

**CLAY COUNTY DEVELOPMENT AUTHORITY
REGULAR SCHEDULED PUBLIC MEETING
ORANGE PARK, FLORIDA
February 19, 2013**

AGENDA

**CHAIR
VICE-CHAIR
TREASURER
SECRETARY**

**DEBBIE RICKS
CHIP DOBSON
REV. RANDALL
VACANT**

- | | |
|----------------------------------------------------------------------------------------------|-----------------------|
| 1. Welcome/Call to Order 4:00 pm | Debbie Ricks |
| 2. Roll Call | Josh Cockrell |
| 3. Invocation | Pastor Randall |
| 4. Approval of January 15, 2014 Minutes | Debbie Ricks |
| 5. Action taken at Committee Meetings | Debbie Ricks |
| 6. Comments from the Public | Debbie Ricks |
| 7. Treasurer's Report
Financials | Pastor Randall |
| 8. Chair's Report
RFP for Recreational Sports Park
Financial Support of CCEDC | Debbie Ricks |
| 9. Staff Report | IGS |
| 10. Microloan Update | Rev. Randall |
| 11. BLD Project Update | Greg Clary |
| 12. Attorney's Report | Grady Williams |
| 13. Economic Development Report | Bill Garrison |
| 14. Old Business/New Business/Board Comments | Debbie Ricks |
| 15. Adjournment | Debbie Ricks |

Dates of Upcoming CCDA Meetings:

March 19, 2014

April 16, 2014

May 21, 2014

June 18, 2014

July 16, 2014

August 20, 2014

September 17, 2014

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**

January 15, 2014

Present: Debbie Ricks, Chip Dobson, William Randall, Greg Clary, Tom Morris (late), Matt Welch, Paz Patel, Jan Conrad, Grady Williams, Counsel

Absent: Virginia Hall, Paz Patel, Joe Mobley

Guests: Ken Willey, Ted McGowan, Catherine Varnum, Matt Carlton

Staff: Josh Cockrell, Kerri Stewart, Bill Garrison (late)

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

Invocation: William Randall

Approval of December 11, 2013 Minutes

Public Comment: none

Treasurer's Report: **William Randall** deferred to **Josh Cockrell**. Cockrell reviewed the financial reports for November 2013 and December 2013. Greg Clary asked for clarification on what the expenditures for office equipment are. Grady Williams stated that it is the furnishings in the office. Motion to approve both reports accepted unanimously.

Chair's Report: **Debbie Ricks** deferred her report to staff Josh Cockrell.

Transition Report: **Josh Cockrell** provided an update on the transition. Public records requests have been satisfied. Draft public records procedure provided for approval. Provided an update on the email database and having access to archiving CCDA emails.

Big League Dreams Project Update: **Greg Clary** stated that he did not have anything to report. Josh Cockrell updated that the RFP for responses were sent out and the cut off to receiving proposals is February 17. Kerri Stewart provided a point of interest that approximately 20 emails have been received inquiring about the RFP but no official responses have been submitted from an operator. Greg Clary will provide a full report at the next meeting.

New Business: Debbie Ricks mentioned that William Randall is interested in setting up a microloan program and shares her support. Grady Williams recommended that Rev. Randall has additional board members on the committee so that there could be open notices submitted for the community to attend. Paz Patel volunteered to join the committee and will assist Rev. Randall who has been appointed as Chair of the committee.

William Randall shared with the board the MLK breakfast to be held in Clay County.

Josh Cockrell recommended that the Board acquire a credit card merely for logistical issues and for efficiency to pay for items that require immediate payment as approved by the Chair. He also stated that any checks disbursed that don't require immediate submission will be signed only at board meetings unless they require immediate attention. A motion was made and accepted unanimously to approve the establishment of a credit card for CCDA use.

Debbie Ricks presented the draft public request procedure to be reviewed by the board. Josh Cockrell shared with the board that this procedure will ensure that public records are responded to in a reasonable manner and that a service charge be placed for time over 15 minutes spent on research and compiling requested documents. This charge would be \$22 an hour based on the charge a temp agency would charge CCDA to provide a temporary staff person. State statute provides that the Board can charge a special service charge. A motion to pass the draft public records request procedure as discussed and amended was approved unanimously.

Josh Cockrell shared with the Board that the CCDA has an account with Wells Fargo that is accruing monthly fees. He recommended that the account be closed and any monies be sent to the First Atlantic Bank account. This decision was approved without any objections.

Josh Cockrell shared with the Board that there is a tenant concern that should be addressed regarding the month-to-month lease agreement that the tenant is on. Debbie Ricks recommended that Josh Cockrell speaks to the tenant to remedy any issues/concerns.

Debbie Ricks mentioned that Camp Blanding is requesting a nonbinding letter regarding the commitment of the CCDA for the grants they are receiving. Josh Cockrell shared with the board that the CCDA needs to send a letter of intent to Camp Blanding stating that the CCDA will support the agreement made with Camp Blanding and Enterprise Florida to provide the grant monies. A motion was made to approve the submittal of the letter of intent and was passed unanimously.

Attorney's Report: Grady Williams did not have anything to report.

Economic Development Report: Bill Garrison shared data that has been collected regarding the companies in Clay County that have large employment greater than 60 employees. Also, he provided a breakdown of the employment available in the county. He also provided a quarterly report summarizing what CCEDC has been doing. He also provided CCEDC marketing materials. Debbie Ricks recommended that the financial support of the CCDA will be discussed at the next board meeting.

Old Business: none

New Business: The next CCDA Board meeting will be on February 19, 2014.

Adjourned: 4:57 PM.

DATES OF UPCOMING CCDA MEETINGS:

February 19, 2014

March 19, 2014

April 16, 2014

May 21, 2014

June 18, 2014

July 16, 2014

August 20, 2014

September 17, 2014



COLEMAN & ASSOCIATES
Certified Public Accounting Firm

ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors of
Clay County Development Authority
Orange Park, FL

We have compiled the accompanying government-wide balance sheet of Clay County Development Authority (a governmental organization) as of January 31, 2014 and 2013, and the related statements of revenues and expenses for the one month and four months then ended, and the accompanying supplementary statement of revenues and expenses – budget vs. actual – current month and current year to date.

We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit the management discussion and analysis, the governmental fund financial statements and substantially all of the disclosures required by generally accepted accounting principles. If the omitted management discussion and analysis, governmental fund financial statements and disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position and changes in net assets. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to the Clay County Development Authority.

Coleman & Associates Cpa firm

February 11, 2014

Clay County Development Authority
Governmentwide Balance Sheet
 As of January 31, 2014 and 2013

	Jan 31, 14	Jan 31, 13
ASSETS		
Current Assets		
Checking/Savings		
100001 - Wells Fargo(Operating)	3,107.69	19,635.72
100002 - First Atlantic Checking - 1484	93,572.00	57,105.68
100004 - First Atlantic (CD)	50,100.90	50,000.00
100005 - First Atlantic 2 (CD)	49,998.00	50,000.00
100007 - Investment - Florida Prime - A	142,350.90	131,059.82
100008 - Investment - Florida Prime - B	6,577.65	15,769.93
100016 - Compass Bank Money Market - Pub	175,296.29	175,112.61
100018 - First Atlantic Bank MMKT -1493	967,667.13	1,016,205.52
100025 - Fifth-Third CD	76,428.44	76,305.00
100026 - Fifth-Third 2 (CD)	76,428.44	76,305.00
Total Checking/Savings	1,641,527.44	1,667,499.28
Accounts Receivable		
115002 - Revenue Receivable	571.97	31,338.68
Total Accounts Receivable	571.97	31,338.68
Other Current Assets		
115000 - Accrued Interest Receivable	755.00	755.00
115001 - Loan to Clay Co. Chamber of Com	101,982.79	134,774.41
115004 - Loan Clay County Cham - Def Grt	0.00	21,700.00
1499 - Undeposited Funds	574.00	0.00
Total Other Current Assets	103,311.79	157,229.41
Total Current Assets	1,745,411.20	1,856,067.37
Fixed Assets		
162950 - Leasehold Improvements - Devcom	28,842.00	28,842.00
166900 - Office Equipment	58,347.98	58,347.98
167900 - Accum Depreciation	-84,778.00	-84,778.00
Total Fixed Assets	2,411.98	2,411.98
Other Assets		
1160000 - Note Receivable - St Johns Coun	48,000.00	60,000.00
162900 - Equity Interest - Devcom	194,688.56	194,688.56
163000 - License Agreement - Big League	450,000.00	450,000.00
Total Other Assets	692,688.56	704,688.56
TOTAL ASSETS	2,440,511.74	2,563,167.91
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200000 - Accounts Payable	1,723.74	22,239.46
Total Accounts Payable	1,723.74	22,239.46
Other Current Liabilities		
220000 - Security Deposits	2,788.00	1,138.00
25500 - Sales Tax Payable	149.17	36.55
Total Other Current Liabilities	2,937.17	1,174.55
Total Current Liabilities	4,660.91	23,414.01
Total Liabilities	4,660.91	23,414.01
Equity		
272000 - Net Asset Balance	1,908,993.80	1,908,993.80
280000 - Invest in Fixed Assets	349,102.04	349,102.04
32000 - Retained Earnings	217,484.37	368,437.19
Net Income	-39,729.38	-86,779.13
Total Equity	2,435,850.83	2,539,753.90

6:31 PM
02/11/14
Accrual Basis

Clay County Development Authority
Governmentwide Balance Sheet
As of January 31, 2014 and 2013

	<u>Jan 31, 14</u>	<u>Jan 31, 13</u>
TOTAL LIABILITIES & EQUITY	<u>2,440,511.74</u>	<u>2,563,167.91</u>

Clay County Development Authority

Statement of Revenues and Expenses - Budget to Actual

January 2014

	Jan 14	Budget	Oct '13 - Jan 14	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
361000 · Investment Earnings	336.54	150.00	1,623.20	600.00	1,800.00
362000 · Rents & Royalties	2,185.50	2,196.00	8,742.00	8,784.00	26,346.00
369000 · Miscellaneous Revenues	578.70	284.00	5,121.40	1,179.00	16,977.00
Total Income	3,100.74	2,630.00	15,486.60	10,563.00	45,123.00
Expense					
512000 · Funding to CCC	0.00	4,167.00	12,400.01	16,668.00	50,000.00
513300 · Professional Fees	2,775.00	5,725.00	10,675.00	8,200.00	14,800.00
513305 · Administration Contract IGS	4,500.00		9,000.00		
513440 · Liability Insurance	248.82		487.67		1,500.00
513460 · Devcom LLP Expense	1,650.00	1,650.00	6,600.00	6,600.00	19,800.00
513490 · Business Meeting	0.00	83.00	0.00	336.00	1,000.00
513493 · Service Charges	20.38	42.00	85.45	164.00	500.00
513494 · Dues & Subscriptions	201.78	110.00	592.97	440.00	2,020.00
513510 · Office and Operating Expenses	130.84		1,228.25	2,175.00	8,375.00
513800 · Community Development Project	0.00	8,333.00	14,136.63	33,332.00	100,000.00
Total Expense	9,526.82	20,110.00	55,215.98	67,915.00	197,995.00
Net Ordinary Income	-6,426.08	-17,480.00	-39,729.38	-57,352.00	-152,872.00
Net Income	-6,426.08	-17,480.00	-39,729.38	-57,352.00	-152,872.00