



## AGENDA

### MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Michael E. Jackson, City Manager

FROM: Office of the City Manager

SUBJECT: Co-Sponsorship Policy and Procedure for Activities and Special Events with Non-Profit Orgs

DATE: June 24, 2025

---

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

At the June 24, 2025 City Commission Meeting, the City Attorney recommended the development of a formal co-sponsorship policy to address growing requests for City support of special events. This item seeks formal adoption of a Co-Sponsorship Policy and Procedures to guide the City of Pahokee's collaboration with non-profit organizations on recreational, cultural, and community-based events that serve a public purpose. The policy sets forth clear criteria, a structured application process, and procedural safeguards to ensure consistency, fairness, and responsible use of City resources.

#### **BUDGET IMPACT:**

The exact fiscal impact cannot be determined at this time, as it will vary depending on the nature and scope of each co-sponsored event and the level of support requested. However, the policy provides the City with the ability to control costs and resource allocation by requiring an internal review before Commission consideration. It ensures that co-sponsorship is only extended when City resources are available and the event serves a valid public purpose.

#### **LEGAL NOTE:**

Defer to City Attorney.

#### **STAFF RECOMMENDATION:**

Staff recommends acceptance of the item.

#### **ATTACHMENTS:**

Resolution 2025-44