



## AGENDA

### MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Michael E. Jackson, City Manager

FROM: Office of the City Manager

SUBJECT: Inaugural Pahokee High School Alumni Picnic

DATE: September 18, 2025

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

The City of Pahokee has been approached by the independent PHS Alumni Committee, a volunteer group that proposed the concept of an Alumni Picnic as a community-wide event. After discussions with the Committee, the City Commission expressed its intent to officially host the event for liability and coordination purposes.

The event will take place on Saturday, October 4, 2025, at Martin Luther King Jr. Park. By hosting the event, the City ensures that the activity is covered under the City's liability insurance and that security can be coordinated with the Palm Beach County Sheriff's Office (PBSO).

To offset costs associated with planning and execution, a uniform fee schedule has been set for alumni class participation and vendor registration, in which the PHS Alumni Committee and the City have reached consensus on.

The collected funds will be used to cover event operational costs and other logistical needs. If collected funds are insufficient, the City Commission's approval will allow the use of additional City funds for unforeseen or essential expenses, ensuring proper execution of the event.

#### **BUDGET IMPACT:**

Revenues from class registrations and vendor fees are expected to cover the majority of event expenses. However, the resolution authorizes the City Manager to allocate additional funds, if necessary, to cover operational or security costs not met by collected revenues.

#### **LEGAL NOTE:**

Defer to City Attorney.

#### **STAFF RECOMMENDATION:**

Staff recommends approval of the item.

#### **ATTACHMENTS:**

Resolution 2025-61