

CITY COMMISSION OF THE CITY OF PAHOKEE

WORKSHOP

Tuesday, April 10, 2018 6:00 p.m.

360 E. Main Street, Pahokee, Florida

This Workshop of the City Commission of the City of Pahokee is being held to discuss the April 10, 2018 Agenda.

A. INVOCATION & PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. TOPIC

D. DISCUSSION, COMMENTS, CONCERNS

E. ADJOURN



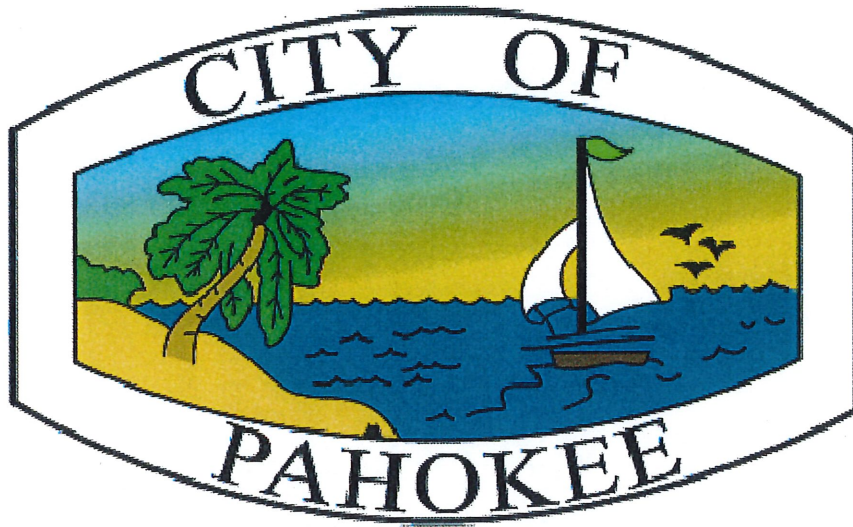
AGENDA

CITY COMMISSION OF THE CITY OF PAHOKEE

REGULAR COMMISSION MEETING

TUESDAY, April 10, 2018 6:30 P.M.

- A. INVOCATION & PLEDGE OF ALLEGIANCE
- B. ROLL CALL:
- C. ADDITIONS, DELETIONS, AND APPROVAL OF AGENDA ITEMS:
 - 1. **Selection of Vice Mayor**
- D. CITIZEN COMMENTS (AGENDA ITEMS ONLY):
- E. PUBLIC SERVICE ANNOUNCEMENTS (FILL OUT PUBLIC COMMENT CARD):
- F. APPROVAL OF MINUTES:
- G. CONSENT AGENDA:
- H. ORDINANCE:
- I. RESOLUTIONS:
 - 1. **RESOLUTION 2018 – 16 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING BUDGET AMENDMENTS No. 3 IN THE AMOUNT OF \$449,400.00, TO THE 2017 - 2018 FISCAL YEAR BUDGET.**
 - 2. **RESOLUTION 2018 – 17 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE SEXUAL HARASSMENT POLICY.**
- J. PUBLIC HEARINGS:
- K. PROCLAMATIONS (approval):
- L. PRESENTATIONS:
 - 1. **Hikari Protection Agency – Business of the Month**
 - 2. **Pahokee Chamber of Commerce – Business of the Month**
- M. REPORT OF THE MAYOR:
- N. REPORT OF THE CITY MANAGER:
- O. REPORT OF THE CITY ATTORNEY:
- P. OLD BUSINESS:
- Q. NEW BUSINESS:
 - 1. **Lieutenant Picciolo (PBSO Report)**
 - 2. **Appoint Member - Pahokee Community Revitalization Corp.**
- R. CITIZEN COMMENTS / GENERAL CONCERNS:
- S. CORRESPONDENCE /COMMENTS AND CONCERNS OF THE CITY COMMISSIONERS:
- T. ADJOURN:



RESOLUTIONS

RESOLUTION 2018 - 16

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE,
FLORIDA, APPROVING BUDGET AMENDMENTS No. 3 IN THE AMOUNT
OF \$449,400.00, TO THE 2017 - 2018 FISCAL YEAR BUDGET.**

WHEREAS, the Fiscal Year 2017-2018 budget was adopted by the City Commission on September 27, 2017; and

WHEREAS, it is necessary to amend the budget to account for a change in the City's financial position.

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

Section 1. The following net increase of \$149,800 is necessary for the General Fund:

General Fund Budget:

Dept. Number	Dept. Name	Description	Rev. & Exp. Amount
541000	Public Works	SWA Grant awarded to the city	89,880.00
555000	Comm & Eco Dev	SWA Grant awarded to the city- Admin Fees	59,920.00

Section 2. The increase facilitates the execution of the above changes for the fiscal year 2017- 2018 budget.

Section 3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 10th day of April, 2018.

ATTESTED:

Tijauna Warner, City Clerk

Keith W. Babb, Jr., Mayor

APPROVED AS TO LEGAL SUFFICIENCY:

Gary M. Brandenburg, City Attorney

Mayor Babb, Jr. _____

Commissioner Everett, III _____

Commissioner Hill _____

Commissioner Murvin _____

Commissioner Walker _____

RESOLUTION 2018 - 17

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA,
APPROVING THE SEXUAL HARASSMENT POLICY.**

WHEREAS, the City of Pahokee, is committed to maintaining a work environment free of harassment; and

WHEREAS, the City of Pahokee, will not tolerate the inappropriate harassment of any of its employees, customers, or individuals who does business with the City; and

WHEREAS, the City of Pahokee, is committed to promptly and thoroughly investigating all complaints of harassment as set forth in this policy.

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

Section 1. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 10th day of April, 2018.

ATTESTED:

Keith W. Babb, Jr., Mayor

Tijauna Warner, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY:

Gary M. Brandenburg, City Attorney

Mayor Babb, Jr. _____

Commissioner Everett, III _____

Commissioner Hill _____

Commissioner Murvin _____

Commissioner Walker _____

PROHIBITION OF HARASSMENT

I. POLICY

The City of Pahokee is committed to maintaining a work environment free of harassment based upon sex (including gender), race, national origin, ethnicity, disability, religion, color, age, pregnancy, veteran status and marital status. The City of Pahokee will not tolerate the inappropriate harassment of any of its employees, customers or any other individual who does business with the City of Pahokee. It is the affirmative responsibility of all personnel for maintaining a workplace that is free from harassment and intimidation.

The City of Pahokee is committed to promptly and thoroughly investigating all complaints of harassment as set forth in this policy. If, after a thorough investigation, it is determined that inappropriate harassment has occurred in violation of this policy, immediate and appropriate disciplinary action, up to potential discharge, will be taken to promptly end the harassment. Appropriate follow-up steps will also be taken where necessary to ensure that the harassment ceases and does not re-occur.

II. DEFINITIONS AND EXAMPLES

A. Sexual Harassment

Improper harassment includes harassment on the basis of one's sex. Prohibited forms of sexual harassment includes, but is not limited to, unwelcome or offensive sexual advances, requests for sexual favors, and any other unwelcome or offensive physical, verbal or visual conduct of a sexual nature such as:

1. Unwelcome sexual propositions;
2. Sexual innuendo;
3. Sexually suggestive remarks;
4. Vulgar or sexually explicit comments, gestures, noises or conduct;
5. Sexually oriented kidding, teasing or practical jokes; and
6. Physical contact of a sexual nature such as brushing against another's body, pinching, grabbing, rubbing, hugging, poking or patting.
7. The publication, to anyone, of documents, objects, text, pictures, or graphics in the workplace that contains material that is of a sexual nature.
8. Using the computer to access any content that contains material of a sexual nature.

Sexual harassment may occur when the intended target of the conduct is not offended, but others find the conduct to be intimidating, hostile, or offensive.

B. Other Forms of Prohibited Improper Harassment

In addition to inappropriate sexual harassment, the City of Pahokee also prohibits harassment on the basis of gender, race, national origin, ethnicity, disability, religion, color, age, pregnancy, veteran status, and marital status. Any verbal or physical conduct of an offensive or harassing nature and which is based upon or directed toward any employee based upon any of these characteristics will not be tolerated. Such prohibited conduct includes, but is not limited to:

1. Derogatory, critical, offensive or uncomplimentary jokes, comments, displays, posters, other written materials based upon another's gender, race, national origin, disability, religion, color, age, pregnancy and marital status.
2. Any physical conduct taken against another individual because of his or her gender, race, national origin, disability, religion, color, age, pregnancy and marital status.
3. Teasing or making fun of another individual's ethnicity, accent, cultural or religious beliefs or practices, mental or physical disabilities or medical limitations and other similar characteristics.

III. THE PREVENTION OF HARASSMENT IN THE WORKPLACE IS EVERY EMPLOYEE'S RESPONSIBILITY.

All personnel are responsible for maintaining a workplace that is free of harassment and intimidation. If any person experiences or witnesses harassment in the workplace, he or she has an affirmative obligation to report the harassment to his or her supervisor, or one of the individuals designated below. If, after an investigation is conducted, it is determined that harassment has occurred, and it is determined that any employee(s) failed to fulfill their affirmative obligation to report it, such a failure may be grounds for discipline.

Upon receiving a report of harassment, supervisors are responsible for immediately reporting it to Director of Human Resources, without regard to whether the harassment involves the supervisor's subordinate employee(s). Failure to report will be grounds for discipline.

Additionally, supervisors, together with the Director of Human Resources, are responsible for ensuring that their employees are properly trained on the City of Pahokee's policies concerning prohibited harassment and retaliation.

IV. COMPLAINT AND INVESTIGATION PROCEDURE FOR PROHIBITED HARASSMENT

A. Reporting Prohibited Harassment

Any employee who believes he or she has been the subject of harassment prohibited by this policy must immediately report the harassment to either (1) his or her supervisor; or, (2) the Director of Human Resources.

Employees are not expected to report harassment to the person they believe is harassing them. However, in such cases, employees are expected to report the harassment to another employee identified above. In the event that the harassment involves the employee's supervisor and the Director of Human Resources, the employee must immediately report the harassment to the City Manager.

If, after reporting the harassment as outlined above, the harassment continues or any further incidents of inappropriate behavior occur, employees must immediately report it. Since the City of Pahokee may not be aware that the harassment is ongoing or that its initial handling of the matter has not satisfactorily resolved the issues or caused the offending conduct to cease, employees are required to report any continuing harassment or new incidents of misconduct even where he or she has previously reported a complaint.

B. Confidentiality and Timeliness of Investigation

All complaints will be handled in a timely and confidential manner. Anyone involved in a complaint will be instructed not to discuss the subject outside the investigation. Personnel violating confidentiality are subject to immediate discipline. Communications will be made to others only on a "need to know" basis. The purpose of this provision is to protect the confidentiality of the employee who files the complaint, to encourage the reporting of any incidents of harassment, and to protect the reputation of any employee wrongfully charged with harassment. All investigations will be completed as promptly as the circumstances of the allegations allow.

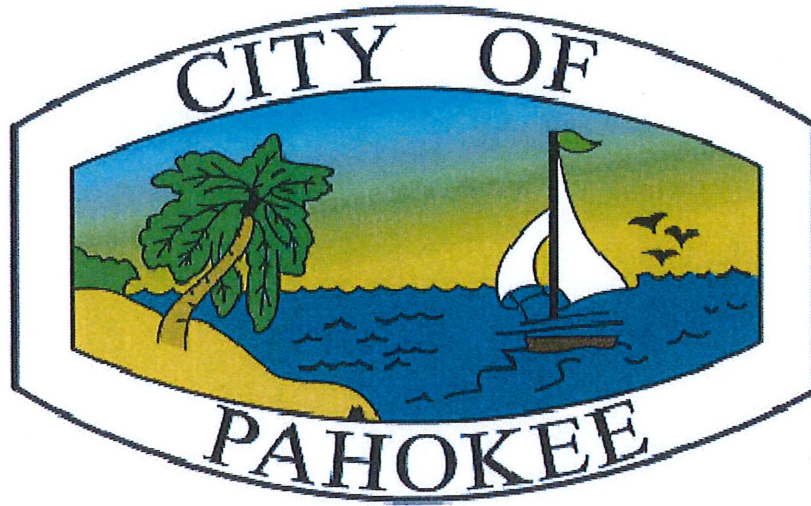
C. Nature of Investigation and Prohibition of Retaliation

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. The investigation may also entail reviewing pertinent documents, e-mail communications, pictures and/or any other relevant physical evidence.

All persons who participate in such an investigation shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or participating in an investigation. Employees who believe they have been subjected to retaliation on the basis of having filed a report of harassment or having participated in an investigation, must immediately report it pursuant to Section IV(A) above. Any employee determined to have retaliated against another individual in violation of this policy will be subject to discipline up to and including potential discharge.

D. Conclusion of Investigation

All investigations will be conducted in a fair and impartial manner. If, after a thorough investigation, it is determined that prohibited harassment or retaliation has occurred, immediate and appropriate action will be taken to promptly remedy any improper conduct and to ensure that no prohibited actions occur in the future. Such action may include discipline of anyone determined to be in violation of this policy, remedial training concerning the City of Pahokee's policies and procedures relating to prohibited harassment and retaliation, and any other measure determined to be necessary for the effective enforcement of this policy.



PRESENTATIONS

Business of the Month

PRESENTED TO:

HIKARI PROTECTION AGENCY

3030 SEVILLE STREET PAHOKEE, FL. 33476

In recognition of Outstanding Service to the Community

on

Presented this 10th day of April 2018

Mayor Keith W. Babb, Jr.

Mayor Keith W. Babb, Jr.

Commissioner Clara Murvin

Commissioner Clara Murvin

Commissioner Diane L. Walker

Commissioner Diane L. Walker

Commissioner Benny L. Everett, III

Commissioner Benny L. Everett, III

Commissioner Felisia C. Hill

Commissioner Felisia C. Hill

Chandler F. Williamson, City Manager

Chandler F. Williamson, City Manager

Business of the Month

PRESENTED TO:

PAHOKEE CHAMBER OF COMMERCE

115 E. MAIN STREET SUITE A PAHOKEE, FL. 33476

In recognition of Outstanding Service to the Community

on

Presented this 10th day of April 2018

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Chandler F. Williamson, City Manager

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