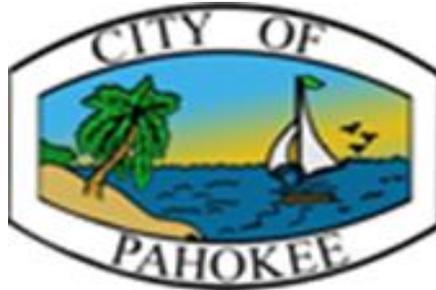


CITY OF PAHOKEE



AGENDA

City Commission Regular Meeting
Tuesday, December 09, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

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

[TENTATIVE: SUBJECT TO REVISION]

AGENDA

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

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

- 1. Glades Pink Walk Committee - Presentation of Check to Pink Warriors
- 2. Presentation - Mr. Aaron Taylor, President of Arc Development Global
- 3. Introduction of Department Head and Update(s)

- F. CONSENT AGENDA**

- [1.](#) August 5, 2025 City Commission Special Meeting Minutes
- [2.](#) August 5, 2025 City Commission Workshop Minutes
- [3.](#) August 12, 2025 City Commission Workshop Minutes
- [4.](#) August 12, 2025 City Commission Meeting Minutes
- [5.](#) August 19, 2025 City Commission Special Meeting Minutes
- [6.](#) August 26, 2025 City Commission Workshop Minutes
- [7.](#) August 26, 2025 City Commission Meeting Minutes
- [8.](#) August 29, 2025 City Commission Workshop Minutes
- [9.](#) September 8, 2025 City Commission Meeting Minutes
- [10.](#) September 16, 2025 City Commission Special Meeting Minutes
- [11.](#) September 23, 2025 City Commission Meeting Minutes
- [12.](#) September 30, 2025 City Commission Special Meeting Minutes
- [13.](#) October 8, 2025 City Commission Special Meeting Minutes
- [14.](#) October 14, 2025 City Commission Meeting Minutes
- [15.](#) October 28, 2025 City Commission Meeting Minutes
- [16.](#) November 25, 2025 City Commission Meeting Minutes

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

- 1. Discussion of Legislative Proposals - LaToya Sheals, Senior Government Relations Consultant for Becker & Poliakoff

- H. PUBLIC HEARINGS AND/OR ORDINANCES**

- I. RESOLUTION(S)**

-
- 1.** RESOLUTION 2025-73 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO SECURE KRD CONNECT, LLC, ON AN EMERGENCY BASIS, FOR PREPARATION OF POLICIES AND PROCEDURES TO ADDRESS CORRECTIVE ACTIONS REQUIRED BY THE PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL (OIG) AUDIT 2025-A-0002 AND THE FLORIDA AUDITOR GENERAL OPERATIONAL AUDIT 2025-195, FOR AN AMOUNT NOT TO EXCEED \$10,000.00, IN THE CONTRACT FORM ATTACHED HERETO AS EXHIBIT “A”; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.
- J. NEW BUSINESS** (*presentation by city manager of activity or upcoming event, if any*)
- K. REPORT OF THE MAYOR**
- L. REPORT OF THE CITY MANAGER**
- M. REPORT OF THE CITY ATTORNEY**
- N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**
- O. GENERAL PUBLIC COMMENTS** (*items not on the agenda*)
- P. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER** (*community events, feel good announcements, if any*)
- Q. ADJOURN**

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

Should any person seek to appeal any decision made by the City Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (Reference: Florida Statutes 286.0105)

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

CITY OF PAHOKEE



MINUTES

City Commission Special Meeting

Tuesday, August 05, 2025, at 4:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

CHARTER OFFICERS:

Michael E. Jackson, City Manager

Nylene Clarke, City Clerk

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

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Mayor Cowan-Williams called the meeting to order at 4:08 PM.

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

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr. (via phone)

Vice Mayor Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Michael E. Jackson, City Manager

Burnadette Norris-Weeks, City Attorney (via phone)

Nylene Clarke, City Clerk

Motion made by Commissioner McPherson to allow Mayor Babb to participate in the meeting via telephone. Duly seconded by Commissioner Scott and passed unanimously. Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

C. TOPIC

1. DISCUSS AND DETERMINE THE PROCESS TO FILL THE VACANT CITY COMMISSION SEAT IN ACCORDANCE WITH SECTION 2.07 OF THE CITY CHARTER

A motion was made by Commissioner McPherson that the "process we use be an application or resume, proof of residency, a voters registration card, open to all citizens, and to include a short presentation of five minutes at the next meeting. Then, we can make our decision at the conclusion of that meeting." Duly seconded by Vice Mayor Cowan-Williams and a discussion ensued; however, no vote was taken.

A final and restated motion made by Commissioner McPherson to receive resumes, proof of residency, letter of intent, and voter's registration card, in accordance with Section 4.02 of the Charter, by August 13, 2025, with a Special Meeting on August 19, 2025. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

A motion was made by Commissioner McPherson to have interested applicants do a five-minute presentation at the August 12, 2025 Meeting. The motion died for lack of a second.

Motion made by Commissioner McPherson to have applicants do a short presentation (five to seven minutes) on August 19, 2025, on why they want to be a commissioner. Duly seconded by Vice Mayor Cowan-Williams and passed (4-1).

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson

Voting Nay: Commissioner Scott

D. PUBLIC COMMENTS

E. ADJOURN

Motion made by Commissioner McPherson to adjourn. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Vice Mayor Cowan-Williams adjourned the meeting at 4:54 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Workshop

Tuesday, August 05, 2025, at 5:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

CHARTER OFFICERS:

Michael E. Jackson, City Manager

Nylene Clarke, City Clerk

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

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Mayor Cowan-Williams called the workshop to order at 5:02 PM.

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

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr. (via phone)

Vice Mayor Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Michael E. Jackson, City Manager

Burnadette Norris-Weeks, City Attorney (via phone)

Nylene Clarke, City Clerk

C. TOPIC

1. FACILITIES AND VEHICLE POLICIES

The City Manager provided an overview of the item.

The City Commission discussed and reached consensus on several updates to the City's facility rental policies. These updates included standardizing application fees, clarifying rental procedures, and adding a cancellation policy.

The City Commission reviewed the vehicle policy, focusing on take-home vehicle assignments and usage. Consensus updates included limiting take-home vehicles to public works, restricting personal use, and implementing a policy to reimburse mileage for after-hours emergency responses.

2. ADDING CITY LOGO TO VEHICLES

The City Manager confirmed that adding logos to the city vehicles is planned.

D. PUBLIC COMMENTS

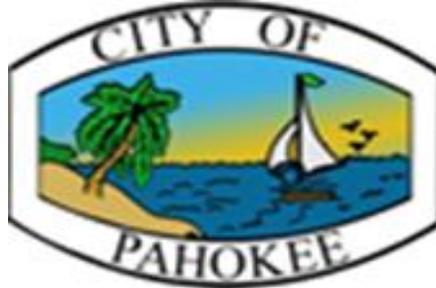
E. ADJOURN

There being no further business, Mayor Babb adjourned the workshop at 8:08 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Budget Workshop
Tuesday, August 12, 2025, at 5:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Michael E. Jackson, City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, P.A., City Attorney

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Babb called the workshop to order at 5:07 PM.

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

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Michael E. Jackson, City Manager

Burnadette Norris-Weeks, City Attorney (at 5:55 PM)

Nylene Clarke, City Clerk

C. TOPIC

1. Tentative Budget FY 2025-2026

Mr. Jackson and Mr. Martin provided an overview of the tentative budget for the fiscal year 2025-2026. Discussion ensued.

D. PUBLIC COMMENTS

E. ADJOURN

There being no further business to discuss, Mayor Babb adjourned the workshop at 6:03 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Regular Meeting
Tuesday, August 12, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Michael E. Jackson, City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, P.A., City Attorney

AGENDA

A. CALL TO ORDER

Mayor Babb called the meeting to order at 6:10 PM.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.
Vice Mayor Sanquetta Cowan-Williams
Commissioner Everett D. McPherson, Sr.
Commissioner James H. Scott
Michael E. Jackson, City Manager
Burnadette Norris-Weeks, City Attorney
Nylene Clarke, City Clerk

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

Deletion: Item two (2)

A motion was made by Vice Mayor Cowan-Williams to keep the proclamation. The motion was duly seconded by Commissioner Scott; however, after discussion, Vice Mayor Cowan-Williams rescinded the motion.

Motion made by Commissioner McPherson to delete item number two (2). Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

Motion made by Vice Mayor Cowan-Williams to adopt the agenda. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

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

1. 2025 Legislative Session Update/Presentation - Senator Gayle Harrell, Representative Meg Weinberger, and Becker & Poliakoff, P.A.
2. Proclamation - Honoring and Recognizing Dr. Pierre

F. CONSENT AGENDA

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

H. PUBLIC HEARINGS AND/OR ORDINANCES

I. RESOLUTION(S)

1. RESOLUTION 2025-39 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, REAPPOINTING PATRICIA WALLACE TO THE ZONING/ADJUSTMENT/PLANNING BOARD FOR A TERM OF THREE (3) YEARS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2025-39. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

2. RESOLUTION 2025-40 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPOINTING TWO NEW MEMBERS TO THE PARKS AND RECREATION ADVISORY BOARD TO FILL TWO UNEXPIRED TERMS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McPherson to accept Resolution 2025-40. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

3. RESOLUTION 2025-47 RESOLUTION 2025-47 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPOINTING A MEMBER TO THE ZONING/ADJUSTMENT/PLANNING BOARD FOR A TERM OF THREE (3) YEARS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McPherson to accept Resolution 2025-47. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

4. RESOLUTION 2025-48 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT FOR FISCAL YEAR 2025/2026 BETWEEN THE CITY OF PAHOKEE AND PALM BEACH COUNTY FOR FUNDING OF CODE ENFORCEMENT SERVICES, AS SET FORTH HERETO IN EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2025-48. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

J. NEW BUSINESS (*presentation by city manager of activity or upcoming event, if any*)

1. Discussion of Empower Healthcare Incorporated's Letter - Vice Mayor Cowan-Williams

Clerk's Note: Mayor Babb recused himself from the discussion due to a conflict of interest. (See attached Form 8B – Memorandum of Voting Conflict)

K. REPORT OF THE MAYOR

L. REPORT OF THE CITY MANAGER

1. Bank statements for all city accounts for the past year

M. REPORT OF THE CITY ATTORNEY

N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY

Motion made by Vice Mayor Cowan-Williams "to bring back, to look at how we can consider drafting a contract for Dr. Jinga renting 246 East Main Street". Duly seconded by Commissioner McPherson; however, no vote was taken.

Motion made by Vice Mayor Cowan-Williams to have a workshop for Empowerment Healthcare to rent 246 East Main Street. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner McPherson to add to the maintenance schedule for the pool and splashpad to the next agenda. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

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

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

Q. ADJOURN

Motion made by Vice Mayor Cowan-Williams to adjourn the meeting. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 8:24 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Special Meeting

Tuesday, August 19, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

CHARTER OFFICERS:

Michael E. Jackson, City Manager

Nylene Clarke, City Clerk

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

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Babb called the meeting to order at 6:02 PM.

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

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Michael E. Jackson, City Manager

Burnadette Norris-Weeks, City Attorney

Nylene Clarke, City Clerk

C. TOPIC

A motion was made by Mayor Babb to change the order of the agenda to have public comments first. The motion died for lack of a second.

1. PRESENTATIONS – (MAXIMUM OF FIVE (5) TO SEVEN (7) MINUTES PER PERSON)

Candidates were provided five to seven minutes to present. Candidates were called alphabetically by last name as follows: Jacob "Jack" Finkel, Isabelle J. McDonald, and Clara Murvin.

2. RESOLUTION 2025-49 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPOINTING A CITY COMMISSIONER TO FILL A VACANCY PURSUANT TO ARTICLE II, SECTION 2.07(D) OF THE CITY OF PAHOKEE'S CHARTER; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR APPOINTMENT OF COMMISSIONER; PROVIDING FOR TERM; PROVIDING FOR OATH; AND PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner Scott to accept Resolution 2025-49 with the appointment of Isabelle J. McDonald. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

3. SWEARING-IN CEREMONY - NEWLY APPOINTED CITY COMMISSIONER

Commissioner Isabelle J. McDonald was sworn in by the City Clerk.

D. PUBLIC COMMENTS

E. ADJOURN

Motion made by Vice Mayor Cowan-Williams to adjourn the meeting. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 6:39 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Budget Workshop
Tuesday, August 26, 2025, at 5:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Michael E. Jackson, City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, P.A., City Attorney

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Babb called the workshop to order at 5:08 PM.

Commissioner McDonald led the Invocation, followed by the Pledge of Allegiance.

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Commissioner Isabelle J. McDonald

Michael E. Jackson, City Manager

Burnadette Norris-Weeks, City Attorney

Nylene Clarke, City Clerk

C. TOPIC

1. Tentative Budget FY 2025-2026

Mr. Jackson and Mr. Martin provided an overview of the tentative budget for the fiscal year 2025-2026. Discussion ensued.

D. PUBLIC COMMENTS

E. ADJOURN

There being no further business to discuss, Mayor Babb adjourned the workshop at 6:01 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Regular Meeting
Tuesday, August 26, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Michael E. Jackson, City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, P.A., City Attorney

AGENDA

A. CALL TO ORDER

Mayor Babb called the meeting to order at 6:04 PM.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner McDonald led the Invocation, followed by the Pledge of Allegiance.

C. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.
Vice Mayor Sanquetta Cowan-Williams
Commissioner Isabelle J. McDonald
Commissioner Everett D. McPherson, Sr.
Commissioner James H. Scott
Michael E. Jackson, City Manager
Burnadette Norris-Weeks, City Attorney
Nylene Clarke, City Clerk

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

Motion made by Vice Mayor Cowan-Williams to accept the agenda as presented. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

1. Introduction of K. E. Cunningham/Canal Point Elementary School Principal, Mrs. Altoria Henley, by Mrs. Angela Moore, Glades Regional Superintendent
2. Proclamation - Honoring Pahokee Elementary School for its Academic Achievement and Success
3. Proclamation - Honoring Pahokee Middle-Senior High School for its Academic Achievement and Success

F. CONSENT AGENDA

1. RESOLUTION 2025-50 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE CANCELLATION OF THE SEPTEMBER 9, 2025, CITY COMMISSION MEETING AND RESCHEDULING THE MEETING FOR SEPTEMBER 8, 2025; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Vice Mayor Cowan-Williams to accept the Consent Agenda. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

H. PUBLIC HEARINGS AND/OR ORDINANCES

I. RESOLUTION(S)

1. RESOLUTION 2025-51 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPOINTING AN ADVISORY BOARD LIAISON; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Vice Mayor Cowan-Williams to appoint Commissioner Scott as the liaison to the Parks and Recreation Advisory Board; however, Commissioner Scott declined the appointment.

Motion made by Vice Mayor Cowan-Williams to appoint Commissioner McPherson as the liaison to the Parks and Recreation Advisory Board. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

J. NEW BUSINESS (*presentation by city manager of activity or upcoming event, if any*)

K. REPORT OF THE MAYOR

L. REPORT OF THE CITY MANAGER

1. Update - City Projects
2. Maintenance schedule for Pool and Splash Pad - Commissioner McPherson

M. REPORT OF THE CITY ATTORNEY

N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY

Motion made by Vice Mayor Cowan-Williams to have a workshop on Friday at 4:00 PM, to continue the budget workshop. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

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

Q. ADJOURN

Motion made by Vice Mayor Cowan-Williams to adjourn the meeting. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 6:50 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Budget Workshop
Friday, August 29, 2025, at 4:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Michael E. Jackson, City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, P.A., City Attorney

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Mayor Cowan-Williams called the workshop to order at 4:06 PM.

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

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr. (via phone and arrived in person at 4:09 PM)

Vice Mayor Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Commissioner Isabelle J. McDonald

Michael E. Jackson, City Manager

Nylene Clarke, City Clerk

ABSENT

Burnadette Norris-Weeks, City Attorney

C. TOPIC

1. Tentative Budget FY 2025-2026

Mr. Jackson and Mr. Martin provided the continued overview of the tentative budget for the fiscal year 2025-2026. Discussion ensued.

D. PUBLIC COMMENTS

E. ADJOURN

There being no further business to discuss, Mayor Babb adjourned the workshop at 5:54 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Regular Meeting
Monday, September 08, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Michael E. Jackson, City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, P.A., City Attorney

AGENDA

A. CALL TO ORDER

Mayor Babb called the meeting to order at 6:03 PM.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.
Vice Mayor Sanquetta Cowan-Williams
Commissioner Isabelle J. McDonald
Commissioner Everett D. McPherson, Sr.
Commissioner James H. Scott
Michael E. Jackson, City Manager
Chan Bryant Abney, Acting City Attorney
Nylene Clarke, City Clerk

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

Addition: Resolution 2025-53

Motion made by Commissioner McDonald to accept Resolution 2025-53, as noted. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

1. Executive Summary Presentation (Benefits Renewal 2025-2026) - Samantha Ricchini, Benefits Consultant for Gehring Group
2. Property and Casualty Insurance Presentation (2025-26 Proposed Premium) - Kyle Stoekel, Public Risk Advisor for Brown & Brown
3. Presentation of 20 Years of Service Plaque to Irving Croney
4. Presentation of FLC Certificate Program for Elected Municipal Officials 2024-2025 - Mayor Babb, Vice Mayor Cowan-Williams, and Commissioner McPherson
5. Tentative Budget FY 2025-2026 Presentation - Joseph R. Martin, Director of Finance

F. CONSENT AGENDA

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

H. PUBLIC HEARINGS AND/OR ORDINANCES

RESOLUTION 2025-53

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Vice Mayor Cowan-Williams and seconded by Commissioner Scott, to accept Resolution 2025-53.

Mayor Babb opened the public hearing at 6:53 PM. Hearing no comments, the public hearing closed at 6:54 PM.

The motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

1. RESOLUTION 2025-52 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA PROVIDING FOR THE ADOPTION AND FUNDING OF THE TENTATIVE MUNICIPAL BUDGET IN THE AMOUNT OF \$7,627,990.00 FOR THE CITY OF PAHOKEE, FLORIDA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McPherson and seconded by Commissioner Scott to accept Resolution 2025-52.

Mayor Babb opened the public hearing at 6:57 PM. Hearing no comments, the public hearing closed at 6:57 PM.

The motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

2. ORDINANCE 2025-01 (FIRST READING) AN ORDINANCE OF THE CITY OF PAHOKEE, FLORIDA; PROVIDING FOR THE CITY'S CONSENT TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE CITY OF PAHOKEE'S MUNICIPAL BOUNDARIES INTO PALM BEACH COUNTY'S FIRE/RESCUE MUNICIPAL SERVICE TAXING UNIT FOR FIRE-RESCUE, FIRE PROTECTION, ADVANCED LIFE SUPPORT (OR SIMILAR EMERGENCY SERVICES), FIRE CODE ENFORCEMENT AND OTHER NECESSARY AND INCIDENTAL SERVICES; PROVIDING FOR INCORPORATION; PROVIDING FOR INTENT, PURPOSE AND CONSENT; PROVIDING FOR EFFECTIVENESS AND DURATION OF CONSENT; PROVIDING FOR EFFECTIVENESS OF REPEAL; ACKNOWLEDGING AD VALOREM MILLAGE RATE LIMITATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR CAPTIONS; AND PROVIDING FOR EFFECTIVE DATE.

The ordinance title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McPherson and seconded by Commissioner McDonald, to accept Ordinance 2025-01 (First Reading).

Mayor Babb opened the public hearing at 7:01 PM. Hearing no comments, the public hearing closed at 7:01 PM.

The motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

I. RESOLUTION(S)

J. NEW BUSINESS (*presentation by city manager of activity or upcoming event, if any*)

K. REPORT OF THE MAYOR

L. REPORT OF THE CITY MANAGER

1. Update - City Projects

M. REPORT OF THE CITY ATTORNEY

N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY

Motion made by Mayor Babb to add to the next agenda the process for naming an Interim City Manager. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously. Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

In conjunction with the previous motion, Vice Mayor Cowan-Williams moved to have a Special Meeting on September 16, 2025 at 6:00 PM. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

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

Q. ADJOURN

Motion made by Vice Mayor Cowan-Williams to adjourn the meeting. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 7:36 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Special Meeting
Tuesday, September 16, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Michael E. Jackson, City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, P.A., City Attorney

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Babb called the meeting to order at 6:11 PM.

Commissioner McDonald led the Invocation, followed by the Pledge of Allegiance.

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Isabelle J. McDonald

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Michael E. Jackson, City Manager

Donna Berry, Acting City Attorney

Nylene Clarke, City Clerk

C. TOPIC

1. PROCESS FOR NAMING AN INTERIM CITY MANAGER

The City Manager provided an overview of the item. Discussion ensued.

Final consensus reached during the meeting:

- The city will advertise the interim city manager position widely, using all available advertising platforms. The cut-off date for applications is September 24, 2025, at midnight.
- Interviews and selection will be held on September 30, 2025, starting at 6:00 PM.
- HR and the city attorney will streamline the existing interview questions to remove redundancies, resulting in a total of 10 questions.
- HR will contact those who applied for the permanent city manager position to see if they are interested in being considered for the interim position.
- All applications and resumes will be sent to the Commission by September 26, 2025.
- The salary for the interim city manager position will be \$100,000 annually.
- Interim period: 60-90 days

D. PUBLIC COMMENTS

E. ADJOURN

Motion made by Commissioner Scott to adjourn. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 7:13 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Regular Meeting
Tuesday, September 23, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Michael E. Jackson, City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, P.A., City Attorney

AGENDA

A. CALL TO ORDER

Mayor Babb called the meeting to order at 6:02 PM.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.
Vice Mayor Sanquetta Cowan-Williams
Commissioner Isabelle J. McDonald
Commissioner Everett D. McPherson, Sr.
Commissioner James H. Scott
Michael E. Jackson, City Manager
Burnadette Norris-Weeks, City Attorney
Nylene Clarke, City Clerk

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

Addition: Presentation by Michael Snodgrass

Motion made by Vice Mayor Cowan-Williams to accept the agenda with the add-on. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

1. Proclamation - Proclaiming September 2025 as Hunger Action Month

F. CONSENT AGENDA

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

H. PUBLIC HEARINGS AND/OR ORDINANCES

1. RESOLUTION 2025-54 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ADOPTING A FINAL MILLAGE FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2025, THROUGH SEPTEMBER 30, 2026, PURSUANT TO SECTION 200.065, FLORIDA STATUTES; COMPUTING THE ROLLED-BACK RATE; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FORWARDING INSTRUCTIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

The public hearing opened at 6:30 PM. Hearing no comment, it closed at 6:30 PM.

Motion made by Commissioner McPherson to accept Resolution 2025-54. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

2. RESOLUTION 2025-55 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA RELATING TO FINANCES, PROVIDING FOR THE ADOPTION AND FUNDING OF THE FINAL MUNICIPAL BUDGET OF THE CITY OF PAHOKEE, FLORIDA IN THE AMOUNT OF \$7,627,990.00, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

The public hearing opened at 6:32 PM. Hearing no comment, it closed at 6:32 PM.

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2025-55. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

3. ORDINANCE 2025-01 (SECOND READING) AN ORDINANCE OF THE CITY OF PAHOKEE, FLORIDA; PROVIDING FOR THE CITY’S CONSENT TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE CITY OF PAHOKEE’S MUNICIPAL BOUNDARIES INTO PALM BEACH COUNTY’S FIRE/RESCUE MUNICIPAL SERVICE TAXING UNIT FOR FIRE-RESCUE, FIRE PROTECTION, ADVANCED LIFE SUPPORT (OR SIMILAR EMERGENCY SERVICES), FIRE CODE ENFORCEMENT AND OTHER NECESSARY AND INCIDENTAL SERVICES; PROVIDING FOR INCORPORATION; PROVIDING FOR INTENT, PURPOSE AND CONSENT; PROVIDING FOR EFFECTIVENESS AND DURATION OF CONSENT; PROVIDING FOR EFFECTIVENESS OF REPEAL; ACKNOWLEDGING AD VALOREM MILLAGE RATE LIMITATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR CAPTIONS; AND PROVIDING FOR EFFECTIVE DATE.

The ordinance title was read into the record by the City Attorney and explained by the City Manager.

The public hearing opened at 6:38 PM. Hearing no comment, it closed at 6:39 PM.

Motion made by Vice Mayor Cowan-Williams to accept Ordinance 2025-01 (Second Reading). Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

I. RESOLUTION(S)

1. RESOLUTION 2025-56 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING THE OBSERVED HOLIDAYS FOR FISCAL YEAR 2025/2026, AS SET FORTH ON EXHIBIT “A”; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

The City Commission reached a consensus to remove Columbus Day and Presidents' Day and to approve holidays as follows:

Veterans Day (November 11, 2025), Thanksgiving (November 27-28, 2025), Christmas (December 24-25, 2025), New Year (December 31, 2025 and January 1, 2026), Martin Luther King, Jr. Day (January 19, 2026), Memorial Day (May 25,

2026), Juneteenth (June 19, 2026), Independence Day (July 3, 2026), and Labor Day (September 7, 2025).

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2025-56 with the dates the Commission has approved. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

2. RESOLUTION 2025-57 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE THE TWENTIETH ADDENDUM TO THE LAW ENFORCEMENT SERVICE AGREEMENT BETWEEN THE CITY OF PAHOKEE AND RICK L. BRADSHAW, SHERIFF OF PALM BEACH COUNTY, FLORIDA, ATTACHED HERETO AS EXHIBIT “A”; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McPherson to accept Resolution 2025-57. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

3. RESOLUTION 2025-58 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE ACCEPTANCE OF THE GENERAL LIABILITY, PROPERTY & CASUALTY COVERAGES, AUTO LIABILITY AND WORKERS COMPENSATION PACKAGE SET FORTH IN EXHIBIT “A” HERETO; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY ACTION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2025-58. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

4. RESOLUTION 2025-59 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE ACCEPTANCE OF THE EMPLOYEE BENEFITS PACKAGE WITH A 9.1% INCREASE IN MEDICAL COVERAGE AND A 11.6% INCREASE IN DENTAL INSURANCE COVERAGE, AS SET FORTH IN EXHIBIT “A” HERETO; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY ACTION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McPherson to accept Resolution 2025-59. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

5. RESOLUTION 2025-60 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE PAHOKEE

MIDDLE/SENIOR HIGH SCHOOL 2025 HOMECOMING PARADE AND AUTHORIZING AN APPLICATION FOR A PARADE PERMIT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McPherson to accept Resolution 2025-60. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

6. RESOLUTION 2025-61 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, CONFIRMING THE CITY OF PAHOKEE'S HOSTING OF THE INAUGURAL PAHOKEE HIGH SCHOOL ALUMNI PICNIC; RATIFYING PARTICIPATION WITH THE PLANNING OF THE EVENT; APPROVING FEES FOR THE EVENT; AUTHORIZING USE OF COLLECTED FUNDS TO OFF-SET EXPENSES; AUTHORIZING AN EXPENDITURE OF UP TO \$1,500.00 FOR INCIDENTALS; AUTORIZING THE CITY MANAGER TO TAKE ALL NECESSARY STEP TO CARRY OUT THE EVENT INTENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McDonald and seconded by Commissioner McPherson to accept Resolution 2025-61.

Vice Mayor Cowan-Williams moved to amend the resolution to include that all funds not spent from the Pahokee High School Alumni Picnic be allocated for future use for this annual event. Duly seconded by Commissioner McPherson and passed.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

The motion to accept Resolution 2025-61 with amendments passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

J. NEW BUSINESS (*presentation by city manager of activity or upcoming event, if any*)

K. REPORT OF THE MAYOR

L. REPORT OF THE CITY MANAGER

1. Update - City Projects

M. REPORT OF THE CITY ATTORNEY

N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY

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

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

Motion made by Commissioner Scott to not livestream the city manager interviews. The City Attorney clarified that no vote can be taken and suggested seeking consensus. Ultimately, there was no consensus reached on this issue, and the default position of livestreaming the interviews remained.

Q. ADJOURN

Motion made by Vice Mayor Cowan-Williams to adjourn the meeting. Duly seconded by Commissioner McDonald and passed unanimously.

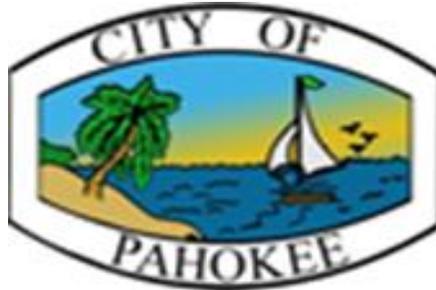
Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 7:55 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Special Meeting
Tuesday, September 30, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Michael E. Jackson, City Manager
Nylene Clarke, City Clerk
Burnadette Norris-Weeks, P.A., City Attorney

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Babb called the meeting to order at 6:01 PM.

Commissioner McDonald led the Invocation, followed by the Pledge of Allegiance.

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Isabelle J. McDonald

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Michael E. Jackson, City Manager

Burnadette Norris-Weeks, City Attorney

Nylene Clarke, City Clerk

C. TOPIC

1. INTERVIEWS

NOTE: THE CITY OF PAHOKEE HAS RECEIVED APPLICATIONS FROM THE FOLLOWING INDIVIDUALS (ALPHABETIZED BY LAST NAME):

RAMSAY BULKELEY

LAKISHA BURCH

TAMMY BUSSEY

COLIN DONNELLY

TAMARA DOWDELL

RICKEEM JACKSON

JOHNKERIA KINGLOCKE

AARON M. TAYLOR

SAMMIE WALTHOUR

The following candidates were interviewed:

Ramsay Bulkeley, Tammy Bussey, Colin Donnelly, Tamara Dowdell, Aaron M. Taylor, and Sammie Walthour (via phone).

Lakisha Burch was not present. Rickeem Jackson and Johnkeria Kinglocke withdrew their applications.

Clerk's Note: Commissioner McDonald recused herself during Tamara Dowdell's interview due to a conflict of interest. (See attached Form 8B – Memorandum of Voting Conflict)

Following the interviews, the Commission deliberated.

2. RESOLUTION 2025-62 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPOINTING AN INTERIM CITY MANAGER; PROVIDING FOR COMPENSATION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney.

Motion made by Vice Mayor Cowan-Williams to appoint Tammy Bussey as the Interim City Manager. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

D. PUBLIC COMMENTS

E. ADJOURN

Motion made by Vice Mayor Cowan-Williams to adjourn the meeting. Duly seconded by Commissioner McPherson and passed unanimously.

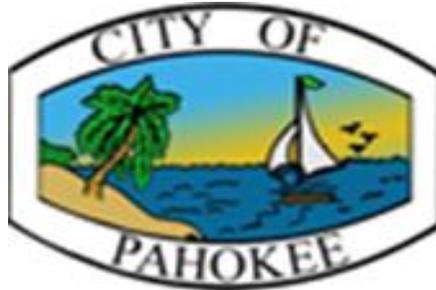
Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 8:59 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Special Meeting
Wednesday, October 08, 2025, at 2:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

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

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Babb called the meeting to order at 2:00 PM.

Commissioner McDonald led the Invocation, followed by the Pledge of Allegiance.

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Commissioner Isabelle J. McDonald

Commissioner Everett D. McPherson, Sr. (via phone)

Commissioner James H. Scott

Tammy Bussey, Interim City Manager

Burnadette Norris-Weeks, City Attorney (via phone)

Nylene Clarke, City Clerk

ABSENT

Vice Mayor Sanquetta Cowan-Williams

Motion made by Commissioner Scott to approve Commissioner McPherson's participation via phone. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

C. TOPIC

1. RESOLUTION 2025-63 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, TAMMY BUSSEY, INTERIM CITY MANAGER, AS AN ADDITIONAL SIGNATORY; REMOVING MICHAEL JACKSON AS A SIGNATORY; AUTHORIZING CITY OFFICIALS TO EXECUTE ALL NECESSARY DOCUMENTS TO COMPORT WITH THIS RESOLUTION AND WITH PNC BANKING REQUIREMENTS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the Interim City Manager.

Motion made by Commissioner McDonald to accept Resolution 2025-63 as read. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

D. PUBLIC COMMENTS

E. ADJOURN

Motion made by Commissioner Scott to adjourn the meeting. Duly seconded by Commissioner McDonald and passed unanimously.

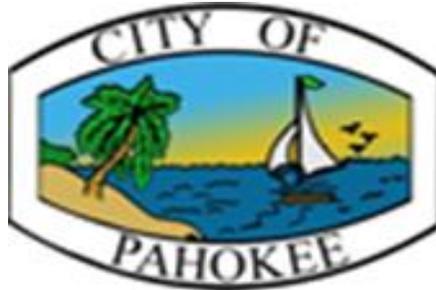
Voting Yea: Mayor Babb, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 2:07 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Regular Meeting
Tuesday, October 14, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

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

AGENDA

A. CALL TO ORDER

Mayor Babb called the meeting to order at 6:01 PM.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams (at 6:04 PM)

Commissioner Isabelle J. McDonald

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Tammy Bussey, Interim City Manager

Burnadette Norris-Weeks, City Attorney

Nylene Clarke, City Clerk

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

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

1. Proclamation - Recognizing October 20-26, 2025 as Florida City Week

2. Proclamation - Recognizing October 2025 as Breast Cancer Awareness Month

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 *(presentation by city manager of activity or upcoming event, if any)*

K. REPORT OF THE MAYOR

L. REPORT OF THE CITY MANAGER

M. REPORT OF THE CITY ATTORNEY

N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY

Motion made by Commissioner McPherson to bring back to a future agenda the discussion to withdraw the applications and review qualifications. Applications that have already been submitted will still be accepted. Duly seconded by Vice Mayor Cowan-Williams and passed (4-1).

Voting Yea: Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Voting Nay: Mayor Babb

Motion made by Commissioner McPherson and duly seconded by Commissioner Scott, to bring back to the next meeting the discussion of the audit findings and recommendations. Discussion ensued.

Commissioner McPherson amended his motion to have the Interim City Manager to bring back what she has, for discussion. The amended motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner McDonald to bring back any files or information related to the hotel search. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner McDonald to add the consideration for monthly expenditures being provided to the City Commission. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

In response to correspondence received from County Commissioner Baxter's office regarding residents' concerns, Vice Mayor Cowan-Williams made a motion to have the Interim City Manager draft a letter outlining the City Commission's top three (3) priorities for which the County can provide assistance and expressing the City's interest in partnering with the County. The draft letter will be brought back on a future agenda for Commission review and input. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

Following a donation request via public comment, Commissioner Scott moved to place the request from Corey Wilkerson (LETCO) on a future agenda for Commission consideration. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

Q. ADJOURN

Motion made by Vice Mayor Cowan-Williams to adjourn the meeting. Duly seconded by Commissioner McPherson and passed unanimously.

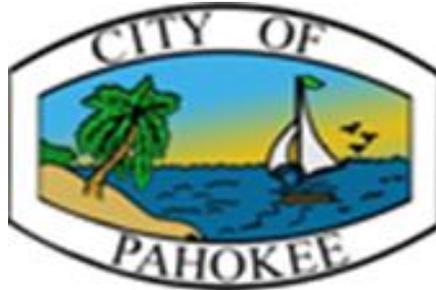
Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 7:47 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

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

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

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

AGENDA

A. CALL TO ORDER

Mayor Babb called the meeting to order at 6:05 PM.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Mc Donald led the Invocation, followed by the Pledge of Allegiance.

C. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.
Vice Mayor Sanquetta Cowan-Williams
Commissioner Isabelle J. McDonald
Commissioner Everett D. McPherson, Sr.
Commissioner James H. Scott
Tammy Bussey, Interim City Manager
Burnadette Norris-Weeks, City Attorney
Nylene Clarke, City Clerk

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

Deletion: I.3. (Resolution 2025-66)

Motion made by Commissioner McDonald to delete Resolution 2025-66. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

F. CONSENT AGENDA

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

H. PUBLIC HEARINGS AND/OR ORDINANCES

I. RESOLUTION(S)

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

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McPherson to accept Resolution 2025-64. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

2. RESOLUTION 2025-65 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, TO CONSIDER A FUNDING REQUEST FROM LETCO COMMUNITY DEVELOPMENT INC, A FLORIDA NOT FOR PROFIT

CORPORATION, FOR YOUTH INITIATIVE ACTIVITIES, INCLUDING A 3-ON-3 BASKETBALL EVENT AND AN NBA GAME TRIP FOR LOCAL STUDENTS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McDonald to donate a total of \$975 to LETCO Community Development Inc, to assist with their events for the Youth. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

J. NEW BUSINESS (*presentation by city manager of activity or upcoming event, if any*)

1. Discussion regarding Audit Findings
2. Consideration for the monthly expenditures being provided to the Commission
3. Discussion regarding a letter to County Commissioner Sara Baxter
4. Discussion and direction to suspend the advertisement of the City Manager position and bring back the qualifications for Commission review

A motion was made by Commissioner McPherson and duly seconded by Commissioner McDonald to set a closing date (extend by one week and close out). Discussion ensued. The City Attorney advised that any action regarding the request must be placed on a future agenda and subsequently approved by the Commission through a resolution; therefore, no vote was taken.

5. Discussion regarding files or information related to the hotel project

K. REPORT OF THE MAYOR

L. REPORT OF THE CITY MANAGER

M. REPORT OF THE CITY ATTORNEY

N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY

Motion made by Commissioner McPherson to add the planning for the Fourth of July. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner McPherson to add the discussion of the legislative priorities. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner McDonald to add to the next agenda the discussion of the street sign review process. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

A motion was made by Vice Mayor Cowan-Williams and duly seconded by Commissioner McPherson, to put a closing date of November 14, 2025 on the City Manager's position. However, after discussion, Vice Mayor Cowan-Williams withdrew her motion.

Motion made by Vice Mayor Cowan-Williams to close the City Manager's position for November 26, 2025. Duly seconded by Commissioner McPherson and passed (4-1).

Voting Yea: Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner

McPherson, Commissioner Scott
Voting Nay: Mayor Babb

Motion made by Vice Mayor Cowan-Williams to add road closure information for Barfield Highway. Duly seconded by Commissioner McPherson and passed unanimously.
Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner Scott to add having the department heads come to the Commission Meeting. Duly seconded by Commissioner McPherson and passed unanimously.
Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Clerk's Note: The City Attorney will draft a resolution, to be consistent with the charter.

- O. GENERAL PUBLIC COMMENTS** (*items not on the agenda*)
- P. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER** (*community events, feel good announcements, if any*)
- Q. ADJOURN**

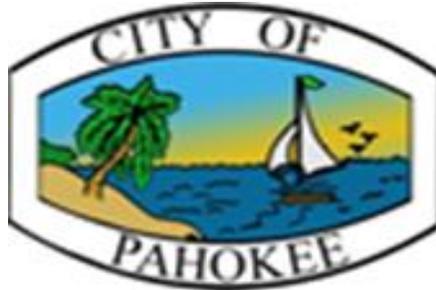
Motion made by Commissioner McPherson to adjourn the meeting. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.
Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 7:49 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Regular Meeting
Tuesday, November 25, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

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

AGENDA

A. CALL TO ORDER

Mayor Babb called the meeting to order at 6:00 PM.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.
Vice Mayor Sanquetta Cowan-Williams
Commissioner Isabelle J. McDonald
Commissioner Everett D. McPherson, Sr.
Commissioner James H. Scott
Tammy Bussey, Interim City Manager
Burnadette Norris-Weeks, City Attorney
Nylene Clarke, City Clerk

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

Motion made by Commissioner Scott to accept Resolution 2025-73 as an add-on. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Vice Mayor Cowan-Williams to accept the agenda with the one add-on. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

1. Presentation by Ivan Blonka - The Jack Brewer Foundation

F. CONSENT AGENDA

1. July 22, 2025 City Commission Meeting Minutes

Motion made by Vice Mayor Cowan-Williams to accept the consent agenda. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

H. PUBLIC HEARINGS AND/OR ORDINANCES

I. RESOLUTION(S)

1. RESOLUTION 2025-67 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, UPDATING THE DESIGNATION OF THE CITY OF PAHOKEE'S VOTING DELEGATE AND ALTERNATE(S) TO THE PALM BEACH COUNTY LEAGUE OF CITIES, INC., AS SET FORTH HERETO IN EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2025-67 with the voting delegates listed. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

2. RESOLUTION 2025-68 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE CITY OF PAHOKEE’S ANNUAL CHRISTMAS PARADE AND AUTHORIZING AN APPLICATION FOR A PARADE PERMIT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner McPherson to accept Resolution 2025-68. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

3. RESOLUTION 2025-69 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA REQUESTING THE CITY MANAGER TO SELECT A DEPARTMENT HEAD TO PRESENT ON RELEVANT DEPARTMENTAL CITY MATTERS AT EACH REGULARLY SCHEDULED CITY COMMISSION MEETING; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2025-69. Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

4. RESOLUTION 2025-70 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING BUDGET AMENDMENT NO. 2 IN THE AMOUNT OF \$618,066.00 FOR FISCAL YEAR 2024–2025, AS SET FORTH IN COMPOSITE EXHIBIT “A” ATTACHED HERETO; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner Scott to approve the budget amendment. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

5. RESOLUTION 2025-71 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA CLOSING THE DATE FOR ACCEPTING CITY MANAGER APPLICATIONS EFFECTIVE NOVEMBER 26, 2025; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2025-71. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

6. RESOLUTION 2025-72 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING LEGISLATIVE PRIORITIES FOR THE 2026 LEGISLATIVE SESSION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Commissioner Scott to accept Resolution 2025-72. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

7. RESOLUTION 2025-73 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO SECURE KRD CONNECT, LLC, ON AN EMERGENCY BASIS, FOR PREPARATION OF POLICIES AND PROCEDURES TO ADDRESS CORRECTIVE ACTIONS REQUIRED BY THE PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL (OIG) AUDIT 2025-A-0002 AND THE FLORIDA AUDITOR GENERAL OPERATIONAL AUDIT 2025-195, FOR AN AMOUNT NOT TO EXCEED \$10,000.00, IN A CONTRACT FORM TO BE APPROVED BY THE CITY ATTORNEY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

The resolution title was read into the record by the City Attorney and explained by the City Manager.

Motion made by Vice Mayor Cowan-Williams to table this until we get the proper documents that are needed, receive a contract, and have the company to do a presentation on December 9, 2025. Duly seconded by Commissioner McPherson and passed (4-1).

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

Voting Nay: Commissioner McDonald

J. NEW BUSINESS (*presentation by city manager of activity or upcoming event, if any*)

1. Status update regarding a letter to Mayor Sara Baxter
2. Hotel status update
3. Status update regarding the Fourth of July fireworks preparation

K. REPORT OF THE MAYOR

L. REPORT OF THE CITY MANAGER

M. REPORT OF THE CITY ATTORNEY

N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY

Motion made by Commissioner McDonald to add a Budget Workshop. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner McDonald to add the status of the marina restaurant. Duly seconded by Mayor Babb and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Mayor Babb to start back doing Lawn of the Month. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

A motion made by Mayor Babb to start back doing Business of the Month and duly seconded by Commissioner McPherson. The City Clerk requested if it can be done quarterly and Mayor Babb consented. The motion passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

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

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

Motion made by Commissioner Scott to terminate the City Attorney's contract. Motion failed due to lack of a second.

Q. ADJOURN

Motion made by Commissioner McPherson to adjourn the meeting. Duly seconded by Mayor Babb and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 8:17 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

**CITY OF PAHOKEE
CITY ATTORNEY'S OFFICE MEMORANDUM**

TO: Mayor Babb
Vice Mayor Cowan-Williams
Commissioner McDonald
Commissioner McPherson
Commissioner Scott

FROM: Burnadette Norris-Weeks, Esq., City Attorney

Cc: Tammy Bussey, Interim City Manager
City Clerk

DATE: December 5, 2025

RE: **Audit Report Outstanding Matters**

The purpose of this memorandum is to provide a legal review of the following resolution to be considered at the December 9, 2025, Regular City Commission Meeting:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO SECURE KRD CONNECT, LLC, ON AN EMERGENCY BASIS, FOR PREPARATION OF POLICIES AND PROCEDURES TO ADDRESS CORRECTIVE ACTIONS REQUIRED BY THE PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL (OIG) AUDIT 2025-A-0002 AND THE FLORIDA AUDITOR GENERAL OPERATIONAL AUDIT 2025-195, FOR AN AMOUNT NOT TO EXCEED \$10,000.00, IN THE CONTRACT FORM ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

During the City Commission meeting of November 25, 2025, the City Commission generally requested an interview be conducted with the company being recommend by the City Manager, KRD Connect, LLC, and a contract be created to specifically address findings flowing from the Palm Beach County Office of Inspector General (OIG) Audit 2025-A-0002 report, and also a Florida Auditor General Operational Audit Report 2025-195.

The Interim City Manager stated during the November 25, 2025 meeting that two areas should be removed from the contractual requirements with the identified vendor: 1) The Human Resources Policy and 2) the Credit Card Policy.

An analysis of all services that have been incorporated into the Resolution and Agreement are set forth within this Memorandum of the two audit reports.

1) Recommendations of the Palm Beach County Office of Inspector General (OIG) Audit 2025-A-0002

An audit was conducted on the City’s accounts payable expenditures and cash disbursements process. The audit focused on accounts payable and cash disbursement activities from 10/1/17 through 6/27/22 and credit card transactions from 10/4/17 through 1/10/23. In short, the OIG found that the City had written guidance in place which established controls over the accounts payable expenditures and cash disbursement process **but there was a lack of knowledge of the responsibilities and requirements at “all levels of personnel.”** There was also improper documentation for certain expenditure transactions.

Due to not following the financial requirements, there were overpayments made to contractors and travelers, sales taxes paid to vendors and personal travel expenses for a former City Manager. The OIG report recommended that the city “consider obtaining outside assistance to update and implement the policies and processes outline in the audit recommendations.” Comments for each of the recommendation areas are set forth below in **RED**:

- (1) The City follow its Purchasing Ordinance requirements related to purchase orders, purchases exceeding \$10,000, and emergency purchases.**

This recommendation assumes that a policy is in place. Training may be required in order to obtain compliance unless training has already been accomplished.

- (2) The City follow its Purchasing Policy requirements related to approvals, invoice documentation, and receiving reports.**

This recommendation assumes that a policy is in place. Training may be required in order to obtain compliance unless training has already been accomplished.

- (3) The City follow its Credit Card Policy requirements related to receipts, City Commission oversight, and disciplinary procedures for misuse.**

This recommendation assumes that a policy is in place. Training may be required in order to obtain compliance unless training has already been accomplished.

(4) The City update the Purchasing Policy, as follows:

(a) To establish the process for expediting purchases and/or vendor payments.

Will be specified in Agreement.

(b) To align with the Purchasing Ordinance related to emergency purchases.

Will be specified in Agreement.

(c) To align with the Charter's contract/agreement execution requirements.

Will be specified in Agreement.

(d) To align with Section 218.74(1), F.S. related to marking the date of receipt on payment requests and invoices.

Will be specified in Agreement.

(e) To establish the acceptable payment method(s) when purchasing capital assets and IT equipment.

Will be specified in Agreement.

(f) To align with the final implemented Capital Asset Policy related to capitalization thresholds and useful life.

Will be specified in Agreement.

(g) To establish the acceptable payment method(s) for making small purchases.

Will be specified in Agreement.

(h) To establish specific criteria for processing purchases using vendor code 999999 or any other generic vendor code.

Will be specified in Agreement.

(5) The City update the Credit Card Policy, as follows:

~~**(a) To establish a review and oversight process for the City Commissioners' and City Manager's credit card purchases.**~~

~~**(b) To reflect the acceptable (e.g., check issued directly to vendor via accounts payable process) and unacceptable (e.g. credit card or reimbursement) payment method(s) when purchasing capital assets and IT equipment.**~~

Based upon the City Manager’s recommendation, this will be accomplished by City staff. Note: there was a related item on the October 2025 agenda, however, it was pulled and has not been resubmitted.

(6) The City update the Travel Policy and related forms, where applicable, as follows:

(a) To align with Section 112.061(7)(d), F.S. related to the current mileage allowance rate.

(b) Replace the term “employee(s)” with “traveler(s)” to encompass all authorized individuals who may incur travel-related expenses for the benefit of the City.

(c) To require that the City Manager submit Travel Request forms for approval by the Mayor or a City Commissioner and update the Travel Policy to reflect the Mayor or a City Commissioner as the designated reviewer.

(d) To establish a review and oversight process for the City Commissioners’ travel and related expenditures.

(e) To establish requirements for the use of rental vehicles including, but not limited to:

- i. Type of vehicle (economy, standard, etc.);**
- ii. Rental agency;**
- iii. Legal requirements (valid driver’s license, insurance);**
- iv. Insurance requirements; and**
- v. Prohibited add-ons or other charges.**

(f) To include a signature line for the Finance Director to document review of the Travel Request and Travel Log forms.

Will be specified in Agreement. Note: The City Clerk will need to verify passage, however, the City Commission considered in 2024 a resolution amending the Per Diem Travel Expense Policy Pursuant to the U.S. General Services Administration (GSA) Rates For Transportation and Meals For City Officials And Employees. Any changes to this section will need to consider that resolution, if passed.

(7) The City update the Personnel Rules & Regulations to align with its Travel Policy related to travel meal per diem rates.

Will be specified in Agreement. Note: The City Clerk will need to verify passage, however, the City Commission considered in 2024 a resolution amending the Per Diem Travel Expense Policy Pursuant to the U.S. General Services Administration (GSA) Rates For Transportation

and Meals For City Officials And Employees. Any changes to this section will need to consider that resolution, if passed.

(8) The City perform a physical inventory of all vehicles and in addition to the unit number, department, description and VIN fields currently in the vehicle listing, include at a minimum:

- (a) Acquisition Date;**
- (b) Purchase price or cost;**
- (c) Custodian of asset;**
- (d) Useful life;**
- (e) Depreciation Method;**
- (f) Accumulated Depreciation; and**
- (g) Condition.**

Will be specified in Agreement.

(9) The City implement a written capital asset policy establishing requirements related to:

- (a) Capitalization thresholds and useful life;**
- (b) Depreciation methods;**
- (c) Type of acquisition (purchase, donation);**
- (d) Asset valuation (initial costs, freight, etc.);**
- (e) Asset tagging procedures; and**
- (f) Custodian and inventory requirements.**

Will be specified in Agreement.

(10) The City implement a written process for recording, tracking, safeguarding, and disposing of its IT equipment.

Will be specified in Agreement.

(11) The City implement a written process for collecting City property from the City Manager, City Clerk, and elected officials upon separation from the City.

Will be specified in Agreement.

(12) The City deactivate inactive vendors.

Will now be specified in Agreement. Responsibility of City only.

(13) The City implement a written process for updating and maintaining the vendor master file, including but not limited to:

(a) Establishing requirements for adding and editing vendor records, including vendor code 999999 or any other generic vendor code.

(b) Ensuring newly created vendor records are reviewed for relevance, accuracy and completeness by the Finance Director or an individual with no responsibilities in the accounts payable process; and that there is an established routine review and purging of the vendor master file to identify and resolve inactive, incomplete, and unauthorized or erroneous vendor records.

Will be specified in Agreement.

(14) The City implement a written process for issuing payments to employees and officials that:

(a) Distinguishes between non-taxable items such as reimbursements and refunds and taxable items such as bonuses, awards, and tuition.

(b) Establishes specific criteria for processing payments using vendor code 999999 or any other generic vendor code;

Will be specified in Agreement.

(15) The City ensure that all employees, contractors, and officials are aware of the requirements and their responsibilities, and confirm in writing an acknowledgment of that understanding with respect to the City Charter, the Purchasing Ordinance, and the updated and newly implemented City policies, including but not limited to the Purchasing Policy, Credit Card Policy, and Travel Policy.

Training is required in order to obtain compliance with this recommendation.

(16) The City ensure that current versions of the City’s written guidance, including but not limited to the Purchasing Ordinance, Purchasing Policy, Credit Card Policy, and Travel Policy and related forms are accessible to all employees and officials in a centrally located depository, and that all employees and officials are made aware the location.

This is a City responsibility and will not be included within Agreement.

(17) The City consider recouping identified costs, totaling \$18,156.96, including:

- (a) Overpayment of contracts to vendors, totaling \$14,337.48.
- (b) Payment of former City Manager, Chandler Williamson’s, Benedict College homecoming weekend travel expenses, totaling \$1,720.96.
- (c) Sales taxes paid to vendors, totaling \$1,261.52.
- (d) Overpayment of travel expenditures (i.e., incorrect meal per diem, incorrect mileage, disallowed fuel reimbursement, and disallowed meal purchases on the City credit card) to travelers, totaling \$837.00.

This will not be included within Agreement. Note: the statute of limitations has run on items, but the City could pursue writing letters to request recovery of expenses. The State Attorney has declined to press charges against former City Manager.

(18) The City consider paying the travel underpayments totaling \$1,120.00.

This will not be included within Agreement.

(19) The City develop and implement written IT policies and procedures to ensure consistency of operations that provide guidance, at a minimum, for how to:

- (a) Assign and remove user rights and include a reasonable time for completion, (b) Authorize user access,
- (c) Limit system access requiring unique user IDs and passwords, and
- (d) Provide for user change management (new and terminated employees).

Will be specified in Agreement.

2. FLORIDA AUDITOR GENERAL OPERATIONAL AUDIT 2025-195.

An audit of the City of Pahokee was conducted by the State of Florida Auditor General. The report was focused on selected practices, procedures, and activities, including those related to marina and campground improvements and repairs and financial reporting as follows:

Finding 1: The City lacked policies and procedures sufficient to provide reasonable assurance of compliance with grant terms and conditions, such as completion of grant deliverables, expenditure of grant moneys only as specified in the grant agreement Scope of Work, maintenance of grant-required documentation, and proper accounting for grant-funded property.

Will be specified in Agreement that “Contractor shall create policies and procedures for completion of grant deliverables, expenditure of grant moneys only as specified in the grant agreement Scope of Work, maintenance of grant-required documentation, and proper accounting for grant-funded property.”

Finding 2: The City did not competitively select construction services in accordance with State law, City ordinances, and City policies and procedures. In addition, the City did not take prompt action to initiate projects necessary to protect public health, safety, and welfare.

This will not be included within Agreement. This statement involves an action taken at a certain time when policies and procedures were in place but not followed.

Finding 3: City did not expend grant moneys in accordance with City ordinances.

See finding #1 under this section. Grant policies and procedures will be incorporated within Agreement Scope of Work.

Finding 4: The City had not established policies and procedures to properly maintain and monitor leased sovereign submerged lands and the structures and equipment thereon.

Will be specified in Agreement.

Finding 5: The City had not established procedures to adequately monitor compliance of the marina restaurant sublease terms and did not take appropriate actions when the restaurant closed. In addition, the City is foregoing potential revenue and tourism by not taking actions, of record, to locate another restaurant operator.

Will be specified in Agreement.

Finding 6: Contrary to State law, the City did not timely file financial audit reports and annual financial reports with the Auditor General and the Florida Department of Financial Services.

Will not be specified in Agreement.

Finding 7: The City did not ensure timely preparation of annual financial statements in accordance with generally accepted accounting principles.

Will not be specified in Agreement.

Finding 8: Contrary to State law and City policies, the City had not established an auditor selection committee and did not use a competitive process to select its financial statement auditors.

This item has been rectified and does not require specific action at this time.

Finding 9: The City had not established comprehensive policies and procedures for the mitigation, detection, and reporting of suspected or known fraud.

Will be specified in Agreement.

Conclusion

This Memorandum is intended to assist with your interview and review process. If approved, the City would enter into an agreement for services with KRD CONNECT, LLC. This limited liability company is owned by Kametra Driver and the company is based in Florida City, Florida. The company filed annual reports with the Florida Division of Corporations in 2024 and 2025.

To address the findings from the audit reports stated above the skill sets necessary may include: 1) a person/company with extensive knowledge of financial regulations and auditing standards; 2) a person/company capable of analyzing the audit findings and ensuring compliance with accounting principles and practices; 3) a person/company who specializes in evaluating internal controls, who can provide insights on improving processes to prevent future issues; 4) a risk management Consultant/Contractor; 5) a person/company capable of providing training to City staff and elected officials on issues identified that are in need of compliance.

Please contact me if you have questions.

###

RESOLUTION NO. 2025-73

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER TO SECURE KRD CONNECT, LLC, ON AN EMERGENCY BASIS, FOR PREPARATION OF POLICIES AND PROCEDURES TO ADDRESS CORRECTIVE ACTIONS REQUIRED BY THE PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL (OIG) AUDIT 2025-A-0002 AND THE FLORIDA AUDITOR GENERAL OPERATIONAL AUDIT 2025-195, FOR AN AMOUNT NOT TO EXCEED \$10,000.00, IN THE CONTRACT FORM ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Interim City Manager is requesting City Commission approval for a contract with KRD CONNECT, LLC to assist the City of Pahokee with the implementation of corrective actions required by the Palm Beach County Office of Inspector General (OIG) Audit 2025-A-0002 and the Florida Auditor General Operational Audit 2025-195, in a contract not to exceed \$10,000 and on an emergency basis; and

WHEREAS, the OIG Audit 2025-A-0002, recommended that the City consider obtaining outside assistance to implement corrective actions and this engagement is being brought as a time-sensitive, urgent matter to ensure the City can promptly implement required audit corrections, restore compliant purchasing, financial processes, strengthen internal controls, and reduce the risk of continued noncompliance and financial exposure; and

WHEREAS, this matter was initially before the City Commission on November 25, 2025, and the City Commission determined that it would consider an interview with KRD CONNECT, LLC at its meeting of December 9, 2025. At such December 9, 2025 meeting, a contract was to be created with supporting back-up information for the City Commission's consideration of the matter; and

WHEREAS, at the City's November 25, 2025 City Commission meeting, the Interim City Manager stated that she desired to exempt two (2) areas of service from the contractual requirements of the Scope of Work, namely: 1) The Human Resources Policy and 2) the Credit Card Policy; and

WHEREAS, an analysis of all services has been prepared by the City Attorney in a Memorandum format for the City Commission's consideration; and

WHEREAS, the City Commission of the City of Pahokee deems the expenditure of these funds to contract with KRD CONNECT, LLC to specifically address findings flowing from the Palm Beach County Office of Inspector General (OIG) Audit 2025-A-0002 report, and also a Florida Auditor General Operational Audit Report 2025-195 is in the best interest of the City of Pahokee.

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

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

Section 2. Approval and Authorization. The City Commission of the City of Pahokee hereby authorizes an agreement with KRD CONNECT, LLC to assist with the implementation of corrective actions required by the Palm Beach County Office of Inspector General (OIG) Audit 2025-A-0002 and the Florida Auditor General Operational Audit 2025-195, in a contract form not to exceed Ten Thousand Dollars (\$10,000.00).

Section 3. Conflict. All resolutions in conflict herewith are hereby and expressly repealed.

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

PASSED and ADOPTED this 9th day of December 2025.

Keith W. Babb, Jr., Mayor

ATTEST:

Nylene Clarke, CMC, City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

AGREEMENT FOR CONSULTING SERVICES

THIS IS AN AGREEMENT, dated the ___ day of _____, 2025, between:

THE CITY OF PAHOKEE, a Florida municipal corporation,
hereinafter "CITY"

and

KRD CONNECT, LLC
a Florida Limited Liability Company, hereinafter
CONTRACTOR."

WITNESSETH:

In consideration of the mutual terms and conditions, promises, covenants, and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for this Agreement and to generally express the objectives, and intentions, of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 CITY is in need of a CONTRACTOR to provide consulting services for the creation of policies, procedures and training specific to address findings flowing from the Palm Beach County Office of Inspector General (OIG) Audit 2025-A-0002 report, and the Florida Auditor General Operational Audit Report 2025-195 in accordance with the **Scope of Services** set forth in Exhibit "A".

1.2 The City of Pahokee considers these services to be "Professional Services" that are unique in nature.

1.3 Following an interview and evaluation process, the City finds that CONTRACTOR is capable of delivering the services set forth within this Agreement.

ARTICLE 2
SCOPE OF WORK

2.1 CONTRACTOR shall furnish all of the materials, tools, supplies, and labor necessary to perform all of the work necessary for described as set forth in Exhibit "A"

hereto.

2.2 CONTRACTOR shall abide by all specifications outlined in Exhibit "A".

2.3 CONTRACTOR hereby represents to CITY, with full knowledge that CITY is relying upon these representations when entering into this Agreement with CONTRACTOR, and that CONTRACTOR has the professional expertise, experience and manpower to perform the services to be provided by CONTRACTOR.

2.3 CONTRACTOR assumes professional and technical responsibility for performance of its services to be provided hereunder in accordance with applicable recognized professional standards and relevant Florida Statutes.

2.4 CONTRACTOR intends to offer for the performance of work pursuant to this Agreement.

ARTICLE 3
COMMENCEMENT OF SERVICES

3.1 The CONTRACTOR shall commence work upon execution of the Agreement and the Agreement shall be effective for sixty (60) days from the date of execution.

ARTICLE 4
CONTRACT SUM

4.1 The CITY hereby agrees to pay CONTRACTOR an amount not to exceed Ten Thousand Dollars (\$10,000.00) for the faithful performance of this Agreement, for work completed as specified by Exhibit "A".

4.2 CONTRACTOR shall be solely responsible for and shall provide for the payment of workers compensation insurance coverage and premium, and all other insurance pursuant to Article 5 below, withholding taxes, FICA, pension and profit sharing contributions, retirement contributions, if any, all remunerations; all labor contract compliance, and all other charges, fees, permits and expenses associated with the employment of such personnel provided by CONTRACTOR hereunder. CITY shall bear no responsibility for any such charge, fees, permits or expenses associated with the employment of such personnel by CONTRACTOR.

4.3 Payment to CONTRACTOR for all tasks and charges under this Agreement shall be based on the following conditions:

- A. Disbursements. There are no reimbursable expenses associated with this Agreement.

B. Payment Schedule. Invoices received from CONTRACTOR pursuant to this Agreement will be reviewed by the Interim/ City Manager and paid under the following schedule:

C. Final Invoice. In order for both parties herein to close their books and records, the CONTRACTOR will clearly state "final invoice" on the CONTRACTOR's final bill to the CITY.

4.4 The making and acceptance of the final payment shall constitute a waiver of all claims by the CITY other than those arising from unsettled liens, or from requirements of the specifications. It shall also constitute a waiver of all claims by the CONTRACTOR, except those previously made and still unsettled.

ARTICLE 5
CONTRACTOR'S LIABILITY INSURANCE

5.1 The CONTRACTOR shall not commence work under this contract until it has obtained all insurance required under this paragraph and such insurance has been approved by the CITY nor shall the CONTRACTOR allow any Subcontractor to commence work on his sub-contract until all similar such insurance required of the subcontractor has been obtained and approved.

5.2 Certificates of insurance, reflecting evidence of the required insurance, shall be filed with the CITY prior to the commencement of the work. These Certificates shall contain a provision that coverage afforded under these policies will not be canceled until at least thirty days (30) prior written notice has been given to the CITY. Policies shall be issued by companies authorized to do business under the laws of the State of Florida.

5.3 Financial Ratings must be no less than "A" in the latest edition of "Bests Key Rating Guide", published by A.M. Best Guide.

5.4 Insurance shall be in force until all work required to be performed under the terms of the Contract is satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this contract, then in that event, the CONTRACTOR shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the contract and extension thereunder is in effect. The CONTRACTOR shall not continue to work pursuant to this contract unless all required insurance remains in full force and effect.

~~5.5 Comprehensive General Liability insurance to cover bodily injury liability and property damage liability with minimum limits of One Million Dollars (\$1,000,000.00) per~~

~~occurrences. Exposures to be covered are:~~

- ~~• Premises and Operation~~
- ~~• Products/Completed Operations~~
- ~~• Broad Form Property Damages~~
- ~~• Broad Form Contractual Coverage applicable to this specific Agreement, including any hold harmless and/or indemnification agreement.~~
- ~~• Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.~~

~~Business Automobile Liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, and must include:~~

- ~~• Owned vehicles~~
- ~~• Hired and Non-Owned Vehicles~~
- ~~• Employers' Non-Ownership.~~

5.6 The CONTRACTOR shall hold the CITY, the City of Pahokee their agents, and employees, harmless on account of claims for damages to persons, property or premises arising out of the operations to complete this Agreement and name the CITY as an additional insured under their policy.

5.7 The CITY reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

ARTICLE 6
PROTECTION OF PROPERTY

6.1 At all times during the performance of this Contract, the CONTRACTOR shall protect the CITY's property and properties adjoining the Project site from all damage whatsoever on account of the work being carried on pursuant to this Agreement.

ARTICLE 7
CONTRACTOR'S INDEMNIFICATION

7.1 The CONTRACTOR agrees to release the CITY from and against any and all liability and responsibility in connection with the above mentioned matters. The CONTRACTOR further agrees not to sue or seek any money or damages from CITY in connection with the above mentioned matters, except in the event that the CITY fails to pay to CONTRACTOR the fees and costs as provided for in Article 4 herein.

7.2 The CONTRACTOR agrees to indemnify and hold harmless the CITY, its trustees,

elected and appointed officers, agents, servants and employees, from and against any and all claims, demands, or causes of action of whatsoever kind or nature, and the resulting losses, costs, expenses, reasonable attorneys' fees, liabilities, damages, orders, judgments, or decrees, sustained by the CITY or any third party arising out of, or by reason of, or resulting from the CONTRACTOR's negligent acts, errors, or omissions.

7.3 If a court of competent jurisdiction holds the CITY liable for certain tortuous acts of its agents, officers, or employees, such liability shall be limited to the extent and limit provided in 768.28, Florida Statutes. This provision shall not be construed as a waiver of any right or defense that the CITY may possess. The CITY specifically reserves all rights as against any and all claims that may be brought.

ARTICLE 8
INDEPENDENT CONTRACTOR

8.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent contractor under this Agreement and not the CITY's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the judgment of the manner and means of carrying out the CONTRACTOR's activities and responsibilities hereunder provided. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the CITY and the CITY will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

ARTICLE 9
CONTRACT BOND

9.1 The bond requirements for this Agreement shall be as follows:

NOT APPLICABLE

ARTICLE 10
CHANGES TO SCOPE OF WORK AND ADDITIONAL WORK

10.1 CITY or CONTRACTOR may request changes that would increase, decrease or otherwise modify the Scope of Services/Basic Services to be provided under this Agreement as described in Article 2 of this Agreement. Such changes or additional services must be in accordance with a written amendment, executed by the parties hereto, with the same formality and with equality and dignity prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work to be approved by the City Commission. Each amendment shall at a minimum include the following information on each project:

- PROJECT NAME
- PROJECT DESCRIPTION
- ESTIMATED PROJECT COST
- ESTIMATED COST FOR ADDITION OR CHANGE TO PROJECT CONTRACT
- ESTIMATED PROJECT COMPLETION DATE

10.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

ARTICLE 11
TERM AND TERMINATION

11.1 This Agreement shall commence upon the effective date of execution.

11.2 This Agreement may be terminated by either party for cause, or the CITY for convenience, upon ten (10) days written notice by the CITY to CONTRACTOR in which event the CONTRACTOR shall be paid its compensation for services performed to termination date. In the event that the CONTRACTOR abandons this Agreement or causes it to be terminated, he shall indemnify the CITY against any loss pertaining to this termination up to a maximum of the full contracted fee amount. All finished or unfinished documents, data, studies, plans, surveys, and reports prepared by CONTRACTOR shall become the property of CITY and shall be delivered by CONTRACTOR to CITY.

ARTICLE 12
CONTRACT DOCUMENTS

12.1 CONTRACTOR and CITY hereby agree that the following Specification and Contract Documents, which are attached hereto and made a part thereof, are fully incorporated herein and made a part of this Agreement, as if written herein word for word: Composite Exhibit "A".

ARTICLE 13
MISCELLANEOUS

13.1 Legal Representation. It is acknowledged that each party to this Agreement had the opportunity to be represented by counsel in the preparation of this Agreement and, accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply due to the joint contribution of both parties.

13.2 Assignments. This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the CITY and its successors and assigns.

13.3 Records. CONTRACTOR shall keep books and records and require any and all subcontractors to keep books and records as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONTRACTOR expects to be reimbursed, if applicable. Such books and records will be available at all reasonable times for examination and audit by CITY and shall be kept for a period of three (3) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by CITY of any fees or expenses based upon such entries.

CITY is a public agency subject to Chapter 119, Florida Statutes. To the extent CONTRACTOR is acting on behalf of CITY pursuant to Section 119.0701, Florida Statutes, CONTRACTOR shall:

- a. Keep and maintain public records that ordinarily and necessarily would be required to be kept and maintained by CITY were CITY performing the services under this agreement;
- b. Provide the public with access to such public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
- d. Meet all requirements for retaining public records and transfer to CITY, at no cost, all public records in possession of the CONTRACTOR upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the CITY.

13.4 Ownership of Documents. Reports, surveys, plans, financial documents, studies and other data provided in connection with this Agreement are and shall remain the property of CITY.

13.5 No Contingent Fees. CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the CITY shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

13.6 Notice. Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, the CONTRACTOR and the CITY designate the following as the respective places for giving of notice:

CITY: Tammy Bussey, Interim City Manager
City of Pahokee
207 Begonia Drive
Pahokee, FL 33467

Copy To: Burnadette Norris-Weeks, City Attorney
Burnadette Norris-Weeks, P.A.
401 North Avenue of the Arts
Fort Lauderdale, Florida 33311

Contractor: Kametra Driver
PO BOX 343446
FLORIDA CITY, FL 33034

13.7 Binding Authority. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

13.8 Exhibits. Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this

Agreement and are incorporated herein by reference.

13.9 Headings. Headings herein are for convenience of reference only and shall not be considered on any interpretation of this Agreement.

13.10 Severability. If any provision of this Agreement or application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

13.11 Governing Law. This Agreement shall be governed by the laws of the State of Florida with venue lying in Palm Beach County, Florida.

13.12 Disputes. Any claim, objection, or dispute arising out of the terms of this Agreement shall be litigated in the Fifteenth Judicial Circuit Court in and for Palm Beach County, Florida.

13.13 Attorney's Fees. To the extent authorized by law, in the event that either party brings suit for enforcement of this Agreement, the prevailing party shall be entitled to attorney's fees and court costs in addition to any other remedy afforded by law.

13.14 Extent of Agreement. This Agreement together with Contract Documents, attached as an Exhibit hereto, as amended herein above represents the entire and integrated agreement between the CITY and the CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral.

13.15 Waiver. Failure of the CITY to insist upon strict performance of any provision or condition of this Agreement, or to execute any right therein contained, shall not be construed as a waiver or relinquishment for the future of any such provision, condition, or right, but the same shall remain in full force and effect.

13.16 E-Verify. In accordance with Florida Statutes §448.095, the Contractor, prior to commencement of services or payment by the City, will provide to the City proof of participation/enrollment in the E-Verify system of the Department of Homeland Security. Evidence of participation/enrollment will be a printout of the Company's "Company Profile" page from the E-verify system. Failure to be continually enrolled and participating in the E-Verify program will be a breach of contract which will be grounds for immediate termination of the contract by the City. The Contractor will not hire any employee who has not been vetted through E-Verify. The Contractor may not subcontract any work for the City to any subcontractor that has not provided an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

City of Pahokee

BY: _____

ATTEST:

Nylene Clarke, City Clerk

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

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

CONTRACTOR

WITNESSES:

BY: _____

Kametra Driver
PO BOX 343446
FLORIDA CITY, FL 33034

ATTEST:

SECRETARY

STATE OF FLORIDA)

SS:

COUNTY OF PALM BEACH)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared _____ as _____, of ___ a Florida corporation, and acknowledged executed the foregoing Agreement as the proper official of _____, for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this __ day of _____, 2025.

NOTARY PUBLIC

My Commission Expires:

EXHIBIT "A"
SCOPE OF SERVICE

A) Palm Beach County Office of Inspector General (OIG) Audit 2025-A-0002

Contractor shall provide the following Services as to the Palm Beach County OIG Audit 2025-A-0002 findings and recommendations:

- 1) Provide update to the Purchasing Policy to include:**
 - (a) To establish the process for expediting purchases and/or vendor payments.**
 - (b) To align with the Purchasing Ordinance related to emergency purchases.**
 - (c) To align with the Charter's contract/agreement execution requirements.**
 - (d) To align with Section 218.74(1), F.S. related to marking the date of receipt on payment requests and invoices.**
 - (e) To establish the acceptable payment method(s) when purchasing capital assets and IT equipment.**
 - (f) To align with the final implemented Capital Asset Policy related to capitalization thresholds and useful life.**
 - (g) To establish the acceptable payment method(s) for making small purchases.**
 - (h) To establish specific criteria for processing purchases using vendor code 999999 or any other generic vendor code.**

- 2) Provide update the Travel Policy and related forms, where applicable:**
 - (a) To align with Section 112.061(7)(d), F.S. related to the current mileage allowance rate.**
 - (b) To replace the term "employee(s)" with "traveler(s)" to encompass all authorized individuals who may incur travel-related expenses for the benefit of the City.**
 - (c) To require that the City Manager submit Travel Request forms for approval by the Mayor or a City Commissioner and update the Travel Policy to reflect the Mayor or a City Commissioner as the designated reviewer.**
 - (d) To establish a review and oversight process for the City Commissioners' travel and related expenditures.**
 - (e) To establish requirements for the use of rental vehicles including, but not limited to:**
 - i. Type of vehicle (economy, standard, etc.);**
 - ii. Rental agency;**
 - iii. Legal requirements (valid driver's license, insurance);**
 - iv. Insurance requirements; and**
 - v. Prohibited add-ons or other charges.**
 - (f) To include a signature line for the Finance Director to document review of the Travel Request and Travel Log forms.**

- 3) The provide update the Personnel Rules & Regulations to align with its Travel Policy related to travel meal per diem rates, as applicable.
- 4) Perform a physical inventory of all vehicles and in addition to the unit number, department, description and VIN fields currently in the vehicle listing, include at a minimum:
 - (a) Acquisition Date;
 - (b) Purchase price or cost;
 - (c) Custodian of asset;
 - (d) Useful life;
 - (e) Depreciation Method;
 - (f) Accumulated Depreciation; and
 - (g) Condition.
- 4) Provide a written capital asset policy establishing requirements related to:
 - (a) Capitalization thresholds and useful life;
 - (b) Depreciation methods;
 - (c) Type of acquisition (purchase, donation);
 - (d) Asset valuation (initial costs, freight, etc.);
 - (e) Asset tagging procedures; and
 - (f) Custodian and inventory requirements.
- 5) Provide a written process for recording, tracking, safeguarding, and disposing of its IT equipment.
- 6) Provide a written process for collecting City property from the City Manager, City Clerk, and elected officials upon separation from the City.
- 7) Provide a written process for updating and maintaining the vendor master file, including but not limited to:
 - (a) Establishing requirements for adding and editing vendor records, including vendor code 999999 or any other generic vendor code.
 - (b) Ensuring newly created vendor records are reviewed for relevance, accuracy and completeness by the Finance Director or an individual with no responsibilities in the accounts payable process; and that there is an established routine review and purging of the vendor master file to identify and resolve inactive, incomplete, and unauthorized or erroneous vendor records.
- (8) Provide a written process for issuing payments to employees and officials that:
 - (a) Distinguishes between non-taxable items such as reimbursements and refunds and taxable items such as bonuses, awards, and tuition.
 - (b) Establishes specific criteria for processing payments using vendor code 999999 or any other generic vendor code;

9) Provide training services to all employees, contractors, and officials on the requirements and their responsibilities of the findings and confirm in writing a form for the acknowledgment of that understanding with respect to the City Charter, the Purchasing Ordinance, and the updated and newly implemented City policies, including but not limited to the Purchasing Policy, Credit Card Policy, and Travel Policy.

10) Develop written IT policies and procedures to ensure consistency of operations that provide guidance, at a minimum, for how to:

- (a) Assign and remove user rights and include a reasonable time for completion,
- (b) Authorize user access,
- (c) Limit system access requiring unique user IDs and passwords, and
- (d) Provide for user change management (new and terminated employees).

B. FLORIDA AUDITOR GENERAL OPERATIONAL AUDIT 2025-195,

Contractor shall provide the following Services as to the Florida Auditor General Operational Audit 2025-195:

- 1) Contractor shall create policies and procedures for completion of grant deliverables, expenditure of grant moneys only as specified in the grant agreement Scope of Work, maintenance of grant-required documentation, and proper accounting for grant-funded property.
- 2) Provide policies and procedures to properly maintain and monitor leased sovereign submerged lands and the structures and equipment thereon.
- 3) Provide policies and procedures that adequately monitor compliance of the marina restaurant sublease terms and did not take appropriate actions when the restaurant closed.
- 4) Provide training services to address findings as necessary.