

## **MEMORANDUM**

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**DATE:** September 12, 2014

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** Jennifer Nanek, Special Projects Manager

**RE:** Acceptance of Grant of Tourist Development Council funds for Pioneer Days

**SYNOPSIS:** A Grant Agreement with Polk County Sports Marketing to accept a grant of \$581 for Pioneer Days Advertising. This grant requires a match of \$581.

### **RECOMMENDATION**

Staff recommends approval of the Grant Agreement with Polk County Sports Marketing to accept \$581 in grant funds to help promote Pioneer Days.

### **BACKGROUND**

For many years the Historic Lake Wales Society, Inc. (HLWS) has applied for and received funds from the Tourist Development Council to help promote Pioneer Days. As the HLWS was unsure as to whether or not they could sponsor Pioneer Days this year, the application was submitted by the City of Lake Wales this year.

### **OTHER OPTIONS**

Do not approve the agreement.

### **FISCAL IMPACT**

A match of \$581 is required.

### **ATTACHMENTS**

Grant agreement  
Fiscal Impact Statement

**STATEMENT OF FISCAL IMPACT**  
**Polk County**  
**(Polk County Funds – Advertising for Pioneer Days Event)**

**PREPARED BY**

**CITY OF LAKE WALES**  
**FINANCE DEPARTMENT**

**Nature of Statement and Information Disclosed**

This is a statement of fiscal impact for the grant performed as required by and in accordance with Section 2-802, Article VIII of the City of Lake Wales Code of Ordinances. It is a statement solely for the purpose of analyzing and reporting the fiscal impact on the City of either applying or not applying for this grant, using certain assumptions as indicated herein. No attempt is made to evaluate the Grant Application for suitability to City objectives.

In order to provide an unqualified statement of fiscal impact that can be certified as reasonably full and complete by the Finance Department, certain information must be provided permitting Finance Department personnel to produce a full and complete determination as to all anticipated fiscal impacts. This impact statement was produced using:

- **Grant Application**
- **Agenda Memo**

This impact statement represents, in our unqualified opinion, a valid estimate of known present or future impacts anticipated to result from the acceptance of the aforementioned grant.

In some cases, the nature of a fiscal impact is described rather than stated using specific dollar amounts or figures. This is done in order to provide information on the nature of the expected fiscal impact where there simply is not enough information to quantify the impact, or whether the exact amount of the impact depends on the exact type of future events or conditions.

**General Assumptions**

A fiscal impact statement constitutes a forward-looking statement on the acceptance of grant funds and the proper execution of all requirements as set forth in any grant application, agreement, covenants attached to real or tangible property, or other duly enforceable stipulations. In order to produce such a statement, assumptions about future events and conditions must be made.

In any case where a reasonable expectation of a future condition or event has been disclosed or is already known to Finance Department personnel, that information has been used as an Assumption in the fiscal impact statement. Expectations not known or not considered reasonably expected to occur have been excluded from the fiscal impact statement. If an event or condition may occur which would have a material and *direct* fiscal impact, but is not reasonably expected to occur, it is disclosed in the fiscal impact statement.

General Assumptions are made in this fiscal impact statement that the City Staff executing the grant program already possess the required knowledge and expertise to expertly perform all of the requirements of the grant, and that the information provided to prepare this impact statement is true and correct. It is also assumed that no outside events will create a positive or negative influence on the grant program, and that there will be no changes in the legal, operational, or economic environment in which the grant program, and the City as whole, operates, except as disclosed herein.

## Current Fiscal Impacts

### *Impacts on Revenue*

The grant application amount is not to exceed \$581 plus matching City funds of \$581 (total \$1,162).

### *Impacts on Expenditures*

Estimated costs relating to advertising:

Advertising Cost	<u>\$ 1,162.00</u>
Polk County - Grant	\$ 581.00
City matching funds	<u>581.00</u>
	<u>\$ 1,162.00</u>

## Future Fiscal Impacts

### *Impacts on Revenue*

No net future revenue impact is expected from accepting the grant.

### *Impacts on Expenditures*

No future expenditures are expected from accepting the grant.

### *Other Future Commitments*

N/A

## Disclosures of Possible Material Future Events

N/A

## Certification

We hereby certify that this fiscal impact statement is, to the best of our knowledge, a valid estimate of known present or future impacts anticipated to result from the application and acceptance of the aforementioned grant.

Approved By:




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Dorothy Ecklund  
Finance Director  
City of Lake Wales

# AGREEMENT

**THIS AGREEMENT** is entered into effective as of the date last executed by and between Polk County, a political subdivision of the State of Florida (hereinafter called Polk County), and **CITY OF LAKE WALES** (hereinafter called Recipient).

WHEREAS, Polk County collects funds pursuant to Section 125.0104, Florida Statutes, which must be expended according to the requirements contained therein; and WHEREAS, Polk County, through its Tourism & Sports Marketing Division (“PCTSM”), desires to provide funds to Recipient for the purposes contained herein. NOW, therefore, the parties agree as follows:

1. Polk County agrees to provide funding to Recipient from Tourist Development Council Funds in the amount of **\$581** for the Event(s) as specified in that certain Sponsorship Application Form submitted by the Recipient, file number(s) **AC-15-013**, incorporated herein by this reference (the “Application”). These funds shall be expended in accordance with the Application and with the Arts, Culture and Heritage Sponsorship Program Overview and Guidelines, incorporated herein by this reference (the “Guidelines”), and the Recipient shall perform in accordance with all of the terms and conditions of the Application and the Guidelines.
2. Recipient, in order to initiate the payment process, shall submit an original invoice, together with any post-Event paperwork deemed necessary by PCTSM, to PCTSM’s offices. Recipient must submit one request for payment for processing and said request must be received within sixty (60) days of the final date of the Event and must include all backup documentation as required by PCTSM, including, without limitation, a post-Event economic report detailing, among other items, the number of room nights generated by the Event.
3. Should Recipient not expend the funds in accordance with the Application and the Guidelines, or if Recipient does not submit its request for payment within sixty (60) days of the final date of the Event, Polk County shall have no obligation under this Agreement or otherwise to provide the TDC funds to Recipient as set forth above.

**CITY OF LAKE WALES**  
Name of Affiliate/Organization (Recipient)

\_\_\_\_\_  
Signature of Authorized Representative

Eugene Fultz  
Print Name

Mayor  
Title

\_\_\_\_\_  
Date

**POLK COUNTY**, a political subdivision of the  
State of Florida

By: \_\_\_\_\_  
Chairman, Board of County Commissioners

ATTEST:

Stacy M. Butterfield, Clerk of the Court

By: \_\_\_\_\_  
Deputy Clerk

Date Signed by Chairman: \_\_\_\_\_

Reviewed as to form and legal sufficiency:

\_\_\_\_\_  
County Attorney’s Office                      Date