

Agenda Item #: SC-4

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	10/17/17	<input type="checkbox"/>	Consent	<input checked="" type="checkbox"/>	Regular
Department		<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Public Hearing

Submitted By: TOURIST DEVELOPMENT COUNCIL

Submitted For: PB COUNTY FILM & TELEVISION COMMISSION, INC.

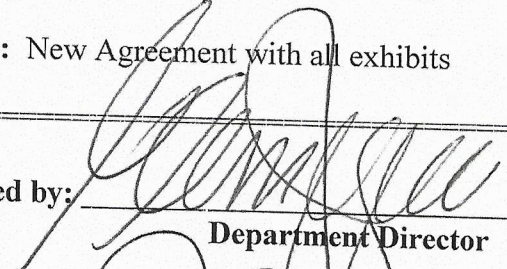
I. EXECUTIVE BRIEF

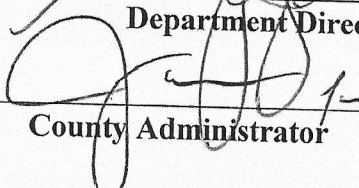
Motion and Title: Staff recommends motion to approve: Annual Agreement with the Palm Beach County Film and Television Commission, Inc. (the PBCFTC) for the provision of services under the County's Tourist Development Plan during the period October 1, 2017 through September 30, 2022 an amount not to exceed of \$2,111,256 in contractual services and \$467,256 in direct costs, and reserves for a total of \$2,578,512 retroactive to October 1, 2017.

Summary: The Agreement provides for the PBCFTC to attract, promote, and market existing and new film production and production facilities under the County's Tourist Development Plan for a five-year period, from October 1, 2017 through September 30, 2022. The new Agreement replaces the current contract (R-2012-1319). The new Agreement updates fiscal year 2018 Exhibit "A" – Annual Budget, Exhibit "F" – Performance Measures to apply in fiscal year 2018. Exhibit "T", -Salary Ranges and Exhibit "J" Organizational Chart for a new position. A new Exhibit "M" - Purchasing Policy has been added to the new Agreement replacing the purchasing guidelines in the body of the Agreement. The new Agreement inserts language on Public Records, Advertising, Recruiting and Job Information along with Public Meeting Notice to the Agreement. The administrative process for an Operations Funding procedure, including all reporting requirements has been added to this Agreement. In addition, indirect cost and reserves totaling \$467,256 are included for a total budget of \$2,578,512. These exhibit changes have been reviewed and approved by the TDC Finance Committee and TDC Board. (TDC) Countywide (DW)

Background and Justification: Under the current Agreement, the PBCFTC develops and implements the Annual Tourism Marketing Plan for the County. All expenditures by the PBCFTC under the contract must be made in accordance with an Operating Budget included as Exhibit "A" to the contract, from funds appropriated annually by the County. The new Agreement is for an additional five years, through September 30, 2022. The new Agreement adopts a new Exhibit "A" (Annual Budget), updates Exhibit "F" (Performance Measures) to apply during Fiscal Year 2018. Exhibit "T" (Salary Ranges) along with Exhibit "J" (Organization Chart) have been updated for a new position of associate producer. In addition, the new Agreement adds a new Exhibit "M" – (Purchasing Policy) which conforms to the county purchasing guidelines. Public Records, advertising of jobs and public meeting notice have been added to the new Agreement to comply with State laws and County policy. A monthly cash advance procedure is added to the contract for reimbursement of operational expenses by the Clerk and Comptroller's Office.

Attachments: New Agreement with all exhibits

Recommended by:  Date 10/21/17
Department Director

Approved By:  Date 10/13/17
County Administrator

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019*	2020*	2021*	2022*
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	\$2,111,256	\$2,185,150	\$2,261,630	\$2,340,787	\$2,422,715
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	-----	-----	-----	-----	-----
In-Kind Match (County)	-----	-----	-----	-----	-----
NET FISCAL IMPACT	<u>\$2,111,256</u>	<u>\$2,185,150</u>	<u>\$2,261,630</u>	<u>\$2,340,787</u>	<u>\$2,422,715</u>

ADDITIONAL FTE

POSITIONS (Cumulative) - 0- 0--- 0--- 0--- 0---

Is Item Included In Proposed Budget? Yes X No.

Budget Account No.: Fund 1451 Dept 710_ U nit 7240_ Object 3401 _____
Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

The Film & Television Commission currently receives 4.31% of the 2nd, 3rd, 5th and 6th cent of the local option bed tax.

*2019 thru 2022 estimated Fiscal Impacts are based upon historical average bed tax collections of 3.5%.

C. Department Fiscal Review: [Signature]

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 10/13/17 OFMB
[Signature] 10/13/17 Contract Dev. and Control

B. Approved as to form and Legal Sufficiency:

[Signature] 10/11/17
Assistant County Attorney

C. Approved as to Terms and Conditions:

Department Director

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

AGREEMENT

between

**PALM BEACH
COUNTY
A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA**

**ON BEHALF OF THE TOURIST
DEVELOPMENT COUNCIL**

AND

**THE PALM BEACH COUNTY FILM AND TELEVISION COMMISSION,
INC.**

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Exhibit "A" Film & Television Commission Budget FY 2017

Exhibit "B" Moving Expense Reimbursement Policy

Exhibit "C" Internship Program

Exhibit "D" Travel and Entertainment Policy

Exhibit "E" Non-Discrimination Policy

Exhibit "F" Performance Measures

Exhibit "G" County Policies and Procedures for Film & Television Commission

 A. CW-0-031 Policies and Procedures for FTC

 B. Palm Beach County, Florida Land Development Code Article 6: Zoning
 Districts Section 6.4 Use Regulations and Definitions

- Exhibit "H" Salary Policy
- Exhibit "I" Salary Ranges
- Exhibit "J" Organizational Chart
- Exhibit "K" Directors Conflict of Interest
- Exhibit “L” Reserved
- Exhibit “M” Purchasing Guidelines
- Diversity Schedule
- Insurance Certificate

AGREEMENT BETWEEN PALM BEACH COUNTY ON
BEHALF OF THE TOURIST DEVELOPMENT COUNCIL AND
THE PALM BEACH COUNTY
FILM AND TELEVISION COMMISSION, INC.

THIS AGREEMENT dated _____ **September 12, 2017**, by and between Palm Beach County, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (hereinafter referred to as the "COUNTY") and PALM BEACH COUNTY FILM AND TELEVISION COMMISSION, INC., a Florida not-for-profit corporation whose Federal I.D. Number is 65-0692923 (hereinafter referred to as PBCFTC or Agency).

WHEREAS, legal authority for the Palm Beach County Tourist Development Council (hereinafter referred to as the "TDC") is found under Section 125.0104, Florida Statutes, known as "The Local Option Tourist Development Act", the COUNTY has by Ordinance 95-30, as amended, established the TDC; has levied and imposed a tourist development tax; and has established a Tourist Development Plan for the use of the funds derived from the tax. As an appointed Advisory Board, the TDC is bound by State and County laws, ordinances, and procedures governing the TDC members and their activities, as well as procedures for reviewing expenditures of tourist development tax revenues. The TDC is responsible for advising the COUNTY on the implementation of the Tourist Development Plan on matters related to tourism sales, marketing, advertising, tourism grants, and convention center sales in order to help increase overall visitation and lodging facility occupancy in accordance with State and County laws, regulations and procedures and within budgetary limitations imposed by the Tourist Development Tax Revenues. The TDC shall also approve and make recommendations for all contracted Agencies annual Marketing Plans and Budgets to ensure conformity with the Tourist Development Council Strategic Plan and the provisions of Section 125.0104, Florida Statutes; and

WHEREAS, a portion of the Tourist Development tax revenues are reserved to attract and promote film, television and still photography production in the COUNTY and to promote the COUNTY as an ideal film, television and still photography destination, in the State of Florida, and nationally and internationally; and

WHEREAS, the parties have previously entered into agreements whereby the Palm Beach County Film and Television Commission, Inc, (hereby referred to as PBCFTC), an independent contractor, furnished the professional services necessary to assist the COUNTY in carrying out projects of the Tourist Development Plan; and

WHEREAS, the parties desire to continue the services as set forth herein.

NOW THEREFORE, in consideration of the above and the mutual covenants contained herein, the parties agree as follows:

1. Functions and Services. PBCFTC shall assist the COUNTY in promoting and attracting film, television and still photography production in the COUNTY, in the State of Florida, nationally and internationally, and serve as a clearinghouse for the film, television and still photography industry, in furtherance of the objectives of Category "D" objectives of the existing Tourist Development Plan, by performing the following functions and services, all being subject to the overall direction and guidance of the TDC, through the Executive Director of the TDC:

A. Annual Marketing Plan. In cooperation and consultation with the Executive Director of the TDC, with persons providing contractual services for the COUNTY's Tourist Development Plan under this Agreement, and with other interested persons, PBCFTC shall develop an Annual Budget and a specific and detailed Annual Marketing Plan (hereinafter referred to as the "Annual Marketing Plan") for accomplishing the purposes of Category "D" of the Tourist Development Plan. PBCFTC will submit

such Annual Budget and Annual Marketing Plan to the TDC through the TDC's Executive Director for its review, modification and adoption. PBCFTC shall administrate a sponsorship program to create positive tourism branded programming and events that will attract and increase tourism to Palm Beach County. PBCFTC will implement such Plan as provided in subparagraphs (B through K) of this paragraph; such Plan may be amended from time to time in the same manner as provided for its adoption.

- B. Target Market Database. In cooperation and consultation with the Executive Director of the TDC, PBCFTC shall compile and maintain a list of prospective film, television and still photography production executives. This list will be solicited throughout the year by the PBCFTC. This list may be amended throughout the course of this Agreement as necessary, with approval by the TDC Director.
- C. Solicitation. PBCFTC shall solicit production companies, using TDC Category "D" funds, at any time throughout the year as it relates to film and television production and photography.
- D. Clearinghouse. PBCFTC shall serve as a clearinghouse for any production, franchise, company or individual who is interested in the COUNTY as it relates to film and television production and photography. By contacting the PBCFTC initially, such groups may then be directed to appropriate entities throughout the COUNTY to assist their efforts.
- E. Collateral Materials. PBCFTC shall arrange for the design and production of collateral materials, including brochures and other printed materials, for use in inquiry fulfillment, trade shows, and other promotional activities as provided in this

Agreement and the Annual Marketing Plan.

- F. Production Marketing and Trade Shows. PBCFTC shall provide for adequate staffing and coordination, including booth development and construction, for all TDC approved film and television marketing, photography and trade shows, including but not limited to those described in the Annual Marketing Plan.
- G. Site Visits. PBCFTC shall initiate and obtain adequate sponsorship, attendance, staffing, and coordination of site visits/familiarization tours of the COUNTY for film, television and photography representatives who may consider production work in the COUNTY.
- H. Contributions of Goods and Services and Memberships. PBCFTC shall obtain and coordinate, as necessary to perform the duties and services set forth in this Agreement, for the benefit of the COUNTY'S Tourist Development Plan, private contributions of goods and services, including but not limited to the providing or furnishing of facility usage, meals, receptions, transportation, lodging, admissions, beverages, and membership fees.
- I. Personnel. PBCFTC shall employ, subject to the availability of funds allocated for such purpose and as set forth in the attached Exhibit "A" (Budget), sufficient staff and support personnel to perform on behalf of PBCFTC the duties and services called for in this Agreement. Any new full- time, part-time or contract position instituted during the term of this Agreement shall be approved in advance by the Executive Director of the TDC. PBCFTC personnel shall be located in the same building as the COUNTY's TDC office.

- J. Performance Measures. The PBCFTC shall make good faith efforts to achieve the Performance Measures, attached hereto and incorporated herein as Exhibit "F". The PBCFTC shall provide semiannual reports to the TDC on attainment of the performance measures or provide written justification acceptable to the TDC as to why a performance measure was not achieved.
- K. One-Stop Permitting. The PBCFTC shall maintain the "One-Stop Permitting" with various COUNTY municipalities and governmental agencies such as police, fire, etc. This permitting system will insure that insurance coverage is maintained by the production companies using public property. The PBCFTC will use this system and its contacts to assist production on public property as it applies to Exhibit "G" containing PPM CW-0-031 and Planning & Zoning Code Section 4.
- L. Brand Compliance. Agencies will utilize the Tourism Brand Identity as approved by the Board of County Commissioners for all advertising procured by the PBCFTC for marketing and promotion of Palm Beach County which are reimbursed from budgets provided from bed tax funds. These guidelines may be adjusted during this Agreement with input from the TDC funded agencies and their respective creative Agencies of Record with final approval of the TDC Executive Director. Core requirements of the brand applications in print, digital, video, and other marketing channels as approved by the TDC Board will be required as a condition for TDC funding support.
2. Qualifications and Performance of Contractors. Any personnel or entities with which the COUNTY or PBCFTC enters into contracts for services pursuant to this Agreement shall be specifically experienced in, and qualified for, the provision of such services. As contract

administrator, PBCFTC, in consultation with the Executive Director of the TDC, shall develop evaluation criteria, and monitor and evaluate the performance of all such contractors. Should PBCFTC, after taking such reasonable measures, determine after consultation with the Executive Director of the TDC, that such contractor has failed to perform in accordance with its contract, PBCFTC shall terminate such contract with notice to the Executive Director of the TDC. PBCFTC shall continuously keep the Executive Director of the TDC fully informed as to all activities of PBCFTC so as to enable the Executive Director to effectively provide overall direction and guidance for the COUNTY's Tourist Development Plan as established by the TDC and the COUNTY.

3. Compensation and Method of Payment. Costs incurred by the PBCFTC and such independent contractors in performing the duties and providing the goods and services described in this Agreement will be paid by the COUNTY solely from Tourist Development Tax revenues designated for Category "D" of the Tourist Development Plan. Payments to PBCFTC and such independent contractors shall be consistent with the Annual Marketing Plan adopted by the TDC, and shall be made only for expenditures, which are specifically authorized by the COUNTY. The PBCFTC Annual Budget as set forth in the attached Exhibit "A" as it may be amended by the COUNTY and/or PBCFTC from time to time, shall constitute, as between the COUNTY and PBCFTC, authorization of the expenditures provided for therein, provided that such expenditures are made in accordance with this Agreement.

Payments of the COUNTY shall be made to PBCFTC and such independent contractors in accordance with the fiscal procedures of the COUNTY as payment for authorized expenditures or provision of goods or services, following PBCFTC's determination that the goods and services have been properly provided, and upon submission of invoices by PBCFTC to the Executive

Director of the TDC or his designee, and a determination by the Executive Director of the TDC or his designee, that the invoiced payments are authorized as defined above and that the goods or services covered by such invoice have been provided or performed in accordance with such authorization.

Each invoice submitted by PBCFTC shall include reference to its previous authorization and shall be itemized in sufficient detail for audit thereof, and shall be supported by copies of the corresponding vendor invoices and proof of receipt or performance of the goods or services invoiced. It is mutually agreed that PBCFTC shall promptly review and submit to the COUNTY invoices received in good order, and that the COUNTY shall promptly pay to PBCFTC and such independent contractors on a continual basis amounts properly payable under this Agreement and supported by receipted invoices submitted by PBCFTC. Any travel and entertainment expenses incurred by PBCFTC may be reimbursed to PBCFTC by the COUNTY only upon the express written approval of the Executive Director of the TDC or his designee, and within the limitations imposed by law upon COUNTY. Moreover, COUNTY shall not reimburse PBCFTC or any third party on any invoice of PBCFTC, unless and until the Clerk and Comptroller's Office pre-audits payment invoices in accordance with law, and subject to the conditions, if any, attached to said approval. PBCFTC shall be paid for its actual costs not to exceed the total amount for the various items, and up to the maximum amounts budgeted therefore, as set forth in the PBCFTC Annual Budget, included in the attached Exhibit "A". The amounts applicable to the various line items of Exhibit "A" can, subject to the maximum total amount, be increased or decreased by up to 10% at the discretion of the PBCFTC; adjustment in excess of 10% of any line item must be authorized by the Executive Director of the TDC. Under no circumstances shall the adjusted amount exceed or cause the total to exceed the total amount of the Annual Budget.

In the event PBCFTC encounters unanticipated necessary expenses in performing services to be provided by PBCFTC under this Agreement, PBCFTC may request said expenses to be included on an amended Exhibit "A" for reimbursement by COUNTY and COUNTY shall consider, but shall not be obligated to grant, said request through a contract amendment.

4. Operations /Funding Agreement.

A. Definitions

The following terms shall have the meanings specified when used in this Agreement.

Operating Expenses: Any and all expenses and expenditures of every kind and nature incurred, directly or indirectly by PBCFTC in managing, operating, promoting and marketing including, without limitation: payroll, benefits, relocation costs; operating supplies; advertising; technology, dues, subscriptions and membership; printing and stationary costs postage and freight costs; equipment and rental costs; cost of office supplies; telephone and telecommunication charges; travel and entertainment expenses; audit and legal expenses ; insurance coverages.

Operating Fiscal Year: The period of time beginning on the first day of October and ending on the 30th day of the month of September.

Capital or proprietary rights: Any data, equipment or materials furnished by County to the PBCFTC and any such data, equipment or materials that may be acquired for County by the PBCFTC to be used by the PBCFTC shall remain the property of County, and when no longer needed for the performance of this Agreement, shall be returned to County. Furthermore, the County shall own all data and other electronic files generated by the PBCFTC through the use of either County's or PBCFTC's data processing programs and software in operating the PBCFTC. Property rights will not accrue to the PBCFTC.

Ownership of and title to all intellectual property rights of whatsoever value, including but not limited to logos and trademarks, held in the County's name, shall remain in the name of the County.

B. Fiscal Responsibility

PBCFTC shall perform the following services:

- 1) Prepare an Annual Operating Plan, which PBCFTC shall submit to County, in accordance with an established County schedule for approval by the TDC and County.
- 2) Hire, supervise and direct all of the PBCFTC's employees and personnel unless defined specifically in this Agreement.
- 3) Maintain detailed, accurate and complete financial and other records of all its public activities under this Agreement in accordance with GAAP and any additional County requirements as they relate to the PBCFTC, provided they are consistent with the terms of the Agreement. The County shall have access to such records.
- 4) Submit a written financial report to the TDC Executive Director at least monthly, or as otherwise agreed to between the parties, no later than the close of the following month concerning its activities in the operation of the PBCFTC. Such report shall, among other things, set forth receipts from all sources, expenditures and such other and further information as the TDC Executive Director may require or request.
- 5) PBCFTC shall keep and maintain, throughout the Term of this Agreement at its offices, separate and independent books of accounts and records for public funds. The Public Fund Accounts review may be required by the TDC Executive Director or County and shall be maintained, in accordance with GAAP. Said books, ledgers, journals, accounts, and records shall contain all entries reflecting the business operations of the PBCFTC under this

Agreement using public dollars. All of the foregoing records shall be retained and available for such period of time as provided herein unless otherwise approved by the County.

- 6) The County, at all times, throughout the term of the Agreement and for up to three (3) years following expiration, shall have the right to audit and examine during PBCFTC's ordinary business hours, all such records and books of accounts relating to PBCFTC's operation, provided that PBCFTC shall not be required to retain such books of accounts and records for more than three (3) years after the end of the final year of this Agreement. PBCFTC shall arrange for the books of accounts and records to be brought to a location convenient to the auditors for the County in order for the County to conduct the audits and inspections. Failure of the PBCFTC to keep record of and provide the information to County as set forth herein shall be considered a default under the terms of this Agreement. All Funds advanced shall revert to the COUNTY upon any default or termination of this Agreement.
- 7) The PBCFTC shall provide to the TDC Executive Director and County, within thirty (30) days after the end of each month, a reconciliation for the Agency Operating account, which account shall be subject to audit by the TDC Representative or County during PBCFTC's ordinary business hours. Once approved by the TDC Executive Director or designee, this reconciliation will be provided to the Clerk's Office.
- 8) The PBCFTC shall render, within thirty (30) days after the end of each month, financial reports for the PBCFTC including reports for public funds including a balance sheet, aging report on accounts receivable, and statement of revenues and expenditures (budget to actual) for the current month and year to date in accordance with GAAP. In addition, the PBCFTC shall immediately, upon request by County, provide information contained with any of the provided reports.

9) The PBCFTC shall meet with the TDC Executive Director quarterly to answer questions relating to the operations and the financial reports. Furthermore, a private auditing firm acceptable to the County, where such determination of acceptability to be made in the County's sole and absolute discretion, shall audit the accounts and records as kept by the PBCFTC and provide the County with a certified audit report annually prior to March 1st of the fiscal year, together with a management letter. Appropriate funds shall be set aside in the annual operating budget to pay for such certified audit report. At the option of County and at its expense, additional audits may be performed.

10) TDC Executive Director may request additional financial or statistical reports with respect to the PBCFTC's operations for use of all public funds, and the PBCFTC shall promptly provide the same. County's requests for such additional reports shall be reasonable with respect to timing and frequency. Any and all reasonable costs for such reports, which have been approved by the TDC Executive Director shall be included as an operating expense in the PBCFTC budget.

C. Operating Budget/Expendable Budget Supplies/Funds
Availability Procedure for Handling Income and Expenses

1) Operating Budget. Each year, in accordance with the County's schedule, the PBCFTC shall prepare and present a line item budget for the PBCFTC which budget shall follow and comply with the existing County budget process or such other procedures which County may require. Additionally, the budget shall include but not be limited to the following detailed projections, presented on a monthly and annual basis:

Operating Expenses;

Administrative and general expenses;

Marketing, advertising, and promotion expenses;

Exhibitor services;

Payroll and Personnel costs included in the annual operating budget which may include training programs, sales incentive bonuses and other fringe benefits of the type customarily provided by PBCFTC to employees in accordance with written policies of company-wide applications in effect at the time of expenditure.

- 2) Presence Required. The PBCFTC shall ensure that its representatives are present at all necessary meetings of the budget approval process required by the TDC. The annual operating budget for the PBCFTC is subject to the prior approval of the County after recommendation by the TDC Board.
- 3) Funds Availability. County shall make available to the PBCFTC at contract commencement funds necessary to pay all budgeted items of expense for the operation, maintenance, supervision, and management of the PBCFTC. To the extent the PBCFTC is unable to perform under this Agreement due to the fact that required budgeted funds are not made available by County, the Operator shall not be considered in breach of this Agreement nor shall such failure to perform for lack of funds be considered an event of default.
- 4) PBCFTC Operating Account. Prior to the Commencement Contract Date, the County will advance one (1) month of personnel costs and forty-five (45) days of budgeted operating expenses for deposit into the Agency Operating Account in order to fund operations of the PBCFTC. The PBCFTC shall use funds in the Agency Operating Account to pay operating expenses of the PBCFTC allowed by Florida Statute Section 125.0104 and County Ordinance 95-30 as amended. The PBCFTC shall submit to the County requests for reimbursement of

expenses paid from the Agency Operating Account, in accordance with County requirements and as further detailed in Section 4 D. of this Agreement. All such accounts must be maintained in Palm Beach County and available for review and audit upon County's request. Operating Expenses shall be paid from the Agency Operating Account based on County approved budgets and the approval of the TDC Executive Director as outlined in Section 4D.

- 5) Cash Control. The cash control for PBCFTC operations shall be accomplished through a combination of rigid accounting procedures and internal audit tests of submitted expense reimbursements requested from public dollars.

D. Reimbursement Process and Documentation

- 1) Budget (Exhibit A)
 - a) PBCFTC's Annual Budget as set forth in the attached Exhibit "A", shall constitute, as between the County and PBCFTC, authorization of the expenditures provided for therein, provided that such expenditures are made in accordance with this Agreement.
 - b) Each invoice and check payable to the vendor will be submitted by PBCFTC with the itemized detail for audit thereof, and shall be supported by copies of the corresponding vendor invoices and proof of payment, canceled check, receipt and performance of the goods or services invoiced.
 - c) Prior to disbursement of the Check or Electronic Funds Transfer (EFT) to the Vendor, the TDC Executive Director or his/her designee will audit and initial the original check or EFT prior to disbursement from the Agency Operating Account.
 - d) The PBCFTC shall be paid for these actual costs by submitting an Operating Expense Invoice to the County with all appropriate documentation as required by the Clerk & Comptroller. Each invoice will provide a check register detailing the vendor payment,

the ledger account number and account name of the expense distribution, subtotaled by expense category and totaling to the requested invoice reimbursement.

- e) PBCFTC shall be reimbursed for Payroll and this must be processed as a separate Payroll Expense Invoice after each pay period, with payroll disbursement registers provided including proof of payment as the supporting documentation.
 - f) Each individual reimbursement request will include a reimbursement checklist completed by the initiator. The expense and payroll invoice will include reimbursement checklist from the requesting PBCFTC approved by the Deputy Film Commissioner. This reimbursement request will be approved by The TDC Executive Director or his/her designee, prior to the submission to the Clerk & Comptroller for reimbursement. If checklists are not included or completed and approved, the payment request will be returned to the PBCFTC.
 - g) The PBCFTC will be encouraged to implement Automated Clearing House (ACH) for reimbursements from the Clerk & Comptroller directly to the PBCFTC Agency Operating account when available from the Clerk's Office.
 - h) At the close of the fiscal year, these submissions will be treated in accordance with fiscal year-end procedures. Reimbursements will be processed up to 45 days after the end of the fiscal year. Submissions after 45 days will be applied to the subsequent year.
- 2) Travel & Entertainment Reimbursement Requests
- a) Presently reimbursement for travel and entertainment is submitted using non-electronic paper travel reimbursement forms with supporting documentation.
 - b) All travel and entertainment reimbursement requests shall be submitted within sixty (60) days after the expenses are incurred. Any expenses after 60 days of travel may be

reimbursed by the County only upon the express written approval of the TDC Executive Director or his/her designee and within the limitations imposed by law upon the County.

c) The TDC Executive Director encourages PBCFTC and the Clerk & Comptroller to implement electronic travel reimbursement for all travel and entertainment expenses. Maintaining the audit and review process prior to the distribution from the Agency Operating account will continue to be the highest priority.

d) All disbursements of travel and entertainment expenses, whether payments to the credit card company or to the employee, must be submitted to the TDC Executive Director or his/her designee for approval prior to distribution to the Agency Operating account.

e) Travel reimbursements made after sixty (60) days are the responsibility of the PBCFTC to determine if taxable to the employee.

3) Non-Travel & Entertainment Operating Expense Reimbursement Requests

a) The reimbursement for operating expenses where vendors are only willing to accept payment via credit card (examples of these would be Google AdWords, Facebook paid advertising) must be separated and submitted on Non-Travel Reimbursement Requests forms.

b) All disbursements of operating expenses by payments to the company, credit card company or to the employee credit card must be submitted to the TDC Executive Director or his/her designee for approval prior to distribution from the public funds account.

4) Credit Card Statements used for Travel or Operating Expense Reimbursement

a) All statements should contain the cardholder's name.

- b) In the event a personal credit card is used, a partial statement will be accepted as long as the specific charge for which payment is requested can be verified.

5) Revenue Offset for Programs and Events

Any expenses incurred for a revenue generating program or event, where tourist development tax may be requested to fund all or a portion of the program or event, if dollars are generated from sponsorships or admissions, then the reimbursement request for the cost of the program or event, must contain documentation showing all sponsorships and/or admissions revenue received, offsetting the expense prior to reimbursement. The County will only reimburse the cost of the program or event after the application of all revenues and the County will only reimburse the Net Amount. When a County Direct Grant is awarded to PBCFTC to perform as the Grantee, and the PBCFTC is acting as the event servicing manager of the program or event on behalf of a recognized governing body, this process will not apply.

6) Budget Transfers

Budget transfers and budget line item management will occur between the PBCFTC and TDC Administration. Spending for Personal, Marketing and Promotion and General and Administrative are monitored using program budgets by categories and are reviewed with the TDC Board quarterly. During the annual budgeting process, all agencies are required to detail any variances at the line item budget detail which are 10% or higher than the previous year Budget.

5. Purchasing Guidelines. In order to provide the services set forth in Exhibit "A", PBCFTC may enter into contracts with various firms or individuals to assist PBCFTC in its performance of the activities or functions described in this Agreement, subject to the purchasing guidelines and requirements set forth in this paragraph and Exhibit M;

provided, that the funds necessary to perform such duties, activities or functions are included in the PBCFTC's Annual Budget set forth in Exhibit "A". The term of any such contract shall not extend beyond the expiration or earlier termination of this Agreement or any renewal thereof, and all such contracts shall expressly so provide. No such contract or agreement shall obligate the COUNTY in any manner to any third party.

PBCFTC may enter into contracts with firms or individuals for various goods or services needed to assist it in the performance of the activities or functions specified in this Agreement, in accordance with the purchasing guidelines and requirements set forth in Exhibit M.

6. Reporting. PBCFTC shall provide certain reports to the TDC, through the TDC's Executive Director, on a regular basis. These reports shall consist of (1) monthly report which shall consist of a summary of the duties and services which have been performed pursuant to this Agreement; (2) semi-annual reports relating to performance measures as specified under paragraph I.J., and semi-annual reports relating to the enforcement of the PBCFTC's Conflict of Interest Policy in a form and as detailed as required by the TDC; and (3) any other reports as may be requested by the TDC's Executive Director that relate to the duties and responsibilities of PBCFTC under this Agreement.

7. Policies and Procedures; Performance Criteria.

A. Policies and Procedures. PBCFTC shall submit to the TDC for its approval guidelines, policies and procedures that, upon approval by the COUNTY, shall further govern PBCFTC in its performance of the duties and services contemplated by this Agreement. The guidelines, policies and procedures shall be reviewed at least annually to determine if they are appropriate and accomplishing their intended purposes. Revisions may be made when deemed necessary by the parties and shall

be effective upon approval of the TDC and County Administrator of his/her designee. PBCFTC shall in the performance of its duties provided for in this Agreement, adhere to and act in conformity with the policies set forth in the following attachments:

- Exhibit "A" FY 2018 Budget
- Exhibit "B" Employees' Moving Expense Reimbursement Policy for Employees Hired in Selected Positions.
- Exhibit "C" Supervision of Student Interns Policy
- Exhibit "D" Travel Expense Reimbursement Policy
- Exhibit "E" Non-Discrimination Policy
- Exhibit "F" Performance Measures
- Exhibit "G" County PPM CW-O-0031 & PZ&B Code Sec. 6.4
- Exhibit "H" Salary Policy
- Exhibit "I" Salary Ranges
- Exhibit "J" Organizational Chart
- Exhibit "K" Directors Conflict of Interest Policy
- Exhibit "L" Reserved
- Exhibit "M" Purchasing Policy

The provisions of this agreement, including the policies set forth in Exhibits "B", "C", "D", "F", "G", "H", "I", "J", "K" and "M" shall control over any provisions of PBCFTC's guidelines, policies and procedures which may be in conflict with the provisions hereof, except any guideline, policy, or procedure which may hereafter be adopted by PBCFTC and approved by the COUNTY; provided, however, that the provisions of subsection D of this section shall govern with regard to Exhibits "H", "I" and "J". Should the COUNTY adopt an ordinance, policy, or an amendment thereto, that is inconsistent with the provisions of Exhibits "B" through "J" and "M", the parties agree to modify such exhibits as necessary to conform with such ordinance or policy.

- B. Annual Review; Performance Measures. The Executive Director of the TDC will prepare and submit to the TDC an annual evaluation of PBCFTC's performance of its duties under this Agreement after such evaluation has been discussed with the Chair of the PBCFTC and the Film Commissioner. In the performance of its duties under this Agreement, PBCFTC agrees to make all good faith efforts to achieve the performance measures attached hereto and incorporated herein as Exhibit "F". Such Exhibit shall be updated annually as part of the Annual Marketing Plan approved by the TDC under paragraph 1.A.
- C. Film Commissioner of the PBCFTC. PBCFTC shall hire and appoint a Film Commissioner who shall be an employee of PBCFTC, and who shall have the day to day responsibility for the performance of the duties and obligations of PBCFTC. The Film Commissioner shall fully cooperate and work with the Executive Director of the TDC to ensure that the activities of PBCFTC and the contractors provided for herein are in conformance with the Annual Marketing Plan adopted by the TDC. The Executive Director of the TDC and the County Administrator or his/her designee shall serve as voting members during the hiring process for PBCFTC's selection of a Film Commissioner. The activities of the Executive Director of the TDC and the Film Commissioner of PBCFTC shall be coordinated so as to be complementary and to minimize duplication of effort. The activities of the Film Commissioner (on behalf of PBCFTC) shall be of a daily operational and marketing nature, while the activities of the TDC's Executive Director (on behalf of COUNTY) shall focus on, but may not be limited to contract compliance and managerial, administrative and policy oriented duties and responsibilities. PBCFTC shall

continuously keep the Executive Director of the TDC fully informed as to all activities of the PBCFTC so as to enable the Executive Director to effectively provide overall direction and guidance for the COUNTY's Tourist Development Plan as established by the TDC and the COUNTY. As provided in paragraph 6.B. hereof, the Executive Director of the TDC will prepare and submit to the TDC and the Chair of PBCFTC an annual evaluation of PBCFTC's performance of its duties under this Agreement. PBCFTC will report the results of the Film Commissioner's annual performance and salary review through the Executive Director of the TDC to the TDC at the TDC's next regularly scheduled meeting, but in no event later than sixty (60) days prior to the end of the current COUNTY fiscal year.

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 PBCFTC 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.

D. Employees of PBCFTC; Conditions of Employment.

- (1) PBCFTC shall make a good faith effort to attract the best available employees by advertising in selected daily newspapers of general circulation and appropriate trade publications.

(2) The salaries provided by PBCFTC to its employees shall be in conformity with the position- specific salary ranges set forth in its guidelines, policies and procedures, attached hereto as Exhibit "I". Any increase in the annual salary of an employee of PBCFTC which is funded from revenues derived from the Tourist Development Tax shall be in conformance with the salary policy attached as Exhibit "H". The provisions of Exhibit "I", "H" and "J" (Organizational Chart) shall remain in full force and effect until the County's budget process at which time the salary ranges, salary policy and organizational chart shall be established as part of the PBCFTC's policies and procedures after approval by the TDC and the County Administrator or his/her designee. Any change in such policies during the year shall be made only upon approval by the TDC and the County Administrator or his/her designee.

(3) The car allowance provided to the Film Commissioner of the PBCFTC, which is funded from revenues derived from the Tourist Development Tax, shall be in conformity with the COUNTY's policy on car allowances for department heads.

(4) PBCFTC may offer its employees a qualified defined contribution pension plan. Contributions to such plan shall not exceed seven (7%) percent of the employees' actual salaries. PBCFTC shall incorporate the provisions of such plan into the policies and procedures of the PBCFTC, and shall notify COUNTY of any proposed revision to the plan prior to implementation in accordance with subparagraph (a) of paragraph 6 of this Agreement.

E. Independent Contractor. All Contracts for professional and consulting services entered into by PBCFTC under this Agreement shall be in writing and shall state that PBCFTC is an independent service contractor of the COUNTY and does not have the authority to enter

into any contract on COUNTY's behalf or to bind COUNTY to any such contract and shall further state, unless consented to by COUNTY, that COUNTY shall not be liable for any services rendered or goods delivered under said contracts regardless of the receipt by COUNTY of any benefits thereunder.

- F. Approvals by County. Any approvals, adoptions, consents or acceptances of COUNTY required by this Agreement shall require the prior written approval, adoption, consent or acceptance of the Board of County Commissioners of the COUNTY and shall as a condition precedent to said approval, adoption, consent or acceptance of the Board of County Commissioners of the COUNTY require action by the TDC in accordance with Ordinance No. 95-30. The Executive Director shall place all items to be considered by the TDC on the meeting agenda thereof and shall make his recommendation to the TDC on any item.
- G. Property Control. All furniture or equipment acquired by or for the use of PBCFTC which was or will be paid for by or reimbursed from Tourist Development Tax funds shall be purchased in accordance with the COUNTY's purchasing procedures and guidelines and shall be subject to the tagging and inventory requirements of Chapter 274, Florida Statutes, and applicable property control procedures of the COUNTY. Said furniture and equipment shall be and remain the property of COUNTY. PBCFTC shall use the furniture and equipment in a careful and prudent manner and shall maintain it in good repair and condition, ordinary wear and tear accepted. PBCFTC shall make no alterations, repairs or improvements to the furniture or equipment without first obtaining the prior approval of the Executive Director of the TDC.
- H. Accounting and Use of Non-Tourist Tax Funds. PBCFTC's policies and procedures shall

make provision for one or more separate accounts for receipt of non-tourist tax revenues received by PBCFTC such as membership dues, participation fees and contributions, and for the payment from such accounts of expenses of PBCFTC that are not reimbursed pursuant to paragraph 3 of this Agreement. PBCFTC shall incur and pay only such expenses as are lawful, ordinary and necessary administrative and operating expenses incurred in connection with the marketing and promotion of Palm Beach County tourism.

- I. Annual Audit. PBCFTC shall have an audit of its finances conducted annually by a qualified independent auditor in accordance with generally accepted accounting principles. The report of such audit shall be available for inspection pursuant to paragraph 11 of this Agreement. The auditor and the Chair of the Film & TV Commission or his/her Board designee shall present the audit report including the management letter to the TDC's Finance Committee. Upon review by the Finance Committee and the County's Internal Auditor, the Audit shall be presented to the TDC. In the event the Finance Committee determines that any matters relating to its review of the Audit require consideration by the TDC, the Film and Television Commission's auditor and the Board Chair or the Board designee shall be required to attend the TDC meeting at which the Audit will be considered.

- J. Establishment of an Audit/Finance Committee. PBCFTC will establish and continue in effect a Finance/Audit Committee composed of members of the Board of Directors and such others as needed to properly review expenditures and accounting procedures and verification of assets. The PBCFTC will select the Audit firm per the following schedule:

The PBCFTC's contract with an independent auditor shall be for an initial term of three (3) years with two (2) two-year renewal options at the discretion of the PBCFTC. The

PBCFTC's current independent auditor may compete in the bid process with the understanding that, if selected for a new contract, the current independent auditor will provide a new engagement partner for the contract. The Agency will rebid the contract for an independent audit service no less frequently than every 7 years.

K. PBCFTC Legal Counsel. PBCFTC Legal Counsel will be rebid at least every five (5) years.

L. Certification. At the discretion of the TDC, the PBCFTC may be required to obtain certification from the Center for Non-Profit Excellence.

8. Independent Contractor. PBCFTC is and shall be in the performance of all work, services and activities under this Agreement an independent contractor and not an agent or servant of the COUNTY. The officers, employees, servants and agents of the PBCFTC shall not be considered to be officers, employees, agents or servants of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to PBCFTC's sole direction, supervision and control. PBCFTC shall exercise control over the means and manner in which it and its employees perform the work, and in all respects PBCFTC's relationship and the relationship of its employees to the COUNTY shall be that of an independent contractor and not as officers, employees, agents or servants of Palm Beach County.

9. Non-Discrimination. During the performance of this Agreement, PBCFTC agrees as follows:

A. PBCFTC will not discriminate against any employee or applicant for employment upon the grounds of race, religion, color, national origin, sex, age, handicap, disability, ancestry, sexual orientation, gender identity and expression, familial status, marital status, pregnancy or childbirth, veteran status, or genetic

information, with respect to, but not limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including internship.

Prior to execution of a contract with the COUNTY, PBCFTC shall submit a copy of its non-discrimination policy, which shall be consistent with the non-discrimination requirements as set forth in Resolution R-2014-1421, as may be amended. In the event that the PBCFTC Commission does NOT have a written non-discrimination policy, PBCFTC shall sign and submit to the COUNTY a statement affirming that its non-discrimination policy conforms to the commitments set forth herein.

- B. PBCFTC will provide to the TDC an annual report which will then be submitted to the Board of County Commissioners at its request on the ethnic/racial composition of the PBCFTC staff. Such report shall be based upon a survey in which each employee's participation is voluntary, and shall include the categories of white, black, Asian, Hispanic, Native American and "other".
 - C. PBCFTC will not discriminate against any subcontractor, potential contractor or participant hereunder, upon any of the above prohibited grounds.
- 10. Certificate of Conduct. PBCFTC hereby certifies that it will not attempt in any manner to improperly influence any specifications, or be unlawfully restrictive regarding purchase of services or commodities, by the COUNTY.
 - 11. Certificate of Authority and No Conflict. PBCFTC hereby certifies that it is legally entitled to enter into this Agreement with the COUNTY, and that it is not and will not be violating, either directly or indirectly, any conflict of interest statute or any other applicable

statute by the performance of this Agreement.

12. Availability of Records.

- A. PBCFTC shall maintain and preserve records, books, documents, papers, charges, expenses and costs and financial information pertaining to work performed under this Agreement. PBCFTC agrees that the COUNTY, or any of its duly authorized representatives, until the expiration of three (3) years after final payment under this Agreement or until the expiration of three (3) years after the termination of this Agreement, whichever occurs last, shall have access to, and the right to examine, any pertinent books, documents, papers, and records of PBCFTC. In the event that such audit is in progress at the expiration of the aforementioned three (3) year period, access to and the right to examine will continue until completion of such audit.
- B. During the term of this Agreement, COUNTY is hereby granted the power to designate any or all records of PBCFTC, as public records under Chapter 119, Florida Statutes, by resolution of the Board of County Commissioners, making such designation, regardless of whether said records are presently deemed public records by law.
- C. Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the PBCFTC: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) F.S., the PBCFTC shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The PBCFTC is specifically required to:
 - (1) Keep and maintain public records required by the COUNTY to perform services as provided under this Agreement.

- (2) Upon request from the COUNTY's Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The PBCFTC further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- (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 for the duration of the Agreement term and following completion of the Agreement, if the PBCFTC does not transfer the records to the public agency.
- (4) Upon completion of the Agreement, the PBCFTC shall transfer, at no cost to the COUNTY, all public records in possession of the PBCFTC unless notified by COUNTY's representative/liaison, on behalf of the COUNTY's Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the PBCFTC transfers all public records to the COUNTY upon completion of the Agreement, the PBCFTC shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the PBCFTC keeps and maintains public records upon completion of the Agreement, the PBCFTC shall meet all applicable requirements for retaining public records. All records stored electronically by the PBCFTC must be provided to COUNTY, upon request of the COUNTY's Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY,

at no cost to COUNTY.

Failure of the PBCFTC to comply with the requirements of this article shall be a material breach of this Agreement. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. PBCFTC acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

IF THE PBCFTC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PBCFTC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

13. Findings Proprietary. Any reports, information or data given to, prepared or assembled for or by PBCFTC under this Agreement which the COUNTY requests be kept as proprietary shall not be made available to any individual or organization without the prior written approval of the COUNTY unless otherwise required by law. No material produced in whole or in part hereunder shall be subject to copyright in the United States or in any other country by any party other than by the COUNTY or by PBCFTC under conditions specified herein. The COUNTY shall have the unrestricted authority to publish, disclose, distribute, and otherwise use any reports, data, or other materials prepared under this Agreement.

14. Intellectual Property. All logos, slogans, trademarks, trade names, written copy, layout, production materials, formulas, recipes, and other intellectual property created by or on behalf of PBCFTC or the COUNTY under this Agreement or otherwise under Category "D" of the COUNTY's Tourist Development Plan shall be the property of COUNTY, and PBCFTC hereby assigns to COUNTY any and all rights PBCFTC has or may acquire in such intellectual property

including but not limited to "Palm Beach County Film & Television Commission". The COUNTY hereby grants a nonexclusive license to PBCFTC for the use of such intellectual property during the term of this Agreement for the purpose of carrying out PBCFTC's duties under this Agreement; provided, that such use shall be subject to the terms of this Agreement including required approvals by the COUNTY, and provided further, that any and all revenues derived from such use by PBCFTC shall be applied solely to the performance of PBCFTC's duties under this Agreement in accordance with its terms, and any such revenue not so applied shall be remitted by PBCFTC to the COUNTY. PBCFTC shall take no action inconsistent with COUNTY's rights in such intellectual property, and will take reasonable actions, including registration or assignment of trademarks and trade names, as necessary and appropriate, to protect the COUNTY's rights in such property. PBCFTC is authorized and directed to include the COUNTY's name and logo and the names of the current members of COUNTY's Board of County Commissioners in any publications of PBCFTC for local distribution such as a newsletter, annual report, and the like, as feasible and appropriate.

15. Prohibition of Assignment. PBCFTC shall not assign, sublet, convey or transfer in whole or in part its interest in this Agreement, without the prior written consent of the COUNTY.

16. Conflict of Interest. Neither PBCFTC, nor its officers, directors, agents or employees shall acquire any interest, either directly or indirectly, which would conflict in any manner with the duties, obligations or the performance of services provided for in this Agreement. The PBCFTC shall maintain and enforce a comprehensive conflict of interest policy for its board members, which is attached hereto and incorporated herein as Exhibit K.

17. Authority to Practice. The PBCFTC hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business. Proof of such licenses and approvals shall be submitted to COUNTY upon request. Furthermore, the Film &

Television Commission shall at all times conduct its business activities in a responsible manner and comply with any and all applicable laws, ordinances, statutes and regulations.

18. Insurance. PBCFTC shall not commence work under this Agreement until it has obtained the types of insurance required in this paragraph and such insurance has been approved by the COUNTY.

- A. Certificate of Insurance. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. PBCFTC shall furnish Certificates of Insurance to the COUNTY prior to the commencement of operations. The certificates shall name the COUNTY as an additional insured and shall clearly indicate that PBCFTC has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that to the extent allowable by the insurer no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY. Compliance with the foregoing requirements shall not relieve PBCFTC of its liability and obligations under this Agreement.
- B. Comprehensive General Liability Insurance. PBCFTC shall maintain during the life of this Agreement and any renewal thereof, comprehensive general liability insurance, including contractual liability insurance, in an amount no less than \$1,000,000 per occurrence to protect PBCFTC from claims for damages for bodily and personal injury, including death, as well as from claims for property damage which may arise from any operations by PBCFTC or by anyone directly employed by or contracting with PBCFTC.

- C. Comprehensive Automobile Liability Insurance. PBCFTC shall maintain, during the life of this Agreement and any renewal thereof, comprehensive automobile liability insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damage liability to protect PBCFTC from claims for damages for bodily and personal injury, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles, whether the operation of such automobiles be by PBCFTC or by anyone directly or indirectly employed by PBCFTC.
- D. Workers' Compensation Insurance. PBCFTC shall maintain during the life of this Agreement, or any renewal thereof, adequate workers' compensation insurance and employers' liability insurance in at least such amounts as are required by law for all of its employees in accordance with Chapter 440, Florida Statutes.
- E. Fidelity Bond. PBCFTC shall maintain, during the life of this Agreement, or any renewal thereof, a Third Party Commercial Fidelity Bond in the amount of \$250,000 written on a blanket basis covering all officers, directors, employees and agents who have custody of or access to any revenues, monies or finances. Such bond shall include or be endorsed to cover "third party" liability and include a third party beneficiary endorsement in favor of the COUNTY.
- F. Directors and Officers Insurance. PBCFTC shall maintain, during the life of this Agreement, or any renewal thereof, directors' and officers' insurance in the amount of One Million Dollars (\$1,000,000).

19. Indemnification. PBCFTC shall indemnify, save and hold harmless the COUNTY, its officers, employees, and agents from and against any and all claims, liabilities, losses and/or causes

of actions which may arise from any negligent act or omission of PBCFTC, its officers, directors, employees, and agents in the performance of services under this Agreement, and regardless of whether such intentional negligent act or omission of PBCFTC was caused, occasioned or contributed to in whole or in part by the actions, omissions or negligence of the COUNTY or its officers, employees, or agents.

PBCFTC further agrees to indemnify, save, hold harmless and defend the COUNTY, its officers, employees, and agents from and against any claim, demand or cause of action of whatsoever kind or nature arising out of any conduct or misconduct of PBCFTC, or for which the COUNTY, its officers, employees, and agents are alleged to be liable.

20. Term of Agreement. The term of this Agreement shall be in effect until and shall expire on September 30, 2022. This Agreement may be extended or modified upon mutual agreement in writing.

21. Termination. The COUNTY or PBCFTC may terminate this Agreement at any time without cause by giving the other ninety (90) days advance written notice of such termination and specifying the effective date thereof. If PBCFTC or the COUNTY, at any time during this Agreement, or any renewal thereof, should be in default (i.e., a material breach) of any term, provision or covenant of this Agreement, and shall fail to remedy such default within thirty (30) days after written notice from the other then, if such default is not cured, the non-defaulting party may at its option terminate this Agreement by giving the other written notice of its election to terminate this Agreement at least ten (10) days prior to date of said termination. In the event the Board of County Commissioners shall decide to terminate this Agreement without cause, PBCFTC shall have an opportunity to appear before the Board of County Commissioners prior to the effective date of the termination of this Agreement.

22. Ordinance Amendment. Nothing in this Agreement shall impair or prohibit the Board of County Commissioners from amending Palm Beach County Tourist Development Ordinance No. 95-30 as it may be amended, as the COUNTY may from time to time deem appropriate.

23. Performance and Obligation to Pay. PBCFTC's performance and the COUNTY's obligation to pay under this Agreement are contingent upon the allocation of Tourist Development Tax funds for the purposes and uses provided in this Agreement, the availability of the Tourist Development Tax funds designated in COUNTY's Tourist Development Plan for Category "D" uses, an annual appropriation by the COUNTY for the purposes and uses provided for in this Agreement and the attached Exhibit "A"

24. Amendment. This Agreement shall constitute the entire Agreement between the parties unless otherwise amended in writing. Any failure by COUNTY to require strict performance by PBCFTC or any waiver by the COUNTY of any provision of this Agreement shall not be construed as a consent or waiver of any other breach of the same or any other provision.

25. Notices. All notices required by this Agreement shall be sent by certified mail, return receipt requested, and if sent to the COUNTY shall be mailed to:

Palm Beach County Administrator
301 North Olive Avenue
West Palm Beach, FL 33401

with a copy to:

Palm Beach County Attorney
301 North Olive Avenue, Suite 601
West Palm Beach, FL 33401

with a copy to:

Executive Director
Tourist Development Council

2195 Southern Boulevard, Suite 500
West Palm Beach, FL 33406

and if sent to PBCFTC, shall be mailed to:

Film Commissioner
Palm Beach County Film and Television Commission, Inc.
2195 Southern Boulevard, Suite 520
West Palm Beach, FL 33406

26. Public Entity Crimes. As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, PBCFTC certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform work hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133 (3) (a).

27. Small Business Enterprise. The Film & TV Commission shall comply with the provisions of the Palm Beach County Small Business Ordinance as codified in Sections 2-80 through 2-81.34 (as amended) of the Palm Beach County Code, which sets forth the County's requirements for the Small Business Enterprise (SBE) program, and shall utilize such provisions when seeking bids or proposals for vendors/contractors under this agreement.

28. Palm Beach County Office of the Inspector General Audit Requirements. Pursuant to Palm Beach County Code, Section 2-241 through 2-440, as amended, Palm Beach County's Office of Inspector General is authorized to review past, present and proposed COUNTY contracts, transactions, accounts, and records. The Inspector General's authority includes, but is not limited to the power to audit, investigate, monitor, and inspect the activities of entities contracting with the COUNTY, or anyone acting on their behalf, in order to ensure compliance with contract requirements and to detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

29. Palm Beach County Code of Ethics. The BCC appointees of the Film and Television Commission shall comply with the provisions of the Palm Beach County Code of Ethics, Sections 2-441 through 2-448 (as amended from time to time) of the County Code.

A ticket, pass or admission in connection with public events, appearances or ceremonies related to official county or municipal business, if furnished by a nonprofit sponsor organization of such public event, or if furnished pursuant to a contract between the event sponsor and the county or municipality as applicable provided the sponsor organization does not employ a lobbyist, and further provided the ticket, pass or admission is given by a representative of the sponsor organization who is not otherwise a vendor, lobbyist, principal or employer of a lobbyist. Notwithstanding the exception as provided in this subsection, the ticket, pass or admission must be disclosed in accordance with the gift law reporting requirements of subsections 2-444(f)(1) and (f)(2).

Expenditures made in connection with an event sponsored by a nonprofit organization funded in whole or in part with public funds whose primary function is to encourage and attract tourism or other business opportunities for the benefit of Palm Beach County or the municipalities as applicable, provided the sponsor organization does not employ a lobbyist, and further provided that the invitation to the event is made by a representative of the sponsor organization and the representative is not otherwise a vendor, lobbyist, principal or employer of a lobbyist. Notwithstanding the exception as provided in this subsection, the expenditure must be disclosed in accordance with the gift law reporting requirements of subsections 2-444(f)(1) and (f)(2).

30. Advertising, Recruiting and Job Information

A. Job Advertising. The PBCFTC shall undertake advertising of the job openings in Palm Beach County to provide sufficient notice to Palm Beach County's residents concerning the availability of PBCFTC'S new positions. The advertising regarding the new jobs at PBCFTC'S facility in Palm Beach County must be countywide, include Hispanic and Minority news venues, and not be limited to a single advertisement.

B. Job Availability. The PBCFTC shall coordinate with the following agency regarding new job opportunities:

CareerSource Palm Beach County
1951 N Military Trail, Suite D
West Palm Beach, FL 33409
Attention: Executive Director

Employment should reflect, to the greatest extent feasible, the racial, gender and ethnic make-up of the community.

31. Public Meeting Notice. PBCFTC agrees to publicly notice all of its Board meetings, Executive Board meetings and Committee meetings on Palm Beach County's website at least five (5) calendar days prior to said meeting(s). Said notice(s) shall include the time and location of the meeting(s).

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

ATTEST:

PALM BEACH COUNTY, FLORIDA, BY
ITS BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk & Comptroller


By: _____
Deputy Clerk

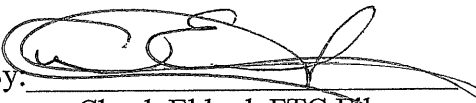
By: _____
Paulette Burdick, Mayor

(SEAL)

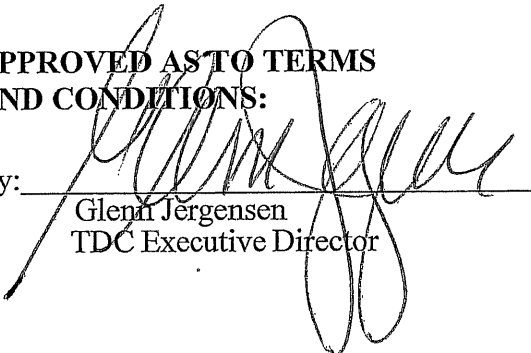
ATTEST:

PALM BEACH COUNTY FILM AND
TELEVISION COMMISSION, INC.

By: 
Carol Roberts, 1st Vice Chair

By: 
Chuck Elder, FTC Film
Commissioner

**APPROVED AS TO TERMS
AND CONDITIONS:**

By: 
Glenn Jergensen
TDC Executive Director

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

By: _____
Dawn S. Wynn
Senior Assistant County Attorney

PALM BEACH COUNTY
Film and Television Commission
Exhibit A

Description	FY17 Modified					
	FY15 Actual	FY16 Actual	FY17 Budget	Budget	FY17 Forecast	FY18 Budget
Personnel	\$ 532,517	\$ 677,901	\$ 730,000	\$ 730,000	\$ 738,937	\$ 813,006
Marketing & Promotion	\$ 64,650	\$ 389,406	\$ 759,000	\$ 759,000	\$ 362,500	\$ 1,181,750
General & Administrative	\$ 64,028	\$ 62,360	\$ 111,000	\$ 111,000	\$ 102,500	\$ 116,500
Total Film & Television Commission Contract	\$ 661,195	\$ 1,129,667	\$ 1,600,000	\$ 1,600,000	\$ 1,203,937	\$ 2,111,256
Marketing Stimulus/Investment Plan	\$ 96,935	\$ -	\$ -	\$ -	\$ -	\$ -
County Direct	\$ 95,459	\$ 95,239	\$ 101,073	\$ 101,073	\$ 98,285	\$ 109,335
Total Film & Television Commission Expenses	\$ 853,589	\$ 1,224,906	\$ 1,701,073	\$ 1,701,073	\$ 1,302,222	\$ 2,220,591
Reserves	\$ 982,611	\$ 1,101,542	\$ 535,518	\$ 669,289	\$ 1,196,786	\$ 357,921
Total Film & Television Commission Available Funds	\$ 1,836,200	\$ 2,326,448	\$ 2,236,591	\$ 2,370,362	\$ 2,499,008	\$ 2,578,512

EXHIBIT "B"

MOVING EXPENSE REIMBURSEMENT POLICY FOR EMPLOYEES HIRED IN SELECTED POSITIONS

PBCFTC may be reimbursed by the COUNTY, solely from tourist tax funds, for moving expenses for employees hired for the film commissioner position.

The Employee hired for the Executive Director position may be reimbursed up to 75% of his/her moving expenses but not to exceed \$5,000 unless provided otherwise in a written employment contract. Such written agreement may provide for reimbursement of actual and reasonable moving expenses in an amount not to exceed \$10,000 after obtaining written estimates as provided in this Policy and approval by the County Administrator of his/her designee.

The Employee hired for such position shall submit three (3) written estimates and a paid invoice to the Director of the TDC. Employees who have been reimbursed for moving expenses and who for any reason terminate their employment within one year from the date of employment must reimburse PBCFTC the full amount of the moving expenses originally paid. PBCFTC will, in turn, reimburse the COUNTY.

It is the PBCFTC's responsibility to ensure that adequate funds are available in the budget for moving expenses.

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EXHIBIT "C"

PALM BEACH COUNTY FILM & TELEVISION COMMISSION'S INTERNSHIP PROGRAM OUTLINE

PURPOSE:

This program is designed to benefit the participants and Palm Beach County's film & television community at large, both educationally and professionally, by doing the following:

1. Providing local education and instruction, exposure to prospective employers, and supervised training, experience, and professional opportunities within the film and television industry.
2. Creating a strong, talented, and dependable labor pool for the film and television industry in Palm Beach County.

REQUIREMENTS:

To qualify for this program, candidates need to be:

1. A high school graduate, or if the candidate is still in high school, a letter of recommendation from a current instructor affiliated with the student's film/television production program must accompany the application.
2. A resident of Palm Beach County.
3. If not a resident, a full time student at a local University.
4. An unemployed professional who is affiliated with a film and/or television professional association.

GOALS:

1. To assist in the provision of practical training and experiences otherwise unobtainable either in the classroom setting or in the local job market.
2. To fill the needs of prospective employers who will only consider applicants with previous experience.

PROGRAM DESCRIPTION:

The program is divided into two-phases and offers qualified candidates non-paid temporary positions.

Phase-I is **240 hours** consisting of twelve (12), twenty (20) hour weeks and will be conducted in the Film & Television Commission (FTC) office. The candidate will be offered a morning (10:00am-2:00pm) or an afternoon (1:00pm-5:00pm) shift. Candidates will volunteer under close supervision and observation of the Film Commission staff and receive practical experience and training in providing services to the film and television industry. During this time, it is expected the intern will become acquainted with the resources available to film professionals in the area, government regulations regarding permitting and insurance, and typical film commission activities and policies. Among other matters, participants will be

trained in the operations of the FTC, perform special research projects, and be introduced to day-to-day issues involved in the industry.

Phase-II is 240 hours consisting of twelve (12), twenty (20) hour weeks and will commence with the intern interviewing with a prospective sponsor in the business community. The FTC will assist with preparing the intern to meet and interview with these sponsors, including resume and letter preparation, interview skills and follow-up. It will be the sponsoring organization's decision to accept or decline the applicant.

REGARDING BOTH PHASES:

During **Phase-I**, twenty (20) hours per week for twelve (12) weeks of training and educational experiences are expected. On a case-by-case basis, interns may be given permission to alter the amount of hours/weeks in the FTC office to accommodate a work or school schedule. The schedule for the required twenty hours per week during **Phase-II** would be determined by the sponsor's needs. The training, experiences, and assignments provided will be at the discretion of the sponsor. **Qualified candidates are not entitled to wages or other compensation during the program.** College course credits may be available.

EVALUATION:

Upon completion of **Phase-II**, the candidate will return for a final evaluation by the FTC. At that time, permanent employment opportunities may be discussed if offered by the sponsoring organization. Participants should not expect to be given a permanent position with the company at the conclusion of the program.

For additional information regarding the internship program, contact at 561.233.1000.

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EXHIBIT "D"

TRAVEL AND ENTERTAINMENT POLICY

Florida Statute Sec.125.0104 governs the reimbursement of travel expenses incurred in the course of tourism promotion for the COUNTY. The statute authorizes reimbursement for "actual and reasonable" expenses. All expenses/purchases must have receipts, with the exception tips to bellman/valets that are less than \$10.00. (See section on Receipts.)

Staff of the PBCFTC is authorized to provide, arrange and make expenditures of transportation, lodging, meals, and other reasonable and necessary items and services for such persons, as determined by the Film Commissioner, in connections with the performance of promotional and other duties of the PBCFTC. All travel and entertainment-related expenditures in excess of \$10 shall be substantiated by paid (invoices). COUNTY PPM CW-F-009 Travel Policy is utilized when Florida Statutes Section 125:0104 does not govern this policy.

Tourism Promotion activities shall include consumer and trade shows, familiarization tours, sales missions, and other travel related and entertainment expenses that are incurred by officers and employees of the agency, other authorized persons, location scouts, producers, directors, and executives connected with the film and television industry in the course of promoting the COUNTY. Trips by the Film Commissioner and staff shall be approved in advance by the chair of the PBCFTC Board.

DOMESTIC TRAVEL (Including Florida)

Meal expenses will be deemed to be reasonable if they comply with the per diem limit by city as shown in the Business Travel Network Per Diem schedule distributed at the beginning of each fiscal year. If a particular city that is not listed in the Per Diem schedule it may be appropriate to use the next closest city as the guide. However, some resorts are adjacent to a city with a per diem meal schedule that may not be on par with the resort. In that case, "actual and reasonable" meal expenses will be accepted. Any departure from the published rates will be deemed to be excessive unless the reasonableness and necessity of the expenditure is satisfactorily proven by the traveler in a written explanation on the expense reimbursement form. Meal expenditures may be combined such that the daily total does not exceed the per diem limit, provided, however, that one does not incur entertainment expenses which include a meal during the same day, or during a day when the traveler arrives or departs from a city. The maximum tip on any meal is 15%, NO EXCEPTIONS. Miscellaneous incidental expenses will be reimbursed upon review and justification. Employees may make one (1) personal call home per day, excepting unusual circumstances which must be explained and will be subject to review.

FOREIGN TRAVEL

Foreign Travel will be reimbursed at the per diem rates as listed in the "Standardized Regulations (Government Civilians Foreign Areas)" publication. This publication breaks down per diem into meals & incidentals (MIE), and lodging. The MIE rate is inclusive of tips for meals and other related expenses.

Lodging may exceed the per diem listed provided there is a valid reason as to why the accommodations exceeded the per diem limits.

FOREIGN EXCHANGE RATE: Expense reports containing a mix of cash and credit card expenses will be reimbursed using (a) the actual rate of exchange shown on the credit card statement for each charge and (b) the average of the Interbank Rate for eligible cash expenditures incurred during the time the traveler was in the country, as published by OANDA.com. The average rate as published by OANDA.com shall be attached to each

expense report. Expense reports that have only credit card charges shall be reimbursed at the same rate as shown on the credit card statement of the traveler, which shall be attached to the expense report.

When traveling in several countries on the same trip, the traveler must submit an expense report for each country along with the exchange rate in effect at the time of travel.

AIR TRAVEL

For all air travel, the traveler shall obtain the most economical means of travel that is reasonable under the circumstances as approved in advance by the Film Commissioner.

RECIEPTS ARE REQUIRED FOR ALL EXPENDITURES

TIPS

All tips for portage, taxi cabs etc., must be detailed on the back page of the travel reimbursement form. Tips over \$10.00 given for portage of large and/or numerous boxes of material or displays, require explanations and receipts. Tips for meals are to be included in the meals column, NOT the tip column of the expense report. The per diem schedule for meals is inclusive of tips.

ENTERTAINMENT

Entertainment expenses are those incurred while meeting with persons connected with the tourism industry. Such expenses shall be limited to the following maximum amounts per person per day, as approved by the Film Commissioner.

Breakfast	\$ 30.00	A maximum 20% gratuity may be added to these rates
Lunch	\$ 70.00	
Dinner	\$100.00	

The above limits do not include taxes and other expenses associated with the event during which the meal is served. Items such as invitations, entertainment, room rental, beverages served at a reception, photography and special decorations are not included.

In cases where a facility has required payment for a guaranteed minimum number of attendees, such limits shall be calculated based on the guaranteed minimum number. Each reimbursement shall include names and affiliations of those entertained, and the staff in attendance. You must also attach a copy of the per diem schedule for the city(s) where you have incurred meals and /or lodging expenses.

EXPENSE REPORTS

Requests for reimbursement for travel and entertainment expenses are to be made utilizing the standard FTC expense report form, as updated from time to time. Requests for reimbursement for mileage shall be done using a mileage expense report form as a backup to the standard expense report. Each expense report must be approved by the Film Commissioner or his/her designee. The appropriate amount code should be shown on the expense report.

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NON-DISCRIMINATION POLICY

Exhibit "E"

Pursuant to Palm Beach County Resolution R-2014-1421, as may be amended, it is the policy of the Board of County Commissioners of Palm Beach County that Palm Beach County shall not conduct business with nor appropriate any funds for any organization that practices discrimination on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.

Film and Television Commission is required to submit a copy of its non-discrimination policy which shall be consistent with the policy of Palm Beach County stated above, prior to entering into any contract with Palm Beach County. In the event Film and Television Commission does not have a written non-discrimination policy or one that conforms to Palm Beach County's policy, Film and Television Commission shall be required to check the applicable statement and sign below affirming it will conform to Palm Beach County's policy.

Check one:

- ☐ Film and Television Commission hereby acknowledges that it **does not** have a written non-discrimination policy or one that conforms to Palm Beach County's policy and Film and Television Commission hereby **acknowledges and affirms by signing below** that it will conform to Palm Beach County's non-discrimination policy as provided in Palm Beach County's Resolution R-2014-1421, as may be amended.

OR

- ☒ Film and Television Commission hereby attaches its non-discrimination policy which is consistent with the policy of Palm Beach County.

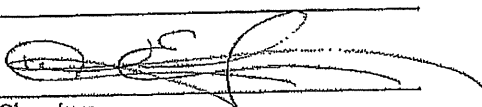
OR

- ☐ Film and Television Commission hereby attaches its non-discrimination policy which does not conform to the policy of Palm Beach County; however, Film and Television Commission hereby **acknowledges and affirms by signing below** that it will conform to Palm Beach County's non-discrimination policy as provided in Palm Beach County's Resolution R-2014-1421, as may be amended.

NOTE:

Film and Television Commission shall notify Palm Beach County in the event it no longer maintains a written or non-written non-discrimination policy that is in conformance with Palm Beach County's policy set forth above. Failure to maintain said non-discrimination policy shall be considered a default of contract.

FILM AND TELEVISION COMMISSION:



Signature

Chuck Elder
Name (type or print)

Executive Director/Film Commissioner
Title

II. General Employment Policies and Procedures

A. EMPLOYMENT POLICIES

1. Policies and Procedures

Following are the Policies and Procedures of FTC with respect to employment of individuals by FTC. Revisions to such policies and procedures may be adopted from time to time by the Board of Directors of FTC.

All Personnel Policies and Procedures of FTC shall be in accordance with, and subject to, the provisions of any applicable law, which shall prevail in the event of any conflict with such Policies and Procedures.

2. Non-Discrimination Policy

FTC will not discriminate against any employee or applicant for employment upon any legally-protected grounds, including race, religion, color, national origin, sex, age, ancestry, handicap, disability, familial status, sexual orientation, marital status, gender identity and expression, pregnancy, childbirth, veteran status or genetic information with respect to, but not limited to, the following: employment, promotion, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including internship.

3. Employment at Will

All employment may be terminated at will by the employee or by the Film Commissioner and/or Deputy Film Commissioner or in the case of the Film Commissioner, by the Board of Directors. These Policies and Procedures, and Employee Handbook shall in no way constitute an employment contract which creates a term of employment.

4. Day-to-Day Management

The Film Commissioner and Deputy Film Commissioner shall have the responsibility for management of the day-to-day activities of the operations of FTC. All employees shall report to and shall be subject to the direction and supervision of the Film Commissioner and Deputy Film Commissioner.

Exhibit F

Film & Television Commission

FY 2018 OBJECTIVES

- 1
- Collect and monitor production revenue (dollars spent in PBC).
- 2
- Generate hotel room nights.
- 3
- Issue film permits.
- 4
- Provide professional assistance to other projects not required to pull a film permit.
- 5
- Generate production leads.
- 6
- Respond to leads.
- 7
- Develop content marketing programs. Projects within this category include in-development, in-production and/or aired.
- 8
- Generate unique visitors to the website.

<u>PERFORMANCE MEASUREMENTS</u>	<u>Actual FY 2016</u>	<u>Estimated FY 2017</u>	<u>Projected FY 2018</u>	<u>Category</u>	<u>Obj</u>
1. Production Revenue (in the millions)	\$206.11	\$170.00	\$215.00	Demand	1
2. Hotel Room Nights	12,450	15,000	16,000	Demand	2
3. Permits Issued	318	341	350	Demand	3
4. Non-Permitted Productions	155	133	170	Demand	4
5. Total Leads	230	221	243	Output	5
6. Lead Responses	229	221	243	Output	6
7. Develop Content Marketing Programs	9	9	11	Output	7
8. Website Unique Visitors	26,927	26,620	29,300	Demand	8

EXHIBIT "G"

TO: ALL COUNTY PERSONNEL

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

PREPARED BY: FILM & TELEVISION COMMISSION/ADMINISTRATION

SUBJECT: POLICIES AND PROCEDURES FOR FILM & TELEVISION
COMMISSION

PPM #: CW-O-031

ISSUE DATE
February 1, 2010

EFFECTIVE DATE
February 1, 2010

PURPOSE:

To establish a unified and streamlined system for reviewing and approving filmmakers and students requests to shoot in Palm Beach County. The commonly known term throughout the film industry is One-Stop Permitting.

AUTHORITY:

Board of County Commissioners Motion 8B-1 dated February 28, 1989.

UPDATES:

Future updates to PPM #CW-)031 will be the responsibility of the Film Commissioner and County Administration.

GUIDELINES:

1. Each County department will appoint one of its staff members and an alternate to coordinate any film requests with the Film & Television Commission (FTC).
2. Each County department shall maintain its right to approve a request from the FTC, especially when matters of public safety are involved. The film request must be handled within three days, unless circumstances prohibit.
3. The FTC will require and hold the filmmakers or in the case of a student, the School Districts/ Private and/or Charter School insurance certificate. Insurance coverage for a participating school would fall under the current state stature required for each school. (State Statue 768.28)
4. The FTC will process the appropriate uniform County film application as approved by the County Attorney, Risk Management and Contract Administration. Departmental

- authorization can be made by telephone to the FTC. An application must be verified and approved by a qualified representative of the FTC.
5. The Film Commissioner is available 24 hours a day and will be immediately notified whenever a problem or conflict arises between a filmmaker/student filmmaker and any County agency. Contact the FTC at 233-1000 from 8:30 - 5:00 Monday through Friday. After 5:00 p.m. and weekends, contact the Film Commissioner by cell phone by calling the 24 hour phone service.
 6. All fees charged by Palm Beach County to applicants/students for services rendered by the County shall be for actual expenses representing personnel time, out-of-pocket expenses and other actual costs not normally incurred in daily operations.
 7. Each department will collect all appropriate payments for services from the applicant/student or the respective school.

PROCEDURES:

1. All filmmakers/students requests for filming will be processed through the FTC.
2. All appropriate department coordinators will be contacted by the FTC if a shooting request involves that particular department.
3. Each department will schedule the shooting and confirm the request by phone, unless the film request is unusually complicated. Estimated expense and details should be specified.
4. More detail shooting requests can be handled in a joint meeting between the affected departments and the filmmaker's representative and/or students and their film & television instructor. Estimated expenses and details should be specified and discussed at this time.
5. Each department will receive copy of the approved film permit and certificate of insurance.
6. The filmmaker/student will carry a copy of the approved film permit while on location.
7. All County departments should be prepared to help process last minute requests which are beyond the control of the filmmaker/student or the FTC due to inclement weather, mechanical breakdowns, etc.

**ROBERT WEISMAN
COUNTY ADMINISTRATOR**

Supersession History:

1. PPM# CW-O-031, effective 7/31/89
2. PPM# CW-O-031, effective 3/1/92
3. PPM# CW-O-031, effective 1/1/93
4. PPM# CW-O-031, effective 2/1/04

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ATTACHMENT "G"
PALM BEACH COUNTY, FLORIDA LAND DEVELOPMENT CODE
ORDINANCE 2003-067
ARTICLE 4.B.1.A.54, FILM PRODUCTION STUDIO

Motion picture production studio means the use of a lot or building for the production of films or videotapes for exhibition or sale. A motion picture production studio shall comply with the following supplementary use standards.

- a. **CHO, CG AND LLC Districts.** Motion picture production studios shall be located at least three hundred (300) feet from a residential district. Accessory offices shall meet the setbacks of the district. (Ord. 2010-005)
- b. **Film permit.** A temporary film permit to allow location shooting for a period of less than three (3) weeks may be permitted with an approved special permit from the Zoning Director to schedule the proposed film shooting. (Ord. 2007-001)
 - (1) **Coordination.** The PBCFTC Film Commissioner shall coordinate with the Zoning Director to schedule the proposal film shooting.
 - (2) **Conditions.** Reasonable conditions of approval shall be recommended which are designed to mitigate any anticipated impacts on neighboring properties.
 - (3) **Renewal.** One (1) additional renewal may be granted for an additional three (3) weeks, for a maximum duration of six (6) weeks.
- c. **Extended film permit.** An extended film permit shall be issued for a period greater than three (3) weeks but not to exceed six (6) months plus three (3) additional renewals thereof, each of which may not exceed six (6) months. The duration of the permit with extensions shall not exceed twenty-four (24) months. (Ord. 2010-005)
 - (1) **Permit.** A permit may be renewed upon the following circumstances.
 - (a) **Request.** The applicant has submitted to the Zoning Director a written request for renewal of the Permit and the Zoning Director approves the renewal;
 - (b) **Conditions.** The applicant has abided by all conditions of approval;
 - (c) **Impacts.** No significant or on going negative impacts on neighboring properties have been identified.

(2) **Renewal.** In addition to the above requirements, any renewal that extends beyond one (1) year shall also abide by the following:

(a) **Amendment.** The property owner shall apply for a Site Specific (Future Land Use Map) amendment to the Comprehensive Plan or an amendment to the Official Zoning Map to allow the filmmaking use on a permanent basis, and shall pursue each application in good faith.

(b) **Denial.** The rezoning request or Comprehensive Plan Amendment has not been denied.

- d. **Film Office.** The PBCFTC Film Commissioner shall coordinate with the Zoning Director to schedule the proposed film permit.
- e. **Public notification.** Courtesy notices are mailed by the applicant to all property owners within a three hundred (300) to five hundred (500) feet radius of the property to be used film location for the extended film permits or for a permanent production studio.
- f. **Site plan review and approval.** The proposed location and site plan shall be subject to review by the Development Review Committee. Reasonable conditions of approval shall be recommended which are designed to mitigate any anticipated impacts on neighboring properties. Conditions may include but are not limited to duration, restrictions of hours of operation, setback requirements, obtaining approvals from other appropriate agencies, and safety related requirements. The conditions shall be incorporated into the permit approval.
- g. **Posting of permit.** A copy of the permit shall be posted on the site by the property owner. Copies of the permit shall be kept by the Zoning Director and the Code Enforcement Director for record keeping purposes. Any violation of these conditions may result in the revocation of the permit or code enforcement action.

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EXHIBIT "H"

SALARY POLICY

The salaries provided by PBCFTC to its employees shall be in conformity with the specific salary ranges set forth in its guidelines, policies, and procedures. Any increase in annual salary of any employee of PBCFTC, other than the Film Commissioner, which is funded from revenues derived from the Tourist Development Tax shall not exceed the amount established for fiscal year pursuant to the following "pool of funds" policy:

- a.) for each individual employee paid for by TDC funds, show the name, starting date, position and salary range for the position, and their gross salary as of Sept. 30th immediately preceding the FY and anticipated date of any merit increase during the FY.
- b.) compute 5% of each individual's salary as of said Sept. 30th with prior approval of the TDC and COUNTY.
- c.) compute the number of days from the anticipated date of merit increase until the end of the fiscal year, and divide those days by 365.
- d.) multiply the answer in "c" by the amount in "b".
- e.) the sum of the amount computed in "d" for each employee shall be the maximum amount that can be used for merit increases in the fiscal year.

Each time an employee is given a merit increase, the agency shall submit a report to the Executive Director of the TDC or his designee showing the amount of the increase, along with a running total of any and all previous increases, and a net amount available as of the date of the report.

Increases will be based on merit performance only and not cost of living increases. The limitation on merit increases established by this salary policy shall not apply to the promotion of an employee to the minimum salary level of a new job category.

The PBCFTC Film Commissioner shall be eligible for merit-based increases of up to 5% from revenues derived from the Tourist Development Tax, with prior approval of the TDC and COUNTY. In addition to any annual merit-based salary increase, a lump sum performance-based incentive payment of up to five percent of the base salary, prior to any increase, of the PBCFTC Film Commissioner may be paid from such revenues upon approval of the TDC and the COUNTY. The approval process for such lump sum payment is as follows:

At the beginning of each fiscal year, the Board of Directors of PBCFTC shall establish specific performance goals for the PBCFTC Film Commissioner for the fiscal year. These goals, along with the Annual Marketing Plan, shall be submitted to the TDC for their review and approval. At the end of the fiscal year, the Board of Directors shall review the extent of achievement of the goals by the PBCFTC Film Commissioner, and may make a recommendation for such an additional payment. This review shall be fully documented using a standard executive evaluation form. The Board's review and recommendation shall be submitted to the TDC for review and approval, and then to the Board of County Commissioners for final approval.

Any salary adjustment for the PBCFTC Film Commissioner shall be effective October 1st of each year. The County Administrator and the Board of County Commissioners shall be given an update of all tourist tax funded staff positions along with full disclosure and backup at the end of each fiscal year.

Exhibit "T"

**Palm Beach County Film & Television Commission
Salary Ranges**

Position	Salary Range
Film Commissioner	\$80,000 - \$165,000
Deputy Film Commissioner	\$60,000 - \$100,000
Production Director	\$45,000 - \$75,000
Development & Marketing Producer	\$40,000 - \$65,000
Marketing & Social Media Specialist	\$38,000 - \$60,000
Location & Marketing Coordinator	\$35,000 - \$55,000
Senior Production Coordinator	\$35,000 - \$55,000
Production Coordinator	\$35,000 - \$55,000
Administrative Assistant	\$30,000 - \$50,000
Assistant Producer (NEW)	\$30,000 - \$50,000
Contracted Positions	Salary
Bookkeeper	\$16,000

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Exhibit "J"

FTC ORGANIZATIONAL CHART

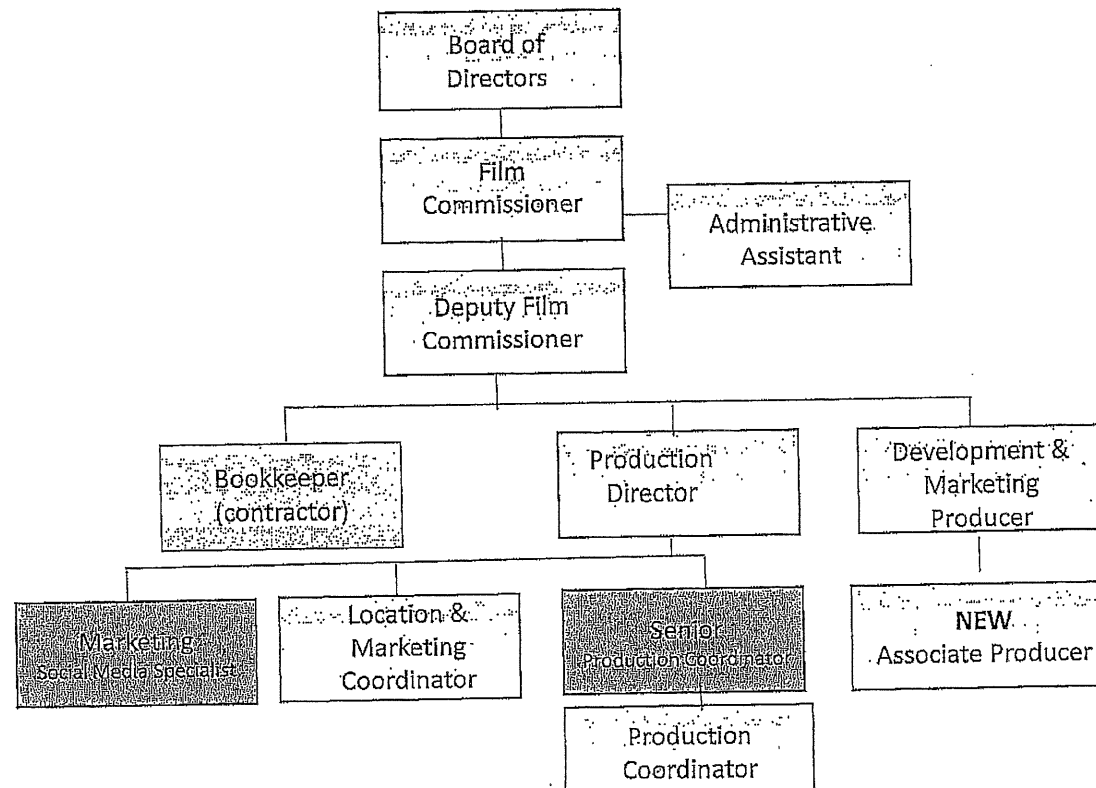


EXHIBIT "K"

DIRECTORS CONFLICT OF INTEREST

Each Director shall be governed by the following Policy with respect to conflicts of interest. Each member of the Board of Directors has a duty to place the interest of the Corporation foremost in any dealings with or on behalf of the Organization. No Director shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict arises between the interest of the Corporation and his or her personal interests, except as may be permitted by the following Policy.

A. Potential Conflict of Interest

1. Any Director has a potential conflict of interest if that Director has a Financial Interest or is a party to any other circumstances substantial enough that such Financial Interest or other circumstance would, or reasonably could, affect his or her judgment as a Director. A Financial Interest exists if the Director has, directly or indirectly, through business, investment or family:

- a. An actual or potential ownership or investment interest in any entity with which the Film & Television Commission has a transaction or arrangement; or
- b. An actual or potential compensation arrangement with any entity or individual with which the Film & Television Commission has or is negotiating a transaction or arrangement.

2. Compensation includes direct or indirect remuneration, as well as gifts or favors that are substantial in nature. This does not preclude the acceptance of items of nominal or insignificant value, or entertainment of nominal or insignificant value, which are unrelated to any transaction or activity of the Film & Television Commission.

B. Procedure for Addressing the Potential Conflict of Interest

1. Whenever a Director has knowledge of a potential conflict of interest with respect to that Director, the Director must disclose the existence of the potential conflict of interest to the Chair (or, if the Director is the Chair, to the Board). If any Director shall become aware of facts that may constitute a potential conflict of interest by another member of the Board, he or she shall bring such facts to the attention of the Chair (or, if the other member is the Chair, to the Board). Upon receipt of an assertion of a potential conflict of interest involving a Director, from another Director or any other source, the Chair shall notify the Director involved of the asserted potential conflict of interest, and shall determine whether there exists a potential conflict of interest, as defined in this Policy. (If the Director involved is the Chair, the determination shall be made by the Board.)

2. In any case where a Director contests a determination of the Chair of the existence of a potential conflict of interest (or where the Director involved is the Chair), the Director

shall be given the opportunity to disclose all material facts to the Board and to respond to their questions with respect to the matter, and the Board shall determine whether there exists a potential conflict of interest, as defined in this Policy.

3. In any case in which—

- a. a Director has declared the existence of a potential conflict of interest;
- b. the Chair has made an uncontested determination of the existence of a potential conflict of interest; or
- c. the Board has made a determination of the existence of a potential conflict of interest,

then

d. during any Board consideration of any Board action relating to the potential conflict of interest, the Director shall declare the potential conflict of interest, shall make a full disclosure of all material facts with respect to the potential conflict of interest, shall absent himself or herself from Board consideration of the matter, and shall record a vote of abstention on any vote respecting the matter, such declaration, disclosure, absence, and abstention to be reflected in the minutes of the meeting, and

e. the Board shall take any such other action as may be necessary or appropriate under applicable law and contractual obligations of the Corporation.

4. As much as possible, conflicts of interest are to be avoided, and in each case the Board shall where feasible make reasonable efforts to enter into an equally or more advantageous transaction or arrangement with a person or entity that would not give rise to a potential conflict of interest. However, the fact that a Director has a potential conflict of interest with the Corporation does not necessarily mean that a transaction or arrangement cannot occur. There may be occasions when the Board desires to engage in the transaction or arrangement, even with the potential conflict of interest. Transactions or arrangements are permissible if:

- a. Material facts are disclosed, and a majority of the disinterested Directors approves the transaction or arrangement in good faith; and
- b. The transaction or arrangement is fair to the Corporation and in the best interests of the Corporation.

5. The procedure to be used for determining that a particular transaction or arrangement is fair to the Corporation and in the best interests of the Corporation is a favorable vote, as provided under these Bylaws, by those Directors who are not involved in the potential conflict of interest. Nevertheless, if required in the judgment of the Board, resolution of any potential conflict of interest may necessitate—

- a. not entering into the transaction or arrangement;
- b. the termination of a Director's relationship with a particular vendor or other entity, or
- c. resignation by a Director as a member of the Board of Directors.

C. Noncompliance with Policy

1. If the Chair has reasonable cause to believe that a Director has failed to disclose a potential conflict of interest as defined in this Policy, the Chair shall inform the Director of the basis for such belief and afford the Director an opportunity to explain the alleged failure to disclose.
2. If the Chair determines that the Director has in fact failed to disclose a potential conflict of interest as defined in this Policy, the matter will be referred to the Board and the Board shall take appropriate disciplinary or corrective action.

D. Annual Disclosure; Annual Review

1. Each Director shall annually complete a disclosure form identifying any relationships, positions, or circumstances which he/she believes, could contribute to a potential conflict of interest as defined herein.
2. Each new Director shall be required to review a copy of this Policy and to acknowledge in writing that he/she has done so.
3. This Policy on Conflicts of Interest shall be reviewed annually by the Board.
[REMAINDER OF THE PAGE LEFT BLANK INTENTIONALLY]

**BOARD OF DIRECTORS OF
PALM BEACH COUNTY FILM & TELEVISION COMMISSION**

CONFLICTS OF INTEREST

Disclosure Form for the Fiscal Year beginning: _____

Name: _____

Please describe any relationships, positions or circumstances in which you are involved that could contribute to a potential conflict of interest as defined in the Policy on Conflicts of Interest as adopted by the Board of Directors of the Palm Beach County Film & Television Commission (the "FTC"). Such relationships, positions, or circumstances might include service as a director of or consultant to a nonprofit organization receiving a grant from the Film & Television Commission, or ownership of a business that might provide goods or services to the Film & Television Commission. All information regarding business interests shall be treated as confidential to the extent permitted by law¹ and shall be made available only to the Chair except to the extent disclosure is necessary in connection with the implementation of this Policy.

☐ I am not aware of any potential conflicts of interest.

☐ The following relationships may give rise to a potential conflict of interest:

I hereby certify that the above information is true and complete to the best of my knowledge, and agree to abide by the Film & Television Commission Policy on Conflicts of Interest.

Signature: _____ Date: _____

¹ While the Film & Television Commission will endeavor to keep such information confidential, documentation of such interests is, however, subject to public disclosure under the Florida Public Records Act, Florida Statutes Chapter 119.

EXHIBIT M

PROCUREMENT POLICY

Contracts entered into by the Agency in accordance with this Agreement shall be subject to the following guidelines and requirements. It shall be the responsibility of Agency Management to educate staff who make purchases as to the Agency's obligations under this Agreement. Failure to follow these guidelines may result in non-reimbursement of Agency Expenses. Procurement shall be conducted for the following categories hereof:

Awards will be made to the lowest responsive, responsible bidder or proposer whose offer is determined to be the most advantageous to the Agency in its performance of its duties in accordance with the terms of this Agreement. Evaluation of bids, offers and proposals shall be based upon the criteria established by the Agency and any other relevant information obtained through the evaluation process. Such criteria may include but need not be limited to price. Discussions or negotiations with the most qualified vendor based upon its offer may be conducted for the purpose of obtaining a contract which is in the best interests of the Agency in the performance of its duties, obligations and functions as provided in this Agreement.

A. Contracts and purchases shall be made in accordance with the following procedures:

1. Less than \$5,000. The Agency may contract to purchase goods or services less than \$5,000 by obtaining oral quotes for the goods or services. A competitive process is encouraged and both SBE and Local Preference should be considered in making these purchases.
2. Between \$5,001 and up to \$50,000. The Agency may contract to purchase goods or services between \$5,001 and up to \$50,000 by obtaining a minimum of three (3) written quotations (RFQ) for each item or group of items needed. The Agency will obtain a minimum of three (3) written quotes and provide documentation or justification to the satisfaction of the County for any lack thereof. Requests for quotations will be mailed, faxed, or e-mailed to all prospective bidders, as feasible.
3. Between \$50,001 and up to \$100,000. The Agency may contract to purchase goods and services between \$50,001 and up to \$100,000 by obtaining a minimum of three (3) written proposals for Request for Submittal (RFS). Any bid or request for submittal for the purchase of goods or services over \$50,001 shall require the approval of the Executive Director of the TDC prior to contract execution by the Agency. The Agency will secure at least three (3) written submittals for each item or group of items needed and provide documentation or justification for lack thereof. Advertisements for written requests for proposals will be posted on the agency website under a public page inviting requests for submittals, published no less than one time in a trade publication, or other appropriate vehicle distributed in Palm Beach County or the locale where the

service will be provided, as appropriate. Requests for submittals will be mailed or emailed to all prospective bidders, as feasible.

4. Exceeding \$100,001. Contracts for purchases exceeding \$100,001 will be entered into according to the following procedures:

- a. The Agency is responsible for drafting the Request for Proposal ("RFP") or Invitation for Bid ("IFB") to secure needed goods or services, and shall forward the IFB/RFP to the Executive Director of the TDC, with copy to the Assistant County Attorney assigned to the TDC.
- b. The Executive Director of the TDC will review and must approve the IFB/RFP to assure that the IFB/RFP meets the applicable requirements of this Agreement.
- c. The Agency is responsible for placing the advertisement and notifying prospective bidders.
- d. Responses will be evaluated by a Selection Committee composed of the following six individuals:

Agency President or Film Commissioner
Executive Director of TDC
Agency Chair or designee Board member
Agency Staff member
County Administrator or Designee
TDC Board Member

Once a committee for a specific procurement has been chosen, the committee may convey and make a recommendation provided there is a majority of members present.

The recommendation of the Selection Committee will be acted on by the Agency's Executive Committee or Full Board of Directors as dictated by the Agency By-Laws.

- e. Upon approval by the Agency's Executive Committee or Full Board, its recommendation will be placed on the agenda for the next scheduled meeting of the TDC.
- f. Upon approval by the TDC, the Executive Director of the TDC will place any contract item exceeding \$100,000 on the agenda for action by the Board of County Commissioners. If the Agency's Board or the TDC does not approve a recommended contract, then the matter will be referred back to the Selection Committee, which may select the second choice, cancel or re-advertise the RFP. The determination of the Board of County Commissioners shall be final.

- B. Vendor List. The Agency will maintain a "vendor list" of those providers of goods or services who desire to be placed on the list. Such list shall include small business enterprises certified by the COUNTY. The Agency will solicit bids, quotes or proposals from responsible prospective suppliers, vendors or contractors obtained from the Agency's or the COUNTY's vendor list, publications, catalogues, suggestions from the TDC or its staff, previous suppliers, and the like.
- C. All purchasing procedures and dollar limits will be determined by the initial term of the contract multiplied by the annual contracted dollar amount and no contract will exceed five (5) years in duration.
- D. No contract or purchase shall be subdivided to avoid the purchasing guidelines and dollar level limit requirements provided for in this Agreement.
- E. Notwithstanding the requirements of Section A, the Agencies may purchase or contract for goods and services without competitive solicitation in the following cases:
1. Sole Source Purchases. The Executive Director of the TDC may authorize the purchase of goods or services without requests for bids, quotes or proposals when the Agency has provided evidence in writing independent of the vendor that such good or service is the only item that meets the need of the Agency and is available through only one source. In the event such documentation is not provided or available, proof of appropriate advertising may be used to substantiate a sole source vendor is the only source of goods or services or that only one item meets the need of the Agency. The request for Sole Source Purchase must be made prior to any contract execution by the Agency.
 2. Emergency Purchases. The Agency may purchase goods or services through direct negotiations with the vendor, and without obtaining oral quotations, written quotations, or written bids or proposals, in cases of emergency. For purposes of this provision:
 - a. "Emergency Purchase" shall mean a procurement made in response to a need for goods or services when the delay incident to complying in the requirements of Section A would be detrimental to the interests, health, safety or welfare of the Agency. A State of Emergency issued for the County, series of Counties or the entire State of Florida will constitute an Emergency Purchase.
 3. Purchasing under Government Price Agreements. The Agency may procure goods and services hereunder from vendors who provide pricing that is equal to or better (less) than existing price agreements with the State of Florida, Palm Beach County, the municipalities of Palm Beach County, the Palm Beach County School Board and other TDC agencies or Florida tourism agencies or bureaus, provided such governmental entity, agency or bureau utilized a competitive process and, providing that Agency

accepts the same terms and conditions specified within the originating contract; and providing that the contractor extends the same terms and conditions of the contract to the Agency. Contracts and purchases made under such agreements will be deemed as lowest bidder.

4. Bid Awards. Awards under this paragraph will be made to the lowest responsive, responsible bidder whose offer is determined to be the most advantageous to the Agency in its performance of the activities or functions provided for in this Agreement. Evaluation of offers and proposals shall be based upon the criteria established by the Agency and approved by the Executive Director of the TDC, and any other relevant information obtained through the evaluation process. Such criteria may include but need not be limited to price. Upon the approval of the Executive Director of the TDC, discussions or negotiations with the most qualified vendor based upon its offer may be conducted for the purpose of obtaining a contract which is in the best interests of the Agency in the performance of its duties, obligations and functions as provided in this Agreement.

F. Professional and Consulting Services. All contracts for professional or consulting services shall be evidenced by a written agreement which shall specify the services to be performed, the time period during which such services will be performed, the amount and form or method of compensation (e.g., retainer, expense reimbursement, direct cost, hourly or fixed fee, etc.), the method of cancellation or termination, remedies for non-performance, identify ownership of the product, and contain other standard contract language. These contracts are still subject to the requirements of Section A. All other requirements of this Exhibit L - shall apply to these contracts.



PALMBEA-18

JZAMBRANO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/28/2017

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Plastridge Insurance Agency 820 NE 6th Avenue Delray Beach, FL 33483	CONTACT NAME: PHONE (A/C, No, Ext): (561) 276-5221 FAX (A/C, No): (561) 276-5244 E-MAIL ADDRESS: delraydocs@plastridge.com	
INSURED Palm Beach County Film & Television Commission, Inc. 2195 Southern Blvd., Suite 520 West Palm Beach, FL 33406	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Mt. Vernon Fire Insurance Co.	26522
	INSURER B: Employers Preferred Ins. Co.	10346
	INSURER C: Travelers Casualty & Surety	19038
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		REVISION 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	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		NBP2550143G	10/01/2017	10/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			NBP2550143G	10/01/2017	10/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	FUT APP WCV700269418	10/01/2017	10/01/2018	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Crime			105513459	10/01/2017	10/01/2018	Crime \$ 100,000
C	Directors & Officers			105513459	10/01/2017	10/01/2018	Directors & Officers \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate Holder is listed on policy as Additional Insured with respects to General Liability.							

CERTIFICATE HOLDER	CANCELLATION
Palm Beach County Board of County Commissioners C/O Insurance Tracking Services, Inc.(ITS) P. O. Box 20270 Long Beach, CA 90801	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

Organization Name:

Film & TV Commission

2014 PBC

TOTAL STAFF JUNE 2017

TOTAL STAFF MARCH 2017

TOTAL STAFF DECEMBER 2016

TOTAL STAFF SEPTEMBER 2016

	Ethnicity %	Key Ethnicity		Total Staff		Ethnicity %
				Female	Male	
Senior Management	54%	White		1	1	2 100%
	18%	Black				0 0%
	21%	Hispanic				0 0%
	3%	Asian				0 0%
	4%	Other				0 0%
Total	100%			1	1	2 100%

	Key Ethnicity	Total Staff		Ethnicity %
		Female	Male	
	White	1	1	2 100%
	Black			0 0%
	Hispanic			0 0%
	Asian			0 0%
	Other			0 0%
		1	1	2 100%

	Key Ethnicity	Total Staff		Ethnicity %
		Female	Male	
	White	1	1	2 100%
	Black			0 0%
	Hispanic			0 0%
	Asian			0 0%
	Other			0 0%
		1	1	2 100%

	Key Ethnicity	Total Staff		Ethnicity %
		Female	Male	
	White	1	1	2 100%
	Black			0 0%
	Hispanic			0 0%
	Asian			0 0%
	Other			0 0%
		1	1	2 100%

Professional	54%	White		3	2	5 83%
	18%	Black				0 0%
	21%	Hispanic				0 0%
	3%	Asian				0 0%
	4%	Other		1		1 17%
Total	100%			4	2	6 100%

	White	3	2	5 83%
	Black			0 0%
	Hispanic			0 0%
	Asian			0 0%
	Other	1		1 17%
		4	2	6 100%

	White	3	2	5 83%
	Black			0 0%
	Hispanic			0 0%
	Asian			0 0%
	Other	1		1 17%
		4	2	6 100%

	White	3	2	5 83%
	Black			0 0%
	Hispanic			0 0%
	Asian			0 0%
	Other	1		1 17%
		4	2	6 100%

Administrative & Clerical	54%	White				0 0%
	18%	Black				0 0%
	21%	Hispanic		1		1 100%
	3%	Asian				0 0%
	4%	Other				0 0%
Total	100%			0	1	1 100%

	White			0 0%
	Black			0 0%
	Hispanic		1	1 100%
	Asian			0 0%
	Other			0 0%
		0	1	1 100%

	White			0 0%
	Black			0 0%
	Hispanic		1	1 100%
	Asian			0 0%
	Other			0 0%
		0	1	1 100%

	White			0 0%
	Black			0 0%
	Hispanic		1	1 100%
	Asian			0 0%
	Other			0 0%
		0	1	1 100%

Total Agency	54%	White		4	3	7 78%
	18%	Black				0 0%
	21%	Hispanic		1		1 11%
	3%	Asian				0 0%
	4%	Other		1		1 11%
Total	100%			5	4	9 100%

	White	4	3	7 78%
	Black			0 0%
	Hispanic		1	1 11%
	Asian			0 0%
	Other	1		1 11%
		5	4	9 100%

	White	4	3	7 78%
	Black			0 0%
	Hispanic		1	1 11%
	Asian			0 0%
	Other	1		1 11%
		5	4	9 100%

	White	4	3	7 78%
	Black			0 0%
	Hispanic		1	1 11%
	Asian			0 0%
	Other	1		1 11%
		5	4	9 100%