AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: Brenda L. Bryant, CITY MANAGER

FROM: Tamara Dowdell, Finance Director

SUBJECT: Ratification of Vault Opening and Closing and Vault Setting Services at Port Mayaca Cemetery

DATE: October 27, 2026

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee obtained vault opening and closing and vault setting services at Port Mayaca Cemetery from multiple vendors during the period of October 18, 2025, through August 22, 2026. These services were necessary because the City's backhoe was out of service, requiring outside vendors to maintain cemetery operations and accommodate scheduled burials.

The City is seeking ratification from the City Commission for the services rendered and associated invoices totaling $29,280.00. The vendors and supporting invoices are identified in Exhibit "A" to the accompanying resolution.

BUDGET IMPACT: Yes - $29,280.00 for vault opening and closing and vault setting services at Port Mayaca Cemetery.

LEGAL NOTE: N/A

STAFF RECOMMENDATION:
Staff recommends approval of the accompanying resolution ratifying vault opening and closing and vault setting services obtained from multiple vendors at Port Mayaca Cemetery from October 18, 2025, through August 22, 2026, and the associated invoices totaling $29,280.00.

ATTACHMENTS:
Resolution 2026-70
Exhibit "A" —Supporting invoices