

EXHIBIT C

REQUEST FOR PAYMENT FORM

CITY OF TAMPA ECONOMIC DEVELOPMENT DEPARTMENT  
 306 EAST JACKSON STREET, 2 NORTH, TAMPA, FLORIDA 33602  
 (813)274-8325

AGENCY: Visit Tampa Bay, on behalf of the Tampa Hillsborough Film & Digital Media Commission

PROGRAM: Television and Film Industry Marketing and Promotional Services

REQUEST NUMBER: 1 MONTH: Oct-Dec 2017 AMOUNT: \$14,625.00  
 FINANCIAL STATUS REPORT

BUDGET CATEGORIES	TOTAL (ANNUAL) APPROVED BUDGET	EXPENDITURES		REMAINING BALANCE \$
		CURRENT REQUEST \$	YTD REQUESTS \$	
Monthly Operational Support @ \$4,875.00 per month	\$4,875.00	\$14,625.00	\$14,625.00	\$43,875.00
TOTAL	\$58,500.00	\$14,625.00	\$14,625.00	\$43,875.00

I certify that the service covered by this request have been provided to the City in accordance with the terms and conditions of the Agreement and that the documentation provided in the attached Program Performance Report is true, accurate, and complete.

[Signature]  
 Authorized Agency Signature

Controller  
 Title

4/10/18  
 Date

FOR CITY USE ONLY

ACCT CODE: Fund 01100 Center 221200 Account 534000

APPROVED FOR PAYMENT IN THE AMOUNT OF \$ \_\_\_\_\_

\_\_\_\_\_  
 Robert J. McDonough  
 Economic Opportunity Administrator

\_\_\_\_\_  
 Date

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

**EXHIBIT D**  
**PROGRAM PERFORMANCE REPORT**

AGENCY: Visit Tampa Bay, on behalf of the Tampa Hillsborough Film & Digital Media Commission

PROGRAM: Television and Film Industry Marketing and Promotional Services

REPORT PERIOD October 2017 THROUGH December 2017

PERCENTAGE OF AGREEMENT COMPLETED 25%

**I. ACCOMPLISHMENTS:**

- Opened Job listing for new Production Coordinator.
- Conducted FAM Tour for SkyTV series 'Living the Dream.'
- Attended WIFT (Women in Film & Television) quarterly meeting.
- Attended Film Florida quarterly meeting.
- Created strategic plan for Fiscal 17/18
- Implemented new 'Reel Crew' production guide
- Participated in and sponsored JOLT high school film workshops for Hillsborough County High schools.
- Meet with 5 local production companies
  - Echo Bridge
  - White Line Media
  - MOR-TV
  - JBO Productions
  - Future Films LLC
- Permits Processed Q4
  - 44
- Room Nights Q4
  - 172
- Local Expenditures Q4
  - \$2,467,49

**II. PROBLEMS:**

With staff significantly depleted for Q4, it has been difficult to focus on social media and PR initiatives. New Production Coordinator position has been written to include more of a PR focus to help offset workload and free up more time for outbound missions and recruiting.

III. STATUS REPORT ON PROVISION OF SERVICES: (include report period and year-to-date)

UNITS OF SERVICE PROVIDED	ANNUAL PROGRAM GOAL	REPORT PERIOD	YEAR TO DATE	%OF GOAL COMPLETED
Marketing and Promotional Services	<u>1</u>	<u>1</u>	<u>1</u>	<u>25%</u>

IV. OTHER COMMENTS:

SUPPORTING ATTACHMENTS: With each Performance Report, Agency will provide the following: a program performance report must provide details for each period and at year end, documenting the progress in delivering marketing and promotional services, as detailed in the agreed Scope of Services, as part of Exhibit A.

## INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

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

**Agency:** Provide name of Agency as it appears on your Agreement.

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

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

- I. **Accomplishments**  
Highlight significant or major accomplishments in the City funded program during the report period.
- II. **Problems**  
Provide a description of the problems that were encountered during this report period which would have a negative impact on the program. Also, provide a plan for a corrective action, to include time of implementation, effect on the program, and indicate if there is a need to modify the program, goals, Agreement or funding.
- III. **Status Report on Provision of Services, Goals and Objectives (Report period and year-to-date)**  
Report statistically on program goal achievements for report period and year-to-date total.
- IV. **Other Comments**  
Use this section for general remarks regarding Agency, etc. General information to assist in understanding the program's operation and purpose may be included.

**Provide Required Attachments:** With each Performance Report, Agency will provide the following: a program performance report must provide details for each period and at year end, documenting the progress in delivering marketing and promotional services, as detailed in the agreed Scope of Services, as part of Exhibit