from the approved health care provider billing the City up to \$300 for mental health services rendered within 3-5 business days of services rendered in accordance with all program requirements.
- 2) After submitting a written application to the City of Pahokee, City personnel will review and determine approval. Upon approval, the City will notify the mental health service provider of the organization’s acceptance. The organization must then provide an invoice to the City of Pahokee, 207 Begonia Drive, Pahokee, FL 33476 detailing services rendered for mental health services rendered within 3-5 business days of services rendered not to exceed \$300 per resident in accordance with all program requirements.

***If you have any questions or concerns regarding this City of Pahokee program, please feel free to contact the City of Pahokee at (561) 924-5534***