

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

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<b>Meeting Date:</b>	<b>December 17, 2019</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Regular
		<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing

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**Department:**            **Department of Housing and Economic Sustainability**

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**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to: approve Amendment No. 3 to the Agreement (R2016-1422) with the Business Development Board of Palm Beach County, Inc. (BDB) to amend the Scope of Services.


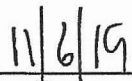
**Summary:** On September 27, 2016, the Board of County Commissioners (BCC) entered into an Agreement (R2016-1422), as amended (R2017-1707) on November 7, 2017 and as amended (R2018-2066) on December 18, 2018, with the BDB to provide business recruitment, expansion, and retention services and general marketing for Palm Beach County. The Agreement period is from October 1, 2016 through September 20, 2021 and is in the fourth year of its five (5) year term.

The public/private partnership between the County and the BDB works toward creating a stable and diverse economic climate throughout Palm Beach County. The Agreement's Scope of Services is reviewed annually and revised as appropriate to capitalize on changes within the Palm Beach County economy and business community. These revisions include: requiring BCC appointees to the BDB Board of Directors to be private business leaders; adding standard contract language regarding the Office of the Inspector General in Palm Beach County; and facilitating BCC and County staff participation in BDB events. In addition, the revised Scope of Services reflects approval of requested changes from the BDB including: the addition of general manufacturing to new company recruitment efforts; an increase in the number of Palm Beach County economic development-related publications; and a revision in the number of Academic Leaders Council meetings. The revised Scope of Services is provided as an attachment to this Agenda Item. **These are County Ad Valorem funds. Countywide (DB)**

**Background and Justification:** Since 1982, the BCC has partially funded activities of the Business Development Board of Palm Beach County, Inc. providing for economic and business development activities. In Year 1 of this agreement the County's funding represented 42% of the BDB's funding. In Year 2 of the agreement, the County's funding represented 50% of the BDB's funding. In year 3 of the Agreement, the County's funding represented 40% of BDB's funding.

**Attachment(s):**

1. Amendment No. 3 to the Agreement with the Business Development Board of Palm Beach County, Inc.
  2. Revised Scope of Services
- 

<b>Recommended By:</b>		
	<b>Department Director</b>	<b>Date</b>

<b>Approved By:</b>		
	<b>Assistant County Administrator</b>	<b>Date</b>

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Grant Expenditures					
Operating Costs					
External Revenues					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT					

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes X No         
Does this item include the use of federal funds? Yes        No X

Budget Account No.:

Fund 1539 Dept 143 Unit 7160 Object 8201 Program Code/Period N/A



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

**No additional fiscal impact is associated with this item.**

C. Departmental Fiscal Review:   
Beverley Reid, Division Manager


### III. REVIEW COMMENTS

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


 11/7/19  
 OFMB   
 11/7

Dr. J. Jaworski 11/26/19  
Contract Development and Control  
11/26/19 TW

**B. Legal Sufficiency:**

 11/27/19

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Assistant County Attorney

**C. Other Department Review:**

Department Director

AMENDMENT NO. 3  
TO THE AGREEMENT WITH  
THE BUSINESS DEVELOPMENT BOARD OF PALM BEACH COUNTY, INC.

**THIS AMENDMENT NO. 3**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Palm Beach County, hereinafter referred to as the COUNTY, a political subdivision of the State of Florida and the Business Development Board of Palm Beach County, Inc., a not-for-profit Florida Corporation, herein after referred to as the BOARD.

**WITNESSETH**

**WHEREAS**, the parties entered into a Contract (R2016-1422) on September 27, 2016, as amended on November 7, 2017 (R2017-1707) and on December 18, 2018 (R2018-2066), (the "Agreement" or "Contract") under which the BOARD is to provide general marketing and business recruitment, expansion, and retention activities; and

**WHEREAS**, the parties desire to amend the Agreement to modify the COUNTY'S representative and amend the Scope of Services for FY 2019-20;

**NOW, THEREFORE**, in consideration of the promises and mutual covenants herein contained, the parties hereby amend the Agreement as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference. All defined terms as used in this Amendment No. 3 shall have the same meaning and effect as in the Agreement.
2. The Agreement's Scope of Services is amended as set forth in the attached as Exhibit "A" to this Amendment No. 3.
3. The 8<sup>th</sup> WHEREAS clause is hereby replaced as follows:

WHEREAS, the BOARD believes it is important to have continuous dialogue with the COUNTY regarding countywide economic development activities and has designated six (6) seats on the Board of Directors for Board of County Commissioners (BCC) appointees who are private business leaders; and the BCC Mayor, or any other BCC member designated by the Mayor, shall serve on the Executive Committee.

4. Article 35 – "Reports" is hereby added as follows:
  - A. In compliance with Section 125.045, Florida Statutes, the BOARD shall submit an annual report to the COUNTY detailing how the COUNTY funds were spent and the results of the BOARD'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<sup>st</sup> following the reporting year. Once the BOARD has submitted the report to the COUNTY, the COUNTY is required to submit the report to the Office of Economic & Demographic Research by January 15<sup>th</sup> of each year and post a copy of said report on the COUNTY's public website.
  - B. The BOARD shall provide the COUNTY with its independent audit of the immediately preceding fiscal year no later than January 31 of each year.
5. Article 36 – "Website" is hereby added as follows:
  - A. On the BOARD's website, reference to the COUNTY and recognition of the Palm Beach County Board of County Commissioners' support for the BOARD must be prominently displayed and remain static.
6. Article 37 – "Inspector General" is hereby added as follows:
  - A. 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/agreements, transactions, accounts and records, to require the production of such records, and to audit, investigate, monitor, and inspect the activities of the BOARD, its officers, agents, employees, and lobbyists in order to ensure compliance with contract/agreement requirements and detect corruption and fraud.

- B. Failure to cooperate with the Inspector General or interference 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.

7. Article 38 – “COUNTY Participation in Economic Development Events” is hereby added as follows:

- A. The BOARD recognizes that its partnership with the COUNTY requires the ongoing, active support and participation of the Board of County Commissioners. Such support includes Commissioner participation in key stakeholder events such as the annual BOARD Gala. To encourage participation in important BOARD events, the BOARD will provide complimentary tickets for Commissioners and one guest to attend the annual BOARD Gala, and may provide other complimentary tickets throughout the year to Commissioners and/or COUNTY staff as it deems appropriate to ensure adequate COUNTY representation at the annual BOARD Gala and other key stakeholder events.

- 8. Except as modified by this Amendment No. 3, the Agreement, including the Scope of Services, remains unmodified and in full force and effect, and the parties hereby ratify, confirm, and adopt the Agreement, as amended, in accordance with the terms thereof. This Amendment No. 3 is expressly contingent upon the approval of the Palm Beach County Board of County Commissioners and shall become effective only when signed by all parties and approved by the Palm Beach County Board of County Commissioners.

(The remainder of this page has been left intentionally blank)

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, has made and executed this Amendment No. 3 on behalf of the COUNTY and the BOARD has hereunto set its hand and seal the day and year above written.

ATTEST:

SHARON R. BOCK  
CLERK & COMPTROLLER

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

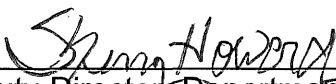
By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Mayor

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

APPROVED AS TO TERMS AND  
CONDITIONS:


By:   
Assistant County Attorney

By:   
Deputy Director, Department of Housing  
and Economic Sustainability

WITNESS:

BUSINESS DEVELOPMENT BOARD  
OF PALM BEACH COUNTY, INC.

By:   
Signature

By:   
President/CEO

By:   
Signature

## Exhibit "A"

### **Task 1: Business Recruitment Services for Cluster Industries**

BOARD shall recruit new companies to Palm Beach County with a focus on the following clusters: (Aerospace/Aviation/Engineering, Agribusiness, Healthcare/Life Sciences; Clean Energy, General Manufacturing, Logistics/Distribution, Marine, Equestrian, Communications/Information Technology, Tourism/Recreation/ Entertainment and Business/Financial Services). The BOARD shall, at a minimum, provide the following services for relocation projects in the COUNTY as applicable to each project:

- Information about suitable buildings, land and office space throughout Palm Beach County inclusive of non-Business Development Board member entities
- Site tours as required
- Educate prospects and facilitate applications when applicable for incentives offered by the County, local municipalities, and the State of Florida
- Introductions to the Department of Housing and Economic Sustainability (HES) when County incentives are desired
- Information on public/private utilities services and rates
- Information on public transportation systems
- Information on available communication/information technology systems/entities
- Information on zoning, permitting and governmental processes
- Information on demographics and labor market
- Introductions to city, county and state elected officials when requested
- Information about banking institutions, law firms, employment agencies, accounting firms and all other appropriate suppliers throughout Palm Beach County inclusive of non-Business Development Board members
- Information on cost and availability of housing
- Information on local buyers and suppliers throughout Palm Beach County inclusive of non-Business Development Board members
- Information on workforce procurement and training opportunities
- Provide detailed information to HES so HES may conduct a REMI analysis on all projects required to meet Contract deliverables
- Facilitate economic development projects designed to create businesses in Palm Beach County working with the appropriate partners including but not limited to HES, local municipalities and Enterprise Florida.
- For any projects seeking incentives or assistance from the County including any County department, coordination through HES is required.

Task 1: Reporting Deliverables

BOARD shall provide a detailed monthly written report, to be accompanied by each invoice, which at a minimum shall include the following information, for each SECURED Cluster Industry Recruitment Project:

- 1. Project name
- 2. Project location
- 3. Project cluster industry
- 4. Number of employees
- 5. Average salary
- 6. Services provided by BOARD
- 7. Total incentives provided by applicable agencies
- 8. Total capital investment made by the company

For this Invoice:

Project Name	Location	Cluster Industry	#of employees	Average Salary	Services Provided	Total Incentives	Total Capital Investment

Total CI Projects Secured for this Invoice:	
Total CI Projects Secured as of Previous Invoice:	
Total CI Projects Secured to Date:	0

For this Invoice:

	Monthly Activities related to Business Recruitment for Cluster Industries
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

## **Task 2: Business Recruitment for Headquarter Relocations**

BOARD shall recruit new corporate headquarter companies to Palm Beach County. The BOARD shall at a minimum provide the following services/information for businesses considering headquarter relocation to Palm Beach County as applicable to each project:

- Information about suitable buildings, land and office space throughout Palm Beach County inclusive of non-Business Development Board member entities
- Site tours as required
- Educate prospects and facilitate applications when applicable for incentives offered by the County, local municipalities, and the State of Florida
- Introductions to HES when County incentives are desired
- Information on public/private utilities services and rates
- Information on public transportation systems
- Information on available communication/information technology systems/entities
- Information on zoning, permitting and governmental processes
- Information on demographics and labor market
- Introductions to city, county and state elected officials when requested
- Information about banking institutions, law firms, employment agencies, accounting firms and all other appropriate suppliers throughout Palm Beach County inclusive of non-Business Development Board members
- Information of cost and availability of housing
- Information on local buyers and suppliers throughout Palm Beach County inclusive of non-Business Development Board members
- Introductions to CareerSource Palm Beach County when information on workforce procurement and training opportunities are desired
- Provide detailed information to HES so HES may conduct a REMI analysis on all projects required to meet Contract deliverables
- For any projects seeking incentives or assistance from the County including any County Department, coordination through HES is required.

## **Task 2: Reporting Deliverables**

BOARD shall provide detailed monthly reporting, which shall be accompanied with each invoice, which at a minimum shall include the following information for each SECURED Corporate Headquarter Relocation Project:

1. Project name
2. Project location
3. Type of business
4. Number of employees
5. Average Salary per Employee
6. Services provided by BOARD
7. Total incentives provided by applicable agencies



8. Total capital investment made by the company

For this Invoice:

Project Name	Location	Type of Business	# of employees	Average Salary	Services Provided	Total Incentives	Total Capital Investment

Total HQ Projects Secured for this Invoice:	
Total HQ Projects Secured as of Previous Invoice:	
Total HQ Projects Secured to Date:	0

For this Invoice:

	Monthly Activities related to Recruitment for Headquarters Activities
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

### **Task 3: Business Expansion/Retention Services for Existing Palm Beach County Companies**

BOARD shall assist existing Palm Beach County businesses with their business expansion/retention program to generate new jobs while retaining existing Palm Beach County based jobs. The BOARD shall at a minimum provide the following services/information for businesses considering expanding to Palm Beach County as applicable to each project:

- Information about suitable buildings, land and office space throughout Palm Beach County inclusive of non-Business Development Board members entities
- Site tours as required
- Educate prospects and facilitate applications when applicable for incentives offered by the County, local municipalities, and the State of Florida
- Information on incentives offered by the local municipalities, and the State of Florida
- Introductions to HES when County incentives are desired
- Information on public/private utilities services and rates
- Information on public transportation systems
- Information on available communication/information technology systems/entities
- Information on zoning, permitting and governmental processes
- Information on demographics and labor market
- Introductions to city, county and state elected officials when requested
- Information about banking institutions, law firms, employment agencies, accounting firms and all other appropriate suppliers throughout Palm Beach County inclusive of non-Business Development Board members
- Information on cost and availability of housing
- Provide detailed information to HES so HES may conduct a REMI analysis on all projects required to meet Contract deliverables
- Information on local buyers and suppliers throughout Palm Beach County inclusive of non-Business Development Board members
- Introductions to CareerSource Palm Beach County when information on workforce procurement and training opportunities is desired
- Facilitate economic development projects designed to expand and retain businesses in Palm Beach County working with the appropriate partners including but not limited to the Palm Beach County HES, local municipalities, and Enterprise Florida
- For any projects seeking incentives or assistance from the County including any County Department, coordination through HES is required

### **Task 3: Reporting Deliverables**

BOARD shall provide a detailed monthly report, which shall accompany each monthly invoice, which at a minimum shall include the following information for each SECURED business expansion/retention project:

1. Project name
2. Project location

3. Type of business
4. Number of new jobs the company commits to create
5. Number of existing jobs the company commits to retain
6. Average salary
7. Services provided by the Business Development Board
8. Total incentives provided by applicable agencies
9. Total capital investment made by the company when provided

Secured Projects for this Invoice:

Project Name	Location	Cluster Industry	# of employees	Average Salary	Services Provided	Total Incentives	Total Capital Investment

Total Expansion/Retention Projects Secured for this Invoice:	
Total Expansion/Retention Projects Secured as of Previous Invoice:	
Total Expansion/Retention Projects Secured to Date:	0

For this Invoice:

	Monthly Activities related to Business Retention Expansion
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**Task 4: Outreach to Site Selection Consultants**

BOARD shall conduct one (1) Palm Beach County Familiarization Tour for at least 8-10 national/international site consultants.

BOARD shall also perform targeted outreach to site selection consultants throughout the year marketing Palm Beach County's business environment.

**Task 4: Reporting Deliverables**

- 1. Conduct a two (2) day Palm Beach County Familiarization Tour promoting Palm Beach County as an attractive business destination
- 2. Provide a detailed schedule of events for County's information prior to finalizing event.
- 3. Provide a detailed list of site consultants invited to participate in the event
- 4. Conduct a survey of each participant to establish the comprehensive impact of the event.
- 5. Prepare a final report summarizing the results from the survey within sixty (60) days of conclusion of the tour and deliver two (2) copies to the COUNTY
- 6. Provide information on additional outreach to site selection consultants conducted throughout the term of this contract

Month	Familiarization Update
October 2020	1. 2. 3.
November 2020	1. 2. 3.
December 2020	1. 2. 3.
January 2020	1. 2. 3.
February 2020	1. 2. 3.
March 2020	1. 2. 3.
April 2020	1. 2. 3.
May 2020	1.

	2. 3.
June 2020	1. 2. 3.
July 2020	1. 2. 3.
August 2020	1. 2. 3.
September 2020	1. 2. 3.

Total Tours Provided for this Invoice:	
Total Tours Provided as of Previous Invoice:	
Total Tours Provided to Date:	0

**Task 5: Existing Palm Beach County Business Assistance Program**

BOARD shall visit a minimum of one hundred (100) existing Cluster Industry businesses through a Business Visitation Program for the purpose of understanding and addressing the challenges facing local businesses and communicating policies that support business sustainability.

Additionally, the BOARD shall visit the key industry clusters in the Glades Region for the purpose of understanding and addressing the challenges facing local businesses and communicating policies that support business sustainability

**Task 5: Reporting Deliverables**

BOARD shall provide a detailed monthly report, which shall accompany each invoice, which at a minimum shall include the following information for each business visited:

- 1. Business location
- 2. Cluster industry
- 3. Number of existing employees
- 4. Technical Assistance Provided

List of companies assisted for this Invoice:

	Business Location	Cluster Industry	Number Existing Employees	of	Technical Assistance Provided
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					
Total			0		

Month	# of Businesses Visited
October 2019	
November 2019	
December 2019	
January 2020	

February 2020	
March 2020	
April 2020	
May 2020	
June 2020	
July 2020	
August 2020	
September 2020	
Total YTD	0

**Task 6: Outreach and Collaboration**

BOARD shall initiate or participate in thirty (30) local, regional or statewide forums designed to educate, inform, strategize, and/or promote the growth of business and industry in Palm Beach County. The purpose of participation is to provide a connection point for resources and local businesses, remain informed on current industry trends and needs, and represent Palm Beach County and the business community. Board shall coordinate with other state and local agencies in order to avoid duplication and promote coordinated and consistent implementation of programs.

Examples of forums include the following:

- Local advisory boards (i.e. industry associations, economic development, educational institutions business advisory councils, etc.)
- Economic forums
- Industry-specific association events (including meetings, seminars or workshops)
- Educational workshops (business financing, grants/incentives, entrepreneurship, etc.)
- Meetings or events sponsored by other business resource partners (i.e. CareerSource Palm Beach County, Business Partners Roundtable, Chambers, Enterprise Development Corporation, etc.)

**Task 6: Reporting Deliverables**

BOARD shall provide a monthly list of the events attended, including the sponsoring or coordinating entity, with a summary of the purpose and/or topic of the event.

Sponsoring Entity	Date	Summary of the Purpose/Topic of Event
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		



15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		

**Task 7: Technical Assistance Services Provided to Existing PBC Companies**

BOARD shall provide information and referrals to existing Palm Beach County businesses as appropriate via telephone, email, etc.

**Task 7: Reporting Deliverables**

BOARD shall also provide information about referrals and connections it makes for existing companies in Palm Beach County, including:

- 1. Business industry
- 2. Number of existing employees
- 3. Business concerns/needs
- 4. Referral/connection made

List of companies assisted for this Invoice:

	Business Industry	Number of Employees	Business Concerns/Needs	Referral/Connection Made
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Month	# of Businesses Provided TA
October 2019	
November 2019	
December 2019	
January 2020	
February 2020	
March 2020	
April 2020	
May 2020	
June 2020	
July 2020	
August 2020	
September 2020	
YTD Total	0

**Task 8: Aviation/Aerospace and Engineering Task Force**

BOARD shall conduct three (3) meetings of the Aviation/Aerospace/Engineering Task Force. Specific work tasks shall include:

- Provide a detailed agenda to county staff prior to the meeting to seek additional input
- Finalize agenda and notify members of the Task Force of upcoming meetings
- Prepare meeting minutes and distribute to Task Force
- Organize one (1) Aviation/Aerospace/Engineering event to showcase the development of the cluster

**Task 8: Reporting Deliverables**

BOARD shall provide updates on the activities of the Task Force in the monthly report to county staff and make recommendations for new strategic directions and policy initiatives.

Date Held	Summary of Aviation/Aerospace and Engineering Task Force Meeting
1.	
2.	
3.	
4.	

Date Held	Summary of Aviation/Aerospace and Engineering Task Force Event
1.	

**Task 9: Economic Development Stakeholders Roundtable**

BOARD shall conduct four (4) meetings of the Economic Development Stakeholders Task Force. Specific work tasks shall include:

- Provide a detailed agenda to county staff prior to the meeting to seek additional input
- Finalize agenda and notify members of the Task Force of upcoming meetings
- Prepare meeting minutes and distribute to Task Force

The BOARD will ensure that HES is part of the Business / Financial Services Task Force.

**Task 9: Reporting Deliverables**

BOARD shall provide updates on the activities of the Task Force in the monthly report to county staff and make recommendations for new strategic directions and policy initiatives.

Date Held	Summary of Economic Stakeholders Roundtable meeting
1.	
2.	
3.	
4.	

**Task 10: BDB Economic Development Website**

BOARD shall make every effort to ensure that its website is innovative, user friendly and provides the best image of business in Palm Beach County. The website should be reviewed on an annual basis to determine which new tools should be added to ensure that information on relocating and expanding in Palm Beach County can be easily obtained. Continue to review and update website regularly and add enhancements as they become available and as we determine there is a more efficient way to provide information to visitors.

The BOARD will ensure there is a link to HES’s web page from their website.

**Task 10: Reporting Deliverables**

BOARD shall report on the information gathering, planning, designing, development, testing, delivery and maintenance of the Board website.

Monthly activity:	Updates to www.bdb.org
October 2019	1. 2. 3.
November 2019	1. 2. 3.
December 2019	1. 2. 3.
January 2020	1. 2. 3.
February 2020	1. 2. 3.
March 2020	1. 2. 3.
April 2020	1. 2. 3.
May 2020	1. 2. 3.
June 2020	1. 2.

	3.
July 2020	1. 2. 3.
August 2020	1. 2. 3.
September 2020	1. 2. 3.

**Task 11: Shovel Ready and Megasite Palm Beach County Program**

BOARD shall maintain and update its Shovel Ready and Megasite Palm Beach County program throughout the term of the Contract. BOARD shall work through HES to coordinate with the County’s Engineering, Building and Graphic Information Systems Departments to ensure that the data base contained on the website is current. BOARD shall ensure that the data base is inclusive of properties owned by non-Business Development Board members.

**Task 11: Reporting Deliverables**

BOARD shall provide updates on the program to County staff in the monthly report including the addition/deletion of properties, addresses, parcel sizes, zoning, etc. This will include the coordination with County’s Engineering, Building and Graphic Information Systems Department.

BOARD shall provide updates on sites that have existing 100,000 s.f. buildings vacant or sites that can accommodate a new 100,000 s.f. plus newly constructed office or industrial building.

Monthly activity:	Activities related to Shovel Ready and Megasite Program
October 2019	1. 2. 3.
November 2019	1. 2. 3.
December 2019	1. 2. 3.
January 2020	1. 2. 3.
February 2020	1. 2. 3.
March 2020	1. 2. 3.
April 2020	1. 2. 3.
May 2020	1. 2. 3.
June 2020	1. 2.

	3.
July 2020	1. 2. 3.
August 2020	1. 2. 3.
September 2020	1. 2. 3.



**Task 12: Advertisement of Palm Beach County’s Business Environment**

BOARD shall promote Palm Beach County as a positive business destination. BOARD shall utilize \$125,000 of the amount established under this Contract to promote the County as such.

**Task 12: Reporting Deliverables**

BOARD shall, at a minimum, identify the media through which Palm Beach County will be promoted as a positive business destination and include updates on initiatives and activities to County staff in the monthly report. The intent of this task is to promote Palm Beach County and not BOARD. BOARD shall make a good faith effort to recognize COUNTY support for all activities made possible with funds under this Agreement.

BOARD shall create a series of industry cluster ads in for placement in publications in target markets.

BOARD will include list of publications and target markets reached in monthly report.

Monthly Activity	Monthly Expenditures
October 2019 1. 2. 3. 4. 5.	\$
November 2019 1. 2. 3. 4. 5.	
December 2019 1. 2. 3. 4. 5.	
January 2020 1. 2. 3. 4. 5.	

February 2020 1. 2. 3. 4. 5.	
March 2020 1. 2. 3. 4. 5.	
April 2020 1. 2. 3. 4. 5.	
May 2020 1. 2. 3. 4. 5.	
June 2020 1. 2. 3. 4. 5.	
July 2020 1. 2. 3. 4. 5.	
August 2020 1. 2. 3. 4. 5.	
September 2020	

1.	
2.	
3.	
4.	
5.	
Expenditures to Date	\$ 0.00

**Task 13: Creation of New Printed Material**

BOARD shall create five (5) publications that market Palm Beach County. Palm Beach County’s name and/or logo shall be prominently displayed on all marketing materials

**Task 13: Reporting Deliverables**

BOARD will publish five (5) magazines and provide copies to HES

Name of Publication	Date Printed
1.	
2.	
3.	
4.	
5.	

**Task 14: Microsite Enhancements**

BOARD shall maintain an online presence to promote Entrepreneurship, Life Sciences, the Glades Region, and Education. This will be through industry-specific web pages hosted on either bdb.org or BDB microsites.

**Task 14: Reporting Deliverables**

BOARD will report on the activity of the industry-specific web pages and will make any enhancements necessary to promote them.

**List of Enhancements for this Invoice:**

Date	Microsite	Updates Made	Viewership
October 2019	Glades Region Education Life Science Entrepreneurship		
November 2019	Glades Region Education Life Science Entrepreneurship		
December 2019	Glades Region Education Life Science Entrepreneurship		
January 2020	Glades Region Education Life Science Entrepreneurship		
February 2020	Glades Region Education Life Science Entrepreneurship		
March 2020	Glades Region Education Life Science Entrepreneurship		
April 2020	Glades Region Education Life Science Entrepreneurship		
May 2020	Glades Region Education Life Science Entrepreneurship		
June 2020	Glades Region Education Life Science Entrepreneurship		
July 2020	Glades Region Education		

	Life Science Entrepreneurship		
August 2020	Glades Region Education Life Science Entrepreneurship		
September 2020	Glades Region Education Life Science Entrepreneurship		

**TASK 15: ENTERPRISE FLORIDA**

BOARD shall serve as the primary partner for Palm Beach County to Enterprise Florida and coordinate with HES in matters related to Enterprise Florida.

**Task 15: Reporting Deliverables**

- BOARD as the primary partner on behalf of the COUNTY shall inform HES of leads received from Enterprise Florida
- Assist HES with coordination for incentives when local match is required by the County with the State Department of Economic Opportunity. (DEO) For any projects seeking incentives or assistance from the County including any County department, coordination through HES is required.

MONTH	ACTIVITY
October 2019	1. 2. 3. 4. 5.
November 2019	1. 2. 3. 4. 5.
December 2019	1. 2. 3. 4. 5.
January 2020	1. 2. 3. 4. 5.
February 2020	1. 2. 3. 4. 5.
March 2020	1. 2. 3.

	4. 5.
April 2020	1. 2. 3. 4. 5.
May 2020	1. 2. 3. 4. 5.
June 2020	1. 2. 3. 4. 5.
July 2020	1. 2. 3. 4. 5.
August 2020	1. 2. 3. 4. 5.
September 2020	1. 2. 3. 4. 5.



**Task 16: Marketing Partnership with Enterprise Florida**

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BOARD shall participate in a marketing partnership program called “Team Florida” created by Enterprise Florida to allow for greater outreach to business decision makers and influencers (site selectors/others) in key markets through an integrated television, print, digital and social media campaign to compete for their business locations/expansion.

**Task 16: Reporting Deliverables**

BOARD shall invest in a \$25,000 marketing partnership with “Team Florida” and participate in the regularly scheduled discussions to help design the message for how Florida is marketed as a business state.

Month	Activity for Marketing Partnership with Enterprise Florida	Amount Spent on Partnership
October 2019		
November 2019		
December 2019		
January 2020		
February 2020		
March 2020		
April 2020		
May 2020		
June 2020		
July 2020		
August 2020		
September 2020		
Total Spent		\$ 0.00

JOB CREATION

Task 17: BOARD shall create 1,600 new/retained jobs in Palm Beach County.

Task 17: Reporting Deliverables

BOARD shall provide a monthly report of job creation to include:

- Name of Company
- Number of jobs created/retained
- Cluster in which jobs are created
- Type of assistance provided

List of Jobs Created During this Invoice:

	Name of Company	# of new jobs created/existing jobs retained	Cluster	Type of Assistance Provided
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Total:

Month	# of Companies Assisted	# of New/Existing Jobs Reported
October 2019		
November 2019		
December 2019		
January 2020		
February 2020		
March 2020		
April 2020		

May 2020		
June 2020		
July 2020		
August 2020		
September 2020		
Total YTD	0	0

**TASK 18: PRIVATE FUNDING**

In addition to funds received from the county, BOARD shall raise private funds in the amount of \$1,431,470 to financially support the delivery of economic development programs.

**Task 18: Reporting Deliverables**

BOARD shall report the amount of private funds raised on a monthly basis.

Month	Private Funds Raised
October 2019	
November 2019	
December 2019	
January 2020	
February 2020	
March 2020	
April 2020	
May 2020	
June 2020	
July 2020	
August 2020	
September 2020	
Total YTD	\$ 0.00

**TASK 19: PUBLIC ECONOMIC DEVELOPMENT PRESENTATIONS**

BOARD shall accept invitations to speak at city, county and state forums where there is an opportunity to promote economic development activities in Palm Beach County or to inform a key stakeholder group on the types of companies looking to relocate or expand. HES will be advised of such meetings in order to assess whether they will jointly represent the COUNTY at such forums.

**Task 19: Reporting Deliverables**

BOARD shall participate in twenty (20) forums throughout the year whereby it is serving as the keynote speaker or as part of a panel to promote economic development in Palm Beach County.

List of Forums Attended During this Invoice:

Date	Name of Forum/Presentation	Audience	Venue

Total:

Month	# of Forums/Presentations
October 2019	
November 2019	
December 2019	
January 2020	
February 2020	
March 2020	
April 2020	
May 2020	
June 2020	
July 2020	
August 2020	

September 2020	
Total YTD	0

**TASK 20: DOMESTIC AND INTERNATIONAL MISSIONS**

BOARD shall participate in domestic/international outreach missions with Enterprise Florida as well as trade shows to gain visibility with key targeted industry clusters as well as site selection consultants.

**Task 20: Reporting Deliverables**

BOARD will participate in ten (10) domestic/international outreach missions, trade shows and site selection consultant gatherings aimed at promoting the economy of Palm Beach County to companies that could have an interest in relocating to the area.

Name of Mission	Date Attended	BDB Staff In attendance
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**TASK 21: ECONOMIC DEVELOPMENT IN THE GLADES**

BOARD shall continue to provide a dedicated full-time BDB staff member to the Glades for the purpose of recruitment, retention and expansion of companies to the Glades Region of Palm Beach County. HES shall be invited to all prospect meetings for businesses interested in expanding or relocating to the Glades region. For meetings that HES does not attend, the BOARD shall provide a meeting summary to assist HES in determining whether additional outreach from the County is required.

Additionally, the BOARD shall meet with the municipalities in the Glades Region to determine their industry needs and recruit to the current needs. Industries / business types desired in the Glades Region include but are not limited to the following:

- Agricultural related businesses
- Tourism related businesses
- Marina related businesses
- Medical related businesses
- Sports related businesses
- Hotels and restaurants

**Task 21: Reporting Deliverables**

BOARD shall report monthly on all prospect activity, creation and retention of jobs, programs and marketing materials created to enhance the competitiveness of the Glades Region.

Prospect Activity for this Invoice:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.



Total:

Month	# of Activities Reported
October 2019	
November 2019	
December 2019	
January 2020	
February 2020	
March 2020	
April 2020	
May 2020	
June 2020	
July 2020	
August 2020	
September 2020	
Total YTD	0

**TASK 22: ANNUAL Entrepreneur Event**

BOARD shall organize one Annual Entrepreneur event designed to bring small businesses and entrepreneurs together and connect them to countywide resources available.

**Task 22: Reporting Deliverables**

BOARD shall organize and produce one (1) Annual Entrepreneur Event.

Date Held	Summary of Annual Entrepreneur Event
1.	

For this Invoice:

Date	Activity related to organizing Annual Entrepreneur Event
Oct 2019	1. 2. 3.
Nov 2019	1. 2. 3.
Dec 2019	1. 2. 3.
Jan 2020	1. 2. 3.
Feb. 2020	1. 2. 3.
Mar 2020	1. 2. 3.
April 2020	1. 2. 3.
May 2020	1. 2. 3.
June 2020	1. 2. 3.
July 2020	1. 2. 3.

Aug 2020	1. 2. 3.
Sept 2020	1. 2. 3

**TASK 23: LIFE SCIENCE INDUSTRY ACTION PLAN**

BOARD shall report on monthly activities related to the 2016 Action Plan. Such elements shall include four (4) meetings of the Life Science Advisory Council, and two (2) additional meetings or events that involve the larger community of Palm Beach County life science stakeholders.

**Task 23: Reporting Deliverables**

BOARD shall provide updates on action taken to develop and grow the Life Science industry as outlined in the 2016 Action Plan.

For this Invoice:

Action	Update
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Date	Summary of Life Science Advisory Council Meeting
1.	
2.	
3.	
4.	

Date	Summary of Additional Life Science Community Stakeholder Meeting
1.	
2.	

**TASK 24: Academic Leaders Council** BOARD shall coordinate two (2) meetings that connect the public/private universities and school district to private companies creating jobs. This includes meetings such as Academic Leaders Council, Palm Beach County Skills Champions Team, and any forum that enhances the workforce to ensure Palm Beach County has the best talent. BOARD shall have representation from HES in attendance at the meetings.

**Task 24: Reporting Deliverables**

BOARD shall provide overviews of meetings held as well as connections facilitated by the BDB.

Date of Meeting	Connections facilitated by the BDB
1.	
2.	