

RESOLUTION NO. 2026-___

A Resolution approving the execution by the Mayor and attestation by the City Clerk of an agreement between the City of Tampa and Tampa Hillsborough Economic Development Corporation D/B/A Tampa Bay Economic Development Council in the amount not to exceed \$588,000.00 per year for a term of twenty-four months, in the total amount not to exceed \$1,176,000.00, for the provision of Economic Development services to the City; Providing an effective date.

WHEREAS, the City has determined that business recruitment (on national and international levels) and expansion, creation and retention efforts through the Tampa Hillsborough Economic Development Corporation d/b/a Tampa Bay Economic Development Council (the "Agency") assist the private sector, military and other governmental agencies, enhance Tampa-Hillsborough County's economic well-being, are activities in the public interest, and are lawful and beneficial purposes of the City; and

WHEREAS, the Agency is a business membership and economic development organization whose mission is to enhance Tampa-Hillsborough County's economic well-being, maintain and strengthen the economic position of the City as the business and financial center of West Central Florida; and

WHEREAS, the Agency, in concert with the City, has determined that the strategies to achieve such goals and objectives include the following strategies: marketing the City to recruit firms and attract employment opportunities for residents; providing assistance to firms seeking to locate and grow in the City; providing existing businesses with access to long-term expansion/retention resources; developing a place-making initiative to drive investment into underserved areas of the City and County; and

WHEREAS, the City desires to have the Agency provide the services necessary to achieve the goals and objectives set forth above and the Agency is willing to undertake such functions under the terms of this Agreement; and

WHEREAS, the Agency has agreed to provide the services for a term of twenty-four (24) months and the City has agreed to pay the Agency for its services in an amount not to exceed \$588,000.00 per year in accordance with the terms of the Agreement between City and the

Agency, attached hereto; and

WHEREAS, it is in the best interest of the City to enter into an Agreement with the Agency

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAMPA, FLORIDA:

Section 1. That the Agreement between the City of Tampa and Tampa Hillsborough Economic Development Corporation for the provision of economic development services, a copy of which is attached hereto (“Agreement”), is approved in its entirety or in a form substantially similar thereto.

Section 2. That the Mayor is authorized to execute and the City Clerk to attest to, the Agreement in its entirety or in form substantially similar thereto.

Section 3. That the proper officers of the City of Tampa are hereby authorized to do all things necessary and proper in order to carry out and mark effective the provisions of this resolution.

Section 4. That the City Clerk shall file a fully executed copy of the Agreement in the official records of the City of Tampa as maintained by the Office of the City Clerk.

Section 5. That this Resolution shall take effect immediately upon its adoption.

PASSED and ADOPTED by the City Council of the City of Tampa, Florida on

ATTEST:

CITY CLERK/DEPUTY CITY CLERK

CHAIR/CHAIR PRO-TEM, CITY COUNCIL

Approved as to Form:

e/s Rebecca Johns

ASSISTANT CITY ATTORNEY

**AGREEMENT BETWEEN CITY OF TAMPA AND
TAMPA HILLSBOROUGH ECONOMIC DEVELOPMENT CORPORATION
D/B/A TAMPA BAY ECONOMIC DEVELOPMENT COUNCIL**

THIS AGREEMENT ("Agreement") is made and entered into this ___ day of _____ 2026 by and between City of Tampa, a political subdivision of the State of Florida, hereinafter referred to as the "City", and Tampa Hillsborough Economic Development Corporation, a Florida not-for-profit 501(c)(6) corporation d/b/a Tampa Bay Economic Development Council, hereinafter referred to as the "Agency." The foregoing entities individually are sometimes referred to as a "Party" or collectively as the "Parties".

RECITALS

WHEREAS, the City has determined that business recruitment (on national and international levels) and expansion, creation and retention efforts through the Agency assist the private sector, military and other governmental agencies, enhance Tampa-Hillsborough County's economic well-being, are activities in the public interest, and are lawful and beneficial purposes of the City; and

WHEREAS, the Agency is a business membership and economic development organization whose mission is to enhance Tampa-Hillsborough County's economic well-being, maintain and strengthen the economic position of the City as the business and financial center of West Central Florida; and

WHEREAS, the Agency is a partner with the City in the achievement of the goals and objectives of the City; and

WHEREAS, the City and the Agency have contracted for economic development support services since 2010; and

WHEREAS, the Agency, in concert with the City, has determined that the strategies to achieve such goals and objectives include the strategies below:

- Marketing the City to recruit firms and attract employment opportunities for residents;
- Providing assistance to firms seeking to locate and grow in the City;
- Providing existing businesses with access to long-term expansion/retention resources;

- Developing a place-making initiative to drive investment into underserved areas of the city and county; and

WHEREAS, the City desires to have the Agency provide the services necessary to achieve the goals and objectives set forth above and the Agency is willing to undertake such functions under the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows.

ARTICLE 1

Recitals

The foregoing recitals are true and correct and are incorporated in this Agreement by reference.

ARTICLE 2

Scope of Service

The Agency shall provide the services, meeting space and benefits described in, and comply with the associated requirements provided for in Exhibit A, Scope of Services, attached hereto and incorporated herein by reference.

ARTICLE 3

Term of Agreement

This Agreement shall be effective upon execution by the Parties and shall cover services provided from January 1, 2026, until December 31, 2027 (the "**Term**"), unless sooner terminated in accordance with this Agreement.

ARTICLE 4

Consideration and Payment

For its performance under this Agreement, the City shall pay the Agency the amount set forth in Exhibit A as full compensation for all work done, materials furnished, and costs and expenses incurred by the Agency associated with such performance, unless otherwise authorized by the City in a written modification to this Agreement.

All payments provided for in this Agreement will be made in accordance with the procedures specified in Exhibit B, Method of Payment and Exhibit C, Request for Payment Form, both of which are attached hereto and incorporated herein by reference. The Agency shall submit performance report(s) in accordance with Exhibit A, Part IV, Quarterly Reporting Requirements, attached hereto and incorporated herein by reference with all payment requests.

ARTICLE 5

Maintenance and Review of Records

The Agency shall, or shall cause any professional employer organization of the Agency ("PEO") and any of the Agency's subcontractors providing any of the services required to be performed or provided under this Agreement, to maintain adequate records and accounts, including, but not limited to, property, personnel and financial records, and supporting documentation which shall enable ready identification of the Agency's use of the funds received from the City under this Agreement for a period of six (6) years from the date of final payment to the Agency under this Agreement or the termination of this Agreement, whichever occurs later. Such six-year period is hereinafter referred to as the "Audit Period." The City and its authorized agents shall have the right, and the Agency will, or will cause its PEO and subcontractors to, as applicable, permit the City and its authorized agents, to examine all such records, accounts and documentation and to make copies thereof and excerpts or transcriptions therefrom, and to audit all contracts, invoices, materials, accounts and records relating to all matters covered by this Agreement, including, but not limited to, personnel and employment records during the Audit Period. All such records, accounts and documentation shall be made available to the City and its authorized agents for audit, examination or copying purposes at any time during normal business hours and as often as the City may deem necessary during the Audit Period. The City's right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether Federal, State or Local. The Agency shall ensure that its PEO and any such subcontractor shall recognize the City's right to examine, inspect and audit its records, accounts and documentation in connection with the provision of services required to be provided by the Agency under this Agreement. If an audit is begun by the City or other agency, whether federal, state or local, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Article shall survive the expiration or termination of this Agreement.

ARTICLE 6
Financial Statements

The Agency shall submit to the City audited financial statements covering the Term. Such statements will include all financial statements, including the Agency's operating activity and fund balance in sufficient detail to note private and public funding sources, major expenditures, and overhead allocations. The statements shall be submitted within one hundred twenty (120) days after they have been made available by the Agency's contracted outside audit firm for each of the Agency's fiscal years covered by the Term and shall comply with Generally Accepted Accounting Principles (GAAP).

ARTICLE 7
Indemnification

The Agency shall indemnify, hold harmless, and defend the City and its respective officers, agents and employees from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees at the trial and all appellate levels, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by the Agency, its agents, subcontractors, assigns, heirs, and employees, including employees that fall within a shared employment relationship between the Agency and its PEO (collectively, "Employees"), during performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to the City on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against the City or any of its respective officers, agents or employees, by any Employee of the Agency, any subcontractor, heir, assign, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Agency, its PEO or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. The provisions of this Article shall survive the expiration or termination of this Agreement.

ARTICLE 8
Compliance with Laws

The Agency shall comply with all applicable laws, ordinances and codes of the United States, the State of Florida, and City, including but not limited, to City's ordinances and policies regarding Small Business Enterprise, Equal Employment Opportunity, Human Rights and Ethics. Moreover, the Agency acknowledges and understands that the City's Charter and Ethics Code prohibit any such contract or obligation entered into with the City, or from having any direct or indirect financial interest in affecting any such contract or obligation. The Agency shall ensure that no City employee receives any such benefit or interest as a result of this Agreement.

ARTICLE 9
Insurance

The Agency shall, or shall cause its PEO to procure and maintain throughout the Term, on behalf of itself and the City, the insurance specified in, and as required by, Exhibit D, Insurance Requirements, attached hereto and incorporated herein by reference. All insurance shall be from responsible companies duly authorized to do business in the State of Florida.

The Agency shall ensure that the City and its respective officers, agents and employees are named as additional insured parties as to the actions of the Agency, its Employees, agents, assigns, and subcontractors, performing or providing materials and/or services to the Agency during the performance of this Agreement, on (1) all general liability policies required to be obtained by the Agency pursuant to this Agreement, and (2) all other insurance policies required by this Agreement where such an endorsement is available in the industry. All such insurance policies shall also contain a Severability of Interests provision. Every insurance policy must provide for, or the Agency shall cause to be provided, thirty (30) days prior written notice to the City of any cancellation, intent not to renew, or reduction in the policy coverage. A current certificate of insurance meeting City requirements is required before payment for any services under this Agreement.

ARTICLE 10
Conflict of Interest

The Agency represents that it presently has no interest, and shall acquire no such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity, or incur any obligation of any nature which would impede or conflict in any manner with

the performance of the scope of service required hereunder.

ARTICLE 11

Governing Laws; Venue

This Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and venue shall be in Hillsborough County, Florida.

ARTICLE 12

Public Entity Crimes

The Agency hereby represents and warrants that it has not been convicted of a public entity crime and that it is not on the State of Florida's convicted vendor list. The Agency also represents that it is not prohibited from entering into this Agreement by Section 287.133, Florida Statutes.

ARTICLE 13

Assignment

This Agreement may not be assigned or subcontracted in whole or in part by the Agency without the prior written consent of the City.

ARTICLE 14

Headings

Article headings have been included in this Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of this Agreement.

ARTICLE 15

Waiver

A waiver of any performance or default by either Party shall not be construed to be a continuing waiver of other defaults or non-performance of the same provision or operate as a waiver of any subsequent default or non-performance of any of the terms, covenants, and conditions of this Agreement. The payment or acceptance of funds for any period after a default shall not be deemed a waiver of any right or acceptance of defective performance.

ARTICLE 16

Additional Rights and Remedies

Nothing contained herein shall be construed as a limitation on such other rights and remedies available to the Parties at law or in equity which may now or in the future be applicable.

ARTICLE 17

Order of Precedence

In the event of any conflict between the provisions of the Articles of this Agreement and the Exhibits hereto, the contents of the Articles of this Agreement shall take precedence over the contents of the Exhibits.

ARTICLE 18

Severability

In the event any section, sentence, clause, or provision of this Agreement is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of this Agreement shall not be affected by such holding and shall remain in full force and effect.

ARTICLE 19

Survivability

Any term, condition, covenant, or obligation which requires performance by either Party subsequent to termination of this Agreement shall remain enforceable against such Party subsequent to such termination.

ARTICLE 20

Project Publicity

Any news release or other type of publicity pertaining to the services performed by the Agency pursuant to this Agreement must recognize the City. The Agency, being a not-for-profit corporation receiving public funding or non-monetary contributions through the City shall recognize the City for its contribution in all promotional materials and at any event or workshop for which City funds are allocated. In written materials, the reference to the City must appear in the same size letters and font type as the name of any other funding sources.

In addition, any development project announcement, ceremonial business opening, or publicity event resulting from efforts of the Agency, and particularly those projects induced with City funded financial incentives or other contributions, will be planned in cooperation with the City's Economic Development and Public Affairs Departments for purposes of coordinating the City's official City protocol and public recognition. Prior notification to such Departments for such events will be no less than fifteen (15) working days whenever possible, and potential prospects will be made aware of the City's publicity protocol before final inducement with any incentive packages or contributions.

ARTICLE 21

Third Party Beneficiaries/Independent Contractor

This Agreement is for the benefit of the Parties. No third party is an intended beneficiary so as to entitle that person to sue for an alleged breach of this Agreement. The Agency acknowledges and agrees that it is acting as an independent contractor in performing the services provided for in this Agreement and not as an agent, officer or employee of the City.

ARTICLE 22

Political Activity

The Agency shall not engage, participate or intervene in any form of political activity or campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE 23

Merger; Modifications

This writing embodies the entire agreement and understanding between the Parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement may only be amended or extended by a written instrument executed by the Parties expressly for that purpose.

ARTICLE 24

Termination of Agreement

In addition to the exercise of any other remedies available at law or in equity, the City may terminate this Agreement for the Agency's non-performance, as solely determined by the City,

upon no less than twenty-four (24) hours written notice to the Agency.

The City may also terminate this Agreement without cause upon thirty (30) days prior written notice to the Agency, which notice shall specify the effective date of such termination. In the event of such termination, the Agency shall not incur any new obligations after notification of the effective date of termination. The City shall pay the Agency for services incurred by the Agency prior to the effective date of termination. Any costs incurred by the Agency after the effective date of the termination will not be reimbursed.

ARTICLE 25

Fiscal Non-Funding Clause

This Agreement is subject to funding availability. In the event sufficient budget funds to fund this Agreement become reduced or unavailable, including, but not limited to, federal or state funds, the City shall notify the Agency of such occurrence, and the City may terminate this Agreement, without penalty or expense to the City, upon no less than twenty-hours (24) hours written notice to the Agency. The City shall be the final authority as to the availability of funds and how available funds will be allotted. The City shall pay the Agency for services incurred by the Agency prior to the effective date of termination.

Any costs incurred by the Agency after the effective date of termination will not be reimbursed.

ARTICLE 26

Access to Records

If under this Agreement, the Agency is providing services and is acting on behalf of the City as provided under Section 119.011(2), Florida Statutes, the Agency will comply with public records laws, and specifically will: (1) keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the services being performed by the Agency; (2) provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (4) meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the Agency upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored

electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT AMANDA ALFARAH, THE CUSTODIAN OF PUBLIC RECORDS, AT (813-274-5642), AMANDA.ALFARAH@TAMPAGOV.NET, 306 E. JACKSON STREET, TAMPA, FLORIDA 33602.

ARTICLE 27

Drug Free Workplace

The Agency shall administer, in good faith, a policy designed to ensure that the Agency's Employees, agents and subcontractors are free from the illegal use, possession, or distribution of drugs or alcohol.

ARTICLE 28

Notice

Any notice required or permitted to be given by a Party under this Agreement shall be sent by United States certified mail, return receipt requested, overnight delivery service or personal delivery service with signature verification, to the attention of the following representatives of the Parties:

FOR CITY OF TAMPA

Mrs. Abbye Feeley
Administrator, Development & Economic Opportunity
306 East Jackson Street
Tampa, FL 33602
Tel. (813) 274-7881
Email: Abbye.Feeley@tampagov.net

Copy To:

Rebecca Johns
Assistant City Attorney
315 E. Kennedy Blvd.
Tampa, FL 33602

FOR AGENCY (Tampa Bay Economic Development Council)

Mr. Craig J. Richard, CEcD

President/CEO

101 E. Kennedy Blvd., Suite 1750

Tampa, FL 33602

Tel. (813) 218-3300

Email: crichard@tampabayedc.com

Any notice sent in accordance with this Article shall be deemed given two (2) calendar days after deposit in the U.S. Mail, if sent by certified mail, return receipt requested, overnight delivery service or personal delivery services. The act of refusal by a Party of delivery of a notice sent in accordance with this Article shall be deemed acceptance of such notice by such Party.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

ATTEST:

CITY OF TAMPA, a municipal corporation organized and existing under the laws of the State of Florida

BY: _____
City Clerk/Deputy City Clerk

BY: _____
Jane Castor, Mayor

Date: _____

Prepared by and approved
as to legal sufficiency:

Rebecca Johns
Assistant City Attorney

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

**TAMPA HILLSBOROUGH ECONOMIC
DEVELOPMENT CORPORATION**, a Florida
not for profit corporation

BY:

Craig J. Richard, President/CEO

Date:

ACKNOWLEDGEMENT OF AGREEMENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _by _____, as _____ of Tampa Hillsborough Economic Development Corporation a Florida not for profit corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ as identification.

[AFFIX NOTARY SEAL OR STAMP]

Signature of Notary

Name of Notary Typed, Printed or Stamped

Notary Public: State of Florida

My Commission Expires: _____

EXHIBIT A SCOPE OF WORK

AGENCY: TAMPA HILLSBOROUGH ECONOMIC DEVELOPMENT CORPORATION
PROGRAM: Economic Development Services

PRIMARY GOAL:

The EDC is the primary partner with the Florida Department of Commerce, and the EDC works to market and promote the geographic region known as Hillsborough County to businesses, attract new businesses and retain existing businesses. Its primary mission is to assist companies with creating jobs that pay more than average wages and broaden the tax base by generating new, sustainable capital investment. Under its placemaking strategy, the EDC will focus resources on business investment in underserved areas of the City and Hillsborough County. Its service area encompasses Hillsborough County and its three municipalities: Tampa, Plant City, and Temple Terrace. The EDC works to complement the City's internal economic development efforts and does not replace or supplant any government activity or function of the City. The EDC disclaims any responsibility or obligation to undertake any role or function of the City.

Part I. Scope of Services

On a fee for services basis, the Agency shall provide the Services described in Part III under the heading Scope of Work, which includes measurable performance objectives and the additional services, meeting space, and benefits provided for in this Part I. The Agency will also continue to increase private investor revenue.

The Agency shall also permit the City to use the Agency's meeting space (based on its availability) up to two (2) times per year at no cost to the City.

The Agency shall also make available to the City similar sponsorship benefits it offers other sponsors as well as complimentary access to facilities, meetings, and events for up to five (5) City personnel.

Upon execution of this Agreement, the Agency will provide a base salary summary that provides a beginning of the Agency's Fiscal Year personnel expense estimate based on current Full Time Employees (FTE) of the Agency and estimated aggregated personnel expenses in order to establish the beginning year personnel expense baseline, supporting the total annual salary expense budgeted. It will provide updated organizational documents, business/marketing plan(s) and a scope of services with measurable performance objectives when requested by City staff.

Part II. Total Consideration

For its performance under this Agreement, the Agency will receive funds from the City, in arrears, an annual amount during the Term not to exceed Five Hundred and Eighty-eight Thousand Dollars (\$588,000.00). Payments for services will be divided into Units of Service annually during the Term. A "Unit of Service" is defined as one quarter of a fiscal year.

The Per Unit Rate under this Agreement is One-Hundred Forty-seven Thousand Dollars (\$147,000.00), and the annual amount during the Term shall not exceed Five-Hundred Eighty-eight Thousand Dollars (\$588,000.00).

Notwithstanding the foregoing, if the Agency fails to submit proper Request for Payment forms totaling \$588,000.00 for each such period, any remaining portions thereof which the City has not paid to the Agency shall not be available for payment. Moreover, all funding under this Agreement is subject to availability and the amount may be reduced.

If the City determines, through its inspection or review, that the Agency has performed, or is performing less than the total agreed upon Units of Service, the total consideration paid to the Agency may be subject to a pro-rata reduction.

Part III. Scope of Work

Introduction:

The principal services to be provided by the EDC under this agreement are for the EDC to be the City's designated economic development organization for managing corporate relocation, expansion and retention projects, and to be a primary partner with The Florida Department of Commerce in order to create jobs that pay more than average wages and broaden the tax base by generating new, sustainable capital investment, and leveraging tools such the Opportunity Zone and New Markets Tax Credit programs. Under the EDC's Placemaking initiatives, the EDC will provide resources that will focus on generating business investment in underserved areas of the City and County.

Goal:

The Agency will position Hillsborough County and the cities of Tampa, Plant City, and Temple Terrace as Florida's leading location for business growth.

Objectives:

- For each annual period during the term, announce twenty-two (22) corporate expansion

or new to market business openings within the EDC's targeted industries and report the number of jobs, capital investment, and average wage when available.

- Attract at least \$50 million in capital investment through relocation, expansion and/or retention of economic base businesses within Hillsborough County each fiscal year.
- Secure private funding equal to at least seventy-five percent (75%) of the Agency's total annual budget, exclusive of in-kind support, with a minimum target of \$1.75 million in private funding to support the programs and initiatives of the Agency.

Tactics:

Business Development Missions

Visiting domestic and international markets that closely align with our key industries and community economic development strategy. These business development missions allow the Agency to market the City and Hillsborough County directly to targeted corporate executives and site selectors. Participating in missions organized by the Department of Commerce in Florida or like agency, not only mitigates the overall expense, but it also helps the Agency leverage the brand power of both the state and the region.

- Participate in a minimum of two (2) outbound business development or trade domestic outbound missions per fiscal year, which may include domestic and/or international markets that align with the City's target industries and economic development priorities.
- Participate in international trade and foreign direct investment missions in partnership with Global Tampa Bay (GTB). Through the Global Tampa Bay partnership with Pinellas and Pasco Counties, the EDC shall travel to foreign markets for trade missions, meetings with businesses and organization to promote trade with the United States and the Tampa Bay region. The EDC shall also promote the region's competitive assets to attract foreign direct investment and recruit international companies seeking expansion opportunities.
- Coordinate with external GTB partners, the International Protocol Officer and Tampa Sister Cities, to identify synergies and support initiatives that have a business focus and meaningful ties to the EDC's international target industries.
- Coordinate international engagement activities with the Mayor's Office and adhere to established City protocol for global initiatives focusing on high-impact trade and investment missions
- Conduct a minimum of two (2) familiarization tours or site visits annually to site selectors, corporate executives and business development partners to showcase the region's assets, target industries and quality of life.

- The EDC’s Business Development team will hold monthly calls to discuss relocation and expansion activity in the pipeline and address any questions or concerns city staff may have. Work collaboratively with Port Tampa Bay, the City and Hillsborough County in support of their pursuit of a Maritime Prosperity Zone designation.

Business Retention and Expansion (BRE) Strategy

The EDC shall develop and implement a BRE strategy designed to support existing businesses as the largest creators of employment. The program will focus on building relationships with businesses in its six target industries to help them address challenges and identify growth opportunities. The BRE plan should be developed in coordination with municipal partners and include systematic planning, focused business outreach, and consistent follow-up.

- The EDC shall conduct a minimum of one hundred twenty (120) business visits, either virtually or in person, per fiscal year. Visits shall include businesses located within the City and Hillsborough County.
- The EDC shall provide a quarterly report summarizing findings and insights derived from business visitation survey results.
- Promote career training, apprenticeship, and certificate programs for residents of underserved communities within the City.

Placemaking Strategy

The EDC shall develop and implement a comprehensive placemaking strategy designed to attract catalytic investment into historically underserved areas of the City and Hillsborough County. These projects will enhance our community's competitiveness as a destination for business and talent attraction to create vibrant, inclusive communities where residents and businesses can thrive. To achieve this objective, the Agency shall:

- Prepare for Qualified Opportunity Zones 2.0 (QOZ 2.0): The Agency shall collaborate with the City’s Economic Opportunity, Planning, and Housing Departments as well as Hillsborough County Economic Development and other related departments
 - The EDC, in collaboration with the City and Hillsborough County, shall review current designated Opportunity Zone Census tracts and identify areas that may be added, removed or refreshed under QOZ 2.0. The zones shall be recommended to the Mayor of the City of Tampa no later than April 2026 for review and submission to the Governor of the State of Florida by June of 2026.
 - EDC shall serve as the lead agency for Opportunity Zones initiatives, working in

coordination with the City to identify, evaluate and advance projects, as well as to prepare and deliver investor education materials.

- The EDC shall maintain a pipeline of priority projects aligned with community needs and strategic economic development goals, including but not limited to Community Redevelopment Agency (CRA) initiatives and in the EDC's six targeted industries.
- The EDC will maintain and actively work a list of the City's competitive sites in targeted areas to be showcased during project engagements.
- Identify and advance business development and expansion opportunities within underserved areas, with an emphasis on supporting existing businesses, attracting new enterprises and fostering sustainable job creation
- Develop and market catalytic projects for investment and redevelopment, assess the feasibility, financial sustainability and community impact of such projects, and work collaboratively with community, business, academic and government leaders to bring these projects to completion

Direct Outreach

Interaction and personal outreach have been cited as the most influential factors in the corporate decision-making process.

- Conduct targeted recruitment trips to meet one-on-one with key business prospects
- Conduct various methods of outreach to site selectors and other lead sources

Conferences and Events

Industry conferences and events provide opportunities to promote the community and the Agency while cultivating valuable relationships for future project and investment opportunities.

- Participate in economic development industry conferences, trade shows in select target industry and other events as warranted, to support key industry sectors

Community Outreach

Develop and participate in 2026 and 2027 National and Florida Economic Development Week activities, which will include educational videos, social media campaigns, legislator outreach and education, media outreach, and other information sharing activities.

Website

As the number one resource used by site selectors, corporate executives and commercial real

estate professionals in making business location decisions, building and promoting a best-in-class website is critical to the EDC's lead generation and brand awareness efforts.

- Refresh web site continuously with business expansion, relocation and other news about Tampa and Hillsborough County; upload the latest community facts, data and testimonials
- Update and manage GIS database with available commercial and industrial properties
- Continue collaborative talent attraction initiative, Make it Tampa Bay, with Visit Tampa Bay to attract more skilled talent to Tampa and Hillsborough County and retain more local skilled workers and college graduates
- Include a list of EDC Board of Directors, Committee Chairs and Officers, as well as its investors on the website

E-Marketing

By growing its database and closely analyzing communication response, the EDC can provide its contacts with timely, relevant community information specific to their interests. Electronic tools specifically designed for EDC investors will allow the organization to communicate more effectively with its local constituents.

- Maintain and update a database of qualified contacts, including site selectors, commercial real estate professionals, corporate executives and existing prospects
- Continue to produce and e-mail a monthly community e-newsletter- to stakeholders in Tampa Bay
- Utilize e-news briefs for immediate distribution of time-sensitive information to local stakeholders, media and other relevant parties
- In partnership with Global Tampa Bay, collaborate on website and digital marketing materials to enhance global outreach

Media Relations

Increasing coverage of Tampa and Hillsborough County as a place where people and businesses thrive is a top priority for the EDC. By securing positive placements in national, international and local media outlets, the EDC can better communicate key messages and economic development wins to its desired audience.

- Maintain and update a target contact list for national business and trade media, including research contacts responsible for rankings development
- Pitch stories to reporters in target local, national, international and trade media
- Maintain ongoing contact with top local and national media outlets

- Conduct local media briefings or press conferences when necessary
- Distribute local and national feature news releases
- Conduct inbound press trips for reporters from target national media
- Secure a minimum of one hundred fifty (150) verified media placements annually across print, digital and broadcast platforms.

Social Media

Social media is the go-to source of information about a community for young talent and entrepreneurs. It also allows us to deliver immediate updates and consistent messaging to our target audience. Social media provides an excellent platform to connect with and engage local residents and encourages followers to share positive news about Tampa and Hillsborough County.

- Develop monthly social media content calendars for LinkedIn, Facebook and Instagram
- Utilize photos, videos, rankings, media placements and infographics to tell a compelling story about the area
- Use LinkedIn to research and connect with prospects
- Strengthen the social media campaign for Make it Tampa Bay to continue engaging, attracting and retaining skilled talent

Marketing Toolbox

Compelling marketing materials and solid research are critical to the support of all programs and initiatives.

- Produce “testimonial” videos to share with prospects and community stakeholders
- Develop new video content to showcase local business and regional strengths; help tell Tampa and Hillsborough County’s story to a wider audience
- Continue to produce Tampa Bay Industry overviews and post on our website
- Continue to invest in research tools to quickly and efficiently produce custom data reports:
 - LightCast – Economics & Analytics
 - DataAxle – Business Profile Database
 - The EDC must provide a minimum of three authorized users for the City’s Department of Economic Opportunity, with defined limits on searches and downloads under their account
 - EDC will provide a full list of businesses within the City and Hillsborough

County once a year, if requested

- Costar – Real Estate Search Tool
- ESRI – GIS Software
- GIS Web Tech
- Lead Forensics – B2B Website Visitor Identification & Lead Intelligence
- Gazelle.ai – Predictive Business Intelligence for Lead Generation
- Produce new or updated marketing collateral for the EDC Team to use:
 - Annual Report
 - Local Business Services Guide
 - Recruitment Brochure/Community Overview
 - Investor Development Brochure
 - International Business Guide
 - Industry Overview Brochures
 - Custom Research Reports

Advertising

With limited funds and a return on investment that is often challenging to quantify, traditional advertising efforts will focus on targeted, high-impact placements, maximized by co-op and in-kind partnerships.

- Produce highly targeted LinkedIn ad campaigns to companies and talent in our Strategic Growth Areas and Target Industry sectors
- Leverage in-kind trade opportunities with EDC investors to educate local companies about our business assistance programs and talent attraction initiatives, promote Annual Meeting, etc.
- Leverage relationships with Visit Tampa Bay to provide talent attraction messages for national marketing and advertising campaigns
- Collaborate with City of Tampa Communications Department to coordinate talent attraction messaging for local, regional, national marketing, and advertising campaigns

Investor Relations

A strong investor base is an integral part of the success of the Agency. Investors provide quality, qualified leads that allow the Agency to assist companies from the beginning of their projects. Investors also provide much needed funding and organizational and operational advice and guidance. In return, they expect that the Agency will attain its quantitative goals of bringing high paying, economic impact jobs to the area and that the Agency will provide them with

individualized value through a variety of networking opportunities.

- Maintain a pipeline of active prospects
- Meet with current investors to gauge value and increase engagement
- Provide networking, strategic planning and committee participation opportunities

Administrative

Personnel and other administrative support allow the Agency to achieve its goals for job creation and capital investment. Without quality employees, quality office space and efficient and effective processes, the Agency cannot achieve its goals. During the Term, the Agency will make a special initiative to invest in additional professional training and development of its staff; and to continue to implement best practices with regard to management and administration.

- Design and implement management dashboard to consistently and constantly monitor Agency performance in relation to internal activities that support published goals and objectives
- Implement the three-year Strategic Plan for the organization that will lay out the guideposts for success through 2028

Part IV. Quarterly Reporting Requirements

Introduction:

The reporting of the activities and results of activities are to be provided by the EDC under this agreement on a quarterly basis. The members of City Council shall be included on the distribution list for the quarterly reports. In addition to quarterly reports, the EDC shall present a summary of its activities to City Council.

With each report, the Agency will provide metrics, performance measures, and benchmarks for the activities listed below. For specific activities, include applicable accomplishments such as number of missions, conferences, publications, meetings, and other measurable steps. The report should outline the work plan efforts and quantify the results for the reporting period. Should any errors be identified after a quarterly report is submitted to the City, the EDC will submit a corrected report as necessary with an explanation of the changes in the subsequent report (quarterly or annual).

1. Companies selecting Tampa for Relocation/Expansion, the EDC will provide the following information when available
 - a. Company Name
 - b. Industry (as identified on the Company's SEC filings, its website or other documented source)
 - c. Number of Jobs
 - d. Average Wage
 - e. Location
 - f. International Status
 - g. EDC Role and/or Services Provided

2. Dashboard Report Including Performance to Objectives
 - a. Number of New Announced Wins
 - b. Number of New Jobs
 - c. Dollar amount of Capital Investment
 - d. Private Funding for Operations

3. Business Development Pipeline
 - a. Number of New Leads by Industry
 - b. Number of New Leads by Source

- c. Pipeline Trends – Narrative about trending (informational)
4. Business Development Activities:
 - a. Events:
 - i. Conventions, Trade Shows, Familiarization Tours, Business Development Missions, etc.
 - b. Marketing/Lead Generation Campaigns
 5. Business Retention and Expansion Program
 - a. Total number of Business Visits (in person and virtually)
 - b. Summary of challenges faced by existing businesses and paths to help address those challenges such as expansion opportunities and hiring needs
 6. Placemaking/Community Development Quarterly Narrative to include when any projects located in an Opportunity Zone 2.0 will denote the following
 - a. A list of catalytic projects identified, advanced or completed in underserved areas (by location)
 - b. Private and public investment leveraged (dollar amount, funding partners)
 - c. Jobs created/retained through placemaking projects.
 - d. Average wage levels tied to those jobs

INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

THE PURPOSE OF THIS REPORT IS TO PRESENT A CONCISE REVIEW SUMMARIZING THE RECIPIENT'S ACTIVITIES FOR THE CITY FUNDED PROGRAM. USE ADDITIONAL PAGES ONLY IF NECESSARY/REQUIRED.

Company: Provide name of the Recipient as it appears on your Agreement.

Program: Provide title of the program or general service area as contracted.

Report Period: Identify dates covered by this narrative report. After the first report, begin with ending date of the previous report.

I. Accomplishments

Highlight significant or major accomplishments in the City funded program during the report period.

II. Improvement Opportunities

Provide a description of any adverse issues that were encountered during this report period, which would have a negative impact on the program. Also, provide a plan for a corrective action, to include time of implementation, effect on the program, and indicate if there is a need to modify the program, goals, Agreement or funding.

III. Status Report on Provision of Services, Goals and Objectives (Report period and year-to-date)

Report statistically on program goal achievements for report period and year-to-date total.

IV. Other Comments

Use this section for general remarks regarding the Recipient, etc. General information to assist in understanding the program's operation and purpose may be included.

Required Attachments: With each Performance Report, the Recipient will provide the following: a program performance report must include details for each period and at year end, documenting the progress in promoting the geographic region known as Hillsborough County to businesses, attracting new businesses and retaining existing businesses, as detailed in the agreed Scope of Services, as part of Exhibit A.

EXHIBIT B METHOD OF PAYMENT

COMPANY: Tampa Hillsborough Economic Development Corporation

PROGRAM: Economic Development Services

Reimbursement in accordance with unit costs will be made upon receipt of a completed Request for Payment Form, **Exhibit C**, and Performance Report as described in Part IV. No modifications to the budget shall be reimbursed unless prior written approval has been granted by the City. In no event, however, shall payments to the organization exceed \$588,000.00 annually for Program and Annual Operational Support. However, all funding under this Agreement is subject to availability and the amount may be reduced. The City shall be the final authority as to the availability of funds and how available funds will be allotted.

Upon execution of this Agreement, the Agency will provide a base salary summary that provides a beginning of the Agency's Fiscal Year personnel expense estimate based on current Full Time Employees (FTE) of the Agency and estimated aggregated personnel expenses in order to establish the beginning year personnel expense baseline, supporting the total annual salary expense budgeted. No City funds can be used for increases in staffing; annual pay raises above the base, performance bonuses, commissions and other sales incentives.

Payment requests may be submitted on a quarterly or monthly basis with proper backup. Payment requests shall not be submitted for a period of less than one month. If the City determines, through its inspection or review, that the Agency has performed, or is performing less than the total agreed upon services, payments to the Agency shall be subject to a pro-rata reduction. Performance will be measured by units, if applicable, or on a percentage of primary service goals completed. Payments shall be made within fifteen (15) business days after approval of such requests by the City.

The City's Fiscal Year commences on October 1st and ends on September 30th of the following calendar year. Final invoices for services delivered between October 1st and September 30th must be received no later than November 1st of each year to allow closeout of the City's Fiscal Year; provided that some of the year-end supporting documentation to be submitted with each City fiscal year-end invoice may be submitted by the end of October.

No City funds will be expended for the Agency's purchase of equipment, food, beverages or entertainment costs or in support of Agency membership functions.

Each quarter for each annual period during the Term ("Quarter"), the Agency shall provide an income and expense (profit and loss, "P/L") statement and balance sheet for each quarter and from the commencement of the Term, along with a summary or chart of accomplishments in each Quarter and from the commencement of the Term. Accompanying the quarterly P/L, a Custom Transaction Detail Report should itemize Salary, Programming (exclusive of expenses related to economic development service efforts protected under applicable law) and General and Administrative Expenses. Moreover, at the end of each calendar year during the Term, the Agency shall make available for City's review W2s for each Employee and 1099s for contract personnel, if applicable (with social security numbers redacted). Each performance report chart should be supplemented by documentation supporting reported accomplishments and copy(s) of any periodic reports to the City Council and to the Board of Directors of the Agency

With each Performance Report, the Agency should outline efforts and quantify the results for the reporting period. Such reports should include components of the performance metrics, as well as, highlights of operational activities that best relate to the generation of the metric outcomes.

A final report with financials is to be provided at the close of each Fiscal Year during the Term. Within 45 days of the end of each Fiscal Year, the Agency will provide an annual report that details major accomplishment. Performance reporting should identify the status of each bid/incentive proposal and whether the City was selected.

THE REMAINDER OF THE PAGE IS INTENTIONALLY LEFT BLANK.

APPROVED FOR PAYMENT IN THE AMOUNT OF \$_____

Javier Marin
Director of Economic Opportunity

Date

COMMENTS: Payment shall be made within fifteen (15) business days after approval of such request by the City.

EXHIBIT D
CITY OF TAMPA INSURANCE REQUIREMENTS

Prior to commencing any work or services or taking occupancy under that certain written agreement or award (for purposes of this document, Agreement) between the City of Tampa, Florida (City) and Firm/Awardee/Successful Proposer/Contractor/Consultant/Lessee/non-City party, etc. (for purposes of this document, Firm) to which this document is attached and incorporated as an Exhibit or otherwise, and continuing during the term of said Agreement (or longer if the Agreement and/or this document so requires), Firm shall provide, pay for, and maintain insurance against claims which may arise from or in connection with the performance of the Agreement (including without limitation occupancy and/or use of certain property/premises) by Firm, its agents, representatives, employees, suppliers, subtenants, or subcontractors (which term includes sub-consultants, as applicable) of any tier subject to the terms and conditions of this document. Should at any time Firm not maintain the insurance coverages required, City at its sole option (but without any obligation or waiver of its rights) may terminate the Agreement. All provisions intended to survive or to be performed subsequent to the expiration or termination of the Agreement shall survive, including without limitation Firm's obligation to maintain or renew coverage, provide evidence of coverage and certified copies of policies, etc. upon City's request and/or in response to a potential claim, litigation, etc.

The following coverages are required: ("M" indicates million(s), for example \$1M is \$1,000,000)

A. Commercial General Liability (CGL) Insurance on the most current Insurance Services Office (ISO) Form CG 00 01 or its equivalent on an "occurrence" basis (Modified Occurrence or Claims Made forms are not acceptable without prior written consent of the City). Coverage must be provided to cover liability contemplated by the Agreement including without limitation premises and operations, independent contractors, contractual liability, products and completed operations, property damage, bodily, personal and advertising injury, contractual liability, explosion, collapse, underground coverages, personal injury liability, death, employees-as-insureds. Products and completed operations liability coverage maintained for at least 3 years after completion of work. **Limits shall not be less than \$1M per occurrence and \$2M general aggregate for Agreements valued at \$2M or less; if valued over \$2M, a general aggregate limit that equals or exceeds the Agreement's value.** If a general aggregate limit applies, it shall apply separately to the project/location (ISO CG 25 03 or 25 04 or equivalent).

B. Worker's Compensation (WC) & Employer's Liability Insurance for all employees engaged under the Agreement, Worker's Compensation as required by Florida law. **Employer's Liability with minimum limits of (a) \$500,000 bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each employee for Agreements valued at \$100,000 and under or (b) \$1M bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each for all other Agreements.**

C. Excess (Umbrella) Liability Insurance for Agreements valued at \$2M or more, at least \$4M per occurrence in excess of underlying limits and no more restrictive than underlying coverage for all work performed by Firm. May also compensate for a deficiency in CGL, or WC.

Firm affirmatively states that the insurance requirements as set forth above are of adequate types and amounts of insurance coverage for any type of claim/loss for the proposed work or services.

ACCEPTABILITY OF INSURERS - Insurance is to be placed with insurers admitted in the State of Florida and who have a current A.M. Best rating of no less than **A-VII** or, if not rated by A.M. Best, as otherwise approved by the City in advance and in writing.

ADDITIONAL INSURED - City, its elected officials, departments, officers, officials, and employees shall be covered as additional insureds on all liability coverage (e.g. CGL, AL, and Excess (Umbrella) Liability) as to liability arising out of work or operations performed by or on behalf of Firm including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of Firm. Coverage can be provided in the form of an endorsement to Firm's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 10 20, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37 if later revisions used).

CANCELLATION/NON-RENEWAL – Each insurance policy shall provide that at least 30 days written notice must be given to City of any cancellation, intent to non-renew, or material reduction in coverage (except aggregate liability limits) and at least 10 days' notice for non-payment of premium. Firm shall also have an independent duty to notify City in like manner, within 5 business days of Firm's receipt from its insurer of any notices of same. If any policy's aggregate limit is reduced, Firm shall directly take steps to have it reinstated. Notice and proof of renewal/continued coverage/certifications, etc. shall be sent to the City's notice (or Award

contact) address as stated in the Agreement with a copy to the following: Purchasing Department, 306 E Jackson Street, Tampa, FL 33602

Other: City of Tampa Insurance Compliance c/o Ebix BPO, PO Box 100085- ZS, Duluth, GA 30096

CERTIFICATE OF INSURANCE (COI) AND ENDORSEMENTS – to be provided to City by insurance carrier prior to Firm beginning any work/services or taking occupancy and, if the insurance expires prior to completion of the work or services or Agreement term (as may be extended), a renewal COI at least 30 days before expiration to the above address(es). COIs shall specifically identify the Agreement and its subject (project, lease, etc.), shall be sufficiently comprehensive to insure City (named as additional insured) and Firm and to certify that coverage extends to subcontractors’ acts or omissions, and as to permit the City to determine the required coverages are in place without the responsibility of examining individual policies. **Certificate Holder must be The City of Tampa, Florida.**

CLAIMS MADE – If any liability insurance is issued on a claims made form, Firm agrees to maintain such coverage uninterrupted for at least 3 years following completion and acceptance of the work either through purchase of an extended reporting provision or purchase of successive renewals. The Retroactive Date must be shown and be a date not later than the earlier of the Agreement date or the date performance/occupancy began thereunder.

DEDUCTIBLES/ SELF-INSURED RETENTIONS (SIR) – must be disclosed to City and, if over \$500,000, approved by the City in advance and in writing, including at City’s option being guaranteed, reduced, or eliminated (additionally if a SIR provides a financial guarantee guaranteeing payment of losses and related investigations, claim administration, and defense expenses). Firm shall be fully responsible for any deductible or SIR (without limiting the foregoing a policy with a SIR shall provide or be endorsed to provide that the SIR may be satisfied by either the City or named insured). In the event of loss which would have been covered but for a deductible or SIR, City may withhold from any payment due Firm, under any agreement with the City, an amount equal to same to cover such loss should full recovery not be obtained under the policy.

PERFORMANCE – All insurance policies shall be fully performable in Hillsborough County, Florida (the County), and construed in accordance with Florida law. Further, all insurance policies must expressly state that the insurance company will accept service of process in the County and that the exclusive venue for any action concerning any matter under those policies shall be in the

appropriate state court of the County.

PRIMARY POLICIES - Firm's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as to the City, its elected officials, departments, officers, and employees. Any insurance or self- insurance maintained by the City, its elected officials, departments, officers, and employees shall be excess of the Firm's insurance and shall not contribute with it.

UNAVAILABILITY – To the fullest extent permitted by law, if Firm is out of business or otherwise unavailable at the time a claim is presented to City, Firm hereby assigns to the City all of its right, title and interest (but not any liabilities or obligations) under any applicable policies of insurance.

WAIVER OF SUBROGATION – With regard to any policy of insurance that would pay third party losses, Firm hereby grants City a waiver of any right to subrogation which any insurer of Firm may acquire against the City by virtue of the payment of any loss under such insurance. Firm agrees to obtain any endorsement that may be necessary to affect such waiver, but this provision shall apply to such policies regardless.

EXHIBIT E

Section 787.06(13), Fla. Stat. (2024) Compliance Affidavit

STATE OF _____
COUNTY OF _____

BEFORE ME, the undersigned authority, this day personally appeared _____ (“Affiant”) who, being first duly sworn and under oath, deposes and says as follows:

1. This Affidavit is subscribed for the purpose of compliance with Section 787.06(13), Fla. Stat. (2024) as it relates to anti-human trafficking and contracting with a governmental entity.
2. Affiant, on behalf of himself/herself or as _____ of _____, hereby attests and affirms that same does not use coercion for labor or services as defined in Section 787.06, Fla. Stat. (2024).

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated herein are true and correct.

Signature

Print or Type Name

Title (if applicable)

SWORN TO and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____ by _____ on behalf of himself/herself or as _____ of _____, who is personally known to me or who provided _____ as identification.

[AFFIX NOTARY SEAL/STAMP]

Signature of Notary

Print or Type Name
Notary Public: State of Florida
My Commission Expires: _____

EXHIBIT F

Date: _____

**Certificate of Acceptance and Compliance with City of Tampa Code Section 2-525,
Standards of conduct and accountability requirements for Non-Profits provided Financial Support by the City**

I The Board of Directors of _____ (Non-Profit) hereby accepts that City financial support is conditional on compliance with the City Ethics Code and certifies that it has reviewed the requirements of City of Tampa Code Section 2-525 and any leases, operating agreements or other contracts or agreements between Non-Profit and the City and determined that the Non-Profit has fully complied with each applicable requirement, including the following requirements in City of Tampa Code Section 2-525:

Required Policy	Date of Adoption
A. Conflict of Interest Policy (paragraph 2-525(4)a and b)	_____
B. Anti-nepotism Policy (paragraph 2-525(4)c)	_____
C. Whistleblower Policy (paragraph 2-525(4)d)	_____

II A. The total salary and benefits of each Executive Staff member and any affiliated corporate entities as required by paragraph 2-525(5)a. 2 & 3

Position:	Name:	Total Compensation:
1. Chief Executive Officer:	_____	_____
2. Financial accountability and controls:	_____	_____
3. Facilities management and operations:	_____	_____
4. Personnel and human resources:	_____	_____
5. Development, marketing and/or public relations:	_____	_____

B. Total amount of City Financial Support: _____

III **This certification was approved for transmittal to the City of Tampa by an affirmative vote of the Board of Directors of the Non-Profit on the ___ day of _____, _____.**

Chair

Legal Name of Entity

Secretary

Mailing Address

Treasurer

Contact Email Address & Telephone Number