

RESOLUTION NO. 2026-56

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ESTABLISHING, APPROVING, AND ADOPTING A NEW ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL CONSISTING OF NEW AND UPDATED ADMINISTRATIVE POLICIES; PROVIDING FOR SEPARATE ADMINISTRATIVE AND PERSONNEL POLICIES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee ("City") maintains administrative policies and procedures governing various aspects of City operations; and

WHEREAS, the City Commission of the City of Pahokee ("City Commission") finds that consolidating the City's administrative policies into one manual will provide a clear and organized reference for City operations; and

WHEREAS, the City Commission desires to establish a new City of Pahokee Administrative Policies and Procedures Manual consisting of both new administrative policies and updates to existing administrative policies; and

WHEREAS, the Administrative Policies and Procedures Manual is a newly established and separate City document from the City's Personnel Rules and Regulations Manual (Employee Handbook); and

WHEREAS, the Administrative Policies and Procedures Manual does not amend, replace, or supersede the Personnel Rules and Regulations Manual (Employee Handbook), and any revisions to the Employee Handbook shall be considered and adopted separately; and

WHEREAS, the Administrative Policies and Procedures Manual includes the exhibits associated with the policies contained therein; and

WHEREAS, the City Commission finds that adoption of the Administrative Policies and Procedures Manual is in the best interests of the City and its residents.

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

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

Section 2. Approval and Authorization. The City Commission hereby approves and adopts the new City of Pahokee identified in Exhibit “A.” These policies are established as additional City policies and shall supplement existing City policies and procedures. The City Manager is authorized to take all necessary actions to implement the intent of this Resolution.

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 All resolutions in conflict herewith are hereby and expressly repealed.

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

PASSED and ADOPTED this 8th day of September 2026.

Keith W. Babb, Jr., Mayor

ATTEST:

Nylene Clarke, CMC, City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

EXHIBIT "A"

**ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL
(ATTACHED)**