Agenda Item #: 3CC-3

# PALM BEACH COUNTY

#### BOARD OF COUNTY COMMISSIONERS

#### **AGENDA ITEM SUMMARY**

Meeting Date: Department	06/05/2012	[X]	Consent Ordinance	[]	Regular Public Hearing
Submitted By:	TOURIST DE	<u>VELOI</u>	PMENT COUNC	<u>IL</u>	
Submitted For:	PALM BEA	CH CO	UNTY CULTUR	AL COUN	CIL, INC.

## I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A) First Amendment to the Amended and Restated Agreement (R2011-1432) with the Palm Beach County Cultural Council, Inc. ("Cultural Council") for the provision of services under Palm Beach County's (PBC) Tourist Development Plan during the period of October 1, 2011 through September 30, 2012; deleting the requirement that the TDC Executive Director be an ex-officio member of the Cultural Council and (B) adding the requirement that the TDC's Executive Director shall be notified of all meetings of the Board of Directors, and the executive committee as well as all committees and subcommittees of the Cultural Council whose functions are in any way related to the expenditure of County or Tourist Development Tax funds. The TDC's Executive Director shall be provided notice of meetings and an opportunity to be heard at the meetings. Notice of the meetings shall be provided to the TDC's Executive Director no later than five (5) days before the meeting is to occur; and (C) amending Exhibit A – FY 2012 budget in the amount of \$232,765.

**Summary:** This amendment to the Amended and Restated Agreement removes the reference that the TDC Executive Director serves as ex-officio member of the Cultural Council's committees and sub-committees, but requires notification of all meetings and an opportunity to be heard and amends Exhibit A in the amount of 232,765 for marketing/advertising, funding Cat B grantee and staffing the new visitor center. (TDC) Countywide (DW)

**Background and Justification:** The amendment to the Amended and Restated Agreement states that the TDC Executive Director shall be notified of all meetings and have an opportunity to be heard at all meetings. Due to the increase in bed tax collections in FY 2011 the Cultural Council requested funds to increase their marketing efforts, funding for the Palm Beach Pops and staffing their new visitor information center. The TDC Finance Committee and TDC Board approved the use of reserves on March 8, 2012 to fund these efforts.

Attachments: First Amendment to the Amended and Restated Agreement, Exhibit A.

Recommended by:

Department Director

Approved By: Deputy County Administrat

# II. FISCAL IMPACT ANALYSIS

A. Fiv	ve Year Summary of <b>F</b>	iscal Impac	et:				
Fiscal	Years	2012	2013	2014	2015	2016	
Capita	al Expenditures		· · ·				
Opera	ating Costs	_232,765					
Exteri	nal Revenues				<u>·</u>		
Progra	am Income (County)						
	nd Match (County) FISCAL IMPACT	232,765					
	DITIONAL FTE ITIONS (Cumulative)	- 0-	0	0	0	0	
Is Iten	n Included In Propose	d Budget?	Yes_	<u>X</u>	No	·	
Budge	et Account No.: Fund Reporting Category		pt <u>710</u>	U nit <u>70</u>	<u>)।५</u>	Object <u><b>340</b>1</u>	_ € 8201
В.	Recommended Source The Cultural Council	receives 22.5	51% of th	ry of Fisc e 2 <sup>nd</sup> , 3 <sup>rd</sup> a	al Impac and 5 <sup>th</sup> cer	t: nt of the local	option bed tax
C.	Department Fiscal R	eview: <u>4</u>	<u> </u>	n/19th	ud-	_	
		III. <u>RE</u>	EVIEW (	COMMEN	<u>NTS</u>		
A.	OFMB Fiscal and/or	Contract A	^		mments:	W 51	54112
₩5 B.	Approved as to form	De 2/3	Com		and Con	trol	
	Poul F-S Assistant County At	5/25 torney	/12				
C.	Approved as to Term	ns and Cond	litions:				
	Department Director	•					

This summary is not to be used as a basis for payment.

# FIRST AMENDMENT TO AMENDED AND RESTATED AGREEMENT

THIS FIRST AMENDMEN	IT to the AMENDE	D AND RESTATED A	GREEMENT
(R2011-1432) is made as of this	day of	, 2012, by a	and between
Palm Beach County, a Political	Subdivision of the S	State of Florida, by and	through its
Board of Commissioners, (here	einafter referred to	as "COUNTY"), and	THE PALM
BEACH COUNTY CULTURAL	COUNCIL, INC., a	a Florida not-for-profit	corporation
authorized to do business in the	State of Florida, her	reinafter referred to as '	'CULTURAL
COUNCIL", whose Federal I.D. is	s 59-1862336.		

#### WITNESSETH:

WHEREAS, the COUNTY and CULTURAL COUNCIL entered into that certain Amended and Restated Agreement dated September 13, 2011; and

**WHEREAS**, the parties desire to make certain revisions to that Amended and Restated Agreement as set forth in this First Amendment.

**NOW THEREFORE**, in consideration of the mutual promises contained herein, the COUNTY and the CULTURAL COUNCIL agree as follows:

1. Paragraph 11 of the Amended and Restated Agreement is hereby deleted and in lieu thereof, the following is inserted:

# Qualification, Performance and Monitoring of Contractors.

Any parties with which the COUNTY or the CULTURAL COUNCIL enters into contracts for services or goods pursuant to this Agreement shall be specifically experienced in, and qualified for, the provision of such services. As contract administrator, the CULTURAL COUNCIL, in consultation with the Executive Director of the TDC, shall develop criteria to be used to monitor and evaluate the performance of all contractors, including applicants receiving Category "B" funds (i.e. grantees). The grantees will provide no less than an annual report setting forth the duties the grantees have performed and the services they have provided. Each grantee's annual report shall be received within thirty (30) days of the expiration of the grant period identified in the grant agreement. The CULTURAL COUNCIL shall provide to the TDC, through its Executive Director, said reports and the results of such monitoring and evaluation. The CULTURAL COUNCIL shall take reasonable measures to assure the continued satisfactory performance of all contractors including grantees. Should the CULTURAL COUNCIL, after taking such reasonable measures, determine after consulting with the Executive Director of the TDC, that any contractor has failed to perform in accordance with its contract, the CULTURAL COUNCIL shall, as the case may be, either terminate its agreement with such contractor with notice to and the concurrence of the Executive Director of the TDC, or recommend to the COUNTY to terminate the COUNTY's agreement with such contractor. The CULTURAL COUNCIL shall keep the Executive Director of the TDC fully informed as to all activities of the CULTURAL COUNCIL and all contractors who have received or expended revenues derived from the Tourist

Development Tax or who have expended COUNTY funds, so as to enable the TDC's Executive Director to effectively assess overall direction and guidance of COUNTY's Tourist Development Plan. The TDC's Executive Director shall be notified of all meetings of the Board of Directors, and the executive committee as well as all committees and subcommittees of the CULTURAL COUNCIL whose functions are in any way related to the expenditure of COUNTY or Tourist Development Tax funds. The TDC's Executive Director shall be provided notice of meetings and an opportunity to be heard at said meetings, as well as minutes of the meetings.

Notice of the meetings shall be provided to the TDC's Executive Director no later than five (5) days before said meeting is to occur.

- 2. Exhibit A, the Fiscal Year 2012 budget is hereby amended and attached hereto.
- 3. All other provisions of said Amended and Restated Agreement are hereby confirmed and, except as provided herein, are not otherwise altered or amended and shall remain in full force and effect.

**IN WITNESS WHEREOF,** the parties hereto have executed this First Amendment on behalf of the COUNTY and the CULTURAL COUNCIL has hereunto set its hand the day and year above written.

ATTEST: Sharon R. Bock, Clerk & Comptroller	PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS
By: Deputy Clerk  (SEAL)	By: Shelley Vana, Chair County Commissioner
By: Corporate Secretary	PALM BEACH COUNTY CULTURAL COUNCIL, INC.  By:  Michael J. Bracci, Chairman
APPROVED AS TO FORM AND LEGAL SUFFICIENCY  By: Dawn S. Wynn Assistant County Attorney	APPROVED AS TO TERMS AND CONDITIONS  By:  Roger Amidon  Executive Director  Tourist Development Council

#### PALM BEACH COUNTY CULTURAL COUNCIL TDC BUDGET LINE ITEMS

## **EXHIBIT A**

	FY 2009 Actual	FYE 2010 Actual	FYE 2011 Amended	FYE 2011 Forecast	FYE 2012 Budget	FYE 2012 Amended Budget	Difference	
Salaries & Related						405.060	35,000	
Salary and Wages	432,993	401,351	441,718	441,718	460,968	495,968	5,000	
PR Taxes & Benefits	93,977	78,476	107,638	107,638	124,864	129,864	-	
Contract Staff						C2C 022		Visitor center staffing
Total Staffing **	526,970	479,827	549,356	549,356	585,832	625,832	40,000	Visitor center starting
Marketing and Related					05.000	155,000	70,000	Out of county promotions
Advertising	25,498	24,964	47,500	47,500	85,000 35,000	55,000	20,000	Design for advertising collateral and mobile apps
Agency Services/Web Design	8,953	12,838	15,000	15,000 2,000	5,000	20,000	15,000	Concierge workshops
Events, Meetings & Conferences	2,448	1,700	2,000 15,000	15,000	34,000	34,000		
Freight & Delivery	15,450	9,648	5,500	5,500	7,500	7,500	-	
Postage	5,273	11,316	31,500	31,500	55,000	65,000	10,000	Collateral
Printing	69,317	44,302	31,300	31,300	5,000	5,000		
Surveys & Studies	1,500	1,050 1,925	4,500	4,500	6,500	6,500	-	
Travel	4,280	11,600	18,500	18,500	20,000	20,000	•	
Video/Radio & Other	16,900	119,343	139,500	139,500	253,000	368,000	115,000	•
Total Marketing & Related **	149,619	119,343	133,300	133,300	233,000	,	-	•
							-	
General & Administrative	7,656	5,798	6,700	6,700	9,750	9,750		
Equipment Rental	27,448	6,452	2,500	2,500	27,000	42,000	15,000	Arts ready
Membership & Subscriptions	16,704	17,412	18,500	18,500	19,000	19,000	-	
Outside Professional Services	3,359	3,161	3,200	3,200	3,750	3,750	•	
Repairs & Maintenance	10,615	6,469	8,000	8,000	9,000	9,000	-	
Supplies Electronic Equipment	10,013	70	16,500	16,500	10,000	20,000	10,000	Visitor Center Equipment
IT Service			12,000	12,000	15,000		•	
Telephone/internet	5,621	5,325	7,000	7,000	12,000	12,000	-	
Insurance	-,		6,500	6,500	7,000	7,000	-	
Other Office Expense	5,770	10,801	4,518	4,518	6,750		-	
Office Rent/Building allocation	39,983	38,975	41,000	41,000	41,000	41,000	·	=
Total General & Administrative **	117,156	94,463	126,418	126,418	160,250	185,250	25,000	l
Subtotal	793,745	693,633	815,274	815,274	999,082	1,179,082	180,000	ı
Stimulus-Contract	36,989	57,711						<del>_</del>
Total TDC Contract Expense	830,734	751,344	815,274	815,274	999,082	1,179,082	180,000	1
County Direct				4 (57 840	2,080,000	2,132,765	52,76	5 Palm Beach Pops second half
Category B Grants	1,862,795	1,564,000	1,657,840	1,657,840 222,600	2,080,000		-	
Category C II Grants	251,592	197,936	222,600	222,600	280,000		-	
Stimulus B	109,316	206,138					-	
Stimuls CII	11,409	31,068	4,701	5,356	5,094	5,094	-	
Administrative fee	222 740	209,177	193,670	188,520	163,240			
Indirect Cost	231,740	45,669	43,421	47,550	49,50			_
Tax Collector Fees	43,901	2,253,988	2,122,232	2,121,866	2,577,84		52,76	5
Total County Direct	2,510,753 690,888	768,107	351,938	876,007	630,357		(232,76	<u> </u>
Culture Reserves	880,088	705,107	332,330					

4,207,275

4,207,275

**Total Cultural Council** 

4,032,375

3,773,439

3,289,444

3,813,147

<sup>\*\*</sup> Contract Line Items

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By: Dawn S. Wynn Assistant County Attorney	By: Roger Amidon Executive Director
COMPRATAINABLY Valoration PAMBUTDOS Alleged Course	Tourist Development Council

#### PALM BEACH COUNTY CULTURAL COUNCIL

TDC BUDGET LINE ITEMS

# **EXHIBIT A**

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	Actual	Actual	Amended	Forecast	Budget	Amended Budget	Difference	
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Contract Staff	-		-	- '	-		-	
Total Staffing **	526,970	479,827	549,356	549,356	585,832	625,832	40,000	Visitor center staffing
Marketing and Related								
Advertising	25,498	24,964	47,500	47,500	85,000	155,000	70,000	Out of county promotions
Agency Services/Web Design	8,953	12,838	15,000	15,000	35,000	55,000	20,000	
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Travel	4,280	1,925	4,500	4,500	6,500	6,500	_	
Video/Radio & Other	16,900	11,600	18,500	18,500	20,000	20,000	-	
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	,		200,000	255,500	233,000	300,000		
General & Administrative							_	
Equipment Rental	7,656	5,798	6,700	6,700	9,750	9,750	_	
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IT Service			12,000	12,000	15,000	15,000		, .
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Office Rent/Building allocation	39,983	38,975	41,000	41,000	41,000	41,000	_	
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:			· · · · · · · · · · · · · · · · · · ·					=

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By: Corporate Secretary	PALM BEACH COUNTY CULTURAL COUNCIL, INC.  By:  Michael J. Bradci, Chairman
APPROVED AS TO FORM AND LEGAL SUFFICIENCY  By:  For Dawn S. Wynn  Assistant County Attorney	APPROVED AS TO TERMS AND CONDITIONS  By: Roger Amidon Executive Director Tourist Development Council

#### PALM BEACH COUNTY CULTURAL COUNCIL

TOC BUDGET LINE ITEMS

# **EXHIBIT A**

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_	,						-	
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Outside Professional Services	16,704	17,412	3,200	3,200	3,750			
Repairs & Maintenance	3,359	3,161	8,000	8,000	9,000		-	
Supplies	10,615	6,469		16,500	10,000		10,000	Visitor Center Equipment
Electronic Equipment		70	16,500	12,000	15,000		-	
IT Service			12,000 7,000	7,000	12,000			
Telephone/Internet	5,621	5,325	•	6,500	7,000		-	
Insurance			6,500	4,518	6,750		-	
Other Office Expense	5,770	10,801	4,518	41,000	41,000			
Office Rent/Building allocation	39,983	38,975	41,000		160,250		25,000	<del></del> 
Total General & Administrative **	117,156	94,463	126,418	126,418	100,230	183,230	·	
Subtotal	793,745	693,633	815,274	815,274	999,082	1,179,082	180,000	1
Stimulus-Contract	36,989	57,711						_
Total TDC Contract Expense	830,734	751,344	815,274	815,274	999,082	1,179,082	180,000	
County Direct							F2 70	5 Palm Beach Pops second half
Category B Grants	1,862,795	1,564,000	1,657,840	1,657,840	2,080,000		52,76	Faith beach rops second hair
Category C II Grants	251,592	197,936	222,600	222,600	280,000	280,000	-	
Stimulus B	109,316	206,138					-	
Stimuls CH	11,409	31,068					-	
Administrative fee	**		4,701	5,356	5,094		•	
Indirect Cost	231,740	209,177	193,670	188,520	163,240		-	
Tax Collector Fees	43,901	45,669	43,421	47,550	49,50			- ·
Total County Direct	2,510,753	2,253,988	2,122,232	2,121,866	2,577,84		52,76	
Culture Reserves	690,888	768,107	351,938	876,007	630,35	2 397,587	(232,76	<u>.</u>
Total Cultural Council	4,032,375	3,773,439	3,289,444	3,813,147	4,207,27	5 4,207,275		=

<sup>\*\*</sup> Contract Line Items

Client#: 33

MBEAC2

# ACORD.

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/14/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

certificate flower in flew of such endorsement(s).						
PRODUCER USI Insurance Services LLC-SCL	CONTACT NAME:					
USI insurance services LLC-SCL		AX				
Small Commercial	E-MAIL	A/C, No):				
	ADDRESS:					
200 West Cypress Creek Rd #600	PRODUCER					
Fort Lauderdale, FL 33309	CUSTOMER ID #:					
Tort Lauderdale, I'L 33303	INSURER(S) AFFORDING COVERAGE	GE NAIC#				
INSURED	INSURER A: American Casualty Company of Re 2					
Palm Beach County Cultural Council, Inc	INSURER B: Transportation Insurance Compa	n 20494				
1555 Palm Beach Lakes Blvd.	INSURER C: Transportation Insurance Compa	n 20494				
Suite 300	INSURER D: Travelers Casualty & Surety Co.	31194				
West Palm Beach, FL 33401	INSURER E:					
	NOURED C.					

COVERAGES

CERTIFICATE NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS,

EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR		ADDL SUI		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY		2097240141	10/01/2011	10/01/2012	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000 \$300,000
	CLAIMS-MADE X OCCUR					MED EXP (Any one person)	\$10,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
1	GEN'L AGGREGATE LIMIT APPLIES PER:			İ		PRODUCTS - COMP/OP AGG	\$2,000,000
<u></u>	POLICY PRO- JECT LOC						\$
Α	AUTOMOBILE LIABILITY  ANY AUTO		2097240141	10/01/2011	10/01/2012	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	ALL OWNED AUTOS					BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
	X HIRED AUTOS					PROPERTY DAMAGE (Per accident)	\$
l	X NON-OWNED AUTOS						\$
							\$
В	UMBRELLA LIAB X OCCUR		2097240107	10/01/2011	10/01/2012	EACH OCCURRENCE	<b>\$1,000,000</b>
	EXCESS LIAB CLAIMS-MADE					AGGREGATE	\$1,000,000
	DEDUCTIBLE						\$
	X RETENTION \$ 10,000						\$
С	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE Y/N OFFICER/MEMBER EXCLUDED?		4024068879	10/01/2011	10/01/2012	X WC STATU- OTH- TORY LIMITS ER	
		N/A				E.L. EACH ACCIDENT	<b>\$100,000</b>
	(Mandatory in NH)					E.L. DISEASE - EA EMPLOYEE	<b>\$100,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	<b>\$500,000</b>
D	See Descriptions		105680141	10/01/2011	10/01/2014	See Descriptions	
<u> </u>	<u></u>						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

\*\* Workers Comp Information \*\* Proprietors/Partners/Executive Officers/Members Excluded:

(See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

Palm Beach County c/o Tourist Development Council 1555 Palm Beach Lakes Blvd, Suite 900

West Palm Beach, FL 33401

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jany Monio

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# **DESCRIPTIONS (Continued from Page 1)** Rena Blades, President Directors and Officers Liability/EPL/Fiduciary/Crime Coveraged Limits/Deductibles Directors and Officers Liability and EPL Limit \$1,000,000 / \$2,500 Ded. Fiduciary Limit \$1,000,000 / No Ded. Crime Limit \$1,000,000 / \$10,000 Ded. Palm Beach County is additional insured with respects to General Liability