

# **REPORT OF INVESTIGATION**



**Complaint Number 20-116**

## **NOTICE CONCERNING CONFIDENTIALITY**

This report of investigation concerns an alleged violation of Chapter 112, Part III, Florida Statutes, or other breach of public trust under provisions of Article II, Section 8, Florida Constitution. The Report and any exhibits may be confidential (exempt from the public records law) pursuant to Section 112.324, Florida Statutes, and Chapter 34-5, F.A.C., the rules of the Commission on Ethics. Unless the Respondent has waived the confidentiality in writing, this report will remain confidential until one of the following occurs: (1) the complaint is dismissed by the Commission; (2) the Commission finds sufficient evidence to order a public hearing; or (3) the Commission orders a public report as a final disposition of the matter. \*See Section 112.3215, Florida Statutes, regarding executive branch lobbying matters and confidentiality.

STATE OF FLORIDA  
COMMISSION ON ETHICS  
Post Office Drawer 15709  
Tallahassee, Florida 32317-5709

## REPORT OF INVESTIGATION

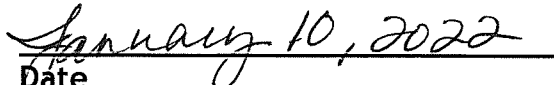
TITLE: CHANDLER WILLIAMSON  
Former City Manager  
Pahokee, Florida

COMPLAINT NO: 20-116  
Exhibits A and B

INVESTIGATED BY:   
Ronald D. Moalli

Distribution: Commission on Ethics  
Respondent  
Advocate  
File

Releasing Authority:   
Kerrie J. Stillman  
Executive Director

  
Date

\* \* \* \*

**REPORT OF INVESTIGATION  
COMPLAINT NO. 20-116**

- (1) The complaint in this matter was filed by Palm Beach County Inspector General John Carey, who alleges that Chandler Williamson, while serving as the Pahokee City Manager, violated the Code of Ethics for Public Officers and Employees.
- (2) The complaint alleges that between June 2015 and May 2019, Mr. Williamson used his City credit card for his own private benefit, or the benefit of others, in violation of the City's credit card policies and directives, the City's travel policy, and the City's rules and regulations.
- (3) The Executive Director of the Commission on Ethics noted that based upon the information provided in the complaint, the allegations were sufficient to warrant a preliminary investigation to determine whether the Mr. Williamson's actions violated Section 112.313(6), Florida Statutes (Misuse of Public Position).
- (4) The complaint from the Palm Beach County Office of Inspector General (OIG), consisted of a cover letter authored by OIG Director of Investigations, Stuart Robinson, and the OIG's Final Investigative Report, number 2019-0005, which is titled, "City of Pahokee Inappropriate Purchasing Card Expenditures." The Investigative Report includes not only the OIG's investigative findings, but also, two attachments: a response to the Investigative Report from Mr. Williamson, and a response to the Investigative Report from the City of Pahokee.
- (5) The OIG Investigative Report provides that in May 2019, the OIG received a complaint alleging that between June 2015 and May 2019, then Pahokee City Manager Williamson made personal purchases with a City issued credit card. Through its ensuing investigation, the OIG determined that Mr. Williamson used the City credit card for expenses not related to City business. The purchases charged on the credit card were related to travel that lacked the required travel request forms or supporting documentation, expenses that lacked receipts, and unallowable expenses. The investigation separated the "inappropriate expenses" into two categories: "Identified Costs," totaling \$5,840.92,<sup>1</sup> and "Questionable Costs," totaling \$15,941.08.<sup>2</sup>

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<sup>1</sup> Section 112.3231(1), Florida Statutes (Time Limitations), states, "On or after October 1, 1993, all sworn complaints alleging a violation of this part, or of any other breach of the public trust within the jurisdiction of the Commission on Ethics under s.8, Art. II of the State Constitution shall be filed with the commission within 5 years of the alleged violation or other breach of the public trust." The complaint was filed with the Commission on July 14, 2020. There was one matter in this complaint that was classified as an "Identified Cost" that occurred just prior to the period of when the five year statute of limitations began on July 14, 2015. This City credit card charge was valued at \$60.04, which, for Commission purposes, would drop the "Identified Cost" total down to \$5,780.88.

<sup>2</sup> There was one purchase in the "Questioned Costs" category that fell outside of the Commission's five-year statute of limitations. This purchase consists of a car rental was valued at \$412.65, which would bring this questioned costs total, for Commission purposes, down to \$15,528.43.

Identified Costs were described as:

[C]osts that have been identified to be dollars that have the potential of being returned to the entity to offset the taxpayer's burden.

Questionable Costs were described as:

[C]osts or financial obligations that are questioned by the OIG because of an alleged violation of a provision of a law, regulation, contract, grant, cooperative agreement, other agreement, policies and procedures, or document governing the expenditure of funds; a finding that, at the time of the OIG activity, such cost or financial obligation is not supported by adequate documentation; or, a finding that the expenditure of funds for the intended purpose is unnecessary or unreasonable. As such, not all questioned costs are indicative of potential fraud or waste.

(6) According to the Investigative Report, beginning on May 21, 2015, the City credit card policy changed to allow City Commissioners, the City Clerk, the Finance Director, and the City Manager access to the City's credit cards. However, the City Manager is the only person allowed to possess a City credit card at all times. The City has charge accounts with Home Depot, Staples, and PNC Bank. With the exception of the City Manager's credit card, all City credit cards are locked in a safe in the Finance Department, and only the City Manager and Finance Director have access to the safe. Finance Director Batista Francis related that the PNC credit card may be used for City business-related travel in accordance with the City's credit card and travel policies. Ms. Francis reported that, although City employees must submit a travel request form, which is ultimately approved by the City Manager, the City Manager and the City Commissioners manage their own travel arrangements.

### **Identified Costs**

(7) Subsequent to a review of City records, the OIG investigation discovered 16 instances in which Mr. Williamson charged car rentals, airplane flights, and hotel stays to the City credit card that neither Mr. Williamson, nor the City, could provide documentation reflecting that the charges were approved, or authorized as City business. The OIG considered all 16 expenses in violation of the City's credit card and travel policies, and determined that Mr. Williamson should reimburse the City for these costs.

(8) The OIG found that from 2015 through 2018, Mr. Williamson used his City credit card to pay travel and hotel expenses to his alma mater, Benedict College, which is located in Columbia, South Carolina, during each year's college homecoming weekend. The first incident occurred on October 14, 2015, when the Respondent charged to his assigned City credit card purchases of a flight to, and a car rental in, Atlanta, Georgia, totaling \$293.05. The report reflects that the Respondent purchased a \$123.10 one-way ticket on Delta Airlines flying from West Palm Beach to Atlanta, and he then charged to the City credit card, \$169.95 for a car rented from Avis in Atlanta from Thursday, October 15, 2015, through Sunday,

October 18, 2015. According to Avis records, the vehicle was driven 553 miles during the Respondent's rental period (Round trip mileage from the Atlanta airport and Benedict College is approximately 436 miles). The OIG added that the Respondent's personal credit card charges<sup>3</sup> reflect that on October 14, 2015, he purchased a one-way ticket on Delta Airlines for a flight on October 18, 2015, to travel from Atlanta to West Palm Beach. It was noted that Benedict College's homecoming weekend date that year was October 16-18, 2015.

(9) The OIG Investigative Report reflects that between the dates of October 20-23, 2016, Mr. Williamson charged to the City credit card the purchase of a roundtrip flight from West Palm Beach to Atlanta totaling \$784.20 and a rental car purchase totaling \$168.49. The total cost placed on the City charge card was \$952.69. The report noted that the Benedict College homecoming weekend that year was October 20-23, 2016.

(10) The Investigative Report reflects that for the dates October 12-15, 2017, the Respondent charged to the City credit card a roundtrip flight from West Palm Beach to Atlanta totaling \$657.60, a car rental totaling \$287.17, and a hotel stay totaling \$599.94. The total cost charged to the City Credit card was \$1,544.71. The report noted that the Benedict College homecoming weekend that year was October 12-15, 2017.

(11) Lastly, the Investigative Report reflects that for the dates of October 17-21, 2018, the Respondent purchased on the City credit card a roundtrip flight from West Palm Beach to Atlanta for \$796.60, a car rental totaling \$226.39, and a hotel expense totaling \$692. The total cost of the charges placed on the City credit card was \$1,714.99. The report noted that the Benedict College homecoming weekend that year was October 18-21, 2018.

(12) The total sum Mr. Williamson charged to the City credit card for flights to and from Atlanta to attend Benedict College's homecoming events for the four years reviewed was \$2,361.50. The total sum Mr. Williamson charged to the City credit card to rent a car from the Atlanta airport to drive to Benedict College in Columbia, South Carolina, and then return to Atlanta for the four years was \$852. Concerning hotel charges, Mr. Williamson charged his hotel stays to the City credit card during his 2017 and 2018 trip to Benedict College, which totaled \$1,291.94. The total charged to the City credit card for the aforementioned purchases was \$4,505.44. The OIG identified these charges on the City credit card as inappropriate purchases and determined Mr. Williamson used the City credit card for these expenses, which are not related to City business, and determined he should reimburse to the City for these expenses.

(13) Mr. Williamson was interviewed by the OIG on two separate occasions, in order to answer questions related to the charges he placed on his assigned City credit card. Further, prior to the OIG completing the final Investigative Report, Mr. Williamson was provided an opportunity to review a draft Investigative Report and submit a written response to the OIG's findings. Mr. Williamson's written response to the OIG's findings is included as "Attachment A" of the OIG Investigative Report, pages 37 through 52 of the complaint.

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<sup>3</sup> The OIG subpoenaed the Respondent's bank records to review his personal credit card charges.

(14) Upon being assigned to investigate this complaint in October 2020, former Ethics Investigator Charlie Fields sent Mr. Williamson a notification letter informing him the complaint had been found legally sufficient to move forward with a preliminary investigation and that he (Williamson) would be contacted regarding the investigation. Further, Investigator Fields attempted to contact Mr. Williamson by telephone and through an email correspondence, but Investigator Fields never received a return call or email from Mr. Williamson. This case was reassigned to this Investigator in March 2021 and between June 2021 and October 2021, numerous attempts were made to contact Mr. Williamson by telephone and email in order to discuss the complaint and schedule an interview. However, Mr. Williamson never returned any of the telephone calls, or respond to any emails. Because Mr. Williamson did not respond to repeated attempts to contact him, the investigation continued without his participation and relied on the information he provided to the OIG Investigators, either through the interviews, or from his written response to the OIG Investigative Report.

(15) The City's Credit Card Policy, which is appended as Exhibit A, provides, "The credit card is to be used for approved, official city business only, by the person to whom the card is issued." The policy also provides, "Personal use of the credit card is strictly prohibited, pursuant to policy and State sales tax law."

(16) The City's Travel Policy, which is appended as Exhibit B, provides that a City employee must complete a Travel Request form for each trip and include all necessary backup information (registration forms, training brochures, conference schedule, or other documentation) must be attached to the form. These documents are then sent to the Finance Department for review and approval, and then the employee must have their Department Director/Department Head review and approve the Travel Request. The City Manager must approve travel requests for Department Directors/Department Heads.

(17) Mr. Williamson was employed as Pahokee's City Manager beginning in May 2015, until his resignation from the position in March 2021. As reflected in his response to the OIG's Investigative Report, Mr. Williamson stated that upon his employment as Pahokee City Manager, the only policies presented to him for his review were the City's Code of Ordinances. He related that there was no "on-boarding" (orientation) provided to him as a new employee and, although he was not presented with a City Travel Policy to review, he discovered, as time passed, there was a Travel Request form for the staff to complete when a member of the staff requested to travel for City business. Mr. Williamson contends that the City Travel Policy does not clearly define if the City Manager is required to complete a Travel Request form prior to traveling on City business. He mentioned that the City Manager is the final approving authority for all staff travel requests and if he were to complete a Travel Request, he would be approving travel for himself. He claims that there is no policy that requires the City Manager to obtain approval from the City Commission each time he traveled to a conference, committee meeting, or any other travel he undertook. Mr. Williamson explained that City staff and the City Commission members travel budget is approved annually at the City's September Budget meeting. Although Mr. Williamson stated he does not file a Travel Request prior to traveling on City-related business, he explained that, in his

attempt to be accountable for his travel, he provided receipts to the City's Finance Department within 5-15 days of the completion of his travel.

(18) Addressing the four trips to his alma mater, Benedict College, in Columbia, South Carolina, Mr. Williamson suggested that the trips were City-related business, explaining that he had been invited as a "forum speaker," participating in an event titled "Annual Alumni Career Day" held at the College during the College's homecoming weekend activities. Mr. Williamson explained that during his attendance at the career days event, he is recruiting candidates for employment with the City of Pahokee. However, he acknowledged that he has never recruited any person for employment with the City because the City staff consists of only 40 employees and there are not many job openings. He said he considers these trips professional development and an opportunity to bring talent back to local government, and even though he has not recruited any employee for the City of Pahokee, he said that he has steered students to other South Florida organizations.

(19) Mr. Williamson said he is typically invited to attend the career day as a speaker. However, he could not name anyone from the College who invited him to attend the event, and he could not produce any type of invitation to confirm his statement. He then described his invitation as an "open invitation," in which he received a formal invitation only once, and since that time, he has attended without a formal invitation. Mr. Williamson explained that he has made presentations during this event both formally and informally, describing the formal presentations as taking place in either a classroom or auditorium where those who are interested in this field of employment are encouraged to attend his presentation. He recalled making formal presentations during this event along with seven or eight other co-presenters, but he could not name any of the other participants. He described the informal aspect of his participation as socializing with the students, explaining that he participates in an open forum with senior class students who have aspirations of entering into public service employment.

(20) Concerning the October 2015 trip in which he used a City credit card to purchase a one-way flight to Atlanta and then used his personal credit card to purchase a return flight to West Palm Beach, Mr. Williamson, although acknowledging his actions, could not explain why he used both the City credit card and his personal credit card to pay for the trip.

(21) Benedict College Career Development Coordinator Sonya Johnson confirmed by telephone that there is an annual alumni career day during the College's annual homecoming events. She said that each alumni guest speaker, as well as other participants, are typically not individually informed of the event, but the event is advertised and guest speakers and participants are openly invited through the College's website and newsletter, as well as through social media platforms. However, she stated recently, in the past couple of years, she also emailed invitations to past speakers and presenters in order to make sure they were aware of that year's event.

(22) Ms. Johnson agreed to research her records to ascertain if Mr. Williamson was involved in the event as an alumnus. However, because these records are not records that are kept electronically, she would be required to hand search archived records to ascertain his participation, which, she said, is a more difficult task. Despite having communicated with

Ms. Johnson on a number of occasions through telephone conversations and email correspondence, as of the writing of this Report of Investigation, she has not provided any communication confirming Mr. Williamson's participation in these events during the years in question.

(23) OIG Investigators determined there were four other instances when Mr. Williamson rented a vehicle from Avis and charged the rental to the City credit card, noting that these car rentals were unrelated to City business and should be reimbursed to the City.

(24) The first of the four instances occurred between Thursday, July 2, 2015, and Friday, July 3, 2015, in Atlanta, Georgia, at a cost of \$60.04. The OIG reported there was no documentation, such as leave/travel requests, or receipts, in City records, that justified the car rental purchase being charged to the City credit card. (NOTE: This incident occurred outside the Commission's five-year statute of limitations, which began on July 14, 2015.)

(25) The second car rental charged to the City credit card occurred between the dates of Thursday, October 8, and Friday, October 9, 2015, in Atlanta, at a cost of \$50.88. Again, the OIG reported that there was no documentation in the City's records that justified the car rental being charged to the City's credit card.

(26) During a May 5, 2020, Zoom interview, when asked what City business he had in Atlanta during that time, Mr. Williamson told the OIG Investigators that he could not recall renting a car in Atlanta during those dates.

(27) The third car rental charged to the City credit card occurred between Wednesday, November 23, 2016, and Sunday, November 27, 2016, in West Palm Beach, at a cost of \$441.27. The OIG investigation found that Mr. Williamson submitted an "Absence Request" form for November 23, (3 hours) through November 25, 2016, and listed the "Type of Absence Requested" as "Economic Development Meetings." He further explained his absence request on the form under, "Reason for Absence," as, "Meeting Career forum Development/Franchise Owner Meetings Key Largo." This form is included as page 15 of the complaint.

(28) The OIG Investigative Report documents that Avis records provide that the vehicle rented by Mr. Williamson was driven 1,994 miles. The distance between Pahokee and Key Largo, Florida is 142 miles. Given this discrepancy, the OIG Investigators examined Mr. Williamson's personal credit card charges during that same time period, and found that Mr. Williamson had charges on his personal credit card that began in Wellington, Florida on November 22, 2016, with other charges in Georgia, South Carolina, back in Georgia and then back in Florida on November 27, 2016. The OIG Investigators provided the following chart of the charges on Mr. Williamson's personal charge card for those dates.



Transaction Date	Vendor	Location
11/22/2016	Passion Cleaners	Wellington, FL
11/23/2016	Shell Service Station	Macon, GA
11/23/2016	Ruchda Wings	Fairburn, GA
11/24/2016	Tiger Shop	Camden, SC
11/24/2016	Walmart Supercenter	Florence, SC
11/25/2016	Young's #3640	Florence, SC
11/25/2016	Chick – Fil – A #00509	Florence, SC
11/25/2016	Walmart Supercenter	Union, GA
11/25/2016	Ruchda Wings	Fairburn, GA
11/26/2016	Georgia Aquarium #19142793	Atlanta, GA
11/27/2016	Quicktrip	Stockbridge, GA
11/27/2016	QT 789 #07007891	Stockbridge, GA
11/27/2016	Walmart Supercenter	Valdosta, GA
11/27/2016	Hardee's #1505785	Gainesville, FL
11/27/2016	Shell Service Station	Gainesville, FL
11/27/2016	Shell Service Station	West Palm Beach, FL

(29) The OIG Investigators concluded that the number of miles driven in the rental vehicle that week (1,994), was more consistent with a round-trip by car from West Palm Beach County to Georgia, and South Carolina, than a round-trip from West Palm Beach County to Key Largo, Florida (284 miles).

(30) Mr. Williamson acknowledged to the OIG Investigators that he rented the vehicle from Avis during the dates in question. Although he stated that he has met with economic groups in Key Largo in the past, he could not recall a meeting in Key Largo during this time period. Mr. Williamson could not state any City business purpose for this specific car rental and subsequent to his review of the miles driven on the vehicle and the location of the personal credit card charges for the same time period, he acknowledged that he drove the vehicle to Georgia that week.

(31) The fourth car rental documented in the OIG Report was from Friday, December 21, 2018, through Sunday, December 23, 2018, in Atlanta at a cost of \$274.66. It is mentioned in the OIG Report that on January 30, 2019, City Finance Director Francis asked Mr. Williamson, via email, about the charge and that he responded, "Yes it's mine." When Ms. Francis further inquired, "Ok what is it for?" Mr. Williamson never responded, and Ms. Francis did not further pursue with Mr. Williamson the justification for the charge to the City's credit card. Despite finding no further email communications about this credit card charge, the OIG found City records that reflect Mr. Williamson informing Ms. Francis that he used the wrong credit card when renting the vehicle, and that he would reimburse the City for the cost. However, the reimbursement did not occur until May 8, 2019, 136 days after he charged the cost of the rental to the City's credit card, and 98 days after his email exchange with Ms. Francis.

(32) The OIG Investigative Report noted that on May 6, 2019, two days before Mr. Williamson reimbursed the City \$274.66, the OIG publicly released a report that supported

allegations that Mr. Williamson inappropriately awarded time-off and bonuses to City employees. The report was mentioned through numerous media outlets on May 7, 2019. This mention of the other Investigative Report by the OIG Investigators infers that Mr. Williamson reimbursed the City as a result of the Investigative Report, one day after its release.

(33) Mr. Williamson initially informed the OIG Investigators that he did not recall this specific car rental. However, subsequent to a discussion concerning his email communication with Ms. Francis, Mr. Williamson told the OIG Investigators that he had mistakenly used the wrong card when making his rental purchase from Avis. Mr. Williamson denied that the release of the OIG Investigative Report was the catalyst for his reimbursement to the City on May 8, 2019. He stated that he does not react to media reports and that the reimbursement's timing was probably coincidental to the Finance Department reviewing its records and reminding him of the charge.

(34) In addition to the flights Mr. Williamson charged to the City credit card coinciding with his alma mater's homecoming weekends, the OIG Investigators found an additional first class roundtrip flight from West Palm Beach to Atlanta between the dates of November 21, and November 25, 2018, for the amount of \$963.90. Included in documents the OIG Investigators received from the City during their investigation, was a handwritten note relating to this flight that stated, "Repay/Wrong Card Used." City records also reflect that on November 12, 2019 (356 days subsequent to the flight, and a month after the OIG Investigators' interviewed Mr. Williamson), he reimbursed the City the \$963.90 expense he charged to the City's credit card for the first class flight.

(35) During his interviews with the OIG Investigators, Mr. Williamson acknowledged that he charged the first class roundtrip flight to the City's credit card, stating that he mistakenly used the wrong card, and noting that he reimbursed the City for the cost of the flight.

(36) In addition to the hotel expenses related to Mr. Williamson's travel to his alma mater in South Carolina that were charged to the City credit card, the OIG Investigators found charges on the City credit card that were related to "up charges" of a hotel room at a convention Mr. Williamson attended in Las Vegas.

(37) According to the OIG Report, Mr. Williamson and Pahokee Mayor Keith Babb, both attended the International Council of Shopping Centers (ICSC) conference in Las Vegas that was scheduled from Sunday, May 19 through Wednesday, May 22, 2019, with an early check-in date of Saturday, May 18, 2019. Mr. Williamson flew to Las Vegas two days earlier than when the conference was scheduled to begin, and earlier than Mayor Babb's arrival in Las Vegas. Mayor Babb stayed at the conference host hotel, and stayed four nights for the total cost of \$630.40 (\$157.60 per night). The OIG reported that Mr. Williamson stayed at another hotel, and charged three nights to the City credit card for a total cost of \$1,382.96, and he charged two nights to his personal credit card for a total cost of \$702.96. The following chart was used by the OIG Investigators to show the dates Mr. Williamson was in Las Vegas; the price Mr. Williamson paid for his hotel room each night; the credit card Mr. Williams used to pay for the room; and the total cost charged to each credit card.

Hotel Stay Date	Conference Day	Price	Amount Paid by City of Pahokee	Amount Paid by City Manager Williamson
May 16, 2019 (Thursday)	No	\$0.00 <sup>13</sup>	-	-
May 17, 2019 (Friday)	No	\$515.20	Yes	-
May 18, 2019 (Saturday)	No	\$515.20	Yes	-
May 19, 2019 (Sunday)	Yes	\$351.48	-	Yes
May 20, 2019 (Monday)	Yes	\$351.48	-	Yes
May 21, 2019 (Tuesday)	Yes	\$352.56	Yes	-
<b>Total</b>			<b>\$1,382.96</b>	<b>\$702.96</b>

(38) The OIG Investigators contend that Mr. Williamson did not use the City credit card for the nights that correspond with conference-related room rates. The OIG claims Mr. Williamson used the City credit card to purchase two nights in the hotel prior to the hotel dropping its room rate for the conference, and that he used his personal credit card to pay for two nights in the hotel when the hotel dropped its room rate during the conference. According to the chart, which also appears on page 25 of the complaint, on the first night, Thursday, May 16, 2019, which was not a conference day, the hotel room cost was charged to the City credit card, but was refunded by the hotel. OIG Investigator Djemson Lormistois reported by telephone that there was no City representative who could explain why this purchase/charge was charged to the City credit card, and then refunded. He provided records of both the City credit card and Mr. Williamson's personal credit card reflecting the room rate of \$352.56 was charged and refunded to the City credit card. The records further reflect that Mr. Williamson's personal credit card does not reflect a charge for a room at the hotel on May 16, 2019.

(39) The chart reflects that Friday, May 17, and Saturday, May 18, 2019, were not billed as conference dates and the cost of the hotel room was charged to the City credit card at the rate of \$515.20 per night, for a total cost of \$1,030.40. On Sunday, May 19, and Monday, May 20, 2019, which were both conference days, the hotel room cost dropped to \$351.48 per night, for a total cost of \$702.96, and charged to Mr. Williamson's personal credit card. The last night, Tuesday, May 21, 2019, a conference day, the room cost was \$352.56, and was charged to the City credit card.

(40) According to the OIG Investigative Report, Mr. Williamson traveled to Las Vegas two days early for "R&R," and was charged a higher rate for the room because the hotel did not affiliate those dates with the conference. He charged these two nights to the City credit card, and, the following two nights, which were less expensive because they were conference related, he charged to his personal credit card. The OIG contends that Mr. Williamson owes the City \$327.44 (\$1,030.40 - \$702.96), for charging the more expensive room rate to the City credit card during his personal days off for "R&R."

(41) During his interview with the OIG Investigators, Mr. Williamson confirmed that he traveled to the convention a couple of days early on his personal time. Mr. Williamson said that because he did not make plans to attend the convention until a date that was closer to the time of the convention dates, he was forced to stay in a hotel that had a more expensive room

rate than the host hotel. He noted that there were numerous hotels that were within walking distance to the convention center where the convention was held, and that although these hotels reduced their rates for the convention attendees, some of the hotels, including the hotel where he stayed, where a higher class of hotel that charged a higher nightly rate. Mr. Williamson claimed that he paid the difference in the hotel room rate for a nightly stay that had the convention rate and the hotels normal room rate because he did not want it to be an issue. Mr. Williamson was informed by the OIG Investigators that the City Finance Director said there was no reimbursement by Mr. Williamson for the room rate difference. He responded by stating that there was no reimbursement to the City, and that no reimbursement to the City was required, because he had the hotel split the bill between his personal credit card and the City credit card, and he paid his personal portion of the hotel bill "up front." He claims the City did not pay for the first two night stays, so there will be no reimbursement. Mr. Williamson blamed the hotel for "jumbling" the dates and having the wrong dates charged to the City credit card and his personal credit card.

(42) The last of the identified costs included a March 10, 2017, hotel stay at a Residence Inn in Tallahassee. The bill included "County and Sales Taxes" that totaled \$101.13. There was also an August 18, 2018, hotel stay at a Hilton Diplomat Hotel in Hollywood, Florida, that included upgrades totaling \$234, and taxes that totaled \$99.72. Lastly, there was a restaurant charge on Mr. Williamson's City credit card from Rafiki Tiki Bar in Riviera Beach that included an alcoholic beverage charge totaling \$21. City policy prohibits charging alcoholic beverages to its credit card.

(43) Concerning the taxes on the hotel rooms, Mr. Williamson stated that at times a hotel staff would make a mistake and include taxes on his bill when they should not have, due to the City's tax-exempt status. He stated that sometimes the City Finance Department is able to have the taxes refunded, but it is possible that on a few occasions "it slipped through the cracks of the Finance Department." Addressing the room upgrade cost at the Hilton Diplomat in Hollywood, Florida, Mr. Williamson stated that while attending a Florida League of Cities Conference, he discovered there were bed bugs in the bed of the original room in which he was staying, and because of this problem, he requested another room. He did not know why this room transfer resulted in an upcharge, and he did not remember if he reviewed the bill before checking out of the hotel. Concerning the \$21 charge for the alcoholic beverage during a business meal, Mr. Williamson said he tries to be careful when he has an alcoholic beverage during a work meeting by separating the cost of an alcoholic beverage from the meal, by placing the cost of the beverage on his personal credit card. Apparently, he added, he forgot in this instance. Mr. Williamson stated in his response to the OIG Report (page 40 of the complaint) that the charge for the beverage on the City credit card was a simple oversight and that he paid the cost back to the City to compensate for the error.

(44) As previously mentioned, the OIG Investigators concluded the identified costs, which they maintain should be reimbursed to the City by Mr. Williamson, totaled \$5,840.92. (NOTE: Due to the one purchase/charge occurring outside the Commission's statute of limitations, for Commission purposes, this amount totals \$5,780.88.)

(45) On page 44 of the complaint, Mr. Williamson addressed the OIG's recommendation that the City Commission seek reimbursement of the identified costs from Mr. Williamson for charges on the City credit card that were not related to City business. He stated that he reviewed the reimbursement items and reported that the unintentional alcoholic beverage purchase costing \$20 had been reimbursed to the City. He mentioned that the "unintentional" car rental charges had been reimbursed or he planned repayment for those charges. Concerning sales tax charged by an establishment, he said he has no control if taxes are charged, or if a tax waiver is denied by an establishment. He maintained that if taxes are charged, he informs the Finance Department on his return to the office and the Finance Department does its due diligence to have the taxes removed from the bill. Mr. Williamson continued:

The City Manager realizes there is an understanding by the Inspector General's Office through their review of what is considered professional development, city business, and other external travel versus how the City Manager interprets as professional development and purposes for travel. In review of the \$5,840.92, Mr. Williamson has strong misgivings about the assessment of reimbursing, but in the spirit of transparency he agrees to offer \$4,998.00 to reimbursed (sic). This reimbursement will be executed and completed by June 30, 2020.

(46) This Investigator confirmed with OIG Investigator Lormistois that Mr. Williamson had reimbursed the City by providing a copy of a cash receipt from the City of Pahokee indicating that on June 25, 2020, Mr. Williamson paid the City \$5,000 for, "Refund for Travel Expenses."

### **Questioned Costs**

(47) The OIG investigation determined there were charges on Mr. Williamson's City assigned credit card that were described as "questionable," and that, although the charges might be questioned, it does not indicate the actions associated with the charges were not allowed. These charges to the City credit card were questioned because the charges did not have sufficient documentation to justify the expense, such as: the travel expenses were not at the most economical rate; some charges included taxes; and some charges included upgrades. There were other retail charges on the City credit card as well, and receipts were not submitted to justify the purchases. These questioned charges on Mr. Williamson's City credit card totaled \$15,941.08. (NOTE: Due to the one purchase/charge occurring outside the Commission's statute of limitations, for Commission purposes, this amount totals \$15,528.43.)

(48) The OIG Investigative Report cited Section 112.061, Florida Statutes (Travel Expenses), which provides that, in the event of transportation other than the most economical class as approved by the agency head, the charges in excess of the most economical class shall be refunded by the traveler to the agency charged with the transportation costs. Further, the

City's credit card policy provides that the card should be used with a tax-exempt form so that any sales tax charged on the City credit card will be charged back to the employee, and the credit card holder is required to submit receipts, and a tally sheet, within two days after use. The City policy also prohibits the City credit card from being used to purchase alcohol. The City credit card policy (Exhibit A1) provides:

The City Manager will have the final approval authority on credit card issuance for department heads. The Finance Director will be responsible for verifying reconciliation of credit card usage and charges pursuant to this policy and the City's travel policy.

(49) Also provided in the "City of Pahokee Travel Policy" (Exhibit B3):

The Travel Request form, along with the Request for Payment form and backup documentation, is sent to the Finance Department for review and approval. The employee will then have the Department Director/Department Head review and approve the travel request. The City Manager must approve travel requests for Department Directors/Heads. . . . .

There is no mention of who approves the City Manager's travel or credit card expenses.

(50) According to the "City of Pahokee Purchasing Policy," which is being retained in the investigative file:

Credit card use shall be restricted to travel and authorized spending by the City Manager. Typical travel expenditures include hotels, flight reservations, car rentals, and meals. In addition, the City Manager has the authority to approve additional credit card use for special events, activities, programs, and day to day [sic] operations pertaining to city business.

(51) The following charts were contained in the OIG Investigative Report, and found on pages 30 and 31 of the complaint, identify the credit card charges questioned by the OIG Investigators. The first chart reflects airline flights totaling \$8,712.68, that were not supported by a Travel Request form or other necessary back up documents. The questioned costs that reflect a cost of "\$0.00," are costs previously addressed as an "Identified Cost" that the OIG determined should be reimbursed by Mr. Williamson to the City.

Questioned Cost Flights			
Transaction Date	Vendor	Airport Origination – Destination	Questioned Cost
October 14, 2015	Delta	PBI – ATL	\$0.00 <sup>16</sup>
October 30, 2015	Delta	PBI – TLH	\$539.20
January 8, 2016	Delta	PBI – TLH	\$599.20
January 29, 2016	Delta	PBI – TLH	\$731.20
October 16, 2016	Delta	PBI – CAE	\$0.00 <sup>17</sup>
January 23, 2017	Southwest Airlines	FLL – DAL	\$431.88 <sup>18</sup>
March 3, 2017	Delta	PBI – DCA	\$671.10
October 3, 2017	Delta	PBI – CAE	\$0.00 <sup>19</sup>
January 29, 2018	Delta	PBI – TLH	\$558.00
March 2, 2018	Delta	PBI – DCA	\$515.00
October 1, 2018	Delta	PBI – CAE	\$0.00 <sup>20</sup>
October 23, 2018	Delta	PBI – LAX	\$698.10
January 31, 2019	Delta	PBI – TLH	\$1,549.00
February 18, 2019	Delta	PBI – DCA	\$750.00
March 12, 2019	Delta	DCA – PBI	\$75.00
March 30, 2019	Delta	PBI – LAS	\$1,595.00
<b>Total</b>		<b>\$8,712.68</b>	

(52) Mr. Williamson explained to the OIG Investigators that each of the aforementioned charges (not including the previously identified charges) were all City-related business expenses, such as, Palm Beach County Days and Legislative lobbying business in Tallahassee, Congressional lobbying in Washington, D.C., Florida League of Cities committee meetings and conferences, and National League of Cities conferences and committee meetings. He acknowledged that some of the costs are not economical, and he attributed these costs to last minute decisions in attending the event and the increased cost of a flight in association with a late booking of the flight. As an example, the \$1,549 cost for the January 31, 2019, roundtrip flight from Palm Beach International Airport (PBI) to Tallahassee, he stated that the City's contracted lobbyist calling to inform him that a Legislative Committee was going to address a matter related to the City of Pahokee and he was needed in Tallahassee the following day to meet with a government policy and budget team. He said the high cost of the flight was a result of the last minute booking for the flight. He contends that, despite the cost of the flight, he believes it was "economical" based on the achievements made during the last minute meetings in Tallahassee benefitting the City.

(53) The next questionable costs chart, provided on pages 31 and 32 of the complaint, relates to car rentals. The costs total \$1,971.54 and each of these car rentals were not supported by a Travel Request form or necessary back up documents. The questioned costs in the chart that reflect "\$0.00," are costs previously addressed as an "Identified Cost" that the OIG determined should be reimbursed to the City by Mr. Williamson. (NOTE: The June 16 through June 20, 2015, Avis car rental occurred outside the Commission's statute of limitations, which brings the total of these questioned car rentals to \$1,558.89.)

Questioned Cost Car Rentals			
Dates	Vendor	Car Rental Location <sup>21</sup>	Questioned Cost
June 16 – June 20, 2015	Avis	West Palm Beach, FL	\$412.65
July 2 – July 3, 2015	Avis	Atlanta, GA	\$0.00 <sup>22</sup>
August 3 – August 4, 2015	Avis	Tallahassee, FL	\$58.50
August 11 – August 15, 2015	Avis	West Palm Beach, FL	\$146.28
October 8 – October 9, 2015	Avis	Atlanta, GA	\$0.00 <sup>23</sup>
October 15 – October 18, 2015	Avis	Atlanta, GA	\$0.00 <sup>24</sup>
November 1 – November 2, 2015	Avis	Tallahassee, FL	\$83.34
January 10 – January 14, 2016	Avis	Tallahassee, FL	\$628.03
January 12 – January 14, 2016	Avis	Tallahassee, FL	\$93.04
February 1 – February 4, 2016	Avis	Tallahassee, FL	\$139.57
August 4 – August 5, 2016	Avis	Tallahassee, FL	\$221.49
October 20 – October 23, 2016	Avis	Columbia, SC	\$0.00 <sup>25</sup>
October 12 – October 15, 2017	Avis	Columbia, SC	\$0.00 <sup>26</sup>
January 30 – January 31, 2018	Avis	Tallahassee, FL	\$64.42
October 17 – October 21, 2018	Avis	Columbia, SC	\$0.00 <sup>27</sup>
February 5 – February 5, 2019	Avis	Tallahassee, FL	\$124.22
<b>Total</b>	<b>\$1,971.54</b>		

(54) The only car rental Mr. Williamson could not recall was the rental on June 16 through June 20, 2015, for \$412.65. He surmised that, because there was no City car available for his use he rented a car. However, as previously mentioned, this car rental occurred outside the Commission's statute of limitations that began July 14, 2015. He said the other car rentals were either for City-related business in Tallahassee or to attend a Florida League of Cities Convention.

(55) The next questionable costs chart, contained on page 32 of the complaint, is related to hotel costs that totaled \$3,632. Again, these City credit card charges were not supported by a Travel Request form or necessary back up documents.

Hotels			
Dates	Vendor	Location	Questioned Cost
June 28, 2016	Hilton Resort		\$728.00
June 28, 2016	Hilton Resort		\$728.00
June 28, 2016	Hilton Resort <sup>28</sup>		\$728.00
March 10, 2017	Residence Inn		\$821.00
August 18, 2018	Hilton Diplomat Resort		\$627.00 <sup>29</sup>
<b>Total</b>	<b>\$3,632.00</b>		

(56) The OIG Investigative Report notes that there were three separate \$728 charges on Mr. Williamson's City credit card for the date of June 28, 2016. However, this matter was not discussed with Mr. Williamson, and, according to OIG Investigator Lormistois, the OIG was not provided an explanation of these three charges by City representatives. Further, the OIG Investigative Report notes that the \$627 charge on Mr. Williamson's City credit card for



the Hilton Diplomat Hotel on August 18, 2018, included \$99.72 in taxes, and, \$234 in upgrades that were considered "Identified Costs." As previously noted, this hotel cost was related to Mr. Williamson's attendance at a Florida League of Cities Convention in which he changed rooms due to bedbugs and the taxes associated with the room charge were left on the bill. The OIG Investigators counted this as a questionable cost because Mr. Williamson's total hotel stay cost was higher than others from the City that attended the same conference.

(57) Finance Director Francis reported to the OIG Investigators that she does not know where Mr. Williamson travels for conferences. She related that Mr. Williamson does not complete a Travel Request form when he travels, which makes it difficult to know where he traveled. She confirmed that he usually turns in receipts when he returns from a trip. Ms. Francis explained that the Travel Request form is used to compare the receipts submitted by the traveler, to confirm the costs are for City-related business. In Mr. Williamson's situation, because he does not complete a Travel Request form, the receipts he submits at the conclusion of his travel, are used as backup documents for specific trips. Ms. Francis noted that all City employees are required to complete a Travel Request form, and the form must be approved by Mr. Williamson before any travel arrangements are made.

(58) Another category of questioned costs concerned retail purchases totaling \$1,004.30 that were charged to Mr. Williamson's City credit card and lacked receipts. The following chart, contained on page 32 of the complaint, outlines the charges.

Date	Vendor	Questioned Cost
July 16, 2015	Red Lobster	\$55.41
February 15, 2016	Burlington	\$31.79
February 15, 2016	Walmart	\$14.69
February 5, 2017	T-Mobile	\$155.00
March 24, 2017	T-Mobile	\$222.85
March 25, 2017	Ubreakifix	\$160.69
March 4, 2018	T-Mobile	\$232.30
March 4, 2018	T-Mobile	\$131.57
<b>Total</b>	<b>\$1,004.30</b>	

(59) During his interview with the OIG Investigators, Mr. Williamson was reminded of the City policy that requires credit card users to submit receipts and a tally sheet within two days after the use of the credit card. Upon discussion of the charges in question, Mr. Williamson stated that he tries to adhere to the City policy. However, in these eight instances, he did not have an explanation as to why there were no receipts associated with these charges. He did not know if the receipts were misplaced or possibly lost. It was unknown to him why there were no receipts.

(60) The final City credit card charge that the OIG Investigators questioned was a charge for a Sirius/XM radio subscription in his assigned City-owned vehicle. The examination of Mr. Williamson's City credit card found that he used the card to purchase Sirius/XM radio subscriptions costing \$114.20 in 2016, \$214.53 in 2017, and \$258 in 2018, for a total cost of \$620.56.

(61) Mr. Williamson told the OIG Investigators that he approved the Sirius/XM subscription for use in City fleet buses, and for the use on an indoor/outdoor speaker at the marina pool, conference room, breakroom, and campground. He said his City vehicle is the master holder for the subscription.

(62) In their effort to confirm Mr. Williamson's explanation for the radio subscription, OIG investigators spoke with Public Works Director Alvin Johnson. Mr. Johnson stated that there is a radio system installed at the City Marina and that he and another employee turn the system on daily. Mr. Johnson said that he has never heard Sirius/XM played at the Marina, but he normally turns the system on to a free radio station. Finance Director Francis informed the OIG Investigators that the radio subscription was for radio service in Mr. Williamson's assigned City vehicle, and she had no knowledge of the service being used elsewhere in the City.

(63) Due to not being able to confirm any City use of the subscription radio program, other than for Mr. Williamson benefit, the OIG Investigators considered this \$620.56 radio subscription cost questionable.

#### **END OF REPORT OF PRELIMINARY INVESTIGATION**

# **EXHIBIT A**

**EXHIBIT A**

## Credit Card Policy

**SUBJECT:** Credit Card Usage in the Performance of City Business

**PURPOSE:** To establish criteria for the use of bank credit cards and retail credit cards issued on behalf of the City of Pahokee in the course of performing City business.

### **BACKGROUND:**

The City of Pahokee recognizes that the Mayor, Commissioners, appointed officials, and certain department heads are required to make expenditures of funds in the course of performing their functions in the municipal government. It provides detailed purchase histories and other important record-keeping and time-saving information.

The State of Florida has contracted with PNC to administer credit cards that are used for TAX EXEMPT PURCHASES ONLY. The cards may only be used to charge ALLOWABLE purchases that otherwise would be reimbursed had the user charged the purchase on their own credit card or paid cash for the item(s).

### **PROCEDURES:**

Bank Credit Cards for selected department heads and Commissioners for overnight travel will be kept permanently in the vault in the Finance Department. They will be available for check out not more than twenty-four (24) hours prior to their anticipated use. Any individual to whom a card is issued is responsible for the card and its proper use. The City Manager will have the final approval authority on credit card issuance for department heads. The Finance Director will be responsible for verifying reconciliation of credit card usage and charges pursuant to this policy and the City's travel policy.

*The credit card is to be used for approved, official city business only, by the person to whom the card is issued. Identification will be required to use the card. Personnel are only authorized to make purchases for their own department. Credit cards are not to be used to circumvent normal planning and the City procurement process directives. No alcoholic beverages may be charged to any City credit card at any time.*

The card should be used with the tax-exempt form so that sales tax is not charged for City-related purchases. Any sales tax charged on the credit card will be charged back to the employee.

Personal use of the credit card is strictly prohibited, pursuant to policy and State sales tax law. All personnel will read and be familiar with all aspects of this policy and will confirm, in writing, an acknowledgment of such information. The acknowledgment will provide for financial responsibility for any proven misuse of the credit card.

Personnel who repeatedly fail to properly plan for their Department needs and, therefore, have to frequently make last-minute purchases will be subject to disciplinary procedures under the Personnel Rules.

**RECONCILIATION:**

The credit card holder will submit receipts and a tally sheet within two (2) days after use. The credit card invoices shall be presented to the City Commission each month as an Information Item on the normal agenda. In the event of a lost or missing receipt, the user must complete a written affidavit explaining the absence of the documentation and confirming that the expenses were legitimately incurred in the conduct of municipal business.

**RETAIL CREDIT CARDS:**

In some instances, an employee who would not otherwise have a credit card may need a card which is limited to the purchase of items from a specific retail establishment. The Finance Director is authorized to allow retail credit cards to be obtained and used as necessary. Retail credit cards are to be treated in all respects as other credit cards for the purposes of accounting and reconciliation.

**CANCELLATION OF CARDS:**

The Finance Director may immediately cancel or order the surrender of any card which appears to be misused or abused, and will bring the matter to the attention of the City Commission. The City Manager will take the appropriate disciplinary action up to, and including, termination, for misuse of credit cards by employees. In the event such misuse is by an elected official, the City Clerk is hereby required to notify all members of the City Commission in writing, who may then take any action authorized by the Florida Commission on Ethics.

**APPLICABILITY:**

This policy shall apply to the Mayor, City Commissioners, all appointed personnel and all city employees.

**EFFECTIVE DATE:** September 28, 2011

I acknowledge that I have received the credit card assigned and the above Credit Card Policy in writing. I agree to the procedures within.

\_\_\_\_\_  
Commissioner/Employee

\_\_\_\_\_  
Date Issued/Signed

\_\_\_\_\_  
Last 4 digits of credit card





**CITY COMMISSION OF THE CITY OF PAHOKEE  
REGULAR COMMISSION MEETING MINUTES  
Wednesday, September 28, 2011**

Pursuant to due notice the regularly scheduled Commission meeting was held in the Commission Chambers at 360 E. Main St., Pahokee, Palm Beach County, Florida on Wednesday, September 28, 2011.

The meeting was called to order by Mayor Sasser at 7:01 p.m.

Official attendance was recorded as follows:

<b><u>Roll Call:</u></b>	Mayor J.P. Sasser	Present
	Vice Mayor Henry Crawford	Present
	Commissioner Keith Babb	Present
	Commissioner Allie Biggs	Present
	Commissioner Diane Walker	Present
	City Manager Derrek Moore	Present
	City Attorney Gary Brandenburg	Present
	Sergeant At Arms Lt. Alonso	Present
	Deputy City Clerk Rashonda Warren	Present

**Approval of Agenda Items:**

**Approval of the Agenda Item.**

**Motion by Commissioner Walker. Second by Commissioner Babb.**

**Motion carried unanimously.**

**Consent Agenda:**

**Approval of Consent Agenda.**

**Motion by Vice Mayor Crawford. Second by Commissioner Walker.**

**Motion carried unanimously.**

**Proclamation:**

**Recognizing Dr. Isabell "Arch" Masters**

**Approval of Proclamation.**

**Motion by Commissioner Walker. Second by Vice Mayor Crawford.**

**Motion carried unanimously.**

**Presentations:**

**Fishing Tournament Award**

Commissioner Biggs and Commissioner Walker presented the Youngest Fisher trophy to Lepelletier Mercier.

Mayor Sasser and Commissioner Babb presented the Certificate of Participation to Palm Beach County Fire Rescue and to Sergeant Devers for Deputy Smith.

City Manager Moore, Ms. Regina Bohlen and Mr. Richard Brown presented Plaques to the sponsor – Southern Waste System, Gary Brandenburg, Richard Keen and Emilio Perez

Vice Mayor Crawford advised the winners should be present to receive their trophies.

**Report of the Mayor:**

Mayor Sasser advised did not have a report.

**Report of the City Manager:**

City Manager Moore calls upon Herbert Crawford, Director of Parks & Recreation for a short department report.

Mr. Crawford advised:

- There are four (4) football teams and there are some concerns about background screening.
- Has a licensed program; therefore, the HRS and DCF guidelines must be followed.
- Provided a copy of the DCF guidelines
- Parents want to be actively involved in the program in support of their children and others but some may have a record.
- As of now there are over forty (40) active parents

Mr. Moore advised he is working with Mr. Crawford to develop volunteer criteria and to determine what level of screening volunteers must undergo in order to work with the children.

Mayor Sasser asked if the Parks and Recreation buses are Florida Department of Transportation (FDOT) Certified

Mr. Crawford advised that they are FDOT Certified and based on the Palm Beach County Standards of Operation the City has met all requirements for licenses and inspections.

Mr. Moore advised that once a decision is made about the volunteers he will propose it to the Commission.

Mr. Crawford advises that the Palm Beach County Sickle Cell Foundation will be partnering with the City and calls upon Mr. Bruce Glover.

Mr. Glover addressed the commission and advised:

- Recently provide seminars at the Recreation Department on excretion illnesses
- Relocating office from Belle Glade to Pahokee

- Two people will be in the office, Sickie Cell Case Manager and someone from Community Voice Program

Mr. Crawford continues by stating that we are also partnering with Housing Partnership to provide support to the Middle School children and calls upon Mrs. Ivory Paschal, Assistant Director of Parks and Recreation to explain.

Mrs. Paschal advised:

- T.O.P. means Teen Outreach Program that is Wyman's Program funded through Housing Partnership
- Wyman's mission is to enable teen from disadvantage circumstances, to live successful lives, build strong communities. To foster communities where every teen is expected and supported to thrive in life, work and learning so that they may become economically self-sufficient, leaders in their communities and, ultimately, break the cycle of poverty
- T.O.P is an approach that provides teens with the necessary supports and opportunities to prepare for successful adulthood and avoid problem behavior.
- Some topics they will be doing with our kids are decision making, community service learning, goal setting and sexual health
- T.O.P. program will begin October 6<sup>th</sup> 2011 through April 3<sup>rd</sup> 2012
- There will be a Red Cross Training on October 5<sup>th</sup> and 12<sup>th</sup> from 8:00 a.m. to 12:00 p.m.
- This is a requirement for anyone who want to manage a shelter
- About 10 middle school participant will be going to the Urban League for a Youth Empowerment Roundtable tomorrow.

Mr. Crawford continued:

- Once per week, on a Thursday, we have dress for success day for the students and coaches wear
- The purpose is to get the parents involved and make the children job ready

#### Presentations:

##### Fishing Tournament Award

Director of Public Service, Alvin Johnson and City staff presented the Biggest Fish trophy to Emmanuel Crawford .

City Manager Moore continues:

- Began planning for the Veterans Day Celebration and request that the Commission submit their nominations.
- Christmas Parade is December 12<sup>th</sup>, 2011 and the planning has begun.
- Tri Cities Barbeque is December 9<sup>th</sup>, 2011
- The Howard Hill Foundation will be donating some properties close to Commissioners Park
- The Johnson Family at 371 Golden Place will also be transferring their property to the City
- The grants information in reference to what funds are generated from the County was provided in the agenda packet.
- Will provide the FEMA information that was request at the next Commission Meeting
- The Budget Hearing will be rescheduled for Saturday, October 1<sup>st</sup>, 2011 at 9:00 a.m. because of the error in the Palm Beach Post.



- The insurance rates are being reviewed.
- The GUA Board attempted to have a special meeting today to pass a balance budget but we did not have a quorum.
- Community Asphalt has been donating materials to Cemetery and Public Service and is requesting a Certificate of Appreciation.

**Commissioner Walker motion that Community Asphalt receives a plaque. Second by Vice Mayor Crawford.**

**Motion carried unanimously.**

City Manager Moore continues:

- Meeting with Pahokee Housing Authority to discuss Pahokee Connection on Thursday.

**Report of the City Attorney:**

City Attorney Brandenburg no report

**Ordinance:**

**Ordinance 2011-04 – FIRST READING – AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, CORRECTING A SCRIVENER'S ERROR IN THE ZONING MAP CONTAINED IN THE LAND DEVELOPMENT CODE AND DESIGNATION IN THE COMPREHENSIVE PLAN FUTURE LAND USE MAP, PROVIDING FOR EFFECTIVE DATE, SEVERABILITY AND INCLUSION IN THE CODE.**

City Attorney Brandenburg advised at the last Commission Meeting a resident appeared before the Commission indicating that he was in the process of expanding his business and learned the zoning and comprehensive plan was incorrect for his property even though the property and business has existed since the 1950s with continuous usage. Based on the research that was completed, The City adopted a change in the land use ordinance and comprehensive plan in March 1990 this parcel was erroneously included in the Single Family Residential Mixed Use (SFMU) designation. This ordinance is presented to correct that error. In the event that we adopt this ordinance and send it to DCA and they want further information we will have to come back to the Commission. This is the quickest way to allow the resident to move forward with the expansion of his business.

**Approval of Ordinance 2011-03 First Reading.**

**Motion by Commissioner Walker. Second by Commissioner Biggs.**

**Motion carries unanimously.**

**Old Business:**

**Okeechobee Land Company Lease Amendment**

RESOLUTION 2011-72 – A

City Attorney Brandenburg advised:

- Mr. Perez complained at the last Commission Meeting about receiving a notification from his office stating he is not allowed to operate any business other than a tire repair shop based on his lease with the City and he is in violation.
- To prevent violation of the lease, an option is to amend the lease to approve automobile repairs and there are no requirements amend and renegotiate lease.
- The current amendment approves automobile repair without renegotiation of the lease.

Commissioner Babb asked if the City will incur any additional cost to allow automobile repair.

City Attorney Brandenburg advised there will not be any

Commission discussed recommendation for a lease increase and advises the City Manager to come back with a recommendation at the next Commission meeting.

**Approval of the City Manager to provide a recommendation for the lease increase at the next meeting and the City Attorney to give a thirty (30) day extension on the letter that was previously sent to comply to existing lease.**

**Motion by Commissioner Walker. Second by Vice Mayor Crawford.**

**Motion carries unanimously.**

**Credit Card Policy:**

City Manager Moore advised that all the recommendations were added to the policy and a copy is in the packet.

City Attorney Brandenburg advised:

- Still recommends against credit card and the policy should be restricted
- Department Heads need to follow the purchase order policy and credit card use should be minimal and under the City Manager supervision
- With respect to the Commissioners, it is dangerous and easy to make a mistake and feels they should not carry and use credit cards.

City Manager Moore advised:

- The Directors credit card have been destroyed and only the City Manager card is available but it stays in locked away in the Finance Department
- This new policy will allow credit card to Directors and only available for overnight travel and to be checked out 24 hours prior to travel.

The Commission discussed different scenarios that credit cards were necessary and will follow the same policy as the Directors and the bills will be presented to the Commission.

City Attorney advised he will make the appropriate changes to incorporate the Commissioners in the Credit Card Policy.

**Approval of Credit Card Policy.**  
**Motion by Vice Mayor Crawford. Second by Commissioner Walker.**  
**Motion carries unanimously.**

**Prince Theater:**

The Attorney advises:

- Liens are continuing to run at \$250 a day which constitutes every property the owner owns in Palm Beach County. A summary judgment is set for October.

**Annexation:**

City Manager Moore advises Calvin & Giordano is working on the report and once complete the manager will get it to the Commission.

**Pahokee Plaza:**

City Attorney Brandenburg advises:

- Received an email from Mr. Greg Vaday advising that Mr. Gonzalez is out of the country and we should be receiving a list of changes to the contract but haven't received anything.

**Citizen Villas:**

City Manager Moore advises he met with the County with Mr. Johnson and it will not get started for another four to six months.

**East Lake Village:**

City Manager Moore advises this is an ongoing working process

**Boxing Arena:**

City Manager Moore advises survey is completed and provided to Deputy Lastrange.

**City Hall:**

City Manager Moore advises it is a working progress

**New Business:**

1. Proposal from Palm Beach County regarding Glades Utility Authority  
City Manager advised:
  - The letter from Shannon LaRocque sent to the Palm Beach County Board of County Commissioners is in their packet.
  - Proposing that County provide GUA with \$2,000,000 to assist with balancing the budget
  - In return the Tri Cities will turn the GUA over to the County over a period eventually eliminating the host fees by 2% each year

The Commission discussed different errors that is leading to the GUA shortfall

2. 501 (c) 3 Board Appointment  
Appoint Dr. Marcia Hardney, Patti Apperlee, Richard Brown and Elizabeth Cayson

**Approval of 501 (c) 3 Board Appointment.**  
**Motion by Commissioner Biggs. Second by Vice Mayor Crawford.**  
**Four (4) Ayes, One (1) Abstain.**

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**Commissioners Comments:**

Commissioner Biggs advised:

An update from City Manager in reference to the Rickey Jackson

City Manager Moore advised the goal is to place three signs at the entrances to the City. Had three companies to volunteer to assist with new entry way but they have yet to follow through with providing the signs. As of now we do not have the funds to build entry way signs.

Commissioner Walker request that the Rickey Jackson signs be removed.

**Approval removal of Rickey Jackson signs.**

**Motion by Commissioner Walker. Second by Vice Mayor Crawford.**

**Three (3) Ayes, Two (2) Nays**

The Commission discussed removing the signs, revitalize them and put them back up.

Commissioner Biggs continued:

- Attended a meeting with Ms. Regina Bohlen and learned about Mainstreet Funding, grants were done through Mainstreet Funding.
- Collecting information about the program and will share at a later date
- Wants to see a sign at City Hall and
- Superintendent search at Palm Beach Lakes High School and Glades Central. The School Board wants to know what is it that the people want to see in a superintendent.
- Thanks everyone for attending the meeting

Commissioner Walker advised:

- Attended the League of Cities Meeting today and the next schedule meeting will be October 26, 2011
- The Legislative Delegation will be at the October 26, 2011 meeting in Royal Palm Beach
- Encouraging that all elected officials participate in City Government Week
- National League of Cities Conference will be November 8 – 12, 2011
- The Palm Beach County League of Cities has a County Lobbyist Registration the Cities can opt into that is near completion
- Literacy Coalition Day is October 6, 2011 to read to preschool children "Llama Llama Red Pajama"
- Seeking sponsorship for League of Cities Youth Delegation
- Democratic Roast for Mac Bernard will be at the Hilton Hotel on Saturday, October 1, 2011
- Palm Beach County Days will be in January 2012
- Take Stock in Children is seeking mentors

Commissioner Babb advised:

- Need to develop a plan to repave the streets
- Need to develop an ordinance for rental property maintenance and inspection


Vice Mayor Crawford advised:

- Thanks the citizens for attending the meeting and participating in the Annual Fishing Tournament
- Tri Cities Coalition Meeting will be held tomorrow in Belle Glade
- There will be a Veterans Day Program on November 11, 2011

There being no further business to discuss, Mayor Sasser adjourns the meeting at 9:00 p.m.



ATTEST: Anika Sinclair, Interim City Clerk

  
J.P. Sasser, Mayor

**EXHIBIT B**

**EXHIBIT B**



# **City of Pahokee**



## **TRAVEL POLICY**

**June 2013**



### **PURPOSE:**

The purpose of this policy is to provide guidance to the employees of the City of Pahokee who are authorized to incur travel costs at the City's expense. Through the use of this policy, the employee traveling should have a clear understanding of eligible expenses before the trip begins to avoid any unnecessary personal expenses or costs to the City. By providing this uniform standard, reimbursement for travel will be fair to the employees and will promote proper use of public funds.

### **DEFINITIONS:**

1. Business Travel- Travel that is necessary for an employee to complete an assigned task or carry out his/her assigned responsibilities. Examples include serving on a professional or technical board or a speaking engagement.
2. Certification or Training Travel- Travel related to essential technical training required to perform in the job classification. For a trip to be classified in this category, the course must result in a certificate, course credit, CPE, CLE, and CEU for satisfaction of in-service training.
3. Overnight Travel (Class A or B as defined in FS112.061): Travel that requires the traveler to be away from the official headquarters for one or more nights. Overnight travel requires the Department Director/Head & City Manager's approval in advance.
4. Day Travel (Class C as defined in FS112.061): Travel that does not require the traveler to stay overnight. Day travel requires approval at the department level only.
5. Official Headquarters: Place of work where individual's office is located.
6. Traveler: A City official, employee or other authorized representative on official City business.

### **BUDGET PROVISION:**

At the time of budget submission, a copy of the detailed travel plans for the year should be submitted to the Finance Department, including conference names, location, dates, and number of staff attending each. No Traveler will be authorized to attend any convention, conference, or training program at City expense, unless funding is available in the budget. The Director/Department head shall be accountable for monitoring the budget to ensure sufficient funds are available. If the trip was not anticipated, written justification must be provided to the City Manager for approval. Budget transfer guidelines must be followed and completed at least two (2) weeks prior to the scheduled trip.

### **TRAVEL PROCEDURES:**

1. The employee should properly plan in advance for his/her trip since last minute arrangements and changes are costly. The employee must complete the Travel Request form. The Travel Request must be completed for each trip (local vicinities, within the

state, out of state) an employee makes. This form is designed to show the estimated cost of the trip.

2. All necessary backup (e.g. registration forms, training brochures, conference schedule, or other documentation) must be attached to the Travel Request form.
3. The Travel Request form, along with the Request for Payment form and backup documentation, is sent to the Finance Department for review and approval. The employee will then have their Department Director/Department Head review and approve the travel request. The City Manager must approve travel requests for Department Directors/Heads. Please provide a copy of seminar registration and schedule if appropriate. It is the Department Director's responsibility to ensure that the budget expenditure account to be charged is filled in correctly.
4. The Travel Request must be approved prior to paying any registrations fees or making any hotel, airline, or car rental reservations.
5. It takes approximately eight working days to process request and issue payment. Employees traveling need to plan the submission of Travel Request forms accordingly. It is the employee's responsibility to provide enough lead-time to take advantage of any early discounts available.
6. Upon completion of the trip, a Travel Log is completed. The Travel Log identifies all the expenses the employee incurred on the trip. Original receipts must be attached to the Travel Log. Submit Travel Log to Finance Department within 10 days of completion of travel.
7. The Travel Log is reviewed by Finance for accuracy, completeness, and compliance with travel policies. The Travel Log is then compared to the Travel Request to determine if a refund is due to the City or the employee.
  - If a refund is due to the employee, a Request for Direct Payment form should be attached to the Travel Log. If a refund is due to the City, the employee sends the required payment along with the Travel Log, within five (5) business days of returning.

If you have any questions on completing any part of the forms, please contact the Finance Department for assistance.

#### **TRAVEL POLICIES:**

Occasional travel by employees is considered necessary and useful to conduct City of Pahokee business. Attendance at selected professional association meetings and training courses provides a benefit to taxpayers through an increased awareness of technical and administrative developments. It is the responsibility of the attendee for any training class to provide notice of successful course completion to the HR Department.

#### **TRANSPORTATION:**

1. Travel by air is authorized at the economy or coach rate. All air travel must be by a usually traveled route. In case an employee travels by an indirect route for his/her own convenience, any extra costs shall be the employee's responsibility.
2. If a City vehicle is provided, keep all receipts for fuel, oil, or repairs while on the road.
3. If travel is by personal vehicle, the current mileage rate for business miles driven using a personal vehicle by the usually traveled route is 50.5 cents per mile. This rate is to cover all costs of operation and ownership. If your personal vehicle needs repairs or fluids

during the trip, they will not be reimbursed as a separate cost. Mileage will be substantiated by "MapQuest" or another acceptable guideline and will be based upon the closest starting point to destination either your home or office headquarters.

4. When two or more employees from the same department will be traveling on the same trip, the Department Director has authority to designate which employee will receive the mileage reimbursement. In unusual circumstances, more than one vehicle may be required when consideration is given to the number of employees traveling, the length of stay, and the amount of baggage required.

- If an employee is not designated to receive mileage reimbursement, he/she may still drive a personal vehicle at his/her own expense.

5. Parking fees, tolls, and taxi fares are eligible expenses. Obtain receipts for submittal with the travel log.

#### LODGING:

1. Rates should be researched to identify the most reasonable cost and booked through each hotel.
2. Whenever possible, lodging should be paid in advance with a City check along with a copy of the tax-exempt certificate to avoid the charge of sales tax. If faced with these charges, alert the Finance Department so it can work with the hotel to have the charges removed from the bill.

If the City credit card is used for payment, make sure that you have a copy of the sales tax exemption certificate to avoid a sales tax charge. Present certificate upon check-in.

3. The hotel receipt should list the daily charges to the room, not just the total amount of the bill.

#### MEALS:

1. The City will reimburse employees for approved overnight travel up to the per diem rates established by the Florida Statute 112.061.
2. Meal reimbursement will be as follows:

- Breakfast is covered up to \$6.00 when travel begins before 6 a.m. and extends beyond 8 a.m.
- Lunch is covered up to \$11.00 when travel begins before Noon and extends overnight.
- Dinner is covered up to \$19.00 when travel begins before 6 p.m. and extends overnight.

When travel exceeds 24 hours and requires an overnight stay away from the City, the amount for meal expenses is \$36.00 per day. No meal reimbursement shall be provided for travel within the City limits, except as authorized by the City Manager.

3. Travel advances will be made based on the meal allowance rates but upon return. Alcoholic beverages are not reimbursable. Room Service charges will not be reimbursed unless due to time of arrival from travel, restaurant service is otherwise unavailable.
4. Meals that are already covered by a registration fee or provided by another organization are not eligible for separate reimbursement. Reimbursement for breakfast will be permitted even if a continental breakfast is included in Hotel expense.

## **REIMBURSABLE TRAVEL EXPENSES:**

### **Section A- Travel Outside of Palm Beach County Requiring Overnight Stay**

1. Meals and Lodging: All travelers are allowed meals and lodging while away from the official headquarters for business, certification or training travel. Meal reimbursements will follow the guidelines listed on page 4.
2. Registration: This expense is typically paid in advance and a travel request for payment should be submitted to Finance.
3. Air travel fare: Air travel fares should be researched to identify the most reasonable, cost effective fare and booked through a reliable source. The final price itinerary should be attached to the travel request form.
4. Mileage: If a City vehicle is not available and an employee has to drive their private vehicle, the traveler will be reimbursed for mileage.
5. Other incidental charges: Travelers may be reimbursed for tolls and parking, if the receipts are provided.

### **Section B- Travel Outside of Palm Beach County Not Requiring Overnight Stay**

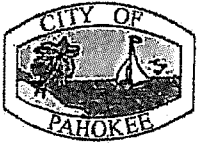
1. Meals: Travelers will not be reimbursed for meals.
2. Registration: This expense is typically paid in advance and a travel request for payment should be submitted to Finance.
3. Mileage: If a City vehicle is not available and an employee has to drive their private vehicle, the traveler will be reimbursed for mileage.
4. Other incidental charges: Travelers may be reimbursed for tolls and parking, if the receipts are provided.

### **Section C- One Day Travel Within Palm Beach County**

1. Meals and Lodging- Meal or lodging allowances will not be paid for one day travel within Palm Beach County.
2. Registration: This expense is typically paid in advance and a travel request for payment should be submitted to Finance.
3. Mileage: If a City vehicle is not available and an employee has to drive their private vehicle, the traveler will be reimbursed for mileage.
4. Other incidental charges: Travelers may be reimbursed for tolls and parking, if the receipts are provided.

### **Section D- Miscellaneous Provisions:**

1. Under no circumstance will any non-business related expense be reimbursed by the City.
2. Personal/Incremental Costs: If an employee traveling on official City business who wishes to alter travel plans for personal reason will only be reimbursed for those expenses which are clearly business related. Employees must ensure that they identify any incremental cost and **do not include** them in the calculation of their travel expenses.



**CITY COMMISSION OF THE CITY OF PAHOKEE  
REGULAR COMMISSION MEETING MINUTES  
Tuesday, June 11, 2013**

Pursuant to due notice the regularly scheduled Commission meeting was held in the Commission Chambers at 360 E. Main St., Pahokee, Palm Beach County, Florida on Tuesday, June 11, 2013.

The meeting was called to order by Mayor Walkes at 7:17 p.m.

Official attendance was recorded as follows:

<b><u>Roll Call:</u></b>	Mayor Colin Walkes	Present
	Vice Mayor Keith Babb	Present
	Commissioner Allie Biggs	Present
	Commissioner Felisia Hill	Present
	Commissioner Diane Walker	Present
	City Manager Derrek Moore	Present
	City Attorney Gary Brandenburg	Present
	Sergeant at Arms Lt. Alonso	Present
	Deputy City Clerk Rashonda Warren	Present

**Additions/Deletions to Agenda**

**Add: K2-Recognition Award for the City of Pahokee Basketball Team  
L2- Discussion of City Manager's Position  
N- Marina's Text Change**

**Approval of the Additions/Deletions to the Agenda.**

**Motion by Commissioner Babb. Second by Commissioner Biggs and Vice Mayor Hill.  
Motion carried unanimously.**

**Citizen Comments on Agenda Items**

**Bobby Colvin-3096 Bacom Point Road  
City Manager's position supports and is in favor of him.**

**Sharon Colvin-3096 Bacom Point Road  
Thinks the City Manager is doing a really good job.**

**Approval of Minutes**

**Regular Schedule Meeting – April 9, 2013  
Cemetery Workshop – April 23, 2013  
Regular Schedule Meeting – April 23, 2013  
Special Meeting – May 3, 2013  
City of Pahokee Commission Retreat – May 16 & 17, 2013**

**Approval of the Minutes.**

**Motion by Commissioner Biggs. Second by Commissioner Babb.  
Motion carried unanimously.**

### Consent Agenda

1. RESOLUTION 2013 – 17 – A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE DISTRICT FOUR LANDSCAPE MAINTENANCE MEMORANDUM OF AGREEMENT BY AND BETWEEN THE CITY OF PAHOKEE AND THE FLORIDA DEPARTMENT OF TRANSPORTATION.
2. RESOLUTION 2013 – 18 – A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE JOINT PARTICIPATION AGREEMENT BY AND BETWEEN THE CITY OF PAHOKEE AND THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION.
- RESOLUTION 2013 – 19 – A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ADDING J. H. BARRETT COURT WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY OF PAHOKEE; FURTHER AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE.
- RESOLUTION 2013 – 20 – A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AMENDMENT 003 TO THE AGREEMENT WITH PALM BEACH COUNTY FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR REHABILITATION OF THE OLD PAHOKEE HIGH SCHOOL GYMNASIUM .

### Approval of Consent Agenda

Motion by Commissioner Babb. Second by Vice Mayor Hill.

Motion carried unanimously.

### Presentations:

FDOT prepared a workshop on SR 715 (Resurfacing, Restoration and Rehabilitation) - see attached

### Report of the Mayor:

- Events- NFL Camp over the weekend, over 100 men participated, summer reading program from Bridges, East Lake High School Reunion over the weekend, Social at Attorney Willie Gary's home on Saturday, and Dinner/Recognition at the City of Pahokee Cafeteria.
- Citizen Trevor Wallace attended the County Commission Meeting to speak on behalf of the City for the boxing Marina. In the future the Mayor would like to see a bus load of citizen.
- Request from the First Hispanic Church of the Nazarene Pahokee Inc. to request usage of the gym to host the Glades Revival.

### Approval of for Pastors to use the gym.

Motion by Commissioner Biggs. Second by Vice Mayor Hill and Commissioner Walker.

Motion carried unanimously.

Mayor Walkes continues: (Read his statement into record)

Mayor Walkes passed the gavel to Vice Mayor Hill to make a motion to demote City Manager Moore to finance director.

Attorney Brandenburg the At-Will law the Mayor is referring to is not applicable to Mr. Moore because he has a contract. You will need to follow the contract if you are going to remove City Manager Moore without cause. There is an option of offering the position of Finance Director it is the City Managers call. Under the charter if you are going to remove with cause you will have to do so with a resolution.

**Commissioner Biggs** does not agree and will object.

**Commissioner Babb** respects Mayor Walkes rights to put forth a motion and outlines his differences. Thinks some of the points are valid, give the City Manager 60 to 90 days to improve. Set a workshop to come up with performance measures and it is a difficult job to be a City Manager. The last business that came is the Solace Company and they were talking about bringing 200 jobs. They were asked to come back. Not saying the City Manager job should be protected. He has a difficult job with moving the City forward. If we took a survey it may be split, some may think he is doing a great job and some may not think so, Commissioner Babb states. Mayor Walkes comes in and make changes it is nothing new, take Walkes concerns and use them as a measurable for Mr. Moore. Commissioner Babb states to give him time

**Mayor Walkes** stated the that the City Manager's life span is 3 years and within that 3 years what have we seen changed in our city. We have been dancing with this issue Mayor Walkes states. Employees are afraid of losing their job when they go to the City Manager with problems. What happened with the solace company, Mayor Walkes asked.

**City Manager Moore** responded, the gentlemen with that company stated they will get back with the City once they were ready to come back and do their presentation.

**Mayor Walkes** stated City Manager Moore is not pushing for this community.

**City Manager Moore** stated, they advised him they will contact the city when they are ready

**City Manager Moore** also states that he has been pushing for the last 6 to 7 years and Mayor Walkes has been pushing for the last 3 to 4 months. Will put contract record against Walkes. Mayor Walkes states he has not seen any clean-up there were visitors in our City. They went on the Marina and were told they would have to go to the private side and to get to the public side which is deployable. What happened to the sideways on State Market Road and reaching out to FDOT. City Manager stated they have reached out to FDOT constantly because they allow the grass to over grow regularly. Mayor Walkes stated in our City we have to take care of ours. Mayor Walkes stated to reach out with the citizens to set a workshop to clean the road way.

**Mayor Walkes** wants an explanation; Moore is not pushing for the Community, we are in dire straight and cannot continue to twirl our thumbs. Allow employees to constantly operate under fear of losing their jobs

**Commissioner Walker** discussed the fines levied against us under Mr. Moore administration, more incidents has occurred that he has not taking responsibility for Ex. the Asbestos incident, Parks and Recreation incident that he doesn't take responsibility for and that we have not held Mr. Moore accountable for. The Commission needs to do better holding the City Manager responsible. It appears to be double standards that we allow the City Manager to get away with things that he does not allow staff to get away with. We need to be fair. The motion will not pass and Walker is willing to accept Commissioner Babb's recommendation for a 90 day performance plan. Babb suggest we do not wait. Walker stated she does have concerns of the City Manager and if you don't know the whole story you should not be critical. Walker states she use to meet with Moore until he started playing the Commission against each other. Commissioner Walker will support Commissioner Babb's recommendation.

**Vice Mayor Hill** stated speaking of dancing she must be honest and there are citizens that are not to fun of her because of the Marina. She will be honest and tell her citizens how she feels. Speaking of dancing she feels badly for Mayor Walkes because Commissioner Walker just switched out on him. We need to get it together. Supports everything Commissioner Babb said. Many employees are upset with Mr. Moore but it's their job and we need to work better to get things done and speaking of dancing you all just witnessed it.

**City Manager** agrees with Commissioner Walker that there should be accountability across the board and tried to reach out to staff about the problems they may have. Difficult to solve or address the problem if he is not aware. As for the Asbestos situation, City Manager Moore went out with two directors and went through the City. After we were cited we were told asbestos was in the building. If staff doesn't do their job he will hold them accountable. In turns of issues with staff being terminated each one of the staff were terminated for good cause and Mr. Crawford went through two appeals the Special Magistrate and the Appeals Board. City Manager Moore does his very best to have an over open door policy. City Manager stated he met with Mayor Walkes about the demolitions that Hs been

done in the City. The corner across from the PNC Bank, Mrs. Roberts building one of the worse buildings in the City, City Manager Moore worked with County to get the building demolished. The Parks and Recreation Complex to Mr. Crawford's credit have been redone. City Manager states we have done more rehabs in Pahokee then the entire Palm Beach County. City Manager has worked with the Development for the Marina. I think this is personal and retaliation. City Manager Moore has worked with Dollar General to put a new structure across from Family Dollar. Records Management Company is coming across from City Hall; a business is coming into the old packing house. The things Moore has done the list goes on and on if you don't see it you have to be blind states City Manager Moore. He works 7 days a weeks and in turns of a vacation he hasn't had one. City Manager Moore has been helping out in finance and cannot hold the title of the Finance Director and City Manager, when Ms. Bruton has a problem she comes to him. The City has written more grants since he has been in charge than any other City Manager.

**Commissioner Biggs** stated to be reminded of the retreat to work closer with the Manager to make things better. When there is a hidden agenda things will prevail.

**Mayor Walkes** stated in reference to a hidden agenda there is no hidden agenda the retreat was to agree and disagree. It is nothing personal against City Manager Moore.

**Approval for City Manager position change**

**Motion by Mayor Walkes. Second by Commissioner Walker for discussion.**

**Motion carried three (3) No and (2) two yes.**

**Report of the City Manager:**

1. Mayor Walkes will like an email with all of the important dates. Discussion of the budget workshop.
2. Try and corporate before July 9, 2013 to schedule a budget workshop.
3. Town Hall meeting will be July 2, 2013 at 6:00 p.m.
4. Continue to raise funds for July 4, 2013.
5. Commissioners asked that a friendly letter be sent to Mr. Gray about the Summer Solace.
6. Fishing Tournament will be this Thursday from 9 to 3.
7. Next two to three weeks; the building next to the Fire Station will be demolished.
8. Raised the funds to host the Annual Back to School Bash.
9. Palm Beach County came and audit files for the Recreation Department and made minor observations.
10. Would like the Commission to sign off on the Independence Proclamation.
11. Commissioner Biggs would like to know how the head count is coming along with the Recreation Department. City Manager Moore stated he will email the list first thing in the morning.
12. Commissioner Babb stated there was a threat that the summer program funding will be withheld. City Manager Moore stated so far the contract goes through June 30<sup>th</sup>.
13. Commissioner Walker wanted to know is the Summer Program different for the regular program. Manager Moore understands that the program goes through June 30<sup>th</sup>. Per Paschal it was submitted.
14. Feedback from the Commission for the movement of Mrs. Idorosa School from South Lake Ave to Bacom Point Road.
15. A group will like to put a Detox Center on State Market Road City Manager Moore would like the Commission thoughts.
16. As it relates to the 4<sup>th</sup>. Commissioner Babb would like for the City to reach out with our partnering Cities for donations for the event. Also he would like to know if we have reached with Fire Rescue. Commissioner Babb would like the status of the Marquee and the entrance way signs. City Manager Moore stated we are coordinating with FDOT and we are getting prices for the marquee signage.
17. Commissioner Biggs would like to know, what is the status of changing the official street name of Rev. Jesse Biggs Blvd located in Citizen Villas.



**Report of the City Attorney:**

Recommending the Commission to authorize City Manager Moore to sign off on any licenses regarding the Marina.

**Text Amendment for Marina:**

**Approval for Credit Card Bill.**

**Motion by Commissioner Biggs. Second by Vice Mayor Hill.**

**Motion carries unanimously.**

**New Business:**

**Credit Card Bill**

**A Motion to approve it per City Manager Moore.**

**Credit Card Bill:**

**Approval for Credit Card Bill.**

**Motion by Commissioner Biggs. Second by Vice Mayor Hill.**

**Motion carries unanimously.**

**Travel Policy**

Inspector General came out to look at the gas problems the City was having and insisted that the City needs to put together a travel policy.

**Credit Card Bill:**

**Approval for Credit Card Bill.**

**Motion by Commissioner Biggs. Second by Commissioner Babb.**

**Motion carries unanimously.**

**Citizens Comments:**

**Lisa Adams- East Main Street**

Concerned about emails being sent out, stopping rumors and addressing it. Would like to know from each of the Commissioners did Mayor Walkes discuss anything on the agenda with them tonight.

Attorney Brandenburg intervenes and states that the Commission is not obligated to answer those questions.

**Syrenthia Boldin-239 Begonia Ave**

Response to Commissioner Biggs letter.

**Christine Boldin-239 Begonia Ave**

Response to Commissioner Biggs letter.

**Sandi Davis-819 Bacom Point Road**

Concerns regarding the garbage bill located at 154 Bacom Point Road.

**Nathaniel Holmes- 173 S. Greenstar Ave**

Concerns about various items and would like the community to give Mayor Walkes a chance.

**Royal York-216 Begonia Drive**

Would like the City to donate 1400 dollars to help house the students from Notre Dame.

**Commissioner Babb** recommended City Manager Moore to look into getting a better quote from Mr. Gray at the Marina.

**Cynthia Vaillancourt-154 Bacom Point Road**

Concerns regarding her garbage bill located at 154 Bacom Point Road.

**Mary Dobrow-977 Bacom Point Road**  
Election intimidation brought up by Commissioner Walker.

**Marcia Hardney-P.O. Box 714**  
Recommending establishing a Human Resources Board.

**Crystal Bruce-8860 Seville Street**  
Asking the Commissioners assistance for an issue surrounding the trenches near her home.

**Commissioners Comments:**

**Commissioner Walker** Suggest the workshop be done before regular Commission Meeting. In reference to the solace company the gentleman stated they have called several times with no response. Calls to the water Utility Department and why we are waiting in line so long. There may be a possibility that there will be another EAB meeting. Hopefully a timeframe is set and not like the last one. In reference to an exit interview from an employee, why wasn't it sent by email? Moore stated he delivered it by hand because he knew there was a workshop that evening and Mayor Walkes and Commissioner Babb were not present. Commissioner Walker was concerned about an email and the Commission violating the sunshine law. City Manager stated he was directed by Mayor Walkes to send the email and that is what he did.

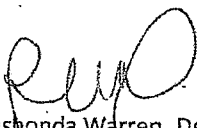
**Mayor Walkes** stated for clarification from the retreat, is letting people know what will be coming up. When it was brought up that this may be a violation of the sunshine law, Mayor Walkes intentions were to inform the Commission but he did not. He ceased and deceased.


**Commissioner Walker** stated to make it clear on record; Mayor Walkes did not speak with the Commission.

**Mayor Walkes** The City will move forward and these are tough decisions, this is why you elected us.

**Walker** continues she would like to apologize for her behavior and it will not happen in the future.

There being no further business to discuss, Mayor Walkes adjourns the meeting at 9:40 p.m.

  
ATTEST: Rashonda Warren, Deputy City Clerk

  
Colin O. Walkes, Mayor