



**CITY COMMISSION OF THE CITY OF PAHOKEE
SPECIAL SESSION MINUTES
Tuesday, July 29th, 2014**

Pursuant to due notice the regularly scheduled Commission workshop meeting was held in the Commission Chambers at 360 E. Main St., Pahokee, Palm Beach County, Florida on July 29th, 2014.

The meeting was called to order by Mayor Walkes at 6:00 p.m.

Official attendance was recorded as follows:

<u>Roll Call:</u>	Mayor Colin Walkes	Present
	City Commissioner Keith Babb	Present @ 6:24 p.m.
	Commissioner Allie Biggs	Present
	Commissioner Felisia Hill	Present
	Vice Mayor Diane Walker	Present
	City Manager Derrek Moore	Present @ 6:03 p.m.
	City Attorney Gary Brandenburg	Present
	Sergeant At Arms Lt. Luty	Absent
	City Clerk Anika Sinclair	Present

Topic

Pahokee Marina

City Attorney Brandenburg advised Mr. Lambert indicated that he no longer has interest in proceeding forward with the Marina Lease Agreement; therefore, there is no one to operate the Marina Restaurant.

Mayor Walkes requested for City Manager Moore's recommendation in proceeding forward.

City Manager Moore stated his recommendation would be that the City of Pahokee goes back out for Request for Proposal (RFP) for the entire facility: the Marina, the Tiki Bar Restaurant, and the Campground.

City Attorney Brandenburg recommended that the entire facility be put up for RFP and that there be a longer term of lease.

Mayor Walkes inquired if the next highest proposer for the Marina Restaurant would be considered. He advised he prefers for the next highest bidder to be considered.

City Manager Moore advised based on the Commission's directives, the City of Pahokee could consider the next highest proposer or go back out for RFP.

Commissioner Biggs advised she does not want the Commission to be blamed for lack of effort; therefore, she read an email, sent from Mr. Robert Lambert from Cruise America Associates LLC:

Dear Commissioners,

I regret to advise that I will not be proceeding with the final Lease Agreement for the Marina Restaurant; a copy of which I just received on July 21, 2014 following my return from Havana. Although the facility is quite extraordinary, after careful consideration, the funding required for a one year lease, is too great. The improvements we would wish to make in order to operate a first class facility far exceed the potential return of our investment and would ensure a substantial loss during our tenure.

We wish you the best in finding a financially sound tenant who can offer the residents of Pahokee a premier facility to which I truly believe you are entitled. Under different circumstances we would be only too happy to assist you, and your fellow Commissioners, in the rejuvenation of the entire facility and o attract a visitor base which can support same.

Thank you for your support and let me know of any assistance we may be able to render in the future.

City Attorney Brandenburg advised the Final Lease Agreement was sent to Mr. Lambert prior to July 21st, 2014. Mr. Lambert left out of the country and he is using it as an excuse for not being able to retrieve the lease.

Mayor Walkes elaborated that the purpose of the one (1) year lease was to analyze the lessee's working relationship with the City of Pahokee. Mayor Walkes inquired if the term of the lease can be extended.

City Attorney Brandenburg replied the term of the lease will only be awarded for the length of time that is specified in the lease.

Vice Mayor Walker stated the representatives of Conchy Mo, should be given the opportunity to come before the Commission to discuss whether or not they would be capable of operating the Marina Restaurant. She advised she agrees that the City of Pahokee needs to go back out for RFP, which is not contingent upon on Conchy Mo's decision.

Commissioner Hill advised it would be reasonable for the City of Pahokee to go back out for RFP.

Commissioner Babb proposed that the City of Pahokee could go back out for RFP or the City of Pahokee could manage the Marina, Campground, and Restaurant with proper advertisement.

Commissioner Biggs advised she read the letter to convey that Mr. Lambert may still have interest.

City Attorney Brandenburg advised during the discussions, Mr. Lambert requested a longer term of lease, but was advised that the accommodations could not be made because the RFP was for one (1) year. He recommended that the City of Pahokee hire a consultant to best configure the property and the RFP, in order for the City of Pahokee to acquire the best deal and to attract the most qualifying candidates.

Mayor Walkes advised Mr. Lambert received ample opportunity to negotiate with the City Attorney. He inquired if City Manager Moore reached out to the Business Development Board (BDB) for consultation on the RFP.

City Manager Moore advised the BDB reviewed the submitted proposals, and selected Cruise America Associates Inc.

Commissioner Babb advised Cruise America Associates Inc's and Conchy Mo's proposals were not comparable.

Mayor Walkes advised he supports considering Conchy Mo to manager the Marina Restaurant. He advised it would take longer to go back out for RFP or to find the money to hire an individual to operate the Marina Restaurant.

City Manager Moore advised Cruise America Associates Inc intent was to put approximately \$26,000 worth of equipment in the facility, as well as repair the roof. Conchy Mo is requesting that the City of Pahokee reimburse them for the stove equipment, if they are not granted the long-term RFP. Conchy Mo is also requesting a rent free transition period of six (6) weeks for the grand opening.

Approval for City Manager Moore to contact Conchy Mo for negotiations of the Marina Restaurant, reach out to a consultant, and go back out for RFP
Motion by Commissioner Biggs. Second by Vice Mayor Walker.
Motion carried unanimously.

PK – YEA

City Manager Moore advised a representative from PK-YEA sent a letter to the City of Pahokee, requesting in-kind contribution from the City of Pahokee of no rent, for the facility at the Parks and Recreation Department.

Cornesha Dukes-Chisholm, Pahokee Bridges Director/Community Partners, provided a copy of PK-YEA's budget for the existing year and a proposed budget for the upcoming year.

City Manager Moore stated PK-YEA pays \$1,800 for the use of the facility, in addition to \$300 for utilities. PK-YEA has five (5) classrooms, which is approximately \$300 per classroom, per month, and an office. The in-kind contribution will be for the \$1,800 of rent.

Cornesha Dukes-Chisholm advised PK-YEA came to the Commission, almost a year ago, to ask for permission to allow the afterschool program to remain at the facility. She advised their intention was to obtain license for approximately 100 children, which is what PK-YEA's budget is based on. Once the Department of Health completed the square footage calculations, PK-YEA was licensed for only 60 children. Mrs. Dukes-Chisholm discussed the financials.

Laura Barry, Vice President of Community Services at Community Partners, discussed the financials for the proposed budget for the upcoming year. She advised PK-YEA has encountered a significant loss. PK-YEA's proposal is for the program to remain at the Parks and Recreation Department facility. PK-YEA will maintain the utilities, the maintenance, and the basic operating cost. Ms. Barry advised they are requesting in-kind rent from the City of Pahokee. There is an anticipated deficit of \$12,000 at the end of the year.

Commissioner Babb advised one of the greatest criticisms of the City of Pahokee is that it is often faced with agencies that request rent-free operations. The City of Pahokee's budget, as well as the deficit in the budget, is very large.

Commissioner Biggs advised her main concern is that the total amount of the rent is proposed for in-kind. She advised it is impossible for the City of Pahokee to approve the request.

Mayor Walkes inquired about the limitations for moving to 100 children.

Mrs. Dukes-Chisholm advised PK-YEA is licensed for a portion of the facility and cannot increase the license capacity, unless additional space at the facility is given to them. The additional space is already being occupied by the middle school license. The City of Pahokee would have to give up the middle school license and a portion of the space, in order for PK-YEA to increase their license capacity to approximately 80 children.

City Manager Moore stated originally, the Health Department approved the City of Pahokee for more than 100 children in the space. After measuring the rooms, the Health Department decreased the capacity to approximately 15 children per classroom. The gymnasium space could not be included, due to the gymnasium renovations. Additional space cannot be offered until the gymnasium renovation is complete.

Mayor Walkes suggested that PK-YEA review their budget to see what can be offered for rent.

Commissioner Biggs inquired as to where PK-YEA will relocate.

Mrs. Dukes-Chisholm advised PK-YEA would relocate to Pahokee Elementary, which is where the PYEA program is located. The rent will be in-kind and PK-YEA's children will be combined with PYEA's children.

Mrs. Paschal advised the bathrooms and doors will have to be renovated before license can be distributed for the gymnasium.

City Manager Moore stated he would not recommend that the City of Pahokee grant use of the facility for no rent. He advised he could recommend use of the facility for reduced rent.

The Commission decided not to accept PK-YEA's proposal for in-kind rent.

21st Century Grant

City Manager Moore advised he has met with Mr. Tate, Office of Community Revitalization, and they have partnered together to submit the 21st Century Grant. He stated their plan is to submit the grant, to start with the K-5 Program and the Middle School group, as well as to seek funding to support the programs. The 21st Century Grant will enable the City of Pahokee to supplement the programs that it offers. City Manager Moore stated the minimum number of years that the grant will provide funding is three (3) years and the maximum number of years that the grant will provide funding is five (5) years. The grant will fund the entire program and there is no match required for the grant. He advised the grant does not fund food for the programs.

Commissioner Hill inquired about the committee members, per requirement of the grant.

City Manager Moore advised the committee members will consist of whomever the City of Pahokee chooses to place on the committee. There is a minimum of 10 people on the committee and a maximum of 15 people on the committee. City Manager Moore stated the grant is due on Friday, August 8th, 2014 and the names of the committee members have to be submitted as well.

There being no further business to discuss, Mayor Walkes adjourns the meeting at 7:38 p.m.



ATTEST: Anika Sinclair, City Clerk



Colin O. Walkes, Mayor