



# Pinellas County

## Staff Report

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File #: 23-0658D, Version: 1

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### **Subject:**

Agreement with Creative Pinellas Incorporated for reimbursement of expenses related to oversight of the Countywide Cultural Plan.

### **Recommended Action:**

Approval and execution by the County Administrator of the Agreement with Creative Pinellas Incorporated (Creative Pinellas) for reimbursement of expenses related to oversight of the Countywide Cultural Plan.

- Agreement for a maximum of \$40,000.00 supports funding for a contracted project manager who will oversee, manage, and liaise with the consultant on behalf of Creative Pinellas during the development and implementation of the Cultural Plan.
- Agreement is retroactive to May 1, 2023, and expires on December 31, 2024.
- Funding will be paid on a reimbursement basis.
- The FY24 budget for the use of BP Funds was amended on May 21, 2024, to include \$40,000.00 for this Agreement.

### **Strategic Plan:**

Foster Continual Economic Growth and Vitality

4.6 Support a vibrant community with recreation, arts, and culture to attract residents and visitors

### **Summary:**

The Agreement with Creative Pinellas will provide funding for a contracted project manager who will oversee, manage and liaise with the consultant on behalf of Creative Pinellas, during the development and implementation of the Countywide Cultural Plan. Expenditures will be paid solely from the General Fund and will not include Tourist Development Tax dollars.

The Agreement is retroactive to May 1, 2023, to include the evaluation of the Cultural Plan RFP submissions which Creative Pinellas took part in and received input from the project manager.

### **Background/Explanation:**

Funding for the Cultural Plan Oversight Agreement (Agreement) was approved in the FY23 adopted budget through a decision package. The \$240,000.00 in funding included \$40,000.00 for a contracted project manager to oversee and manage the project on behalf of Creative Pinellas. Since the contract for the consultant who would develop and implement the Cultural Plan had not yet been awarded, the Convention and Visitors Bureau requested to only carryover \$200,000.00 to the FY24 budget.

On May 21, 2024, the Board of County Commissioners approved Resolution No. 24-32 which included \$40,000.00 in funding for the Agreement from the General Fund.

Creative Pinellas utilized the project manager in May 2023 for input on the proposals received from the Cultural Plan RFP. The project manager will have day-to-day oversight and management of the development of the Countywide Cultural Plan and will liaise with the consultant on behalf of Creative Pinellas.

The consultant agreement for the development and implementation of the Countywide Cultural Plan was awarded to The Cultural Planning Group effective August 21, 2023.

**Fiscal Impact:**

Total Cost: \$40,000.00

Funding to support the Cultural Plan Oversight Agreement in the amount of \$40,000.00 is included in the General Fund.

**Delegated Authority:**

Authority for the County Administrator to sign this Cultural Plan Oversight Agreement is granted under Code Section 2-62 (a)(1).

**Staff Member Responsible:**

Brian Lowack, Director, Convention and Visitors Bureau

**Partners:**

Tourist Development Council

**Attachments:**

Cultural Plan Oversight Agreement