



Legislation Text

File #: 24-1164, 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 Environmental Conservancy of North Port, Inc. in Support of the Race to Conserve 5K to be Held on March 29, 2025, 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 Environmental Conservancy of North Port, Inc. in support of the Race to Conserve 5K to be held on March 29, 2025, 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 Environmental Conservancy of North Port, Inc. is requesting funding assistance to cover the costs of fees and/or City services associated with the Race to Conserve 5K event. The event will be held on March 29, 2025, at the Myakkahatchee Creek Environmental Park with an estimated attendance of 200 participants. Per the application submitted, the event is free for admission, open to the public and will enhance the quality of life for citizens of North Port; fees may be charged for participants. 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 \$488.50. Additional fees may be applied if the reservation is amended, or additional services are required.

Strategic Plan

Good Governance

Financial Impact

Guidelines indicate that this applicant meets the criteria for up to \$500 in funding assistance. This event is scheduled for March 29, 2025; therefore, funding is contingent upon adoption of the Fiscal Year 2025 budget. As of October 1, 2024, it is anticipated that \$5,000 will be available in account no. 001-0100-511-49-13, Community Assistance. If this request is

approved by Commission, the resulting balance in the Community Assistance account is estimated to be \$4,073.00.

Procurement

Not applicable.

Attachments:

1. Application for Assistance
2. Fee Overview
3. Community Assistance Account Overview FY2025
4. Resolution 2018-R-17

Prepared by: Alexis Brickner, Special Events Coordinator

Department Director: Sandy Pfundheller, Parks & Recreation Director