

**RESOLUTION NO. 2014-41**

**A RESOLUTION OF THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS ESTABLISHING A POLICY FOR TOURIST DEVELOPMENT DISCRETIONARY EVENT FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the provisions of Section 125.014, Florida Statutes, authorize the Flagler County Board of County Commissioners, to impose Tourist Development Taxes as specified therein; and

**WHEREAS**, on September 19, 2014, the Board of County Commissioners adopted the Fiscal Year 2014-15 Budget which included an allocation in the Tourist Development Fund for a Discretionary Event Funding appropriation; and

**WHEREAS**, on November 19, 2014, the Tourist Development Council approved the Tourist Development Discretionary Event Funding policy for events recruited after October 1, 2014; and

**WHEREAS**, by recommendation of this criteria for adoption, the Tourist Development Council hopes to recruit events that promote tourism events in Flagler County that may not meet the criteria for presently existing grant programs; and

**WHEREAS**, the Board of County Commissioners concurs with the recommendation of the Tourist Development Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF FLAGLER COUNTY, FLORIDA:**

**SECTION 1.**

1. This Resolution shall be known as the Flagler County Tourist Development Discretionary Event Funding Policy.
2. Each year, the Flagler County Board of County Commissioners (BOCC) may appropriate Discretionary Event Allocations for programmatic use by the Vice President of Tourism. These Allocations will be in accordance with state law and shall generally seek events that fill tourism gaps in Flagler County, and add/bring new tourism events, enhance existing tourism events, and create national and international exposure for Flagler County as a tourism destination.

### 3. "Discretionary Event Funding" Criteria

#### A. Process for Consideration of Funding Requests

- i. Funding requests from the Vice President of Tourism shall be considered monthly at each Tourist Development Council Meeting (TDC).
- ii. Upon recommendation of the TDC, the funding requests will generally be presented at the next available Flagler County Board of County Commissioners meeting for appropriation consideration, recognizing that some may require expedited consideration where time is of the essence.
- iii. If approved by the BOCC, all contracts and/or agreements shall be forwarded to the County Administrator and County Attorney for final review and approval and shall be in accordance with the approved event budget.

#### B. Funding Request Submittals

- i. Each request for funding presented to the TDC shall include a detailed description of the event/project to receive funding. The description shall generally include the location(s); local and non-local organizations involved; requested assistance; expected participation related to the event; and information on the organizations and similar events these organizations have held.
- ii. Each request for funding presented to the TDC shall clearly state how the event/project promotes tourism in Flagler County.
- iii. Each request for funding presented to the TDC shall include a detailed line item budget for the event/project and provide an estimated Return On Investment ("ROI") report.
- iv. Any contract for the event, if available.
- v. Any other related information that can be provided to the TDC to better understand the event and the obligations to attract the participants to the event.

- C. Maximum Award – The maximum award for any single event shall be limited to no more than 25% of the allocation for discretionary event funding.

- D. No more than 33% of the allocation for discretionary event funding shall be awarded to any single event type per year.
- E. Use of funds awarded to "Discretionary Events" may be used for events that generate tourism in Flagler County but do not fall into one of the existing grant programs (Overnight Stay and Quality of Life). Award of these funds is at the discretion of the Vice President of Tourism subject to the review and approval procedures of this policy.
- F. Required Match - "Discretionary Event Funding" Allocations awarded pursuant to this section have no match requirements unless otherwise determined by the BOCC.
- G. Reimbursement Process - Reimbursement shall be in accordance with the TDC and BCC event approved budget and shall be processed according to any event contract, if applicable, and Flagler County's Financial Policies to include any back-up information as required to verify/support such expenditures (e.g. receipts, invoices, cancelled checks).


**EFFECTIVE DATE.** This Resolution shall take effect immediately.

**DONE, ORDERED, AND ADOPTED** this 1<sup>st</sup> day of December, 2014.

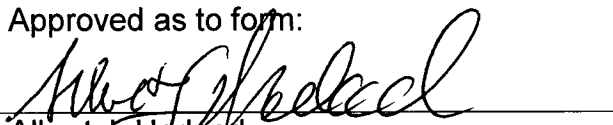
Board of County Commissioners  
Flagler County, Florida

  
\_\_\_\_\_  
Frank Meeker, Chairman

Attest:

  
\_\_\_\_\_  
Gail Wadsworth, Clerk of the Circuit Court  
and Comptroller

Approved as to form:

  
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Albert J. Hadeed

