



Legislation Details (With Text)

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**File created:** 1/31/2024      **In control:** City Commission Regular Meeting

**On agenda:** 3/5/2024      **Final action:** 3/5/2024

**Title:** Approve the Award of Funds From the Special Event Assistance Program to North Port Area Chamber of Commerce in Support of the Business & Community Expo to be Held on March 9, 2024, in an Amount Up To, and Not to Exceed, \$500 to Cover the Costs of City Fees and Services.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Application, 2. Fee Overview, 3. Community Assistance Account Overview, 4. Resolution 2018-R-17

Date	Ver.	Action By	Action	Result
3/5/2024	1	City Commission Regular Meeting	approved on consent	

**TO:** Honorable Mayor & Members of the North Port Commission

**FROM:** A. Jerome Fletcher II, ICMA-CM, MPA, City Manager

**TITLE:** Approve the Award of Funds From the Special Event Assistance Program to the North Port Area Chamber of Commerce in Support of the Business & Community Expo to be Held on March 9, 2024, in an Amount up to, and Not to Exceed, \$500 to Cover the Costs of City Fees and Services.

**Recommended Action**

Approve the award of funds from the Special Event Assistance Program to the North Port Area Chamber of Commerce in support of the Business & Community Expo to be held on March 9, 2024, in an amount up to, and not to exceed, \$500 to cover the costs of City fees and services.

**Background Information**

The Special Event Assistance Program guidelines and application were informally adopted by City Commission on November 25, 2013, and formally adopted by Commission on September 11, 2018, by Resolution 2018-R-17. The intent of the program is to encourage cultural, educational, environmental, and recreational activities in the City and to help provide recovery of costs associated with City services and resources that are needed with a special event.

Guidelines for assistance include requirements that the event is open to the public, free admission and with a minimum expected attendance of 100 people. Assistance is tiered based up on expected attendance as follows:

- Up to \$500 for events with estimated attendance of 100-499 attendees
- Up to \$1,000 for events with estimated attendance of 500-2,499
- Up to \$2,000 for events with estimated attendance of 2,500+

The North Port Area Chamber of Commerce is requesting funding assistance to cover the costs of fees and/or City services associated with their Business & Community Expo event. The event will be held on March 9, 2024, at the

George Mullen Activity Center. The estimated attendance for this event is 300 participants per the application submitted. Based on this expected attendance and in accordance with the Special Events Assistance Program Guidelines, the applicant is eligible for funding up to \$500. The cost for City services for this program is estimated at \$683.80. Additional fees may be applied if the rental is amended, or additional services are required.

**Strategic Plan**

Good Governance

**Financial Impact**

Funding in the amount of \$5,000.00 is budgeted in the Fiscal Year 2024 budget, account no. 001-0100-511-49-13 for Community Assistance. Guidelines indicate that this applicant meets the criteria for up to \$500 in funding assistance. If this request is approved by Commission, the resulting balance in the Community Assistance account will be \$3,788.84.

**Procurement**

Not applicable.

**Attachments:**

1. Application for Assistance
2. Fee Overview
3. Community Assistance Account Overview FY2024
4. Resolution 2018-R-17

**Prepared by:** Scott Jalwan, CPRP, Special Events Coordinator

**Department Director:** Sandy Pfundheller, CPRE, Director of Parks and Recreation