

INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET

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**DATE:** October 11, 2017  
**TO:** Board of County Commissioners  
**THROUGH:** Jason E. Brown, County Administrator  
**FROM:** Michael Smykowski, Budget Director  
**SUBJECT:** Amendment to Standard Form Grant Agreement

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**BACKGROUND**

On May 16, 2017 the Board of County Commissioners approved revisions to the Outside Agency Funding Policy. One of the approved changes required execution of standard form grant agreements for the following agencies (Nonprofit Agencies, Quasi-Nonprofit Agencies, Tourist Development agencies) receiving funding from Indian River County.

The standard form grant agreement includes a provision that Indian River County will not reimburse certain types of expenditures including travel outside of the County. See excerpt from Standard Form Grant Agreement below.

Indian River County will not reimburse certain types of expenditures. These expenditure types are listed below.

- a. Travel expenses for travel outside the County including but not limited to; mileage reimbursement, hotel rooms, meals, meal allowances, per Diem, and tolls. Mileage reimbursement for local travel (within Indian River County) is allowable.
- b. Sick or Vacation payments for employees. Since agencies may have various sick and vacation pay policies, these must be provided from other sources.
- c. Any expenses not associated with the provision of the program for which the County has awarded funding.
- d. Any expense not outlined in the agency's funding application.

The County reserves the right to decline reimbursement for any expense as deemed necessary.”

## CONSENT AGENDA

The standard form grant agreement was acceptable to the majority of organizations that receive funding from Indian River County. However, there were a few exceptions noted.

While marketing Indian River County as a tourist destination, staff of the Indian River County Chamber of Commerce and the Sebastian Chamber of Commerce travel outside of Indian River County for trade shows, training, and marketing events. This is a necessary element of tourism marketing and promotional activities for which both Chambers have received reimbursements for a number of years.

In addition, the Indian River Chamber of Commerce also performs economic development functions on behalf of Indian River County. This function requires travel outside of Indian River County to (1) meet with business owners interested in relocating to Indian River County, (2) attend training relative to economic development incentives and (3) focus on updates to proposed legislation.

As such, staff is recommending approval of the amended standard form grant agreement retroactive to October 1, 2017 (which eliminates the out of county travel restriction) for the following: Indian River County Chamber of Commerce tourism promotion efforts, the Sebastian Chamber of Commerce tourism promotion efforts, and the Indian River Chamber of Commerce economic development initiatives. A copy of the amended standard form grant agreement is attached as a reference.

### **FUNDING**

The Board approved \$551,669 in the FY2017/18 budget for the Indian River County Chamber of Commerce (\$457,386; 11914472-088750) and the Sebastian Area Chamber of Commerce (\$94,283; 11914472-088751) to market Indian River County as a tourist destination. This funding is in the Tourist Development Fund (119).

The Board also approved \$185,054 in the FY2017/18 budget to fund economic development initiatives in Indian River County. This appropriation is budgeted in the General Fund (00111052-088010).

### **RECOMMENDATION**

Staff is recommending approval of the amended standard form grant agreement retroactive to October 1, 2017 (which eliminates the out of county travel restriction) for the following: Indian River County Chamber of Commerce tourism promotion efforts, the Sebastian Chamber of Commerce tourism promotion efforts, and the Indian River Chamber of Commerce economic development initiatives.

### **APPROVED AGENDA ITEM FOR:**

October 17, 2017

### **Attachments:**

Attachment 1 - Amended Standard Form Grant Agreement