

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: 09/19/2023 Consent Regular
 Ordinance Public Hearing

Department

Submitted By: TOURIST DEVELOPMENT COUNCIL

Submitted For: TOURIST DEVELOPMENT COUNCIL

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: First Amendment to the Agreement (R2022-1024) with Discover Palm Beach County, Inc., (DISCOVER) for the provision of services under the County's Tourist Development Plan for a total amount of \$34,042,978 during the period of October 1, 2023, through September 30, 2024.

Summary: The First Amendment (Amendment) better defines the marketing plan content, the role DISCOVER plays in product development, deletes obsolete references to a line-item budget and non-electronic accounting procedures, adds language to allow for advance payment of services when it will result in a competitive advantage, includes training and professional education as operating expenses, include staff training and development as one of DISCOVER's responsibilities, and increases DISCOVER's deadlines for seeking certain reimbursements from 45 and 60 days to 90 days. The Amendment updates for Fiscal Year 2024, Exhibit "A" – Annual Budget, for an amount not to exceed \$27,212,286 in contractual services, \$311,471 in County direct costs, \$72,500 for Boca Bowl, and \$6,446,721 in reserves, for a total of \$34,042,978, Exhibit "H" - Performance Measures, Exhibit "K" – Organizational Chart, Exhibit "L" – Insurance, and Exhibit "M" – Diversity Schedule. The Amendment has been approved by the Tourist Development Council Board. Countywide (YBH)

Background and Justification: Under the current Agreement, DISCOVER develops and implements an Annual Marketing Plan to promote tourism. The County provides funding through bed tax dollars to promote tourism. All expenditures by DISCOVER under the Agreement must be made in accordance with the Annual Budget, which is attached as Exhibit "A" to the Agreement, from funds appropriated annually by the County. The Agreement is for five years, through September 30, 2027, and the Amendment updates the Agreement's Annual Budget for Fiscal Year 2024. The Amendment adopts new Exhibits "A" (Annual Budget), Exhibit "H" (Performance Measures), Exhibit "K" (Organizational Chart), Exhibit "L" (Insurance), and Exhibit "M" (Diversity Schedule).

Attachment:

- 1. First Amendment with Exhibits A, H, K, L, and M (2)

Recommended by:  Date: 7/27/23
Department Director

Approved By:  Date: 8/22/23
County Administrator

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures					
Operating Costs	\$34,042,978	TBD	TBD	TBD	TBD
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$34,042,978	TBD	TBD	TBD	TBD
# ADDITIONAL FTE POSITIONS (Cumulative)					

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 1454 Dept 710 Unit Object Reporting Category

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Local Option Bed Tax.

C. Department Fiscal Review: [Signature]

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 8/11/2023 [Signature] 8/14/23
 9A 761 OFMB 7/21 Contract Dev. and Control
 7/21 8/10/23

B. Approved as to form and Legal Sufficiency:
 [Signature] 8/16/2023
 Assistant County Attorney

C. Approved as to Terms and Conditions:

 Department Director

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

FIRST AMENDMENT TO THE AGREEMENT BETWEEN PALM BEACH COUNTY ON BEHALF OF THE TOURIST DEVELOPMENT COUNCIL AND DISCOVER PALM BEACH COUNTY, INC.

THIS FIRST AMENDMENT (Amendment) is made and entered into this _____ day of _____, 2023, to the Agreement dated September 13, 2022 (Agreement) (R2022-1024), by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners (COUNTY), and the Discover Palm Beach County, Inc (DISCOVER) (collectively, Parties).

WITNESSETH:

WHEREAS, the COUNTY and DISCOVER entered into the five-year Agreement whereby DISCOVER develops and implements an Annual Marketing Plan for attracting tourism in Palm Beach County; and

WHEREAS, the Agreement requires an amendment to provide for certain revised Exhibits; and

WHEREAS, the Parties desire to amend certain provisions of the Agreement, as provided herein; and

WHEREAS, the Parties have agreed that this Amendment is in the best interest of DISCOVER and the COUNTY's Tourism promotion program.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree, as follows:

1. **Sections 1.A and 1.B of the Agreement** and B are deleted in their entirety and replaced with the following:
 1. **Functions and Services.** DISCOVER shall provide Destination Marketing and Tourism Development Services for national and international markets on behalf of the COUNTY 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.** DISCOVER shall develop and implement an Annual Marketing and Business Plan with a supportive budget, (hereinafter referred to as the "Annual Marketing Plan") for accomplishing the purposes of Category "A" of the Tourist Development Plan. Such a plan will include the full range of services typical of a professional destination marketing organization and in accordance with DI (Destinations International) guidelines. In addition, DISCOVER shall to the extent possible establish cooperative ventures with other TDC-funded entities. DISCOVER, upon approval by its board of directors, will submit an Annual Marketing Plan to the TDC's Executive Director and the County Administrator or his/her designee for review, modification, and adoption by the TDC in conformance with COUNTY's annual budget

approval process. Such Plan may be amended from time to time with the approval in the same manner as its adoption and in accordance with the approved Annual Budget.

B. Marketing and Business Plan. The Annual Marketing and Business Plan components must contain information for promoting the awareness of all tourism regions, including the North, South, and Central areas of Palm Beach County and the region bordering Lake Okeechobee ("Glades Region") and products throughout Palm Beach County and the Palm Beach County Convention Center in markets within and outside the United States. It shall include, but not be limited to, the following components:

1. Development and implementation of a Creative Advertising, Promotion and Media Plan. This plan will include, but not be limited to, traditional print and online media.
 2. Development and implementation of a Fulfillment Plan and Visitor Services strategy, including publication of the "Official Palm Beach County Visitors Guide."
 3. Design and production of state-of-the-art Web Resources, Digital Marketing strategies, and Collateral Materials.
 4. Development and implementation of Public Relations/Communications Plan.
 5. Development of packaged travel and online travel-related services.
 6. Attendance and representation at Consumer Industry, Trade Shows, Leisure and Travel related groups.
 7. Promotion and coordination of Destination Reviews, Familiarization trips, and site visits.
 8. Staffing and coordination of Sales Missions in targeted key markets.
 9. Administration of grants and sponsorships for cooperative marketing activities, special and group events.
 10. Production and distribution of promotional items.
 11. Community Outreach, Workforce Development, Tourism Certification programs, etc.
 12. Development and implementation of a Groups and Conventions Sales & Marketing Plan. This Plan will include, but will not be limited to, working with the Palm Beach County Convention Center in booking events for which DISCOVER will handle center space and room block coordination efforts as more specifically set forth in Exhibit "F", Convention Center Booking Policy.
 13. Management of a business intelligence and research effort that promotes best use of resources and brand development strategies for the County's Tourism product.
2. **Section 1.E. of the Agreement** is deleted in its entirety and replaced with the following:
- E. Product Development. DISCOVER shall initiate, assist and encourage Countywide product development such as new hotels, attractions and infrastructure

improvements in conjunction with the Executive Director of the TDC, County Economic Development and City/Town CRA's (Community Redevelopment Agencies), Chambers of Commerce or any other such entities in order to increase the County's competitiveness as a travel destination. Such assistance may include the development of collateral materials and coordination of meetings with County & City/Town entities among others. However, if requested by BCC, County or TDC, DISCOVER shall assist with specified activities.

3. **Section 3 of the Agreement, titled "Compensation and Method of Payment,"** is deleted in its entirety and replaced with the following:

Compensation and Method of Payment. Costs incurred by DISCOVER in performing the duties and providing the goods and services described in the Agreement will be paid by the COUNTY solely from Tourist Development Tax revenues designated for Category "A" of the Tourist Development Plan. Payments to DISCOVER shall be consistent with the Annual Marketing Plan, as approved by DISCOVER's Board of Directors and adopted by the TDC and the Annual Budget adopted by the COUNTY and shall be made only for expenditures which are specifically authorized by the COUNTY. DISCOVER's Annual Budget as set forth in the attached Exhibit "A," shall constitute, as between the COUNTY and DISCOVER, authorization of the expenditures provided for therein, provided that such expenditures are made in accordance with this Agreement.

Payments by the COUNTY shall be made to DISCOVER in accordance with the fiscal procedures of the COUNTY as payment for authorized expenditures or provision of goods or services, following DISCOVER's determination that the goods and services have been properly provided, and upon submission of invoices by DISCOVER to the Executive Director of the TDC or the County Administrator or his/her designee, and a determination by the Executive Director of the TDC or the County Administrator or his/her designee that the invoiced payments are authorized as defined above, that the goods or services covered by such invoice have been provided or performed in accordance with such authorization, and that there has been no offset or reduction of the claimed expense by non- public funding or contribution of goods and/or services.

COUNTY shall not reimburse Agency unless and until the Clerk and Comptroller's Office pre-audits payment invoices in accordance with this Agreement, and subject to the conditions, if any, attached to said approval. In cases where a question of reasonableness or necessity of an expenditure arises during expenditure review, the TDC Executive Director has authority to determine reasonableness and/or necessity which shall be indicated by approval or denial of the reimbursement request. Any unresolved questioned approvals or denials concerning reasonableness and necessity will be resolved by the County Administrator.

Where Agency is able to establish that payment of an expenditure in advance will provide a competitive advantage, cost savings or a discount, and where the County Administrator or designee has approved a direct payment of such expenditure, prepayment at time of booking or invoicing shall be permitted and reimbursement shall be provided at, or immediately after the time of prepayment, and recorded in the

fiscal year of payment. These prepayment type purchases include typical advertising, reservations for space, booking for trade shows and conventions, marketing services, marketing agreements with national tourism industry groups and meeting planner associations. Securing billboard, airport or transportation terminal advertising in advance is included under this process. Airline travel and hotel reservations are eligible for reimbursement when the travel and related travel expenses can be justified to provide a cost savings to the organization when meeting with travel writers, tour brokers, or other persons connected with the tourist industry, and while attending or traveling in connection with travel or trade shows. DISCOVER 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 DISCOVER's Annual Budget, included in the attached Exhibit "A". In consideration for the COUNTY's payments to DISCOVER pursuant to this Agreement, DISCOVER shall provide the COUNTY with the Sponsorship Benefits Package described in Exhibit "N," attached hereto and incorporated herein by reference.

In the event Agency encounters unanticipated necessary expenses in performing services to be provided by Agency under this Agreement, Agency may request said expenses to be included on an amended Exhibit "A" for reimbursement by COUNTY from available tourist tax revenue reserves. In order to do so, an agenda item shall be submitted to the TDC Executive Director who shall submit same to the TDC budget committee for recommendation and thereafter to the TDC for approval or denial. If the TDC approves the request, the Executive Director of the TDC shall process the agenda item for the Board of County Commissioners' approval or denial. In addition, the County Administrator has the discretion to advance the request to the Board of County Commissioners without the concurrence of the TDC budget committee or TDC.

4. In **Section 3.A. of the Agreement**, the paragraph titled "Operating Expenses," is deleted in its entirety and replaced with the following:

Operating Expenses: Any and all expenses and expenditures of every kind and nature incurred, directly or indirectly by DISCOVER 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; staff training and education, audit and legal expenses ; insurance coverages.

5. **Section 3.B.2) of the Agreement**, Fiscal Responsibility, is deleted in its entirety and replaced with the following:

- 2) Hire, supervise, train, develop and direct all DISCOVER's employees and personnel unless defined specifically in this Agreement.

6. **Section 3.D. of the Agreement** is deleted in its entirety and replaced with the following:

D Reimbursement Process and Documentation

1) Budget (Exhibit A)

- a) DISCOVER's Annual Budget as set forth in the attached Exhibit "A", shall constitute, as between the County and DISCOVER, 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 DISCOVER with the itemized detail for audit thereof and shall be supported by copies of the corresponding vendor invoices and proof of payment canceled check, electronic funds transfer (EFT) or automated clearing house (ACH), 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) DISCOVER 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 and this Agreement. Each invoice will provide a check register detailing the vendor payment, the ledger account number and account name of the expense distribution and totaling to the requested invoice reimbursement.
- e) DISCOVER 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 requesting DISCOVER initiator approved by the Chief Financial Officer or Senior Finance Executive. 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 DISCOVER.
- g) DISCOVER will accept Automated Clearing House (ACH) for reimbursements from the Clerk & Comptroller directly to DISCOVER Agency Operating account now available from the Clerk's Office.

2. Travel & Entertainment Reimbursement Requests

- a) Presently reimbursement for travel and entertainment is submitted electronically with supporting documentation.
- b) All travel and entertainment reimbursement requests shall be submitted within ninety (90) days after the expenses are incurred. Any expenses after (90) 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.

e) 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 fiscal year. Travel reimbursements made after ninety (90) days are the responsibility of the Agency 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, must be submitted to the TDC Executive Director or his/her designee for approval prior to distribution from the public funds account, or post approval by TDC Executive Director if credit card late fee could be triggered.

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

All statements should contain the cardholder's name.

In the event a personal credit card is used, a partial statement will be accepted if 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 DISCOVER to perform as the Grantee, and DISCOVER 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 Line-Items. Budget Line-Item management will occur between DISCOVER 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.

7. Exhibits "A", "H", "K", "L", and "M" of the Agreement are hereby deleted in their entirety and replaced with Exhibit "A" (Annual Budget), Exhibit "H" (Performance Measures), Exhibit "K" (Organizational Chart), Exhibit

Attachment 1

“L” (Insurance), and Exhibit “M” (Diversity Schedule) all attached hereto and made a part hereof.

8. This Amendment shall become effective when executed by the Parties hereto.
9. All other terms and conditions of the Agreement, dated September 13, 2022, shall remain in full force and effect.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the Parties hereto have executed this First Amendment on the day and year first written above.

ATTEST:

JOSEPH ABRUZZO
CLERK & COMPTROLLER

By: _____
Deputy Clerk

PALM BEACH COUNTY, a political
subdivision of the State of Florida, by and
through its
Board of County Commissioners

By: _____
Gregg Weiss, Mayor

ATTEST:

By: DocuSigned by:
Jason Emmett
C4728967FD8A47E _____
Jason Emmett, Chair

DISCOVER PALM BEACH COUNTY,
INC.
By: DocuSigned by:
Jorge Pesquera
7E440EB8375B444 _____
Jorge Pesquera, President and CEO

Approved as to Terms
and Conditions

DocuSigned by:
Emanuel Perry
187E96C7C43E47E _____
Emanuel Perry
TDC Executive Director

Approved as to Form and
Legal Sufficiency

DocuSigned by:
[Signature] _____
County Attorney

PALM BEACH COUNTY
Discover The Palm Beaches
Exhibit "A"

Discover the Palm Beaches FY24 Contract	Actual FY 2021	Actual FY 2022	Adopted Budget FY 2023	Modified Budget FY 2023	Forecast FY 2023	Budget FY 2024
Total Discover Contract	\$ 12,343,599	\$ 13,276,302	\$ 14,217,090	\$ 14,217,090	\$ 14,217,090	\$ 27,212,286
Marketing Stimulus	\$ 1,527,425	\$ 6,466,400	\$ 7,000,000	\$ 12,000,000	\$ 12,000,000	\$ -
County Direct	\$ 187,729	\$ 186,396	\$ 296,639	\$ 296,639	\$ 296,639	\$ 311,471
Boca Bowl	\$ -	\$ 62,500	\$ 70,000	\$ 70,000	\$ 70,000	\$ 72,500
Beach Payback	\$ -	\$ -	\$ 241,600	\$ 966,400	\$ 966,400	\$ -
Special Projects Payback	\$ -	\$ -	\$ -	\$ 966,400	\$ 966,400	
Total Discover Expenses	\$ 14,058,753	\$ 19,991,598	\$ 21,825,329	\$ 28,516,529	\$ 28,516,529	\$ 27,596,257
Reserves	\$ 9,452,070	\$ 13,509,516	\$ 9,501,748	\$ 5,924,144	\$ 9,806,412	\$ 6,446,721
Total Discover Expense Budget	\$ 23,510,823	\$ 33,501,114	\$ 31,327,077	\$ 34,440,673	\$ 38,322,941	\$ 34,042,978

Exhibit "H"
Performance Measures

DISCOVER THE PALM BEACHES Palm Beach County, FL

FY 2024 OBJECTIVES

Marketing

- 1 Consumer and Travel Industry database increases to 420,000 records
- 2 Generate 4,000,000 in Website Users
- 3 Generate 10,000,000 Social Engagements
- 4 Generate 1,000,000,000 Advertising Impressions - a universal performance measurement in advertising
- 5 Generate 255,000,000 Earned Media Impressions - a universal performance measurement in PR

Sales

- 6 Book 121,000 DTPB only room nights (Hotel Meetings Leads)
- 7 Generate 50,000 Group Level Booked Room Nights Convention Center Shared
- 8 Generate 40,000 Group Level Actual FY Room Nights for Convention Center Shared
- 9 Generate 90 participants in Destination Reviews
- 10 Generate 100 Destination Site participants

<u>PERFORMANCE MEASUREMENTS</u>	Actual FY20	Actual FY21	Actual FY22	Forecast FY23	Proposed FY24
<u>Marketing</u>					
Consumer & Travel Industry Data Base	401,911	405,353	419,118	410,000	420,000
Owned Views Digital Footprint	16,262,152	19,384,883	15,291,492	14,000,000	Discontinued
Website Users			New FY 2024 Metric		4,000,000
Social Engagement	1,899,202	6,069,010	14,885,913	7,000,000	10,000,000
Advertising Impressions	335,048,514	915,833,831	1,402,602,058	700,000,000	1,000,000,000
Earned Media Impressions	257,442,997	519,345,123	253,318,230	250,000,000	255,000,000
<u>Sales</u>					
DTPB Only Booked Room Nights (Hotel Meetings Leads)	104,125	81,381	130,562	110,000	121,000
Group Level Booked Room Nights Convention Center She	37,920	43,115	44,697	50,000	50,000
Group Level Actual FY Room Nights for Convention Cent	25,029	18,857	33,195	40,000	40,000
Generate participants in Destination Reviews	56	98	94	80	90
Destination Site Participations	80	76	101	100	100

DTPB/TDC Funded 5/31/2023
**Exhibit "K" Discover The Palm Beaches
 FY2024 Organizational Chart**

3 full time positions



FY 2023 County Full Time approved	52
As of 5/31/23	= 48
Active employees	48
4 open position	4
Total	52 - 2023
	3
2024 positions	55

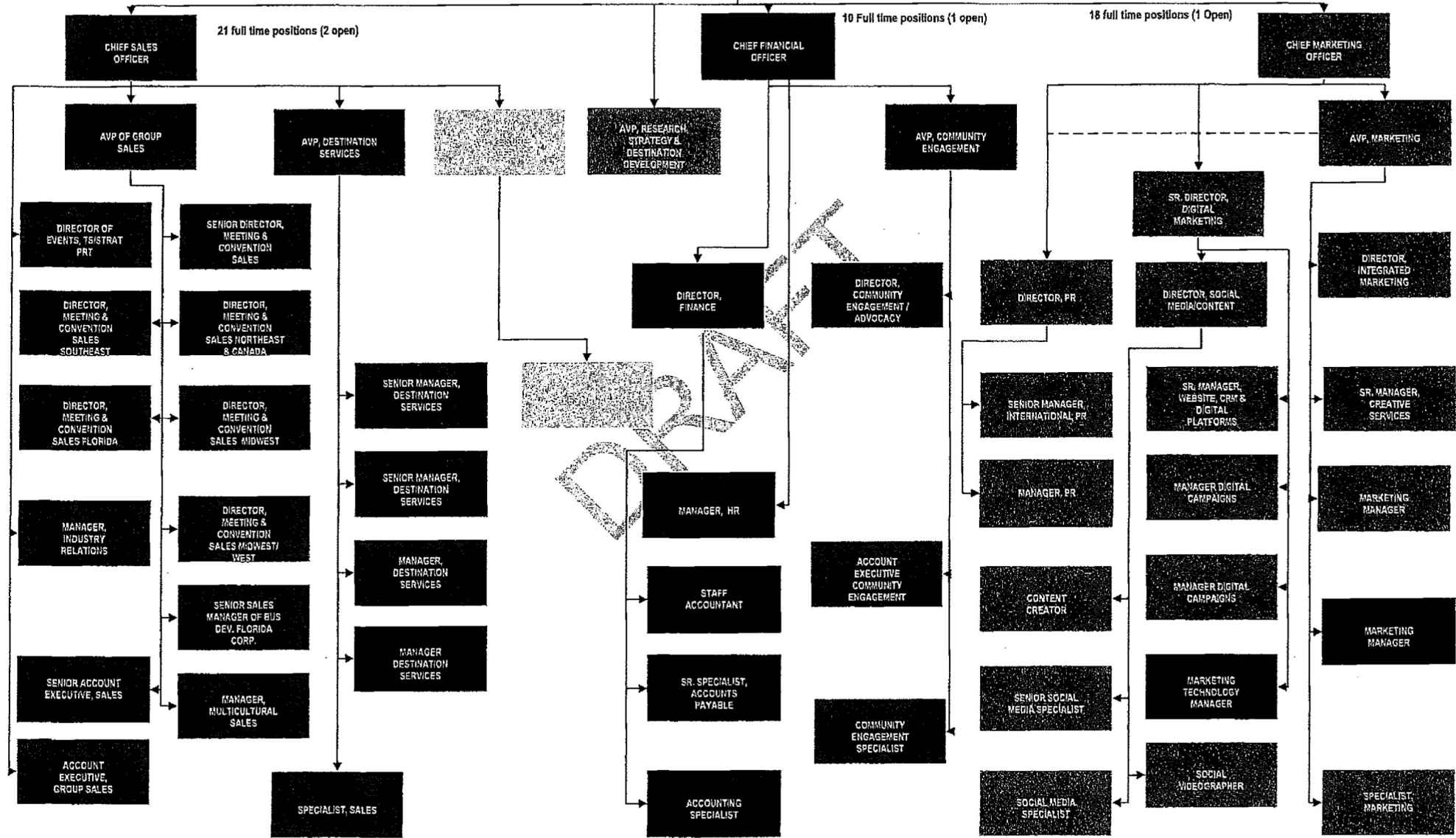




Exhibit L

DISCPAL-01

WINTERSJ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/14/2023

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 Insurance Office of America Abacoa Town Center 1200 University Blvd, Suite 200 Jupiter, FL 33458	CONTACT NAME: Annie Uribe
	PHONE (A/C, No, Ext): (561) 296-5966 26059 FAX (A/C, No): (561) 776-0670
	E-MAIL ADDRESS: Annie.Uribe@ioausa.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Southern-Owners Insurance Company NAIC # 10190
	INSURER B: Auto-Owners Insurance Company 18988
	INSURER C: Continental Casualty Company 20443
	INSURER D:
	INSURER E:
	INSURER F:

INSURED Discover Palm Beach County, Inc. dba Discover The Palm Beaches 2195 Southern Blvd Suite 400 West Palm Beach, FL 33406	INSURER A: Southern-Owners Insurance Company NAIC # 10190
	INSURER B: Auto-Owners Insurance Company 18988
	INSURER C: Continental Casualty Company 20443
	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 checked="" type="checkbox"/> OCCUR			7270070622	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 HNO AUTO \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			4740089100	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WC594636760	10/1/2022	10/1/2023	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 300,000 E.L. DISEASE - EA EMPLOYEE \$ 300,000 E.L. DISEASE - POLICY LIMIT \$ 300,000

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

Palm Beach County Board of Commissioners are named as additional insureds with regards to General Liability insurance as per endorsement 55373 5-17 as required by written contract

CERTIFICATE HOLDER Palm Beach County Board of County Commissioners Attn: TDC 2195 Southern Blvd Suite 500 West Palm Beach, FL 33401	CANCELLATION 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 <i>C. Dony</i>
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