

**CLAY COUNTY DEVELOPMENT AUTHORITY
REGULAR SCHEDULED PUBLIC MEETING
ORANGE PARK, FLORIDA
November 12, 2014**

AGENDA

**CHAIR
VICE-CHAIR
TREASURER
SECRETARY**

**CHIP DOBSON
REV. BILL RANDALL
MATT CARLTON
VIRGINIA HALL**

- | | |
|---|-----------------------|
| 1. Welcome/Call to Order 3:00 pm | Chip Dobson |
| 2. Roll Call | Josh Cockrell |
| 3. Invocation | Rev. Randall |
| 4. Approval of September 17, 2014 Minutes | Chip Dobson |
| 5. Action taken at Committee Meetings
DEVCOM Committee | Chip Dobson |
| 6. Comments from the Public | Chip Dobson |
| 7. Treasurer's Report | Matt Carlton |
| 8. Chair's Report
DEVCOM Committee Members
Guest Speakers: Elton Rivas & Paige Calvert, CoWork Jax | Chip Dobson |
| 9. Staff Report
Grant Updates
SWOT Analysis Workshop | IGS |
| 10. BLD Project Report | Greg Clary |
| 11. Attorney's Report | Grady Williams |
| 12. Economic Development Report | Bill Garrison |
| 13. Old Business/New Business/Board Comments
Adoption of Budget Resolutions
IGS Contract Extension | Chip Dobson |

14. Adjournment

Chip Dobson

Dates of Upcoming CCDA Meetings:

January 21, 2015 at 4:00pm

March 18, 2015 at 4:00pm

May 20, 2015 at 4:00pm

July 15, 2015 at 4:00pm

September 16, 2015 at 4:00pm

NOTE: Items 4, 5 and 7 through 14, above, are subject to discussion, consideration, and action by the Board of the Clay County Development Authority.

PUBLIC COMMENTS: Pursuant to F.S. s. 286.0114 (2013) [*and Clay County Development Authority policy*], speakers intending to offer public comment must complete a provided speaker's card, turn in the same to the recording secretary for the public meeting, and may address the Board when recognized by the Chair of the meeting with their public comments for a period of not more than three (3) minutes. The Chair of the meeting has the authority and discretion to make special provisions for a group or faction spokesperson. The Chair of the meeting has all requisite authority and discretion to maintain orderly conduct or proper decorum of the public meeting.

**CLAY COUNTY DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
MINUTES**

September 17, 2014

Present: Debbie Ricks, Greg Clary, William Randall, Matt Welch, Matt Carlton, Paz Patel, Russell Buck, Chip Dobson, Grady Williams, Counsel, Joe Mobley (via phone)

Absent: Virginia Hall

Guests: Chauncey Lever, Charlie Sands

Staff: Josh Cockrell, Kerri Stewart

Call to Order: Chair **Debbie Ricks** called the Clay County Development Authority ("CCDA") Board meeting to order at 4:00 PM.

Invocation: Rev. William Randall provided the invocation.

Approval of August 20, 2014 Minutes

Action taken at Committee Meetings: DEVCOM Committee held. Contribution to DEVCOM will remain unchanged. A reserve study is to be conducted to determine life of building and building assets and amount of money to be maintained in reserves in preparation for any future maintenance.

Public Comment: None

Treasurer's Report: Rev. Randall reviewed the financial reports for August. Motion to approve the report was accepted unanimously.

Chair's Report: Debbie Ricks welcomed Chauncey Lever and Charlie Sands. Josh Cockrell introduced them. Both provided an educational presentation to the Board regarding an overview of how industrial revenue bonds are used as well as the process in issuing them.

Staff Report: Josh Cockrell gave an update on the grants that have been issued. CCDA should be getting about \$40,000 in administrative fees from them. He will be meeting with Florida Defense Support Task Force in Tallahassee to present for a grant to help Camp Blanding with the purchase of near the base to prevent development encroachment. If awarded, the Board will receive a maximum of 10% of administrative fees.

Chamber of Commerce has decided to continue payment on their loan to the CCDA as scheduled rather than amending the terms of the promissory note.

Tenant TOCOI has informed the CCDA that they will not be renewing their lease. Staff will be seeking a new tenant for the office space.

Josh visited CoWork Jax and took a tour. He later returned Paz Patel and Bill Garrison to introduce the concept to them. He informed the board that having a similar concept in Clay County would be consistent with the board's mission to promote and support economic development in the county. Josh would like to request that representatives from CoWork Jax present to the Board the concept at the next meeting. **Paz Patel** shared his experience during the tour and suggested that the Board take a further look into this concept.

Big League Dreams Project Update: **Greg Clary** introduced a formal motion to the Board to terminate the license agreement with Big League Dreams. Motion seconded and passed unanimously.

Attorney's Report: **Grady Williams** will be on standby to draft a lease for a new tenant. He will draft a formal resolution to present in November to adopt the budget. Also, new officer elections will be effective at the end of the September board meeting.

Economic Development Report: None

Old Business: None

New Business: **Chair Ricks** made a motion to adopt the amended 2013-2014 budget. Seconded and passed unanimously. Josh Cockrell reviewed the 2014-2015 budget. **Rev. Randall** made a motion to adopt the 2014-2015 budget with changes. Seconded and passed unanimously.

Greg Clary stated that he suspects BLD to come back to the board with repayment terms. Josh Cockrell stated that BLD will be sent a letter from counsel requesting the repayment of funds within 90 days.

Doug Conkey presented to the board that the Jaguars will be providing matching funds towards the support of a Small Business Development Center. The Chamber is putting a campaign together to raise the money needed to support a SBDC. Also, the Chamber is looking into conducting a capital campaign to improve the DEVCOM building. **Matt Welch** recommended that any capital campaign to be held off until a reserve study is conducted. **Russell Buck** made a motion that the board sponsors the SBDC at \$10,000 for 3 years. Seconded and passed unanimously.

Chair Ricks shared with the Board the nominations for elected officers for the 2014-2015 year. Chip Dobson, Chair; Rev. Randall, Vice-Chair; Matt Carlton,

Treasurer; Virginia Hall, Secretary. **Russell Buck** made a motion to elect the nominees. Seconded and passed unanimously. Officers will take office beginning October 1, 2014.

Josh Cockrell recognized Chair Ricks for her service as Chair for the 2013-2014 year. Also, Matt Welch was recognized for his service as Chair for the 2012-2013 year.

The next CCDA Board meeting will be on November 12, 2014.

Adjourned: 5:42P.M.

DATES OF UPCOMING CCDA MEETINGS:

November 12, 2014 at 3:00pm (NOTE: Meeting starts an hour early)

January 21, 2015 at 4:00pm

March 18, 2015 at 4:00pm

May 20, 2015 at 4:00pm

July 15, 2015 at 4:00pm

September 16, 2015 at 4:00pm

RESOLUTION NO. 2014/2015-01

RESOLUTION OF CLAY COUNTY DEVELOPMENT AUTHORITY (THE "AUTHORITY") ADOPTING THE FINAL AMENDED "ADJUSTED TO ACTUAL" BUDGET FOR FISCAL YEAR 2013/2014; AUTHORIZING CONTRACTED ADMINISTRATIVE STAFF TO TAKE OTHER AND FURTHER ACTIONS REASONABLY NECESSARY OR HELPFUL IN FURTHERANCE OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED, BY THE FORMAL ACTION OF THE AUTHORITY, THAT THE FOLLOWING ACTION IS HEREBY ADOPTED AS THE LEGAL AND BINDING ACTION AND RESOLUTION OF THE AUTHORITY, PERTAINING TO THE ABOVE SUBJECT MATTER SPECIFIED.

BACKGROUND RECITALS

WHEREAS, it is necessary and appropriate for the Authority to formally adopt and publish its final amended budget for Fiscal Year 2013/2014, to correspond to actual revenues and expenditures for that fiscal year;

WHEREAS, the contracted administrative staff, accountant, and Treasurer for the Authority have prepared and provide such budget for formal adoption and approval; and

WHEREAS, the Authority desires to fully comply with the provisions of all applicable laws and auditor recommendations to implement and observe best practices in the adoption and amendment of its budgets.

FORMAL ADOPTION OF RESOLUTION NO. 2014/2015-01

NOW, THEREFORE, THE FOLLOWING ACTION IS HEREBY FORMALLY ADOPTED BY THIS RESOLUTION NO. 2014/2015-01, DATED EFFECTIVE THIS 12TH DAY OF NOVEMBER, 2014, AS FOLLOWS:

Section 1. The Authority's official Budget for Fiscal Year 2013/2014, representing the final amended budget for the immediate past fiscal year of the Authority with revenues and expenditures adjusted to actual results for that reporting period, is hereby accepted, amended, approved and adopted in the form attached hereto and herein incorporated by reference.

Section 2. The contracted administrative staff of the Authority shall take such other and further actions as may be reasonably necessary or helpful to the formal action so authorized, approved, and adopted by this Resolution No. 2014/2015-01, and as may include, for purposes of illustration and not limitation, (a) informing the auditor of the Authority of the approval of the amended final budget for Fiscal Year 2013/2014, (b) publishing the final amended budget for Fiscal Year 2013/2014 on the Authority's website, and (c) filing the same with the Clerk for the Board of County Commissioners for Clay County, Florida.

Section 3. This Resolution 2014/2015-01 and the formal action set forth shall be effective immediately upon adoption.

DULY ADOPTED THIS 12TH DAY OF NOVEMBER, 2014, BY THE CLAY COUNTY DEVELOPMENT AUTHORITY.

CLAY COUNTY DEVELOPMENT AUTHORITY

BY: _____

NAME: _____

TITLE: EARNEST "CHIP" DOBSON, CHAIR

ATTEST:

SECRETARY
CLAY COUNTY DEVELOPMENT AUTHORITY

(SEAL)

RESOLUTION NO. 2014/2015-02

RESOLUTION OF CLAY COUNTY DEVELOPMENT AUTHORITY (THE "AUTHORITY") FORMALLY ADOPTING BUDGET FOR FISCAL YEAR 2014/2015; AUTHORIZING THE AUTHORITY'S CONTRACTED ADMINISTRATIVE STAFF TO TAKE OTHER AND FURTHER ACTIONS REASONABLY NECESSARY OR HELPFUL IN FURTHERANCE OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED, BY THE FORMAL ACTION OF THE AUTHORITY, THAT THE FOLLOWING ACTION IS HEREBY ADOPTED AS THE LEGAL AND BINDING ACTION AND RESOLUTION OF THE AUTHORITY, PERTAINING TO THE ABOVE SUBJECT MATTER SPECIFIED.

BACKGROUND RECITALS

WHEREAS, it is necessary and appropriate for the Authority to formally adopt and publish its budget for Fiscal Year 2014/2015;

WHEREAS, the contracted administrative staff, accountant, and Treasurer for the Authority have prepared and provided such budget for formal adoption and approval;

WHEREAS, the Authority previously adopted such budget for the current fiscal year by its informal action at its regular scheduled meeting on September 17, 2014; and

WHEREAS, the Authority desires to fully comply with the provisions of all applicable laws and auditor recommendations to implement and observe best practices in the adoption and amendment of its budgets.

FORMAL ADOPTION OF RESOLUTION NO. 2014/2015-02

NOW, THEREFORE, THE FOLLOWING ACTION IS HEREBY FORMALLY ADOPTED BY THIS RESOLUTION NO. 2014/2015-02, DATED EFFECTIVE THIS 12TH DAY OF NOVEMBER, 2014, AS FOLLOWS:

Section 1. The Authority's official Budget for Fiscal Year 2014/2015, representing the budget for the current fiscal year of the Authority as currently projected, is hereby accepted, approved and adopted in the form attached hereto and herein incorporated by reference.

Section 2. The contracted administrative staff of the Authority shall take such other and further actions as may be reasonably necessary or helpful to the formal action authorized, approved, and adopted by this Resolution No. 2014/2015-02, and as may include, for purposes of illustration and not limitation, (a) informing the auditor of the Authority of the formal approval of the budget for Fiscal Year 2014/2015, (b) publishing the formally adopted budget for Fiscal Year 2014/2015 on the Authority's

website, and (c) filing the same with the Clerk for the Board of County Commissioners for Clay County, Florida.

Section 3. This Resolution 2014/2015-02 and the formal action as set forth herein shall be effective immediately upon adoption.

DULY ADOPTED THIS 12TH DAY OF NOVEMBER, 2014, BY THE CLAY COUNTY DEVELOPMENT AUTHORITY.

CLAY COUNTY DEVELOPMENT AUTHORITY

BY: _____

NAME: _____

TITLE: EARNEST "CHIP" DOBSON, CHAIR

ATTEST:

SECRETARY
CLAY COUNTY DEVELOPMENT AUTHORITY

(SEAL)



November 12, 2014

Chip Dobson, Chairman
Clay County Development Authority
1734 Kingsley Avenue
Orange Park, FL 32073

Dear Chairman Dobson:

Over the past year, IGS has had the pleasure of providing administrative services to the Clay County Development Authority and working with your Board to support and promote sound economic development in Clay County. It is our intention to continue providing our services to the CCDA and assist in guiding the vision of the Board. With that in mind, IGS requests that our contract ending on November 30, 2014 be extended through November 30, 2015.

We appreciate the opportunity to be of service to your organization.

Sincerely,

Josh Cockrell
Director Economic Development

I. Mission Statement

The Clay County Development Authority was established by a special act of the Florida Legislature in 1957 for the principal purpose of promoting sound economic development of Clay County. They are a strategic partner with the Clay County Chamber of Commerce, numerous businesses and other local, regional and state agencies to improve the quality of life for residents.

II. Strengths, Weaknesses & Threats Assessment

2014 STRENGTHS	2015 ASSESSMENT
Quality of Life Location within State of Florida Good Public School System Parks and Recreation	
Land Development Access to Multi-Modal Transportation Available Land	
Economy Diverse Economy Active County Bond Financing Competitive Bond Issuance Fees	
Resources Trained Workforce & Retired Military Medical Assets Agricultural Center & Research Industry Cooperation Camp Blanding Joint Training Center	

2014 WEAKNESSES & THREATS	2014 ASSESSMENT & ACCOMPLISHMENTS	2015 ADDITIONAL STRATEGIES
<p><u>Perceptions</u></p> <p>Reactive vs. Proactive to Business Needs Negative Attitudes in Business Environment (internal & external) Not a Business Destination Bedroom Community</p>	<p><u>Accomplishments</u></p> <p>Public Records Policy Creation of Email System Website Development Staff Support Idea Clearinghouse Spurs Projects</p>	<p>Utility Outreach Banks & Bond Counsel Outreach Website Update Targeted Business Outreach Jaguars Outreach – CC Day Idea Clearinghouse Spurs Projects Brochure Development Business Ready Web Keys Microloan Program</p>
<p><u>Land Development</u></p> <p>Long Permit Times High Impact Fees Utility Availability Limited Industrial Base Small Industrial Land Limited Transportation Infrastructure Limited Regional Competition</p>	<p><u>Accomplishments</u></p>	<p>FL Manufacturers Assoc. Conf. Outlook Conference CDFA Conference Chamber, CEDC, and County Coordination FCMA Conference Camp Blanding Grants</p>
<p><u>Economy</u></p> <p>Economic Stagnation Difficult Capital Markets Reduction of State & Federal Funds Virtual Work Environments</p>	<p><u>Accomplishments</u></p> <p>Bond Issues & Refinances Board Member Outreach Development of Marketing Strategy</p>	<p>Bond Issues & Refinances Board Member Outreach</p>

III. 2014 – 2015 GOALS

2014 – 2015 GOAL	IMPLEMENTATION STRATEGIES	WEAKNESS/THREAT ADDRESSED
Proactively seek bond issue and refinancing opportunities.	Targeted Business Outreach Annual MAF Event CDFA Conference Track Applications Board Member Outreach	Reactive vs. Proactive to Business Needs Not a Business Destination Economic Stagnation Difficult Capital Markets Reduction of State & Federal Funds
Serve as an information and education resource for industrial and manufacturing businesses.	Annual Calendar of Events Speakers Series Education Programs Directory/Database	Reactive vs. Proactive to Business Needs Negative Attitudes in Business Environment Bedroom Community Industrial Base Small Regional Competition
Proactively advocate a legislative policy agenda.	State Lobbying Trips CDFA Conference Speakers Series Liaison Positions for Members	Lack of Relationships w/Legislators Economic Stagnation Difficult Capital Markets Reduction of State & Federal Funds
Serve as an idea clearinghouse to spur new projects.	Speakers Series Provide Staff Support Jaguars Outreach Microloan Program Horizons Camp Blanding Grants Enterprise Park	Reactive vs. Proactive to Business Needs Negative Attitudes in Business Environment Not a Business Destination Transportation Infrastructure Limited Regional Competition
Continue to partner with the Chamber, CEDC, and County on economic development opportunities.	CC Day - Jaguars Business Outreach Plans Business Ready Web Keys IDA Brochure Development Business Cards/Name Badges CEDC & Chamber Events	Reactive vs. Proactive to Business Needs Negative Attitudes in Business Environment Not a Business Destination Bedroom Community Regional Competition

IV. Board Member Assignments

A. Liaisons to Other Groups

- Board of County Commissioners
- City of _____
City of Green Cove Springs/City of Keystone Heights/Town of Orange Park
- Intergovernmental Relations Committee
- Chamber & CEDC
- FCMA
- Horizons

B. Legislative Policy Coordinator - _____

- Create Legislative Agenda
- Local Lobbying Efforts
- State Lobbying Efforts
- Federal Lobbying Efforts
- CDFR Membership

C. Bank/Bond Counsel Coordinator - _____

- Speakers Series
- Education Programs

D. Business Outreach Coordinator - _____

- Targeted Outreach Updates
- Speakers Series
- Education Programs
- Chamber, CEDC, & County Coordination

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II. Strengths, Weaknesses & Threats Assessment

2014 STRENGTHS	2015 ASSESSMENT
Quality of Life	
Land Development	
Economy	
Resources	

2014 WEAKNESSES & THREATS	2014 ASSESSMENT & ACCOMPLISHMENTS	2015 ADDITIONAL STRATEGIES
<u>Perceptions</u>	<u>Accomplishments</u>	
<u>Land Development</u>	<u>Accomplishments</u>	
<u>Economy</u>	<u>Accomplishments</u>	

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- Create Legislative Agenda
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- Speakers Series
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- Targeted Outreach Updates
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- Chamber, CEDC, & County Coordination