



AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda Bryant, City Manager

FROM: Office of the City Manager

SUBJECT: Administrative Policies and Procedures Manual

DATE: September 08, 2026

GENERAL SUMMARY/BACKGROUND:

1. The City of Pahokee has compiled a new Administrative Policies and Procedures Manual consisting of new administrative policies and updates to existing administrative policies. The Manual is intended to provide a centralized and organized reference for the City's administrative policies and procedures.
2. The Administrative Policies and Procedures Manual includes policies addressing areas such as asset management, financial controls, grant management, information technology, fraud prevention, whistleblower protections, travel, and other administrative matters. The Manual is separate and distinct from the City's Personnel Rules and Regulations Manual (Employee Handbook), and any revisions to the Employee Handbook will be addressed separately.

BUDGET IMPACT:

There is no direct fiscal impact associated with adoption of these new policies.

LEGAL NOTE:

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

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Resolution No. 2026-56