



Legislation Text

File #: 24-0200, **Version:** 1

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