

# CITY OF PAHOKEE



## AGENDA

**City Commission Regular Meeting**  
Tuesday, April 28, 2026, at 6:00 PM

Pahokee Commission Chambers  
360 East Main Street  
Pahokee, Florida 33476

### **CITY COMMISSION:**

Mayor Keith W. Babb, Jr.  
Vice Mayor Isabelle J. McDonald  
Commissioner Sanquetta Cowan-Williams  
Commissioner Everett D. McPherson, Sr.  
Commissioner James H. Scott

### **CHARTER OFFICERS:**

Brenda L. Bryant, City Manager  
Nylene Clarke, City Clerk  
Burnadette Norris-Weeks, P.A., City Attorney

[TENTATIVE: SUBJECT TO REVISION]

## AGENDA

- A. CALL TO ORDER**
- B. INVOCATION AND PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. ADDITIONS OF EMERGENCY BASIS FROM CITY MANAGER, DELETIONS AND APPROVAL OF AGENDA ITEMS**
- E. PRESENTATIONS / PROCLAMATIONS / PUBLIC SERVICE ANNOUNCEMENTS / PUBLIC COMMENTS** (*agenda items only*)

*(This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing the Commission, state your name and address for the record)*

- 1. Proclamation - April 2026 as Second Chance Month
- 2. Proclamation - May 2026 as Mental Health Awareness & Trauma-Informed Care Month
- 3. Proclamation - Honoring and Recognizing District 6 School Board Member, Mrs. Marcia Andrews

- F. CONSENT AGENDA**

- 1. March 24, 2026 City Commission Meeting Minutes
- 2. April 6, 2026 City Commission Special Meeting Minutes
- 3. April 14, 2026 City Commission Meeting Minutes

- G. OLD BUSINESS** (*discussion of existing activities or previously held events, if any*)

- H. PUBLIC HEARINGS AND/OR ORDINANCES**

- I. RESOLUTION(S)**

- 1. RESOLUTION 2026-14 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, UPDATING THE DESIGNATION OF THE CITY OF PAHOKEE'S VOTING DELEGATE AND ALTERNATE(S) TO THE PALM BEACH COUNTY LEAGUE OF CITIES, INC., AS SET FORTH HERETO IN EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.
- 2. RESOLUTION 2026-15 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING THE SIGNATORIES FOR VARIOUS BANK ACCOUNTS OF THE CITY OF PAHOKEE AT PNC BANK, N.A.; RECOGNIZING, BRENDA BRYANT, CITY MANAGER, AS AN ADDITIONAL SIGNATORY; REMOVING TAMMY BUSSEY AS A SIGNATORY; AUTHORIZING CITY OFFICIALS TO EXECUTE ALL NECESSARY DOCUMENTS TO COMPORT WITH THIS RESOLUTION AND WITH PNC BANKING REQUIREMENTS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.
- 3. RESOLUTION 2026-16 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING THE CITY'S PERSONNEL MANUAL TO UPDATE THE ETHICS TRAINING POLICY; PROVIDING FOR ADOPTION OF

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REPRESENTATIONS; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

4. RESOLUTION 2026-17 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING A CONTRACT WITH BRENDA L. BRYANT PERTAINING TO THE POSITION OF CITY MANAGER FOR THE CITY OF PAHOKEE; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

**J. NEW BUSINESS** (*presentation by city manager of activity or upcoming event, if any*)

1. Discussion and Direction: Town Hall Meeting Regarding Displaced Residents

**K. REPORT OF THE MAYOR**

**L. REPORT OF THE CITY MANAGER**

**M. REPORT OF THE CITY ATTORNEY**

**N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**

**O. GENERAL PUBLIC COMMENTS** (*items not on the agenda*)

**P. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER** (*community events, feel good announcements, if any*)

**Q. ADJOURN**

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Any citizen of the audience wishing to appear before the City Commission to speak with reference to any agenda or non-agenda item must complete the “Request for Appearance and Comment” form and present completed form to the City Clerk prior to commencement of the meeting.

Should any person seek to appeal any decision made by the City Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (Reference: Florida Statutes 286.0105)

In accordance with the provisions of the Americans with Disabilities Act (ADA), this document can be made available in an alternate format upon request. Special accommodations can be provided upon request with three (3) days advance notice of any meeting, by contacting the Office of the City Clerk at 561-924-5534. If hearing impaired, contact Florida Relay at 800-955-8771 (TDD) or 800-955-8770 (Voice), for assistance. (Reference: Florida Statutes 286.26)

# PROCLAMATION

**WHEREAS**, the City of Pahokee recognizes April as Second Chance Month, a time to acknowledge the importance of supporting individuals returning from incarceration and providing pathways to successful reintegration; and

**WHEREAS**, successful reentry strengthens families, reduces recidivism, and contributes to safer, more resilient communities; and

**WHEREAS**, People of Purpose has established the first comprehensive, peer-driven reentry program serving the western region of Palm Beach County, offering mentorship, housing support, workforce development, and life skills training; and

**WHEREAS**, this initiative brings hope, structure, and opportunity to individuals seeking to rebuild their lives with dignity and purpose.

**NOW, THEREFORE**, I, Keith W. Babb, Jr., Mayor of the City of Pahokee, Florida, on behalf of the City Commission, do hereby proclaim **April 2026** as **Second Chance Month** and proudly recognizes and celebrates the grand opening of the People of Purpose Reentry Program, encouraging all residents, businesses, and community partners to support efforts that promote restoration, opportunity, and second chances for all.

In official recognition whereof, I hereunto set my hand and caused the seal of Pahokee to be affixed this 28<sup>th</sup> day of April 2026.



*Keith W. Babb, Jr.*  
\_\_\_\_\_  
Mayor Keith W. Babb, Jr.

*Isabelle J. McDonald*  
\_\_\_\_\_  
Vice Mayor Isabelle J. McDonald

*Sanquetta Cowan-Williams*  
\_\_\_\_\_  
Commissioner Sanquetta Cowan-Williams

*Everett D. McPherson, Sr.*  
\_\_\_\_\_  
Commissioner Everett D. McPherson, Sr

*James H. Scott*  
\_\_\_\_\_  
Commissioner James H. Scott

# PROCLAMATION

**WHEREAS**, the City of Pahokee recognizes that mental health is an essential part of overall health and well-being, affecting how we think, feel, and act as we navigate the complexities of life; and

**WHEREAS**, trauma is a widespread experience that can have profound and lasting effects on physical, emotional, and social health, particularly within communities that have faced systemic challenges or historical hardships; and

**WHEREAS**, Trauma-Informed Care is a compassionate framework that shifts the conversation from "What is wrong with you?" to "What happened to you?"—prioritizing safety, trustworthiness, and empowerment for all residents; and

**WHEREAS**, the residents of Pahokee deserve access to a supportive environment where mental health struggles are met with understanding rather than stigma, and where recovery is seen as a tangible and achievable goal; and

**WHEREAS**, by promoting awareness and adopting trauma-informed practices, our city departments, educators, healthcare providers, and law enforcement can better serve our citizens with empathy and resilience; and

**WHEREAS**, the City of Pahokee is committed to fostering a "Community of Hope" where every individual feels seen, heard, and supported in their journey toward healing.

**NOW, THEREFORE**, I, Keith W. Babb, Jr., Mayor of the City of Pahokee, Florida, on behalf of the City Commission, do hereby proclaim the month of May 2026 as **Mental Health Awareness & Trauma-Informed Care Month**, and encourage all citizens, government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of mental health, reducing stigma, and implementing trauma-informed practices to build a stronger, more resilient Pahokee.

In official recognition whereof, I hereunto set my hand and caused the seal of Pahokee to be affixed this 28<sup>th</sup> day of April 2026.



*Keith W. Babb, Jr.*  
\_\_\_\_\_  
Mayor Keith W. Babb, Jr.

*Isabelle J. McDonald*  
\_\_\_\_\_  
Vice Mayor Isabelle J. McDonald

*Sanquetta Cowan-Williams*  
\_\_\_\_\_  
Commissioner Sanquetta Cowan-Williams

*Everett D. McPherson, Sr.*  
\_\_\_\_\_  
Commissioner Everett D. McPherson, Sr

*James H. Scott*  
\_\_\_\_\_  
Commissioner James H. Scott

# PROCLAMATION

**WHEREAS**, District 6 School Board Member, Marcia Andrews, has demonstrated an unwavering commitment to education, leadership, and community advancement throughout the Glades Region and Palm Beach County; and

**WHEREAS**, Mrs. Andrews was elected to the Palm Beach County School Board representing District 6 in 2010, and was subsequently reelected in 2014, 2018, and 2022, reflecting the continued trust and confidence of the community she serves; and

**WHEREAS**, Mrs. Andrews has served with distinction as Vice Chair of the School Board, providing leadership and advocacy on behalf of students, families, and educators; and

**WHEREAS**, recognizing the unique needs of the Glades Region, Mrs. Andrews established a School Board Members' satellite office in 2012 to ensure greater accessibility and direct engagement with residents; and

**WHEREAS**, Mrs. Andrews has been instrumental in expanding educational opportunities in the Glades through her support of the opening of Gove Elementary School in 2013, as well as Glade View Elementary School and Rosenwald Elementary School in 2015; and

**WHEREAS**, Mrs. Andrews supported the reopening of the West Technical Education Center in Belle Glade, strengthening workforce development and career training opportunities for residents; and

**WHEREAS**, Mrs. Andrews established the Glades Career Readiness Roundtable (GCRR), a collaborative initiative focused on meeting the academic and career readiness needs of both students and adults in the Glades Region; and

**WHEREAS**, under her leadership and vision, the Glades Career Readiness Roundtable has secured more than \$2 million in funding to support programs and opportunities that benefit the Glades community; and

**WHEREAS**, throughout her distinguished career, Mrs. Andrews has recruited thousands of employees to the Palm Beach County School District, contributing to the growth and success of the educational system; and

**WHEREAS**, Mrs. Andrews has further demonstrated her commitment to the community through her service as a member of the Glades Tri-Cities Education Board and her ongoing advocacy for educational equity and opportunity; and

**WHEREAS**, the City of Pahokee recognizes Mrs. Marcia Andrews as a steadfast champion for education, a dedicated public servant, and a transformative leader whose efforts have positively impacted generations of residents in the Glades Region.

**NOW, THEREFORE**, I, Keith W. Babb, Jr., Mayor of the City of Pahokee, Florida, on behalf of the City Commission, do hereby honor and recognize **Mrs. Marcia Andrews** for her outstanding contributions, leadership, and unwavering dedication to improving education and expanding opportunities in the Glades Region; and

**BE IT FURTHER PROCLAIMED** that the City of Pahokee extends its deepest gratitude and appreciation for her service and commends her for the lasting legacy she continues to build in our community.

In official recognition whereof, I hereunto set my hand and caused the seal of Pahokee to be affixed this 28<sup>th</sup> day of April 2026.



*Keith W. Babb, Jr.*  
\_\_\_\_\_  
Mayor Keith W. Babb, Jr.

*Isabelle J. McDonald*  
\_\_\_\_\_  
Vice Mayor Isabelle J. McDonald

*Sanquetta Cowan-Williams*  
\_\_\_\_\_  
Commissioner Sanquetta Cowan-Williams

*Everett D. McPherson, Sr.*  
\_\_\_\_\_  
Commissioner Everett D. McPherson, Sr

*James H. Scott*  
\_\_\_\_\_  
Commissioner James H. Scott

# CITY OF PAHOKEE



## MINUTES

**City Commission Regular Meeting**  
Tuesday, March 24, 2026, at 6:00 PM

Pahokee Commission Chambers  
360 East Main Street  
Pahokee, Florida 33476

### **CITY COMMISSION:**

Mayor Keith W. Babb, Jr.  
Vice Mayor Sanquetta Cowan-Williams  
Commissioner Isabelle J. McDonald  
Commissioner Everett D. McPherson, Sr.  
Commissioner James H. Scott

### **CHARTER OFFICERS:**

Tammy Bussey, Interim City Manager  
Nylene Clarke, City Clerk  
Burnadette Norris-Weeks, P.A., City Attorney

## AGENDA

### A. CALL TO ORDER

Mayor Babb called the Meeting to order at 6:11 PM.

### B. INVOCATION AND PLEDGE OF ALLEGIANCE

Commission McPherson led the Invocation, followed by the Pledge of Allegiance.

### C. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.  
Vice Mayor Sanquetta Cowan-Williams  
Commissioner Isabelle J. McDonald  
Commissioner Everett D. McPherson, Sr.  
Commissioner James H. Scott  
Raquel Prince, Acting City Manager  
Burnadette Norris-Weeks, City Attorney  
Nylene Clarke, City Clerk

### D. ADDITIONS OF EMERGENCY BASIS FROM CITY MANAGER, DELETIONS AND APPROVAL OF AGENDA ITEMS

Motion made by Vice Mayor Cowan-Williams to accept the agenda as printed. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

### E. PRESENTATIONS / PROCLAMATIONS / PUBLIC SERVICE ANNOUNCEMENTS / PUBLIC COMMENTS *(agenda items only)*

1. Proclamation - March 2026 as Women's History Month
2. Proclamation - Honoring Women In the Community In Recognition of Women's History Month (March 2026)

### F. CONSENT AGENDA

1. March 10, 2026 City Commission Meeting Minutes

Motion made by Vice Mayor Cowan-Williams to accept the Consent Agenda. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

### G. OLD BUSINESS *(discussion of existing activities or previously held events, if any)*

### H. PUBLIC HEARINGS AND/OR ORDINANCES

### I. RESOLUTION(S)

1. RESOLUTION 2026-09 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AUTHORIZING A PIGGYBACK OF THE CITY OF LAKE WORTH BEACH'S AGREEMENT WITH C.A.P. GOVERNMENT, INC. FOR BUILDING DEPARTMENT INSPECTION, PLAN REVIEW, CODE ENFORCEMENT INSPECTIONS AND BUILDING OFFICIAL SERVICES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The title of the resolution was read into the record by the City Attorney and was explained by the Acting City Manager.

Motion made by Commissioner McPherson to accept Resolution 2026-09. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

2. RESOLUTION 2026-10 A RESOLUTION OF THE CITY COMMISSION OF PAHOKEE, FLORIDA, AUTHORIZING THE SUBMISSION OF THREE NEIGHBORHOOD ENGAGEMENT AND TRANSFORMAITON (NEAT) GRANT APPLICATIONS; AUTHORIZING CERTAIN CITY OFFICIALS TO EXECUTE NECESSARY DOCUMENTS FOR THE SUBMISSION; PROVIDING AN EFFECTIVE DATE.

The title of the resolution was read into the record by the City Attorney and was explained by the Acting City Manager.

Motion made by Commissioner McPherson to accept Resolution 2026-10. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

**J. NEW BUSINESS** (*presentation by city manager of activity or upcoming event, if any*)

1. Discussion of considering evaluations for the Interim City Manager and the City Clerk

**K. REPORT OF THE MAYOR**

**L. REPORT OF THE CITY MANAGER**

**M. REPORT OF THE CITY ATTORNEY**

**N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**

Motion made by Commissioner McPherson to add to the next agenda, the Clerk's evaluation. Discussion ensued.

Commissioner McPherson restated for clarification, "I'd like to make a motion that we complete the Clerk's evaluation from July 1, 2024 through June 30, 2025". The motion was duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner McPherson to add the next agenda, a budget review. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Mayor Babb to add to a future agenda, the discussion and workshop for an RFP for the marina, restaurant, and campground. Duly seconded by Commissioner McPherson and passed unanimously. (Clerk's Note: This includes the City Attorney's suggestion of having due diligence done prior to the meeting)

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner McDonald to add to a future agenda, adopting a dignity pledge and having it placed on the website. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Commissioner McDonald to add to a future agenda, reviewing the boards and coming up with a plan to have them implemented and working. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Vice Mayor Cowan-Williams, for a future agenda, that all job changes and the organization chart come to the Commission and be approved by the Commission. Duly seconded by Commissioner McPherson and passed unanimously. (Clerk's Note: This includes the City Attorney's suggestion to allow legal to ensure any proposed legislation be compliant with the City's Code)

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

Motion made by Vice Mayor Cowan-Williams to conduct Permanent City Manager interviews on April 14, 2026, and HR will get with the City Attorney for the questions. Duly seconded by Commissioner McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

**O. GENERAL PUBLIC COMMENTS** (*items not on the agenda*)

**P. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER** (*community events, feel good announcements, if any*)

**Q. ADJOURN**

Motion made by Vice Mayor Cowan-Williams to adjourn the meeting. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 8:54 PM.

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Mayor Keith W. Babb, Jr.

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ATTEST: Nylene Clarke, CMC, City Clerk

# CITY OF PAHOKEE



## MINUTES

**City Commission Special Meeting**  
Monday, April 06, 2026, at 3:00 PM

Pahokee Commission Chambers  
360 East Main Street  
Pahokee, Florida 33476

### **CITY COMMISSION:**

Mayor Keith W. Babb, Jr.  
Vice Mayor Sanquetta Cowan-Williams  
Commissioner Isabelle J. McDonald  
Commissioner Everett D. McPherson, Sr.  
Commissioner James H. Scott

### **CHARTER OFFICERS:**

Tammy Bussey, Interim City Manager  
Nylene Clarke, City Clerk  
Burnadette Norris-Weeks, P.A., City Attorney

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## AGENDA

### A. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Babb called the meeting to order at 3:05 PM.

Commissioner McPherson led the Invocation, followed by the Pledge of Allegiance.

### B. ROLL CALL

#### PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Isabelle J. McDonald

Commissioner Everett D. McPherson, Sr.

Tammy Bussey, Interim City Manager

Burnadette Norris-Weeks, City Attorney (via phone)

Nylene Clarke, City Clerk

#### ABSENT

Commissioner James H. Scott

### C. TOPIC

#### 1. ADDRESSING MATTERS INVOLVING CHARTER MEMBERS ON APRIL 2, 2026

Mayor Babb provided an overview of the topic and discussion ensued. No formal action was taken.

### D. PUBLIC COMMENTS

### E. ADJOURN

Motion made by Vice Mayor Cowan-Williams to adjourn the meeting. Duly seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson

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Mayor Keith W. Babb, Jr.

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ATTEST: Nylene Clarke, CMC, City Clerk

# CITY OF PAHOKEE



## MINUTES

**City Commission Regular Meeting**  
Tuesday, April 14, 2026, at 6:00 PM

Pahokee Commission Chambers  
360 East Main Street  
Pahokee, Florida 33476

### **CITY COMMISSION:**

Mayor Keith W. Babb, Jr.  
Vice Mayor Sanquetta Cowan-Williams  
Commissioner Isabelle J. McDonald  
Commissioner Everett D. McPherson, Sr.  
Commissioner James H. Scott

### **CHARTER OFFICERS:**

Tammy Bussey, Interim City Manager  
Nylene Clarke, City Clerk  
Burnadette Norris-Weeks, P.A., City Attorney

## AGENDA

### A. CALL TO ORDER

Mayor Babb called the meeting to order 6:07 PM.

### B. INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner McPherson led the Invocation, followed by the Pledge of Allegiance.

### C. ROLL CALL

#### PRESENT

Mayor Keith W. Babb, Jr.  
Vice Mayor Sanquetta Cowan-Williams  
Commissioner Isabelle J. McDonald  
Commissioner Everett D. McPherson, Sr.  
Commissioner James H. Scott  
Tammy Bussey, Interim City Manager  
Burnadette Norris-Weeks  
Nylene Clarke, City Clerk

### D. ADDITIONS OF EMERGENCY BASIS FROM CITY MANAGER, DELETIONS AND APPROVAL OF AGENDA ITEMS

Motion made by Commissioner McDonald to accept the additions (Resolution 2026-12 and Resolution 2026-13) to the agenda. Duly seconded by Vice Mayor Cowan-Williams and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

### E. PRESENTATIONS / PROCLAMATIONS / PUBLIC SERVICE ANNOUNCEMENTS / PUBLIC COMMENTS (*agenda items only*)

#### 1. INTERVIEWS – CITY MANAGER POSITION

NOTE: THE CITY OF PAHOKEE HAS RECEIVED APPLICATIONS FROM THE FOLLOWING INDIVIDUALS (ALPHABETIZED BY LAST NAME). THE CITY COMMISSION WILL DETERMINE THE ORDER OF INTERVIEWS.

BRENDA BRYANT

RAMSAY BULKELEY

TAMMY BUSSEY

KIM JOHNSON

The following candidates were interviewed: Brenda Bryant, Tammy Bussey, and Kim Johnson.

Ramsay Bulkeley was not present.

Following the interviews, the Commission deliberated.

### F. CONSENT AGENDA

### G. OLD BUSINESS (*discussion of existing activities or previously held events, if any*)

### H. PUBLIC HEARINGS AND/OR ORDINANCES

**I. RESOLUTION(S)**

1. RESOLUTION 2026-11 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPOINTING \_\_\_\_\_ AS THE PERMANENT CITY MANAGER; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR APPOINTMENT; PROVIDING FOR COMPENSATION; PROVIDING FOR AN EFFECTIVE DATE.

The title of the resolution was read into the record by the City Attorney and was explained by the City Clerk.

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2026-11, appointing Brenda Bryant as Permanent City Manager. Duly, Seconded by Commissioner McPherson and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

2. RESOLUTION 2026-12 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING THE SIGNATORIES FOR VARIOUS BANK ACCOUNTS OF THE CITY OF PAHOKEE AT PNC BANK, N.A; RECOGNIZING TAMARA DOWDELL, FINANCE DIRECTOR, AS AN ADDITIONAL SIGNATORY; AUTHORIZING CITY OFFICIALS TO EXECUTE ALL NECESSARY DOCUMENTS TO COMPORT WITH THIS RESOLUTION AND WITH PNC BANKING REQUIREMENTS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

The title of the resolution was read into the record by the City Attorney and was explained by the City Clerk.

Motion made by Vice Mayor Cowan-Williams to accept Resolution 2026-12. Duly seconded by Commissioner McPherson and passed (4–0), with 1 abstention.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McPherson, Commissioner Scott

Voting Abstaining: Commissioner McDonald

(Clerk’s Note: See attached Form 8B – Memorandum of Voting Conflict)

3. RESOLUTION 2026-13 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPOINTING A VICE- MAYOR PURSUANT TO ARTICLE II, SECTION 2.04 (B) OF THE CITY OF PAHOKEE’S CHARTER; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

The title of the resolution was read into the record by the City Attorney and was explained by the City Clerk.

Motion made by Commissioner McPherson to appoint Commissioner McDonald as Vice Mayor (via Resolution 2026-13). Duly seconded by Commissioner Scott and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Cowan-Williams, Commissioner McDonald, Commissioner McPherson, Commissioner Scott

**J. NEW BUSINESS** *(presentation by city manager of activity or upcoming event, if any)*

**K. REPORT OF THE MAYOR**

**L. REPORT OF THE CITY MANAGER**

**M. REPORT OF THE CITY ATTORNEY**

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**N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**

Motion made by Commissioner McPherson to add to a future agenda, having a town hall related to the displaced residents. Duly seconded by Vice Mayor McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor McDonald, Commissioner Cowan-Williams, Commissioner McPherson, Commissioner Scott

**O. GENERAL PUBLIC COMMENTS** (*items not on the agenda*)

**P. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER** (*community events, feel good announcements, if any*)

**Q. ADJOURN**

Motion made by Commissioner Cowan-Williams. Duly seconded by Vice Mayor McDonald and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor McDonald, Commissioner Cowan-Williams, Commissioner McPherson, Commissioner Scott

There being no further business to discuss, Mayor Babb adjourned the meeting at 9:00 PM.

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Mayor Keith W. Babb, Jr.

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ATTEST: Nylene Clarke, CMC, City Clerk



# AGENDA

## MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Office of the City Clerk

SUBJECT: Designation of Voting Delegate and Alternates to the Palm Beach County League of Cities, Inc.

DATE: April 28, 2026

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**GENERAL SUMMARY/BACKGROUND:**

On November 14, 2025, the City Commission voted to appoint a voting delegate and alternates to the Palm Beach County League of Cities, Inc. Since that time, personnel changes have occurred among elected officials and/or staff. As a result, it is necessary for the City of Pahokee to revise and update its official designation of the voting delegate and alternates.

**BUDGET IMPACT:**

There is no budget impact associated with approving this item.

**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 of the item.

**ATTACHMENTS:**

Resolution 2026-14

**RESOLUTION NO. 2026-14**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, UPDATING THE DESIGNATION OF THE CITY OF PAHOKEE’S VOTING DELEGATE AND ALTERNATE(S) TO THE PALM BEACH COUNTY LEAGUE OF CITIES, INC., AS SET FORTH HERETO IN EXHIBIT “A”; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee (“City”) previously voted to appoint a voting delegate and alternates to the Palm Beach County League of Cities, Inc.; and

**WHEREAS**, due to position changes that have occurred in City leadership, it is necessary for the City to update its designation of voting delegates and alternates with the Palm Beach County League of Cities, Inc., as set forth in Exhibit “A”; and

**WHEREAS**, the City Commission of the City of Pahokee (“City Commission”) deems it to be in the best interests of the City to designate new voting delegates and alternates to the Palm Beach County League of Cities, Inc.

**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.** Appointment of Delegates. The City of Pahokee hereby appoints the delegates and alternate(s) to the Palm Beach County League of Cities, Inc., as set forth in attached Exhibit “A”.

**Section 3.** Conflict. All resolutions, parts of resolutions, or previous forms in conflict with this resolution are hereby repealed.

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

**PASSED and ADOPTED** this 28<sup>th</sup> day of April 2026.

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Nylene Clarke, CMC, City Clerk

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

\_\_\_\_\_  
Burnadette Norris-Weeks, Esq.  
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"

**Designation of Voting Delegate & Alternate(s) to the  
Palm Beach County League of Cities, Inc.**

(ATTACHED)



# Designation of Voting Delegate & Alternate(s) to the Palm Beach County League of Cities, Inc.

In accordance with Article Four of the Bylaws of the Palm Beach County League of Cities, Inc., as amended January 25, 2017, the governing body of (City, Town, or Village name):

City of Pahokee

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Took the official action and designated the following voting delegate and alternate(s) to vote on behalf of the above named municipality at any League of Cities general membership meeting, special general membership meeting and/or function of the general membership. This designation applies **ONLY** to weighting voting items for the General Membership.

*Voting Delegate:* Mayor Keith W. Babb, Jr. *Email:* kbabb@cityofpahokee.com

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*Alternate(s):* Vice Mayor Isabelle J. McDonald *Email:* imcdonald@cityofpahokee.com

---

*Alternate(s):* Commissioner Sanquetta Cowan-Williams *Email:* scowan-williams@cityofpahokee.com

---

*Alternate(s):* Commissioner Everett D. McPherson, Sr. *Email:* emcpherson@cityofpahokee.com

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*Alternate(s):* Commissioner James H. Scott *Email:* jscott@cityofpahokee.com

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*Alternate(s):* Brenda L. Bryant, City Manager *Email:* bbryant@cityofpahokee.com

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*Alternate(s):* Nylene Clarke, City Clerk *Email:* cityclerk@cityofpahokee.com

---

Action taken this 28th day of April, 2026

\_\_\_\_\_  
*Mayor Signature*

Attest:

\_\_\_\_\_  
*Clerk Signature (SEAL)*



# AGENDA

## MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Office of the City Manager

SUBJECT: PNC Signatories – Adding Brenda Bryant and Removing Tammy Bussey

DATE: April 28, 2026

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**GENERAL SUMMARY/BACKGROUND:**

The City of Pahokee (“City”) maintains designated authorized signatories for its official bank accounts to ensure proper financial controls and continuity of operations. Due to change(s) in personnel and unforeseen requirements, it is necessary to ratify the list of authorized signatories.

Historically, the City Commission approved the addition of Tamara Dowdell, Finance Director, as an authorized signatory through Resolution 2016-12. However, during the bank’s review process, PNC Bank required additional authorization and confirmation from the City Manager to validate and process signatory authority in accordance with its internal banking requirements. Therefore, PNC Bank acknowledged Resolution 2026-11, formally recognizing and appointing Brenda Bryant as permanent City Manager.

Further, due to operational needs, including the timely processing of payroll and other financial obligations, it was necessary to initiate updates to the City’s bank signatories to ensure continuity of financial operations. This included adding Brenda Bryant, City Manager, as an authorized signatory and removing Tammy Bussey, former Interim City Manager. All other authorized signatories on the City’s bank accounts remained unchanged.

**BUDGET IMPACT:**

There is no budget impact associated with approving this item.

**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 of the item.

**ATTACHMENTS:**

Resolution 2026-15

**RESOLUTION 2026-15**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING THE SIGNATORIES FOR VARIOUS BANK ACCOUNTS OF THE CITY OF PAHOKEE AT PNC BANK, N.A; RECOGNIZING, BRENDA BRYANT, CITY MANAGER, AS AN ADDITIONAL SIGNATORY; REMOVING TAMMY BUSSEY AS A SIGNATORY; AUTHORIZING CITY OFFICIALS TO EXECUTE ALL NECESSARY DOCUMENTS TO COMPORT WITH THIS RESOLUTION AND WITH PNC BANKING REQUIREMENTS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee (“City”) recognizes PNC Bank, N.A. as its financial institution; and

**WHEREAS**, pursuant to Resolution 2026-11, the City Commission formally recognized and appointed Brenda Bryant as City Manager; and

**WHEREAS**, PNC Bank, N.A. has acknowledged and accepted Resolution 2026-11 for purposes of recognizing Brenda Bryant as City Manager, however, the City Commission desires to formally approve Brenda Bryant as an authorized signatory and further remove prior Interim City Manager Tammy Bussey; and

**WHEREAS**, the current signatories for the City’s banking accounts are Mayor Keith W. Babb, Jr., Nylene Clarke, City Clerk, and Tamara Dowdell, Finance Director; and

**WHEREAS**, the City Commission finds it to be in the best interest of the City to update and confirm authorized signatories and ensure all banking records accurately reflect current leadership and authority.

**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.**        Authorization of Signatory. The City Commission of the City of Pahokee, Florida hereby authorizes additional signatory, Brenda Bryant as the City Manager for inclusion on the City’s banking accounts at PNC Bank, N.A. The City Commission further removes Tammy Bussey, as a signatory at PNC Bank, N.A. with all others remaining the same.

**SECTION 3.** Effective Date. This Resolution shall become effective immediately upon passage and adoption.

**PASSED** and **ADOPTED** this 28<sup>th</sup> day of April, 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)



## AGENDA

### MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Office of the City Clerk

SUBJECT: Amending City's Personnel Rules and Regulations - Ethics Training Policy

DATE: April 28, 2026

---

#### **GENERAL SUMMARY/BACKGROUND:**

The purpose of this item is to amend the existing Ethics Training Policy within the Personnel Manual to reflect updated procedures and administrative responsibilities.

Key updates include:

- Reassigning coordination and recordkeeping responsibilities
- Clarifying training timelines and requirements
- Updating acknowledgment and filing procedures
- Improving internal coordination

This amendment does not create a new policy but revises the existing policy for clarity, consistency, and compliance.

#### **BUDGET IMPACT:**

There is no budget impact associated with approving this item.

#### **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 of the item.

#### **ATTACHMENTS:**

Resolution 2026-16

**RESOLUTION NO. 2026-16**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING THE CITY'S PERSONNEL MANUAL TO UPDATE THE ETHICS TRAINING POLICY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee maintains a Personnel Manual governing policies applicable to City employees and officials; and

**WHEREAS**, Palm Beach County Code of Ethics §2-446(a) requires municipalities to establish a mandatory ethics training schedule for officials and employees, including periodic follow-up training; and

**WHEREAS**, the City Commission finds it necessary and appropriate to update the Ethics Training Policy to ensure compliance with applicable requirements and to improve administrative efficiency; and

**WHEREAS**, the proposed amendments clarify training procedures, recordkeeping responsibilities, and coordination between departments; and

**WHEREAS**, the City Commission finds that amending the City's personnel manual to update the Ethics Training Policy is in the best interests of the City.

**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.** Adoption and Amendments to Ethics Training Policy. The Ethics Training Policy within the City of Pahokee's Personnel Manual is hereby adopted and amended as set forth in Exhibit "A" attached hereto. The City Manager is authorized to make non-substantive amendments to this ethics training policy, following review by the City Attorney, as may be necessary by filing a corrected copy of the policy with the City Clerk.

**Section 3.** Conflicts. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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

**PASSED and ADOPTED** this 28<sup>th</sup> day of April 2026.

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Nylene Clarke, CMC, City Clerk

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

\_\_\_\_\_  
Burnadette Norris-Weeks, Esq.  
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"

**CITY OF PAHOKEE  
ETHICS TRAINING POLICY**

(ATTACHED)

## CITY OF PAHOKEE ETHICS TRAINING POLICY

### PURPOSE:

The purpose of this policy is to provide guidelines to all City personnel regarding required ethics training pursuant to Section 2-446 of the Palm Beach County Code of Ethics.

### UPDATES:

Future updates to this policy will be the responsibility of the ~~City of Pahokee's Human Resources Department~~ Office of the City Clerk. Such designee will act as the liaison between the jurisdiction and the Commission on Ethics (COE). The assigned designee will be the ~~Director/Assistant Director of Human Resources~~ City Clerk. Periodically, the COE may recommend changes, modifications or updates to the ethics training policy.

### POLICY:

~~In Accordance to~~ with the Palm Beach County Code of Ethics §2-446(a), ~~(1) Officials~~ City officials and employees shall be informed of their ethical responsibilities at the start of their public service, and shall receive updates and training materials on ethics issues throughout the span of their public service, ~~and (2) The the City of Pahokee's Human Resources Department~~ City of Pahokee shall establish by policy a mandatory training schedule for all officials and employees which shall include mandatory periodic follow-up sessions. In accordance with these mandates, the following policy and procedure is recommended for adoption by the City of Pahokee's City Commission.

### PROCEDURE:

1. All City of Pahokee employees and officials (elected and appointed) must ~~participate in~~ complete the Palm Beach County Code of Ethics training within sixty (60) days of ~~hiring~~ hire or taking office upon election, reelection, appointment, or reappointment. ~~Individuals who completed their initial ethics training within sixty (60) days of employment, election, reelection, appointment, or reappointment are exempt from additional training within the same calendar year as their initial training~~ This training requirement may consist of live training by COE staff, on-line training through use of the training video available on the COE website, or DVD presentation upon request.
- ~~2.2.~~ The Human Resources Department shall notify the Office of the City Clerk of new hires, in order to track compliance with this policy.
- ~~2.3.~~ As part of the required training, all City employees and officials; (elected and appointed) officials must read the Palm Beach County Code of Ethics. -The code is available on the COE website as well as in the Ethics Pocket Guide, published by the Commission on Ethics.
- ~~3.4.~~ After initial training, periodic mandatory follow-up training is required for all employees and officials (elected and appointed) every year. The City Clerk will coordinate with the COE will coordinate with the City's Director/Assistant Director of Human Resources City Clerk, to provide timely and effective follow-up training.
- ~~4.5.~~ After completing training and having read the Code of Ethics, all employees, elected and appointed officials shall complete an approved acknowledgment form, available on the Commission on Ethics website, <http://www.palmbeachcountyethics.com/forms.htm>, indicating that they attended a live COE training or viewed the appropriate web-video or approved DVD provided by the COE. The

training acknowledgment form must be signed by the employee or official and submitted to ~~Human Resources~~ the Office of the City Clerk for inclusion in their personnel ~~file or administrative~~ file records, as applicable. Training acknowledgment forms for members of the City's boards/committees shall be filed and maintained by the Office of the City Clerk.

~~5.6.~~ The ~~City's Human Resources Department and designated administrator~~ Office of the City Clerk will coordinate all mandated training and compliance audits with the COE.

~~7.~~ The policy is effective on ~~March 1, 2024~~ April 28, 2026 ~~with a sixty (60) day grace period~~. All employees and officials who take ethics training and read the Code of Ethics ~~from March 1<sup>st</sup>—April 30<sup>th</sup>~~ by December 31st, annually, will be considered trained and in compliance with this policy.

~~6.~~

**EFFECTIVE: ~~MAY 28, 2024~~ APRIL 28, 2026**



# AGENDA

## MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Office of the City Manager

SUBJECT: City Manager Employment Agreement

DATE: April 28, 2026

**GENERAL SUMMARY/BACKGROUND:**

On April 14, 2026, the City Commission adopted Resolution No. 2026-11, appointing Brenda Bryant as the Permanent City Manager for the City of Pahokee. The resolution contemplated that compensation would be established and that a formal employment agreement would be considered at a future meeting.

The absence of a defined salary in Resolution No. 2026-11 creates a gap in the City’s official record regarding compensation for the City Manager position. The City Manager Employment Agreement will address any necessary gaps by establishing compensation and defining the terms of employment.

**BUDGET IMPACT:**

Funding for the City Manager’s salary is included in the adopted Fiscal Year 2025–2026 budget within the General Fund. No additional budget amendment may be required at this time.

**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 of the item.

**ATTACHMENTS:**

Resolution 2026-17

**RESOLUTION 2026-17**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING A CONTRACT WITH BRENDA L. BRYANT PERTAINING TO THE POSITION OF CITY MANAGER FOR THE CITY OF PAHOKEE; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Pahokee desires to employ the services of a City Manager pursuant to the terms of the City of Pahokee’s City Charter; City of Pahokee’s Code of Ordinances, applicable County Code provisions and Florida law; and

**WHEREAS**, it is the desire of the City Commission to provide certain benefits and establish certain conditions of employment for Brenda L. Bryant as City Manager for the City of Pahokee consistent with the Agreement attached hereto as Exhibit “A;” and

**WHEREAS**, City Manager desires to accept employment as the City Manager in accordance with the terms and conditions of the Agreement attached hereto as Exhibit “A.”

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE 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 of Agreement with City Manager. The City Commission of the City of Pahokee, Florida hereby approves an agreement with Brenda L. Bryant pertaining to the position of City Manager for the City of Pahokee and pursuant to the terms and conditions set forth in the Agreement attached hereto as Exhibit “A.”

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** this 28<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

ATTESTED:

\_\_\_\_\_  
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"**

**CONTRACT OF CITY MANAGER**

**(ATTACHED)**

**CITY MANAGER  
EMPLOYMENT AGREEMENT  
BETWEEN**

**BRENDA L. BRYANT**

**AND**

**THE CITY OF PAHOKEE, FL**

**THIS EMPLOYMENT AGREEMENT** hereinafter called “Agreement”, is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Pahokee (hereinafter “City” or “Employer”), a political subdivision of the State of Florida, 207 Begonia Drive, Pahokee, FL 33476 and Brenda L. Bryant (hereinafter “City Manager”).

**WHEREAS**, the Commission desires to employ the services of City Manager pursuant to the terms of the City of Pahokee’s City Charter; City of Pahokee’s Code of Ordinances, applicable County Code provisions and Florida law; and

**WHEREAS**, it is the desire of the Commission to provide certain benefits and establish certain conditions of employment for Brenda L. Bryant in accordance with this Agreement; and

**WHEREAS**, it is the desire of the Commission to secure and retain the services of Brenda L. Bryant to provide inducement to remain in such employment; and

**WHEREAS**, Brenda L. Bryant desires to accept employment as the City Manager in accordance with the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the covenants and mutual promises set forth herein, the parties agree as follows:

**Section 1. Employment Agreement.**

- A. The Commission hereby hires and appoints City Manager, under the terms established herein, to perform the duties and functions specified in the Charter, the City Code, County Code, if applicable, and state law pertaining to the position of City Manager, and to perform such other legally permissible and proper duties and functions as the Commission shall assign from time to time.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Manager to resign at any time from her position as the City Manager, subject only to the provisions set forth in this Agreement and the City of Pahokee Code of Ordinances and Charter.
- C. It shall be the duty of the City Manager to employ, direct, assign, reassign, evaluate, and accept the resignations of City Staff under her supervision consistent with the City rules,

policies, ordinances, charter, county, state and federal law. The City Manager will serve as the chief executive officer of the City.

- D. It shall be the duty of the City Manager to organize, reorganize and arrange the City Staff of the City and to develop and establish internal regulations, rules, and procedures which the City Manager deems necessary for the efficient and effective operation of the City consistent with the lawful City directives, policies, ordinances, city charter, county, state and federal law.
- E. The City Manager shall perform the duties of City Manager of the City with reasonable care, diligence, skill and experience.

### **Section 2. Term.**

- A. This contract shall commence on the date of execution by the last party to the agreement subject to the provisions of the Agreement and the City Charter.
- B. This Agreement shall not prevent, limit or otherwise interfere with the right of City Manager to resign at any time from her position with the City, provided she provides the City thirty (30) days' notice in advance. If City Manager resigns, the lump sum for all sick time and vacation time remaining shall be due to the City Manager within thirty (30) days. City may set an earlier departure date at City's option upon receipt of a resignation letter from the City Manager.

### **Section 3. Duties and Obligations.**

- A. The City Manager shall have the duties, responsibilities and powers of said office under the City of Pahokee Charter, applicable City and County Code of Ordinances, statutes, laws, constitutional provisions and policies applicable to the position of City Manager. The City Manager shall carry these out in a professional and competent manner.
- B. The City Manager shall remain in the exclusive employ of the City and shall devote all such time, attention, knowledge and skills necessary to faithfully perform her duties and responsibilities, and to exercise her powers under this Agreement.
- C. In the event the City Manager shall serve on any appointed or elected board of any professional organization or serve on any committees related to her professional activities, in the event any monies are paid, or gifts received, by her related to such service, such money or property shall be paid over to or delivered to the City, unless otherwise approved by the City Commission.
- D. Professional Obligations. During the period of this Agreement, the City Manager shall adhere to the ICMA Code of Ethics, the Code of Ethics of the State of Florida, and the Code of Ethics of the Palm Beach County, Florida and the City of Pahokee. The City

Manager shall not seek or accept any personal enrichments or benefits derived from confidential information or misuse of public office.

**Section 4. Termination of this Contract and Disability.**

Termination of this contract shall be in accordance with the procedures set forth in 3.03 of the City of Pahokee’s City Charter and this section:

A. Without Cause

The City, upon a majority vote of its commission members, may terminate this contract without cause subject to the City’s Charter and Code of Ordinances.

B. With Cause

In the event the City decides to terminate this contract for cause, the City shall not owe City Manager any compensation other than the Regular Compensation due him for all time worked through and including the date of termination and 100% of unused sick time and vacation time if not already used for the year of termination. The City Manager shall provide to the City Commission with an annual accounting of accrued sick and vacation time no later than December 31<sup>st</sup> of each year. The City Commission’s determination of cause shall be final and conclusive. “Cause” is defined as:

- (1) Misfeasance and/or nonfeasance in the performance of her City Manager duties and responsibilities
- (2) A plea agreement, a plea or nolo contendere, or a conviction of a felony or misdemeanor, whether or not adjudication is withheld, involving conduct contrary to contrary to the community’s standards of justice.
- (3) Unsatisfactory performance based on Annual Evaluation criteria where City Manager failed to meet reasonable written performance goals and objectives agreed to by the City Commission in a duly called meeting. City Manager shall be reviewed and evaluated on written performance goals and objective criteria established by the City Commission.
- (4) Disability
  - a. If the City Manager is permanently disabled or is otherwise unable to perform her duties because of sickness, accident, injury, mental incapacity or health for a period of eight successive weeks, the City shall have the option to terminate this Agreement, in accordance with the provisions and requirements of Section 4A (without cause) of the contract. Any payments due to City Manager will be offset by any disability benefits City Manager receives from or through the City for the eight (8) week period.
  - b. Where necessary, to determine whether to continue the services of City Manager due to a disability, the City reserves the right to require a physical or psychiatric examination

by a qualified physician or psychiatrist to be chosen by the City from a list of at least three doctors approved by the City. In the event such an examination is required, the City will pay all costs of said examination.

**Section 5. Compensation and Manager Benefits**

- A. Base Salary. Employer shall pay to the Manager a Base Salary of \_\_\_\_\_ (\$---,000.00) Dollars for the first 12 months, plus other benefits enumerated herein, payable on the regular pay periods of the City. This Agreement may be amended at any time and shall be reduced to writing following City Commission approval. In addition, consideration shall be given on an annual basis to any increase in compensation.
- B. Performance Review Period. Annually, beginning from the date of hire, subject to a process, form, criteria, and format for the evaluation, which shall be mutually agreed upon by the City Commission and the Manager at a meeting of the City Commission, and every year thereafter, the Commission shall conduct a review of City Manager’s performance (“Performance Review”) and may evaluate her salary and benefits as may be appropriate.
- C. Benefits. City shall provide for City Manager’s health care which shall commence on the first day of the month following full time employment or the earliest day allowed for by the City’s health care provider. Additionally, dental and eye benefit deductions shall be provided to the extent provided to other full-time employees of the City. City agrees to pay the standard employer contribution allotted by the State of Florida for the City Manger’s gross base salary as a retirement contribution under the Florida Retirement System (FRS). This contribution shall comport with the employment class mandates established by FRS. City Manager agrees to comply with the requirements as set forth by FRS and contribute to her retirement fund in accordance therewith.
- D. Vacation/Sick Leave. Upon commencing employment, the Manager shall be credited with thirty (30) hours of sick leave and forty (40) hours of vacation leave. In addition, beginning the first day of employment, the Manager shall accrue sick leave and vacation time on an annual basis, at a minimum, at the highest rate provided or available to any other department head employees, under the same rules and provisions applicable to other department head employees. City Manager shall qualify for all other categories of leave afforded to all other employees of the City to include Bereavement, Holiday, Jury Duty and Court Appearances while conducting the business of the City.
- E. Memberships. Employer shall pay all professional association membership dues, and expenses relating to Manager’s professional programs, not to exceed Three Thousand Dollars (\$3,000.00) per year.
- F. Bonding. The City shall bear the full cost of any fidelity or other bonds that

may be required of the City Manager under any city, state and/or federal law.

**Section 6. Other Benefits.**

The City Manager shall be entitled to the following:

- A. Technology Allowance. The City shall provide the City Manager with an allowance of Two Hundred Dollars (\$200.00) per month to be used for City purposes only. In the alternative, the City Manager may also elect to be a part of the City’s mobile use plan for monthly cellular service.
  
- B. The City Manager's duties require exclusive use of a vehicle to be mutually agreed upon and provided to the Manager at the Employer's cost. City Manager shall be reimbursed for reasonable, documented, travel and lodging expenses, incurred while conducting business on behalf of the City outside of Palm Beach County, Miami-Dade and Broward Counties and after approval by the City Commission.

**Section 7. Terms and Conditions of Employment**

The City Manager shall be required to perform the terms of this Agreement and all requirements as specified in Section 3.04 of the City of Pahokee’s Charter. Other terms and conditions of employment may be required so long as not inconsistent or in conflict with the provisions of State law, County Ordinance, City Charter, City Ordinance, County ethics Ordinances or other applicable law.

**Section 8. Notices**

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service by certified mail return receipt, or any other certified delivery service showing confirmation of process delivery and directed to the City Mayor and City Attorney at its main law office addresses. As to the City Manager, notice may be made by hand-delivery at the Officers of the City Hall (if City Manager is working for City) or by certified delivery service showing confirmation of process at the last known address City Manager as maintained within the City Manager’s employment file or other reliable source.

**Section 9. Entire Agreement**

The text of this document shall constitute the entire Agreement between the parties, except as may be amended in writing by the parties hereto. All provisions contained in this Agreement are subject to and conditioned upon compliance with the City Charter, City Code of Ordinances, applicable County laws to include Ethics Ordinances and other applicable requirements, state statutes, state constitutional provisions, regulations, resolutions, and policies. The Charter, the County Codes, state statutes and constitutional provisions shall take precedence over any part or portion of this Agreement and any other provisions of this Agreement to the contrary notwithstanding.

Any terms, conditions and benefits not specifically addressed in this Agreement shall not apply to this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to have been executed on behalf of each as of the date and year first above written.

**CITY MANAGER:**

\_\_\_\_\_  
Brenda L. Bryant, City Manager

**THE City:**

City Commission of Pahokee, a political subdivision of the State of Florida:

By: \_\_\_\_\_  
Keith Babb, City Mayor

Attest:

\_\_\_\_\_  
City Clerk