



# Pinellas County

## Staff Report

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File #: 24-0045D, Version: 1

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### **Subject:**

Capital Project Funding Agreement Master Contract Form for use in contracting with organizations for approved projects.

### **Recommended Action:**

Approval by the County Administrator of the Capital Project Funding Agreement Master Contract Form (Master Form) for use when contracting with applicant organizations for approved Capital Project Funding Program (CPFP) projects.

- Convention and Visitors Bureau (CVB) is opening the CPFP funding cycle in Fiscal Year (FY) 2024.
- The Master Form will serve as a contract template for CPFP agreements beginning with the FY24 funding cycle.
- As projects are approved, individual agreements will be negotiated by staff for tourism promotion benefits and presented to the Board of County Commissioners for consideration.
- This item has no fiscal impact on the County. Individual projects will be approved by the BCC and included in the CVB's budget as needed.

### **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:**

This Master Contract Form will provide a standardized contractual document to be used for the CVB's Capital Project Funding Program agreements, effective with the FY24 funding cycle.

### **Background/Explanation:**

The CPFP is one of the programs administered by the CVB on behalf of the County. On September 27, 2023, the Board approved the recommendations by the Tourist Development Council to amend the CPFP Guidelines in preparation of the CVB opening the program in FY24. This program is typically on a bi-annual funding cycle but has been on pause since 2020 due to the pandemic.

The CVB is processing this CPFP Agreement through Master Contract Review to create efficiencies in the agreement approval process. As projects are approved, individual agreements will be negotiated by CVB staff for increased tourism promotion benefits and presented to the Board for consideration.

### **Fiscal Impact:**

NA

**Delegated Authority:**

Authority for the County Administrator to approve this Master Contract Form is granted under Code Section 2-62 (a)(1).

**Staff Member Responsible:**

Brian Lowack, Director, Convention and Visitors Bureau

**Partners:**

Tourist Development Council

**Attachments:**

Capital Project Funding Agreement Master Form