CITY OF PAHOKEE, FLORIDA

Policy Workflows

Operational routes aligned with the Standard Operating Procedures manual

11

matched workflows

Assets • IT • Finance
Travel • Tuition • Grants
Ethics • Reporting

Council Presentation Companion | August 2026

One deck. Eleven coordinated processes.

Use the SOP number to move directly from a workflow to the matching written procedure.

ASSET & IT

SOP-01 Capital assets
SOP-02 Employee retrieval
SOP-03 Elected official retrieval
SOP-04 IT assets & access

FINANCE

SOP-05 Credit cards
SOP-06 Travel
SOP-07 Tuition

GRANTS & ETHICS

SOP-08 Grant lifecycle
SOP-09 CDBG reimbursement
SOP-10 Fraud response
SOP-11 Whistleblower

Capital Asset Lifecycle

Trigger: Purchase, receipt, inventory exception, or disposal need

01 — Authorize

WHO: Requesting Department / Finance Department

PO issued before order

02 — Receive & tag

WHO: Receiving Department / Finance Department

Verify cost/serial; tag before issue

03 — Record & assign

WHO: Finance Director

Ledger/registry + named custodian

04 — Verify annually

WHO: Finance Department / IT Designee

Existence, location, condition

05 — Declare & dispose

WHO: Finance Department / Asset Custodian

Manager memo → Commission resolution → documented disposal

CONTROL GATE

No disposal before Commission resolution; police report within 24 hours for theft or unexplained loss.

Employee & Charter Officer Asset Retrieval

Trigger: Resignation, termination, retirement, suspension, or separation

01 — Notify

WHO: Human Resources

HR alerts supervisor, Finance, and IT

02 — Compile inventory

WHO: Human Resources / Department Head / Finance / IT Services

Assets, keys, records, accounts

03 — Secure access

WHO: IT Services

2 hours involuntary; COB final day voluntary

04 — Collect & inspect

WHO: Human Resources / Department Head / Separating Individual

Return by 4:00 p.m.; special Charter Officer timing

05 — Close or recover

WHO: Human Resources / Finance / IT Services / City Manager

Signed form, data preserved, demand if missing

CONTROL GATE

Preserve City data before device reset; unresolved property requires assessment and written demand.

Elected Official Asset Retrieval

Trigger: Term expiration, resignation, removal, or failure to be re-elected

WHO
City Clerk

01

Give notice

About 30 days before known term end

WHO
City Clerk / IT Services / Finance Department

02

Reconcile inventory

Technology, keys, records, vehicle

WHO
Separating Elected Official / City Clerk

03

Collect property

By 4:00 p.m.; immediate upon removal

WHO
IT Services

04

Disable & preserve

Deactivate access; duplicate data to Clerk

WHO
City Clerk / Finance Director / City Manager

05

Sign & resolve

Asset Return Form; demand/legal recovery if needed

CONTROL GATE

The Clerk controls chain of custody; a removed official's remaining items are due by 10:00 a.m. next morning.

IT Assets, Access & Password Security

Trigger: Purchase, access request/change, reset, quarterly review, loss, separation, or disposal

01 — Approve & buy

WHO: Requesting Department / City Manager / IT Designee

Manager + IT approval; PO; no card

02 — Tag & register

WHO: Finance Department / IT Designee

Serial/MAC/IMEI, custodian, location

03 — Provision least privilege

WHO: Department Head / City Manager / IT Services

Signed request; unique ID; MFA

04 — Review or deactivate

WHO: IT Services / Finance Director / HR or City Clerk

Quarterly audit; separation deadlines

05 — Sanitize & dispose

WHO: City Manager / City Attorney / City Commission / IT Services

Commission surplus action + certificate

CONTROL GATE

Password resets require verified identity, single-use temporary credentials, forced change, and an unalterable log.

Municipal Credit Card Use

Trigger: Card issuance, sign-out, purchase/travel, statement, loss, or suspected misuse

01

WHO
City Manager or City Commission / Finance Director

Authorize card

Manager or Commission approval + training

02

WHO
Finance Department / Cardholder

Sign out & preapprove

Document purpose, dates, cost, funding

03

WHO
Authorized Cardholder

Purchase & document

Authorized use; itemized support

04

WHO
Department Director / Finance Department / Independent Approver

Review & reconcile

Within 5 business days; independent approval

05

WHO
Finance Director / City Manager / City Commission

Pay, report & enforce

Timely payment; quarterly/annual oversight

CONTROL GATE

No self-approval. Return card within 24 hours after non-travel use or two business days after travel.

Official City Travel

Trigger: Need for local, day, overnight, in-state, or out-of-state official travel

01

WHO
Traveler / Department Head / Finance Director

Confirm authority

Budgeted? overnight? out-of-state? >$10K?

02

WHO
Traveler / Department Head / Finance Director

Prepare request

Purpose, agenda, estimates, GSA math

03

WHO
City Manager, Mayor-Commissioner, or City Commission

Approve before booking

Finance certification + correct independent approver

04

WHO
City Clerk / Traveler

Travel economically

Coach; GSA; tax exemption; no double-dip

05

WHO
Traveler / Finance Director

Log & settle

Receipts and Travel Log within 2 business days

CONTROL GATE

City Manager travel requires Mayor-Commissioner approval; Commissioner records require Manager and Finance approval.

Tuition Reimbursement

Trigger: Eligible employee seeks support for a qualifying degree course

WHO
Human Resources

01

Verify eligibility

Full-time, probation complete, 1 year good standing

WHO
Employee / Immediate Supervisor / City Manager

02

Preapprove

Supervisor + Manager before enrollment

WHO
Employee

03

Complete course

Off duty unless Manager approves otherwise

WHO
Employee / Human Resources

04

Submit within 30 days

Grade, tuition, payment, prior approval

WHO
Finance Department / Payroll

05

Calculate & pay

A 100% / B 80% / C 40%; payroll

CONTROL GATE

Maximum $2,000 per employee per fiscal year; three employees per calendar year; one-year service obligation after payment.

Grant Management: Pre-Award to Closeout

Trigger: Project concept, funding opportunity, award, grant transaction, amendment, or closeout

WHO
Recipient Department / Finance Department

01

Develop & assess

Need, outcomes, total cost, match, capacity

WHO
Recipient Department / Finance Department / City Authority

02

Authorize & apply

Complete NOFO review and approved submission

WHO
Finance Department / Recipient Department / City Manager / City Commission

03

Accept & set up

Review terms; fully execute; budget/project code

WHO
Recipient Department / Finance Department / Procurement

04

Perform & monitor

Allowable costs, three-way match, reports

WHO
Recipient Department / Finance Department / Grantor

05

Amend or close

Written approval before change; reconcile and retain

CONTROL GATE

No spending before full execution; reject unsupported lump-sum professional invoices; retain records at least five years after the audit year.

PBC DHES CDBG Reimbursement

Trigger: Monthly close and reimbursement cycle

WHO
Grant Administrator / Program Staff / HR / Accounts Payable

01

Gather evidence

Activity, paid timesheets, checks, fringe proof

WHO
Grant Administrator / Finance Department

02

Reconcile costs

Payroll/fringe agrees to activity and budget

WHO
Grant Administrator

03

Prepare package

Schedules I & III + spreadsheet + support

WHO
City Manager / Grant Administrator

04

Approve & submit

Manager approval; submit by monthly deadline

WHO
Finance Department / Grant Administrator

05

Receive & reconcile

Deposit, record, tracking log, grant balance

CONTROL GATE

Monthly invoice is due no later than the 15th; no request is submitted without complete supporting documentation.

Fraud, Waste & Abuse Response

Trigger: Observation, allegation, audit exception, control failure, or credible indicator

WHO
Employee, Official, Contractor, or Other Reporter

01
Report immediately

Internal leader, OIG, or Ethics channel

WHO
Receiving Official / Records Custodian

02
Preserve & protect

Secure evidence; prevent loss; no retaliation

WHO
City Manager / City Attorney; City Clerk if Manager is subject

03
Assign independent review

Clerk path if Manager is subject

WHO
Assigned Investigator / External Authority

04
Investigate or refer

OIG, Ethics, State Attorney, law enforcement

WHO
Appropriate City Authority / Finance / HR

05
Correct & recover

Findings, discipline, restitution, controls

CONTROL GATE

No subject or conflicted official controls the review; official-level findings require Commission notice and appropriate external referral.

SOP-11 • PROCESS OWNER: MANAGER, HR DIRECTOR, OR CITY ATTORNEY

Whistleblower Complaint Workflow

Trigger: Protected disclosure or allegation of retaliation

WHO
Receiving Official: Manager, HR Director, or City Attorney

01

Secure & log

Confidential intake; preserve identity/evidence

WHO
Receiving Official

02

Acknowledge

Written receipt within 3 business days

WHO
Receiving Official / Counsel

03

Assess & assign

Within 10 business days; check conflicts

WHO
Independent Investigator / OIG / State Attorney

04

Investigate

Independent path; complete within 60 days

WHO
City Manager or City Commission / HR

05

Remedy & close

Extension notice, findings, action, secure file

CONTROL GATE

Retaliation complaint: file within 60 calendar days; HR or independent reviewer completes expedited review within 30 days.