

CITY OF PAHOKEE



AGENDA

City Commission Regular Meeting

Tuesday, August 11, 2026, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Brenda L. Bryant, 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. Presentation - Pahokee/Canal Point School Principals, led by School Board Member Marcia Andrews and Glades Regional Superintendent Dr. Angela Avery-Moore
- 2. Presentation - Affordably Lavish - Christina Anthony and Abeo Manning
- 3. Presentation - Consultant Services Update and Contract Performance Report - Angela Reyes, AMBR-Owner of Angela Reyes, LLC
- 4. Proclamation - Honoring and Recognizing Pahokee Middle-Senior High School Robotics Program

- F. CONSENT AGENDA**

- 1. July 14, 2026 City Commission Meeting Minutes
- 2. July 17, 2026 City Commission Budget Workshop Minutes

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

- H. PUBLIC HEARINGS AND/OR ORDINANCES**

- 1. ORDINANCE 2026-02 ((SECOND READING) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING ARTICLE VII, DIVISION 1, SECTION 2-272 OF THE CITY OF PAHOKEE'S CODE OF ORDINANCES ENTITLED "PURCHASE ORDERS", TO RETITLE AS "PURCHASE ORDERS, COMPETITIVE BIDS AND EXEMPTIONS"; SPECIFICALLY AMENDING NUMBERED PARAGRAPH (6) ENTITLED "EXEMPT PURCHASES" TO CLARIFY THAT THE DETERMINATION OF AN EMERGENCY PURCHASE IS VESTED IN THE LEGISLATIVE JUDGMENT OF THE CITY COMMISSION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.
- 2. ORDINANCE 2026-03 (FIRST READING) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING ARTICLE II, SECTION 2-29 ENTITLED "ORDER OF BUSINESS"; ADDING A REPORT OF THE CITY CLERK TO THE ORDER OF BUSINESS; RENUMBERING AND REORDERING AS NECESSARY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

- I. RESOLUTION(S)**

- [1.](#) RESOLUTION 2026-43 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, RATIFYING THE EXECUTION AND SUBMISSION OF THE FLORIDA LEAGUE OF CITIES, INC. 2026 ANNUAL CONFERENCE DESIGNATION OF VOTING DELEGATE FORM; CONFIRMING MAYOR KEITH W. BABB, JR. AS THE CITY OF PAHOKEE'S VOTING DELEGATE FOR THE 2026 ANNUAL BUSINESS MEETING; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.
 - [2.](#) RESOLUTION 2026-44 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE PAHOKEE MIDDLE/SENIOR HIGH SCHOOL 2026 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.
 - [3.](#) RESOLUTION 2026-45 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ADOPTING A CITY COMMISSION CIVILITY AND DIGNITY PLEDGE; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.
 - [4.](#) RESOLUTION 2026-46 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE UPDATED CITY FACILITIES RENTAL APPLICATION AND AGREEMENT, AS SET FORTH HERETO IN COMPOSITE 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)*
1. Palm Beach County Sheriff's Office (PBSO) Report
 2. Palm Beach County Fire Rescue (PBCFR) Report
- 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)

PROCLAMATION

WHEREAS, the Pahokee Middle-Senior High School Robotics Program has established a legacy of excellence in STEM education by empowering students through the FIRST LEGO League (FLL) and FIRST Tech Challenge (FTC) programs, fostering innovation, engineering, coding, teamwork, leadership, and problem-solving skills; and

WHEREAS, since 2016, the program has consistently earned local, regional, state, and national recognition, including multiple tournament championships, innovation, robot design, and performance awards, four consecutive FIRST LEGO League Florida State Championship appearances, invitations to national competition, and numerous FIRST Tech Challenge State Championship qualifications; and

WHEREAS, through the Stepping Up STEM in Pahokee initiative and the support of dedicated mentors, educators, volunteers, and community partners, students have gained access to advanced technology, industry experiences, scholarships, internships, and college and career pathways that continue to expand opportunities for the youth of Pahokee; and

WHEREAS, during the 2025–2026 season, the program continued its tradition of excellence with Team 21922 Dynamics earning the FIRST Tech Challenge FUN League Inspire Award – Third Place and a bid to the Florida FIRST Tech Challenge State Championship, Team 16333 Mechatrons qualifying for the State Championship as a member of the FUN League Winning Alliance, Team 16724 Bender Bots receiving the FUN League Think Award, Team 23812 Rising Phoenix earning the FUN League Control Award, Team 31423 Mechamotion receiving the FUN League Connect Award – Second Place, and Team 40688 earning the FIRST LEGO League Robot Design Award; and

WHEREAS, the Pahokee Middle-Senior High School Robotics Program continues to inspire future engineers, innovators, and leaders while serving as a source of pride for the City of Pahokee and demonstrating the extraordinary talent and potential of its students.

NOW, THEREFORE, I, Keith W. Babb, Jr., Mayor of the City of Pahokee, Florida, on behalf of the City Commission and residents of the City of Pahokee, do hereby recognize and commend the **Pahokee Middle-Senior High School Robotics Program**, its students, coaches, mentors, volunteers, and community partners for their outstanding achievements, unwavering commitment to excellence, and lasting contributions to education, innovation, and opportunity within our community.

In official recognition whereof, I hereunto set my hand and caused the seal of Pahokee to be affixed this
11th day of August 2026.



Keith W. Babb, Jr.

Mayor Keith W. Babb, Jr.

Isabelle J. McDonald

Vice Mayor Isabelle J. McDonald

Sanquetta Cowan-Williams

Commissioner Sanquetta Cowan-Williams

Everett D. McPherson, Sr.

Commissioner Everett D. McPherson, Sr

James H. Scott

Commissioner James H. Scott

CITY OF PAHOKEE



MINUTES

City Commission Regular Meeting

Tuesday, July 14, 2026, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Brenda L. Bryant, 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 6:09 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 Isabelle J. McDonald

Commissioner Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Brenda L. Bryant, 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

Clerk's Note: The following items were added to the agenda: (1) a proclamation recognizing Jamaria Richardson; (2) an end-of-session report from Representative Meg Weinberger's Office; and (3) a discussion regarding the scheduling of a budget workshop.

Motion made by Commissioner Cowan-Williams to accept the agenda with additions. Duly seconded by Commissioner Scott and passed unanimously.

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

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

1. Presentation - Kendall Newson, Founder & CEO of Teach A Child To Fish
2. Presentation - Kat Madaras, District Aide for Representative Meg Weinberger - End of Session Report
3. Proclamation - Honoring and Recognizing Jamaria Richardson

F. CONSENT AGENDA

1. June 23, 2026 City Commission Meeting Minutes

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

Voting Yea: Mayor Babb, Vice Mayor McDonald, Commissioner Cowan-Williams, 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 2026-36 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, SETTING THE PROPOSED MILLAGE RATE FOR FISCAL YEAR 2026-2027 PURSUANT TO SECTION 200.065, FLORIDA STATUTES, TOGETHER WITH A ROLLED-BACK RATE; ESTABLISHING THE DATE, TIME AND PLACE OF PUBLIC HEARINGS TO CONSIDER THE PROPOSED MILLAGE RATE AND THE TENTATIVE BUDGET FOR FISCAL YEAR 2026-2027; PROVIDING FOR DIRECTIONS TO THE CITY CLERK; AS SET FORTH HERETO IN EXHIBIT “A”; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Motion made by Commissioner McPherson to accept Resolution 2026-36. Duly seconded by Commissioner Cowan-Williams and passed unanimously.
Voting Yea: Mayor Babb, Vice Mayor McDonald, Commissioner Cowan-Williams, Commissioner McPherson, Commissioner Scott

2. RESOLUTION 2026-37 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE CITY'S CONTINUED PARTICIPATION IN THE PALM BEACH COUNTY URBAN COUNTY PROGRAM FOR FISCAL YEARS 2027–2029; AUTHORIZING THE EXECUTION OF THE PARTICIPATION CONFIRMATION LETTER, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Motion made by Commissioner Cowan-Williams to accept Resolution 2026-37. Duly seconded by Vice Mayor McDonald and passed unanimously.
Voting Yea: Mayor Babb, Vice Mayor McDonald, Commissioner Cowan-Williams, Commissioner McPherson, Commissioner Scott

3. RESOLUTION 2026-38 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 2026/2027 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 title of the resolution was read into the record by the City Attorney and was explained by the City Manager.

Motion made by Commissioner McPherson to accept Resolution 2026-38. Duly seconded by Commissioner Scott and passed unanimously.
Voting Yea: Mayor Babb, Vice Mayor McDonald, Commissioner Cowan-Williams, Commissioner McPherson, Commissioner Scott

4. RESOLUTION 2026-39 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE CITY MANAGER

TO EXECUTE A PURCHASE AGREEMENT AND ALL NECESSARY DOCUMENTS FOR THE ACQUISITION OF THREE (3) USED BUSES FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE PARKS & RECREATION DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$21,150.00; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Motion made by Commissioner Cowan-Williams to accept Resolution 2026-39. Duly seconded by Commissioner Scott and passed unanimously.

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

5. RESOLUTION 2026-40 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE EXECUTION OF A SPECIAL MAGISTRATE PROFESSIONAL SERVICES CONTRACT BETWEEN THE CITY OF PAHOKEE AND KEITH W. DAVIS, ESQ., AS SET FORTH HERETO IN EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Commissioner Cowan-Williams moved to accept Resolution 2026-40, which was duly seconded by Commissioner McPherson. The firm name correction was notated as follows: Davis, Barnard & Brandenburg, P.A. Discussion ensued; however, no vote commenced.

Motion made by Vice Mayor McDonald to accept Resolution 2026-40 with the necessary corrections to the name as provided. Duly seconded by Commissioner Scott and passed unanimously.

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

6. RESOLUTION 2026-41 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING THE EXERCISE OF THE SECOND ONE-YEAR RENEWAL OPTION UNDER THE AGREEMENT WITH BLACK MOUNTAIN SOFTWARE, LLC FOR THE PROVISION OF CLOUD HOSTING AND ACCOUNTING-RELATED SUPPORT SERVICES, AS A SOLE SOURCE VENDOR, IN AN AMOUNT NOT TO EXCEED \$17,147.22; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

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

Motion made by Commissioner McPherson to accept Resolution 2026-41. Duly seconded by Vice Mayor McDonald and passed unanimously.

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

7. RESOLUTION 2026-42 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, RECONSIDERING ITS PRIOR ACTION REGARDING REQUEST FOR PROPOSALS (RFP) 2026-01 FOR INFORMATION TECHNOLOGY SERVICES; ACKNOWLEDGING THE CITY MANAGER'S AUTHORITY PURSUANT TO SECTION 2-26 OF THE CITY OF PAHOKEE CODE OF ORDINANCES TO BRING MATTERS BEFORE THE CITY COMMISSION; REJECTING IT BIDS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

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

Commissioner Scott moved to accept Resolution 2026-42, which was duly seconded by Commissioner Cowan-Williams.

Motion made by Commissioner Cowan-Williams to amend Resolution 2026-42, not to exceed \$52,920. Duly seconded by Vice Mayor McDonald and passed unanimously.

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

Clerk's Note: The City Attorney advised she will amend the resolution consistent with the discussion.

The original motion to accept Resolution 2026-42 with amendments passed unanimously.

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

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

1. Palm Beach County Sheriff's Office (PBSO) Report
2. Palm Beach County Fire Rescue (PBCFR) Report
3. Discussion and Direction for a Budget Workshop

By consensus of the City Commission, a budget workshop will be held on July 17, 2026, at 4:00 PM.

K. REPORT OF THE MAYOR

L. REPORT OF THE CITY MANAGER

M. REPORT OF THE CITY ATTORNEY

Motion made by Commissioner McPherson to host the Community Information Forum on Thursday, July 16, 2026, at 6:00-8:00 PM. Duly seconded by Commissioner Cowan-Williams and passed (4-1).

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

Voting Nay: Mayor Babb

N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY

Motion made by Commissioner McPherson, as a future agenda item, to direct the City Manager to research and report back on the estimated cost, if any, to have the park grounds leveled. Duly seconded by Vice Mayor McDonald and passed unanimously.

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

Motion made by Commissioner Cowan-Williams, as a future agenda item, to obtain a written report from the financial consultant for the services performed under the contract. Duly seconded by Commissioner McPherson and passed unanimously.

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

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

There being no further business to discuss, Mayor Babb adjourned the meeting at 8:07 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

CITY OF PAHOKEE



MINUTES

City Commission Budget Workshop

Friday, July 17, 2026, at 4:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

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

CHARTER OFFICERS:

Brenda L. Bryant, 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 4:01 PM.

Vice Mayor McDonald led the Invocation, followed by the Pledge of Allegiance.

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Isabelle J. McDonald

Commissioner Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

Brenda L. Bryant, City Manager

Burnadette Norris-Weeks, City Attorney (via phone)

Nylene Clarke, City Clerk

C. TOPIC

1. Proposed Budget FY 2026-2027

The City Manager provided an overview of the item, and Tamara Dowdell, Director of Finance, presented the proposed budget for FY 2026-2027. Discussion ensued.

D. PUBLIC COMMENTS

E. ADJOURN

There being no further business to discuss, Mayor Babb adjourned the workshop at 8:07 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING ARTICLE VII, DIVISION 1, SECTION 2-272 OF THE CITY OF PAHOKEE'S CODE OF ORDINANCES ENTITLED "PURCHASE ORDERS", TO RETITLE AS "PURCHASE ORDERS, COMPETITIVE BIDS AND EXEMPTIONS"; SPECIFICALLY AMENDING NUMBERED PARAGRAPH (6) ENTITLED "EXEMPT PURCHASES" TO CLARIFY THAT THE DETERMINATION OF AN EMERGENCY PURCHASE IS VESTED IN THE LEGISLATIVE JUDGMENT OF THE CITY COMMISSION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Pahokee ("City Commission") recognizes that unforeseen circumstances and emergencies may arise that require immediate action to protect the public health, safety, and welfare of the community; and

WHEREAS, delays associated with standard procurement procedures may impair the City's ability to respond effectively to emergencies and urgent situations as determined by the City Commission; and

WHEREAS, the City Commission finds it necessary to establish clear authority for emergency purchases to ensure the timely acquisition of goods and services needed to address pressing public needs as determined by the City Commission; and

WHEREAS, the City Commission further finds that determinations regarding the existence of an emergency and the necessity of emergency purchases should be vested in the legislative judgment of the City Commission to ensure accountability and responsiveness to the public interest; and

WHEREAS, the provisions set forth herein are intended to provide flexibility for emergency response while maintaining appropriate oversight and compliance with applicable law.

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

Section 1. Adoption of Representations.

The foregoing "Whereas" clauses are hereby ratified and confirmed as

being true and the same are hereby made a specific part of this Ordinance.

Section 2. Amending Article VII, Division 1, Section 2-272 to retitle said section to "Purchase Orders, Competitive Bids and Exemption"; specifically amending Section 2-272(6) entitled "Exempt Purchases" to clarify that the determination of an emergency purchase is vested in the legislation judgment of the City Commission and shall state as follows:

Sec. 2-272. - Purchase orders, Competitive Bids and Exemptions.

The power to make purchases or contract for the furnishing of goods or services for and on behalf of the city is hereby authorized as follows:

- (1) *Authorization of procurement officers.*
 - a. The city manager is empowered as procurement officer for the city.
 - b. Other employees may be granted limited purchase authority upon written warrant of the city manager.
 - c. The finance director will act as procurement officer in the event of the absence of the city manager.
 - d. A majority of the city commission may appoint one (1) of the members of the commission to act as a procurement officer, in the event of the absences of the city manager and the finance director.
- (2) *Establishment of a purchase order system.*
 - a. All purchases made by the city shall have a purchase order number issued by the procurement officer, excluding minor purchases made from petty cash and those purchases declared exempt by this section.
 - b. Purchase orders shall contain the following: Name of the business or firm, description of the purchases, amount of purchase and signature of the authorized procurement officer or purchasing agent.
 - c. The finance director shall cause to be maintained a purchase order record and shall therein record all purchases made by the city.
- (3) *Purchase limitations.* No purchase exceeding ten thousand dollars (\$10,000.00) shall be made without the approval of the city commission.
- (4) *Competitive bids and exemptions.*
 - a. All purchases exceeding ten thousand dollars (\$10,000.00) shall be awarded after receiving bids. Local businesses shall be afforded equal opportunity to bid on every city purchase. The city manager, on a case by case basis, may determine that the type of purchase will require workers that are present and available in the local Pahokee workforce. The city manager may set a goal for the use of city residents.

- b. Purchase orders involving an obligation of the city for a sum in excess of ten thousand dollars (\$10,000.00) shall be signed by the city clerk, after award by the city commission upon invitations to bid, published once a week for two (2) successive weeks in a newspaper of general circulation in the city and approval by the city commission of the lowest responsible bidder. The published notice shall set forth the time and place that the sealed bids will be opened and shall either set forth the specifications or disclose where the specifications may be obtained.
 - c. Sole source items shall be exempt from competitive bids.
 - d. Items on the state or other governmental bid lists shall be exempt from competitive bidding.
 - e. Proprietary purchases may be exempt when the vendor will supply the item/service at prices equal to or less than the price quoted on state, federal, or other governmental bid lists.
- (5) *Professional services.* Contractors or agreements for the furnishing of professional services to the city, such as engineers, architects, accountants, attorneys, and other professional fees, shall be excluded from this section but shall be by contract approved and authorized, executed by the city commission from time to time in the manner required by law.
- (6) *Exempt purchases.*
- a. Exempt purchases not requiring the use of a purchase order or the express approval of the city commission, but which are included in the budget resolution are utilities, departmental salaries, salary increases, bonuses, insurance, intergovernmental transfers and court ordered payments.
 - b. Any time in any budget year the city commission may make emergency purchases to meet a pressing need for the protection of the public health, safety, or welfare, other than for regular or recurring requirements, upon signature of the city clerk, and approval of a majority of the city commission in session. Notwithstanding any other provision of this Code, the determination of whether a circumstance constitutes a pressing need for the protection of public health, safety, or welfare sufficient to authorize an emergency purchase under this section shall be solely within the discretion and legislative judgment of the City Commission. The City Commission's determination that an emergency exists and that an emergency purchase is necessary shall be final and conclusive. ~~Accordingly, the City Commission may make emergency~~

~~purchases to meet a pressing need for the protection of public health, safety, or welfare, other than for regular or recurring requirements, upon signature of the City Clerk and approval of a majority of the City Commission in session.~~

- c. Emergency purchases not exceeding fifteen thousand dollars (\$15,000.00) may be made by the city manager or the procurement officer to meet a pressing need for the protection of the public health, safety, or welfare of the community. The city commission shall ratify every emergency purchase as soon as it is reasonably possible.

(7) *Determination of lowest responsible bidder.* All purchases shall be made in such a manner as to invite free competition and to secure the best products, services and properties at the lowest responsible price practicable, taking into consideration all applicable facts. In determining "lowest responsible bidder," in addition to price, the city shall consider:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the services required;
- b. Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. The sufficiency of financial resources and ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the supplies, or contractual services to the particular use required;
- h. The ability of the bidder to provide future maintenance for the use of the subject of the contract;
- i. The number and scope of conditions attached to the bid;
- j. Whether the bidder has met the goal set by the city manager for use of local people under subsection (4)a of this section;
- k. Whether the bidder has a place of business within the Glades Area of Pahokee, Belle Glade, and South Bay (local bidder). The city commission may give preference to a

local bidder if and only if the local bidder's bid is within five (5) percent or five thousand dollars (\$5,000.00), whichever is less, of the lowest bid;

1. This subsection is void if the project is funded by a federal or state grant that requires low bid be based on cost only.

Section 6. Conflict & Repealer.

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

Section 7. Severability.

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

Section 8. Inclusion in Code.

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

Section 9. Effective Date.

This Ordinance shall become effective immediately upon final passage and

adoption.

PASSED FIRST READING this 9th day of June 2026.

PASSED SECOND READING this 11th day of August 2026.

Keith W. Babb, Jr., Mayor

ATTESTED:

Nylene Clarke, CMC, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P. A.
City Attorney

Vote:

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



AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Office of the City Clerk

SUBJECT: Amending Section 2-29 of the Code of Ordinances to include a Report of the City Clerk in the Order of Business

DATE: August 3, 2026

GENERAL SUMMARY/BACKGROUND:

The proposed ordinance amends Section 2-29 of the City of Pahokee Code of Ordinances to include a standing Report of the City Clerk within the regular order of business for City Commission meetings.

The amendment recognizes the City Clerk's role as a Charter Officer and provides an opportunity for the Clerk to report on matters within the statutory, charter, and legislative responsibilities of the Office of the City Clerk.

BUDGET IMPACT:

There is no fiscal impact associated with the adoption of this ordinance for the current fiscal year. All ordinances adopted in 2026 will be codified at the same time and will have an impact the FY 2026-2027 Budget.

LEGAL NOTE:

This item has been reviewed for legal sufficiency. Any additional legal guidance will be deferred to the City Attorney as necessary.

STAFF RECOMMENDATION:

Staff recommends approval of the item.

ATTACHMENTS:

Ordinance 2026-03

ORDINANCE NO. 2026-03

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING ARTICLE II, SECTION 2-29 ENTITLED "ORDER OF BUSINESS"; ADDING A REPORT OF THE CITY CLERK TO THE ORDER OF BUSINESS; RENUMBERING AND REORDERING AS NECESSARY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article II, Section 2-29 of the City of Pahokee Code of Ordinances establishes the order of business for City Commission meetings; and

WHEREAS, the City Commission of the City of Pahokee ("City Commission") desires to revise Article II, Section 2-29 of the City of Pahokee's Code of Ordinances entitled "Order of Business", to add a Report of the City Clerk; and

WHEREAS, the City Clerk is one of three Charter Officers appointed pursuant to the Charter of the City of Pahokee and serves at the pleasure of the City Commission; and

WHEREAS, the City Commission finds that providing a standing Report of the City Clerk during regular City Commission meetings promotes transparency, enhances communication regarding legislative and statutory matters, and provides an opportunity for the City Clerk to report on matters within the jurisdiction of the Office of the City Clerk; and

WHEREAS, the City Commission further finds that amending the order of business to this effect is in the best interests of the City and its residents and promotes efficient and effective municipal governance.

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

Section 1. Adoption of Representations.

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

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

Sec. 2-29. - Order of business.

The following order of business shall be observed:

- a. Call to Order;
- b. Invocation and Pledge of Allegiance;
- c. Roll call;
- d. Additions of emergency basis from City Manager, deletions and approval of agenda items;
- e. 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);
- 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. Report of the City Clerk;
- o. Future Agenda Items of Commissioners, if any;
- p. General Public Comments (items not on the agenda);
- q. Commissioner Comments and For the Good of the Order (community events, feel good announcements), if any;
- r. Adjourn.

Section 3. Conflict & Repealer.

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

Section 4. **Severability.**

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

Section 5. **Inclusion in Code.**

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

Section 9. **Effective Date.**

This Ordinance shall become effective immediately upon final passage and adoption.

PASSED FIRST READING this 11th day of August 2026.

PASSED SECOND READING this ____ day of _____ 2026.

Keith W. Babb, Jr., Mayor

ATTESTED:

Nylene Clarke, CMC, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P. A.
City Attorney

Vote:

Mayor Babb

Vice-Mayor McDonald

Commissioner Cowan-Williams

Commissioner McPherson

Commissioner Scott

____(Yes)

____(No)

____(Yes)

____(No)

____(Yes)

____(No)

____(Yes)

____(No)

____(Yes)

____(No)



AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Office of the City Clerk

SUBJECT: Ratifying the Designation of the City of Pahokee's Voting Delegate for the Florida League of Cities, Inc. 2026 Annual Conference

DATE: August 3, 2026

GENERAL SUMMARY/BACKGROUND:

The Florida League of Cities, Inc. ("FLC") will hold its 2026 Annual Conference August 13-15, 2026. As part of the Annual Conference, member municipalities participate in the Annual Business Meeting, during which each municipality is entitled to cast its vote through a designated Voting Delegate.

The Florida League of Cities Bylaws require each member municipality to designate one elected official to serve as its Voting Delegate. The League does not require municipalities to adopt a resolution appointing a Voting Delegate; rather, municipalities are required to complete and submit the official Designation of Voting Delegate Form by the established deadline.

The deadline for submission of the 2026 Voting Delegate Form was July 31, 2026. Due to the deadline occurring prior to the City Commission's next regularly scheduled meeting, the designation form was submitted identifying Mayor Keith W. Babb, Jr. as the City's Voting Delegate, subject to subsequent ratification by the City Commission. Historically, the City of Pahokee has designated the Mayor to serve as the City's Voting Delegate.

BUDGET IMPACT:

There is no fiscal impact associated with the adoption of this item.

LEGAL NOTE:

This item has been reviewed for legal sufficiency. Any additional legal advice will be deferred to the City Attorney as necessary.

STAFF RECOMMENDATION:

Staff recommends approval of the item.

ATTACHMENTS:

Resolution 2026-43

RESOLUTION NO. 2026-43

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, RATIFYING THE EXECUTION AND SUBMISSION OF THE FLORIDA LEAGUE OF CITIES, INC. 2026 ANNUAL CONFERENCE DESIGNATION OF VOTING DELEGATE FORM; CONFIRMING MAYOR KEITH W. BABB, JR. AS THE CITY OF PAHOKEE'S VOTING DELEGATE FOR THE 2026 ANNUAL BUSINESS MEETING; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida League of Cities, Inc. ("Florida League of Cities") will hold its 2026 Annual Conference August 13-15, 2026; and

WHEREAS, member municipalities participating in the Florida League of Cities Annual Business Meeting are required to designate one elected official to serve as the municipality's Voting Delegate authorized to cast the municipality's votes; and

WHEREAS, the Florida League of Cities requires municipalities to submit a completed Designation of Voting Delegate Form identifying the municipality's designated Voting Delegate no later than July 31, 2026; and

WHEREAS, the Florida League of Cities does not require municipalities to adopt a resolution designating a Voting Delegate; however, the City Commission desires to formally memorialize and ratify the City's designation through adoption of this Resolution; and

WHEREAS, the City's Voting Delegate Form was submitted prior to the July 31, 2026 deadline in order to ensure the City's eligibility to participate and vote during the Annual Business Meeting; and

WHEREAS, Section 2.05 of the Charter of the City of Pahokee provides that the Mayor "*shall be recognized as the head of the city government for service of process, ceremonial matters, and execution of contracts, deeds, and other documents*"; and

WHEREAS, the City Commission finds that designation of the Mayor as the City's Voting Delegate is consistent with the Mayor's Charter-recognized role in representing the City in official and ceremonial matters; and

WHEREAS, the City Commission desires to confirm Mayor Keith W. Babb, Jr. as the City of Pahokee's Voting Delegate for the Florida League of Cities, Inc. 2026 Annual Conference Annual Business Meeting.

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

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

Section 2. Ratification and Authorization. The City Commission hereby ratifies the execution and submission of the Florida League of Cities, Inc. 2026 Annual Conference Designation of Voting Delegate Form submitted on behalf of the City of Pahokee prior to the established deadline. Further, the City Commission hereby confirms Mayor Keith W. Babb, Jr. as the City of Pahokee's Voting Delegate for the Florida League of Cities, Inc. 2026 Annual Conference Annual Business Meeting. The Mayor and City Clerk are authorized to take all necessary and expedient actions to effectuate the intent of this Resolution.

Section 3. Conflict. All resolutions, or parts of resolutions, in conflict with any of the provisions of this Resolution are hereby repealed to the extent of such conflict.

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

PASSED and ADOPTED this 11th day of August 2026.

Keith W. Babb, Jr., Mayor

ATTEST:

Nylene Clarke, CMC, City Clerk

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

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

EXHIBIT "A"

FLC 2026 ANNUAL CONFERENCE VOTING DELEGATE FORM

(ATTACHED)



To: Key Official

From: Eryn Alcorn, Florida League of Cities

Date: June 18, 2026

Subject: 2026 Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Diplomat Beach Resort in Hollywood, Florida, from August 13-15, 2026. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference **designate one elected official to serve as its Voting Delegate** and cast the municipality's votes at the Annual Business Meeting which will be held on **Saturday, August 15, 2026**. The Voting Delegate designated by each municipality will vote on all official business matters brought before the League membership and requiring a vote during the Business Meeting. Matters such as the election of League leadership, adoption of resolutions and any other official business matters affecting the League may be voted on during the Business Meeting.

In accordance with the League's by-laws, the number of votes allocated to each municipality is determined based upon population. The League will use the latest Florida Estimates of Population as published by the University of Florida, Bureau of Economic and Business Research.

Annual Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at flcities.com.

If you have any questions about voting delegates, please email eadcorn@flcities.com.
Voting delegate forms must be received by the League no later than July 31, 2026.

Attachments: Form Designating Voting Delegate



**2026 Annual Conference
Florida League of Cities, Inc.
August 13-15, 2026
Hollywood, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of its elected officials to cast the municipality's votes at the Annual Business Meeting. League By-Laws require each municipality to select one person to serve as the municipality's Voting Delegate.

*Municipalities do not need to adopt a resolution to designate a voting delegate. Instead, please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2026.***

Designation of Voting Delegate

Name of Voting Delegate: Keith W. Babb, Jr.

Title: Mayor

Delegate Email: kbabb@cityofpahokee.com

Municipality of: City of Paho Kee

AUTHORIZED BY:

Keith W. Babb, Jr.

Name

Mayor

Title

Return this form to:
Eryn Alcorn
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: ealcorn@flcities.com



AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Office of the City Clerk

SUBJECT: Pahokee Middle/Senior High 2026 Homecoming Parade

DATE: July 31, 2026

GENERAL SUMMARY/BACKGROUND:

Pahokee Middle/Senior High School will hold its Annual Homecoming Parade on September 25, 2026. In order to do so, the City Commission must formally approve the parade and authorize an application to be completed with the Florida Department of Transportation.

BUDGET IMPACT:

The City will not incur any cost for approving the parade. All costs associated with the permit will be incurred by Pahokee Middle/Senior High School.

LEGAL NOTE:

This item has been reviewed for legal sufficiency. Any additional legal advice will be deferred to the City Attorney as necessary.

STAFF RECOMMENDATION:

Staff recommends approval of the item.

ATTACHMENTS:

Resolution 2026-44

RESOLUTION NO. 2026-44

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE PAHOKEE MIDDLE/SENIOR HIGH SCHOOL 2026 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.

WHEREAS, the Pahokee Middle/Senior High School desires to hold a 2026 Homecoming Parade on September 25, 2026; and

WHEREAS, in order for the Homecoming Parade to be held, a permit from the Florida Department of Transportation ("FDOT") is required to close state roads; and

WHEREAS, the City Commission of the City of Pahokee ("City Commission") desires to approve the Homecoming Parade concept and further desires to authorize an application to be completed with the Florida Department of Transportation; and

WHEREAS, in order to secure a permit, the Florida Department of Transportation requires a formal Resolution for the desired Homecoming Parade.

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

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

Section 2. Approval of Parade. The City Commission hereby approves the Homecoming Parade to be held by Pahokee Middle/Senior High School on September 25, 2026.

Section 3. Authorization of Permit Application. The City Commission further authorizes application of an MLK Parade permit from the Florida Department of Transportation. The Mayor, City Manager, and City Clerk are authorized to take all necessary and expedient actions to effectuate the intent of this Resolution.

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

PASSED and **ADOPTED** this 11th day of August 2026.

Keith W. Babb, Jr., Mayor

ATTEST:

Nylene Clarke, CMC, City Clerk

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

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Office of the City Clerk

SUBJECT: Adopting a Civility and Dignity Pledge

DATE: May 12, 2026

GENERAL SUMMARY/BACKGROUND:

Historically, the City of Pahokee (“City”) has recognized the importance of civility in governance through prior proclamations and expressions of conduct expectations. On March 24, 2026, the City Commission, through unanimous vote, took action to consider adopting a dignity pledge.

The purpose of this item is to formally adopt a City Commission Civility and Dignity Pledge that:

- Reflects the Commission’s March 24, 2026 action
- Reinforces existing standards under Article II, Section 2-26 of the City Code
- Provides a unified statement of expected conduct for elected officials
- Applies to current and future members of the governing body

The proposed pledge does not create new enforceable legal requirements, but serves as a formal expression of governing body expectations consistent with existing ordinance-based standards.

BUDGET IMPACT:

There is no budget impact associated with approving this item.

LEGAL NOTE:

This item has been reviewed for legal sufficiency. Any additional legal guidance will be deferred to the City Attorney as necessary.

STAFF RECOMMENDATION:

Staff recommends approval of the item.

ATTACHMENTS:

Resolution 2026-45

RESOLUTION 2026-45**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ADOPTING A CITY COMMISSION CIVILITY AND DIGNITY PLEDGE; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Commission of the City of Pahokee is the duly elected governing body of the City and is vested with the authority to establish standards governing the conduct of its members in the performance of official duties; and

WHEREAS, the City Commission serves the public interest through policy-making and governance on behalf of the residents of the City of Pahokee; and

WHEREAS, the City Commission recognizes that disagreement is a natural and necessary part of governance but must remain issue-focused, respectful, and conducted in good faith; and

WHEREAS, Article II, Section 2-26 of the City of Pahokee Code of Ordinances already establishes standards of conduct and decorum for members of the City Commission in the conduct of official meetings and proceedings, however, the City Commission desires to adopt a Civility and Dignity Pledge, attached hereto as Exhibit "A", as in the best interests of the City of Pahokee.

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

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

Section 2. Adoption of Pledge. The City Commission of the City of Pahokee, Florida hereby adopts a City Commission Civility and Dignity Pledge, attached hereto as Exhibit "A."

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

PASSED AND ADOPTED this 11th day of August 2026.

Keith W. Babb, Jr., Mayor

ATTESTED:

Nylene Clarke, CMC, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

EXHIBIT "A"

**CITY COMMISSION OF THE CITY OF PAHOKEE
CIVILITY AND DIGNITY PLEDGE**

(ATTACHED)

CITY COMMISSION CIVILITY AND DIGNITY PLEDGE

Shared Understanding of Dignity and Civil Discourse

We recognize that the manner in which communication occurs, including tone, context, and delivery, can influence how messages are received and understood. We further recognize that assumptions regarding intent or perspective can impact trust, limit progress, and hinder constructive dialogue.

We acknowledge that respectful disagreement is a necessary and valuable component of governance, and that differing viewpoints should be engaged in good faith with professionalism, dignity, and mutual respect.

We also recognize that effective governance requires patience, clarity, and a commitment to understanding differing perspectives while maintaining accountability and respect for all individuals.

These shared understandings guide our commitment to fostering a culture of dignity, civility, and collaborative governance in service to the City of Pahokee.

We commit to the following standards of conduct:

- *Acting in the best interest of the City of Pahokee and maintaining integrity in all official actions*
- *Treating fellow commissioners, staff, and the public with dignity, respect, and professionalism*
- *Engaging in respectful, issue-focused, and solution-oriented deliberation*
- *Maintaining decorum in public meetings, respecting the role of the presiding officer, and adhering to established procedures*
- *Supporting transparency, accountability, and unity of the governing body once decisions are made*

We reaffirm our commitment to Article II, Section 2-26 of the City of Pahokee Code of Ordinances, which establishes the required standards of conduct and decorum for members of the City Commission.

We recognize that dignity and civility are essential to effective governance and public trust. Through this pledge, we commit to uphold these standards in service to the City of Pahokee.



AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda Bryant, City Manager

FROM: Office of the City Manager

SUBJECT: Updated Facilities Rental Application

DATE: August 11th, 2026

GENERAL SUMMARY/BACKGROUND:

1. At the direction of the City Commission, City staff conducted a comprehensive review of the City's facility rental application, policies, and procedures. Based on the Commission's requested revisions and staff's operational review, the proposed updates strengthen the rental process, clarify the responsibilities of event holders, enhance protection of City property, and improve consistency in the administration and enforcement of facility rentals.

BUDGET IMPACT:

The proposed fee adjustments are not expected to have a material fiscal impact on the City.

LEGAL NOTE:

This item has been reviewed for legal sufficiency. Any additional legal advice will be deferred to the City Attorney as necessary.

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Resolution No. 2026-46

RESOLUTION NO. 2026-46

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE UPDATED CITY FACILITIES RENTAL APPLICATION AND AGREEMENT, AS SET FORTH HERETO IN COMPOSITE EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee owns and manages public facilities available for community use; and

WHEREAS, the Facilities Rental Application and Agreement has been revised to clarify rental requirements, user responsibilities, fees, liability provisions, and administrative procedures; and

WHEREAS, the City Commission finds that the updated Facilities Rental Application and Agreement will improve the administration and management of City facilities.

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

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

Section 2. Approval and Authorization. The City Commission hereby approves the updated Facilities Rental Application and Agreement attached as Composite Exhibit "A" and authorizes the City Manager to implement and administer the same.

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 11th day of August 2026.

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: _____

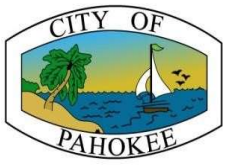
VOTE:

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

COMPOSITE EXHIBIT "A"

**UPDATED CITY OF PAHOKEE FACILITIES RENTAL APPLICATION AND
AGREEMENT**

(ATTACHED)



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476

Customer name: _____
Date received: _____
Date reviewed: _____

Section I, Item 4.

Full payment of all applicable rental fees, security deposits, application fees, and any other required charges is due at the time of reservation. Reservations are accepted on a first-come, first-served basis and are not considered confirmed until all required documents and payments have been received. Only complete applications, including proof of required Special Event Liability Insurance and all applicable security arrangements, will be accepted. All Facility Rental Terms and Conditions apply. As of 07/11/23, Full payment of the deposit is required to reserve ALL facilities. Reservation is made on a first come, first served basis. All Permit Terms and Conditions apply. Only completed applications will be accepted with (rental fee, special events insurance, and security).

RENTAL FEES:						
Events	Resident Fee	Non-resident Fee	Cleaning Fee	Deposit	Application fee Nonrefundable	
Cafeteria w/out Ticket sales	\$33 50.00	\$44 00.00	\$150.00	\$250.00	\$25.00	
Cafeteria (REPAST)#	\$1550.00	-	\$150.00	\$150.00	\$25.00	
Senior Room (MOU/ILA — Only)	Special Arrangements	-	\$150.00	-	\$25.00	
Commissioners Park Pavillion *	\$330 0.00	\$35 50.00	\$150.00	\$150.00	\$25.00	
Commissioner Park Concession Stand	\$202 0.00	\$250.00	\$150.00	\$150.00	\$25.00***	
MLK Park Pavillion *	\$22 75.00	\$325.00	\$150.00	\$150.00	\$25.00	
MLK Park Concession stand	\$15 50.00	\$200.00	\$150.00	\$150.00	\$25.00***	
Marina Park North End Pavilion	\$100.00	\$125.00	\$150.00	\$150.00	\$25.00	
Marina Conference Room (80 Capacity)	\$33 50.00	\$44 00.00	\$150.00	\$250.00	\$25.00	
Eddie Rhodes Gym*#	\$700.00/Initial 4hrs	\$800.00/Initial 4hrs	\$150.00	\$250.00	\$125.00 \$25.00	
<i>*Plus 10% of door with ticket sales # This space has a minimum rental period of four (4) hours. Rental fees include only the reserved event time. An additional fee of \$25.00 per each additional 30-minute period will be charged after the initial four-hour rental period. One (1) hour before the event and one (1) hour after the event are provided for setup and cleanup. Additional setup or cleanup time may result in additional rental charges.</i>						

PRICES ARE SUBJECT TO CHANGE DEPENDING ON NUMBER OF ATTENDENTS:

~~*Plus 10% of door with ticket sales for the following location
(Commissioner Park, MLK Park and Eddie Rhodes Gym)~~

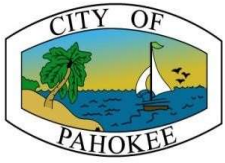
Rental fees are subject to change without notice. Additional charges may apply based on event size, staffing requirements, security needs, or other operational considerations. City-sponsored events approved by the City Commission and/or the City Manager are exempt from rental fees and security deposits. All Facility Rental Terms and Conditions remain applicable unless otherwise authorized in writing by the City Manager.

Security Deposit

A refundable security deposit is required for all facility rentals.

- \$250.00 – Indoor facilities
- \$150.00 – Outdoor parks and pavilions

Security deposits will be returned within 14 business days following completion of the post-event inspection, less any authorized deductions for damages, excessive cleaning, overtime, or violations of this Agreement.



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ALCOHOLIC BEVERAGES ARE PROHIBITED AT ALL CITY FACILITIES AND PARKS.

Security is required for all applicable events unless specifically waived by the City Manager. Applicants requiring Palm Beach County Sheriff's Office deputies must submit the appropriate PBSO application at least two (2) weeks before the scheduled event. Security fees are determined by PBSO based on the type, size, and duration of the event. Payments to PBSO must be made by money order or other payment method accepted by PBSO.

Insurance Requirements

As a condition of approval, the Applicant, at its sole expense, maintain insurance with companies authorized to do business in the State of Florida and rated A- or better by A.M. Best (or otherwise acceptable to the City).

The following minimum coverage shall be required:

1. Commercial General Liability Insurance

• Minimum Limits:

- \$1,000,000 per occurrence
- \$2,000,000 general aggregate

• Coverage shall include:

- Premises and operations
- Contractual liability
- Personal and advertising injury
- Products/completed operations (if applicable)

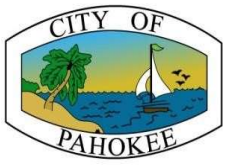
2. The City may require Automobile Liability Insurance (if vehicles will be used in connection with the event).

• Minimum limit:

- \$1,000,000 combined single limit

• Applies to owned, non-owned, and hired vehicles.

The City reserves the right to require additional insurance in the discretion of the City Manager depending on the type of event and the number of people expected to attend.



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~~Security Deposit:~~

~~\$250.00 (NO ALCOHOL PERMITTED) / \$150.00 (NO ALCOHOL PERMITTED)~~

~~There will be a minimum required 4 hours to rent the gymnasium and an additional charge of \$25.00 for each half hour beyond the first (4) hours of your event time. These amounts and times do not include any set-up & clean-up time required for the event (grace period — one hour before the event and one hour after the event to allow for set-up, breakdown, and clean-up).~~

SECURITY DEPOSIT FEE BASED ON EVENT SIZE

- | |
|---------------------------------|
| • \$150.00 — 50-99 GUESTS |
| • \$200.00 — 100-149 GUESTS |
| • \$300.00 — 150 OR MORE GUESTS |

****DEPOSIT WILL BE REFUNDED PENDING POST INSPECTION IS SATISFACTORY****

*****Application fee is applied for each individual event*****

CITY SPONSERED EVENTS:

NO FEE OR DEPOSIT REQUIRED. MUST BE APPROVED BY CITY
COMMISSION AND/OR CITY MANAGER RENTAL PERMIT/AGREEMENT
APPLIES.

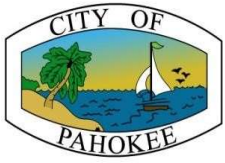
FEE MAY BE WAVED CONSIDERING THE FOLLOWING:

- ☐ Catastrophic event (Hurricane, Tornado, Earthquake, Terrorist Attack etc.)
- ☐ Death (applicant, immediate family — spouse, or child/ren)
- ☐ Extenuating Circumstances

____ Approve Initial _____
____ Denied

INSPECTIONS, KEYS, SECURITY AND DEPOSIT REFUNDS

Pre-event and Post-Event inspections will be scheduled by the event coordinator. All terms/conditions of the permit/agreement apply. The Event Coordinator will schedule a time with the event holder to perform a pre-event inspection, **NO KEYS** will be given to the Event Holder. The post-event will be performed on the morning following the event. You must make sure that all personal equipment and supplies are removed immediately after your event and that the facility and surrounding area



Pahokee Facility Rental Application

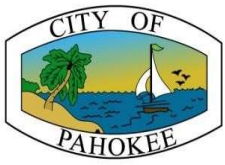
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~~is properly cleaned. If you have any questions regarding the rental of this facility
please call (561) 924-2976, Monday-Friday 9:00am-7:00pm.~~

~~APPLICATIONS FOR THE HIRING OF SHERIFF OFFICERS CAN
BE OBTAINED AT PALM BEACH COUNTY SHERIFF'S OFFICE.
YOU MUST APPLY AT LEAST (2) WEEKS IN ADVANCE. FEES
WILL BE BASED ON EVENT INFORMATION. ONLY MONEY
ORDERS WILL BE ACCEPTED FOR PAYMENT.~~



Pahokee Facility Rental Application

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Customer name: _____
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RENTAL PERMIT/AGREEMENT

Event Holder: _____

Phone #: _____ Cell Phone: _____

Address/City/State/Zip: _____

Event Date: _____ Event Type: _____

Adult or Teen Party: _____ Admission Fee? Ticket/Admission Sales? Yes or No (circle one)

Number of participants/ guests: _____ (all indoor event maximum capacity is reduced by 50% for covid-19 policies)

PRICES ARE SUBJECT TO CHANGE DEPENDING ON NUMBER OF ATTENDEES.

Event Time beginning Start Time : _____ and End Timeend: _____

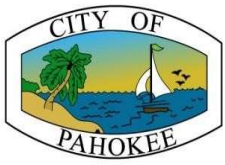
Circle One: DJ / Live Band / None

If DJ / Live Band, time to perform: _____ to _____

What Security will be provided? _____

You are hereby being granted use of the Pahokee Community Center (Cafeteria) in consideration of and subject to the following Terms and Conditions/ Rules and Regulations:

1. The City and/or Palm Beach County Sheriff's Office may suspend, terminate, or require the immediate closure of an event when violations of the rental agreement, permit conditions, applicable laws, or public safety concerns occur.
2. A completed rental application, all applicable fees, security deposits, proof of insurance, and required documentation must be submitted no later than ten (10) business days prior to the scheduled event.
3. All events must conclude no later than 11:00 PM, except Sundays when events must conclude no later than 9:00 PM. The Event Holder must comply with all required cleanup and facility closing procedures.
4. Security personnel may be required for all events unless waived in writing by the City Manager. The number of security personnel required shall be determined by the City and/or the Palm Beach County Sheriff's Office. All security costs shall be the responsibility of the Event Holder unless otherwise approved by the City.
5. The event must conclude at the designated time, and the facility must be cleaned and fully vacated no later than one (1) hour after the conclusion of the event.
6. Event Holders shall not be provided facility keys. City staff shall be responsible for opening and securing the facility for all approved events.
7. The facility, grounds, restrooms, kitchen (if applicable), and surrounding areas must be returned to a clean and sanitary condition. All trash must be removed and placed in designated



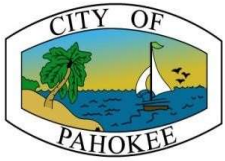
Pahokee Facility Rental Application

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- dumpsters. Tables, chairs, and equipment must be returned to their original locations. Failure to properly clean or restore the facility may result in forfeiture of all or part of the security deposit.
8. Staples, tape of any kind, nails, screws, or hot glue are prohibited on facility walls. Any marks, stains, or damage caused by decorations will be considered damage and charged to the Event Holder. Decorations attached to ceilings must receive prior approval and may not damage ceiling tiles or facility components.
 9. The Event Holder shall be responsible for all damages to the premises resulting from the event. The City may deduct repair costs from the security deposit. If damages exceed the deposit amount, the Event Holder shall be responsible for payment of the remaining balance within ten (10) days of receiving an invoice from the City. Failure to pay outstanding balances may result in suspension of future facility use.
 10. The Event Holder shall provide Commercial General Liability Insurance or Special Event Liability Insurance with minimum limits of \$1,000,000 per occurrence, naming the City of Pahokee as an Additional Insured. Proof of insurance must be submitted prior to final approval of the rental permit.
 11. Alcoholic beverages, illegal drugs, and controlled substances are prohibited on City property unless specifically authorized by law and approved in writing by the City. Any required permits must be obtained prior to event approval.
 12. Glass bottles or glass containers are prohibited on City property.
 13. Smoking, vaping, and the use of electronic smoking devices are prohibited inside all City facilities and within restricted outdoor areas as required by Florida law.
 14. All vehicles must be properly parked in designated parking areas. Vehicles parked in unauthorized areas may be subject to removal in accordance with applicable laws and regulations.
 15. Artificial smoke devices are prohibited inside the facility or on the premises at any time.
 16. Security systems, fire alarms, fire extinguishers, emergency exits, smoke detectors, and other life safety equipment shall not be tampered with, covered, disabled, or obstructed at any time.
 17. The Event Holder is responsible for ensuring that all guests comply with the terms and conditions of this rental agreement. Any guest violating the agreement must leave the premises upon request. If assistance is required, the Event Holder shall contact the Palm Beach County Sheriff's Office.
 18. Thermostats, HVAC controls, refrigeration equipment, and other mechanical systems shall not be adjusted without authorization from City staff. The Event Holder shall be responsible for damages resulting from unauthorized use or negligence.
 19. Pre-event and post-event inspections shall be conducted by the Event Holder and City staff to document the condition of the facility.
 20. The City reserves the right to cancel, postpone, or relocate an event due to emergencies, severe weather, maintenance issues, public safety concerns, or other unforeseen circumstances. Refunds shall be handled in accordance with City policy.
 21. The Event Holder shall not transfer, assign, or sublease the rental permit to another individual or organization without prior written approval from the City.
 22. The Event Holder shall comply with all maximum occupancy limits established for the facility.
 1. The Palm Beach County Sheriff Department has the authority to call off an event and clear out the facility if any of the terms or conditions of the permit is violated or for other probable cause.
 - ~~2. The completed application and all payments must be paid and submitted at least (10) business days prior to the scheduled event.~~
 - ~~3. All events must be over by 11:00 Pm.~~
 4. **SECURITY IS REQUIRED FOR ALL EVENTS (only City Manager may waive fees)**
 - ~~5. Event must be over by the designated time and the facility must be cleaned and vacated no later than, one complete hour after the event.~~
 - ON SUNDAYS ALL EVENTS MUST BE OVER BY 9:00PM**
 - ~~6. No KEYS are allowed to Event Holders; A City staff will open and close the facility for all events.~~



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~~7. The facility and surrounding areas are to be left in a clean and sanitary condition with all debris and garbage placed in the dumpster located outside. Cleaning items can be found in the supply closet and must be put back after use. All utilities and appliances must be turned off and the entrance doors securely locked. Should it be determined in the post-event inspection that the building was left in an unsanitary or unsatisfactory condition, the deposit will be retained and applied to cover the expense of the rectifying the issue/problem.~~

~~8. No staples, tape (of any kind), or hot glue are allowed on any wall in the facility. Any marks or stains found on the walls will be considered as damages and charged to the Event Holder. Decorations may be hung from the ceiling only if NO damage will be caused by the decorations or the decorating process. The Event Holder will be responsible for any damages to the ceiling tiles.~~

~~9. The Event Holder is responsible for ALL damages to the premises and all liability resulting from the event. Damages to the facility will be repaired immediately by City and the cost of such repair will be taken from the Deposit. Should repair costs exceed the deposit amount, an invoice will be sent to the Event Holder and must be paid within ten (10) days from its date. If not paid, the Event Holder will be suspended from use of the facility until such invoice has been paid in full.~~

~~10. Event Holder must provide the City with Special Event Insurance in the amount \$ 1,000,000 and the City must be named as an additional insured party.~~

~~11. The sale of alcoholic beverages is NOT permitted by anyone at any time.~~

~~12. Alcoholic beverages or Drugs are NOT permitted inside or outside the facility or Parks~~

~~13. NO GLASS BOTTLES OR CONTAINERS ARE PERMITTED.~~

~~14. Absolutely NO SMOKING is allowed in the building or on the premise.~~

~~15. All vehicles must be properly parked in the designated parking areas.~~

~~16. The use of artificial smoke devices are NOT permitted in the facility or on the premise at any time.~~

~~17. The security alarm and/or fire alarms and fire extinguishers
— must NOT tampered with or covered up at any time.~~

~~18. The Event Holder will be responsible for any Guests, who violate any of the terms and conditions of this permit/agreement. Any Guest who violates this agreement will be required to leave by the Event Holder. If the Guest(s) will not leave voluntarily, after being asked to do so, please contact the PBSO Dept. for assistance.~~

~~19. All A/C units and refrigerators may NOT be adjusted during the event and must be turned OFF at the end of the event. The Event Holder is responsible for any damages caused to the A/C units or the A/C control panels due to negligence on their behalf or that of their guests.~~

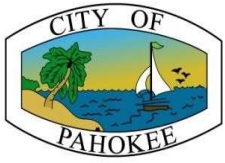
~~20. Pre-event and post-event inspections must be performed by the Event Holder and the Rental Coordinator.~~

Pre-Event Inspection Date: _____

Time: _____

Post-Event Inspection Date: _____

Time: _____



Pahokee Facility Rental Application

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Please initial on the line to the left of each paragraph:

_____ I acknowledge that if the usage of the facility being rented is not for the purpose as indicated, I shall be responsible for damages incurred by the City, including attorney's fees and costs, should it be necessary for the City to take action in Court, and my privileges for additional rentals at any City of Pahokee Facilities shall be revoked indefinitely by the City Manager.

_____ I acknowledge that at the discretion of the City Manager, failure to leave the City's facility in its original state or observe approved rental times will result in the forfeiture of the full amount of the security deposit.

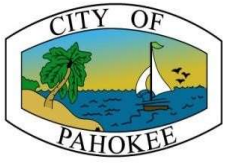
_____ I certify that there are no misrepresentations, omissions, oversights or falsifications in this Pahokee Facility Rental Application, and that the entries made by me are true, complete, and correct.

_____ I acknowledge that the City of Pahokee may cancel the Lessee's reservation for the use of this facility due to an emergency and refund Fee, without any liability to the City.

_____ I further agree and consent in advance that [Lessee's Event Holder](#) reservation for the use of this facility may be cancelled by the City of Pahokee without cause or hearing, if any of the information provided by me contains any misrepresentations, oversight(s) or falsification, or if any material information has been omitted.

_____ Under penalties of perjury, I declare that I have read this Application for Use and that the facts stated in it are true.

_____ [I acknowledge that I have received, reviewed, and agree to comply with the City of Pahokee Facility Rental Terms and Conditions, Rules, and Regulations. I understand that failure to comply may result in loss of the security deposit, termination of the event, and restriction from future facility rentals. I acknowledge that I have read and received a copy of the City of Pahokee Facility Terms and Conditions/ Rules and Regulations and that if any of these regulations are found to be in non-compliance, it will result in the loss of my security deposit.](#)



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476

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INDEMNIFICATION AGREEMENT

No permit/agreement will be issued to any applicant who has previously violated these terms and has not recertified matters with the city.

The City of Pahokee will not be held responsible for any lost or stolen items or damages made to the Event Holder's personal property, or the property of their guests, during the rental of this facility.

Upon acceptance of this permit/agreement the undersigned agrees to indemnify the City of Pahokee for any and all liability, loss or damages arising due to negligence on part of the Event Holder or any of the guests.

Additional Term and Conditions:

I hereby accept and agree to the terms and conditions of this permit/agreement for use of the [Pahokee Community Center \(Cafeteria\)](#) [City of Pahokee's facilities](#) and acknowledge that it is my responsibility to ensure that the building is only utilized for the specific purpose and event described in this permit application.

Accepted By: _____
_____(EVENT HOLDER)

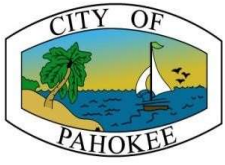
Date: _____

Approved By: _____
(RENTAL COORDINATOR)

Date: _____

Approved By: _____
(CITY MANAGER)

Date: _____

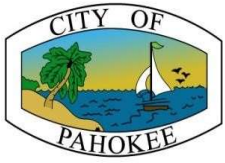


Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476

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Pahokee Facility Rental Application

207 Begonia Street
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Customer name: _____
Date received: _____
Date reviewed: _____

EVENT RENTAL STAFF VERIFICATION CHECKLIST

Event Name: _____ Event Date: _____

Event Holder/Organization: _____ Facility Rented: _____

Completed Rental Application Submitted: ☐ Yes ☐ No Date Received: _____

Security Deposit Required: ☐ Yes ☐ No

Security Deposit Amount: \$ _____ Date Deposit Paid: _____

Payment Method:

☐ Cash

☐ Check No. _____

☐ Money Order

☐ Credit/Debit Card

☐ Other: _____

Rental Fee Required: ☐ Yes ☐ No

Rental Fee Amount: \$ _____ Date Rental Fee Paid: _____

Payment Method:

☐ Cash

☐ Check No. _____

☐ Money Order

☐ Credit/Debit Card

☐ Other: _____

Proof of Insurance Submitted: ☐ Yes ☐ No ☐ Not Required

Security Personnel Required: ☐ Yes ☐ No ☐ Waived in Writing by City Manager

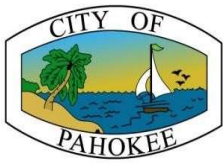
Security Confirmation Received: ☐ Yes ☐ No ☐ N/A Security Provider/Agency: _____

Staff Notes:

Staff Member Name: _____

Signature: _____ Date: _____

Updated 08/2026



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476

Section I, Item 4.

Customer name: _____
Date received: _____
Date reviewed: _____

APPLICATION AND RENTAL DEPOSIT FEE

APPLICATIONS AND RENTAL DEPOSIT FEE

APPLICATION FEE: () \$25.00 RECEIVED BY: _____ DATE: _____
() CHECK # _____ () MONEY ORDER # _____

DEPOSIT AMOUNT: () \$250.00 () \$150.00 () CLEANING FEE (\$150.00)
OTHER: _____

(CLEANING FEE MUST BE PAID AT THE TIME OF DEPOSIT)
PRICES ARE SUBJECT TO CHANGE DEPENDING ON NUMBER OF ATTENDEES:

RECEIVED BY: _____ DATE: _____
() CHECK # _____ () MONEY ORDER # _____

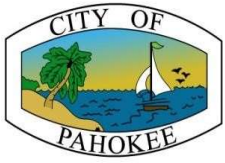
RENTAL PAYMENTS

RENTAL FEES:

	Events	Resident Fee	Non-resident Fee	Deposit	Application fee Nonrefundable
	Cafeteria w/out Ticket sales	\$350.00	\$400.00	\$250.00	\$25.00
	Cafeteria (REPAST)	\$150.00	-	\$150.00	\$25.00
	Senior Room (MOU/LA—Only)	Special Arrangements	-	-	\$25.00
	Commissioners Park*	\$300.00	\$350.00	\$150.00	\$25.00
	Commissioner Park Concession Stand	\$200.00	\$250.00	\$150.00	\$25.00***
	MLK Park*	\$275.00	\$325.00	\$150.00	\$25.00
	MLK Park Concession stand	\$150.00	\$200.00	\$150.00	\$25.00***
	Marina Park North End Pavilion	\$100.00	\$125.00	\$150.00	\$25.00
	Marina Conference Room	\$350.00	\$400.00	\$250.00	\$25.00
	Eddie Rhodes Gym*	\$700.00	\$800.00	\$250.00	\$125.00

RESIDENT RENTAL FEE: () _____ RECEIVED BY: _____ DATE: _____
() CHECK # _____ () MONEY ORDER # _____

NON-RESIDENT RENTAL FEE: () _____
RECEIVED BY: _____ DATE: _____
() CHECK # _____ () MONEY ORDER # _____

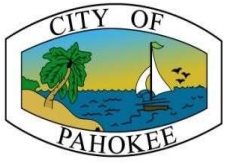


Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476

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Date reviewed: _____



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476

Customer name: _____
Date received: _____
Date reviewed: _____

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SECURITY

- ☐ Security is provided by PBSO
- ☐ Security is provided by _____

Confirmation that Rental Coordinator has notified PBSO of all events:

By: _____ Date: _____ Time: _____

SPECIAL EVENT LIABILITY INSURANCE (REQUIRED)

The Parks and Recreation Director has received and confirmed that Special Event Liability Insurance is on place and meets City requirements (copy of policy attached).

By: _____ Date: _____ Time: _____
Director's Approval

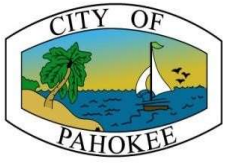
City Manager's Approval

Date: _____ Time: _____

POSSIBLE/ AVAILABLE LIABILITY INSURANCE COMPANIES

Insurance Company	Contact Information
K&K Insurance Group, Inc.	(800)328-2317
Florida Casualty Insurance Agency	(561)965-2200
Brown & Brown of Florida, Inc	(386)252-9601

****The City of Pahokee must be listed as an additional insured. ****
(Address: 207 Begonia Drive, Pahokee, FL 33476)



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476

Customer name: _____

Date received: _____

Date reviewed: _____

Section I, Item 4.

Event Holder: _____

Event Date: _____

Inspected By: _____

Inspection Date: _____

Inventory Item List:

____ Chairs
____ Folding Tables
____ Table Carts
____ Chair Carts
____ Refrigerator
____ Stove

Cleaning Supply List:

____ Brooms
____ Mops
____ Garbage Cans
____ Garbage Bags
____ Toilet Paper
____ Paper Towels

Cleaners _____

Facility Conditions:

A/C Unit-1 _____

Floors _____

A/C Unit-2 _____

Kitchen _____

A/C Unit-3 _____

Parking Lot _____

Ladies Restroom _____

Men's Restroom _____

NOTES:

(FOR DETAILS ON INSPECTIONS SEE INSPECTORS REPORT)

THE INSPECTOR AND THE EVENT HOLDER HAVE INSPECTED THE FACILITY. BY SIGNING THIS REPORT, THE EVENT HOLDER ACCEPTS USE OF THE BUILDING AND AGREES THAT THE CONDITION OF THE FACILITY IS ACCEPTABLE.

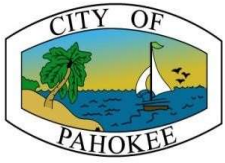
A COPY OF THIS REPORT WILL BE PROVIDED TO THE DIRECTOR OF FINANCE WITH THE CHECK REQUEST IN ORDER TO REIMBURSE RENTER'S DEPOSIT.

INSPECTOR'S SIGNATURE: _____

Date: _____

EVENT HOLDER'S SIGNATURE: _____

Date: _____



Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476

Customer name: _____
Date received: _____
Date reviewed: _____

Section I, Item 4.

Post-Event Inspection and Inventory Request

Event Holder: _____

Event Date: _____

Inspected By: _____

Inspection Date: _____

Inventory Item List:

____ Chairs
____ Folding Tables
____ Table Carts
____ Chair Carts
____ Refrigerator
____ Stove

Cleaning Supply List:

____ Brooms
____ Mops
____ Garbage Cans
____ Garbage Bags
____ Toilet Paper
____ Paper Towels

Cleaners _____

Facility Conditions:

A/C Unit-1 _____

Floors _____

A/C Unit-2 _____

Kitchen _____

A/C Unit-3 _____

Parking Lot _____

Ladies Restroom _____

Men's Restroom _____

{FOR DETAILS ON INSPECTIONS SEE INSPECTORS REPORT}

After reviewing the post-event inspection report, the Rental Coordinator, per authorization granted by the City of Pahokee, will:

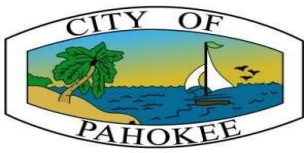
_____ Authorize a refund of the deposit in full

_____ Hold the deposit (see inspector's post-event report)

Amount Refunded: _____ (-) Check No. _____ (-) Money Order _____

Refunded by: _____ Date: _____

Refunded to: _____ Date: _____



Pahokee Community Center

360 E. Main Street
Pahokee, FL 33476
(561)924-5534

Customer name:	_____
Date received:	_____
Date review:	_____

Section I, Item 4.

Security Contact

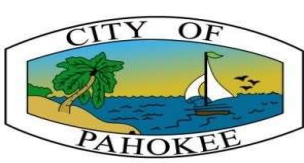
PBSO

Hourly Rates (minimum of 3 hours):			Payment mailed to:
Regular	Premium		Checks / Money Orders made payable to : Palm Beach County Sheriff's Office P.O. Box 24681 West Palm Beach, FL. 33416-4681 (561) 688-3506 or (561) 688-3521
\$42.00	\$57.00	Deputy Sheriff	
\$49.00	\$64.00	Supervisor	

Premium Dates include: New Year's Eve & Day, Super Bowl Sunday, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, and Christmas Eve & Day.

Signature

Date



Pahokee Community Center

360 E. Main Street
Pahokee, FL 33476
(561)924-5534

Customer name: _____

Date received: _____

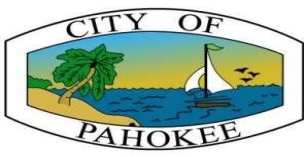
Date review: _____

Section I, Item 4.

**STAFF
REVIEW**

DEPARTMENT SIGNATURE DATE APPROVED
DISAPPROVED

Police - PBSO				
PBC Fire Rescue				
Public Works				
Code Enforcement				
Building & Zoning				
Parks & Recreation				
City Manager				



Pahokee Community Center

360 E. Main Street
Pahokee, FL 33476
(561)924-5534

Customer name:	_____
Date received:	_____
Date review:	_____

Section I, Item 4.

EVENT RENTAL PRE-EVENT INSPECTION FORM

Event Name: _____ Event Date: _____

Event Holder/Organization: _____ Facility Rented: _____

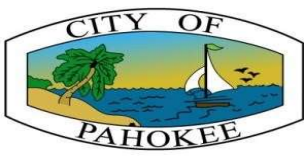
Inspection Date: _____ Inspection Time: _____

Facility Condition Prior to Event

- | | |
|--|---|
| ☐ Floors Clean | ☐ Lighting and HVAC Operational |
| ☐ Walls/Doors Free of Damage | ☐ Emergency Exits Accessible |
| ☐ Restrooms Clean and Operational | ☐ Fire Safety Equipment Accessible |
| ☐ Kitchen/Serving Areas Clean (if applicable) | ☐ Trash Receptacles Available |
| ☐ Tables/Chairs in Good Condition | ☐ Other: _____ |

Existing Damage/Notes If Any (Attach Documentation):

City Staff Signature: _____ Event Holder Signature: _____



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Customer name:	_____
Date received:	_____
Date review:	_____

Section I, Item 4.

EVENT RENTAL POST-EVENT INSPECTION FORM

Event Name: _____ Event Date: _____

Event Holder/Organization: _____ Facility Rented: _____

Inspection Date: _____ Inspection Time: _____

Facility Condition After Event

☐ Facility Clean and Restored

☐ Decorations Removed

☐ Trash Removed and Properly

☐ No Wall/Ceiling Damage

☐ Disposed

☐ Observed

☐ Tables and Chairs Returned to

☐ No Equipment Damage

☐ Original Location

☐ Observed

☐ Restrooms Clean

☐ Emergency Equipment

☐ Kitchen/Serving Areas Clean (if
applicable)

☐ Unaffected

☐ Facility Secured After Event

Damages or Cleaning Issues Identified (Attached Documentation): ☐ No ☐ Yes (Describe Below):

Security Deposit Action:

☐ Full Deposit Returned

☐ Partial Deposit Withheld

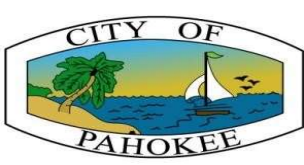
☐ Full Deposit Withheld

Amount Deducted If Applicable: \$ _____

Reason for Deduction If Applicable:

City Staff Signature: _____ Date: _____

Event Holder Signature: _____ Date: _____



Pahokee Community Center

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Customer name:	_____
Date received:	_____
Date review:	_____

Section I, Item 4.

~~**The Event Holder must go to Belle Glade PBC Fire Rescue station for signature and approval.**~~