

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	September 13, 2022	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing
Department:	Housing and Economic Development		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: an Agreement with the Palm Beach County Film and Television Commission, Inc. (F&TV Commission) in the amount of \$75,000 for the period October 1, 2022 to September 30, 2023.

Summary: This Agreement with the F&TV Commission will fund operational and educational expenses for the Film & TV Tech Prep Program (Program), which is entering its 26th year of operation. The Program continues to support the development of the film and television industry in Palm Beach County through an enhanced strategic plan drafted by educators and industry professionals. This funding will assist in the planning, facilitation and execution of all aspects in the production of the 2023 Student Showcase of Films (SSOF), which is the largest film competition and awards ceremony within the State of Florida. The SSOF honors Florida high school and college student filmmakers and celebrates the artistic successes they have achieved in this field. Upon execution of the Agreement the County agrees to provide an initial advance payment to the Agency of \$37,500 to be used as cash flow. These are County Ad Valorem funds. Countywide (HJF)

Background and Justification: The Film & TV Tech Prep Program was created by Palm Beach County in 1996 as a result of the Board of County Commissioners' endorsement at the 1993 Economic Summit to expand the film and television industry. The objectives of the Program are to: prepare the high school students for a career pathway; create a future workforce in the film and television industry; and provide educational, financial and logistic resources for high school and college students and teachers through the F&TV Commission. The Program is expected to greatly influence the creation of a qualified workforce in the film and production industry. F&TV Commission received \$75,000 in Ad Valorem funds during Fiscal Year 2021/2022. The Agreement Deliverables for Fiscal Year 2022/2023 are consistent with the previous Fiscal Year 2021/2022 and the F&TV Commission is currently on target to meet the proposed deliverables for the new Fiscal Year 2022/2023.

Attachment(s):

1 Agreement with the Palm Beach County Film and Television Commission, Inc.

Recommended By: Jonathan Brown 8/26/2022
Department Director Date

Approved By: Donna M. Hill 9/7/2022
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Grant Expenditures	\$75,000				
Operating Costs					
External Revenues					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	\$75,000				
# ADDITIONAL FTE POSITIONS (Cumulative)	-0-				

Is Item Included In Proposed Budget? Yes X No


Does this Item include the use of Federal funds? Yes No X

Budget Account No.:

Fund 1539 Dept. 143 Unit 1096 Object 8201 Program Code/Period _____

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

Approval of this agenda item will allocate \$75,000 in General Fund Ad Valorem dollars.

C. Departmental Fiscal Review: 
Shairette Major, Division Director II


III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

ASDell 8/30/22
OFMB 9A 8/30 ESW 8/30/2022 Contract Development and Control

B. Legal Sufficiency:

Legal Sufficiency.

 for H. Falcid
9/12/22

Assistant County Attorney

C. Other Department Review:

Department Director

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT)

INTERLOCAL AGREEMENT BETWEEN PALM BEACH COUNTY
AND
PALM BEACH COUNTY FILM AND TELEVISION COMMISSION, INC.

THIS AGREEMENT, (the "Agreement") is made as of **October 1, 2022**, by and between **Palm Beach County** hereinafter referred to as "**COUNTY**", a political subdivision of the State of Florida, and **Palm Beach County Film and Television Commission, Inc.**, a non-profit corporation duly organized and existing by virtue of the laws of the State of Florida hereinafter referred to as the "AGENCY", having its principal office at **2195 Southern Boulevard, Suite 520, West Palm Beach, Florida 33406**, and whose Federal I.D. is **65-0692923**

WHEREAS, the AGENCY is a not-for-profit corporation dedicated to providing support for educational programs in the film and television industry in Palm Beach County; and

WHEREAS, the COUNTY has provided financial resources in support of educational programs in the film and television industry in Palm Beach County; and

WHEREAS, COUNTY wishes to provide funding to facilitate AGENCY's provision of the activities specified in Exhibit "A" of this Agreement, as such activities serve to foster a stronger and more balanced economy in Palm Beach County through implementation of the Palm Beach County Film & TV Tech Prep Program, furthering the economic development interests of the County; and

WHEREAS, COUNTY desires to engage AGENCY to implement such undertakings, and, pursuant to the terms of this Agreement, shall make available funding not to exceed **Seventy-Five Thousand (\$75,000.00)** Dollars ("Grant Funds") to the AGENCY in exchange for said services; and

WHEREAS, the COUNTY finds that providing the Grant Funds to the AGENCY for the purposes set forth herein serves a local public purpose;

NOW, THEREFORE, pursuant to all authorities granted by law, including, but not limited to, Section 163.01, Florida Statutes, knowns as the "Florida Inter-local Cooperation Act of 1969," and in consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

ARTICLE 1 – SERVICES

The AGENCY's responsibility under this Agreement is to provide services for the creation and development of emerging technology-based businesses through the Research Park at Florida Atlantic University's Technology Business Incubator (TBI), as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY's representative/liaison during the performance of this Agreement shall be Sherry L. Howard, Deputy Director, Department of Housing & Economic Development (DHED), telephone number: (561) 233-3653, email showard@pbcgov.org.

The AGENCY's representative/liaison during the performance of this Agreement shall be Chuck Elder, Film Commissioner, Palm Beach County Film and Television Commission, Inc, telephone number: (561)233-3101, email: celder@pbfilm.com.

ARTICLE 2 – SCHEDULE

The AGENCY shall commence services on **October 1, 2022** and complete all services by **September 30, 2023**. ("Grant Period")

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

ARTICLE 3 – PAYMENTS TO AGENCY

- A. The total amount to be paid by the COUNTY under this Agreement for all services and materials shall not exceed a total Agreement amount of the Grant Funds. The AGENCY shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. After execution of the Agreement, the COUNTY will provide an initial advance to the AGENCY of **\$37,500**. Following the initial advance, AGENCY shall provide COUNTY with documentation on a monthly basis as set forth in the attached Exhibit A. Invoices shall be accompanied by monthly performance reports as detailed in Exhibit "A".
- B. Invoices received from the AGENCY pursuant to this Agreement will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Agreement. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.
- C. "Out-of-pocket" expenses "Out-of-pocket" expenses will not be reimbursed.
- D. Final Invoice: In order for both parties herein to close their books and records, the AGENCY will clearly state "Final invoice" on the AGENCY's final/last billing to the COUNTY. This shall constitute AGENCY's certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the AGENCY.
- E. In order to do business with Palm Beach County, Agencies are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If AGENCY intends to use sub-consultants, AGENCY must also ensure that all sub-consultants are registered as consultants in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-consultant register in VSS. COUNTY will not finalize a contract award until the COUNTY has verified that the AGENCY and all of its sub-consultants are registered in VSS.

ARTICLE 4 – TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Agreement by the AGENCY shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Agreement are accurate, complete and current as of the date of the Agreement and no higher than those charged the AGENCY's most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this Article - 4 within three (3) years following final payment.

ARTICLE 5 – TERMINATION

This Agreement may be terminated as provided herein or in the attached Exhibit "A". Unless the AGENCY is in breach of this Agreement, the AGENCY shall be paid for services rendered to the COUNTY's satisfaction through the date of termination. After receipt of a Termination Notice, except as otherwise directed by the COUNTY, in writing, the AGENCY shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the County.
- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 – PERSONNEL

The AGENCY represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required hereunder shall be performed by the AGENCY or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the AGENCY's key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY's representative and written approval must be granted by the COUNTY's representative before said change or substitution can become effective.

The AGENCY warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field. All of the AGENCY's personnel (and all Subcontractors), while on COUNTY premises, will comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 7 – SUBCONTRACTING

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Agreement. The AGENCY is encouraged to seek additional small business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the AGENCY shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY.

ARTICLE 8 – FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the AGENCY. The AGENCY shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the AGENCY authorized to use the COUNTY's Tax Exemption Number in securing such materials. The AGENCY shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Agreement.

ARTICLE 9 – AVAILABILITY OF FUNDS

The COUNTY's performance and obligation to pay under this Agreement for subsequent fiscal years is contingent upon annual appropriations for its purpose by the Board of County Commissioners. In addition, this Agreement and all obligations of COUNTY hereunder are subject to and contingent upon receipt of AD Valorem funding for the purposes provided for herein. Nothing in this Agreement shall obligate the COUNTY to provide funding from any other source, including, but not limited to, funds from the COUNTY's annual budget and appropriations.

ARTICLE 10 – INSURANCE

The AGENCY shall maintain at its sole expense, in full force and effect, at all times during the term of this Agreement, insurance coverage and limits (including endorsements) as described herein. Failure to maintain the required insurance shall be considered default of the Agreement. The requirements contained herein, as well as COUNTY's review or acceptance of insurance maintained by the AGENCY, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the AGENCY under the Agreement. The AGENCY agrees to notify the COUNTY at least ten (10) days prior to cancellation, non-renewal or material change to the required insurance coverage. Where applicable, coverage shall apply on a primary basis.

- A. **Commercial General Liability:** AGENCY shall maintain Commercial General Liability at a limit of liability not less than \$500,000 each occurrence. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.

Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include, "Palm Beach County Board of County Commissioners" a Political Subdivision of the State of Florida, its Officers, Employees, and "Palm Beach County Film and Television Commission, Inc." as Additional Insureds. A copy of the endorsement shall be provided to the County upon request.

- B. **Workers' Compensation Insurance & Employer's Liability:** AGENCY shall maintain Workers' Compensation & Employer's Liability in accordance with Chapter 440 of the Florida Statutes.
- C. **Waiver of Subrogation:** Except where prohibited by law, AGENCY hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy except Professional Liability. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then AGENCY shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy that includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should AGENCY enter into such an agreement on a pre-loss basis.
- D. **Certificates of Insurance:** On execution of this Agreement, renewal, within forty-eight (48) hours of a request by COUNTY, and upon expiration of any of the required coverage throughout the term of this Agreement, the AGENCY shall deliver to the COUNTY or COUNTY's designated representative a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this Agreement have been obtained and are in force and effect.

Certificate Holder shall read:

Palm Beach County Board of County Commissioners
c/o Department of Housing & Economic Development
100 Australian Avenue, Suite 500
West Palm Beach, FL 33406

- E. **Right to Revise or Reject:** COUNTY, by and through its Risk Management Department in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements.

ARTICLE 11 – INDEMNIFICATION

AGENCY shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney’s fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of the AGENCY’s performance of the terms of this Agreement or due to the acts or omissions of AGENCY.

ARTICLE 12 – SUCCESSORS AND ASSIGNS

The COUNTY and the AGENCY each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the COUNTY nor the AGENCY shall assign, sublet, convey or transfer its interest in this Agreement without the prior written consent of the other.

ARTICLE 13 – REMEDIES/NO THIRD PARTY BENEFICIARIES

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement will be held in a state court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the COUNTY and/or AGENCY. Moreover, if the AGENCY fails to comply with any of the provisions of this Agreement, the COUNTY may exercise any and all legal rights and remedies including, without limitation, withholding, temporarily or permanently, all, or any, unpaid portion of the Grant Funds upon giving written notice to the AGENCY, terminating this Agreement, and/or demanding a refund of the Grant Funds, which shall be reimbursed upon demand. In the event of AGENCY’s failure to comply with any provisions of this Agreement, the COUNTY shall have no further funding obligation to the AGENCY under this Agreement.

ARTICLE 14 – CONFLICT OF INTEREST

The AGENCY represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, the Palm Beach County Code of Ethics, or any other applicable law, including, but not limited to, any U.S. HUD regulations relating to conflict of interest. The AGENCY further represents that no person having any such conflict of interest shall be employed for said performance of services.

The AGENCY shall promptly notify DHED, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the AGENCY's judgement or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the AGENCY may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the AGENCY. The COUNTY agrees to notify the AGENCY of its opinion by certified mail within thirty (30) days of receipt of notification by the AGENCY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the AGENCY, the COUNTY shall so state in the notification and the AGENCY shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the AGENCY under the terms of this Agreement.

ARTICLE 15 – EXCUSABLE DELAYS

The AGENCY shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the AGENCY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, epidemic, pandemic, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the AGENCY's request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the AGENCY's failure to perform was without it or its subcontractors fault or negligence, the Agreement Schedule and/or any other affected provision of this Agreement shall be revised accordingly, subject to the COUNTY's rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 16 – ARREARS

The AGENCY shall not pledge the COUNTY's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The AGENCY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 17 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The AGENCY shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Agreement.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the AGENCY and will not be disclosed to any other party, directly or indirectly, without the COUNTY's prior written consent unless required by a lawful

court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Agreement for or at the COUNTY's expense shall be and remain the COUNTY's property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Agreement, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Section 2-421 – 2-440, as amended.

ARTICLE 18 – INDEPENDENT CONTRACTOR RELATIONSHIP

The AGENCY is, and shall be, in the performance of all work services and activities under this Agreement, an Independent contractor, and not an employee, agent, or servant 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 the AGENCY's sole direction, supervision, and control.

The AGENCY shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the AGENCY's relationship and the relationship of its employees to the COUNTY shall be that of an Independent contractor and not as employees or agents of the COUNTY. The AGENCY does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 19 – CONTINGENT FEES

The AGENCY warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the AGENCY to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the AGENCY, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 20 – ACCESS AND AUDITS

The AGENCY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion or termination of this Agreement. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the AGENCY's place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421-2-440, as may be amended. The Inspector General's authority includes but is not limited

to the power to review past, present and proposed COUNTY contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and 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 2-421-2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 21 – NONDISCRIMINATION

The COUNTY is committed to assuring equal opportunity in the award of grants and contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the AGENCY warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of this Agreement.

As a condition of entering into this Agreement, the AGENCY represents and warrants that it will comply with the COUNTY's Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the AGENCY shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the AGENCY retaliate against any person for reporting instances of such discrimination.

The AGENCY shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the COUNTY's relevant marketplace in Palm Beach County.

The AGENCY understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification or debarment of the company from participating in COUNTY contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. AGENCY shall include this language in its subcontracts.

ARTICLE 22 – AUTHORITY TO PRACTICE

The AGENCY hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

ARTICLE 23 – SEVERABILITY

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 24 – PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this Agreement or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform 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).

ARTICLE 25 – MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the AGENCY of the COUNTY's notification of a contemplated change, the AGENCY shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the AGENCY's ability to meet the completion dates or schedules of this Agreement.

If the COUNTY so instructs in writing, the AGENCY shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY's decision to proceed with the change. If the COUNTY elects to make the change, the COUNTY shall initiate an Agreement Amendment and the AGENCY shall not commence work on any such change until such written amendment is signed by the AGENCY and approved and executed on behalf of Palm Beach County.

ARTICLE 26 – NOTICE

All notices required in this Agreement shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance.

If sent to the COUNTY, notices shall be addressed to:

Sherry Howard, Deputy Director
Department of Economic Development
100 Australian Avenue, Suite 500
West Palm Beach, FL 33406

With a copy to:

Howard J. Falcon III, Chief Assistant County Attorney
County Attorney's Office
301 N. Olive Ave, (6th floor)
West Palm Beach, FL 33401

If sent to the AGENCY, notices shall be addressed to:

Chuck Elderder, Film Commissioner
Palm Beach County Film and Television Commission
2195 Southern Boulevard, Suite 520
West Palm Beach, Florida 33406

ARTICLE 27 – ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the AGENCY agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25 - Modifications of Work.

ARTICLE 28 – CRIMINAL HISTORY RECORDS CHECK

The AGENCY, AGENCY's employees, subcontractors of AGENCY and employees of subcontractors shall comply with Palm Beach County Code, Section 2-371 - 2-377, the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), for unescorted access to critical facilities ("Critical Facilities") or criminal justice information facilities ("CJI Facilities") as identified in Resolutions R2013-1470 and R2015-0572, as amended. The AGENCY is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the AGENCY acknowledges that the Grant Funds include any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the COUNTY.

This Agreement may include sites and/or buildings which have been designated as either "critical facilities" or "criminal justice information facilities" pursuant to the Ordinance and above referenced Resolutions, as amended. COUNTY staff representing the COUNTY department will contact the AGENCY(S) and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The AGENCY shall make every effort to collect the badges of its employees and its subcontractors' employees upon conclusion of the contract and return them to the COUNTY. If the AGENCY or its subcontractor(s) terminates an employee who has been issued a badge, the AGENCY must notify the COUNTY within two (2) hours. At the time of termination, the AGENCY shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the AGENCY if the AGENCY 1) does not comply with the requirements of COUNTY Code Section 2-371 - 2-377, as amended; 2) does not contact the COUNTY regarding a terminated AGENCY employee or subcontractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

ARTICLE 29 – REGULATIONS; LICENSING REQUIREMENTS

The AGENCY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. AGENCY is presumed to be familiar with all state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

ARTICLE 30 – SCRUTINIZED COMPANIES

- A. As provided in F.S. 287.135, by entering into this Agreement or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725. Pursuant to F.S. 287.135(3)(b), if AGENCY is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, this Agreement may be terminated at the option of the COUNTY.

- B. **When contract value is greater than \$1 million:** As provided in F.S. 287.135, by entering into this Agreement or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the COUNTY determines, using credible information available to the public, that a false certification has been submitted by AGENCY, this Agreement may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Agreement shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Agreement renewal, if applicable.

ARTICLE 31 – PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the AGENCY: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) F.S., the AGENCY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The AGENCY is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Agreement.

- B. 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 AGENCY 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.
- C. 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 AGENCY does not transfer the records to the public AGENCY.
- D. Upon completion of the Agreement the AGENCY shall transfer, at no cost to the COUNTY, all public records in possession of the AGENCY 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 AGENCY transfers all public records to the COUNTY upon completion of the Agreement, the AGENCY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of the Agreement, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically by the AGENCY 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 AGENCY 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. AGENCY 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 AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'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.

ARTICLE 32 – COUNTERPARTS

This Agreement, including the exhibits referenced herein, may be executed in one or more counterparts, all of which shall constitute collectively one and the same Agreement. The COUNTY may execute the Agreement through electronic or manual means. AGENCY shall execute by manual means only, unless the COUNTY provides otherwise.

ARTICLE 33 – E-VERIFY - EMPLOYMENT ELIGIBILITY

AGENCY warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of AGENCY’s subconsultants performing the duties and obligations of this Agreement are registered with the E-Verify System, and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

AGENCY shall obtain from each of its subconsultants an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. AGENCY shall maintain a copy of any such affidavit from a subconsultant for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this Agreement which requires a longer retention period.

COUNTY shall terminate this Agreement if it has a good faith belief that AGENCY has knowingly violated Section 448.09(1), Florida Statutes, as may be amended. If COUNTY has a good faith belief that AGENCY’s subconsultant has knowingly violated section 448.09(1), Florida Statutes, as may be amended, COUNTY shall notify AGENCY to terminate its contract with the subconsultant and AGENCY shall immediately terminate its contract with the subconsultant.

If COUNTY terminates this Agreement pursuant to the above, AGENCY shall be barred from being awarded a future Agreement by COUNTY for a period of one (1) year from the date on which this Agreement was terminated. In the event of such Agreement termination, AGENCY shall also be liable for any additional costs incurred by COUNTY as a result of the termination.

ARTICLE 34 – INCORPORATION BY REFERENCE

Exhibits and associated Schedules attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference. To the extent of a conflict between the terms of this Agreement and any Exhibit, the terms of the Agreement shall govern.

ARTICLE 35 – RECOGNITION

The AGENCY shall include a reference to the financial support herein provided by the COUNTY in all publications, publicity events, and provide the COUNTY copies of all such publications. The AGENCY shall also notify the COUNTY prior to any ceremonies or events relating to facilities or items funded by this Agreement and, as part of the consideration for this Agreement, shall provide to COUNTY all required admissions to said events to allow for further distribution to the Mayor, County Commissioners, County Administration, Department Staff or other County Official(s). In addition, the AGENCY will make good faith efforts to recognize the COUNTY's support for all activities made possible with funds made available under this Agreement.

ARTICLE 36 – REPORTS

- A. In addition to all other reports required by this Agreement and/or applicable law, in compliance with Section 125.045(4), Florida Statutes, the AGENCY shall submit an annual report to the COUNTY detailing how the COUNTY funds were spent and the results of the AGENCY's efforts on behalf of the COUNTY. The annual report shall cover the period from **October 1, through September 30,** of the reporting year and be due to the COUNTY **no later than December 31,** following the reporting year. Once the AGENCY has submitted the report to the COUNTY, the COUNTY is required to submit the report to the Office of Economic & Demographic Research by **January 15th of each year** and post a copy of said report of the COUNTY'S public website.
- B. The AGENCY shall provide the COUNTY with its independent audit of the immediately preceding fiscal year no later than **March 31 of each year, or upon approval of the AGENCY'S BOARD, but no later than May 31 of each year.**

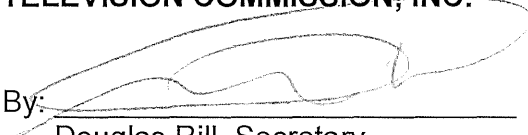
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IN WITNESS WHEREOF, AGENCY has hereunto set its hand the day and year above written.

WITNESS:

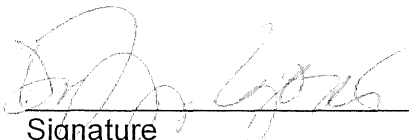
AGENCY:

PALM BEACH COUNTY FILM AND
TELEVISION COMMISSION, INC.

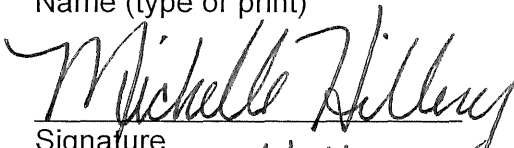
By: 
Douglas Rill, Secretary
Office of Sponsored Programs

By: 
Chuck Elder, Film Commissioner
Office of Sponsored Programs


(Corporate Seal)


Signature

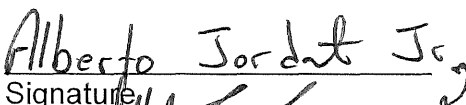
Dr. MARCIA LYONS
Name (type or print)

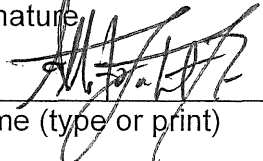

Signature

Michelle Hillery
Name (type or print)


Signature

Kelly King
Name (type or print)


Signature


Name (type or print)

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, has made and executed this Agreement on behalf of the County has hereunto set its hand the day and year above written.

ATTEST:
JOSEPH ABRUZZO
CLERK AND COMPTROLLER

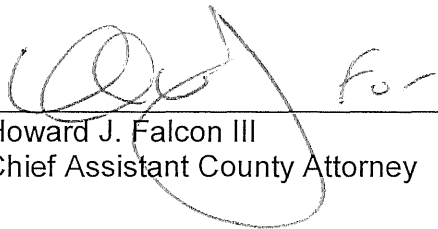
PALM BEACH COUNTY, FLORIDA, a
Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Robert S. Weinroth, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By:  _____
Howard J. Falcon III
Chief Assistant County Attorney

By:  _____
Jonathan B. Brown, Director
Dept. of Housing & Economic Development

EXHIBIT "A"

SCOPE OF WORK

ADDITIONAL REFERENCE DOCUMENTS

This Agreement is subject to various regulations and requirements. AGENCY shall comply with all applicable laws and regulations including, but not limited to the following:

- A. Title VI of the Civil Rights Act of 1964, Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990;
- B. The Drug-Free Workplace Act of 1988, as amended;
- C. The AGENCY's Policies and Procedures Manuals, and Job descriptions;
- D. The AGENCY's Articles of Incorporation and Bylaws;
- E. The AGENCY's Certificate of Insurance;
- F. Current list of the AGENCY's Officers and members of the Board of Directors;
- G. Florida Statute 112.061, relating to per diem, travel.
- H. Section 448.095, Florida Statutes (F.S.) (E-Verify): <https://www.e-verify.gov/>

The AGENCY shall keep an original of this Agreement, including its Exhibits, Schedules and all Amendments thereto, on file at its principal office.

The AGENCY agrees to:

The AGENCY agrees to provide the below described deliverables in accordance with the funding and monthly expenditure reports.

A. PROJECT SCOPE

In an effort to prepare high school students for career pathways in, and to create a future workforce in the film and television industry in Palm Beach County through the Film & TV Tech Prep Program ("Program"), the AGENCY shall undertake the following:

- a. The AGENCY shall plan, organize, facilitate and execute all aspects of producing the largest film competition and live awards ceremony within the State of Florida, the 2023 Student Showcase of Films (SSOF). The SSOF awards ceremony to be undertaken by the AGENCY shall be a fully scripted, professionally staged live show, which shall bring together the media, celebrities, students, industry veterans, and educators.

The SSOF, to be carried out by the AGENCY, shall include a red carpet awards ceremony to honor Florida high school and college student filmmakers and to celebrate the artistic successes they have achieved in this field.

The AGENCY shall award winners of the competition in several categories, to include but not be limited to:

- 1) Feature/Short;
- 2) Documentary;
- 3) Animation;
- 4) Music Video;
- 5) Commercial / Public Service Announcement; and,
- 6) Poster.

- b. In connection with the above, the AGENCY shall define competition categories and rules for the SSOF, and shall update and deploy all marketing materials for this event. The AGENCY shall select national and international industry professionals to judge student entries in each category. The AGENCY shall set deadlines, organize production meetings and contractual services, technical crews and vendors as needed.

The AGENCY shall also contract with a temporary assistant producer, if necessary, to coordinate the administrative logistics of the SSOF competition and awards ceremony whose responsibilities shall include scheduling, writing letters and press releases, data entry, wrangling students and volunteers, coordinating the awards, trophies and event program, securing equipment, props and transportation, assembling various packages for the judges, student winners, guests.

- c. The AGENCY shall secure a location to host the show, hire a public relations partner, hire a host, prepare entries for judging, tally all scores, create and design the set concept and theme, write the show script, and manage sound and lighting requirements. In addition, the AGENCY shall produce, film, and edit introductions to all film categories, edit an opening film montage, edit clips of all winning films, create a sound track and facilitate all technical aspects of the load-in, rehearsal and show. This shall include ordering office supplies, coding and paying invoices, coordinating and attending production meetings, designing programs for the SSOF, purchasing trophies, securing sponsors and volunteers and sending thank you letters to participants, sponsors, guests, talent, and judges involved in the competition and show
- d. The AGENCY shall collaborate with various associations to utilize additional resources and secure sponsorships and other costs associated with SSOF.

B. DELIVERABLES

- a. Provide up to **\$15,000** in awards and scholarships to the Student Showcase of Films winning student filmmakers and/or film programs.

The AGENCY shall also award the **Burt Reynolds Scholarship**. **\$15,000** in awards and scholarships are funded by this Agreement. The Burt Reynolds scholarship is available to Palm Beach County High School seniors only, who are eligible and complete an online application. The applicants are then evaluated and Finalist selected by a Scholarship Committee.

- b. Produce, write, conduct interviews and edit a one-half hour (30 minutes) TV show in partnership with Channel 20 titled, *The Student Showcase of Films Special Edition*. The AGENCY shall coordinate with the Channel 20 crew to film all aspects of the live show.
- c. The AGENCY shall, in a satisfactory and proper manner as determined by the COUNTY, perform the tasks necessary to complete the Scope of Services outlined in Exhibit "A", submit invoices using the cover sheet as shown in Schedule "I", and provide quarterly reports as shown in Schedule "II", all of which are attached hereto and made a part hereof. In order to provide the services set forth in Exhibit "A", AGENCY may enter into Agreements with various firms or individuals to assist AGENCY in its performance of the activities or functions described in this Agreement, provided that the funds necessary to perform such duties, activities or functions are included in the budgeted amount set forth in this Agreement. The term of such agreements shall not extend beyond the expiration or earlier termination of this Agreement or any renewal thereof, and all such Agreements shall expressly so provide. No such agreement shall obligate the COUNTY in any manner to any third party.

C. REPORTS

- a. Quarterly reports shall be submitted to the COUNTY, postmarked no later than fourteen (14) days after the end of the reporting period, as outlined in Schedule "II". The reports shall be to the satisfaction of the COUNTY and be subject to verification. The COUNTY reserves the right to request additional reports from the AGENCY, for any previous periods funded by the COUNTY upon ten (10) business days' notice. The final report produced and submitted by the AGENCY will reflect quarterly and cumulative figures.
- b. In compliance with Section 125.045(4), Florida Statutes, the AGENCY shall submit an annual report detailing how the COUNTY funds were spent and the results of the AGENCY's efforts on behalf of the COUNTY. The annual report shall cover the period from October 1, 2022 through September 30, 2023 and be due to the COUNTY no later than November 30, 2023.

The COUNTY Agrees to:

- A. The COUNTY agrees to provide Grant Funds for the above described deliverables to be provided by the AGENCY in accordance with the terms of this Agreement.
- B. Monitor the AGENCY any time during the term of this Agreement. Visits may be scheduled or unscheduled as determined by DHED. Visits may be conducted by DHED staff to ensure compliance with this Agreement, to ensure that planned activities are conducted in a timely manner, and to verify the accuracy of AGENCY's reporting to DHED on such activities.

GENERAL CONDITIONS to this Agreement are as follows:**A. PURCHASING GUIDELINES**

AGENCY may enter into Agreements with firms or individuals for various goods and services needed to assist it in the performance of activities or functions specified in this Agreement, provided that the funds necessary to perform such duties, activities or functions are included in the budgeted amount set forth in this Agreement. The term of any such third-party agreement shall not extend beyond the expiration or earlier termination of this Agreement and all such third-party agreements shall expressly so provide. Additionally, the AGENCY shall comply with the following purchasing guidelines and requirements:

- a. **Purchases between \$1,000 and \$5,000** – The AGENCY may purchase goods and services valued between \$1,000 and \$5,000 upon obtaining verbal quotes from vendors. The AGENCY shall make every effort to obtain a minimum of three (3) quotes.
- b. **Purchases between \$5,001 and \$10,000** – The AGENCY shall request written quotations for all purchases of goods and services valued between \$5,001 and \$10,000. The AGENCY shall make every effort to receive a minimum of three (3) written quotes for each item or group of items being purchased. Requests for quotes shall be made to all prospective bidders, as feasible.

The AGENCY shall furnish the COUNTY with the responses or quotes received prior to the award. In the event the COUNTY shall question the recommended award, the AGENCY shall establish the appropriateness of the award.

- c. **Purchases exceeding \$10,000** – the AGENCY shall request written proposals for all purchases of goods and services valued over \$10,000. The AGENCY shall make every effort to secure at least three (3) written proposals for each item or group of items being purchased. Requests for proposals shall be made to all prospective bidders, as feasible. The AGENCY shall furnish the COUNTY with the proposals received prior to the award. In the event the COUNTY shall question the recommended award, the AGENCY shall establish the appropriateness of the award.

B. METHOD OF ADVANCE PAYMENTS RECONCILIATION

- a. AGENCY shall submit for the prior month:
 - (i) Copies of vendor invoices and corresponding check stub(s);
 - (ii) Proof of receipt of the goods or services invoiced; and/or,
 - (iii) Any additional supporting documentation deemed necessary by the COUNTY and/or the Palm Beach County Clerk and Comptroller's Office.

- b. AGENCY shall submit the aforementioned required documentation at the end of the month following the month that the expenses were incurred. For instance, if an expense is incurred in January, the documentation for that expense shall be submitted by the end of February. The COUNTY, through DHED, will review supporting documentation to ensure, to its satisfaction, that all expenses satisfy the applicable requirements. Once AGENCY is notified that the expenses satisfy the applicable requirements, then AGENCY may request disbursement of the remaining funds under this Agreement, not to exceed the amount of **\$37,500**, the balance of the not-to-exceed amount after the initial advancement provided for in Article 3 of the Agreement. AGENCY shall submit a justification for the request that is acceptable to the COUNTY prior to disbursement.
- c. Additionally, for each vendor payment, the AGENCY shall include a cover sheet that itemizes in sufficient detail for audit thereof and to establish that the AGENCY directly incurred and paid for the eligible expense.

C. EVALUATION AND MONITORING

The AGENCY agrees that the COUNTY will carry out periodic monitoring and evaluation activities as determined necessary by the COUNTY and that the continuation of this Agreement is dependent upon satisfactory evaluation conclusions based on the terms of this Agreement and comparisons of planned versus actual progress relating to project scheduling, budgets, audit reports, and output measures. The AGENCY shall submit information and status reports required by the COUNTY, on forms approved by the COUNTY.

This Agreement may be terminated by the AGENCY upon sixty (60) days prior written notice to the COUNTY's representative in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Agreement through no fault of the AGENCY. It may also be terminated, in whole or in part, by the COUNTY, with cause upon (5) business days written notice to the AGENCY or without cause upon (10) business days written notice to AGENCY.

The AGENCY shall allow the COUNTY to monitor the AGENCY on site. Such visits may be scheduled or unscheduled as determined by the COUNTY.

D. OPPORTUNITIES FOR RESIDENTS

To the greatest extent feasible, low-income residents of the COUNTY shall be given opportunities for training and employment; and to the greatest extent feasible, businesses located in or owned by persons residing in the COUNTY shall be awarded agreements in connection with the Grant Funds awarded pursuant to this Agreement.

E. OPPORTUNITIES FOR SMALL AND MINORITY/WOMEN-OWNED BUSINESS ENTERPRISES

In the procurement of supplies, equipment, construction, or services to implement this Agreement, the AGENCY shall make a positive effort to utilize small and minority/women-owned business enterprises as sources of supplies and services, and provide these enterprises the

maximum feasible opportunity to compete for agreements to be performed pursuant to this Agreement. To the maximum extent feasible, these small and minority/women-owned business enterprises shall be located in or owned by residents of the COUNTY.

F. COUNTY FUNDED PROGRAMS

COUNTY funding may be used to match grants from other non-County sources; however, the AGENCY cannot submit payment requests for the same expenses to more than one funding source or under more than one COUNTY funded program.

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SCHEDULE "I"

INVOICE COVER SHEET

USE LETTERHEAD STATIONERY

DATE: _____

TO: **Sherry Howard, Deputy Director**
Department of Housing & Economic Development
100 Australian Avenue, Suite 500
West Palm Beach, FL 33406

FROM: **Chuck Elder, Film Commissioner**
Palm Beach County Film and Television Commission
2195 Southern Boulevard, Suite 520
West Palm Beach, Florida 33406

SUBJECT: **PALM BEACH COUNTY FILM AND TELEVISION COMMISSION**
Expenditure Report No. _____
Agreement No. (R_____ - _____)

Attached you will find Expenditure Report Number _____ reporting funds expended in the amount of \$_____.

The expenditures represented in this report cover the period of _____ through _____. You will also find attached originals or copies of supporting documentation, including but not limited to, invoice and check stubs, relating to eligible expenditures involved with this project.

NOTE: Cumulative Expenditure Reports shall not exceed the Agreement amount of **\$75,000**.

Approved for Submission:

Name

Signature

SCHEDULE “II”

QUARTERLY REPORT

Report Date: _____

Report submitted by: **Palm Beach County Film and Television Commission, Inc.**

REPORTING PERIOD	DUE DATE
<input type="checkbox"/> First Quarter: October 1, 2022 to December 31, 2022	January 14, 2023
<input type="checkbox"/> Second Quarter: January 1, 2023 to March 31, 2023	April 14, 2023
<input type="checkbox"/> Third Quarter: April 1, 2023 to June 30, 2023	July 14, 2023
<input type="checkbox"/> Fourth Quarter: July 1, 2023 to September 30, 2023	October 14, 2023

PERFORMANCE OUTCOME

Provide *cumulative* quarterly information and supporting documentation about the following Agreement deliverables specified in Exhibit A and other related activities. Report the *status of completion* of each performance measure as completed, ongoing or pending.

1. **Production of the 2023 Student Showcase of Films Competition and Awards Ceremony (SSOF):**

Status: ☐ Completed ☐ Ongoing ☐ Pending

Describe progress to date: _____

List supporting documentation: _____

2. **Award up to \$15,000 in scholarships to the Student Showcase of Films winning student filmmakers and/or film programs:**

Status: ☐ Completed ☐ Ongoing ☐ Pending

Describe progress to date: _____

List supporting documentation: _____

3. Half-hour TV show, The Student Showcase of Films Special Edition:

Status: ☐ Completed ☐ Ongoing ☐ Pending

Describe progress to date: _____

List supporting documentation: _____

Michelle Hillery, Deputy Film Commissioner
PBC Film & TV Commission



FILM AND
TELEVISION
COMMISSION



September 7, 2022

Jonathan B. Brown, Director
Department of Housing & Economic Development
100 Australian Avenue, Suite 500
West Palm Beach, FL 33406

Dear Mr. Brown,

Regarding Item #5, Signatory Authority, of the FY 2022 Contract. I have included a paragraph from Section 7.02 under Article Seven of the Bylaws of the Palm Beach County Film & Television Commission, Inc. (FTC) entitled "Execution of Documents." In addition, I have included that Section of the FTC's Bylaws as an enclosure.

"7.02 Except as otherwise provided by law and stated herein, all checks, drafts promissory notes, orders for the payment of money, and other evidences of indebtedness of this Corporation (hereinafter collectively "checks") will be signed by the Film Commissioner. For all checks (a) in the excess of \$5,000 or (b) for employment compensation or reimbursement, the Film Commissioner shall obtain the signature of one other officer of the Corporation to sign in addition to the Film Commissioner. The Film Commissioner shall not sign any checks payable to the Film Commissioner and such checks shall be signed by two other officers of the Corporation or by one other officer of the Corporation and the Deputy Film Commissioner. The Deputy Film Commissioner is also an approved signer for the Corporation. Contracts, leases or other instruments executed in the name of and on behalf of the Corporation will be signed by the Secretary and countersigned by the Chair or Film Commissioner."

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Elder".

Chuck Elder
Film Commissioner
Palm Beach County Film & Television Commission, Inc.

Enclosure

**BYLAWS OF PALM BEACH COUNTY
FILM AND TELEVISION COMMISSION, INC.
A Nonprofit Corporation**

Amended 07/22

ARTICLE ONE

INTRODUCTION

Definition of Bylaws

1.01 These Bylaws constitute the code of rules adopted by PBC FTC, for the regulation and management of its affairs.

Purposes and Powers

1.02. This Corporation will have the purposes or powers as may be stated in its Articles of Incorporation and such powers as are now or may be granted hereafter by law.

Membership

1.03 This Corporation shall not have members.

ARTICLE TWO

OFFICES AND AGENCY

Principal Office

2.01. The principal place of business of this Corporation will be located at a geographically convenient location in Palm Beach County, Florida.

Registered Offices

Amended 08/02/17

2.02. The location of the initial registered office of this Corporation is 2195 Southern Blvd., Suite 520 West Palm Beach, Florida, and the initial registered agent of the Corporation is Chuck Elder. Such office will be continually maintained in the State of Florida for the duration of this Corporation. The Board of Directors may from time to time change the designated registered agent and/or the address of the registered office by duly adopted resolution and filing the appropriate statement with the State.

ARTICLE THREE

DIRECTORS

Definition of Board of Directors

3.01. The Board of Directors is that group of persons vested with the management of the business and affairs of this Corporation, subject to the law, the Articles of Incorporation, and these Bylaws.

Structure of the Board

Amended 12/03/03; 12/07/11; 08/02/17; 03/02/22; and 07/06/22

3.02. The Board by Resolution may establish the number of Directors, provided that the number not exceed 28 or be less than 14. The Board of Directors shall consist of:

- (1) Voting Industry Members who shall be individuals chosen from businesses, organizations, or other entities with an interest and involvement with the film and television industry in the COUNTY, also referred to as COUNTY industry professionals;
- (2) An Ex-Officio Member, who shall be an individual designated by the Chairman of the Palm Beach County Tourist Development Council, from among its membership, and who shall sit on the Board of Directors in a non-voting, Ex-Officio capacity.
- (3) Ex-Officio Member, who shall be the Executive Director of the Palm Beach County Tourist Development Council, who shall sit on the Board of Directors in a non-voting, Ex-Officio capacity, consisting of other individuals/representatives as determined by the Board of Directors.

Election and Appointment of Directors

Amended 08/04/21; and 03/02/22

3.03. The Board of Directors named in the Articles of Incorporation will hold office until the first election of Directors. Directors will serve for a term of one year. The Organization Directors listed shall be elected in the number stated in Section 3.02 above, annually, by the identified organizations. Members shall be elected by the then current Board of Directors. The Ex-officio Directors shall be elected in the number stated in Section 3.02 above, annually, by the identified entities. Each Director will hold office for the term for which elected and until a successor has been selected and qualified. There shall be no limitation on the number of terms during which a director may serve. Elections of the Board of Directors will take place prior to the start of the new fiscal year, and officers elected shall assume office on October 1 of each year.

Removal of Directors

3.04. A Director may be removed from office by a majority vote of the Board of Directors for failure to attend two-thirds of the meetings of the Board of Directors held during the preceding fiscal year, or for other cause, including doing acts inconsistent with the sound operation of the Corporation or acts inconsistent with the good standing and reputation of the Corporation in the community.

Vacancies on the Board

3.05. Resignation of Directors will become effective immediately or on the date specified therein and vacancies will be deemed to exist as of such effective date. Any vacancy occurring in the Board of Directors will be filled in the manner prescribed in these Bylaws for the election or appointment of Directors. The new Director elected to fill the vacancy will serve for the unexpired term of the predecessor in office.

Place of Directors' Meetings

3.06. Meetings of the Board of Directors, regular or special, will be held at such place or places as the Board of Directors designates by resolution duly adopted.

Regular Directors' Meetings

3.07. Regular meetings of the Board of Directors will be held at such date, time, and period as may be established by resolution by the Board of Directors from time to time. Notice of adoption of such a resolution shall constitute notice to all Directors of regular meetings for all years and instances, and no further notice shall be required although such notice may be given.

Call of Special Board Meetings

3.08 A special meeting of the Board of Directors may be called by either the Executive Committee or a number constituting a quorum of the Board of Directors.

Notice of Special Directors' Meetings

3.09. Written or printed notice stating the place, day and hour of any special meeting of the Board of Directors will be delivered to each Director not less than seven (7) nor more than fourteen (14) days before the date of the meeting, either personally or by first class mail, by or at the direction of the Chair, or the Secretary, or the Directors calling the meeting. If mailed, such notice will be deemed to be delivered when deposited in the United States mail addressed to the Director at his address as it appears on the records of this Corporation, with postage prepaid. Such notice need not state the business to be transacted at, nor the purposes of, such meeting.

Waiver of Notice

3.10. Attendance of a Director at any meeting of the Board of Directors will constitute a waiver of notice of such meeting except where such Director attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

Quorum of Directors:

Amended 8/06/08; and 08/04/21; and 03/02/22

3.11. As prescribed in County Ordinance No. 21-009, 25% of voting members shall constitute a Quorum. The act of a majority of the Directors present at a meeting at which a quorum is present will be the act of the Board of Directors unless a greater number is required under the provisions of the Articles of Incorporation of this Corporation, or any provision of these Bylaws.

ARTICLE FOUR

OFFICERS

Roster of Officers

Amended 07/06/16; 08/02/17; and 08/04/21

4.01. The officers of this Corporation will consist of the following persons selected from among the Board of Directors and such others as the Board shall designate from time to time:

- (1) A Chair;
- (2) A Vice Chair;
- (3) A Past Chair;
- (4) A Secretary;
- (5) A Treasurer;
- (6) An Alternate.

Chair

4.02. The Chair will be the Chief Executive Officer of this Corporation and will, subject to the control of the Board of Directors and its Executive Committee, supervise and control the affairs of the Corporation. The Chair will perform all duties provided in these Bylaws or as may be prescribed from the time to time by the Board of Directors.

Vice Chair

4.03. The 1st Vice Chair will perform all duties and exercise all powers of the Chair when the Chair is absent or is otherwise unable to act. The 1st Vice Chair will perform such other

duties as may be prescribed from time to time by the Board of Directors or its Executive Committee.

Past Chair

4.04. The Past Chair will perform all duties and exercise all powers of the Chair when the Chair and Vice Chair are absent or are otherwise unable to act. The Past Chair will perform such other duties as may be prescribed from time to time by the Board of Directors or its Executive Committee.

Secretary

4.05. The Secretary will keep minutes of all meetings of the Board of Directors and be the custodian of the corporate records, will give all notices as are required by law or by these Bylaws, and generally will perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned from time to time by the Board of Directors or its Executive Committee.

Treasurer

4.06. The Treasurer shall perform as prescribed by the Board of Directors.

Alternate

4.07 The Alternate shall perform as prescribed by the Board of Directors.

Selection of Officers

Amended 03/02/22

4.08. Each of the officers of this Corporation will be elected annually by the Board of Directors. Each Officer will remain in office until a successor to such office has been selected and qualified. Such election of the Officers will take place prior to October of the upcoming fiscal year.

Removal of Officers

4.09. Any Officer elected or appointed to office may be removed by the persons authorized under these Bylaws to elect or appoint such Officers whenever in their judgment the best interests of this Corporation will be served.

Executive Director / Film Commissioner

4.10. Notwithstanding any other provision of these Bylaws, the Board of Directors may from time to time designate an employee of the Corporation to serve as Executive Director / Film Commissioner of the Corporation, in accordance with the provisions of this paragraph. The Executive Director / Film Commissioner shall be appointed by the Board of Directors and may be removed from

such office by the Board of Directors whenever in their judgment the best interests of the Corporation will be served. The Executive Director / Film Commissioner shall be responsible for the management of the day-to-day operation of the Corporation, subject to the direction of, and consistent with the policies adopted by, the Chair, the Executive Committee, and the Board of Directors. The Executive Director / Film Commissioner shall not constitute an officer of the corporation for the purposes of paragraph 7.02 or 7.05 of these Bylaws.

ARTICLE FIVE

INFORMAL ACTION

Waiver of Notice

5.01. Whenever any notice whatever is required to be given under the provisions of the law, the Articles of Incorporation of this Corporation, or these Bylaws, a waiver of such notice in writing signed by the person or persons entitled to notice, whether before or after the time stated in such waiver, will be deemed equivalent to the giving of such notice, and the Corporation intends to follow the applicable Sunshine Laws and Procedures with respect to notice.

ARTICLE SIX

EXECUTIVE COMMITTEE

Definition and Authority

Amended 03/02/22

6.01. There shall be an Executive Committee which shall be composed of the officers of the Board of Directors as provided in Section 6.02 of this Article. The Executive Committee shall initiate and assign issues for study and policy development and shall make recommendations to the Board of Directors regarding matters of policy, including preparation of proposed budgets, business plans, agendas for action, and major agreements and contracts. The Executive Committee shall act as a Nominating Committee for elections and/or appointments to the Board of Directors and will have authority to act for the Board in the day-to-day management and operation of the Corporation consistent with Board policy and to the extent permitted by law and by the Articles of Incorporation or these Bylaws.

Structure

Amended 08/02/17; 08/04/21; and 03/02/22

6.02. The Executive Committee shall consist of the Officers listed in 4.01.

Meetings

6.03. Meeting of the Executive Committee shall be called by the Chair, or in his/her absence, by the Vice Chair. In the absence of the Chair and Vice Chair, the Past Chair may call for a meeting of the Executive Committee. Three (3) members of the Executive Committee shall constitute a quorum at any meeting. The act of a quorum of the members of the Executive Committee present at a meeting at which a quorum is present will be the act of the Executive Committee unless a greater number is required under the provisions of the Articles of Incorporation of this Corporation, or any provision of these Bylaws.

ARTICLE SEVEN

OPERATIONS

Fiscal Year

7.01. The Fiscal year of this Corporation shall be October 1st through September 30th of each year.

Execution of Documents

Amended 07/06/2016

7.02. Except as otherwise provided by law and stated herein, all checks, drafts promissory notes, orders for the payment of money, and other evidences of indebtedness of this Corporation (hereinafter collectively "checks") will be signed by the Executive Director / Film Commissioner. For all checks (a) in the excess of \$5,000 or (b) for employment compensation or reimbursement, the Executive Director / Film Commissioner shall obtain the signature of one other officer of the Corporation to sign in addition to the Executive Director / Film Commissioner. The Executive Director / Film Commissioner shall not sign any checks payable to the Executive Director / Film Commissioner and such checks shall be signed by two other officers of the Corporation or by one other officer of the Corporation and the Deputy Film Commissioner. The Deputy Film Commissioner is also an approved signer for the Corporation. The Deputy Film Commissioner shall not sign any checks payable to the Deputy Film Commissioner, and such checks shall be signed by two other officers of the Corporation or by one other officer of the Corporation and the Executive Director / Film Commissioner. Contracts, leases or other instruments executed in the name of and on behalf of the Corporation will be signed by the Secretary and countersigned by the Chair or Executive Director / Film Commissioner.

Books and Records

7.03. This Corporation will keep at its principal place of business a register giving the names and addresses of members of the Board of Directors, of its Executive Committee and the original or a copy of its Bylaws including amendments to date certified by the Secretary of the Corporation.

Inspection of Books and Records

7.04. All books and records of this Corporation may be inspected by any Director of his agent or attorney, for any proper purpose at any reasonable time on written demand under oath stating such purpose.

Nonprofit Operations - Compensation

7.05. This Corporation will not have or issue shares of stock. No dividend or compensation will be paid, and no part of the income of this Corporation will be distributed to its Directors or Officers, except reasonable compensation for services rendered other than the service as a Director or Officer. In furtherance of the foregoing, the Executive Director / Film Commissioner may be paid reasonable compensation.

Loans to Management

7.06. This Corporation will make no loans to any of its Directors or Officers.

Corporate Property

7.07. (1) No Director of this Corporation may have any vested right, interest, or privilege of, in, or to the assets, functions, affairs, or franchises of the Corporation, or any right, interest or privilege which may be transferable or inheritable, or which will continue if his Directorship ceases, or while they are not in good standing.

(2) Expelled Directors shall have no property rights to assets of the Corporation.

(3) The Directors of this Corporation may authorize secured transactions or other dispositions of corporate assets.

Florida Sunshine Law

Amended 8/06/08

7.08. To the extent any dealings of this Corporation are governed by the Florida Sunshine Law (Section 286.011, Florida Statutes) and Public Records Acts (Chapter 119, Florida Statutes), the provisions of those statutes shall supersede any conflicting provisions of these By-laws and the Policies and Procedures of the Corporation.

ARTICLE EIGHT

AMENDMENTS

Amendment of Articles of Incorporation

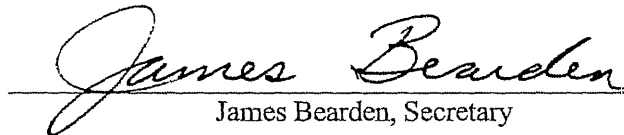
- 8.01. The power to alter, amend, or repeal the Articles of Incorporation of this Corporation is vested in the Board of Directors. Such action must be taken pursuant to a resolution approved by vote of two-thirds of the Directors.

Amendment of Bylaws

- 8.02. The power to alter, amend, or repeal these Bylaws, or to adopt new Bylaws, insofar as is allowed by law, vested in the Board of Directors. Such action must be taken pursuant to a resolution approved by vote of two-thirds the Directors.

CERTIFICATION

I certify the foregoing to be a conformed copy of the Bylaws of PBCFTC, with amendments through July 06, 2022.


James Bearden, Secretary

(SEAL)

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PALMBEA-18

JZAMBRANO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/30/2021

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: Janett 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 : Evanston Insurance Co.		35378
		INSURER B : Travelers Casualty & Surety		19038
		INSURER C :		
		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 <input type="checkbox"/> OTHER:	X		2AA351413	10/1/2021	10/1/2022	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 checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2AA351413	10/1/2021	10/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	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				PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
B	Crime			105513459	10/1/2021	10/1/2022	Crime	500,000
B	Directors & Officers			105513459	10/1/2021	10/1/2022	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 respects to General Liability.

ADDITIONAL COVERAGE:

OHIO CASUALTY INSURANCE #LSF218491- 10/1/2020-2023 - PENSION BOND -\$150,000 VALUE.

CERTIFICATE HOLDER

CANCELLATION

Palm Beach County Board of County Commissioners Department of Housing & Economic Sustainability 100 Australian Avenue, Suite 500 West Palm Beach, FL 33406	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

CERTIFICATE OF LIABILITY INSURANCE

PALMBEA-18

JZAMBRANO

DATE (MM/DD/YYYY)

9/30/2021

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PRODUCER Plastridge Insurance Agency 820 NE 6th Avenue Delray Beach, FL 33483		CONTACT NAME: Janett PHONE (A/C, No, Ext): (561) 276-5221 FAX (A/C, No): (561) 276-5244 E-MAIL ADDRESS: delraydocs@plastridge.com														
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		CLAIMS-MADE	OCCUR						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				2AA351413	10/1/2021	10/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
		ANY AUTO OWNED AUTOS ONLY							SCHEDULED AUTOS	BODILY INJURY (Per person)	\$
	X	HIRED AUTOS ONLY	X						NON-OWNED AUTOS ONLY	BODILY INJURY (Per accident)	\$
									PROPERTY DAMAGE (Per accident)	\$	
										\$	
										\$	
		UMBRELLA LIAB		OCCUR					EACH OCCURRENCE	\$	
		EXCESS LIAB		CLAIMS-MADE					AGGREGATE	\$	
		DED		RETENTION \$						\$	
										\$	
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		N/A		WCV700269424	10/1/2021	10/1/2022	PER STATUTE	OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in Nh)	Y/N							E.L. EACH ACCIDENT	\$ 100,000
		If yes, describe under DESCRIPTION OF OPERATIONS below								E.L. DISEASE - EA EMPLOYEE	\$ 100,000
										E.L. DISEASE - POLICY LIMIT	\$ 500,000
C		Crime				105513459	10/1/2021	10/1/2022	Crime	500,000	
C		Directors & Officers				105513459	10/1/2021	10/1/2022	Directors & Officers	1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
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OHIO CASUALTY INSURANCE #1 SF218491- 10/1/2020-2023 - PENSION BOND -\$150,000 VALUE

CERTIFICATE HOLDER

CANCELLATION

<p>CERTIFICATE HOLDER</p> <p>Palm Beach County Board of County Commissioners c/o Insurance Tracking Services, Inc. (ITS) PO Box 20270 Long Beach, CA 90801</p>	<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>
	<p>AUTHORIZED REPRESENTATIVE</p> <p></p>